

**REQUEST FOR PROPOSAL (RFP)
PROFESSIONAL SERVICES**

ISSUE DATE: OCTOBER 21, 2025

ST. CROIX PREPARATORY ACADEMY

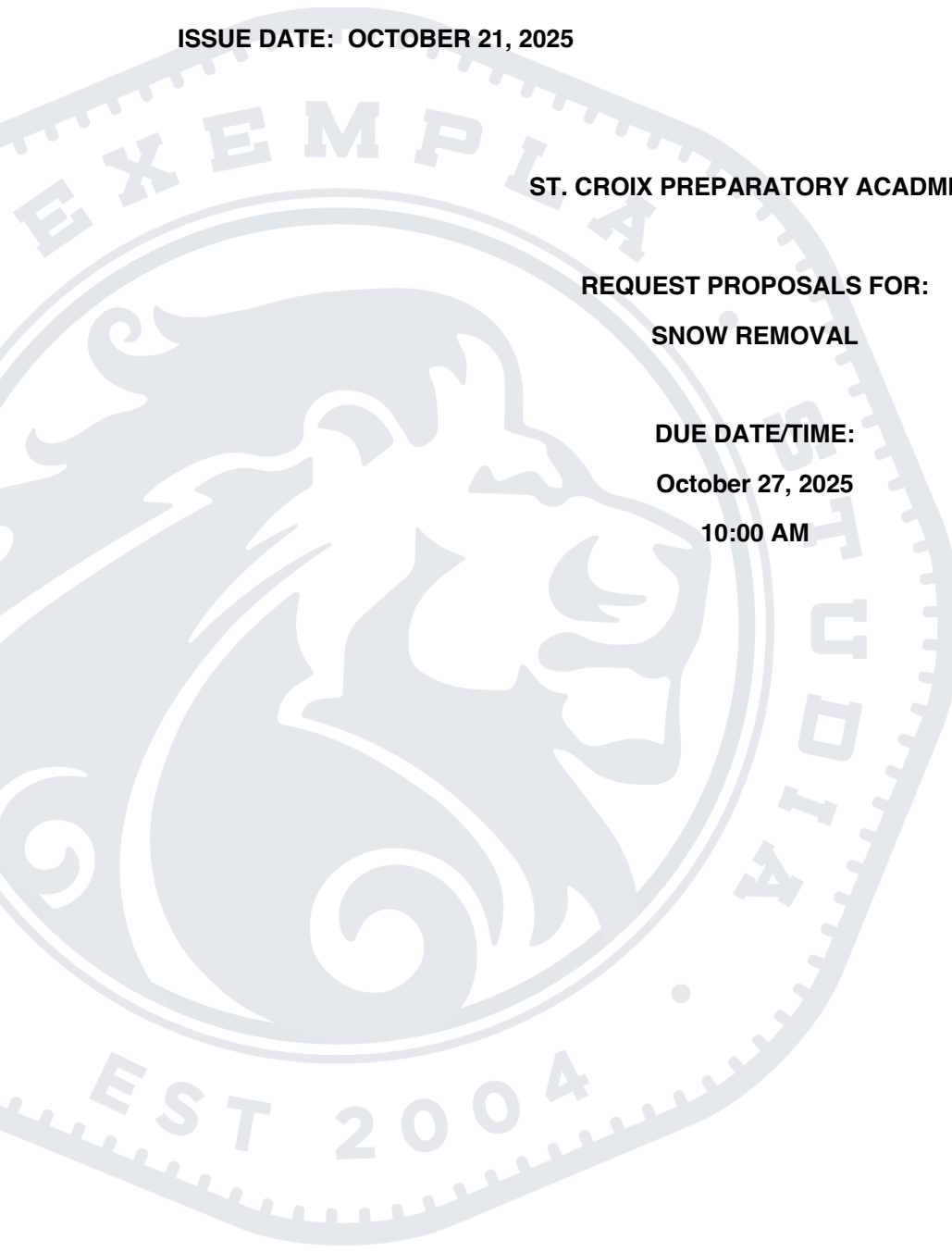
REQUEST PROPOSALS FOR:

SNOW REMOVAL

DUE DATE/TIME:

October 27, 2025

10:00 AM



GENERAL INFORMATION

1. St. Croix Prep invites a select list of qualified companies to respond to this solicitation. Respondents must be responsible, regularly and practically engaged in providing the services requested, and possess ample resources for providing the supplies, materials, equipment and services identified.
2. All communications, except proposal submittal, in regard to this solicitation will be by email.
3. All proposals will be evaluated after the scheduled opening date.
4. Submitted responses to this solicitation shall remain effective for a period of not less than 45 days following the proposed due date.
5. Successful contractor will be notified by email and through phone.
6. The following factors will be considered in the selection decision:
 - a. Adherence to specifications
 - b. References
 - c. Price

