

Request for Quote (RFQ)

Duluth Edison Charter Schools (DECS)

RFQ Title: Snow and Ice Removal

Reference No: FY19 Date of Issue: September 14, 2018

Document history

Version	Date	Status	Key changes made	Author(s)	Reviewer(s)
FY17A	10/3/16	ACTIVE	N/A	C.PALMER	B. JORGENSEN
FY18A	10/19/17	ACTIVE	N/A	C PALMER	B. JORGENSEN
FY19	09/12/18	ACTIVE	Author	T. GOLDEN	B. JORGENSEN

Description of Services

The following is a list of snow and ice removal guidelines for the work to be performed during the current contract year. October 2018 - June 2019

The Vendor shall perform all services diligently and in a good and professional manner, using quality materials, equipment and workmanship and sufficiently trained personnel to complete the services in a safe and timely manner which does not interfere with the operation of the School.

This list is by no means meant to be all inclusive.

1. The Vendor shall provide its own employees, equipment, and supplies necessary to render services under this Agreement.
2. The Vendor shall obtain and maintain, at its own expense and at all times during the term of this Agreement, liability insurance, workers' compensation insurance, all licenses, permits, training or other authorizations which may be necessary to perform the services under this Agreement.
3. Required Service Time – Overnight Weather Events: When required by overnight weather events, snow and ice shall be removed from pedestrian areas (sidewalks, entrances/exits, stairways, and disability ramps), and snow/ice melt applied when applicable prior to the time DECS staff arrives to open the school facilities.
 - DECS North Star Academy- by 6:30 a.m. Monday through Friday.
 - DECS Raleigh Academy – by 6:30 a. m Monday through Friday
4. For significant overnight weather events, the DECS administrative staff will make the determination on opening or delaying of the opening of the school. The Vendor will be in communication with the school to provide updates on the progress of the services, overall conditions of the streets, and a projection for when the services will be completed. The expectation is for the services to be performed during the overnight event for completion of the services by the required deadlines.
5. Required Service Time – Day Weather Events: when required by daytime weather events, snow and ice shall be removed and snow/ice melt applied when applicable to maintain DECS facilities in a safe and open condition. The services for daytime events shall be on-going during the daytime weather event as necessary to meet the service requirements. Additional services will be requested by Scott Carter, Facilities Manager, by e-mail, text or phone during the daytime weather events.
6. Weekend Weather Events (Saturday and Sunday Services): The Vendor shall notify the school for approval prior to performing same services over one (1) weekend period. The vendor and the school shall mutually agree upon the appropriate level of service required over the weekend for school opening on an as-needed basis. The rate for same services over one (1) weekend period shall be determined and mutually agreed upon on as- needed basis by both parties.
7. Walks, Entrances, and Sidewalks: For snowfalls of 1/2" depth, the Vendor shall begin shoveling snow in pedestrian areas (sidewalks, entrances/exits, stairways, and disability ramps) at the School. To the maximum extent possible, areas should be cleared to the bare cement. Pre- treatment with snow/ice melt shall be applied in the pedestrian areas as determined by the weather event. The expectation is for the services to be rendered on-going as directed by the school during a daytime weather event, and to be cleared after an overnight weather event prior to the time DECS staff arrives to

open the school facilities. The Vendor will continue shoveling snow services in the pedestrian areas to ensure safe pedestrian travel.

8. Drives, Parking Lot Drive Lanes and Parking Spaces: for snowfalls of 1.5" depth, the Vendor shall begin plowing snow in vehicle areas (roadways, entrances/exits, parking lots, dumpster pads, and loading docks) at the school. The vendor will continue plowing services in the vehicle areas to permit safe vehicle travel. For snowfalls of this nature (between 1.5" – 6"), all snow shall be plowed away from the buildings and pushed to an area designated by the school.
 - These service requirements also apply to the parking and driveways of the Duluth Vineyard Church, located at 1533 Arrowhead Rd, Duluth, MN. DECS utilizes parking at this location as a park & ride service and thus has a requirement for the parking and driveways to be cleared. Service periods are the same as for North Star Academy.
9. For snowfalls of more than 6" depth, all snow shall be plowed away from the buildings. The Vendor may windrow snow to each island or light post. The Vendor shall relocate snow that has accumulated during the period, if such accumulation begins to impair access to School entrance, fire lanes, interior roadways or designated parking stalls.
10. When snow begins to fall with heavy and rapid accumulations shortly before or during business hours, the Vendor shall begin plowing the snow from the parking lot using the fastest method possible. In some cases, this means windowing snow at islands or even light posts and it is understood that the snow will be removed from such places upon request. Stacking snow onto island may also be necessary, depending upon snowfall accumulation and time limitations.
11. All fire hydrants must be kept free from snow and easily accessible in case of emergencies.
12. The Vendor shall be responsible for damage to the School's property caused by snow removal operations including, but not limited to, buildings, curbs, parking blocks, islands, sidewalks, light poles, signs, landscaping paving or stripping of the property or equipment used in connection therewith.
13. The Vendor shall not create drifts in front of dumpster enclosures, fire lanes, or entrances, on sidewalks or blocking walkways and agrees to remove Vendor-created drifts at no additional cost. If the Vendor does not remove the drifts in front of the fire lanes and dumpster enclosures, Vendor agrees to pay any expenses incurred by the School for removal of drifts.
14. The Vendor shall perform ice removal services of lots and roads as icy conditions dictate. If icy conditions continue, additional applications shall be required.
15. The Vendor shall notify the School if for some reason the entire property cannot be completely plowed within four (4) hours of commencing services.
16. The Vendor shall notify Tim Golden, Director of Business Services, by e-mail at: Tim.Golden@duluthedison.com, upon completion of services at the school. The Vendor shall provide the location and description of services rendered in the e-mail correspondence.

