

Request for Proposal (RFP)

For Snow Removal Services

For Twin Cities International Schools District # 4078-07

Minnesota

Issue Date:

February 28th, 2025

RFP Number:

TCIS_4078_004/25

Proposal Due Date:

March 14th, 2025, at 11:59 p.m.

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1. Introduction

Twin Cities International Schools (TCIS) invites qualified vendors to submit professional Snow Removal Services proposals. The school requires timely and efficient snow removal and ice management services to ensure the safety of students, staff, and visitors. This RFP outlines the requirements, evaluation criteria, and terms and conditions under which proposals will be considered.

2. Background

TCIS is a Minnesota-based charter school committed to safety and accessibility at 277 12th Ave. N Minneapolis MN 55401, the school serves 930 students and 160 staff. Snow removal services are required to maintain clear and safe entryways, sidewalks, parking lots, and driveways throughout winter.

3. Scope of Work

The selected vendor will provide comprehensive snow removal and ice management services. The scope of work includes, but is not limited to, the following:

A. Snow Removal

- Clearing snow from parking lots, sidewalks, driveways, and building entrances.
- Snow removal services will commence automatically when snowfall exceeds 2 inches or upon request.
- Snow will be relocated to designated areas on the property or removed off-site as needed.

B. Ice Management

- Apply salt, sand, or other de-icing materials to prevent hazardous conditions.
- Continuous monitoring for ice accumulation and proactive treatment to reduce slip hazards.
- Special attention to high-traffic areas and emergency access routes.

C. Emergency and On-Call Services

- Availability for emergency snow removal in the event of extreme weather conditions.
- On-call response for unexpected snow and ice accumulation outside regular service hours.

D. Equipment and Materials

- Vendor must provide all necessary equipment, including plows, salt spreaders, and shovels.
- Use of environmentally safe and school-friendly de-icing materials is required.

4. Proposal Submission Requirements

Interested vendors should submit a comprehensive proposal that includes the following:

Company Information

Company background, experience with commercial or institutional snow removal, and relevant certifications.

Scope of Services

Provide a detailed description of how your firm will meet or exceed the outlined scope of work.

Pricing Structure

Fee schedule, including per-visit rates, seasonal contracts, emergency services, and material costs.

References

At least three references from commercial or educational institutions.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and reliability in commercial snow removal services.
- Cost-effectiveness and transparency of pricing structure.
- Availability and response time for snow removal operations.
- Strength of references and prior client satisfaction.

6. Contract Terms and Conditions

- **Contract Duration:** The initial contract period will be October 1st to April 30th with options for renewal.
- **Payment Terms:** Payments will be made semi-weekly.
- **Compliance:** Services must comply with local, state, and federal safety regulations.
- **Liability:** Vendor must carry appropriate insurance coverage, including general liability and workers' compensation.

7. Timeline

- **RFP Issue Date:** February 28th, 2025
- **Proposal Submission Deadline:** March 14th, 2025 at 11:59 p.m.
- **Evaluation Period:** March 17th to April 11th, 2025
- **Contract Commencement:** October 1st, 2025

8. Questions and Clarifications

All questions regarding this RFP must be submitted in writing to:

- **Contact Person:** ISMAIL AHMED
- **Email:** ismaila@iecmail.net
- **Phone:** 612-465-8407

9. Submission Instructions

Proposals must be submitted electronically to:

- **Email:** ismaila@iecmail.net

or via mail to:

- **Mailing Address:**
Twin Cities International Schools
[Attn: Snow Removal Services RFP]
277 12th Ave. N
Minneapolis MN 55401