

Specifications for Snow Removal

GRAND RAPIDS PUBLIC SCHOOLS Grand Rapids, Michigan

PROCEDURAL GUIDELINES

Introduction

The purpose is to re-bid areas that had No-Bid. Grand Rapids Public Schools seeks to solicit companies capable of providing snow removal services for the following properties: Alger Middle, Brookside Elementary, Burton Elementary and Middle School, Innovation/Central High School, Lyman S. Parks, Southwest Community Campus, MLK Leadership Academy and Museum High School Parking Lot.

BID Questions, Inquiries and Clarifications

The Work to be accomplished by this project is as outlined by the specifications, general conditions, general requirements, and instructions to bidders, herein, referred to as the contract documents which become the "Contract". Interpretations of the contract documents may be requested and will be provided, in writing, to all bidding firms, providing such request is made in adequate time prior to bid deadline. Explanations or interpretations made orally will not be considered as binding.

The bidding Contractors may make arrangement for visiting sites during the bid period by calling Brad Bennett, Supervisor of Operations/Ground at (616) 819-6655 or bennettb@grps.org. No allowance shall be made in Contractor's behalf by reason of their error or misunderstanding. The Owner reserves the right to evaluate any or all bids on factors including, but not limited to first cost, life cycle costs, value to the Grand Rapids Public Schools. The Owner reserves the right to reject any or all bids.

BID SUBMITTAL GUIDELINES

This bid consists of two parts:

1. Bid main document. This document in Microsoft Word format provides procedural guidelines and snow removal specific guidelines that must be adhered to in preparation of the response.
2. Bid pricing schedule for the Grand Rapids Public Schools properties.

You must submit a **SEALED** hardcopy of the bid to:

Diane Liggins
Director of Purchasing
Grand Rapids Public Schools
1331 Franklin St SE
PO Box 117
Grand Rapids, MI 49501-0117

by Wednesday, October 13, 2021 2:30 PM EDT. IMMEDIATELY FOLLOWING BIDS

**WILL BE PUBLICLY OPENED AND READ ALOUD IN THE PURCHASING
DEPARTMENT**

**Proposals received after the deadline will not be considered in connection with this
bid (NO EXCEPTIONS).**

Bid Award

The Grand Rapids Public Schools will fairly and objectively review all bid proposals based on the criteria consistent to the overall project goal.

The Owner reserves the right to evaluate any or all bids on factors including, but not limited to first cost, life cycle costs, value to the Grand Rapids Public Schools. The Owner reserves the right to reject any or all bids.

Following the review of all bids, Grand Rapids Public Schools will promptly notify each contractor our desire to award (or not award) business. Target date for communication of business award is November 1, 2021.

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SNOW REMOVAL GUIDELINES

Overview

Grand Rapids Public Schools is committed to selecting a company(s) that has demonstrated the capability of providing snow removable services based on the criteria consistent to the overall project goal. It is our intent to offer the opportunity for each property individually and only aggregate when and where opportunities exist.

Contract and General Conditions

1. Contract Administration

The Associate Superintendent for Human Resources and General Counsel and the Director of Purchasing shall be the District's authorized representative in all matters pertaining to the administration of this contract.

2. Contract Documents

The contract entered into by the parties shall consist of this RFP, the letter of introduction accompanying this RFP, the signed response/proposal forms submitted by the Contractor, all addenda issued, and a purchase order signed by the Director of Purchasing. The parties may adjust the specific terms of this contract where circumstances beyond the control of either party require modification or amendment. Any changes or modifications to this agreement must be in writing, signed by both parties and attached hereto.

3. Contract Term

It is the intent of the District to award a contract to one or more contractor(s) for snow removal services. The contract is expected to begin on November 1, 2021 for a period of three (3) years to April 26, 2024. Nothing requires the District to agree to extend the contract beyond the initial three-year term. The Contractor is required to provide a three-year price guarantee.

4. Contract Termination

Grand Rapids Public Schools may terminate this contract for cause on written notice to Contractor if: (1) Contractor breaches any of its material duties or obligations under the contract, which either cannot be cured or are not cured within the time period specified in the written notice of breach provided by Grand Rapids Public Schools; (2) Contractor poses a serious or imminent threat to the health and safety of any person;(3) Contractor's actions pose a serious or imminent loss to any real or tangible personal property; (4) Contractor is insolvent, bankrupt, or otherwise going out of business. Grand Rapids Public Schools, on thirty (30) days written notice to the Contractor, may terminate this contract, or any portion thereof, for any reason, including convenience, without incurring any penalty, expense or liability to the Contractor except the obligation to pay for services actually performed under the contract before the date of termination. Regardless of the basis for cancellation, Grand Rapids Public Schools shall not be obligated to pay Contractor for any incidental or consequential damages, loss profits, or costs incurred for services not actually performed.

