

**NEW CARLISLE -OLIVE TOWNSHIP PUBLIC LIBRARY**  
**REQUEST FOR PROPOSAL FOR SNOW/ICE REMOVAL**  
**2015-2016 SEASON**

The New Carlisle - Olive Township Public Library Board of Trustees are requesting proposals for snow/ice removal at the Library located at 408 S Bray St, New Carlisle, IN.

Forms are available at the Library (Front Desk), on the Library's website ([www.ncpl.lib.in.us](http://www.ncpl.lib.in.us)) or by email request. All proposals must be submitted on this bid form.

Proposals can be submitted in-person, via fax or by e-mail([ebaiz@ncpl.lib.in.us](mailto:ebaiz@ncpl.lib.in.us)), faxed(574-654-8260) to the Library Director's office or mailed to the Library Director, New Carlisle – Olive Township Library, Box 837, New Carlisle, IN. 46552. Proposals must be received by the THIRD FRIDAY OF OCTOBER (October 16, 2015), no later than 5:00 p.m.(Eastern Time). The Library Director and Library Board cannot be responsible for mis-directed or non-delivery of proposals. It is the bidder's responsibility to see that the proposal has been delivered.

The terms "bidder" and "contractor" are to be used interchangeably. Only proposals that are completely filled out will be considered.

Proposals will be considered at the Library's regular October Board of Trustees Meeting (Tuesday, October 20, 2015 at 7:00 p.m. EST). All properly submitted proposals will be available for public inspection the day after vendor selection.

The Library Board of Trustees reserves the right to reject any or all proposals.

**General information.**

Contract period is from October 21, 2015 through April 30, 2016.

The Library Director will contact the contractor as soon as possible if contractor's work is not satisfactory. Contractor is to respond and advise the Director with a written proposal how the problem is to be rectified.

This agreement can be cancelled with written notice by either party with 30 days notice.

Contractor will be responsible for providing all equipment and labor for the successful completion of all the items in this proposal.

Contractor shall comply with all applicable federal, state, and local laws, regulations, codes, and ordinances with respect to hiring, employment, compensation, health and safety of employees, and the environment.

**New Carlisle – Olive Township Public Library  
Snow/Ice Removal Bid Form**

**Contract specifications.**

- A “push” is when the contractor comes in and removes snow from all the described areas. A snowfall that blankets the area requires a “push.” A “touch up” is when a contractor comes in and removes only the snow in part of the area. Snow drifting from a snow pile would need a “touch up.” “Ice melt” is the application of appropriate ice melting materials to described areas.
- Contractor may at his own cost at the start of the contract, install markers or flags in areas such as sidewalks, curbs, islands, and etc. and then remove the markers or flags at the end of the season.
- Contractor may hire a subcontractor to assist. Contractor is responsible for paying the subcontractor and for informing subcontractor the details of this contract. Contractor is responsible for damages caused by subcontractors.
- Snow cannot be allowed to be piled or drifted in ways that become a visual impairment to drivers or pedestrians at curves and entrances to the parking lot. If snow needs to be moved to prevent this condition, it may be piled on the lawn at the south side of the parking lot.
- Contractor at his discretion is to apply salt and ice melter to areas when needed.
- Salt is only to be used on the driveway and parking lot. An ice melter that is safe for concrete and landscaping plants is to be used on sidewalks.
- In the event of a weather emergency, the contractor should contact the Library Director to see if the library is to be closed and snow removal delayed.
- If contractor is unsure whether to perform a “push” or a “touch up”, he should contact the Library Director for instructions.
- Library Director can at any time request a “push” or a “touch up” or ice melting application and inform the contractor not to perform a “push”, “touch up” or “ice melt”.
- Contractor may work at any time. Special care must be taken when working around patrons and their vehicles to ensure their safety.
- Contractor will ensure that any heavy equipment used on sidewalks will not damage the concrete.
- Contractor is responsible for repair of any lawn, landscaping or property damage including removal or repositioning of landscaping stones caused by him or his subcontractors. Repairs must be completed before the end of the contract period. If repairs are not done by the end of contract period, NCPL will hire the repairs done and bill the original contractor, with full payment due within two weeks of the billing date. In case of the repairs not being made, or paid for, the contractor will not be considered for future bids. The Library Director will take photographs prior to start of contract period and end of contract period for reference.
- Plowing is not to be done if snowfall is 2 inches or less and library personnel will clear sidewalks.

