GENERAL INFORMATION TO BIDDERS

INTRODUCTION:

1. Oxford School District is furnishing this document to request quotation for Snow Plowing, Snow Removal and Sanding at its Schools for the 2019-2020 fiscal year with options for two one year extensions or as listed in specifications attached.

2. All bids must be received at the office of the Facilities Manager, Oxford Board of Education, 144 Oxford Road, Unit 1B, Oxford, CT 06478 on or before 10:00 AM, Thursday, October 31, 2019. Bids will be opened publicly at this time.

3. A mandatory pre-bid walk-thru will be held on Wednesday, October 16 at 9:30 AM starting at Oxford Center School, 462 Oxford Road, Oxford, CT then proceeding to Great Oak Middle, 50 Great Oak Road, to Quaker Farms, 30 Great Oak Road and finally to Oxford High School, 61 Quaker Farms Road, Oxford, CT.

4. No bidder may withdraw his bid for a period of thirty (30) days after the date set for the bid opening thereof.

5. The award of the contract will be made as soon after the opening of the bids as is practical. Bidders may bid on any portion of the project and/or in its entirety. Bids will be considered firm for a period of thirty (30) days from the date of opening.

6. All work is to be in accordance with the attached "Specifications for Snow Plowing, Snow Removal and Sanding at Oxford Schools."

INTERPRETATION:

1. Should any prospective bidder desire clarification or interpretation of any item in the advertisement or specifications, he should request the clarification or interpretation in writing from the Facilities Manager. The answer given by the Facilities Manager will be in writing to all known bidders. The Board of Education is not responsible for any alleged oral instructions or interpretations to the bidders.

GENERAL TERMS:

1. The Contractor will be responsible for the condition of the buildings and grounds and, at all times, is to make adequate provisions to protect these areas from the work being performed. The Contractor is to replace or put in good working condition everything injured in carrying out the work and keep the premises free of all unauthorized or objectionable person
2. The Contractor agrees to hold Oxford School District harmless in any and all liability of every nature and description which may be suffered through bodily injuries, including death of any persons, caused by the Contractor or his employee/sub-contractors.

3. No part of the contract may be sub-let without the prior written permission of the Oxford School District or its agents.

4. All local, state and federal fire and safety requirements must be adhered to at all times. All exit and entrance ways are to be maintained clear. Adequate protection of all occupants of the buildings must be provided for.

5. Any deviation to specifications must be completely detailed in writing and approved by Oxford School District or its agents.

6. Should the Contractor fail to fully perform his responsibilities the Oxford School District will notify the Contractor of such verbally and/or in writing. Should the Contractor continue to not fully perform his responsibilities, the Oxford School District will have the right to have the delinquent work performed at the expense of the Contractor and/or to terminate the contract.

7. Any and all legal expenses incurred by the Oxford School District for the Contractor's failure to comply with these specifications will be borne by the Contractor.

RESERVED RIGHTS:

1. The Board of Education reserves the right to accept modifications to these specifications which, in the opinion of the Superintendent, his/her representative, and/or the Board are in the best interest of the School District.

2. The Board may consider as informal any bid not prepared and submitted in accordance with the provisions hereof, and hereby reserves the right to waive any informalities in, or to reject any bid in whole or in part, when in its opinion such rejection shall be in the best interest of the School District. It also reserves the right to make awards, item by item, by part or in bulk, to waive minor defects and to cancel the contract at any time if forgoing conditions are not complied with, or for any good and sufficient reason, if deemed in the interest of the School District to do so.

INSURANCE:

1. All Contractor and Vendors working at Oxford School District properties will be required to maintain insurance coverage as specified in the attached "Insurance requirements for Contractors".

2. The Contractor is to maintain, for the duration of the contract and for the protection of all employees engaged thereunder, workers' compensation as required by the labor laws of the state, and all municipal and federal liability.
LABOR LAWS AND ORDINANCES:

1. All contractors and Vendors working at Oxford School District properties shall obey and abide by all the laws of the State of Connecticut relating to the employment of labor and public work.

2. By bidding on this contract the Contractor agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this agreement with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related employment, because of age (except where based on a bona fide occupational qualification), sex (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry. The Contractor further agrees that every subcontract entered into for the performance of this agreement will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each Sub-Contractor. Breach of this covenant may be regarded as a material breach of the Agreement.

INSURANCE REQUIREMENTS FOR CONTRACTORS

Should you be awarded this contract, you will be required to file certificates or policies giving evidence of at least the following insurance coverage, and you will be required to obtain approval of the Oxford Board of Education prior to commencing any work on the premises.

Evidence of the above insurance in the form of certificates of insurance are to be issued and on file with Oxford School District prior to starting work. Certificates of insurance are to state that the Oxford School District will be notified in writing ten (10) days prior to cancellation of any insurance coverage. Certificates of insurance are to name Oxford School District as an additional insured.