5. Dispute Resolution

In the event the awarded Contractor does not meet the requirements of this bid document and/or any of its related addendums, the following steps will be taken: a. Within seven (7) calendar days of the violation, the contractor will be given, in writing, a letter stating the nature of the violation. b. The Contractor will have seven (7) calendar days after receipt of letter to rectify and respond to the violation in writing. The response must include the nature of the violation, how it was resolved, and what steps are being taken to prevent this violation from occurring again. c. If the Contractor has not resolved the violation or has repeated a similar past violation, the Grand Rapids Public Schools reserves the right to terminate the contract by giving, in writing, thirty (30) days written notice of intent to do so. The contractor shall be liable for any difference in cost between agreed price and price paid to an alternate contractor, including expenses incurred to solicit other contractor.

6. Contract Validity

If one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.

7. Entire Agreement

This Contract constitutes the entire agreement between the District and the Contractor, and it supersedes any prior communications, representations, or agreements of any kind. This Contract may not be modified except in writing signed by both parties.

8. Governing Law

This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Michigan. The Contractor agrees that any litigation, action or proceeding arising out of this contract shall be instituted in a state court located in the State of Michigan. The jurisdiction and venue for any suit brought against this agreement shall be in Western Michigan District Courts.

9. Litigation

If either party to this contract initiates a lawsuit against the other to secure or protect its rights under this agreement, the prevailing party shall be entitled to all associated costs of the suit, including reasonable attorney's fees, administrative fees, court costs, and damages as part of any judgment entered in its favor.

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10. Subcontracting and Assignment

The Contractor will not be permitted to assign, sell, transfer or otherwise dispose of the contract or any portion thereof, or his rights, title or interest therein without prior written approval of the District. The Contractor will not be permitted to subcontract any portion of the contract without prior written approval of the District. No subcontract will, in any case, relieve the Contractor of their responsibility under the contract. Written consent to subcontract, assign or otherwise dispose of any portion of the contract shall not be construed to relieve the contractor of any responsibility for the fulfillment of the contract.

11. Independent Contractor

It is expressly agreed between the Contractor and the District that the Contractor will act as an independent contractor in the performance of its duties under this contract and under no circumstances shall any of the employees of any party be deemed the employees of the other for any purpose. The Contractor shall be wholly responsible for paying all taxes including but not limited to federal and state income taxes, FICA, FUTA, workers' compensation, unemployment and single business taxes to the extent that any or all of the foregoing are applicable. The Contractor shall defend, indemnify and hold harmless the District from and against any claims by any taxing authority, for any taxes, interest or penalties relating to the Contractor or his/her employees or agents, if any. The Contractor shall acquire, worker's compensation insurance for himself/herself, his/her employees or agents, and shall defend, indemnify and hold harmless the District from and against any claim for worker's compensation brought by or on account of the Contractor or by any of its employees or agents. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the District. The Contractor is not to be deemed an employee or an agent of the District and has no authority to make any binding commitments or obligations on behalf of the District except as expressly provided herein.

12. Insurance Requirements

Throughout the term of this Contract the Contractor shall have at their sole expense effective insurance covering their activities at the properties. The Contractor shall furnish Grand Rapids Public Schools with documentation of this insurance coverage. Such insurance shall be in the amounts stated below.

a. The Contractor shall main during the life of this Contract Comprehensive General Liability Insurance. Minimum coverage shall be the following:

	<u>Each Occurrence</u>	<u>Aggregate</u>
Bodily Injury Liability	\$ 500,000	\$1,000,000
Property Damage	\$ 500,000	\$1,000,000
OR		
Bodily Injury & Property Damage Combined	\$1,000,000	\$1,000,000

b. The Contract shall procure and shall maintain during the life of the Contract, Commercial Automobile Liability Insurance in an amount sufficient to cover for all owned, non-owned and hired vehicles that are used in carrying out the Contract.

