City of Mound

Request for Proposals

Snow and Ice Removal Services

The City of Mound invites qualified contractors to submit proposals for snow and ice removal on City streets, roadways, and designated public areas. The selected contractor shall provide the equipment, operators, materials, supervision, and availability necessary to meet this RFP and the resulting agreement.

Mandatory Street Plowing Equipment

All initial and routine plowing of City streets and roadways must be performed using appropriately sized plow trucks equipped with truck-mounted snowplows, skid steers, compact track loaders, loaders, and dump trucks.

Skid steers may be used only for cleanup and detail work as specified in Section 2. Each proposer must identify the number and type of plow trucks committed and available to the City.

Solicitation Information

RFP Issue Date	November 9, 2026
Contracted Service Term	November 25, 2026, through June 1, 2027
Proposal Deadline	November 18, 2026 at 12:00 p.m. CST
Submission Method	Electronic – sent to RPrich@moundmn.gov
City Contact	Ryan Prich, Public Works Director RPrich@moundmn.gov 952-472-0614
Written Questions Due	Friday, November 13, 2026
Anticipated Council Action	November 24, 2026

All submissions must be made electronically, and delivery to another address or person does not constitute timely receipt.

Proposals must be received by the deadline. Mark submissions "Snow and Ice Removal Services RFP." The proposer is responsible for timely delivery and all proposal preparation costs.

1. Scope and Administration

Service area and governing requirements

A map of the service area is attached.

Questions and addenda

Submit questions in writing to the designated City contact by the stated deadline. Only written City addenda modify this RFP. Proposers shall acknowledge all addenda in their signed submission. Oral statements do not change requirements. Identify ambiguities or route questions before the question deadline.

Contract term and commencement

The service term shall be the dates stated on the cover. Any renewal option must be expressly stated in the final solicitation and resulting agreement. Do not begin service until the agreement is executed and required insurance and operational information have been accepted by the City. Time is of the essence in performance.

2. Mandatory Equipment and Staffing

All initial, routine, full-width, and street-route widening plowing of City streets and roadways shall be performed using appropriately sized plow trucks equipped with truck-mounted snowplows, skid steers and loaders.

Supply enough properly maintained plow trucks and qualified operators to complete all routes within the required service periods. Provide backup trucks, cleanup equipment and staffing for breakdowns, absences, and concurrent commitments.

Complete Attachment A and certify compliance in Attachment B. Identify truck quantity, type, plow configuration and width, availability, and backup arrangements. Use of noncompliant street-plowing equipment is unsatisfactory performance subject to correction, halt of service, and the remedies in Section 7.

3. Street Operations and Response

Automatic service and City direction

The Contractor shall continuously monitor weather forecasts and road conditions and remain prepared to respond to winter weather events. When snow accumulation reaches two (2) inches, the Contractor shall contact the Public Works Superintendent to coordinate and obtain approval to begin plowing operations or determine whether to wait for additional snowfall.

The Contractor shall also be prepared to provide service when accumulation is less than two (2) inches if snow, drifting, or icy conditions create unsafe or difficult driving conditions. The Contractor shall communicate with the Public Works Superintendent to determine when

service is necessary. Consideration shall be given to the timing of snowfall in relation to periods of heavy traffic and the need to maintain safe and passable roadways.

All required snow and ice removal operations shall be completed within forty-eight (48) hours following the end of the weather event, unless otherwise directed by the City.

The Public Works Director, or Public Works Superintendent, implements the policy and directs operational timing based on conditions. Operations may occur overnight and multiple times in one day.

Contractor must be available to receive and respond to City requests 24 hours a day throughout the term and be able to respond to City email or telephone requests for service within no more than 1 hour. Contractor must provide a contact and an alternate who are able to continuously monitor for contact. For a City-declared emergency, the contractor must respond immediately; and if unable to do so, the City may use another provider, City staff, or consultants without penalty. The City determines whether an emergency exists.

Completion and plowing method

Work shall be completed in accordance with the designated areas and limits shown on the maps to maintain safe and accessible conditions. Snow shall be removed in a manner that minimizes disruption to parking and traffic flow while ensuring access to parking stalls, entrances, exits, drive lanes, and pedestrian areas.

All downtown ROW areas and designated parking lots and ramp parking areas shall be cleared and completed by 6:00 a.m. following a snow event to ensure safe and accessible conditions for morning traffic and business operations. Exceptions may be made when ongoing snowfall, drifting, or other weather conditions require additional attention or continued service, as coordinated with the Public Works Superintendent.

