

QUOTE FORM

PROJECT NAME: Snow Plowing and Snow Removal Services

RUNNEMEDE 2009-001

Total Quote per Specifications / Drawings _____

Estimated Time for Delivery of Material _____

Estimated Time for Installation (if applicable) _____

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

NOTES FOR CONTRACTORS

1. If the quote is over \$2,000.00, please comply with "The Public Works Contractor Registration Act" and provide a Certificate of Registration with this Quote. If this information is not supplied, we will not be able to enter into a contractual agreement with your company.
2. If your company is awarded this Quote, you must submit the required Certified Payroll information for the School District's record according to regulations.
3. Provide a copy of a current Insurance Certificate (evidencing adequate limits, and naming the School District as an additional insured) with Quote.
4. If the quote is over \$3,750.00 or 15% of the District's Bid Threshold, please submit your New Jersey Business Privilege License Certification.
5. If your quote is over \$20,000.00, please include your New Jersey State Form UC (Uncompleted Contracts).
6. If your quote is over \$20,000.00, please include your New Jersey State Form NC (Notice of Classification)
7. If your quote is over \$20,000.00, please include the attached No Material Change of Circumstances Form.
8. Attach a New Jersey Business Registration Certificate and a W-9 Form.
9. Attach a Mandatory Affirmative Action Language (Exhibit A) Form and Certificate of Employee Information Report.

NOTES FOR VENDORS SUPPLYING MATERIALS AND EQUIPMENT ONLY

1. Attach a New Jersey Business Registration Certificate and a W-9 Tax Form.

PLEASE RETURN QUOTE TO **Douglas McGarry, AT**
Runnemeade School District VIA FAX (856) 931-4446

NO LATER THAN 2:00 PM ON 10/30/09

SNOW PLOWING AND SNOW REMOVAL SERVICES

RUNNEMEDE SCHOOL DISTRICT

SCOPE OF WORK:

Contractor will be responsible for snow plowing/removal and de-icing services at the following locations:

Mary E. Volz School
505 W. Third Ave.
Runnemede, NJ 08078

Aline Bingham School
100 Orchard Ave.
Runnemede, NJ 08078

Grace Downing School
Third & Central Avenues
Runnemede, NJ 08078

Services will include the plowing and/or removal of snow and application of ice melt products to all paved areas at all locations. Sidewalks are **not** to be included in this proposal.

CONTRACT TERM:

July 1, 2009 through June 30, 2010

SPECIFICATIONS FOR SNOW PLOWING AND SNOW REMOVAL SERVICES

1. Response Time and Hours of Service:

Service shall be furnished 24 hours a day, 7 days a week within one hour after notification. Most plowing and salting will be performed during early A.M. hours. Work shall be continuous until all plowing and salting has been completed. All lots shall be open to parkers by 7:00 AM Monday through Friday.

2. Pre-Season Snow Management Meeting:

Contractor, when requested, must meet with the Facilities Manager prior to the snow season to discuss contract performance in detail. At this meeting, contractor shall provide the names and contact information of all personnel to be contacted by the Buildings and Grounds Supervisor when contractor's services are required. At the same meeting, the Runnemede School District will provide the contractor the names and contact information of authorized requesters of contractor's services. Additional, alternate, or substitute school district personnel as needed after the pre-season meeting shall be identified in writing to the contractor.

3. Plowing Call-Out:

The Buildings and Grounds Supervisor, or designee, for the Runnemede School District shall make the initial call-out when the contractor's services are required for the district. Buildings and Grounds Supervisor, or designee, shall monitor the plowing activities.

4. Contractor Damages:

An annual inspection of damages done during snow removal will occur in May of the contract term. Contractor shall be responsible for and will be notified by the Runnemed School District of all damage to curbing, signs, etc. as it is discovered until the end of the snow season. At the end of the snow season, the Contractor shall be solely and wholly financially liable for any reported damage and shall comply with the instruction of the Buildings and Grounds Supervisor in returning school district property to its pre-season condition.

5. Site Visit:

As a requirement of this proposal all prospective contractors **must** make a pre-bid visit to all three locations to inspect site conditions. An appointment must be made through the office of the Buildings and Grounds Supervisor at 856-931-5365 X224 to conduct this inspection. All bidders will be required to sign off that they have met this requirement. Any proposal received that does not include a verified site visit will be disqualified.

6. General Plowing Instructions:

Do not push snow onto islands that have shrubs or trees. Never push or pile snow into handicapped stalls, access aisles or ramps. Do not pile snow in front of garage doors or outbuildings.

7. Equipment and Personnel:

By submitting a proposal, Contractor is indicating that he has sufficient equipment and manpower to satisfy the requirements of this contract.

8. Performance:

Contractor shall perform all services diligently and in a good, professional and first class manner, using good quality materials, equipment and workmanship and sufficient trained personnel (including supervisors when appropriate) to complete the services in a safe and timely manner, which does not unduly interfere with the operation of the Runnemed School District. Contractor shall obtain and maintain, at its expense and at all times during the term of this Agreement, all necessary licenses, permits, training or other authorizations which may be necessary to perform the Services.