1 - WORKER'S COMPENSATION:

The contractor is to maintain, for the duration of the contract and for the protection of all employees engaged there under, worker's compensation as required by the labor laws of the state, and all municipal and federal liability. Evidence of Worker's Compensation insurance is to be provided prior to starting work.

2 - COMPREHENSIVE GENERAL LIABILITY INSURANCE:

The contractor is to carry for the duration of the contract in not less than the following amounts liability insurance covering all property which is under the care, custody, and control of the contractor, such coverage shall not exclude fire and extended coverage losses.

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<tr>
<th>Bodily Injury</th>
<th>Property Damage</th>
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<tr>
<td>Each Person</td>
<td>Each Occurrence</td>
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Each Person | $1,000,000

Each Occurrence | $1,000,000
3 - COMPREHENSIVE AUTOMOTIVE LIABILITY INSURANCE:

Contractor is to carry for the duration of the contract in not less than the following amounts liability insurance covering the operation of trucks, automobiles and equipment operated on the premises.

**Bodily Injury**

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<tr>
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**Property Damage**

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<td>Property Damage</td>
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4 - When work is sublet to subcontractors, the contractor must furnish the Board of Education with:

a. The name and address of each subcontractor, and information as to what part of the work he is to perform.

b. Evidence that the subcontractor is covered by the contractor's Comprehensive General Liability Insurance as stated in it
I. SCOPE OF WORK

1. GENERAL CONDITIONS

1.1 Contractor shall furnish all labor, materials, equipment, and trucking as required for snow plowing, snow removal, and sanding work at all school buildings in accordance with these specifications.

1.2 Unit prices per storm and per winter season submitted on proposal sheet will be effective for one year from November 1, 2019 to April 30, 2020. The Oxford Board of Education reserves the right to extend the contract for additional two, one year periods if mutually agreeable and with minor changes in scope and costs. If the Board and Contractor, through negotiations, are unable to resolve the cost schedule for the 2020-2021 fiscal year prior to May 1, 2020, this Snow Plowing, Snow Removal and Sanding Contract for the 2020-21 fiscal year is void.

1.3 The Oxford Board of Education reserves the right to cancel the contract on fifteen (15) days notice on evidence of the contractor's failure to perform in accordance with these specifications.

1.4 All materials and workmanship, whether specifically designated, shown or implied shall be first quality, new and of a grade satisfactory to the Board of Education or its representative. The Board of Education or its representative shall have the right to reject any part of the work if the material or workmanship is not of satisfactory quality.

1.5 All sand shall be cleaned up from the parking lots, driveways and fire lanes by no later than April 30 of each year and removed from the area, leaving the school premises in a clean condition.

1.6 Contractor shall conform to all requirements of State and Local laws.

1.7 Purchases made by the School District are exempt from State sales and Federal excise taxes and material prices must exclude such taxes. Tax exemption certificates will be furnished upon request.

1.8 The Oxford Board of Education reserves the right to accept or reject any or all bids, in whole or in part, or to waive any informality or technical defects in the bids received if it is deemed to be in the best interest of the Board of Education. Consideration will be given to experience and reputation of the bidders in addition to lowest price.

1.9.1 The successful bidder is responsible for removing all snow and ice from the roadways, parking lots and playgrounds to the curb line or to the edge of the asphalt area. All storm drains are to be exposed to allow for drainage of any
melting snow and ice. Where the driveways meet the State or Town roads, the snow is to be plowed in such a way as to not obstruct the vision/progress of drivers entering and exiting the driveways and driving along the roads. When piled snow on the asphalted area reaches 6 feet in height, it must be removed.

1.10 The Board of Education will not be liable for any damage to the Contractor's equipment because of debris on or the condition of the drives, walks and parking lots. Any damage incurred to buildings and grounds due to negligence or improper use of equipment by the Contractor are the responsibility of the Contractor. The Contractor is to repair or replace any damaged property. Any and all expenses incurred by the School District to repair or replace any damaged property will be deducted from the payment due to the Contractor.

1.11 The time period for Snow Plowing, Snow Removal and Sanding shall be from November 1st through April 30th.

II. SPECIAL CONDITIONS

2.1 The successful bidder is expected to have adequate equipment to insure that the plowing, removal and sanding of the drives, walks and parking lots is completed according to the time schedule stated herein. The successful bidder agrees to subcontract work at his own expense in case of equipment breakdown.

2.2 Snow plowing to ground surface shall be done whenever snowfalls reach a depth of 2 inches or more and school is in session or scheduled to be in session and are to be maintained clear of snow and ice while school is in session.

2.2.1 On days that school has been cancelled due to snow all normally plowed areas must be plowed by 8:00 AM and cleared of ice and sanded upon completion of storm. On days when school is not in session, (weekends, vacation periods, or holidays) all specified areas must still be cleared of snow or ice and sanded. During storms, main driveways and fire lanes around all buildings are to be plowed at a minimum to allow for access to the buildings by support personnel and emergency vehicles. (Fire Lane minimum of 50' from building.) During a long duration storm, the fire lanes MUST be kept open at all times.

