



FARMINGTON

AREA PUBLIC SCHOOLS

District 192 Offices, 20655 Flagstaff Ave., Farmington, MN 55024

**REQUEST FOR PROPOSAL
SNOW / ICE REMOVAL
FARMINGTON AREA PUBLIC SCHOOLS
FARMINGTON, MINNESOTA 55024**

July 24, 2026

1. Farmington Area Public Schools is seeking proposals for Snow Removal of district facilities.
2. Sealed proposals will be received no later than **3:00PM Tuesday, August 18, 2026**, at which time the proposals will be opened and recorded as received.
3. Description of the information and content required for your proposal is attached. Please complete and add necessary information on additional sheets and return to:

Buildings & Grounds
Farmington Area Public Schools
20655 Flagstaff Avenue
Farmington, MN 55024
4. Mark the return envelope: "Snow and Ice Removal Proposal"
5. All responses must be printed and signed. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of Farmington Area Public Schools. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his proposal deposited on time at the place specified.
6. The contract will be awarded to the responsible bidder whose proposal is within the competitive range and determined to be the most advantageous to the Farmington Area Public Schools. Price, experience, equipment, references and other factors are considered. Farmington Area Public Schools reserves the right to make awards within thirty (30) days after the date of the proposal opening, during which period bids may not be withdrawn.
7. The equipment, materials, and products described in the Proposal Document establish a standard of required function, appearance, and quality to be met by any proposed substitution. Documents should include pictures of equipment. The burden of proof of merit of any proposed substitution(s) rests solely on the proposer. If accepted, the substitution shall be included in an addendum and the decision by the Owner shall be final.
8. The Board of Education or its designee reserves the right to reject any or all proposals, in part or in total, for any objective or subjective reason whatsoever. Late bids will not be opened.

20655 Flagstaff Avenue Farmington, Minnesota 55024 | Phone: 651.463.5000 | Fax: 651.463.5071
www.farmington.k12.mn.us | district@farmington.k12.mn.us

District 192 serving all or parts of Farmington, Lakeville, Castle Rock, Eureka, Empire, Hampton, and Vermillion Townships

ISD NO. 192 CONTACT PERSONS:

Troy Hurtgen, Head Groundskeeper Office Phone: (651) 460-3812
Cell Phone: (651) 308-6869

Dan Miller, Director of Operations Office Phone: (651) 463-5058

All Inclusive Services for Snow Removal

A. Purpose

The intent and purpose of this invitation for bids is to establish a term contract to provide snow removal services for Farmington Area Public Schools, hereafter referred to as FPS.

B. Scope

The Contractor will be responsible for clearing snow and ice on all ground surfaces, including parking lots, loading docks, driveways, building entrances, sidewalks, paved walking paths, etc. on school district facilities. Below is a list of all sites requiring snow removal as part of this contract:

1. **Farmington High School**, 20655 Flagstaff Avenue, Farmington, MN 55024
2. **North Trail Elementary**, 5580 – 170th Street, Farmington, MN 55024;
3. **Meadowview Elementary**, 6100 – 195th Street, Farmington, MN 55024; and
4. **Akin Road Elementary**, 5231 – 195th Street, Farmington, MN 55024
5. **Robert Boeckman Middle School**, 800 Denmark Avenue, Farmington, MN 55024

C. Scheduling

1. The Contractor shall ensure that all designated areas shall be completely plowed and cleared of snow/ice plowed if one inch of snow is on the ground at the time needed to start plowing. All ground surfaces, including parking lots, loading docks, driveways, building entrances, sidewalks, paved walking paths, etc. must be cleared of snow (All snow pushed back to the curbs). Plowing will be completed by 7:00 a.m. and shall not begin earlier than 2:00 a.m. unless snow event has completely ended. The owner reserves the right to review the results of the contractor's labor with the foreman.
2. Should FPS cancel school, the contractor shall still be responsible for clearing snow. Contractor shall work with the Head Groundskeeper and/or Director of Operations to prioritize needs to allow access to buildings. In most cases ALL snow should be cleared by approximately 10:00am.

