

**SCARBOROUGH
MAINE**



REQUEST FOR PROPOSALS

072027

Snow Plowing for the Town Hall and Public Safety Building

Town of Scarborough

P.O. Box 360

259 U.S. Route One

Scarborough, Maine 04070-0360

Released on August 25, 2026

Proposals Due on September 21, 2026

Request for Proposals

Instructions:

Sealed Proposals will be received in the Town Clerk's Office, Scarborough Town Hall, 259 US Route 1, Scarborough, Maine 04074 **until 10:00 am on September 21, 2026** from parties interested in providing a submittal package.

The proposals, if mailed, should be addressed as noted below: Faxed proposals will not be considered.

Attention: Town of Scarborough, Purchasing Agent
Request for Proposal (RFP) Number: 072027
Snow Plowing for the Municipal Building
259 US Route One
PO BOX 360
Scarborough, ME, 04070-0360

The proposals, if emailed, should be sent to purchasing@scarboroughmaine.org. With the Bid Number and description in the Subject Line.

The Town reserves the right to accept or reject any and all proposals.

These proposals will not be publicly opened.

A Vendor's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

All proposals submitted shall become property of the Town of Scarborough and will not be returned.

Contact Information:

For questions related to the RFP process:

Kim Morrison, Purchasing Specialist
Email – kmorrison@scarboroughmaine.org
Phone 207-730-4083 / Fax 207-730 4088

The preferred contact method is email. All inquiries or requests concerning this Request for Proposals shall be made in writing and must be received before the close of business two days prior to the deadline to the attention of Kim Morrison, Purchasing Specialist. The Town is not responsible for oral interpretations given by any Town employee or representative.

Prospective bidders are responsible for registering and attending the mandatory pre-bid meeting.

Overview

The town of Scarborough, Community Services Department, is seeking bids from qualified vendors to provide snow plowing and ice removal services at the Town Hall and Public Safety Building for the 2026-2027 winter season.

All questions must be received in writing via email to: kmorrison@scarboroughmaine.org by 4:00 pm on September 10, 2026. Questions and answers will be sent as a group to all registered bidders.

A pre-bid site visit will be held on Thursday, September 8th, 2026 at 9am at the Scarborough Public Safety Building class room.

Required Proposal Contents:

Proposals submitted in response to this RFP shall include the following information:

1. Description of Means of Providing Service: Submit a written description of:
 - a. the number, types, sizes and ages of equipment that will be used to provide the required snow removal services.
 - b. the number of personnel assigned to respond to a snow removal event.
 - c. the name and contact information for the person who will have oversight responsibility for providing services under the Contract.
2. Provide a list of any governmental, school, church or other institutional clients for whom you currently provide or have provided services similar to those requested in this RFP.
3. Provide a list of three references from current or past clients for whom you have provided similar services, including names, titles, addresses, email, and telephone numbers of the individuals who may be contacted.

Contract Period

The contract will last 1 year from November 2026 to April 2027 with the option to extend an additional 1 year by mutual agreement between the Town of Scarborough and the contractor.

Selection Process

Award of the contract will be based on the proposal that best fits the needs of the Town. Relevant experience, approach, available equipment, and cost will be considered.

Selection of the winning proposal will be made by the following staff:

Director of Community Services
Facilities Supervisor
Purchasing Agent

Clarification on proposals may be requested by Town staff to enable the most cost-effective and thorough proposal selection process.

The Town of Scarborough is exempt from Maine Sales Tax which should not be included in the proposal.

Standard Terms and Conditions:

The Town of Scarborough reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted on the Town website:

www.scarboroughmaine.org. The Town reserves the right to waive any informality in proposals, to accept the proposals or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services. The Town reserves the right to substantiate Respondent's qualifications, capability to perform, and availability and past performance record.

The cost for developing the proposal is the sole responsibility of the Consultant. All proposals submitted become the property of the Town.

The Town reserves the right to approve subcontractors. All work performed under contract to the Town becomes the property of the Town in the format specified by the Town.

Payment for agreements for the undisputed purchase of goods or services provided to the Town, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later.

The Town of Scarborough is exempt from all Federal Excise Taxes.

The Town of Scarborough is exempt from all State of Maine Sales Taxes.

A Certificate of Insurance is required from all consultants, contractors and vendors doing business with the Town of Scarborough. Within two (2) weeks of the Notice of Award, Consultant must submit a Certificate of Insurance naming the Town of Scarborough as "additional insured." Failure to furnish the required certificate within the required timeframe may result in the proposal being rejected.

The successful Consultant(s) selected shall agree to defend, indemnify and hold the Town harmless from any and all claims, demands, suits, causes of action and judgments arising from or related to Consultant's performance, including claims of professional malpractice or negligence. Such indemnity shall include the Town's reasonable attorneys' fees as well.