GENERAL CONDITIONS

1. St. Croix Prep reserves the right to reject any or all responses or portions thereof, and to accept any response or portions thereof that may be most advantageous. St. Croix Prep also reserves the right to waive technicalities
2. Respondents may include additional information and data that is believed to be helpful to the school in the evaluation of the product or services.
3. Respondent shall submit their responses on the forms and in the manner specified and shall respond to each specification.
4. Any respondent that contacts any School Board Member or any member of the school staff with the intent to influence selection decisions will be disqualified from further consideration.
5. Refer questions concerning solicitation by email to the contact person's email address identified on the cover page.
6. Respondent shall note any deviation or exceptions from the specifications on their submitted response.
7. The successful vendor shall assume full responsibility for the protection and safekeeping of materials stored on premises, if any.
8. Where applicable the successful vendor shall provide Safety Data Sheets for materials to be used in the final proposal submission.
9. Respondents shall comply with federal, state and local fire and safety codes and requirements that are applicable.
10. St. Croix Prep is exempt from federal and state excise and sales tax. All prices quoted shall reflect the tax-exempt status.
11. Payment terms shall be net 30 days. Payment of invoices will be processed promptly. Payment will be made on an adjusted price basis for any items used or accepted from a delivery found to be inferior.

1 - GENERAL SCOPE OF WORK

- 1.1 St. Croix Preparatory Academy is seeking proposals for Snow Removal Services for their K-12 School grounds. A site map has been included.
- 1.2 A site visit of interested vendors is highly recommended. Please email Bill Blotske at bblotske@stcroixprep.org to set up a meeting no later than October 24, 2025. Any questions or inquiries regarding this proposal should be directed to Bill Blotske via email. bblotske@stcroixprep.org

2 COVERAGE PERIOD

- 2.1 This proposal shall cover Snow Removal services for the 2025/2026 and 2026/2027 school year.
- 2.2 Coverage period is from 11/1/2025 to 3/31//2026 and 11/1/2026 to 3/31/2027.

3 – DETAILED SCOPE OF WORK – SNOW REMOVAL

- 3.1 Snow removal of any type (this agreement is not dictated by the amount of snow that has fallen) shall be cleared according to the site map attached to this proposal. Appropriate de-icing of all walks and parking areas should also be included.
- 3.2 Snow will not be stacked in the rain gardens.
- 3.3 Snow shall not be stack or piled around any trees or the base of the trees.
- 3.4 Charging for relocation of snow on site will not be allowed. Provisions should be made ahead of time to ensure proper disbursement of snow piles on site.
- 3.5 Company identification must be worn at all times in addition to safety vests.
- 3.6 Snow will be cleared by 6:45 AM if snow has subsided. If snow is still falling, plowing will need to be complete (including sidewalks) to help ensure a safe arrival to school for staff and students from 7:00 AM to 9:45 AM and from 3:00 PM to 4:30 PM. Clean up after snow is complete will be required.
- 3.7 Snow needs to be removed to ensure no parking spaces are lost. There will be no additional charge if you need to revisit the school and re-plow to make lanes/parking spots available and safe.

- 3.8 It will be the responsibility of the contractor to pay for (or procure) any items needed to repair damages that occur that are caused by your company and that are determined to be your liability while providing snow removal services. Any repairs will need to be approved by the Facilities Director and follow strict guidelines and methods the school uses.
- 3.9 Salt shall be stored on site in designated containers at each of the exit doors and may be used by St. Croix Preparatory Academy as needed. Proposed containers need to be approved by Facilities Director prior to arriving on site.
- 3.10 Facility will be monitored regularly for icy sidewalks and snow drifts and provide services to ensure these conditions are corrected.

4 – MISCELLANEOUS SCOPE OF WORK

- 4.1 A general spring review of the site will take place with the Facilities Director to survey damage from the winter plowing and make a plan to repair/replace any damage that has occurred as a result of services.
- 4.2 If damage to property occurs, vendor should notify the Facilities Director immediately. Any delay in providing this information will be grounds for termination of the contract.
- 4.3 Please make provisions to clean up any rocks, etc. in the spring that have been pushed into grass areas as a result of snow removal.
- 4.4 Materials shall be applied in accordance with manufacturer's directions. Where alternate products are available, the environmental impact of the products shall govern which is used.
- 4.5 Adequate personnel and equipment shall be provided to permit the timely completion of all operations.
- 4.6 Contractor shall provide certificates of insurance as required.
- 4.7 Company to include direct costs and all expenses. Costs to include all direct employer paid benefits. Expenses will include supplies, equipment, supervision, and overhead (to include, but not limited to, workers' compensation, unemployment, liability insurance, office expenses, travel, training, etc.) Vendors are responsible for any and all costs associated with providing the supplies, materials, equipment and services identified in this RFP.