EXEMPT DATES FOR SERVICES:

- Holidays as directed by Head Groundskeeper and/or Director of Operations

- D.** Snow removal must be available at the Contractor's pricing 24 hours a day, except for the exempt dates for service listed above.

E. Specifications

1. The Contractor, prior to the first snowfall, shall check all areas to note borders, hedges, and pipes.
2. The Contractor shall mark all permanent hazards including fire hydrants with a flag, if needed, to prevent hitting them after heavy snow. Hydrants shall not be covered over during removal process and must be cleared of snow so hydrants are accessible.

3. When snow drifting and snow continues to fall after the snow has been initially plowed/removed, Contractor may be required to clear the designated areas as needed to assure maximum safety for facility users.
4. Snow removal shall occur when one (1") inch or more of snow/sleet etc. accumulates on ground surfaces, including parking lots, loading docks, driveways, sidewalks, etc. Snow removal shall occur as to maintain ground surfaces in a "slip free" condition, to be cleared of snow and ice at all times. Owner reserves the right to request additional snow removal as needed.
 - i. Loading docks and the parking lots around them must always be priority. (Custodial and Kitchen Staff are the first ones to arrive and enter the buildings through the dock area).
 - ii. Site Specific requirements:
 1. **Farmington High School – Addendum A**
 - a. Snow will be cleared from rock drains on south drive of the school to allow proper drainage.
 - b. Do not block/pile snow on the pedestrian path coming from the Whispering Fields development to the south of campus that connects with the south driveway.
 2. **Meadowview Elementary School – Addendum B**
 - a. Snow will not be stacked between any curb line and hillside along the North & Main parking lots.
 - b. All walks (without stoops) to the building will be done within 4 feet of the doors.
 - c. Snow will be kept away from gates to the bus corral and fire loop road, to provide for routine and emergency access.
 - d. The walking path to the Charleswood development only to the Meadowview property line (not between the houses) and the extension path from 195th Street to the North Parking lot are to be included as part of the scope of work.
 3. **North Trail Elementary School – Addendum C**
 - a. Snow will be kept away from the gates at the entrance to the bus corral to allow their continued use throughout the winter.
 - b. Snow will be removed from between the concrete pillars by the crosswalk that runs from the main north entrance to the parking lot.
 - c. All sidewalks should be done, including the one to the outside storeroom (door 28) on the northwest corner of building.
 - d. The walking path on the west side of the property should be included as part of the scope of work.
 4. **Akin Road Elementary School – Addendum D**
 - a. Snow will be removed from the two main building entrances (doors 7 & 10) on the west side of the building. (There should not be piles of snow left near these entrances for the kids to climb on.)
 - b. At the four main entrances to the building (doors 1, 4, 7, & 10) snow plowing equipment must remain 4 feet from the doors to prevent damage to the metal tread pads embedded in the sidewalk. (The custodial staff will shovel these areas.)
 - c. Snow plowing equipment must stay away from the rock beds to avoid spreading the rock around.
 - d. The walking path on the north side of the property should be included as part of the scope of work.
 - e. No snow should be piled on the north side of the bus coral (west side of building) impeding visibility to the playground.