Snow shall be pushed, piled, or hauled to City-approved designated snow storage locations. Snow shall not be placed in areas that obstruct visibility, drainage, sidewalks, fire access, or traffic circulation. The Contractor shall use appropriate plowing methods and equipment to minimize damage to pavement, curbs, landscaping, signs, and other City property.

Salt standards

Salting will not be done by the contractor. City staff will monitor the needs for salting and perform as needed.

4. Materials and Property Protection

Material supply and storage

The contractor shall supply all equipment. No salt may be stored on City property.

Inspections and contractor restoration

The City will inspect concrete curbs, asphalt, fences, lawns, and adjacent areas before and after each service season. Cooperate with inspections and document existing damage before operations. Report damage caused during service promptly to the City and identify the location, equipment, circumstances, and proposed repair.

The Contractor must be able to repair all property damage caused in providing the services to the City's reasonable satisfaction, including reseeding damaged or gouged turf after the season. Complete in-season repairs when the City determines they are needed. The contractor's restoration responsibility is not limited by the policy's descriptions of what the City ordinarily repairs for property owners.

If the contractor fails to fulfill its restoration responsibility after 30 days' written notice, including email, the City may complete the work and use retainage and deduct actual costs from future payments, or apply available insurance funds. The contractor shall pay remaining costs within 30 days after a City invoice. These remedies are cumulative and do not require the City to undertake repairs.

Treatment of resident property claims

The Contractor shall take all reasonable precautions to prevent damage to private property, including lawns, landscaping, mailboxes, fences, driveways, irrigation systems, and other residential and commercial improvements while performing snow and ice removal operations. Any damage to resident or commercial property caused by the Contractor's equipment or operations shall be promptly reported to the Public Works Superintendent. The Contractor shall document reported damage, cooperate with the City in investigating claims, and be responsible for repairing or replacing damaged property resulting from the Contractor's negligence or failure to perform work in accordance with the contract. All repairs shall be completed in a timely manner and restored to a condition equal to or better than the original condition, subject to approval by the City.

5. Insurance and Subcontractors

Insurance required before work begins

The Contractor must provide City-acceptable evidence of the following coverage before commencing services and maintain coverage throughout the term. Submission of certificates of insurance and endorsements demonstrating the required policy terms is required with the RFP.

Coverage	Required Minimum or Condition
Workers' Compensation	Coverage to the extent and limits required by applicable law for all employees. Provide a certificate or evidence of qualified self-insurance. Require subcontractors to maintain identical coverage.
Employers' Liability	For employees engaged in hazardous or other work not covered by workers' compensation, provide employers liability on the same amounts and terms as the public liability coverage below. Apply this requirement to subcontractors.

Commercial General Liability	At least $1,500,000 per occurrence. Cover public liability, personal injury, accidental death, property damage, and contractually assumed liability under the agreement.
Automobile Liability	At least $1,500,000 combined single limit per accident for all self-propelled vehicles used for the work, whether owned, non-owned, or hired.

Both commercial general liability and automobile liability policies shall name the City as an additional insured, waive subrogation against the City, and be primary and non-contributory to City insurance. The required policies and certificates shall provide at least 30 days' written notice to the City before cancellation or expiration, or 10 days for nonpayment.

Indemnification

The resulting agreement shall require the contractor, and its subcontractors, to defend, indemnify, and hold harmless the City, its officers, elected officials, employees, and agents from losses, claims, demands, payments, suits, actions, recoveries, and judgments, including reasonable attorney fees, arising from acts or omissions in or relating to the contractor's work or obligations by the contractor, subcontractors, agents, employees, or persons under its control. This includes property damage, bodily injury, death, negligence, and strict-liability claims. This obligation is not limited by insurance and survives termination. City immunities and liability limitations under Minnesota Statutes Chapter 466 are preserved.

Subcontractor approval and payment

The Contractor may not use subcontractors without the Public Works Director's prior written approval, which may be by email and is at the Director's sole discretion. Identify every proposed subcontractor, assigned work, staffing, and equipment. Approval does not relieve the prime contractor of any duty, including equipment compliance, service standards, insurance, and restoration.