	<u>Each Occurrence</u>	<u>Aggregate</u>
Bodily Injury (per person)	\$ 500,000	
Bodily Injury (per accident)	\$ 1,000,000	
Property Damage	\$ 500,000	
OR		
Bodily Injury & Property Damage Combined	\$1,000,000	

EXCESS LIABILITY

	<u>Each Occurrence</u>	<u>Aggregate</u>
True Commercial Umbrella Form Coverage	\$ 1,000,000	\$ 1,000,000

c. The Contractor shall furnish the owner with an insurance certificate indicating they are carrying insurance covering Workmen's Compensation to the extent of the Act for those in their employment. The following language shall be indicated on all certificates of insurance from successful bidders:

"The Grand Rapids Public School District, it's elected or appointed officials, employees and volunteers are included as insured with regards to damages and defense of claims arising from: (a) activities performed by or on behalf of the named insured, (b) products and completed operations of the named insured, or (c) premises owned, leased, or used by the named insured".

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WORKER'S COMPENSATION & EMPLOYER'S LIABILITY

Each Accident	\$ 500,000
Disease-Policy Limit	\$ 500,000
Disease-Each Employee	\$ 500,000

Note: If with our prior approval, you use any subcontractors to perform your obligations under this Agreement, you will require each of your subcontractors to maintain the insurance coverage's specified above.

13. Safety

Contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. Safety shall be the responsibility of the Contractor. All contractors' related personnel shall be instructed daily to be ever mindful of the full time requirement to maintain a totally safe environment for the facilities' occupants including students, staff, visitors and the occurrence of the general public on or near the site.

The contractor shall not plow, or if in the process, shall cease plowing, when students are outside on the grounds (lunch, recess, beginning and end of school, etc.).

14. Right to Know

In accordance with MIOSHA Regulations pertaining to the "Michigan Right to Know Law," the Owner has posted Material Safety Data Sheets for any hazardous chemicals in their Workplace. The Contractor shall designate a coordinator to oversee the institution and maintenance of a similar program for the areas in which Work will take place. The program must encompass all MIOSHA Regulations with regards to the "Michigan Right to Know Law" for all hazardous chemicals which will be used on-site during the course of Work.

15. Equal Employment Opportunity

The Grand Rapids Public Schools, as an Equal Opportunity Employer, complies with federal and state laws prohibiting discrimination, including (but not limited to), Title IV and Title VII (with amendments) of the 1964 Civil Rights Act, Title IX of Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and Veterans Readjustment Act of 1974 as amended 38 USC 20-12 and the Americans With Disabilities Act of 1990. It is policy of the school board that no person, on the basis of race, sex, gender, height, weight, color, ethnicity, religion, national origin, age, marital status, disability, or veteran status, shall be discriminated against in employment, educational programs and activities or admission. Inquires or complaints should be addressed to the

Equal Opportunity Office
1331 Franklin Street SE
PO Box 117
Grand Rapids, Michigan 49501-0117

This reaffirmation of the District's commitment to comply with applicable non-discrimination laws shall not be a contractual agreement or expand the District's liability for compliance.

16. Set-Offs/Billing/Payments

Set-Offs:

1. IF THE OWNER MUST PERFORM ANY PORTION OF THE TERMS OF THE CONTRACT BECAUSE THE CONTRACTOR FAILED TO MEET OR MAINTAIN THE STANDARDS OF THE BID SPECIFICATION, A FEE OF \$75.00 PER HOUR, INCLUDING TRAVEL TIME AND ANY OTHER COSTS INCURRED, WILL BE DEDUCTED FROM THE NEXT SCHEDULE PAYMENT TO THE CONTRACTOR.

2. The Owner may reduce or withhold payment to you (a) for payment that you may owe us for work that we may have had to perform for any portion of this Contract or (b) if you fail to pay any 3rd parties for labor and materials or any other cost you incurred for the performance of this contract.

3. Contractor will submit invoices electronically to accountspayable@grps.org each month
Billing for 2021/2022 by December 13, 2021, January 21, 2022, March 21, 2022 and May 2, 2022.
Billing for 2022/2023 by December 12, 2022, January 20, 2023, March 20, 2023 and May 1, 2023.
Billing for 2023/2024 by December 11, 2023, January 18, 2024, March 25, 2024 and April 29, 2024.

Grand Rapids Public Schools will pay you by check. Should there be any questions, please contact Brad Bennett, Supervisor of Operations/Grounds) at (616) 819-6655 or bennettb@grps.org .

