

BLUE WATER COMMUNITY ACTION

3403 Lapeer Road

Port Huron, MI 48060

REQUEST FOR PROPOSAL

SNOW REMOVAL



SNOW REMOVAL BLUE WATER COMMUNITY ACTION

SCOPE OF SERVICES

The work to be accomplished under this project shall be performed in accordance with the specifications outlined below and the site map provided with this RFP.

1. Requirements:

The contractor shall provide all labor, equipment, materials, and safety equipment necessary to complete the work. This shall include, but shall not be limited to:

- Snowplows and snow removal equipment
- Front-end loaders and other necessary equipment
- Salt and ice melt
- Salt and ice melt spreaders, including hand-operated and truck-mounted spreaders
- Shovels and other equipment necessary for clearing walkways
- All required safety equipment

2. Snowfall

The contractor shall plow and salt all paved areas identified on the site map, including entrances and parking areas. The Contractor shall also clear and de-ice all sidewalks and walkways identified on the site map.

Snow removal and de-icing services shall be provided during a storm when snowfall accumulation reaches three (3) inches to permit safe access and movement of staff, tenants, visitors, and emergency personnel.

The Contractor shall monitor conditions and return to the property as necessary to keep entrances, drive aisles, parking areas, sidewalks, and walkways reasonably free of snow and ice through the duration of the storm and until the areas are safe for use.

At no time shall the Contractor leave a hazardous or life-safety condition resulting from snow or ice accumulation.

3. Slippery Conditions/De-Icing

The Contractor shall monitor the property during and following snow and ice events and shall apply appropriate de-icing materials when necessary to maintain safe walking and driving surfaces.

Routine salting or application of ice melt shall not be performed or charged solely because temperatures are at or below freezing. Salting or de-icing shall be performed when hazardous icy conditions exist, such as freezing rain, sleet, or ice accumulation, or when specifically requested or authorized by the Facilities Manager.

The Contractor shall not independently initiate repeated salting or de-icing visits solely because temperatures are at or below freezing.

When the Facilities Manager determines that additional salting, de-icing, or snow removal is necessary, the Contractor shall respond within one (1) hour of notification, as required under this RFP.

Ice melt shall be applied to designated sidewalks and walkways, and salt shall be applied to designated parking lot and paved areas, as appropriate for the conditions.

4. Site Inspection

Contractors are strongly encouraged to inspect the property prior to submitting a proposal. By submitting a proposal, the Contractor acknowledges that they have reviewed the site conditions, access points, parking areas, sidewalks, snow storage areas, and other conditions that may affect the cost of providing the required services.

5. Charge for Services

Contractor shall provide an itemized invoice for each snow or ice event, clearly identifying the services performed and charges incurred.

For purposes of this RFP, a "snow event" shall be defined as any weather-related event that causes all or part of the contracted snow removal and/or de-icing services to be activated. A snow event shall be considered complete when all contracted areas have been cleared and treated in accordance with the requirements of this RFP.

The Contractor shall not submit additional charges for routine "during-storm cleanup" or return trips that are necessary to maintain safe access during the same snow event, unless specifically authorized in advance by the Facilities Manager.

6. Approved Snow Storage Areas

The Contractor shall pile and store removed snow only in areas approved by the Facilities Manager.

Snow shall be placed in a manner that minimizes the obstruction of employee parking spaces and does not block entrances, exits, fire lanes, sidewalks, access points, drainage areas, or other areas necessary for safe operation of the property.

7. Additional Salting, De-Icing, and Shoveling

At the request of the Facilities Manager, the Contractor may be required to provide additional salting, de-icing, and/or shoveling services on the grounds.

These services shall be considered additional to the normal storm accumulation specifications and may include additional treatment or clearing of areas identified on the site map.

Additional services must be completed within the required response time.

8. Emergency Contact and Response

The Contractor shall provide emergency telephone numbers and contact information that may be reached twenty-four (24) hours a day, seven (7) days a week throughout the snow removal season.

The Contractor shall respond within one (1) hour to any call from the Facilities Manager requesting snow removal equipment, additional snow removal, salting, de-icing, or other emergency services.