Pay approved subcontractors within 10 days after receiving City payment for their services. As required by Minnesota Statutes section 471.425, subdivision 4a, pay interest of 1½ percent per month or part of a month on undisputed amounts not paid on time, including the statutory minimum penalty where applicable. Subcontractor payments, penalties, fees, and interest are solely the contractor's responsibility. Within five business days after paying a subcontractor, confirm to the City the amount due and that payment was made in full.

6. Pricing, Invoicing and Records

Compensation and rates

Base proposals shall use the unit-price schedule in Attachment B. Payment is for actual authorized services performed at accepted contract rates. The City does not guarantee snowfall, service hours, material quantities, or a minimum payment. Proposals must state all requested minimums, trip charges, standby charges, or other fees separately; they do not apply

unless expressly accepted in the executed agreement. Prior contractor prices and minimums are not established rates for this solicitation.

Contractor must provide fully burdened equipment-and-operator hourly rates, separate material unit prices, and the basis for hauling and disposal charges. Identify what each rate includes and any exclusions. Do not bill the same operator, equipment time, or material twice under overlapping categories. State the proposed billing increment and how travel, mobilization, and material loading are charged.

Monthly invoices and service logs

Submit detailed invoices no more than once monthly. Invoices must separate street plowing, and other authorized work, in addition to showing the hours and charges for each equipment unit and the applicable rate. The contractor must be able to furnish additional supporting or clarifying information requested by the City. Payment processing remains subject to applicable prompt-payment requirements.

Invoices must also include driver logs and/or GPS or electronic records showing service dates, time spent, equipment identification, work type. Contractor must document City-directed work so each charge can be verified.

Retainage

The City may deduct retainage of 10 percent from each payment. Retainage, less authorized deductions, will be processed for payment following the City's end-of-season restoration inspections. Retainage may be used for the restoration remedies in Section 4, subject to applicable law.

7. Performance and Contract Conditions

The Contractor must be able to correct services deemed unsatisfactory by the Public Works Director promptly and at the contractor's sole expense. Failure to correct may result in a halt notice and other remedies. On written halt notice from the Public Works Director or designee, including email, cease all present and future services until the Public Works Director gives written authorization to resume.

After a halt notice, the City may retain substitute providers or use City staff and consultants without penalty or breach. The City may also provide concurrent services through its staff and consultants. If the contractor cannot respond immediately to a City-declared emergency, the City may obtain emergency services elsewhere without penalty or breach.

The agreement shall expire at the end of its term unless terminated earlier. The City may terminate on 15 days' written notice for willful failure or neglect to comply with contract terms or applicable requirements, or failure to perform to the City's reasonable satisfaction. City rights and remedies are cumulative; inaction does not waive enforcement.

The contractor remains an independent contractor responsible for its personnel and employment obligations. Assignment or delegation requires prior City written consent. Perform work without unlawful discrimination, comply with applicable laws, and cooperate with City obligations under the Minnesota Government Data Practices Act, Chapter 13. Do not disclose nonpublic information without City written consent. Minnesota law governs; venue is Hennepin County. The final agreement shall include the City's notice provisions, written amendment requirements, and applicable non-waiver terms.

8. Proposal Requirements and Selections

Required submission contents

Interested parties must submit a signed proposal organized in the following order. Provide complete responses and attach additional pages where needed. Identify each exception by RFP section; an undisclosed qualification in sales literature does not amend the RFP.

1. *Company qualifications*. Legal business name, address, authorized representative, years providing municipal snow services, relevant experience, and three comparable client references with contact information.
2. *Operations and response plan*. Route assignments, priority sequence, estimated route completion times, trigger monitoring, pretreatment decisions, compliance with both rush-period deadlines, overnight and repeat service, downtown removal, and communication procedures. Explain staffing and backup capacity during simultaneous storms and other customer commitments.
3. *Equipment and personnel*. Completed Attachment A identifying the number and type of plow trucks available and committed, cleanup equipment, material spreaders, hauling resources, qualified operators, maintenance arrangements, and replacement availability.
4. *Materials and restoration*. Salt and sand supply and storage plan, application controls, logging method, damage reporting, and repair procedures.
5. *Subcontractors and insurance*. Proposed subcontractors and their work; evidence of current insurance or written confirmation of ability to satisfy all required coverage and endorsements before service.
6. *Rates and certifications*. Completed Attachment B, all proposed additional charges, addendum acknowledgments, and signed mandatory-equipment certification. Attach an exception schedule or state "No exceptions."

