# INVITATION TO BID

INSTRUCTION TO BIDDERS AND SPECIFICATIONS FOR
SNOW PLOWING AND SALTING SERVICES

FOR

UNITED COMMUNITY UNIT SCHOOL DISTRICT #304
1905 100TH STREET
MONMOUTH, ILLINOIS 61462

DEADLINE FOR SUBMISSION OF BIDS AND PUBLIC BID OPENING

**WEDNESDAY, OCTOBER 7, 2026 AT 4:00 P.M.**

LEGAL NOTICE FOR BIDS

SNOWPLOWING AND SALTING SERVICES

UNITED COMMUNITY SCHOOL DISTRICT #304

The Board of Education of United Community Unit School District #304 is accepting the submission of sealed bids for SNOWPLOWING AND SALTING SERVICES for the 2026-2027 winter season. Bids for services include the properties of United Junior Senior High School, United West Elementary and United Intermediate School all outside of Monmouth, Illinois, and the property of United North Elementary located in Alexis, Illinois.

All specifications, necessary forms, and instructions for bidders are available at the Superintendent's Office, located at United Junior-Senior High School, 1905 100th Street, Monmouth, Illinois 61462, or by emailing thomas.hawkins@u304.org.

Sealed bids shall be marked "Snowplowing and Salting Services" and must arrive by mail or in person at the Superintendent's Office by 4:00 p.m. Wednesday, October 7, 2026. All bids will be opened and read aloud at that time. Bids will be presented to the Board of Education for consideration at their regularly scheduled meeting held on Thursday, October 8, 2026, at 6:00 p.m. at United Junior Senior High School, Monmouth, Illinois.

The Board of Education of United Community Unit School District #304 reserves the sole right to waive any and all informalities on the bidding and reserves the right to reject any or all bids, or any part thereof.

Board of Education
United CUSD 304
Monmouth, Illinois 61462

Thomas Hawkins, Superintendent

# INSTRUCTIONS TO BIDDERS
# SNOWPLOWING AND SALTING SERVICES
# UNITED COMMUNITY SCHOOL DISTRICT #304

1. All bids submitted are final and must be in a sealed envelope labeled "SNOWPLOWING AND SALTING SERVICES".

2. The absolute deadline for submission of sealed bids is 4:00 p.m. on Wednesday, October 7, 2026. All bids will be opened and read aloud at that time. Bids will be presented to the Board of Education for consideration at their regularly scheduled meeting held on Thursday, October 8, 2026, at 6:00 p.m. at United Junior Senior High School, Monmouth, Illinois.

3. Sealed bids should be delivered by mail or in person to the Superintendent's Office, located at United Junior Senior High School, 1905 100th Street, Monmouth, Illinois 61462, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday by the specified deadline.

4. Sealed bids must be submitted on the enclosed Bid Submission Form. In addition, the bidder must provide proof of $1,000,000 of liability insurance, proof of Worker's Compensation coverage, a list of equipment inventory, and a minimum of two references. Additional documentation may be provided by the bidder as needed or desired.

5. Sealed bids must be submitted for the 2026-2027 winter season, and are on a "per snowplowing and salting" basis for each property.

6. All bidders are to provide proof of Worker's Compensation coverage to comply with the Statute of the State of Illinois with a limit of at least $500,000 and proof of liability insurance in the minimum amount of $1,000,000.

7. Bids will be evaluated on a number of criteria, including references, responsibility, and cost, as determined by the Board of Education of United CUSD #304. Retainer bids will not be considered.

8. The Board of Education of United CUSD #304 reserves the sole right to waive any and all informalities on the bidding and reserves the right to reject any or all bids, or any part thereof.

# SPECIFICATIONS OF CONTRACT
# SNOWPLOWING AND SALTING SERVICES
# UNITED COMMUNITY SCHOOL DISTRICT #304

The following specifications are required to fulfill the contract:

1. The contractor shall provide all labor and equipment necessary to snowplow and salt the parking lots and driveways on an as needed basis at the sites of United Junior Senior High School located east of Monmouth, Illinois, United West Elementary and United Intermediate School located northwest of Monmouth, Illinois and/or United North Elementary located in Alexis, Illinois.

2. This contract shall commence in the winter of 2026 and terminate at the end of the 2027 winter season. The Board may elect to terminate this contract prior to the end of the original term.

3. Snowplowing shall occur after 1+" of snowfall, and salting in the event of ice accumulation, and shall be completed by 7:15 a.m.