Exhibits:

1. September 2018-June 2019 School Calendar
2. Aerial maps of Vineyard Church, North Star Campus and Raleigh Campus

North Star Academy

Service	Flat Rate
Under 2" Shoveling	\$
2-6" Plowing Lot (including Vineyard Church Lot)	\$
2-6" Clearing Sidewalk	\$
Salting Lot	\$
Sanding Lot	\$
Salting Sidewalk	\$

Raleigh Academy

Service	Flat Rate
Under 2" Shoveling	\$
2-6" Plowing Lot	\$
2-6" Clearing Sidewalk	\$
Salting Lot	\$
Sanding Lot	\$
Salting Sidewalk	\$

The School may request of the Vendor to perform additional services which are outside of the Description of Services. The Vendor shall invoice the additional services at the hourly rates as shown below.

Service	Hourly Rate
Shovelers	\$
Snow Blowers	\$
V-Plow Trucks	\$
Skid Steer 5000# lift capacity	\$
Skid Steer 5000# lift capacity with 79" snow blower	\$
Skid Steer 1000# lift capacity with 53" snow blower	\$
Backhoe Loader	\$
2-3.5 yard capacity Front End Loader	\$
Dump Quad Axle Truck	\$
Semi Truck with side dump or end dump	\$
Dozer	\$
Sand Truck	\$
Hand Sanding	\$
Item	
70% Sand and 30% Salt mix	\$
Salt bulk	\$
Salt 50# bags	\$

During heavy and rapid snowfall accumulations, the School may request of the Vendor to provide services at different period(s) within a 24-hour period (same service/same day) to permit safe pedestrian and vehicle travel during business hours. The Vendor shall invoice the additional services at the flat rate or hourly rate, whichever is less.

Important information about submitting a quote:

1. Quotes must be completed and returned to Tim Golden, Director of Business Services, no later than **Friday November 3rd, 2017**. Quotes will be accepted via email at Tim.Golden@duluthedison.com or by mail. Please mail quotes to:
DECS Business Office
Attn: Tim Golden
1515 London Road, Suite 2
Duluth, MN 55812
2. All inquiries regarding this quote or to set up a grounds tour of our locations please contact:
Scott Carter
Phone: (218) 940-8389 Email at Scott.Carter@duluthedison.com

Terms and Conditions of contracting with DECS:

1. The Vendor shall submit invoices to DPSA business office via email at DECSap@duluthedison.com or by mail to 1515 London Road, Suite 2 Duluth, MN 55812.
2. All payment terms are Net 30 of the invoice date and must clearly identify the contract number, Vendor Name and remittance address, item(s) or service(s) being invoiced (including quantity, unit price and extended price as applicable). Work logs will be made available to the DECS upon request.
3. Vendors shall not engage subcontractors to perform services without the school's prior written consent.
4. **All vendors agree to a background history check on any of its employees that will be working on the school premises.**

Execution of RFQ by Vendor:

As the authorized officer named below,
I certify that:

1. I am authorized to submit the Vendor's response.
2. The vendor understands and has complied with the requirements of the Request for Quote.
3. The enclosed response is complete and accurate to the best of our knowledge.