Responsiveness and evaluation

Compliance with the mandatory plow-truck requirement is a condition of responsiveness. A proposal offering skid steers, compact track loaders, loaders, or similar machines as primary street-route plows, or failing to commit sufficient plow trucks, is nonresponsive. The City may seek clarification of equipment availability and verify proposed equipment before award.

The City will evaluate responsive proposals based on demonstrated truck capacity and availability; ability to meet response and completion standards; quality of the operating, staffing, backup, material, and restoration plans; municipal experience and references; compliance with insurance and contract requirements; and total anticipated cost using the submitted rates and disclosed charges. No numeric weighting is established by this RFP.

The City may request clarifications, conduct interviews, check references, and verify resources. Subject to applicable procurement requirements, the City reserves the right to reject any or all proposals, cancel the solicitation, waive immaterial irregularities, and negotiate terms with a selected proposer. The mandatory equipment requirement is material and shall not be waived as an immaterial irregularity. Award requires City authorization and an executed agreement.

Proposal information and final agreement

Proposal information will be handled under applicable Minnesota data-practices requirements. Clearly identify any claimed protected information and the legal basis; confidentiality is determined by law, not solely by a proposer's label. Submission does not create a contract. The executed agreement shall incorporate the accepted scope, prices, insurance, operating requirements, and mandatory equipment provisions.

Attachment A: Equipment and Availability

Proposer legal name: _____

List each truck separately, using additional copies of this page as needed. State the number available during a City snow event after accounting for commitments to other customers. Equipment listed below must be available for the stated role throughout the service term.

Plow truck commitment

Resource	Number of Response
Primary plow trucks committee to City Street Routes	_____ trucks
Backup Plow trucks available in addition to primary units	_____ trucks
Type of trucks offered, please list:	
Qualified operators available simultaneously	_____ primary / _____ backup
Operating base and travel time to Mound	
24-hour dispatch and alternate contacts	

Individual plow truck inventory

Unit ID and year make model	Truck type and capacity	Plow type and width	Primary or backup route	Ownership and availability

Supplemental equipment inventory

Identify skid steers, compact track loaders, loaders, spreaders, and hauling units. Describe each unit's allowed assignment. Supplemental cleanup machines do not count as street plow trucks.

Unit and type	Quantity	Attachment or capacity	Assignment and Availability

Attach a route deployment plan showing truck assignments, staffing, estimated completion times, and backup mobilization time. Identify shared or subcontracted units and any conflicting commitments. Explain how a breakdown will be covered without replacing street-route plow trucks with prohibited equipment.

Attachment B: Price Proposal and Certification

Proposer legal name: _____

Enter a rate or "Not offered" for every line. Add rows for different truck sizes or configurations. All hourly equipment rates shall include the operator; identify fuel, delivery, tax, loading, or other exclusions explicitly.

Service or material	Unit	Proposed rate
Street plowing by truck [type and plow width]	Equipment hour	$_____
Street plowing by truck [type and plow width]	Equipment hour	$_____
Street plowing by truck [type and plow width]	Equipment hour	$_____
Skid steer or other equipment for permitted cleanup only	Equipment hour	$_____
Salt or sand application [truck and spreader]	Equipment hour	$_____
Salt or road deicer [specify product and inclusions]	Ton	$_____
Sand [specify product and inclusions]	Ton	$_____
Snow hauling [truck capacity]	Truck hour	$_____
Same-night hauling trip charge, if proposed	Trip	$_____
Disposal or other charge [describe]	[Specify]	$_____

Billing increment and travel/loading basis: _____ Minimum, standby, seasonal, or other fees (enter "None" if none): _____ Rate inclusions, exclusions, and price validity period: _____

Required certification

By signing, the proposer certifies that all initial and routine City street and roadway plowing, including full-width street-route plowing, will use appropriately sized plow trucks with truck-mounted snowplows. Skid steers, compact track loaders, loaders, and similar equipment will not serve as primary street-route plows or substitute for required trucks. Skid steers will be used only for permitted cleanup and detail work. The proposer confirms the truck quantities and availability in Attachment A and its ability to meet the service requirements.

Addenda acknowledged (list numbers and dates, or "None"): _____ Exceptions attached (enter "No exceptions" or identify attachment): _____

Authorized signature: _____ Date: _____

Printed name and title: _____