5. Robert Boeckman Middle School – Addendum E

- a. Snow will be cleared from rock drains on south and west sides of the school to allow proper drainage into ditches.
5. Owner reserves the right to postpone snow removal operations when weather, financial or other conditions necessitate a reduction of snow removal services.
6. Snow/sleet, must be removed from the ground surfaces, including parking lots, loading docks, and driveways and placed in collection areas in a manner which does not create snow piles/mounds which may cause dangerous conditions at any facility. The Contractor shall provide loaders, dump trucks etc. to remove any excess snow accumulation. The Contractor shall not push snow into unauthorized areas, and if done, the Contractor, at its sole cost and expense, shall be required to remove snow from unauthorized areas. If Contractor damages School District property (e.g., grass, parking blocks, signs, curb, gates, vehicles, etc.) it shall be repaired at Contractor's sole cost and expense to a condition as good as prior to such damage. Repairs shall be completed by May 15th of that snow season.
7. All Snow Removal Services must be available at the Contractor's pricing between October 15th and May 15th.
8. Under no circumstances shall the Contractor dump or store snow from other locations on School District property.
9. Non-approved Snow Removal Services will not be paid for.
10. The use of tobacco products is always prohibited on school property.
11. All work must be performed by the Contractor; Sub-contracting must be approved by the Director of Operations.
12. Contractor will push all snow to areas designated by the owner. If snow is pushed or plowed into inappropriate areas, the contractor will remove the snow at the contractor's expense. At the High School site all parking spaces should always be free of snow or snow piles.

F. Services/Equipment/Supplies Provided by Contractor

1. 100% of all labor, equipment, supplies and materials to provide the services described in this section are the responsibility of the Contractor.
2. Provide a list of ALL service vehicles that will be used to perform the snow removal for FPS on the "Bid Proposal Form" and include photos.

G. Services/Equipment/Supplies provided by FPS

FPS will NOT provide any labor, equipment, supplies or materials for the use of this Contractor.
Contractor will not store supplies or equipment on FPS property without prior authorization from FPS.

H. Anticipated Workload

As needed from October 15th through May 15th of each year.

I. Basis of Pricing

1. The School District is seeking price quotes for all Snow Removal Services. **This pricing shall be renewable for 2yrs.** The Contractor shall provide snow removal as outlined in this bid packet of all ground surfaces, including parking lots, loading docks, driveways, building entrances, sidewalks, paved walking paths, etc.

after one inch (1") of snow accumulation or more. The Contractor shall provide a base bid "per push" per facility for snow removal.

J. Additional Specifications

1. Commercial General Liability Insurance: On an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$3,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A) Contractual Liability; B) Products and Completed Operations; C) Independent Contractor's Coverage; D) Broad Form General Liability Extensions or equivalent; E) Deletion of all Explosion, Collapse and Under group (XCU) Exclusions, if applicable.
2. Professional Liability Insurance (Errors & Omissions): Of \$1,000,000 each occurrence and \$3,000,000 annual.
3. Workers Compensation including Employer's Liability Coverage: Of \$100,000 each accident, \$1,000,000 annual aggregate, in accordance with all applicable Minnesota law.
4. Motor Vehicle Liability: If Contractor, or its employees, will use motor vehicles to satisfy its responsibilities under this contract, then Contractor must have a minimum amount of \$2,000,000 per occurrence combined single limit including coverage for hired or leased vehicles, and owned and non-owned vehicles with No-Fault coverage as required by law. If insurance coverage furnished by Contractor is on a "claims made" basis, the Contractor shall continue the coverage required under this contract for a minimum period of three years after the expiration or termination of this contract.
5. In addition, Contractor shall include the following as Additional Insured: Farmington Area Public Schools including its elected and appointed officials, employees, and volunteers.
6. The successful bidder will replace and/or repair anything damaged at the bidder's expense because of snow removal. This includes but is not limited to turf, shrubbery, trees, benches, fences, buildings and curbs. All repairs must meet the approval of the District's Head Groundskeeper and/or Building and Grounds Supervisor and shall be completed by no later than June 1st of each season.

