REQUEST FOR PROPOSALS (RFP)

NORTH POLK COMMUNITY SCHOOL DISTRICT
SNOW REMOVAL AND ICE CONTROL SERVICES

Contract Term: *Three (3) Years (2026–2027, 2027–2028, and 2028–2029 School Years)*

RFP Issue Date: September 29, 2026

1. Project Overview & Objective

The North Polk Community School District (NPCSD) is soliciting competitive proposals from qualified, licensed, and insured contractors to provide comprehensive snow removal and ice control services for all district facilities and campuses.

The selected contractor will be awarded a three (3) year contract effective for the 2026–2027, 2027–2028, and 2028–2029 school operational years. The primary goal is to maintain safe, hazard-free driving, parking, and pedestrian conditions across all district sites prior to the arrival of students, staff, and visitors during inclement winter weather events.

2. Schedule & Submission Timeline

Event / Milestone	**Date & Time**
RFP Issuance Date	September 29, 2026
Proposal Submission Deadline	**October 14, 2026 by 3:45 PM**
Board of Directors Approval	October 19, 2026
Contract Commencement	November 1st, 2026

***Proposals received after the designated deadline will not be considered. Submissions must be delivered in a sealed envelope marked **"RFP: Snow Removal Services 2026–2029"** or submitted electronically to the Director of Buildings & Grounds, June Carstensen.*

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3. Scope of Work & Performance Requirements

A. Automatic Trigger & Response Standard

Snow and Ice Removal Services: the Contractor shall furnish all labor, supervision, equipment, materials, de-icing products, and incidentals necessary to provide snow plowing, snow hauling, sidewalk clearing, and ice-control services at the identified location(s).

A Snow Removal Event begins when measurable snowfall, freezing rain, sleet, drifting snow, or other winter conditions create an accumulation or unsafe surface condition within the service area. An event ends only after precipitation has stopped and all required areas have been restored to the performance standard stated below.

- **Completion Deadline:** All parking lots, bus lanes, fire lanes, driveways, and main sidewalks must be fully cleared and treated by **7:00 AM** on standard school days.

The RFP may use one of the following trigger options; bidders should clearly identify pricing and response capability for each:

- **Zero-tolerance / proactive service:** Contractor monitors conditions and begins treatment as needed to prevent accumulation, refreezing, or unsafe conditions. Paved surfaces, entrances, pedestrian routes, accessible parking, and loading areas must be maintained in a reasonably safe, passable condition throughout the event.
- **0.5-inch trigger:** Contractor mobilizes when accumulated snow reaches 0.5 inch, or earlier when freezing precipitation, drifting, or forecast conditions reasonably indicate hazardous conditions.
- **1-inch trigger:** Contractor mobilizes when accumulated snow reaches 1 inch, with priority areas serviced before the accumulation exceeds the stated threshold.
- **2-inch trigger:** Contractor mobilizes when accumulated snow reaches 2 inches, unless the Company directs earlier service for an operational, safety, or event-related need.

Service Levels and Response The Contractor shall provide 24-hour monitoring and dispatch capability throughout the winter service season. For each Snow Removal Event, the Contractor shall begin services within X hours of the applicable trigger and shall continue work, including return visits, as necessary to meet the required site conditions.

Priority areas include primary entrances and exits, fire lanes, accessible parking spaces and access aisles, pedestrian walkways, emergency access routes, loading docks, and designated employee/customer parking areas. Ice-control materials shall be applied as necessary before, during, and after an event to address slippery or refreezing conditions.

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Weekend, Holiday, and Special Event Coverage The Contractor shall provide the same level of service on weekends, holidays, and outside normal business hours as on regular business days. When the School District notifies the Contractor of a scheduled onsite event (*i.e. - Comet Basketball Club, Wrestling tournament, Winter Dance, Sunday Church Service, etc.*), the Contractor shall ensure that all designated event areas are cleared, treated, and safe for use. The Contractor shall maintain those areas throughout the event and provide post-event service as required. The School District may provide advance notice of planned events; however, lack of advance notice does not relieve the Contractor of its obligation to respond to a qualifying Snow Removal Event. The Contractor shall designate a 24/7 contact and escalation process for urgent service requests.

Considering it's Iowa, an option would be to request zero tolerance for entrances, accessible routes, fire lanes, and loading/emergency access, then apply a 0.5- or 1-inch trigger to general parking and drives. This balances safety and cost while giving bidders clear, comparable assumptions.