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17. Contractor Protection Clause

Neither party hereto will negotiate with or hire personnel employed by the other, during the term of the contract, without written permission of the other party.

18. Gifts, Gratuities or Kickbacks Acceptance

The offering of gifts, gratuities or kickbacks from Bidders or the Contractor to District employees and their family members or the members of the Board of Education are prohibited.

19. Indemnification Requirements

The Contractor agrees to indemnify and hold harmless and defend the District, its Board and its Board members in their official and individual capacities, its successors, assignees, employees, contractors, and agents from and against any and all claims, costs, expenses, damages, and liabilities including reasonable attorney's fees, arising out of the (1) negligent acts or willful misconduct of the Contractor, its officers, directors, employees, successors, assignees; (2) any breach of the terms of this Agreement by Contractor; or (3) any breach of any representation or warranty by Contractor under this Agreement. The District agrees to notify Contractor by certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action, or proceeding for which it may be entitled to indemnification under this Agreement.

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GENERAL REQUIREMENTS

1. Scope of Work:

The Contractor shall furnish all labor and equipment for clearing snow from areas as specified on the attached bid sheets during the months of November, December, January, February, March, and April for a period of three years (2021/2022, 2022/2023 and 2023/2024). This work will include all labor, materials, equipment, supplies and services to maintain all roadways, parking lots and walkways in safe conditions.

2. Responsibilities:

The Contractor will be required to maintain an environment in compliance with all rules, regulations, and codes covering an occupied facility. Contractor will be required to plow and remove all snow from City sidewalks, building approach walks, entrances and parking lot entrance drives. Secondary areas are parking lots and playgrounds.

a. When snow exceeds one and a half (1.5) inches or more of snow accumulation occurs during the night preceding a regular school day or since the last plowing effort. Initial snow removal efforts should be directed to primary areas, if the snowfall is late so as to clear these areas by 5:00 a.m. or 6:00 am of the school day, depending on the site.

It is understood that the outlined Grand Rapids Public School plowing is the Contractor's first priority to plow each school day.

b. Whenever, a one and a half (1.5) inch accumulation occurs on specified areas on Saturday, Sunday, school closings, and school holidays, it shall promptly be removed. Example: A one and a half (1.5) inch accumulation on Saturday shall not be allowed to lie until the following Sunday night.

c. The Contractor shall be responsible to clear daytime accumulations so that the sites are effectively available for evening school activities, community evening school, etc. (also weekend and holiday activities).

d. During lulls in snowfall periods and/or at the request of the Grand Rapids Public Schools, the Contractor is responsible for pushing back accumulations on parking lots and widening sidewalk plowing to prevent these areas from being "bottled up" to an extent that a plow is prevented from effectively plowing away subsequent accumulations.

It is the responsibility of the contractor (s) to monitor the loss of traffic space and parking spaces due to snow accumulation, and to take prompt action to push back or remove snow piles as needed to restore these spaces.

e. Slush and melting snow on specified areas shall be plowed during thaw periods to prevent hazardous ice conditions.

f. The following sites must be plowed by **5:00 a.m.** to provide access to district personnel: Alger Middle, Brookside, Burton Elementary and Middle, Innovation Central High, Lyman S. Parks Campus, and Museum High School Parking Lot.

g. The following sites must be plowed by **6:00 a.m.** to provide access to district personnel: MLK Leadership Academy, and Southwest Community Campus.

h. The Contractor shall be responsible for making site visitations with Brad Bennett, Supervisor of Operations/Grounds at (616) 819-6655 or bennettb@grps.org.

i. The Contractor shall only accept telephone calls, defining the need for Contractor's services from the Grand Rapids Public Schools Division of Facilities Management (Long Nguyen and Brad Bennett)

3. Bid Quotations:

a. Sites for contract snow removal are grouped into sections. The attached bid sheets indicate those particular sites that are a part of each section with details of snow removal requirements for each site.

b. Contractor may bid on as many sections as desired, but the Contractor must present a separate quotation for each site making up the sections for general plowing which also include a pricing for hand work (shoveling per site)

4. Visiting Sites:

a. Prior to beginning snow removal operations, it is the responsibility of the Contractor to check each site with the sector leader or the building operations specialist and note any damaged equipment, railings, shrubbery, trees, fences, sidewalks, etc., to establish record for possible obligations and liability due to snow removal damage. (a failure to do so will result in final payment not being made until the issues are resolved)

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b. Prior to the first snowfall, it is the responsibility of the Contractor to stake out meandering sidewalks on the sites that are not well defined to properly define locations and to protect the Owner's property.

