



**Legal Notice – Invitation to Bid  
For Snow Removal  
2024-2027**

Submittal Due Date & Time: August 30th, 2024 10:00am CST

Bid Opening Date & Time: August 30th, 2024 10:30am in Bisbee Room

Sealed bids shall be submitted to: St. Charles Public Library District  
One South Sixth Avenue  
St. Charles, IL 60174-2195  
Attn: Kate Buckson, Library Director

Offers may not be withdrawn for a period of 90 days after bid due date without the consent of the St. Charles Public Library District.

The St. Charles Public Library District reserves the right to reject any and all submittals of parts thereof, to waive any irregularities or informalities in proposal procedures and to award the contract in a manner best serving the interest of the Library. The Library will not return any materials received in response to this invitation.

The Library conforms to its Public Bidding Policy, which is available on the Library's website, [www.scpld.org/policies](http://www.scpld.org/policies).

All questions specific to requests for bids and proposals must be submitted via e-mail to [kbuckson@scpld.org](mailto:kbuckson@scpld.org) and [jreneria@scpld.org](mailto:jreneria@scpld.org). No questions will be accepted specific to any bid or proposal within five days of the scheduled bid opening.

The St. Charles Public Library is an equal opportunity employer, and all Bidders are required to be equal opportunity bidders as defined by all applicable state and federal laws and regulations.

All Bidders are required to submit completed Certificates of Compliance in the bid package.

**Statement of Purpose**

The Board of Trustees of the St. Charles Public Library District (SCPLD) is currently soliciting bids for the snow removal service of SCPLD-owned properties (see Site Plan at end of Legal Notice). This is a lowest responsible bid, which conforms to the Library’s Public Bidding Policy.

**Scope of Services**

To remove snow and ice from all walks and parking areas related to Library property.

**Specifications and Conditions**

Snow removal and ice to include all shoveling, plowing, and salting based on a one inch (1”) trigger (or as needed) of specified walks and parking areas on library property (see attached Mapping for walks and lots details). All costs shall be broken down.

**Base Bid: Three Year Contract**

**Snowfall Accumulation Price Per Plow Including Salt 2024-2025**

1.0” – 4.0”	\$_____ per plow
4.1” – 7.0”	\$_____ per plow
7.1” – 10.0”	\$_____ per plow
10.1” – 14.0”	\$_____ per plow
Per Inch Over 14.0”	\$_____ per inch per plow
Call Backs	\$_____ per call
Salt only – furnished and applied	
Parking Lot	\$_____ per ton
Sidewalks	\$_____ per ton/bag

**Snowfall Accumulation Price Per Plow Including Salt 2025-2026**

1.0” – 4.0”	\$_____ per plow
4.1” – 7.0”	\$_____ per plow
7.1” – 10.0”	\$_____ per plow
10.1” – 14.0”	\$_____ per plow
Per Inch Over 14.0”	\$_____ per inch per plow
Call Backs	\$_____ per call
Salt only – furnished and applied	
Parking Lot	\$_____ per ton
Sidewalks	\$_____ per ton/bag

**Snowfall Accumulation Price Per Plow Including Salt 2026-2027**

1.0” – 4.0”	\$_____ per plow
4.1” – 7.0”	\$_____ per plow
7.1” – 10.0”	\$_____ per plow
10.1” – 14.0”	\$_____ per plow
Per Inch Over 14.0”	\$_____ per inch per plow
Call Backs	\$_____ per call
Salt only – furnished and applied	
Parking Lot	\$_____ per ton
Sidewalks	\$_____ per ton/bag

### **Performance and Payment Bond & Insurance**

Bidder shall furnish a Performance and Payment Bond for the full amount of the contract within seven days of notification of the Award of the Contract. The selected contractor shall provide proof of insurance coverage, listing the St. Charles Public Library District as an additional insured. The minimum General Liability Aggregate Amount to be no less than \$2,000,000 with Workers Compensation Coverage to be \$100,000/100,000/500,000 policy limit.

### **References**

All Bids must be accompanied by a list of at least 3 references of similar size and scope local (greater Chicago Area) projects within the last 3 years.

### **Performance**

Contractor shall perform maintenance; furnish all labor, equipment, and supplies for the removal of snow and ice per specifications. The Contractor agrees to hold the Library, its agents, and employees harmless from liability of any nature or kind to pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, and rules of the Library, the City of St. Charles and State of Illinois. The Contractor also agrees to indemnify Library against all claims for personal injury, death, and/or property damage arising out of the scope of work.

### **Begin Work Time**

Contractor should commence work based on one-inch (1") trigger or notification from library representative. Work to commence within one hour of notification. Plowing is expected to be completed prior to the start of work hours through the close of business based on the one-inch (1") trigger or notification from Library representative.

After hours of operation, the contractor will commence at their discretion, but to complete work by the time staff are in the building (hours listed below).

Library Parking Hours are as follows:

Monday – Thursday	6:30am – 9:00pm
Friday & Saturday	6:30am – 4:00am
Sunday	7:00am – 6:00pm

### **Point of Contact**

The Contractor shall submit the name and phone number of the person that the library is to contact when snowplowing is to be done. Contractor is to give the library 24 hour notice if the designated Contractor contact changes.

### **Documentation**

The contractor shall maintain a complete record of all services provided including, but not limited to, start and end times, driver information, salt utilization, vehicle information and special comments. Records shall be kept on file with the Contractor for review as required by Library staff.

## **Parking Lots**

All parking lot surface areas are to be plowed and treated with Sodium Chloride Road salt, the entire width (curb to curb) and continuous throughout the entire storm, as directed by the Library. The Contractor is responsible to push back or remove snow to make room for the next storm. Snow will be relocated as not to be placed on streets, sidewalks, and brick pavers. The Contractor will meet with Library staff to determine relocation areas. Snowplow blades are to be flush with the pavement, removing as much snow as possible. The Contractor agrees to perform snowplowing service work to the acceptance of the St. Charles Library personnel. The Contractor at no additional cost will redo work not completed in a satisfactory manner.

## **Restoration**

All lawn areas damaged by snow removal shall be re-graded to form a smooth transition from the existing lawn to the disturbed area. The disturbed area will be treated with an application of pulverized topsoil with a 50/50 blend of bluegrass/ryegrass seed at a minimum rate of 5 pounds per 1,000 square feet and then a Penn mulch (or equivalent) added on top of restored area. The Contractor shall provide replanting, if necessary, until a healthy stand of grass is established by July 1 as determined by St. Charles Library personnel. All initial restoration must be completed no later than April 30 to the satisfaction of the Library Representative. Failure to do so will result in the library fixing the damage and holding any remaining payments owed to the contractor until damage is repaired or compensated for.

## **Additional Conditions**

- a) If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this bid, the contractor shall immediately notify the contact person of such error in writing and request clarification or modification of the document.
- b) All contractors and sub-contractors employed in this project shall comply with all applicable provisions of the Illinois Human Rights Act and all Federal and state laws which prohibit discrimination because of race, color, religion, sex, marital status, national origin ancestry, age or mental handicap, and all rules and regulations, promulgated and adopted pursuant thereto.
- c) All bids must be in compliance with the current Prevailing Wage Rate for Kane County as established by the Library Board of Trustees.
- d) Contractors and sub-contractors shall comply with the provisions of the Copeland "Anti-Kick-Back Act" (18 U.S.C. 874) as supplemented in the U.S. Department of Labor Regulations (29 CFR, Part 3).
- e) The Board of Trustees for the St. Charles Public Library District reserves the right to waive any irregularities and to accept or reject any and all bids.





