

Downers Grove Grade School District 58



Date: October 7, 2020

To: Dr. Kevin B. Russell

From: Todd Drafall
Kevin Barto

Re: Snow removal bid award recommendation

Background Information

As the District planned the format for its return to on-site instruction, a major focus is to allow as much custodial time as possible in the buildings for cleaning and disinfecting. As a result, the District bid out snow removal for all parking lots and sidewalks for all District locations. Previously, the District has always bid out a portion of the parking lots for snow removal and custodians and maintenance staff have done the remainder. Last year, the District used a contractor for snow removal at three locations. This year, we expanded the snow removal bid compared to previous years to include all parking lots and sidewalks. This greatly expanded the consideration of contractor assistance for snow removal. The District procures salt through the Village and will still salt parking lots and large areas with our staff and salt spreaders; sidewalks will be done by the contractor.

Regardless of the format of on-site learning shifts for this year, snow removal is something we need to commit to. Cleaning protocols, though always important, are a very key factor in keeping on-site instruction functioning this year. Before COVID, a mid-day snow event of a few inches would have required the custodian to be outside shoveling and salting sidewalks and maintenance staff doing snow removal of multiple parking lots. The previous operations framework cannot be the format for this season. The custodian will need to be inside cleaning high touch points and potentially managing cleaning of a room where there is a symptom or potential case. The unknowns of this season require the District to remove areas of concern whenever possible and snow removal is one of those key areas.

Administrative Considerations

This shift in format will be an increase in costs. Anything we do in the Operations and Maintenance will be an increase from prior years. The District has kept costs down in this area for a very long time doing the very basic level of maintaining. This format is mostly about

meeting staffing needs for cleaning, but also in eliminating risk in the area of snow removal and salting. The District chose to not fill a maintenance position after retirement this past year and instead increased purchased service accounts to accommodate. Cost reductions from previous years will include significant reductions in sidewalk salt and overtime. All of these pieces will help in absorbing the costs, which could be considerable. Based on last season's weather, the new format would be a cost increase of approximately \$110,000.

The District had four potential bidders at the optional pre-bid meeting, but only received one bid. Contractors explained various reasons for the lack of other bid submissions. Some considered a September bid too late in the year to add this size of contract. Others explained that without the salt portion, which is where many contractors make their money, they could not bid the job. Others said the quantity of locations needed is too large for their firm. The bid received is from a large snow removal firm, which lists clients such as SouthWest Airlines and FedEx.

Given the fact that the District only received one bid, the bid numbers were checked against the rates the previous bidder used, as well as checked with other firms who did not bid the job to determine that the rates received are in line with current industry rates for this winter. One contractor noted that they would have been higher if they had staff in place to bid this size of job.

The base bid was submitted as if any particular location were awarded, individually, for plowing only. The first alternate was the total cost if all sites were to be awarded for plowing only. The second alternate was the cost if any particular location were awarded, individually, for sidewalk clearing and salting only. And the third alternate was if the total cost of all sites were to be awarded for sidewalk clearing and salting only.

The bidders numbers are listed below:

Alternate #1 Pricing Option: Services per bid specifications / List cost per occurrence itemized below. Pricing should consider locations as one entire group.

Total for all 14 properties listed: (Belle Aire, El Sierra, Fairmount, Highland, Hillcrest, Indian Trail / ASC, Kingsley, Lester, Pierce Downer, Puffer, Whittier, Herrick, O'Neill, and Longfellow).

SnowFall Accumulation Price Per Plow

| | |
|---------------------|----------------------------------------------------|
| Dusting to <1" | \$ __N/A__ per plow (District 58 will salt at <1") |
| 1.0" – 4.0" | \$ __3,568.70__ per plow |
| 4.1" – 7.0" | \$ __3,596.80__ per plow |
| 7.1" – 10.0" | \$ __3,624.90__ per plow |
| 10.1" – 14.0" | \$ __4,496.00__ per plow |
| Per inch over 14.0" | \$ __702.50__ per inch per plow |
| Call backs | \$ __1,784.35__ per call |

Alternate #3 Pricing Option: Services per bid specifications / List cost per occurrence itemized below. Pricing should reflect snow removal of all pedestrian areas (including public right of way sidewalks) followed by salt application for all pedestrian and sidewalk areas. Pricing should consider locations as one entire group.

Total for all 14 properties listed: (Belle Aire, El Sierra, Fairmount, Highland, Hillcrest, Indian Trail / ASC, Kingsley, Lester, Pierce Downer, Puffer, Whittier, Herrick, O'Neill, and Longfellow).

SnowFall Accumulation Price Per Storm

| | | |
|---------------------|------------------|--------------------|
| Dusting to <1" | \$__ 4,094.00__ | per event |
| 1.0" – 4.0" | \$__ 6,349.70__ | per event |
| 4.1" – 7.0" | \$__ 9,865.60__ | per event |
| 7.1" – 10.0" | \$__ 11,840.25__ | per event |
| 10.1" – 14.0" | \$__ 14,449.00__ | per event |
| Per inch over 14.0" | \$__ 2,047.00__ | per inch per event |
| Call backs | \$__ 2,456.40__ | per call |

With the current additional cleaning needs in our buildings, the District has to look at various ways to provide adequate building custodial staff. Utilizing a contractor for additional snow removal than we have in the past will help ensure custodian time for the additional cleaning required in our schools. The custodian can stay inside and assist with the needs of the building rather than focus on exterior work during inclement weather. If a custodian is absent, the maintenance staff can step in. In the end, we need to make sure our snow removal needs are met while also continuing to provide the additional cleaning needs that are present at this time.

Recommendation

Award the snow removal bid with Alternates #1 and #3 to Tim's Snowplowing, Inc., doing business as (DBA) The Service Innovators (TSI).