**Insurance Information.**

Contractors bid proposal must include a current copy of the Contractors Certificate of Insurance as issued by his insurance Company. The minimum limits of insurance are to be:

- General Liability- \$1 million each occurrence, \$3 million aggregate.
- Automobile Liability-\$1 million.
- Workers compensation- \$500,000/\$1 million.

Contractor is responsible for ensuring that subcontractors submit to the Library Director a separate Certificate of Insurance with the same limits of liability as the contractor within 48 hours of the work commencing.

**Bid Part A.**

A snow event that produces from 2 to 5 inches that needs a "push." The following areas are to be cleaned:

- Public parking lot.
- Staff parking lot.
- Sidewalks around the library.
- Sidewalks along Bray St. and Dunn Road. (Ice melter not required here).

Bid cost part A per push of a 2 to 5 inch snow event \$\_\_\_\_\_.

**Bid Part B.**

A snow event that produces 5 to 10 inches of snow that needs a "push." The following areas are to be cleaned:

- Public parking lot.
- Staff parking lot.
- Sidewalks around the library.
- Sidewalks along Bray St. and Dunn Road.(ice melter not required here)

Bid cost part B per push of a 5 to 10 inch snow event \$\_\_\_\_\_.

**Bid Part C.**

A snow event that produces 10 or more inches of snow that needs a "push". The following areas are to be cleaned.

- Public parking lot. Staff parking lot.
- Sidewalks around library.
- Sidewalks along Bray St. and Dunn Road (ice melter not required here)

Bid cost part C per push of a 10 or more inch snow event \$\_\_\_\_\_.

**Bid Part D.**

When wind, snow or melting snow requires that some of the following areas are in need of a "touch up."

- Public parking lot.
- Staff parking lot.
- Sidewalks around the library.
- Sidewalks along Bray St. and Dunn Road (ice melter not required here).

Bid cost per Part D "touch up." \$\_\_\_\_\_.

**Bid Part E.**

Application of salt to parking lot, and ice melter to sidewalks in the event of an ice storm or snow packed areas.

Bid cost part E/per salt application. \$\_\_\_\_\_.

Bid cost part E ice melter application. \$\_\_\_\_\_.

**Contractor information.**

Name \_\_\_\_\_

Company legal name \_\_\_\_\_

Address \_\_\_\_\_ City/ State/ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax Number \_\_\_\_\_ Email \_\_\_\_\_

Text messaging available? Circle one: YES NO

Please list the size and number of the major pieces of equipment to show your ability to complete the job.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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The undersigned hereby agrees to indemnify and hold harmless the New Carlisle Public Library, New Carlisle-Olive Township Public Library Leasing Corporation, the employees, Library board, and agents from any and all losses, expenses, and damages incurred due to the contractor's negligent acts that result in injury to any person or property, and for reasonable attorney's fees to defend the New Carlisle Public Library, New Carlisle-Olive Township Library Leasing Corporation, the employees, library board, and agents from such claims.

Contractor name (printed): \_\_\_\_\_

Contractor signature: \_\_\_\_\_

Date: \_\_\_\_\_

The acceptance of this proposal represents a contract between the NCPL and the Contractor.

_____ Accepted by Library Director- Printed Name	_____ Signature	_____ Date
_____ Accepted by Library Board Member-Printed Name	_____ Signature	_____ Date
_____ Accepted by library Board Member-Printed Name	_____ Signature	_____ Date
_____ Accepted by Contractor-Printed Name	_____ Signature	_____ Date