Non-Reimbursable Expenses: All out of pockets expenses, including travel to site locations, shall be paid exclusively by the Contractor, and will not be reimbursed by Grand Rapids Public Schools

5. Equipment and Labor:

a. Contractor will be required to provide all equipment and labor that is deemed necessary to do the job with least amount of disruption to Grand Rapids Public Schools, its employees and schools. Contractor will provide services in accordance with this bid specification and any purchase orders issued pursuant hereto without the use of Grand Rapids Public Schools Equipment, manpower or facilities. Any personnel employed by the Contractor observed operating equipment in an unsafe manner will be asked to leave the property and will not be allowed to return.

b. A maximum six (6) foot straight, snowplow blade to be used on any sidewalk. The Grand Rapids Public Schools reserve the right to inspect any or all equipment.

c. During the course of this contract, the Owner also reserves the right to mandate the Contractor to replace any given piece of equipment due to its condition or size.

d. Prior to being awarded a contract, the Contractor will be required to prove available possession, by ownership title or lease agreement, the equipment the Owner deems necessary for proper removal of snow. The District reserves the right to inspect all equipment used by the Contractor for Grand Rapids Public School sites.

e. The Owner reserves the right to reject any bid, if in the Owner's judgment, the equipment owned or leased by the Contractor is inadequate for satisfactory removal of snow by reason of condition, size, or amount. The Owner may require the bidder to display their equipment at 900 Union N.E., Grand Rapids, Michigan 49503, before being awarded a contract.

f. It is the responsibility of the Contractor to arrange supplemental service in the event of circumstances that could prevent the Contractor from performing any or all of their obligations to the Contract i.e. mechanical breakdown or illness of employees. The Contractor shall be fully responsible for the acts of all subcontractors to the same extent it is responsible for the acts of its own employees, ensuring that they comply with all of the terms of the Contract. The Owner has the RIGHT TO REJECT ANY BID OR CANCEL THE CONTRACT, if the Contractor defaults in the performance of any of its material obligations under this Contract i.e. the Contractor does not satisfy the requirements of supplemental equipment and personnel.

6. Workmanship:

a. Operators handling snow removal equipment shall be experienced and exercise sound judgment in placing snow where it will not damage shrubbery or obstruct passageways, entrances, crosswalks, steps, etc.

b. Operators shall not push snow from Board property into City streets unless it is banked on the side of the street bordering Board property into City streets unless it is banked on the side of the street bordering Board property.

c. Snowbanks at crosswalks resulting from City street snow plowing shall be opened each time the Contractor plows any site.

d. Snowbanks and snow piles shall not be allowed to accumulate on specified areas when there are adequate out-lawn areas to push back during lulls in snowfall.

e. Open areas (parking lots and playgrounds, etc.) shall be plowed with minimal windrow drifts resulting from plowing passes.

7. Responsibilities for damages:

Any damage to railings, playground equipment, shrubbery, sod, sidewalks, buildings, pavements, etc. caused by the Contractor, Subcontractors or their operators shall be corrected by the Contractor to the complete satisfaction of the Owner, prior to the final payment by Owner.

8. Communication:

Grand Rapids Public Schools will require Contractor to be on call twenty-fours a day, seven days a week, for unsafe conditions, special or emergency needs. Contractor will be responsible for

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monitoring conditions to determine the need for snow removal.

a. Contact list: Contractor will provide us with a contact list for all key support staff and you will provide us with any updates promptly when any changes occur.

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Addendum #1 shall be made part of the Bid Documents and the bidder should respond if applicable.

Can you provide supplemental heavy snow removal? If yes, please provide the pricing.

Please also attach your pricing if required to remove snow at non-contracted sites.

Note: Separate Purchase Orders will be cut on a per time basis if the services are needed.

PRICING

The Grand Rapids Public Schools request quotations for snow removal as per the attached specifications. Bidders may submit quotations on one or

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more sections.

All Contractors to be considered must be properly licensed, insured, and bonded to perform Work of this nature and will be required to show proof prior to the issuance of a Contract.

Contractors may be required to submit references and the Owner reserves the right to inspect Contractor's equipment prior to the issuance of a Contract.