The above referenced indemnity shall be in addition to and as a complement to the below described insurance coverage, which coverage is a mandatory requirement of this RFP and any award hereunder.

Specifically, the successful Consultant(s) shall provide the following coverage(s) and amount(s). Commercial General Liability \$2,000,000.00 Automobile Liability \$1,000,000.00 Workers Compensation \$1,000,000.00 Errors and Omissions \$1,000,000.00 Umbrella Coverage \$2,000,000.00

Location of Work

The Scarborough Town Hall and Public Safety Building are located at 259–275 US Route One in Scarborough, Maine. Snow plowing will consist of the shared front parking lot of each building, the rear parking lot for Town Hall, the Public Safety access road, the Fire Department rear access and apron, the front Fire & Police access and apron, the employee parking lot, and the small parking area next to the pickleball court.

Required Scope of Services

1. Prior to beginning snow and ice removal operations, the successful bidder shall inspect the designated areas and place delineation stakes at meandering pavement edges and locations of obstacles that may be obscured by snow.
2. Snow events resulting in one and one-half (1.5) inches or more of accumulation shall be plowed. Wind-driven drifting exceeding one and one-half (1.5) inches shall also require additional plowing. Ice of any depth shall receive salt. The Contractor shall coordinate with the Facilities Supervisor prior to forecasted weather events regarding the timing and need for plowing.
3. **Salt / Deicing.** Priority 1 and Priority 2 areas shall be salted during each snow or ice event as needed. The Contractor shall supply all salt. **Sand is not permitted.**

Pretreatment is permitted but shall be included in the per-storm price. Additional applications during the same storm shall also be included in the per-storm price.

Ice from melting or refreezing between storms shall be considered **spot salting** and priced separately at the bid rate for spot salting. Spot salting shall be limited to the affected areas.

4. **Priority 1 – Public Safety Access.** Snow plowing of key public and emergency access routes shall take precedence, including shared Police and Fire access routes and the portion of the shared front parking lot needed to access the Public Safety Building main entrance.

Priority 1 areas shall be plowed as needed during a storm to maintain safe emergency access, with accumulation between plowings not exceeding three (3) inches. **Following the storm, Priority 1 areas shall be fully plowed within six (6) hours.**

5. **Priority 2 – Town Hall.** Immediately upon completion of Priority 1, the Contractor shall proceed with Town Hall parking and access areas. **All Priority 2 areas shall be fully plowed within six (6) hours after the storm ends.**

6. Vehicle-Obstructed Areas. The Town will make every reasonable effort to have vehicles removed from designated parking areas after the snow event. The Contractor shall return, as necessary, to plow and clear areas that were obstructed by parked vehicles.

7. Snow shall be pushed back as far as reasonably possible within the designated areas to maximize available parking and snow storage. Snow shall not be pushed, blown, or otherwise deposited on adjacent public roads.

8. The Contractor shall repair, to the satisfaction of the Town, any damage caused by its operations to pavement, curbs, landscaping, buildings, benches, light poles, trash receptacles, or other site furnishings before final payment.

9. The Contractor shall be available to provide services from November 15 through April 15.

Contract Pricing and Payment

This agreement includes **ten (10) storm events**. A storm event is defined as a snow or ice event requiring mechanical snow removal and/or salt application, with up to twelve (12) inches of snow accumulation or a duration of up to twenty-four (24) hours.

Storms exceeding either threshold shall be considered additional events based on the applicable threshold. The Contractor shall provide a price for additional plowing and salting beyond the ten (10) included events.

Bidders shall provide two prices, one for plowing and one for ice removal.

Bidders shall provide the following prices:

Service	Bid Price
Plowing – Per Ten (10) Storm Event	\$ _____
Salt / Ice Control – Per Ten (10) Storm Event	\$ _____
Spot Salting – Per Occurrence	\$ _____
Additional Plowing – Per Storm Event	\$ _____
Additional Salt / Ice Control – Per Storm Event	\$ _____

The contract price for the ten (10) included storm events shall be invoiced in **three equal installments** on **November 15, January 15, and April 15**.

Additional storm events beyond the ten (10) included events shall be invoiced on the **1st of each month** for events completed during the preceding month. **All additional event charges must be invoiced no later than May 1.**

Bidder List (plus posting on the town's website):

Dearborn	info@dearbornconstruction.com
Greencare Landscape Maintenance	info@gclandscape.com
Maine Turf & Greenery	afraser@meturf.com
Natures Design Landscaping	dverr@aol.com
Prime Cut	info@primecutlandscaping.net
Risbara Brothers	garrett@risbara.com
TA Property Maintenance	info@tacompanies.com
Cass Martz Corporation	CassMartzLLC@gmail.com
Thirsty Turf Irrigation	info@thirstyturfirrigation.com