



# LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL  
ADMINISTRATOR FOR BUSINESS AND FINANCE

August 31, 2015

To: School Committee  
Becky McFall, Superintendent  
From: Buck Creel

Subject: Request for Award – Hanscom Snow Removal Services

**Background.** The School Committee is responsible for snow plowing and removal on the Hanscom Campus; the Town's DPW provides those services on the Lincoln Campus. Typically, we include \$35,000 in the budget for these services, with the precise expenditures depending on the number and nature of the snowfalls. The table below shows the snow removal expenditures for the past eleven fiscal years:

Fiscal Year	Amount
FY05	\$40,250
FY06	\$23,180
FY07	\$17,150
FY08	\$39,690
FY09	\$40,610
FY10	\$27,360
FY11	\$70,730
FY12	\$11,015
FY13	\$41,422
FY14	\$52,325
FY15	\$99,241

The last competed contract for Hanscom snow removal expired at the end of the snow season in May, 2012.

Contracts for snow plowing services are exempt from the provisions of M.G.L Chapter 30B, which governs the procurement of supplies, services and real property in Massachusetts. Nevertheless, it is a longstanding policy of the administration and the School Committee to seek competition in the award of contracts where possible.

**Prior bid process.** The Business Office designed a process for competing these services in 2003, 2006 and 2009 which closely followed the provisions of M.G.L Chapter 30. After advertising in the *Lincoln Journal* and the *Central Register*, a pre-bid conference was held. Local vendors who have performed well for us in the past were personally invited and provided with information about the upcoming competition. However, when the bids were opened for all three competitions, D&P Contracting was the only vendor who submitted a bid. D&P Contracting has provided snow removal services at Hanscom for over twelve years.

**FY13 and FY14 situation.** In reviewing the procurement strategy for the last snow removal service period, we realized that we could not prepare a scope of work which would be accurate for a three-year period. We recognized that we would not have a sufficiently-detailed understanding of the circulation patterns and snow removal needs for the Hanscom Schools for the next several years until after the HMS project construction begins and the temporary middle school facility is developed. Accordingly, the administration decided to explore awarding a one-year contract to D&P Contracting on a sole-source basis, and requested a proposal. The School

Committee subsequently approved awarding a one-year contract to D&P Contracting at an increase in price of 3%.

The one-year delay in the award of the Hanscom Middle School Replacement project meant that we were in the same situation in August 2013, with no clearer understanding of the snow-plowing needs on the Hanscom Campus for the next few years. The School Committee approved awarding a one-year contract for FY14 to D&P Contracting at no increase in price. The same situation existed last year, and the School Committee approved an award to D & P Contracting for FY15 with a three percent increase.

**Current situation.** We still cannot prepare a scope of work which would be accurate for a three-year period, so we once again requested a proposal from D&P Contracting.

**Request for award.** D&P Contracting provided the attached proposal for a one-year contract. These prices represent no increase over the price of services during the past year's performance period. D&P Contracting continues to perform well. They are reliable and trustworthy, with a strong knowledge of the site and our expected performance standards. They are responsible, and the proposal they submitted, responsive.

In conclusion, the proposal they submitted is reasonable, and the administration recommends that the School Committee award a one-year contract for snow removal services at Hanscom to D&P Contracting. Funds are available in the FY16 budget to accomplish this proposed work.