If the Contractor is unable to respond within the required time frame, the Owner reserves the right to obtain services from another contractor. The Owner may also consider failure to meet the required response time grounds for cancellation or termination of the agreement.

9. Insurance Requirements

The Contractor shall maintain Comprehensive General Liability and Property Damage Insurance with limits of not less than \$1,000,000, as well as Workers' Compensation coverage as required by law.

A current Certificate of Insurance shall be provided to the Owner prior to the commencement of work and upon request thereafter.

10. Professionalism

The Contractor and all employees, operators, and subcontractors shall conduct themselves in a professional manner at all times while on the property.

Smoking and vaping are prohibited from being used on the property. Profanity and inappropriate behavior are also prohibited.

The Contractor shall ensure that its employees and operators conduct themselves in a courteous and professional manner when interacting with staff, tenants, visitors, and the public.

11. Responsibility for Damages

The Contractor shall be responsible for any damage caused by the Contractor, its employees, operators, or subcontractors during the performance of the work.

Damage may include, but is not limited to, railings, playground equipment, landscaping, shrubbery, buildings, curbs, sidewalks, parking areas, pavement, signs, lighting, or other property.

Any damage caused by the Contractor shall be repaired or replaced at the Contractor's expense and to the complete satisfaction of the Owner. Such repairs or replacement shall be completed prior to payment for the services, unless otherwise approved in writing by the Owner.

SNOW/ICE REMOVAL COMPLETION TIMELINES

1. Weekdays

Unless otherwise stated, all designated parking lot areas and sidewalks must be completely cleared and treated no later than **6:30 a.m. on weekdays**.

The Contractor shall plan and schedule personnel and equipment accordingly to ensure that all required areas are accessible and safe for staff, tenants, visitors, and emergency personnel by the required time.

2. Weekends

All designated parking lot areas, entrances, and sidewalks shall be cleared and treated as necessary to provide safe access during weekend operations. Weekend snow removal shall be completed in a timely manner following a snow or ice event, but the 6:30 a.m. weekday deadline does not apply.

3. Pricing

The Contractor must provide pricing for the following services. **All prices must be 100% all-inclusive**, including all labor, equipment, materials, transportation, fuel, overhead, and other costs necessary to complete the specified work.

Type of Event / Service	Price Proposal
Ice Event	
An Ice Event shall mean a weather-related occurrence, such as freezing rain, sleet, or the formation of hazardous ice conditions, that requires de-icing treatment. Cold temperatures alone shall not constitute an Ice Event.	\$ _____
Snow – 0 to 3 inches	\$ _____
Snow – 3.1 to 6 inches	\$ _____
Snow – 6.1 to 9 inches	\$ _____
Snow – 9.1 to 12 inches	\$ _____
Snow – 12.1 to 18 inches	\$ _____
Sidewalks – Shoveled	\$ _____
Sidewalks – Salted/De-Iced	\$ _____
Additional Snow Removal – Cost per inch over 18 inches	\$ _____ per inch
Additional Shoveling/De-Icing – Cost per employee/hour	\$ _____ per hour

Snowfall Over 18 Inches

For any snow event resulting in snowfall accumulation greater than **18 inches**, the Contractor shall provide an additional **per-inch price**. This additional charge shall be added to the quoted cost for snowfall between 12.1 and 18 inches.

Snowfall measurements shall be **rounded up to the next whole inch** for purposes of calculating the total cost.

Formula:

Base Cost for 12.1–18 inches + (Additional Cost Per Inch Above 18 Inches × Number of Inches Above 18 Inches)

Example:

If the Contractor provides a price of \$100.00 for snow removal of 12.1–18 inches and an additional cost of \$20.00 per inch for snowfall over 18 inches, a snowfall of 20.5 inches shall be rounded up to 21 inches.

The total snow removal cost would be:

$$\$100.00 + (\$20.00 \times 3 \text{ inches}) = \$160.00$$

Additional Shoveling/De-Icing

The Contractor must provide an hourly cost for each employee performing snow shoveling and/or de-icing services when additional services are requested by the Facilities Manager during regular business hours.

The hourly rate shall include all labor, equipment, materials, transportation, and other costs associated with the requested service unless otherwise approved by the Facilities Manager.