	<u>Plowing 2021/2022</u>	<u>Plowing 2022/2023</u>	<u>Plowing 2023/2024</u>
Alger Middle, 921 Alger SE	\$ _____	\$ _____	\$ _____
Brookside Elementary, 2505 Madison SE	\$ _____	\$ _____	\$ _____
Burton El./Middle Schools, 2133 Buchanan SW	\$ _____	\$ _____	\$ _____
Innovation Central High School, 421 Fountain Street NE	\$ _____	\$ _____	\$ _____
Lyman S. Parks Campus, 1331 Franklin SE	\$ _____	\$ _____	\$ _____
MLK Leadership Academy, 645 Logan SE	\$ _____	\$ _____	\$ _____
Museum High School (parking lot), 200 State Street SE	\$ _____	\$ _____	\$ _____
Southwest Community Campus, 801 Oakland SW	\$ _____	\$ _____	\$ _____

**SIGNATURE REQUIRED:
SNOW REMOVAL BID**

BIDDER: _____
(printed)

COMPANY NAME: _____

SIGNED: _____

ADDRESS: _____

PHONE: _____

PRICES WILL REMAIN IN EFFECT FOR THE THREE-YEAR PERIOD BEGINNING October 5, 2021 TO April 26, 2024.

SPECIFIC SITE REQUIREMENTS (cont.)

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Alger Middle, 921 Alger SE (MUST BE PLOWED BY 5:00 A.M.)

- A. Clear all City sidewalks bordering Board property on Alger, Blaine, Edna, and Marshall Streets. (includes playground)
- B. Clear circular driveway and parking areas west of building off Marshall Street.
- C. Pull snow from west main entrance and clear all sidewalks on west side of building.
- D. Clear sidewalk west side of building by three entrances leading to tennis courts.
- E. Clear all sidewalks and entranceways on the north side of building and 2 sidewalks leading to Edna Street.
- F. Clear circle driveway east of building and parking areas.
- G. Pull snow from receiving doors east of building.
- H. Pull snow from east main entrance and clear snow from sidewalk approaches to the entrance.
- I. Clear all sidewalks east side of building for bus loading.
- J. Clear all sidewalks east side of building leading to Blaine Street and around City Park Building.
- K. Hand shovel or blow snow from all building sidewalks and entrances so all entrance and exit areas to building are clear of snow and ice.

SPECIFIC SITE REQUIREMENTS (cont.)

Brookside Elementary, 2505 Madison Avenue SE (MUST BE PLOWED BY 5:00 A.M.)

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- A. Clear City sidewalks bordering Board property between north property line at East Congregational Church south to south property line bordering north shore of creek.
- B. Clear sidewalks and branches to north and east entrances from Madison Avenue.
- C. Pull snow from all east entrances (four) and clear sidewalk approaches to these entrances.
- D. Clear driveways to parking area in front of and on north side of building. As driveway is plowed directly in front of building entrance, snow from entrance walk and walk on west edge of drive should be plowed so as not to leave a bank along west edge of drive to allow auto unloading.
- E. Clear parking area and sidewalks on islands.
- F. Clear parking area and adjoining sidewalks on north side of building.
- G. Clear all sidewalks adjacent the building on the north and west side of building that connect paved sections of play areas and entrances.
- H. Clear blacktop drive around south side of building to rear play area from south drive of parking area in front of building.
- I. Pull snow from west entrance and clear paved approaches.
- J. Clear paved area north of building.
- K. Clear sidewalk from northwest of building northwest to Alger Street.
- L. Clear sidewalk from rear of building southwest to the bridge over Plaster Creek.

SPECIFIC SITE REQUIREMENTS (cont.)

Burton Elementary and Middle Schools, 2133 Buchanan SW (MUST BE PLOWED BY 5:00 A.M.)