Name: _

Position: _

Signature: _

Date: _

Duluth Edison Charter Schools

2018-2019 School Calendar

July 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		










February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

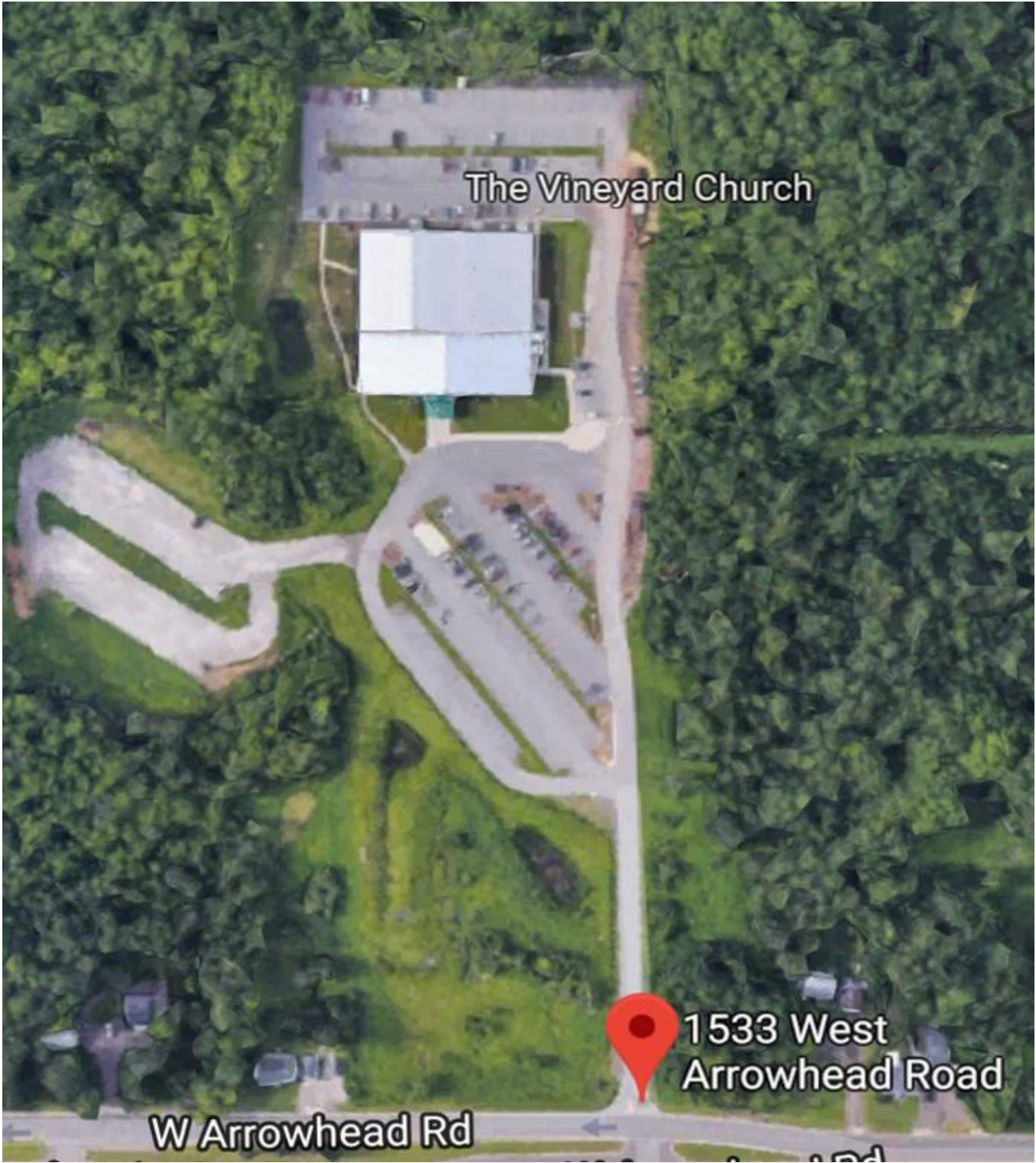
April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

	School Closed/ Holidays		Teacher in-Service Day (no school for students)
	SLC Prep Day		First and Last Day of School
	Board Meetings		SLC Days ½ day
	Inclement Weather Days		Kindergarten In-Service Day
	Teacher Work Day		Lottery


168 Student Contact Days **11 (13 for K) Inservice Days**
4 SLC days **4 Comp days for Conferences**
4 Teacher Work Days
= 191 Total Teacher Days **Circled Dates Denote End of ¼**



The Vineyard Church

1533 West Arrowhead Road

W Arrowhead Rd

An aerial photograph of a large, modern school building with a grey roof and white walls. The building is surrounded by several parking lots filled with cars. A road curves around the building, and a road intersection is visible in the bottom right corner. The surrounding area is lush green with trees and grass. A red location pin is placed at the intersection in the bottom right.

The DECS North
Star Academy

3301 Technology Drive



Raleigh Edison
Charter School

5905 Raleigh Street

S 59th Ave W

S 59th Ave W

S 59th Ave W

Raleigh St

Raleigh St

Raleigh St

Raleigh St

Google

Map