

## Request for Proposal of Snow Removal Services

April 7, 2023

Ballard Community School District, hereafter referred to as Ballard, hereby requests proposals for Snow Removal Services. Attached are requirements to be met by the proposals, criteria to be used (although not all inclusive) for evaluation of the proposals, and general information relating to Ballard to be taken into consideration when preparing the proposals.

Proposals, containing two (2) copies of the proposal, in an envelope clearly marked "Snow Removal Proposal" will be accepted before 2:00 p.m. on Friday, April 28, 2023, at the Ballard Administration Office, 509 North Main Avenue, Huxley, Iowa 50124. If mailed, the proposals should be clearly marked "Snow Removal Proposal" and mailed sufficiently in advance so as to be received prior to 2:00 p.m. on Friday, April 28, 2023. Please address your submissions to:

Jeff Boeding  
Ballard Community School District  
509 N Main Avenue  
Huxley, Iowa 50124

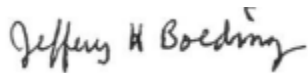
Please note, once received, the proposals shall become the property of the Ballard Community School District and shall be public records subject to disclosure under state and federal law.

The administration will recommend their selection to the Ballard Board of Directors. The administration may request an oral presentation on the proposal. An award for services is anticipated on May 8, 2023.

Ballard reserves the right to reject any or all proposals and to waive any informalities deemed immaterial when considered in conjunction with the entire proposal.

For further information on the bid process, please contact Jeff Boeding at 515-597-2811 or [jboeding@ballard.k12.ia.us](mailto:jboeding@ballard.k12.ia.us). For further information on the specific service requirements, please contact Ottie Maxey at 515-597-2811 or [omaxey@ballard.k12.ia.us](mailto:omaxey@ballard.k12.ia.us).

Sincerely,



Jeff Boeding  
Director of Business Services

Request for Proposal  
Snow Removal

I. Specific Requirements:

- A. Only proposals received in accordance with the Request for Proposal requirements will be given consideration.
- B. The snow removal proposal shall cover the period of three (3) years beginning October 2023 with the possibility of an extension of up to three (3) years, however, either party may terminate the contract with at least thirty (30) days written notice of the termination.
- C. Any change to quoted fees must be mutually agreed to by both parties prior to any service being rendered.
- D. The proposal shall be signed and dated by a duly authorized official of the submitting vendor prior to acceptance by Ballard.
- E. Ballard will not accept any liability or cost that may arise out of either the preparation of a proposal or the acceptance or rejection of a proposal.

II. Ballard Background

Ballard is located approximately 30 miles north of Des Moines and 15 miles south of Ames. It encompasses less than 85 square miles and the four towns of Cambridge, Huxley, Kelley and Slater make up the community of Ballard. There is very little industry located within these towns and they serve as bedroom communities with residents commuting to larger surrounding towns for employment and post-secondary education. The entire population of the District is less than 7,700 residents.

Ballard serves approximately 1,700 students. These students are housed in two elementary centers, West Elementary (EK-2<sup>nd</sup>) located in Slater, and East Elementary (3<sup>rd</sup>-5<sup>th</sup>) located in Cambridge. Students in grades 6<sup>th</sup>-8<sup>th</sup> are located in Ballard Middle School in Huxley and 9<sup>th</sup>-12<sup>th</sup> students are at Ballard High School in Huxley. Over nine percent of the District population are students who have chosen to open enroll to Ballard.

Ballard expects all vendors and contractors seeking to conduct business with the District to understand that its educational mission requires a high level of quality and performance from each product and service provider. Potential vendors and contractors should expect that the needs of students come first in the District and the focus is to bring products and services to the educational process that enhance student achievement.

### III. Snow Removal Requirements

- A. Snow will be plowed from all parking lots and arteries at each of the four school locations. Clearing of sidewalks around the buildings and playground areas. During continuous snow, plowing will occur throughout the day if needed. Applying ice melt to sidewalks after a complete clearing. Applying rock salt on main arteries as needed. Monitoring and checking for refreeze on sidewalks and parking lots after and between winter precipitation events. Locations must be adequately cleared to maintain access, visibility, and safety – bids must include return trips to monitor sidewalks and parking lots, clear drifts, clear ice, and clear blocked entrances caused by city plows to maintain access to lots and buildings.
- B. Snow piles will be pushed back or relocated to maintain access, visibility, and safety. Lot salting and sidewalk de-icing applications will be performed as need to maintain access and safety.
- C. Zero tolerance trigger (any amount of wintry precipitation including snow, sleet or freezing rain) will be the starting point of all services at all locations.
- D. The selected vendor will supply all ice melt and rock salt, and will provide ten (10) bags of ice melt to each of the four school locations at the beginning of the winter season.
- E. Following the winter season, the selected vendor will return to each school location to clean rock out of the grass, repair curbs and sidewalks.
- F. All services are subject to request of authorized Ballard staff.
- G. The selected vendor will invoice the district monthly in equal amounts during the 5 months of the estimated snow season (November 1<sup>st</sup> to March 31<sup>st</sup>). Each invoice will document an individual snowfall total in inches for every snowfall event as well as a running snowfall total in inches for the entire estimated snow season. The following events will initiate a pricing change as follows:
  - i. 15 inch low total – if Ballard Schools does not receive over 15 inches of snow during the estimated snow season the selected vendor will reimburse Ballard Schools 20% of the annual contract amount (equivalent of 1 month of invoicing).
  - ii. 45 inch high total – if Ballard Schools receives more than 45 inches of snow during the estimated snow season the selected vendor can assess an hourly rate charge for services rendered after the 45 inch threshold has been exceeded in addition to the annual contract amount.
- H. Possess applicable certificates of insurance coverage for the following:
  - i. Workers Compensation – The vendor shall procure and maintain Workers Compensation Insurance to fully protect its employees in all appropriate states and provide Ballard with a certificate of insurance evidencing the same.
  - ii. General Liability Insurance – The vendor shall procure and maintain General Liability Insurance with policy limits not less than One Million Dollars (\$1,000,000.00).

