

**SOUTH KINGSTOWN SCHOOL DEPARTMENT
REQUEST FOR PROPOSALS (RFP)**

#2450 SNOW REMOVAL SERVICES

The South Kingstown School Department is requesting proposals from vendors to provide labor, tools, equipment and vehicles for the removal of snow from a minimum of one school in the district to a maximum of all eight buildings.

Interested parties may obtain a Request for Proposals (RFP) package at the South Kingstown Administration Building, 307 Curtis Corner Road, Wakefield, Rhode Island 02879, Monday through Friday, from 8:00 a.m. to 4:00 p.m. or by visiting our website at

https://www.skschools.net/departments/finance_business/purchasing_department

Or

Bidnetdirect.com

This is a request for proposals, not a request for bid; responses will be evaluated based on the relative merits of the vendor's qualifications; there will be no public opening or reading of the proposals received by the Purchasing Office of the South Kingstown School Department pursuant to this request. Interested vendors should provide their proposal **on or before December 29, 2023 by the close of business**. The district reserves the right, at its sole discretion, to consider proposals received after this date. All received bids will be opened publicly on January 2nd, 2024 10AM at the South Kingstown School Departments CFO's office located at 307 Curtis Corner Road.

For any technical questions regarding this RFP please contact Brian Mahoney, Director of Facilities, in writing at: bmahoney@sksd-ri.net

Proposals must be received in a sealed envelope with the vendors' company name and "RFP #2450 Snow Removal Services" clearly marked on the outside of the envelope and delivered to:

Ryan Kilpatrick
Chief Financial Officer
South Kingstown School Department
307 Curtis Corner Road
Wakefield, RI 02879

South Kingstown Public Schools: Snow removal RFP Document

Vendor: _____ (please sign each page)

PROPERTIES:

This agreement is for Snow Removal at the following schools:

Educational Facilities – High Priority

- South Kingstown High School – 215 Columbia Street (including Hazard Building)
- Broad Rock Middle School – 351 Broad Rock Road
- Matunuck Elementary School – 380 Matunuck Beach Road
- Peacedale Elementary School – 109 Kersey Road
- West Kingston Elementary School – 3119 Ministerial Road

Non-Educational Facilities – Low Priority

- Curtis Corner Middle School – 301 Curtis Corner Road
- South Kingstown Administration Bldg. – 307 Curtis Corner Road
- Wakefield Elementary School – 101 High Street

SCOPE:

The school department will make a decision when snow removal is needed and call for service. At this time it will be determined which locations need snow removal services. A call back is required within 20 minutes of call notification by designated school department personnel.

Plowing will be requested as needed to keep the operation of schools open and safe. Plowing should start within 3 hours of a storm’s finish and may start sooner if snow is excessive. Only snow of 3 inches and above will be plowed unless otherwise requested by the school department.

This contract is for the removal of all snow and ice from all ingress/egress lanes and parking areas. No snow can be piled within 50 feet of an ingress/egress of a school and/or blocking the view of incoming or departing traffic. Treated sand or de-icing material should be used as needed and/or indicated by the conditions and communications with facilities director.

INFORMATION REQUIRED WITH RFP:

The following information must be provided to complete this proposal:

- Hourly rates and all other rates: Plow truck, backhoe, loader, and other services that may apply to this proposal. Sanding rates to be identified at price per square yard applied.
- The name of de-icing product(s) proposed.
- Proof of Worker’s Compensation, Comprehensive General Liability, and Automobile Liability.
- (3) References: Include other schools or municipal accounts, if possible.
- W-9
- Signed Snow Removal RFP Document.

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DEFAULT:

In case of default by the vendor South Kingstown Public Schools may procure services from other sources and hold the vendor responsible for any excess cost occasioned thereby. Default is defined as being nonresponsive when called for services.

ACCEPTANCE AND REJECTION:

The South Kingstown School Department reserves the right to reject any and all proposals, to waive any technical defect or informality in the proposals received, and to accept any of the proposals deemed most favorable to the interest of the school system.

TIME FOR CONSIDERATION:

The offer shall be valid for **60** days from the date of quote opening.

AWARD OF CONTRACT:

Interested vendors should provide their proposal **on or before December 29, 2023 by the close of business**. Qualified proposals will be evaluated based on the relative merits of the vendor's qualifications and factors such as: lowest and best quote most advantageous to South Kingstown Public Schools, quality of services offered, the general reputation and performance capabilities of the vendor, the substantial conformity with the specifications and other conditions set forth in the proposal, and such other factors deemed pertinent by South Kingstown Public Schools. South Kingstown Public Schools reserves the right to accept any item or group of items on multi-item quote. *This contract will be for two years with an optional 3rd year depending on price and service rendered.*

In addition, on TERM CONTRACTS, South Kingstown Public Schools reserves the right to make partial, progressive or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by South Kingstown Public Schools to be pertinent.

PRICE ADJUSTMENTS:

Any increase or decrease in price which might be permitted during the contract period must be general, either due to market change or on the part of the vendor to other customers.

- a. **Notification:** Must be given to the issuing purchasing authority, in writing, concerning any proposed price adjustments.
- b. **Increases:** All prices shall be firm against any increase for two years from the effective date of the contract. After this period, a request for increase may be submitted with the School reserving the right to accept or reject the increase, or

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Vendor: _____ **(please sign each page)**

cancel the contract. Such action by the School shall occur no later than 45 days after the receipt by School of a properly documented request for price increase.

INVOICING:

All invoicing must occur within 30 days and contain a Purchase Order number issued by the Purchasing Office. Invoices should include storm date, accumulated inches, time by vendor, and totals of product used.

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