5 – INSURANCE

- 5.1 The Vendor shall provide St. Croix Prep with certificates of insurance with policy limits of at least:
- A. Workers compensation as required by law
 - B. General liability with limits of at least the following:
 - 1. Each occurrence: \$1,000,000
 - 2. Damage to Rented Premises (EA occurrence): \$300,000
 - 3. Med Exp (Any one person): \$10,000
 - 4. Personal and Adv Injury: \$1,000,000
 - 5. General Aggregate: \$2,000,000
 - 6. Products – Comp/Op AGG: \$2,000,000
 - C. Automobile Liability with limits of at least the following:
 - 1. Bodily Injury (per person): \$1,000,000
 - 2. Bodily Injury (per accident): \$1,000,000
 - 3. Property Damage (per accident): \$1,000,000
 - 4. Uninsured motorist BI split limit: \$1,000,000
 - D. Umbrella Liability with limits of at least the following:
 - 1. Each Occurrence: \$3,000,000
 - 2. Aggregate: \$3,000,000
- 5.2 The vendor shall indemnify and hold St. Croix Prep harmless for claims against the District arising out of performance of duties by the vendor and injuries or death caused by vendor performance of duties.
- 5.3 The vendor acknowledges the requirement to understand and abide by all federal, state and local laws, regulations, including, but not limited to labor, discrimination laws and all others as well as St. Croix Prep policies and procedures.
- 5.4 The vendor shall obtain licenses and permits, if any and required.
- 5.5 It is intended that this specification will form the basis of any contract entered into by St. Croix Preparatory Academy. If your firm requires a specific contract document, other than these specifications, include a complete proposed contract with the proposal.
- 5.6 The vendor is responsible to satisfactory perform all work required by St. Croix Prep. The vendor agrees to comply with the standards established by St. Croix Prep and acknowledges St. Croix Prep shall have sole discretion in determining the level to which the standards are being met.

Further, the vendor acknowledges this is based on performance standards and listing of minimum staff requirement does not preclude the vendor from providing additional staff, as needed, to meet the standards.

- 5.7 Vendor is responsible for all recruitment, selection and hiring of employees.
- 5.8 Vendor is responsible to ensure each worker undergoes a physical to include tuberculosis/Mantoux testing, at vendor expense. A copy shall be provided to St. Croix Prep.
- 5.10 Vendor may not bill St. Croix Prep for extra or overtime work unless approved in advance.
- 5.11 Vendor shall provide adequate management supervision of all contracted workers. Management supervision shall include regular (daily) visits to St. Croix Prep for the purpose of evaluating employees, addressing problems and concerns, on-going worker training and seeking ways to improve services.
- 5.12 Vendor is responsible for all worker training, including, but not limited to, St. Croix Prep policies and procedures, proper cleaning techniques, appropriate public interactions, and appropriate training to perform other assigned duties.
- 5.13 All workers work at St. Croix Prep at the discretion of the school. St. Croix Prep can require replacement of any worker for any reason not prohibited by law.
- 5.14 Fulfillment of Contract: The contract document will define failure to maintain a minimum level of service which shall result in an invoice deduction for nonperformance. In the event the vendor doesn't complete all of the required services as scheduled the contractor will be required to make corrections of all discrepancies at a mutually agreed upon schedule. After three occurrences of nonperformance, St. Croix Prep may begin default proceedings.

6 – INSURANCE

- 6.1 The contract/agreement may be cancelled with cause upon (15) days of written notice for any reason, no exceptions.

7 – PROPOSAL DELIVERABLES

7.1 Based upon the detailed scope of work, please provide the following as part of your proposal:

- a. Executive summary of your company.
- b. Staffing plan.
- c. References
- d. Equipment List. List should include brand and age of each piece of equipment.
- e. Schedule of Values detailing out the scope of work and associated costs and total cost for entire season and monthly cost.
- f. Labor rate for additional services as requested.

- g. Lump sum cost for total snow removal of site.

8 – ATTACHMENTS

8.1 Site Map

a. Site Legend

- Grey – Parking Lots/Lanes
- Blue – Sidewalks



