

Logan Elm Local School District  
9579 Tarlton RD  
Circleville, OH, 43113  
Cell: 740-438-2528 Office: 740-474-7501 X 1205  
jon.brown@loganelm.org  
9/11/2023

Request for Quotation (RFQ) - Snow Removal Services

Dear Potential Snow Removal Contractors,

We are seeking competitive quotations for snow removal services for our Logan Elm Local Schools premises located at 9511 Tarlton RD along with 9579 Tarlton RD (This is one campus with multiple addresses). Our primary requirement is that payment will be made on a per-occurrence basis, rather than an annual contract. We are looking for a reliable and experienced snow removal contractor to ensure the safety and accessibility of our property during winter months.

Scope of Work:

1. Clearing of all driveways and parking lot areas as needed to maintain safe access.
2. Salting or sanding of surfaces to prevent ice buildup.
3. Timely response and service, including during early morning and late-night hours.
4. Communication and coordination with our Director of Operations for service requests.

Quotation Submission Requirements:

1. Cost per occurrence for snow removal services.
2. Any additional fees or charges, such as materials or equipment rental.
3. Proof of insurance coverage, including liability and workers' compensation.
4. List of equipment and vehicles available for snow removal.
5. References from previous clients for similar services.

Please provide your detailed quotation, including all relevant information, no later than 9/22/2023. We reserve the right to select the most suitable contractor based on the criteria of cost, reliability, and experience.

If you have any questions or need further clarification, please contact Jon Brown at jon.brown@loganelm.org or 740-438-2528.

Thank you for your attention to this RFQ. We look forward to receiving your competitive quotation.

Sincerely,

Jon Brown  
Director of Operations  
Logan Elm Local School District  
jon.brown@loganelm.org  
740-438-2528