

SCHALMONT CENTRAL SCHOOL DISTRICT  
OPERATIONS & MAINTENANCE DEPARTMENT  
4 SABRE DRIVE  
SCHENECTADY, NY 12306

SPECIFICATIONS AND PROPOSAL FORM

FOR

**SNOW PLOWING & REMOVAL**

**2025-2026 School Year**

## NOTICE TO BIDDERS

This sheet is to be filled out in connection with the bid specification for

### **SNOW PLOWING & REMOVAL.**

The specification is comprised of 6 sections.

1. Notice to Bidders Pages #2 - #4.
2. Bid Proposal Certification Page #5.
3. Bid Sheet Page #6.
4. Equipment List Page #7.
5. General Conditions/ Technical Specifications Pages #8 - #10

I, \_\_\_\_\_, have received a complete specification  
(company or firm)

according to the above information.

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Official Title

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip Code

\_\_\_\_\_ Telephone

\_\_\_\_\_ FAX

This sheet must be submitted with your bid sheet.

# LEGAL NOTICE

## SCHALMONT CENTRAL SCHOOL DISTRICT OPERATIONS & MAINTENANCE DEPARTMENT

### NOTICE TO PROSPECTIVE BIDDERS

The Schalmont Central School District, Schenectady, NY is soliciting sealed bids for the goods and services described in these specifications.

**GENERAL DESCRIPTION:** SNOW PLOWING & REMOVAL

**BID SUBMISSION DEADLINE:** 10/24/2025; 3:00 pm

**BID OPENING:** 10/24/2025; 3:15 pm

**BID OPENING LOCATION:** District Office  
4 Sabre Drive, Schenectady, NY

**SUBMIT SEALED BIDS TO:** Schalmont Central School District  
Operations & Maintenance Department

4 Sabre Drive

Schenectady, NY 12306

The face of the envelope must contain the name of the bidder  
with return address and the contract title.

**CONTRACT PERIOD:** Approximately November 2025 to June 2026

**BOND REQUIREMENT:** A performance bond is NOT required.

**PREVAILING WAGE RATE:** The successful bidder must comply with Sections 220-223 of the New York State Labor Law.

**FOR MORE INFORMATION:**

John O'Donnell

Director of Facilities

(518) 858-1158

## **NOTICE TO BIDDERS**

1. Each Bidder should visit the sites of the proposed work and fully acquaint oneself with the existing conditions that may affect the performance of the Contract. The following sites are included for the 2025-26 season, however the district reserves the right to add or delete sites;

- a. Jefferson Elementary, 100 Princetown Road, Schenectady, NY
- b. Schalmont Middle, 2 Sabre Drive, Schenectady, NY
- c. Schalmont High School, 1 Sabre Drive, Schenectady, NY
- d. Transportation, 5 Sabre Drive, Schenectady, NY

2. Award to contract will be made only to the lowest responsible bidder, whose proposal complies with all contract provisions and who has demonstrated to be the best value in snow removal.

3. The Schalmont Central School District reserves the right to accept or reject any or all proposals, and may advertise for new proposals, if in its opinion the best interests of the District will thereby be promoted. The bidder must be prepared if requested by the District to present evidence of experience, ability and owned/leased equipment and/or vehicles.

4. The School District reserves the right to cancel any contract for failing to perform in accordance with the specifications, schedules, and accepted practices for such work, or for other reasons, if, in the best interests of the School District.

**SCHALMONT CENTRAL SCHOOL DISTRICT**

**SCHENECTADY, NY**

**BID PROPOSAL CERTIFICATION (submit with bid)**

Company

Name\_\_\_\_\_

Company

Address\_\_\_\_\_

Telephone Number\_\_\_\_\_ Date of Bid\_\_\_\_\_

**I. General Bid Certification**

The bidder certifies that he/she will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

**II. Non-Collusive Bidding Certification**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

(1) The prices of this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor, and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

NOTE: Section 103-d of the General Municipal Law provides that every bid made to the District where competitive bidding is required by statute, rule regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain the foregoing statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury.

