

**SNOW REMOVAL  
REQUEST FOR PROPOSAL  
INDEPENDENT SCHOOL DISTRICT #912**

**GENERAL INFORMATION:**

- Contract will be for 1 year including the 2019-2020 snow season
  - o Commencing on October 1
  - o An additional 1 year may be negotiated to the Contractor prior to the expiration of this contract
- A Certificate of Insurance, with a minimum limits as below, a certificate of insurance for workers' compensation (if any employees), automobile, and general liability as follows:
  - o Independent School District #912 listed on the certificate as a "Certificate Holder" or "Additionally Insured"
  - o \$1,000,000 liability each occurrence
  - o \$1,000,000 personal and advertising injury
  - o \$2,000,000 general aggregate
  - o \$1,000,000 auto liability
  - o \$500,000/\$500,000/\$500,000 Workers' comp each accident/employee/policy limit
- Contractor CANNOT subcontract ANY snow removal without permission
- District will clear all school building entrances and sidewalks
  - o Coordination with district grounds personnel will be necessary
- District will notify Contractor of late school starts or closing as soon as possible

**SERVICES TO BE PROVIDED:**

- Snow falls over 3" will be plowed by the Contractor
  - o Snowfall totals will be reported by the National Weather Service
    - If questionable, Contractor shall contact District representative to determine
- Contractor will be responsible for: (see Attachment A)
  - o Entrances to the school property
  - o Parking lot snow removal
  - o Driveway into east receiving area by east generator
    - District will move snow out 10 feet of receiving door
- Snow Removal Timelines:
  - o No later than 6:30 a.m. school days (will vary based on timing of snow)
    - If snow falls during day, cleared by next day
    - If snow fell mid to late morning prior to 6:30 a.m., entrances, main areas (front bus lot and back drive/parking area) for buses and cars need to be cleared with Contractor returning later to finish
  - o As requested for weekend school events
  - o As able for school day evening events as requested
- Areas to push snow are indicated by dots on Attachment A

**RATE FOR SERVICES:**

- |  |   |
|--|---|
| - \$_____ for 3 - 5 inches of snow   | - \$_____ for spreading District sand   |
| - \$_____ for 5 - 8 inches of snow   | - \$_____ for spreading Contractor sand |
| - \$_____ for 8 - 11 inches of snow  | - \$_____ for spreading Contractor salt |
| - \$_____ for over 11 inches of snow   |   |
| - \$_____ Hourly rate per hour running curbs, moving piles and upon request for events |   |

**OTHER:**

- Costs associated with damage to District property (grounds, curbs, parking lots, etc.) will be billed to the Contractor
  - o District and Contractor will meet to determine proper repair and costs
- District contacts: Bob Sumner (320)980-7188; Cory Ploeger (320)455-3268; Robyn Vosberg-Torgerson (763) 377-5526
- REQUEST FOR PROPOSALS DUE BY 1PM ON WEDNESDAY, SEPTEMBER 25, 2019 TO:

ROBYN VOSBERG-TORGERSON  
MILACA PUBLIC SCHOOLS  
500 HWY 23 W  
MILACA, MN 56353