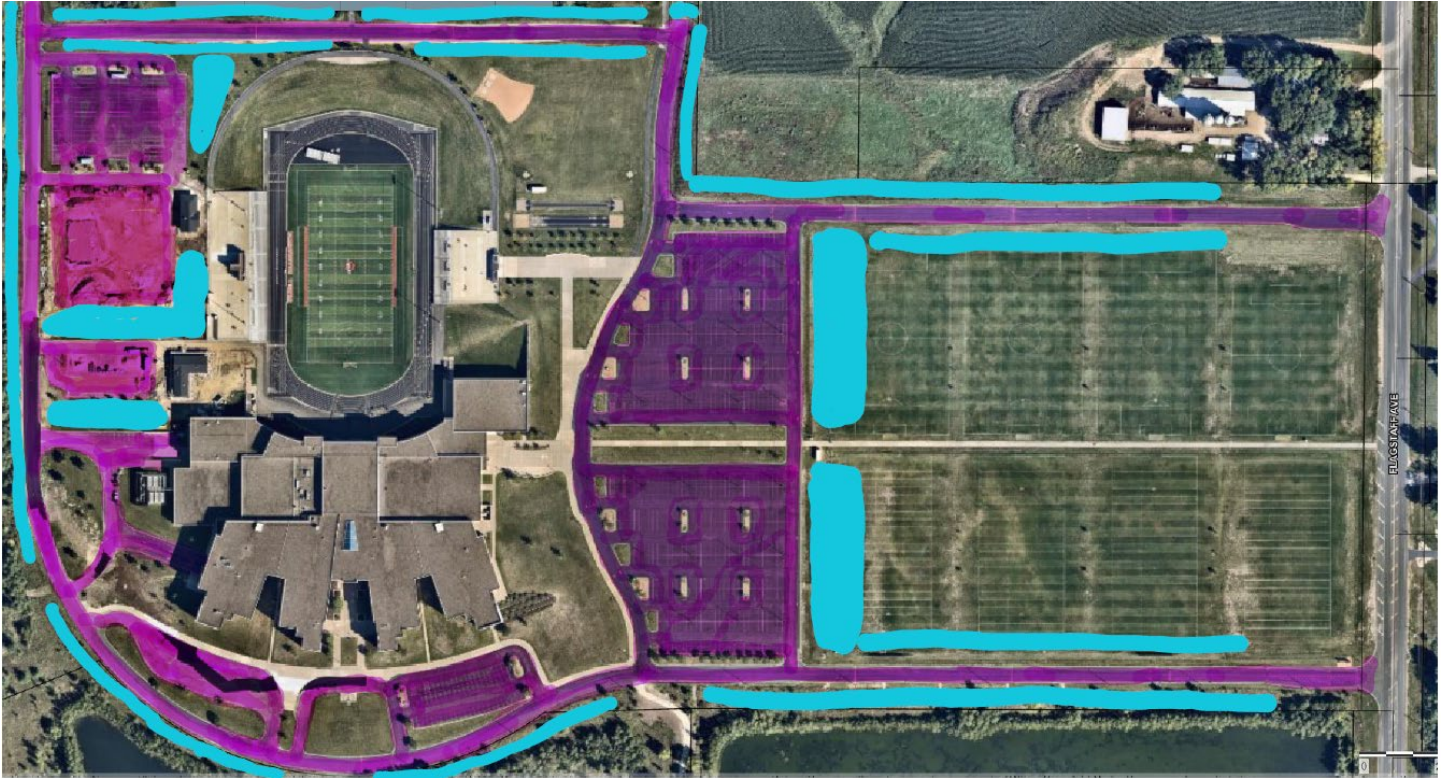
K. Contract Conditions

1. This contract is for snow removal for the period from October 15th through May 15th of each year the contract is in effect; expiring June 30, 2029.
2. This agreement shall be automatically renewed each fiscal year starting July 1st and ending June 30th for a period of two (2) years, starting with the date services commence here under. **This agreement is terminated at the end of a three-year period ending June 30, 2029.**
3. It is agreed by the parties hereto that in the event of an alleged breach of any provisions of this agreement the offended party shall, by written notice, give to the offending party thirty (30) days, commencing with the receipt of said notice to correct the alleged breach. In the event said breach is not so remedied within the thirty-day period, the offended party may in its discretion give written notice to the offending party at the end of an additional thirty-day period the offended party shall consider this agreement cancelled hereunder. In the event of termination, all amounts due and owing shall be adjusted to the effective date of the termination.
4. In the event the Contractor should fail, neglect, or refuse to perform all services under this Contract, FPS may perform such duties under the Contract and charge the Contractor, or deduct the amount from subsequent payments. In addition, FPS reserves the right to "contract out" for failed services and charge the Contractor for the services rendered.
 - i. Any work performed by ISD #192 to meet the objective of having 1" or less of new snowfall on walks and parking lots as the school day begins, will be billed to the contractor at the rate of

\$40.00 per hour Mon.-Sat. and \$55.00 per hour on Sunday as well as a flat fee of \$15.00 as the equipment charge.