9. Independent Contractor.

Contractor shall be an independent contractor, and all persons working under the direction of Contractor shall be employees of Contractor and not of Owner or Agent. Contractor, and not Owner or Agent, shall be liable for the payment of their wages, benefits and all taxes with respect thereto, and Contractor shall comply with all applicable federal, state and local laws, regulations, codes, rules and ordinances with respect to (a) the hiring, employment, compensation, health and safety of employees and (b) the environment. Contractor agrees that neither Owner nor Agent shall be liable for any loss of or damage to Contractor's materials or equipment located on the Property.

10. **No Subcontracting or Assignment by Contractor:**
Contractor shall not engage subcontractors to perform Services without Agent's prior written consent. No references in this Agreement to subcontractors shall be construed to authorize their use without the school district's prior written consent.

SNOW REMOVAL GUIDELINES

1. Contractor shall provide its own employees, equipment, and supplies necessary to complete the Services described hereunder which include clearing all drive lanes, fire lanes and parking areas adjacent to buildings and public sidewalks.
2. Contractor will comply with all federal, state and local governmental laws, regulations, codes and ordinances.
3. Contractor will begin plowing at the Properties upon notification from the Buildings and Grounds Supervisor or his designee.
4. All work shall be completed in a workmanlike manner consistent with customary industry practices, for the amounts specified in this proposal.
5. Contractor shall supply and mechanically spread deicing rock salt at the discretion of the Buildings and Grounds Supervisor to all paved areas.
6. For snowfalls of 0.5"-6" depth, all snow shall be plowed away from the buildings and pushed to the farthest end of the parking lot. No snow shall be piled up and stacked around light posts, or onto islands or landscaping.
7. For snowfalls of more than 6" depth, all snow shall be plowed away from the buildings.
8. Contractor shall return during the day to plow vacant parking stalls, if a majority of the parking stalls are still occupied.
Contractor shall return the next day before 7 a.m. to plow as many stalls as possible.
9. All fire hydrants must be kept free from snow and easily accessible in case of emergencies.
10. When snow begins to fall with heavy and rapid accumulations shortly before or during business hours, Contractor will begin plowing the snow from the parking lot using the fastest method possible. In some cases this means windrowing 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. Contractor shall not create drifts in front of dumpster enclosures, fire lanes, or entrances, on sidewalks or blocking walkways and agrees to remove Contractor-created drifts at no additional cost. If Contractor does not remove the drifts in front of the fire lanes and dumpster enclosures, Contractor agrees to pay any expenses incurred by Owner for removal of said drifts.

12. Contractor shall be responsible for damage to the Property caused by snow removal operations including, but not limited to: buildings, curbs, parking blocks, islands, sidewalks, light poles, signs, landscaping, paving or striping of the Property or equipment used in connection therewith.

INSURANCE REQUIREMENTS

During the term of this Snow Removal Contract, Contractor shall comply with the insurance provisions set forth below. Contractor shall maintain the insurance specified below at its expense, and certificates thereof shall be presented to the Runnemedede School District in form and content satisfactory to the Business Administrator prior to commencement of the Services. The insurance is as follows:

- a. Workers' Compensation in accordance with the laws of the state in which the Property is located;
- b. Employer's liability in an amount not less than \$1,000,000.00;
- c. Comprehensive general liability on an occurrence form for (i) bodily injury and (ii) property damage with limits of at least \$1,000,000.00 combined single limit each occurrence, including but not limited to comprehensive form, premises – operation, explosion, collapse, underground hazard, products/completed operations hazard (3 year extension beyond completion of the Services), blanket contractual coverage (including coverage for the indemnity provided under this Agreement), broad form property damage, independent vendors, personal injury (employee exclusion deleted).
- d. Comprehensive Automobile Liability, comprehensive form covering owned, hired and non-owned vehicles with limits of at least \$1,000,000.00 combined single limit each occurrence.
- e. Excess liability (umbrella) insurance with limits of at least \$2,000,000.00.

The insurance specified in c through e shall include the following:

- i. Endorsements adding the following parties as additional insured:
Runnemedede School District.
- ii. Thirty (30) days' prior written notice of cancellation to the Owner and the Agent. Owner and Agent shall have no liability or other obligation for any of the insurance, endorsements or other protection required hereunder, including premiums and other charges. The insurance provisions specified herein shall be applicable to any contractors retained by Contractor, and Contractor shall require that such insurance be maintained by all its contractors. All insurance maintained by Contractor shall provide for a waiver of any right of subrogation of the insurers against Agent and Owner.

QUOTE SUBMISION

Quotes are to be submitted in the following manner:

1. Cost break down by location in the following manner:
 - a. 0.5" – 1.9" accumulation plowed to best degree possible per service
 - b. 2" – 4" accumulation plowed to best degree possible per service
 - c. 4.1" – 8" accumulation plowed to best degree possible per service
 - d. 8.1" – 10" accumulation plowed to best degree possible per service
 - e. 10.1" – over accumulation plowed to best degree possible per service
 - f. Apply rock salt to all roadways/parking lot areas per service
 - g. Apply sand/salt mix to all roadways/parking lot areas per ton
 - h. Front-End Loader Service per hour
 - i. Ice storms/snow coatings time and material pricing
 - j. Return visits(same day) pricing