

## **Request for Proposals Snow and Ice Removal for Highland Park Renaissance Academy**

The Highland Park Renaissance Academy is accepting proposals from qualified individuals or firms to provide snow and ice removal services at the Highland Park Renaissance Academy (HPRA) campuses (see attached A for a list of schools). The scope of work includes providing labor and materials for salting, snow and ice removal for schools operated by the Highland Park Renaissance Academy (HPRA).

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed, or national origin in regard to obligations, work and service performed under those terms of any contract ensuing from this RFP.

Contractors will complete the Section 3 forms to show whether or not your business is a qualified Section 3 business.

Contractor will be required to provide documentation that the company is bonded and insured.

RFPs can be picked up at the HPRA main office of the located at **45 E. Buena Vista, Highland Park, MI 48203** or by calling (313) 957-3005.

Questions related to this proposal can be answered by Carmen Willingham, HPRA preK-12 school leader at (313)957-3005 or [carmen.willingham@leonagroup.com](mailto:carmen.willingham@leonagroup.com)

All sealed proposals are due to the HPRA office no later than **October 23, 2014 by 4:00 p.m.**

## **Scope of Proposal**

This RFP is for snow and ice removal services on school properties from November 2014 until April 2015. The contractor will be required to perform snow and ice removal at Highland Park Renaissance Academy as set forth in this section. It will be up to the individual Contractor's discretion to perform the services within the time frame set in the RFP. The bidder shall examine the premises and site and specifications to familiarize themselves with the condition of the premises, obstructions, the actual levels and other factors necessary for carrying out the work before the delivery of their proposal. The bidders shall also acquaint themselves with the character and extent of the area of the work, so that they may plan their services accordingly. No allowances or extra payment will be made to a Contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of the RFP or by reason of error or oversight on the part of the bidder or on account of interference by the academies or other Contractor's activities. It shall expressly be understood that the Highland Park Renaissance Academy will take precedence over any other activity.

Contractor shall provide a list of equipment needed to perform services outlined in the Scope of Services.

Contractor shall be responsible for complying with all local and state laws or ordinances. Contractor assumes all liability for complying with the aforementioned laws and ordinances.

Where, not more specifically described in any of the various sections of these specifications, workmanship shall conform to all the methods and operations of best standards and accepted practices of the trade or trades involved and shall include all items required for completion of the services. Personnel skilled in their respective lines of work shall execute all work.

HPRA may request a meeting with the Contractor at any time for the purpose of evaluating the Contractor's performance. Items not completed to the satisfaction of Highland Park Renaissance Academy may result in immediate termination of the contract.

Contractors will be notified in writing by the Highland Park Renaissance Board of Directors for any property damage that occurs as a result of the snow and ice removal process.

### **Insurance:**

The successful bidder (Contractor) shall carry public liability and accident insurance to cover their operations under this contract as well as other types of insurance required by federal, state and local laws for the term of this agreement. The Contractor shall provide the HPRA with a copy of the insurance coverage indicated each contract year. As a minimum, the insurances shall be in the following amounts:

1. Employee Liability \$100,000
2. Comprehensive Liability Bodily Injury including death \$500,000 per occurrence
3. Property Damage \$100,000 per occurrence
4. Aggregate Comprehensive Motor Vehicle \$200,000
5. Vehicle Liability \$250,000 each person
6. Bodily Injury including death \$100,000 each occurrence

The HPRA shall be named as an additional insured on the Contractor's policy and be held harmless. The HPRA shall have the right to change, amend, increase, decrease, modify, add or delete any requirements at its sole discretion during the life of the agreement

#### Right To Reject

HPRA reserves the right to reject any and all proposals submitted and request additional information from all proposers. A contract will be awarded to the service provider determined to be the best qualified to provide the snow removal services.

#### CONTRACTUAL ARRANGEMENTS

Upon acceptance of a proposal, it is anticipated that the proposer and HPRA will enter into a contract containing terms and conditions consistent with the prevailing industry standards relating to snow removal, including but not limited to (i) performance standards consistent with the provisions of this request for proposal, (ii) invoices for services being submitted and paid in accordance with the HPRA established vendor requirements including payable on a thirty (30) day net basis, (iii) the amounts invoiced shall not exceed the amount specified in the proposal, unless other arrangements have been negotiated with HPRA in advance, and (iv) HPRA reserving the right to terminate the contract at any time upon advance written notice.

## Snow Removal Services

Pricing for snow removal shall be set forth on the Bid Proposal Sheet and must be performed after accumulation of two inches (2") or more of snow as reported by the National Weather Service in Detroit, Michigan.. Extra attention should be given to parking lots, walk ways and the circular drive. Although plowing will not be necessary until two inches of accumulated snow, it will be necessary to salt the parking areas and drop off location in order to keep them free from ice. Extra care must be taken by the salt truck driver to ensure salt is applied to concrete.

Snow removal shall be performed at times listed below. Any changes to be established schedule must have prior approval of the HPRA preK-12 school leader and scheduled at the least disruptive time possible. All snow removal shall be performed on same day at each site.

### Snow removal schedule

Highland Park Renaissance Academy – PreK-8 Campus	6:30 -7:15 a.m.
Highland Park Renaissance Academy –High School Campus	6:30 - 7:00 a.m.

## Scope of Services

A complete list of addresses has been provided on Attachment A . Contractors are encouraged to inspect each property before bidding to familiarize themselves with all properties.

1. **Sidewalks** - Contractors will remove all snowfall accumulation from sidewalks leading to the main entrance of each building. Contractors will use whatever method it determines, in its sole and absolute discretion, to be the most appropriate method to clear any snow accumulation. Contractors will be required to clear the sidewalk of snow and ice to the full width of the sidewalk and clear all crosswalks and approaches onto city streets so as to maintain a passable sidewalk and crosswalk. Contractors will be responsible to remove snow from crosswalks and approaches after city plows have made snow removal passes during snow events.
2. **Parking Lot** - Contractors will remove all snowfall accumulation from parking lots and circular drive of each building. Contractors will use whatever method it determines, in its sole and absolute discretion, to be the most appropriate method to clear any snow and ice accumulation.
3. **Icy Conditions** -Contractors shall treat icy conditions using appropriate and industry standard chemical applications as necessary.
4. **Safety** -All snow and ice management services will be conducted in a safe manner, with care given to the safety of the general public. This includes having all equipment outfitted with the proper lighting devices so as to be visible while operating.

**Development Name:** \_\_\_\_\_

**BID PROPOSAL for SNOW REMOVAL SERVICES**

Service Services Requested:

1. Snow removal (per visit) \$ \_\_\_\_\_ for 2 campuses

\$ \_\_\_\_\_ PreK-8 campus (45 E. Buena Vista)

\$ \_\_\_\_\_ HPRA High School (131 Pilgrim St.)

2. Application of salt to walk ways \$ \_\_\_\_\_ for 2 campuses

\$ \_\_\_\_\_ PreK-8 (45 E. Buena Vista)

\$ \_\_\_\_\_ HPRA High School (131 Pilgrim St.)

3. Per Hour rate for "as needed" service \$ \_\_\_\_\_

**Contractor**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

**References**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

**ATTACHMENT A –**

Highland Park Renaissance Academy School locations

Highland Park Renaissance Academy – PreK-8 Campus

45 Buena Vista

Highland Park MI, 48203

Highland Park Renaissance Academy – High School Campus

131 Pilgrim Street

Highland Park MI, 48203