5. The Contractor shall indemnify and hold harmless FPS, its administrators and employees, or agents of the district, from and against all liability, claims, suits, damages, and/or loss and expenses, including but not limited to legal fees arising out of personal injury, loss of life, and/or damages to property, including FPS property, and from any penalty, fine or charge incurred for any violation or breach of any law, rule or regulation when any of the aforesaid injuries or damages are caused or occasioned by the acts, errors, omissions, or negligent acts of the Contractor, its employees or agents.
6. Contractor will provide FPS with a Tax ID Number.
7. Payment will be processed within thirty (30) days of the receipt of the invoice, assuming no discrepancies exist, after approval of request for payment.
 - i. **All invoices shall be reduced by a 5% retainage until the May invoice.**
8. All invoices will show details of the dates and district sites for when plowing work was completed.
 - i. Invoices should be directed to:
 1. Email - acctpay@farmington.k12.mn.us
 2. US Postal -
Accounts Payable
District Service Center
Farmington Area Public Schools
20655 Flagstaff Avenue
Farmington, MN 55024

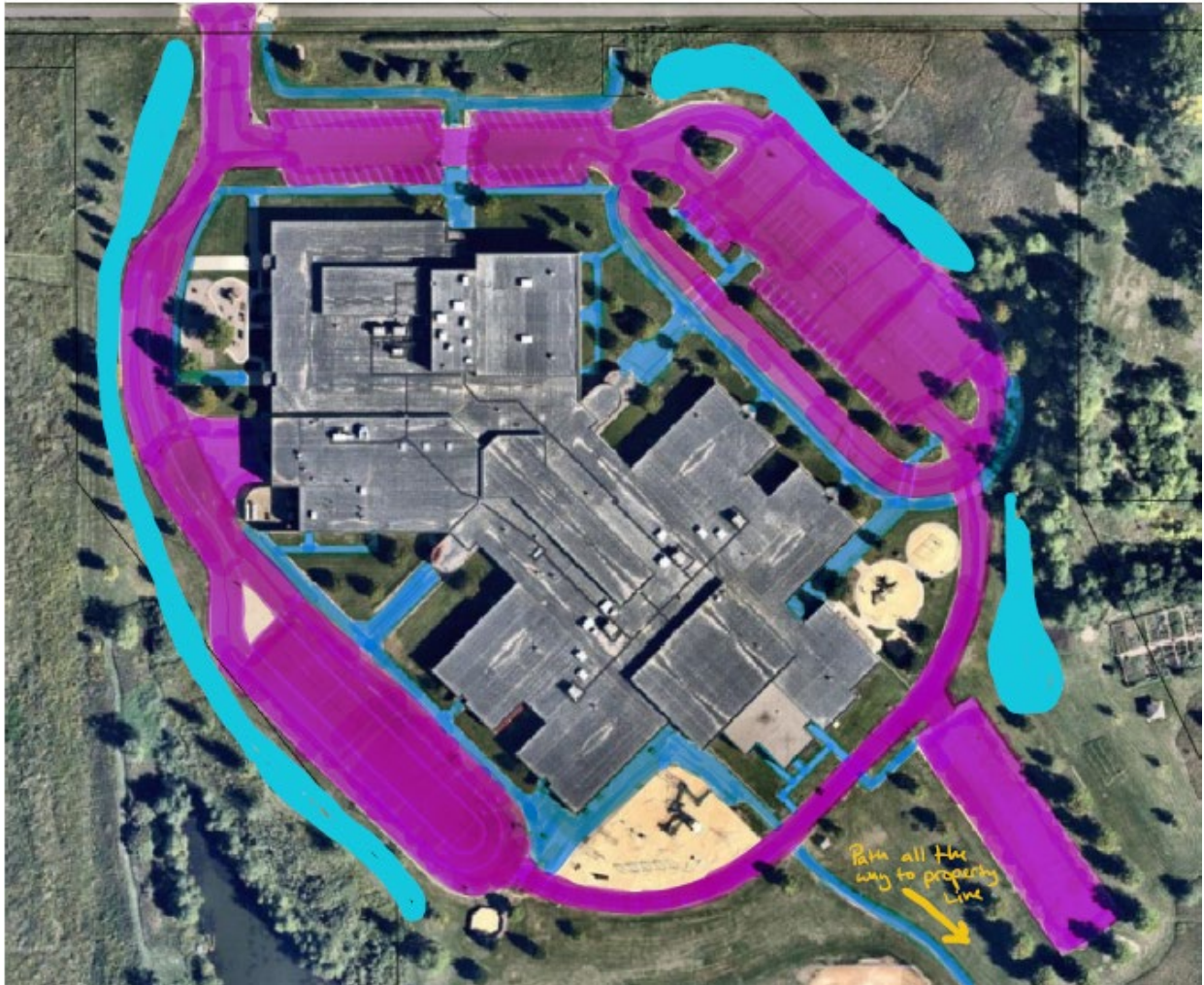
ADDENDUM A – Farmington High School



Key Notes:

- Purple highlights – indicate the paved blacktop areas (drives and parking lots) included in this contract.
- Turquoise notation – indicates those areas where snow can/should be piled.
- Paved pedestrian paths and/or sidewalks are not included in this contract and will be tended to by FHS Grounds staff.

ADDENDUM B – Meadowview Elementary School



Key Notes:

