



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

October 1, 2018

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
FY16	\$27,026
FY17	\$63,480
FY18	\$46,609

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 thirteen years.

FY13 through FY18 situation. In reviewing the procurement strategy for the FY13 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 HPS project construction is complete. 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 for FY15; the School Committee approved an award to D & P Contracting with a three percent increase. The same situation existed in FY16, FY17 and FY18, and the School Committee approved an award to D & P Contracting each of the three years with no increase in rates.

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 a \$5 increase over the rates for services during the past year's performance period. This equates to a 4.7% increase in the hourly rate for snow plowing, and a 3% increase in the hourly rate for front-end loader. Given that this is the first increase in prices in three years, these prices seem reasonable.

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 FY19 budget to accomplish this proposed work.

D&P Contracting, Inc.

20 Cottage Road
Wayland, MA 01778

Phone: 508-650-5494
Cell: 774-270-0077

PROPOSAL

Lincoln Public Schools
Ballfield Road
Lincoln, MA 01773
ATTN: Mike Haines

Date: September 16, 2018

Hanscom Air Force Base Schools Snow Removal Proposal:

Service dates: 1 November 2018 until June 2019

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|--------------------------------------------------------------|-----------------------------|
| 1. Snowplowing – Four-wheel Drive Truck with Plow & Operator | <u>\$ 111</u> per hour |
| 2. Front-end Loader – One (1) Yard with Operator | <u>\$ 165</u> per hour |
| 3. Truck with Sander – Include labor and sand | <u>\$ 510</u> per sanding |
| 4. Fill fifty-five (55) gallon drums with sand | <u>\$ 101</u> per barrel |
| 5. Spring Clean-up of Sand | <u>\$2,657</u> per clean-up |

Paul Defina, President

Name
D&P Contracting, Inc.

Title

Name of Company
20 Cottage Road

Address
Wayland, MA 01778

City, State, Zip
508-650-5494 (h), 774-270-0077 (c)

Date
9/16/18

Phone