

PAGOSA PEAK OPEN SCHOOL
REQUEST FOR PROPOSAL - PARKING LOT
SNOW PLOWING 2023-2024

Pagosa Peak Open School (PPOS) is issuing a Request for Proposals for Contractors ("Contractor") to submit proposals for snow plowing at PPOS for the winter of 2023-24.

Proposal Specifications

1. Snow plowing is to be completed by 7:00 a.m. on days school is in session. When school is in session, the area will be plowed when snow accumulation reaches 3 inches. In no case will accumulation be allowed to exceed six (6) inches. If snowfall continues, where accumulation will again reach six (6) inches after the initial plowing, then plowing will again be conducted. Should plowing need to be performed during school hours, the Facilities Manager or designee must be notified prior to any services being performed. The School Director will be notified so that the children can be kept indoors during the time any heavy equipment is on the property.
2. If the snowstorm is on the weekend or during holidays, plowing should be completed after the storm is finished or when accumulations increase to six (6) inches. In this situation, repeated plowings will be required after each six (6) inches accumulation.
3. Each plowing will be considered a separate and individual plowing and will be paid as such per the existing applicable contract. Under no circumstances, will the Contractor be permitted to charge the District by the amount of snow removed. The District will only pay the Contractor for each plowing when services are actually rendered.
4. If snow piles get too large and snow needs to be hauled off school grounds, the Contractor will make arrangements to have the snow removed.
5. If ice melt, salt and/or sand needs to be spread at the facility location, the School will purchase and give to the Contractor on an as-needed basis.
6. All equipment used to plow grounds will be the property of the Contractor. Please list all equipment owned that can or will be used to conduct snow removal. Additionally, please provide a list of employees performing the service.

7. This proposal represents the entire agreement between the parties and no oral directions to Contractor given by any third party shall be of any force and effect unless agreed to in writing by School.

8. Parking lot snow plowing to include:

- Keep the dumpster area clean.
- All parking areas and student drop off/pick up zones.
- All entrances and exits that are not maintained by the City or County.
- Perimeter sidewalks must be cleared. Ice melt, salt and/or sand will need to be applied to any slopes or inclines on the property where vehicles travel, as well as all sidewalks, and walk areas.
- Contractor is allowed to pile snow on the outer three edges of the parking lot, away from the school building.
- Contractor is responsible for repairing and/or paying for repairs for any and all damages (broken fences, damaged walls, damaged curbs, etc.) caused by the Contractor during snow removal. All incidents and accidents need to be reported to the Facilities Manager immediately.

9. The Facilities Manager shall be responsible for inspections of the Contractor's work. Should these inspections reveal substandard work, the Contractor shall be notified of such deficiencies. This notification may be given orally or in writing. If the Contractor fails to take the necessary action(s) to correct the deficiencies immediately after notification, the School may immediately terminate the contract due to default, and/or solicit another Contractor to correct the deficiency and the Contractor's payment will be adjusted accordingly.

10. It is agreed and understood between the parties that the Contractor is not an employee of the School.

11. Contractor acknowledges and agrees that he/she is not entitled to workers' compensation or unemployment insurance benefits through the District, and that he/she is obligated to pay all Federal and State income taxes on any monies paid pursuant to this agreement.

12. Contractor agrees to maintain a minimum general liability insurance of \$1,000,000 and provide the School with a certificate of insurance prior to beginning work. Contractor also agrees to provide proof of workers' compensation insurance and a completed and signed W-9.

Proposal Amount

As payment for the work to be performed by the Contractor as set forth above, the proposal for snow plowing and removal paid per plowing will be:

Contractor Name _____

Phone Number _____

Email Address _____

Parking Lot & Sidewalk Snow Removal \$ _____

Additional Snow Removal (see #4) \$ _____

Invoices are to include a description of location plowed, by date, time of day, and number of hours worked, and are due to the School office within 72 hours of services performed.

Proposals must be submitted no later than 1:00 p.m. on Friday, November 10, 2023, and may be submitted in person at PPOS, 3133 Cornerstone Drive, Pagosa Springs, CO 81147, or via email to **business@ppos.co**. Proposals should be clearly marked with "PPOS Snow Plowing RFP 2023-24". Final selection of the awarded Contractor will be no later than Friday, November 17, 2023, and the resulting Agreement for Services document will be emailed to the Contractor for signature. If you have any questions, please contact Jennifer Mitchell at (970)731-6188 or by email at business@ppos.co. PPOS reserves the right to accept/reject any proposals and to award the contract to the Vendor that represents the best value to PPOS.