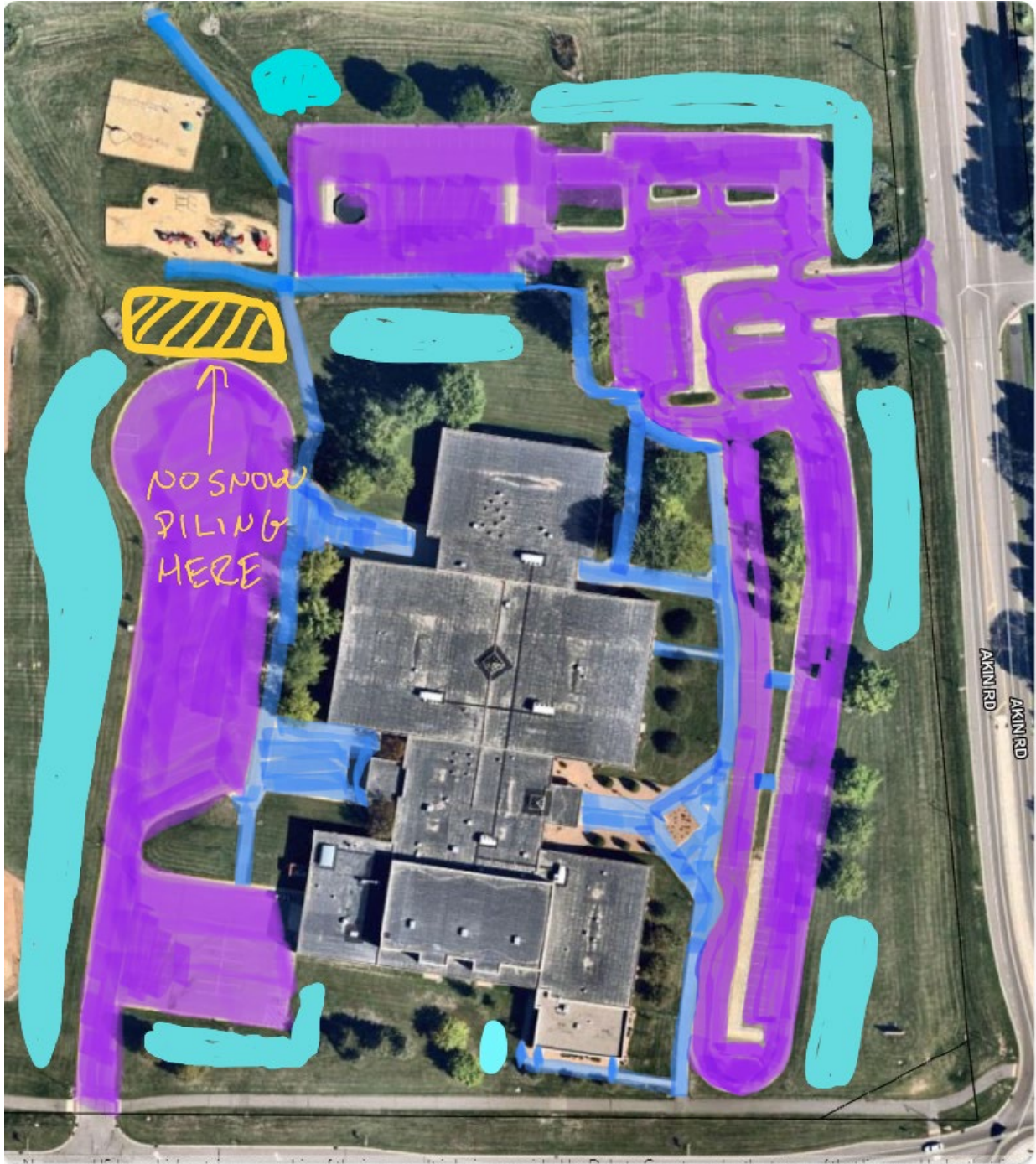
- Purple highlights – indicate the paved blacktop areas (drives and parking lots) included in this contract.
- Blue highlights – indicate paved pedestrian sidewalks and paths to be cleared as part of this contract. The pedestrian trail that leaves the south side of the building near the large playground and travels to the Charleswood neighborhood should be **plowed to the property line**. Do NOT plow between houses as this is not district property.
- Turquoise notation – indicates those areas where snow can/should be piled.