A bid shall not be considered for award nor shall any award be made where (1), (2) and (3) above have not been complied with; provided however, that if any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the District, public department or agency to which the bid is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting completion.

The fact that a bidder has published price lists, rates or tariffs covering items being procured, has informed prospective customers or proposed or pending publication of new or revised price lists for such items, or has sold the same items to other customers at the same prices being bid; does not constitute, without more, a disclosure within the meaning of paragraphs (1), (2) and (3) above.

Any bid hereafter made to the District by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule or regulation, and where such bid contains the certification set forth above shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorized)\_\_\_\_\_ Title\_\_\_\_\_



**SCHALMONT CENTRAL SCHOOL DISTRICT**  
**OPERATIONS & MAINTENANCE DEPARTMENT**

**2025 -2026 SNOW PLOWING & REMOVAL**

**BID SHEET**

The undersigned proposes to supply the manned equipment indicated below in accordance with all terms of the specifications for the following hourly rates. The rates shall include all costs (including overhead, profit, mobilization, insurance, fuel, etc.) associated with the contract.

<b>EQUIPMENT TYPE</b>	<b>HOURLY RATE</b>
Loader with 14'to 16' snow pusher	/hr.
Loader with 12' snow pusher	/hr.
4x4 Truck with 8' plow or V Plow	/hr.
15 cuyd+ Dump Truck	/hr.
Loader with 5 cuyd bucket	/hr.

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:

**SCHALMONT CENTRAL SCHOOL DISTRICT  
OPERATIONS & MAINTENANCE DEPARTMENT**

**2025-2026 SNOW PLOWING & REMOVAL**

**Equipment List**

Provide a general description (year, make, model, owned, leased, etc.) for each price of equipment proposed. Include as much detail as necessary to describe the machine and its working condition. The district requires the bidder to have available (owned or leased) the minimum quantity of equipment listed below. This is based upon past experience of the effort necessary to prepare schools to safely open.

**1) Loader w/ 14' or 16' Pusher**\_\_\_\_\_

**2) Loader w/ 12' Pusher:** \_\_\_\_\_

**3) 4X4 Pickup w/ 8foot plow or V-plow:** \_\_\_\_\_

## **GENERAL Conditions/ Technical Specifications**

### **Intent**

It is the intent of the Schalmont Central School District, Operations & Maintenance Department to solicit proposals for labor and equipment to plow/clear snow during storm events at three(3) district facilities. At times, there will be a need to remove snow piles at district facilities after the storm events. The hourly rate contract will be based upon time actually worked on site. This contract requires close coordination and communications with district personnel.

### **Scope of Work**

1. The supply of properly manned equipment of the types indicated on the proposal form for snow plowing, clearing and removal.
2. The supply of all insurances for employees, equipment, public liability/personal injury as required by law and as indicated in the specifications. Appropriate certificates shall be submitted to the School District prior to executing any work under the contract.
3. The School District, through its representative, will establish: (a) a priority list of facilities for overall scheduling, (b) a timing schedule for the normal daily opening of each facility and its relation to the work as specified, and (c) designated areas for snow removal and stacking.
4. The bidder can expect to meet with district representatives to plan and coordinate this season's snow plan. There will be a constant line of communications between the contractor and the district for planning each storm event. Operations & Maintenance personnel will be working around the district at the same time as the contractor during the event.

### **Response Time and Hours of Service**

Service shall be furnished 7 days a week. Most plowing and hauling will be performed during early a.m. hours. Work shall be continuous until all plowing and hauling has been completed, unless otherwise directed by the district.

### **Pre-Season Snow Management Meeting**

Contractor must meet with District representatives prior to the snow season to discuss Contract performance in detail. At this meeting, Contractor shall provide names and contact phone numbers of all personnel to be contacted by the District when Contractor's services are required. At the same meeting, the District will provide the Contractor, the names and phone numbers of designated snow coordination personnel. The District personnel will monitor all plowing and removal activities.