- iii. Auto Liability Insurance – The vendor shall procure and maintain Auto Liability Insurance with policy limits not less than One Million Dollars (\$1,000,000.00).

#### IV. Proposal Requirements

- A. A letter of transmittal briefly outlining the proposer's understanding of the work and general information regarding the company and individuals to be involved is permitted, but not required, if it is limited to not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the office of the company to be performing the work, the telephone number, and the name of the contact person.
- B. Table of Contents
  1. Identify by category and page number the presentation of the following information.
- C. Profile of Company
  1. Brief background of the company.
    - a. State whether submitting vendor is a local or national company and a brief description of the size of the company.
    - b. State the length of time the company has been in existence.
  2. Information about the staff.
    - a. Name, address and phone number for the office and individual(s) who would have primary responsibility for the services.
    - b. Longevity (years employed), total years of snow removal experience, and employment status (full or part time) for each staff member assigned to Ballard.
    - c. Any other pertinent information.
  3. Itemized list of vehicles and equipment including ownership status (owned or rented).
- D. Qualifications
  1. Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope. Provide narrative examples of three (3) projects that are similar in nature to projects described in the RFP including contact information for references.
  2. Describe recent snow removal experience with K-12 public school districts, area education agencies, community colleges, and other similar entities. Provide contact information for references if applicable.
- E. Scope of Services
  1. Briefly explain your understanding of the scope of services to be provided.
- F. Cost of Services
  1. Provide pricing for the estimated snow season of November 1<sup>st</sup> to March 31<sup>st</sup> if 45 inch high total threshold is not exceeded.
  2. Hourly rate for services rendered after 45 inch high total threshold has been exceeded.

G. Assurances

1. Written statement that all proposal requirements have been reviewed and that they can or will be met.
2. Statement to be signed by the individual who will have primary responsibility for the snow removal services.

V. Evaluation Criteria

The proposals will be evaluated by the Ballard administrative staff according to, but not limited to, the following criteria. Evaluations will be weighted in importance by the percentages listed next to following criteria. The Ballard administrative staff may determine additional criteria and will make the recommendation to the Board of Directors.

A. Qualifications

1. Successful relevant snow removal experience. (10%)
2. Successful relevant other educational facility experience. (10%)
3. Qualifications of the staff members. (10%)
4. Availability of vehicles and equipment. (10%)
5. Organizational structure and size of the company. (10%)

B. Cost of services (25%)

C. Perceived understanding of Ballard (10%)

D. Adherence to proposal requests (15%)

VI. Other Requirements

A. Rights reserved

Ballard reserves the right to request any additional information, which might be deemed necessary after reviewing the information submitted. Ballard also reserves the right to reject any or all proposals or to accept proposals, either in whole or part, or to waive any irregularities or technicalities in any proposal, should it deem it to be in the best interest of Ballard to do so. Any proposal submitted will be binding for sixty (60) days beyond the bid opening and may not be modified, withdrawn, or canceled during that time period.

B. Non-Discrimination

The selected vendor shall abide by non-discriminatory practices in hiring, recruitment, placement, selection for training, promotion and compensation. The contract and its subcontractors must insure that applicants for employment and employees are not discriminated against on the basis of race, color, religion, ancestry, national origin, age, sex, familial status, sexual orientation, gender identity, disability or any other protected potential class under state and/or federal law.

C. Indemnification

The vendor agrees to and will, indemnify and hold Ballard Community School District, its employees, agents and representatives harmless from any liability in any amount for claims,

suits, actions, damages and costs of every name and description resulting from the negligent performance or non-performance of any service hereunder, any violation of law, or any negligence or willful misconduct. Vendor agrees that any damage to property (including but not limited to buildings, materials, equipment, or property) or injury of person (including death) during the performance of service will be repaired and covered at the vendor's expense.