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- A. Pull snow from entrances on Buchanan Avenue and sidewalk approaches to these entrances out to City sidewalk on Buchanan Avenue.
- B. 1.) Clear City sidewalk on Buchanan Avenue from 2200 Buchanan Avenue north to Cutler Street. Plow snow away from the fences.
2.) Paved area at the end of Kirtland Street is to be cleared to the south and north beyond the crosswalks for safety in crossing Buchanan Avenue.
3.) Keep snow cleared from the three curb cut outs on Buchanan Avenue.
- C. Pull snow from the main north entrances leading to the north parking area. Also, clear sidewalks bordering north and south edge of parking area including sidewalk island dividing parking lot.
- D. 1.) Clear the north paved parking area pushing snow to the north well out beyond the paved area onto the unpaved portion of grounds.
2.) Clear the two driveways leading from Cutler Street to the north parking area including all areas between the building and fence areas.
3.) Clear paved area on west side of building in dumpster and food service loading dock areas pushing snow to the north.
- E. Clear City sidewalk on south side of Cutler Street from Buchanan Avenue to the west side of driveway off Cutler Street.
- F. 1.) Clear sidewalk on east side of Darwin Avenue bordering the playground from Kirtland Street to the park area south.
2.) Clear sidewalk from Darwin Avenue on the south side of Kirtland Street east to the steps south of the loading dock area.
3.) Keep loading dock area cleared on the east end of Kirtland Street.
- G.1.) Pull snow from boiler room entrance to the area east of the ramp behind boiler room.
2.) Clear ramp area behind boiler room pushing snow south of boiler room toward playground area. Clear all concrete area south of boiler room.
- H. Clear walk from boiler room area west of building leading to paved area south of building.
- I. 1.) Pull snow from south entrances leading to playground.
2.) Clear sidewalk on south side of building from Buchanan Avenue to west end of paved play area.
- J.1.) Clear paved area south of building. Keep drive accessible open from May Avenue to southwest entrance across play area.
NOTE: On the west section of playground push all snow west from the area of the gate leading to ground from May Avenue leaving no piles in the proximity of the gate.
2.) Clear all blacktop and concrete areas in playground on the west side of the playground building. Make sure open gate areas to playground remain cleared.
- K. 1.) Clear sidewalks on east side of Buchanan Avenue and north side of Kirtland Street bordering parking lot northeast of the intersection of Buchanan Avenue and Kirtland Street. Assure crosswalk to Buchanan is clear of snow.
2.) Clear parking lot being cautious not to block driveway leading to garage of apartment house north of parking lot.
3.) Hand shovel or blow snow from all building sidewalks and entrances. All entrance and exit areas to the building are to be clear of snow and ice.

SPECIFIC SITE REQUIREMENTS (cont.)

Innovation Central High, 421 Fountain Street NE (MUST BE PLOWED BY 5:00 A.M.)

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- A. Clear Lyon Street lot north of Lyon Street.
- B. Clear city sidewalk north of Lyon Street:
 - a. Going west past south side "T" crosswalk.
 - b. Going east past blue house.
- C. Clear city sidewalks:
 - South side of Lyon Street from west "T" to Fountain campus street from Lyon to Fountain, Fountain from College to west side of parking lot.
- D. Clear north circle sidewalk off of Lyon Street.
- E. Clear round area in front of northwest entry door.
- F. Clear ALL sidewalks surrounding Innovation Central/Fountain:
 - Including second sidewalk behind Fountain that angles from circle sidewalk to Fountain parking lot.
- G. Fountain Parking coming off College from the street to Innovation Central receiving.
- H. Innovation Central/Fountain parking/playground:
 - All paved areas around Innovation Central/Fountain school.
- I. Fountain sidewalks:
 - a. North side front from building entrance to College Avenue.
 - b. East side from main entrance to College Avenue.
 - c. South side from playground to College Avenue and in front of steps.
- J. Innovation Central:
 - a. All sidewalks on College Avenue and Fountain Street.
 - b. All sidewalks surrounding the school (north, south, east, west)
 - c. Teacher's parking lot on southwest side.

SPECIFIC SITE REQUIREMENTS (cont.)

Lyman S. Parks Campus, 1331 Franklin SE (MUST BE PLOWED BY 5:00 A.M.)

Specifications for Snow Removal

GRAND RAPIDS PUBLIC SCHOOLS Grand Rapids, Michigan

- A. Plow all external sidewalks bordering property, rolling the snow into the property. It is extremely important that the sidewalks are plowed well and to the owner's satisfaction (contact owner for details).

4-H Building

- B. 1.) Plow sidewalk in front of building to the East.
2.) Pull out East entrance and plow all internal sidewalks including north/south walk to playground area.
3.) Plow parking lot; bank snow in S.E. and S.W. corners.

Administration Building

- C. 1.) Pull out South, East, and North entrance ways.
2.) Pull out loading dock or receiving area.
3.) South parking lot: plow circle drive and parking lot, banking snow on the center island.
4.) East parking lot: plow all snow to the N.E. corner of parking lot.
5.) Plow service drive including parking area from East parking lot North to Thomas Street.
6.) Plow all concrete or terrace areas between the Administration building and Pre-School to the North lawn area.