### **Hauling Snow**

Some areas can be expected to have snow removed from site and hauled. Contractor shall be directed to haul and dispose of snow at on-campus locations as directed by the District.

### **Contractor Damage**

During plowing operations care must be taken to minimize damage to grass, grounds, curbing, signage, etc. The contractor is responsible to repair any damage once spring arrives. An annual inspection of areas to look for damages done during snow removal will occur in April of each year.

### **General Plowing Instructions**

- Never push or pile snow into handicapped stalls, access aisles or fire access roads. Care needs to be taken at entrance and exit ways in order not to obstruct view.
- All snow shall be plowed and clear from parking areas and pushed to designated areas identified by the district. Snow piles in unapproved areas will be responsibility of the contractor to move without reimbursement. The District can approve additional locations if the need arises.

- Typically, snow clearing operations shall be substantially completed at the following times; Transportation (5am), High School (6am), Middle School (6:00am), Jefferson Elementary (7:00am).

### **Minimum Equipment Required**

The bidder must own or lease the equipment listed in the above Equipment List. The identified minimum equipment is based upon past experience and the anticipated efforts needed to plow the snow in a timely and efficient manner. The district reserves the right to alter quantities and types of equipment identified for each site. All equipment can be stored on site in designated locations. Plowing with "shoes" shall not be allowed on paved areas.

### **Communications**

The bidder understands and agrees that due to the nature of the work involved, a line of communication and command must be maintained with district personnel to effectively execute the work and have a successful program. Close adherence to scheduling priorities and instructions of the district representative are mandatory. The successful bidder must be able to be contacted 24 hours/day, 7 days/week including holidays. Upon contract award, the bidder shall provide cellular phone number(s). It shall be the responsibility of the contractor to designate one individual acceptable to the district who will be available at all times. The individual must have full authority to act on behalf of the contractor.

### **Snow Accumulation Limit**

**Upon direction from the district representative, the Contractor shall clear, plow, remove, and complete other related work. All work shall be done in such a manner as to permit normal operation of all facilities at least one hour prior to facility opening and throughout the normal facility hours of operation as directed by the district representative. This is a District directed contract. Contractor is not guaranteed the removal of snow on each snow event. O & M Staff may be utilized during certain storm events.**

### **Equipment Inspection**

After bid opening and prior to award of bid, the district will require an inspection of all equipment bid, to determine compliance with the specifications and to determine dependability and serviceability of the proposed equipment. The inspection date will be pre-arranged with the respective bidder.

### **Insurance**

1. All employee-related insurances as applicable shall be included in bid price.
2. All equipment-related insurances as applicable shall be included in bid price.
3. Public liability and property damage insurances shall be included in the bid price for the following minimum amounts: \$1,000,000 liability coverage naming the Schalmont Central School District as additional insured.

### **Awarding of Bid**

Upon determination of the successful bidder and Board of Education approval, the O&M Department will issue a purchase order.

### **Contract Period**

The contract will commence at the time of execution and terminate June 30, 2026. The District shall have the option to extend the contract for four (4), one (1) year periods. If this is exercised, the first extension period shall commence July 1, 2026 and shall terminate June 30, 2029. The bidder will be notified in writing each year, if an extension option is to be exercised.

### **Tracking & Payment Applications**

The successful bidder must track the hourly efforts of the entire storm event operation. If needed Plowing Tracking/Invoice sheets will be provided by the district. These sheets must be completed and submitted to the Operations & Maintenance Department within 24 hours following a storm event. Invoicing for this effort can occur at any time and frequency during the month. Payment applications shall be mailed to the Schalmont Central School District, District Office, 4 Sabre Drive, Schenectady, NY 12306.

# PROPOSAL PACKAGE

(Submit this package by October 24, 2025)