

# Request for Quote (RFQ)

Duluth Edison Charter Schools (DECS)

RFQ Title: Snow and Ice Removal

Reference No: FY24 Date of Issue: September 2023

Version	Date	Status	Key changes made	Author(s)	Reviewer(s)
FY18A	10/19/17	Closed	N/A	C PALMER	B. JORGENSEN
FY19	09/12/18	Closed	Author	T. GOLDEN	B. JORGENSEN
FY20	09/06/19	Closed	Dates	T. GOLDEN	B. JORGENSEN
FY21	08/14/20	Closed	Dates	T. GOLDEN	B. JORGENSEN
FY21	09/14/21	Open	Dates, Areas Covered	T. GOLDEN	T. RACKLIFFE
FY23	9/16/22	Open	Dates, Maps, Calendar	T GOLDEN	S LINDBERG
FY24	9/5/23	Open	Dates, Calendar	S LINDBERG	T RACKLIFFE

## 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 2023 - June 2024

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.
  - DECS North Star Academy- by 6:30 a.m. Monday through Friday.
  - DECS Raleigh Academy – by 6:30 a.m. Monday through Friday
3. For significant overnight weather events, the DECS administrative staff will make the determination on opening or delaying 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.
4. 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 Steve Lindberg, Facilities Manager, by e-mail, text or phone during the daytime weather events.
5. 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.
6. Walks, Entrances, and Sidewalks, Paths: For snowfalls when school has been canceled or if called by school Facilities Manager to complete, the Vendor shall begin shoveling snow in pedestrian areas (sidewalks, entrances/exits, stairways, paths 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. NEW – DECS Added green space with access via blacktop paths and concrete sidewalk and ramp. This area is across the road on the North or Upper side of the building. The Blacktop paths must be cleared using a brush or similar device to avoid damaging the surface.

7. Drives, Parking Lot Drive Lanes and Parking Spaces: for snowfalls of 2" 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 2" – 6"), all snow shall be plowed away from the buildings and pushed to an area designated by the school. NEW – DECS has new rain gardens in the center of both back entrances. Vendor shall not push or dump snow on these areas.
8. For snowfalls of more than 6" depth, all snow shall be plowed away from the buildings. The Vendor may windrow snow to each 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.
9. 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.
10. All fire hydrants must be kept free from snow and easily accessible in case of emergencies.
11. 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.
12. 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.
13. The Vendor shall perform ice removal services of lots and roads as icy conditions dictate. If icy conditions continue, additional applications shall be required.
14. The Vendor shall notify the School if for some reason the entire property cannot be completely plowed within four (4) hours of commencing services.
15. The Vendor shall notify Steve Lindberg by email at [steve.lindberg@duluthedison.com](mailto:steve.lindberg@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 2023-June 2024 School Calendar
2. Aerial maps of North Star Campus and Raleigh Campus

**North Star Academy**

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

**Raleigh Academy**

Service	Flat Rate
	\$
2-6" Plowing Lot	\$
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	\$
<b>Item</b>	
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 Steve Lindberg, Facilities Manager, no later than **Friday September 22<sup>th</sup>, 2023**. Quotes will be accepted via email at [Steve.Lindberg@duluthedison.com](mailto:Steve.Lindberg@duluthedison.com) or by mail. Please mail quotes to:  
DECS Business Office  
Attn: Steve Lindberg  
3001 Technology Dr  
Duluth, MN 55811
2. All inquiries regarding this quote or to set up a grounds tour of our locations please contact:  
**Steve Lindberg**  
Phone: (218) 393-5874 Email at [Steve.Lindberg@duluthedison.com](mailto:Steve.Lindberg@duluthedison.com)
3. **A walk through of the property is required for the successful bidder. It is recommended as part of your proposal response, so you can more accurately quote your services. Contact Steve Lindberg to arrange a site visit.**

#### Terms and Conditions of contracting with DECS:

1. The Vendor shall submit invoices to DPSA business office via email at [DECSap@duluthedison.com](mailto:DECSap@duluthedison.com) or by mail to 3001 Technology Dr. Duluth, MN 55811.
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 FY24 Snow 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:

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Position:

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Signature:

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Date:

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