2.3 Sanding and snow removal must be performed so as to insure the greatest safety of students, staff and the general public. At the discretion of the School District, the Board or its designated representative will require that chemical melting agents be spread on specified areas as prevailing conditions dictate. Chemicals used for snow and ice melting purposes must not damage concrete surfaces, grass, trees, building surfaces or carpets. Any damages resulting from improper application of any products will be assessed to the Contractor involved and the cost of repairs will be deducted from the contract price.
2.4 The bid should specify the types of equipment available for snow plowing, snow removal and sanding. List prices for sand, sand/salt mixture including application.

2.5 The successful bidder shall be available with equipment for emergency call should a storm develop while school is in session or to clear snow and sand for special events.

2.6 The Contractor shall perform operations and services in accordance with the provisions of these specifications as appropriate, without specific notice or instructions from the Board or the Board's designated representative to do so. If the Board's designated representative determines that the Contractor is negligent and or untimely in performing specific operations or services, he shall notify the Contractor, by telephone and follow up in writing, to perform the specified operations or services. Failure by the Contractor to respond promptly to first telephone notification to perform said specified operations or services as required by the provisions of this agreement after first telephone notification may result in the Board causing the specified services to be done and deducting the costs thereof from payments due to Contractor.

2.7 Additionally, the Facilities Manager shall have arbitrary calls for Snow Plowing, Snow Removal and Sanding for each school in the district as necessitated.

2.8 Successful bidder shall be a State of Connecticut licensed contractor whose primary business is service and who can furnish an adequate labor force to provide such service and work in harmony with other contractors and School District personnel. This shall include the responsibility of contacting other School District contractors to coordinate work involving himself and one or more additional trades. (A copy to be provided to Facilities Manager)

2.9 Invoices shall be made monthly in a form acceptable by the School District. Payments will be made in six (6) equal installments, at the end of the months of November, December, January, February, March and April upon receipt of such invoices from the Contractor, subject to conditions outlined in 2.10.

2.10 The successful bidder shall replace, repair or make good, without cost to the School District any damage arising from performing snow plowing, removal and sanding at the schools within six (6) months after end of winter season. In case of damage, the April payment will be retained until the damage is repaired and accepted by District authorities.

2.11.1 For purposes of awarding this contract, the availability and proximity of the Contractor's prime business location, as well as experience in school work, shall be considered.
Areas for Snow Plowing, Snow Removal/Sanding

1. Oxford Center School:
   - Front Parking Lot
   - Entrance and exit lanes
   - Area adjoining cafeteria
   - Area between Grange and school used for early pickups
   - South side entrance to rear of school with two gravel parking areas
   - Asphalt playground in rear
   - Walkway north around all campus buildings including two areas used for parking near Buildings #7/6 and #5/4
   - Two connecting walkways between Buildings #5/4 and next to #1

2. Quaker Farms School:
   - Parking lot in front of school including entrance and exits
   - Parking lot on south side of school including entrances and exits
   - Asphalt area in front of garage
   - Sidewalk in front of school from south to north parking lot

3. Great Oak School:
   - All parking lots in front of school
   - All entrance and exits to same
   - Parking lot on east side of Great Oak Road including entrance and exit
   - Driveway around back of school to the gym and its parking lot
   - Playground area in rear of school on north end
   - Walkway to the left of the wood shop

4. Oxford High School:
   - All parking lots in front of school
   - All entrance and exits to same
   - Parking lot front and back including entrance and exit
   - Driveway around back of school to parking lot
IT IS THE RESPONSIBILITY OF EACH BIDDER TO REVIEW AND INSPECT ALL AREAS AND DISCUSS ALL SPECIAL REQUIREMENTS WITH THE CUSTODIANS OF EACH SCHOOL DURING THE MANDATORY WALK-THRU. THE PRECEDING LISTS ARE TO BE USED AS A GUIDE WHICH CAN NOT BE SUBSTITUTED FOR A FULL ON SITE INSPECTION.

The aforementioned areas will need sanding when ice and/or snow conditions cause hazardous driving or walking conditions and snow removal when the snow is approximately two (2) inches deep.

In case of night storms or ice, the areas specified above must be cleared of snow and/or sanded by 6:00 A.M. at the high school and 6:30 A.M. at the remaining schools of each day school is in session or when buildings are in use. During day storms when school is in session and on weekends, sanding must be done when conditions are such as to cause hazardous walking or driving and Snow Plowing, Snow Removal and Sanding must begin when snow depth reaches two (2) inches.

NOTE:

Any bidder whose equipment is housed more than 12 miles from Oxford Center School, 462 Oxford Road, Oxford, CT shall provide evidence of emergency backup vehicles located within a 12 miles radius of Oxford Center School.