EXHIBITS TO BE SUBMITTED BY VENDOR

The proposer shall submit the following information and documentation with its proposal:

1. **Cover Page**
The proposer must submit a cover page including the company's legal name, address, telephone number, email address, and primary contact person's name.
2. **Price Proposal**
The proposer must provide a completed price proposal for all services identified in the RFP.
3. **Certificate of Insurance**
The proposer must provide a current Certificate of Insurance demonstrating compliance with the insurance requirements specified in this RFP.
4. **Commercial Snow Removal Experience**
Provide a brief description of the Contractor's experience providing commercial snow removal and de-icing services, including the number of years in business and experience servicing similar properties.
5. **References**
Provide three (3) current or recent commercial snow removal customers for whom the Contractor has provided similar services. Include the customer's name, contact person, phone number, and length of service.
6. **Staffing and Equipment**
Describe the personnel and equipment that will be dedicated or available to service this property during snow and ice events. Include the number and type of snowplows, loaders, spreaders, sidewalk equipment, and other equipment available.
7. **Response and Service Capacity**
Describe how the Contractor will meet the required one-hour response time when requested by the Facilities Manager and how the Contractor will maintain adequate staffing and equipment during significant snow and ice events.
8. **Ice-Melting Product Availability**
Describe the Contractor's ability to maintain an adequate supply of salt and ice-melting products throughout the winter season, including during periods of high demand or supply shortages.
9. **Current Commercial Snow Removal Capacity**
Provide the approximate number of commercial properties currently serviced by the Contractor during the winter season and describe how the Contractor will ensure sufficient equipment, personnel, and resources are available to service the Owner's property in accordance with the requirements of this RFP.

BID SUBMISSION

The official copy of the proposal must be received no later than 1:00 p.m. on Thursday, October 1, 2026.

Responses must be clearly marked:

“SNOW REMOVAL SERVICES”

Proposals shall be submitted by mail or e-mail to:

Blue Water Community Action
c/o Sherry Beiser
3403 Lapeer Road
Port Huron, MI 48060
sbeiser@bwcaa.org

The Request for Proposal (RFP) is for snow removal and de-icing services for the 2026-2027 winter season.

The agreement covers the 2026-2027 winter season, with the Owner reserving the option to renew for four (4) additional one-year periods (potential five (5) year total).

The Contractor may request a Cost-of-Living Adjustment (COLA) for each renewal year. Any requested COLA shall be submitted in writing and shall be subject to approval by the Owner. No increase shall take effect without prior written approval.

EVALUATION

Each proposal will be evaluated based on the criteria below. The Owner may consider the information provided in the proposal, references, past performance, and any other relevant information when evaluating the proposals.

Evaluation Factor	Point Range
a. Commercial Snow Removal Experience: Does the Contractor have prior experience providing snow removal services for commercial buildings and properties?	0–5
b. Availability: Can the Contractor provide services and respond on short notice when weather conditions require additional service?	0–5
c. Equipment: Does the Contractor have sufficient equipment to provide snow removal and de-icing services in a timely and effective manner?	0–5
d. Insurance: Does the Contractor meet or exceed the insurance requirements specified in this RFP?	0–5
e. Response Time: What is the Contractor's typical response time during a winter storm or when additional service is requested?	0–5
f. Staffing Capacity: Does the Contractor have sufficient personnel to adequately service the property during significant snow and ice events?	0–5
g. Ice-Melting Product Availability: What access does the Contractor have to salt, ice melt, and other de-icing products throughout the winter season?	0–5
h. Current Commercial Snow Removal Capacity: How many commercial snow removal clients does the Contractor currently service, and does the Contractor have sufficient capacity to meet the requirements of this RFP?	0–5
i. Price Proposal: How competitive and reasonable is the Contractor's price proposal in relation to the services required?	0–10
MAXIMUM POINTS	50

The Owner reserves the right to accept or reject any or all proposals, to waive informalities or minor irregularities, and to select the proposal that is determined to be in the best interest of the Owner.

The Owner may request clarification or additional information from a proposer if necessary to complete the evaluation process.

The contract award will be based on the proposal determined to provide the best overall value to the Owner, considering the evaluation criteria above. The lowest-priced proposal will not necessarily be selected.

