

REQUEST FOR PROPOSAL
SPECIFICATIONS FOR
SNOW PLOWING AND SANDING

MSAD 58
1401 RANGELEY ROAD
PHILLIPS, MAINE 04966

DUE BY: February 27, 2026 at 12:00 PM

For Questions Please Contact:

Laura Columbia, Superintendent of Schools, at (207) 639-2086 Or
Chip Gilbert, Facilities Director, at (207) 639-2086 or (207) 240-9346

The Board of Directors reserves the right to accept or reject any or all bids.

SECTION A: INTRODUCTION

The MSAD 58 School Board (also referred to as “Owner”), has one property that must be maintained during the winter and cleared of snow. This Request For Proposals (RFP) concerns the winter maintenance of the grounds of the following property (collectively, the “Property”):

- ❑ Phillips Elementary School, 1401 Rangeley Road, Phillips, Maine

MSAD 58 is a school district intent upon continuous improvement of the educational process, where student achievement is a daily focus. As such, the Owner expects all vendors and contractors seeking to conduct business with the Owner to understand that the educational mission requires a high level of quality and performance from each service provider. Responders to this RFP should expect that the needs of students come first in the School District and our focus is to bring products and services to the educational process that enhance student achievement, which will impact vendors and contractors in at least the following ways.

- Whenever possible, services shall be provided when school is not in session and/or students are not present.
- Safety measures must be at their highest levels to ensure staff and student safety in the event someone is on the grounds during times other than when school is in session.
- A sense of urgency must exist on the part of the contractor recognizing that school must be opened during times of snow and/or ice coverage. Opening school is a time-sensitive matter, which will require the contractor to give the Owner priority in scheduling snow and ice removal even over existing or long-standing customers. Contractors that cannot give the Owner first priority should not respond to this RFP.

SECTION B: BASIC SERVICES - SCOPE OF WORK

1. Snow Removal Services To Be Furnished

The Owner requires priority scheduling by the Contractor for snow plowing/removal to assure that school is open if at all possible. Employees of the School District will be working other sites to assure they are ready to receive students when the weather is conducive to snow. The contractor agrees to remain ready, willing and immediately available to begin snow plowing/removal within one-half hour of telephoned notice given by either the Facilities Director or Superintendent of Schools. Vendor shall use its best effort to plow/remove snow in an efficient and prompt manner in accordance with the terms hereof so as not to delay the operation of the Owner’s facilities. When snow and/or icing occurs during the night, the contractor must provide cleared facilities no later than 5:30 AM during the workweek. Weekend maintenance may occur as late as 7:30 AM unless otherwise notified.

2. Snow Plowing/Removal Specifications

Pricing for snow removal shall be set forth on the Quotation Sheet and must be performed after

accumulation of two inches (2") or more of snow as reported by the National Weather Service in Gray, Maine. Extra attention should be given to parking and bus loading/discharging areas. Although plowing will not be necessary until two inches of accumulated snow, it will be necessary to sand/salt the parking areas and bus drop-off location to keep them free from ice at various times throughout the school day.

Sand/Salt shall be applied in an amount sufficient to keep the driveways and parking areas free from ice as much as possible. Road Access should be maintained to ensure visibility for both buses and cars entering and exiting our facilities. The Contractor must be able to show evidence of appropriate equipment or subcontracting to clear high snow banks when visibility is hindered at the road access points.

A meeting can be conducted by the Owner with the successful responder to this RFP to discuss ways and means for snow plowing/removal. Said meeting will take place between October 1st and November 1st of each year at the Contractors request if so desired.

Each individual responsible to operate snow removal equipment shall attend the meeting for instruction on ways and means from the Owner's perspective.

3. Equipment And Equipment Usage

All work proposed by the Contractor must be accomplished using the Contractor's owned and/or rented equipment. All equipment must be inspected to assure safe operation prior to use on the Owner's property. Equipment must never be operated in the vicinity of students, staff, or neighbors with particular emphasis to avoid operation of equipment around children on the Owner's site. Contractor must include a list of equipment used.

4. Subcontracting

The Contractor may subcontract parts of the work related to snow plowing/removal and/or sanding, however, the RFP must include the name of subcontractor(s), contact information, references, equipment list, and insurance provision. Additionally, all subcontractors must take part in the annual meeting between the Contractor and Owner.

5. Payment for contract

The successful bidder will be paid monthly starting on November 1st and ending on April 1st each year.

SECTION C: INSURANCE REQUIREMENTS

All responders to the RFP shall provide evidence of the following insurances, which must be included with the responders bid as listed on Bidder Information Sheet.

1. General Liability Insurance with limits not less than \$500,000.00. The successful

responder will be required to add MSAD #58 to their insurance policy as an additional insured, and show proof at least annually thereof once the contract has been awarded

SECTION D: INSTRUCTIONS TO RESPONDERS

Responders desiring to provide a quotation to the Owner in accordance with this RFP shall do so using the “Quotation Sheet” included herein. Quotations may be made for all of the services described in this RFP, or it may be quoted by school pertinent to the Contractor’s business model. The Contractor should consider their company’s capacity to perform the job(s) should they bid on more than one facility in respect to specifications, employee availability, equipment availability and time constraints to perform the work. The Owner reserves the right to award a contract to a contractor furnishing the lowest, most responsible quotation for either the entire scope of work, or for individual schools, whichever is most advantageous to the Owner. Work may be awarded to one Contractor or more than one Contractor, whichever is most advantageous to the Owner. The Owner reserves the right to accept or reject any or all quotations for any reason, and to waive any informalities or irregularities in any response to the RFP, without further obligation to the Responder(s).

If any Contractor would like to see specified areas, contact Chip Gilbert at (207) 639-2086 or (207) 240-9346.

Proposals are due at the Superintendent’s Office no later than February 27, 2026 at 12:00 PM, at which time bids will be opened for review.

Mail or otherwise deliver the completed Bidder Information Sheet, Quotation Sheet and required information in a sealed envelope to:

Laura Columbia, Superintendent of Schools
RE: Snow Plowing and Sanding Proposal
1401 Rangeley Road
Phillips, Maine 04966

Bidder Information Sheet

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 58
Snow Plowing/Removal and Sanding**

BUSINESS NAME	
ADDRESS	
BUSINESS PHONE	
CELL PHONE	
EMAIL ADDRESS	
CONTACT PERSON	

The following documentation must be included with your proposal. Incomplete proposals will not be considered.

- A list of all equipment which will be used for the job(s). (Make, Year, condition, owned or rented)
- Proof of liability insurance per Section C of Request for Proposal
- At least two professional references (provide name, address and phone number)

Quotation Sheet

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 58
Snow Plowing/Removal and Sanding

Facility Name: Phillips Elementary School Plowing and Sanding

Bid for 2026/27	
Bid for 2027/28	
TOTAL BID 2 YEARS	