Pre-School

- D. 1.) Pull out South entrance on terrace area.
2.) Clear dumpster drive area East side of building. Plowing snow to the North.
3.) Plow small parking lot between Pre-School and Elementary building. Plow to the North and bank the snow on the lawn.

Elementary Building

- E. 1.) Clear entrance NW corner of building.
2.) Clear West entrance from building to City sidewalk, including sidewalk.
3.) Clear South entrance way pushing snow to playground area.
4.) Plow playground area keeping all play area entrances clear.
- F. 1.) Keep all handicap areas accessible.
2.) Keep bus area (North side of Pre-School) clear from city snow plowing.
- G. Hand shovel or blow snow from all building sidewalks and entrances so all entrance and exit areas to building are clear of snow and ice.
- H. Keep entire bus loading walks along south side of Thomas SE clear of snow and ice at all times. (city plowed snow and ice must be completely cleared from this area)

SPECIFIC SITE REQUIREMENTS (cont.)

MLK Leadership Academy, 645 Logan SE (MUST BE PLOWED 6:00 A.M.)

**Specifications for
Snow Removal**

**GRAND RAPIDS PUBLIC SCHOOLS
Grand Rapids, Michigan**

- A. Clear all City sidewalks boarding school property on James, Logan, and Henry Avenue. Clear corner crosswalk areas for pedestrian traffic.
- B. Clear parking lot on the west side of James Avenue pushing snow to south side of lot.
- C. Clear parking lot on east side of James Avenue pushing snow to north side of lot.
- D. Clear snow from sidewalk area between school building and parking lot.
- E. Clear snow from all hard surface areas, including ramped sidewalk on south side entrance boulevard. Push snow to trees along Logan St., maintaining open space to Logan St. for bus and car loading zones.
- F. Clear snow from walk areas leading to courtyard on north side of building, clear courtyard hard surface areas, clear center section of circular stair area to playground.
- G. Clear snow from walk and steps leading from Henry Avenue to playground and courtyard area including all areas near northeast entrance.
- H. Clear snow from north sidewalk from Henry Ave to playground area and clear all hard surface areas by playground.
- I. Hand shovel or blow snow from all building sidewalks and entrances so all entrance and exit areas to building are clear of snow and ice.

SPECIFIC SITE REQUIREMENTS (cont.)

Museum High School Parking Lot, 200 State Street SE (MUST BE PLOWED 5:00 A.M.)

**Specifications for
Snow Removal**

**GRAND RAPIDS PUBLIC SCHOOLS
Grand Rapids, Michigan**

- A. Clear parking lot at 200 State Street SE (approximately 18 parking spaces).
- B. Clear city sidewalk along State Street SE, starting at Jefferson SE and going southeast for 125 feet.
- C. Clear city sidewalk along Jefferson SE, starting at State Street SE and going south for 141 feet.
- D. Clear city sidewalk that runs from Jefferson SE to State Street SE, along the north side of the parking lot.
- E. Parking lot snow should be piled in the northeast corner of the parking lot.
- F. If the snow becomes excessive, minimizing parking, then snow must be bucketed or moved to grassy area on northeast corner of parking lot.

SPECIFIC SITE REQUIREMENTS (cont.)

Southwest Community Campus, 801 Oakland SW (MUST BE PLOWED BY 6:00 A.M.)

**Specifications for
Snow Removal**

**GRAND RAPIDS PUBLIC SCHOOLS
Grand Rapids, Michigan**

- A. Clear all City sidewalks bordering Board property on Oakland and Rumsey Streets.
- B. Clear circular driveway off Oakland Street and adjoining sidewalks.
- C. Pull snow from two (2) north entrances and all sidewalks leading to entrances.
- D. Clear sidewalk leading to basketball court and clear basketball court north side of building.
- E. Pull snow from main entrance on Oakland Street and clear snow from sidewalk approach to entrance.
- F. Clear three (3) crosswalk approaches in parkway in front of building on Oakland Street.
- G. Pull snow from receiving area behind building (west side) pushing snow to the south parking area.
- H. Clear two (2) driveways south side of building and south parking areas. Plow snow to the southwest corner of parking area.
- I. Clear two (2) sidewalks southwest corner of building.