

## **NOTICE TO BIDDERS**

The Board of Education of the Randolph Academy Union Free School District hereby invites the submission of bids for plowing snow at the Randolph Academy - Hamburg Campus (4655 Logans Lane, Hamburg, NY 14075). This will be a one-year contract.

**Bids must be received (by mail ONLY) by 3:00 PM EST on Friday, September 1, 2023.**

**All bids must be accompanied by a Non-Collusive Bidding Certificate and Certificate of Insurance.**

Any bid submitted without such certification and an insurance certificate will not be accepted.

Any bid not meeting **ALL** specifications will not be considered and the Board of Education reserves the right to waive any information or to reject any or all bids.

If you have any questions, contact Ralph Shellenbarger, Facilities Director, at (716) 358-6866 ext. 207.

**Randolph Academy UFSD – Hamburg Campus**  
**4655 Logans Lane**  
**Hamburg, NY 14075**

***SPECIFICATION FOR SNOW PLOWING***  
***2023-2024***

1. The bidder must list the make, model, year and size of the equipment to be used and must demonstrate the ability to adequately remove snow from parking lots and driveways. References are required.
2. All plowing of driveways and parking lots must be completed **by 7:00 a.m. each morning**. Additional plowing may be required during the school day(s) and/or evening(s) to alleviate snowfall buildup. The bidder is responsible for checking the parking lots and driveways for additional snowfall(s). Salting is to be done at the request of the School District.
3. **On non-school days, plowing of driveways and parking lots must be completed by 7:00 a.m.** Some staff are required to report to school on non-school days. Also, driveways and parking lots need to be kept clear in case of an emergency.
4. On some non-school days additional plowing may be required because of activities or meetings. The school will notify the contractor at least 24 hours in advance of the scheduled activity.
5. Any damage to the lawn or surrounding area will be repaired in the spring after the last plowing.
6. A certificate of automobile insurance, combined single limit of at least \$1,000,000 or equivalent, must be furnished with the bid. The certificate of automobile insurance must be in the bidder's name. The bidder must also furnish a certificate of workers' compensation insurance.
7. Bidders will arrange to meet with the Facilities Director before submitting bids. The purpose of the meeting will be to clarify definition of the areas to be plowed and to answer any questions about expectations, etc.
8. **The term of this contract will be from October 1, 2023 through April 30, 2024.**
9. Payment to bidder shall be in equal monthly payments, payable at the end of each month (checks will be sent out in November 2023 – April 2024)

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**4655 Logans Lane**  
**Hamburg, NY 14075**

***BID SHEET FOR SNOWPLOWING CONTRACTORS***

Name of Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

List of Equipment to be used (use back of sheet if needed):

<u>Make</u>	<u>Model</u>	<u>Year</u>	<u>Size</u>

List of references. A minimum of three (3) references are required. Include their name, address, and telephone number for each reference.

<u>Name</u>	<u>Address</u>	<u>Telephone #</u>

Bid price for plowing on school and non-school days as listed in Specifications number 2, 3, 4 and 7 is \_\_\_\_\_ for the 2023-2024 plowing seasons.

Bid price for salting as requested by School District for Driveway 1, Driveway 2, Driveway 3, Area 1, Area 2 shown on Aerial View is \_\_\_\_\_ for the 2023-2024 plowing seasons.

I hereby certify that I will perform snow plowing services as indicated in the District's specification for the 2023-2024 snow plowing seasons for the bid amounts specified above.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date