4. Additional plowing or salting for special circumstances or events will be completed at the request of the superintendent or designee.

5. The Contractor is responsible for plowing and salting parking lots and driveways on each property.

6. The district has the option to call the Contractor at any time if plowing and salting has not been adequate.

7. Contractor agrees to indemnify United CUSD #304 from any liability for injuries to himself/herself, his or her employees, any third persons and any property damage incurred by Contractor, or Board, during the performance of the duties relating to the snowplowing and salting services provided. In the event this agreement is terminated by the Board, the Contractor shall be paid for all services properly rendered or performed to the effective date of such termination.

8. Payment for services shall be made to the Contractor on the third Tuesday of each month.

9. The Contractor is performing the services under this agreement as an independent contractor and is not deemed to be an employee of the Board.

10. A Certificate of Insurance must be submitted before a contract will be awarded. The Certificate of Insurance must contain the following:

    Worker's Compensation: To comply with the Statue of the State of Illinois with a limit of at least $500,000.

    Comprehensive General Liability and Property Damage in the amount of: Bodily Injury/Property Damage Occurrence – Minimum $1,000,000 combined single limit.

11. The Contractor shall purchase and maintain such insurance as will protect him/her from claims under worker's compensation acts and other employee benefit acts, from claims for damages to property which may include death, and from claims for damages to property which may arise out of or result from the Contractor's operations under this contract, whether such operations be by himself/herself or by any subcontractor or anyone directly or indirectly employed by any of them. This insurance shall be written for not less than any limits of liability specified as part of this Contract, or required by law, whichever is the greater, and shall include contractual liability insurance as applicable to the contractor's obligations under special conditions.

    The Contractor shall also purchase and maintain such insurance as will protect the Owner and their agents and employees from and against all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death or death to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting there from, and (2) is caused in whole or part by any negligent act or omission of the Contractor, and Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to the paragraph.
    This insurance shall be written for not less than any limits of liability specified as part of this contract, or required by law, whichever is the greater. Certificate of such insurance shall be filed with the owner before starting work.

12. The Contractor is responsible for the instructing, supervision, and implementation of all safety rules and regulations. The owner is not responsible for any injuries or loss of life, connected with this project.

13. It shall be the Contractor's responsibility to comply with all local, state and federal laws and regulations governing job safety and health standards, and the requirements of the "Occupational Safety and Health Act of 1970" enacted by Congress and signed into law on December 29, 1980.

Questions concerning the contract:

Thomas Hawkins, Superintendent
United CUSD #304
1905 100th Street
Monmouth, Illinois 61462
309-734-9413

# BID SUBMISSION FORM
# SNOWPLOWING AND SALTING SERVICES
# UNITED COMMUNITY SCHOOL DISTRICT #304

All bids are to be submitted on this form. Additional documentation may be provided by the bidder as needed or desired.

Base price for each snowplowing and salting at United West Elementary and United Intermediate School. Base price should reflect the cost for a one-time plowing and one time salting (if needed).

Plowing per push United West Elementary $_____

Salting United West Elementary $_____

Plowing per push United Intermediate $_____

Salting United Intermediate $_____

Base price for each snowplowing and salting at United North Elementary. Base price should reflect the cost for a one-time plowing and one time salting (if needed).

Plowing per push United North Elementary $_____

Salting United North Elementary $_____

Base price for each snowplowing and salting at United Junior Senior High School. Base price should reflect the cost for a one-time plowing and one time salting (if needed).

Plowing per push Jr/Sr High School $_____

Salting Jr/Sr High School $_____

The Contractor agrees to indemnify United CUSD # 304 from any responsibilities for injury(ies) to himself/herself or his/her employees during the performance of duties relating to the snowplowing and salting services and for any damages or breakage of the equipment used in the performance of such duties.

The contractor certifies that the contractor is not barred from bidding on the bid contract as a result of a conviction for either bid rigging or bid rotation under Article 33E-4 of the Illinois Criminal Code contained in Chapter 38 of the Illinois Revised Statutes.

_____

Authorized agent or bidder signature

Prospective bidders are required to list below the equipment that they will be using for the snowplowing and salting services on the United CUSD #304 school grounds.

1.

2.

3.

4.

5.

6.

Bidders are required to submit at least two references of similar services provided to other school districts, organizations, or businesses in the area. List these references below:

Name _____

Address _____

Contact Person _____

Type of business _____

Phone Number _____

Name _____

Address _____

Contact Person _____

Type of business _____

Phone Number _____