ADDENDUM C – North Trail Elementary School



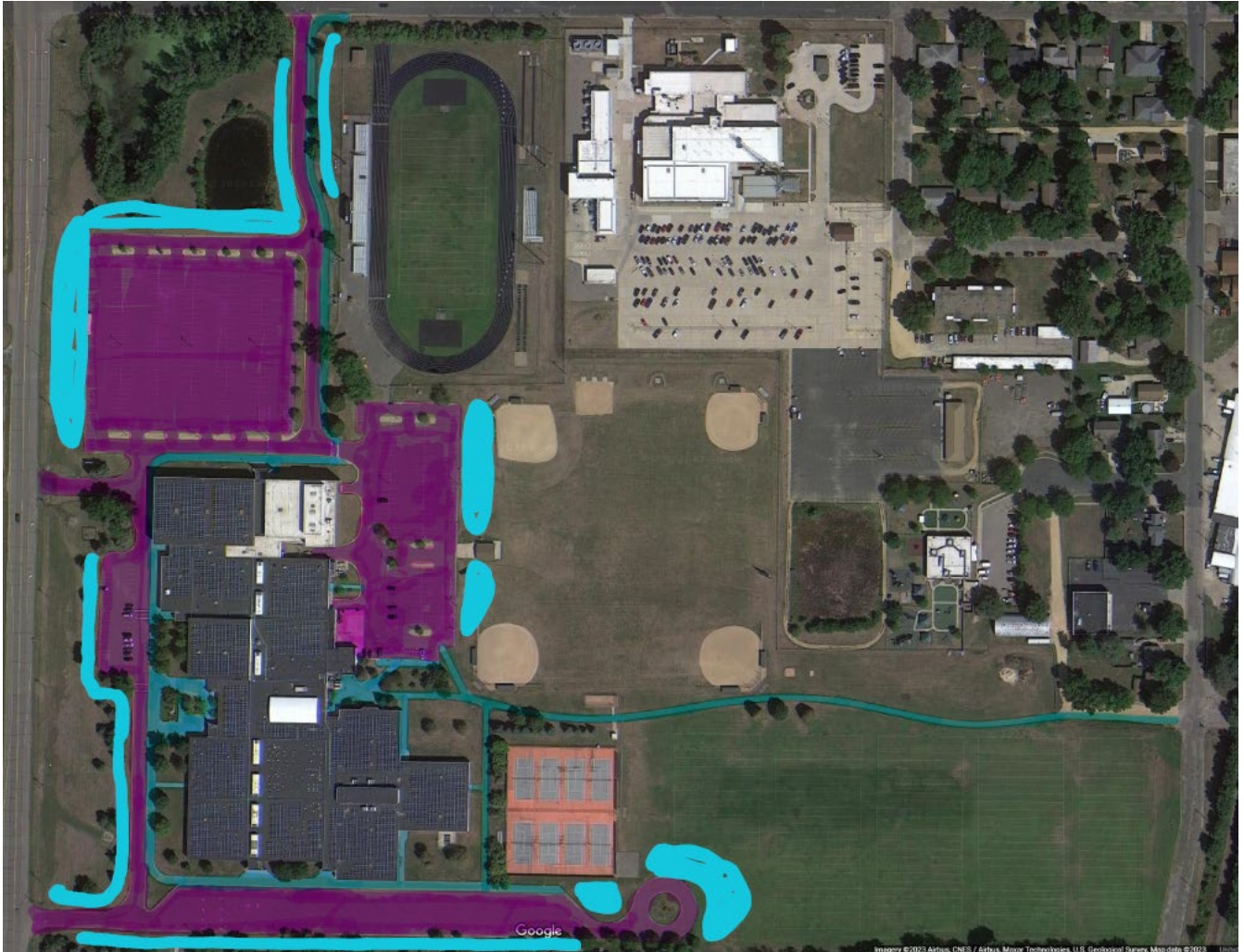
- Purple highlights – indicate the paved blacktop areas (drives and parking lots) included in this contract.
- Blue highlights – indicate paved pedestrian sidewalks and paths to be cleared as part of this contract.
- Turquoise notation – indicates those areas where snow can/should be piled.

ADDENDUM D – Akin Road Elementary School



- Purple highlights – indicate the paved blacktop areas (drives and parking lots) included in this contract.
- Blue highlights – indicate paved pedestrian sidewalks and paths to be cleared as part of this contract.
- Turquoise notation – indicates those areas where snow can/should be piled.
- DO NOT pile snow north of the parking lot on the west side of the building

ADDENDUM E – Boeckman Middle School



- Purple highlights – indicate the paved blacktop areas (drives and parking lots) included in this contract.
- Blue highlights – indicate paved pedestrian sidewalks and paths to be cleared as part of this contract.
- Turquoise notation – indicates those areas where snow can/should be piled.

BID PROPOSAL FORM – SNOW / ICE REMOVAL

Contractor's Company Name:		(yrs. in business)
Name of company representative:		
Signature:		
Title:		
Address:		
Phone #:	(Work #)	(Cell #)

To furnish all labor, material, and equipment necessary to provide the services required by the Farmington Area Public Schools District Request for Proposal for Snow and Ice Removal Services per specifications contained in these bidding documents dated July 24, 2026. **Contractors must provide pricing for each site, and a single contractor will be awarded all sites based upon the cumulative total low bid.**

Pricing per event	
Site	2026-2027
Farmington High School	
North Trail Elementary	
Meadowview Elementary	
Akin Road Elementary	
Robert Boeckman Middle School	
TOTAL for all sites per push/event	

Equipment List

The following vehicles/equipment will be made available for snow plowing at Farmington Area Public Schools

	Make	Model	Year	License plate#
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Please provide photos of above listed vehicles/equipment.