



Request for Proposal

# Snow Removal Services

Hope Community Public Charter School is seeking competitive proposals to provide Snow Removal Services for SY 2023-2024.

**Proposals are due no later than Tuesday, June 6, 2023 by 4:00 PM.**

## School Overview

Hope Community is an open-enrollment project-based learning public charter school that serves approximately 300 students in grades Pre-K through 8th grades that provides personalized and rigorous curriculums to develop skills essential for school, work, and life success. At Hope, we have a growth mindset that encourages our scholars in their continuous pursuit of excellence.

Additional information on the school is available at [www.Phalenacademies.org](http://www.Phalenacademies.org).

## Contact Information

All communication regarding this RFP shall be delivered via email to [operations@hopetolson.org](mailto:operations@hopetolson.org). Please include your point of contact's email to get answers to questions, updates, etc.

## Response Submission Guidelines

Responses to the RFP must be no more than thirty (30) pages, plus an appendix for personnel resumes and/or qualifications. Pages must be 8½" x 11".

The following actions may disqualify bids:

- Late submission of response.
- Submission of response in formats other than PDF (e.g., hard copies, Word, PowerPoint).
- Inquiries/questions regarding this RFP or RFP that are directed to any other HOPE COMMUNITY school's representative, vendor, agent, or email address other than [operations@hopetolson.org](mailto:operations@hopetolson.org).

## Scope of Work

Hope Community PCS is requesting proposals for the following services:

Service	Description & Requirements
Snow Removal Services	<p>The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified snow removal service providers to provide snow and ice removal services for Hope Public Charter School. The services provided must be efficient, effective, and timely to ensure safe access and egress to the school during snow and ice events.</p> <ul style="list-style-type: none"> <li>● <b>Services Required:</b> The snow removal services required include, but are not limited to: <ul style="list-style-type: none"> <li>○ Clearing snow and ice from all entrances, walkways, stairs, and parking lots.</li> <li>○ Salting or sanding of surfaces to prevent ice formation.</li> <li>○ De-icing of all surfaces to prevent slip and fall accidents.</li> <li>○ Removal of snow from rooftops, if necessary.</li> <li>○ Hauling of snow from the premises, if necessary.</li> <li>○ Monitoring of weather conditions to ensure timely response to snow and ice events.</li> <li>○ Inspection of the premises for hazards, including frozen pipes, snow drifts, and ice dams.</li> </ul> </li> <li>● <b>School Removal Locations For Snow Removal:</b> <ul style="list-style-type: none"> <li>○ The proposal needs to include all entrances, the parking lot, all walkways, the basketball court, and the front pathway of the school.</li> <li>○ Aerial Site Map: See Exhibit A.</li> </ul> </li> <li>● <b>Proposal Requirements:</b> The proposal should include the following information:</li> </ul>

Service	Description & Requirements
	<ul style="list-style-type: none"> <li>○ Company profile, including experience in providing snow removal services.</li> <li>○ Description of the company's equipment, including the number of snow plows, trucks, and other equipment.</li> <li>○ List of three references from previous clients.</li> <li>○ Description of the company's response time and snow removal process.</li> <li>○ Pricing structure, including hourly rates and any additional fees.</li> <li>○ Proof of insurance, including liability and workers' compensation insurance.</li> <li>○ The vendor, shall submit a price proposal which indicted their full cost to provide the scope of services outlined in the proposal</li> <li>○ The vendor, as an independent contractor, shall request for Financing packages as necessary and Coordinate/assist in closing all financing.</li> </ul>

## Response Requirements

Responses will be accepted until Tuesday, June 6th and should include the

following information:

1. Proposals are to be submitted in **PDF Format** via email to: **[operations@hopetolson.org](mailto:operations@hopetolson.org)**.
2. To be considered, each vendor must submit a complete response to this solicitation.
3. Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposals; failure to do so will be at the vendor's own risk and he/she cannot secure relief on the plea of error.

## **Respondent Qualifications**

Vendors who can provide the services and meet the requirements specified in this RFP are invited to respond. A respondent, by submitting a proposal, represents to Hope Community PCS that:

- It is licensed to do business in the District of Columbia;
- It maintains liability insurance and will furnish, if selected to provide services to the school, evidence of insurance;
- It and its employees who will provide services to Hope Community PCS are legally and professionally qualified to provide services in the District of Columbia;
- It is not debarred and/or suspended from conducting business with locally or federally funded organizations;
- Within the two years before the anticipated contract start date, it has conducted or will conduct criminal and sex offender background checks for all its employees or subcontractors scheduled to engage with students;
- It possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- It is able to comply with the required or proposed RFP; and
- It has a satisfactory record of integrity and ethics.

## **Response Evaluation Criteria**

Hope Community PCS will evaluate responses on a qualitative and quantitative basis. Evaluation criteria may include the following:

- Past experience working with nonprofits, including charter schools in the District of Columbia, for provision of relevant services;
- Clarity of goals and objectives;
- Cost structure;
- Capacity for success;
- Potential impact;
- Results of discussions with other clients; and
- Vendor's completeness and timeliness in its response to Hope Community PCS.

The contract will be awarded to the firm, which in Hope Community PCS judgment, best represents the interests of Hope Community. Hope Community Public Charter School, in its sole discretion, reserves the rights to notify firms for interviews if it deems them necessary; reject specific consultants and team members; approve all sub-consultants, subcontractors, and project team members; and reject any and all responses.

Exhibit A