B. District Locations

Service is required across all North Polk CSD facilities:

Facility Name	Address / Location	Primary Areas
North Polk High School	HS:13930 NE 6th St St, Alleman, IA	Main parking lots, bus loops, service drives, visitor parking, perimeter sidewalks
Middle School Campus	MS: 315 NE 141 Ave Alleman, IA	

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Administrative Office	13930 NE 6th St St, Alleman, IA	Office parking lot
West Elementary School **Big Creek Elementary School**	1400 W. Broadway St, Polk City, IA 340 E. Vista Lake Dr. Polk City, IA 50226	Staff & visitor parking, bus drop-off zones, perimeter sidewalks, & playground
Central Elementary School	311 NE 141st Ave, Alleman, IA	Staff & visitor parking, bus drop-off zones, perimeter sidewalks, & playground
Transportation & Operations Building	315 NE 141 Ave Alleman, IA	Bus staging areas, driver parking, maintenance bay entry points

C. Specific Operational Guidelines

1. **Snow Stacking:** Snow must be piled in designated areas that do not obstruct driver sightlines, fire hydrants, trash dumpsters, emergency exits, or drainage inlets.
2. **De-icing / Anti-icing:** Apply eco-safe, non-damaging ice-melt compounds to walkways and standard commercial salt/sand mixtures to driveways and parking lots upon request or as conditions warrant.
3. **Property Damage Responsibility:** The contractor is responsible for repairing any damage caused by snow removal operations (e.g., damaged turf, curbs, signs, light poles, asphalt) by May 15 following each winter season.

4. **Communication:** The contractor must assign an account manager accessible 24/7 via phone during winter weather events and provide post-service documentation (time of entry, services performed, materials applied) within 24 hours of service completion.

4. Proposal Submission Requirements

Bidders must submit a complete package containing the following elements:

Section A: Vendor Profile & Experience

- Company name, local address, contact person, and tax ID number.
- Proof of a minimum of three (3) years of commercial snow removal experience.
- List of three (3) professional references (*preferably public K-12 school districts or municipality clients in central Iowa*).

Section B: Fleet & Equipment Inventory

- Complete inventory list of equipment dedicated to this contract (e.g., plows, loaders, salt spreaders, snow blowers, skid steers) including year, make, model, and availability of backup equipment in case of mechanical breakdown.

Section C: Cost Proposal

- Bidders must provide a comprehensive pricing proposal for snow removal and ice management services covering all designated property zones.

5. Insurance & Legal Compliance

A. Insurance

The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims set forth below which may arise out of, or result from the Contractor's operations under the contract, whether such operation be by the Contractor or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The insurance to be maintained by the Contractor shall be written as follows:

Workers' Compensation and Employers Liability Insurance (as prescribed by Iowa law or the minimum limits shown below)
a. Iowa Benefits: Statutory
b. Employers Liability:

- Bodily Injury by Accident $500,000 Each Accident

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- Bodily Injury by Disease $500,000 Each Accident
- Bodily Injury by Disease $500.000 Each Employee

The Workers Compensation policy shall include a waiver of subrogation clause in favor of the School District.

Commercial General Liability Insurance (combined single limits shown below covering Bodily Injury, Property Damage and Personal Injury)

- General Aggregate Limit $2,000,000
- Products-Completed Operations Aggregate Limit $2,000,000
- Personal & Advertising Injury Limit $1,000,000
- Each Occurrence Limit $1,000,000
- Fire Damage Limit (for any one fire) $ 100,000
- Medical Damage Limit (any one person) $ 5,000

This insurance must include the following features:
a. Coverage for all premises and operations. The policy shall be endorsed to provide the aggregate Per Project Endorsement.
b. Personal and Advertising Injury
c. Operations by independent contractors
d. Contractual Liability coverage
e. Coverage for property damage underground or damage by explosion or collapse (XCU).

Automobile Liability Insurance: covering all owned, non-owned, hired and leased vehicles with a minimum combined single limit for Bodily Injury and Property Damage of $1,000,000 per accident. Insurance must include Contractual Liability.

Umbrella/Excess Liability Insurance: At the School District's option, the limits specified may be satisfied with a combination of Primary and Umbrella/Excess Insurance. (Suggested to be equal to the limits on the district's Umbrella policy).

Additional Insured
The Contractor will include the School District as additional Insured on all policies except Workers' Compensation as respects all work performed.

Insurance Certificates
Each policy noted above shall be issued by an insurance company authorized to write such insurance in the State of Iowa and shall be reasonably acceptable to theSchool District. These insurance policies shall not be cancelled without at least 30 days prior written notice to the School District. A properly executed Certificate of Insurance showing evidence of these

insurance requirements shall be delivered to the School District prior to the commencement of the agreement.

Government Immunity
The following clauses will be added to all liability coverages:
a. The company and the insured expressly agree and state that the purchase of this policy of insurance by the insured does not waive any of the defenses of governmental immunity available to the insured under Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.
b. The company and the insured further agree that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under Iowa Code Section 670.4 as it now exists and as it may be amended from time to time.

Subrogation, To the extent that such insurance is in force and collectible and to the extent permitted by law, the School District and Contractor each hereby releases and waives all right of recovery against the other or anyone claiming through or under each of them by way of subrogation or otherwise. The forgoing release and waiver shall apply to damage to Contractor's equipment, tools and other personal property as well as automobiles.

B. Iowa Public Procurement Compliance

- **Notice to Bidders:** Notice of this solicitation is published in accordance with Iowa Code regulations regarding public procurement and district policies.
- **Reservation of Rights:** North Polk CSD reserves the right to reject any or all proposals, to waive informalities or irregularities in any proposal, and to accept the proposal determined to be in the best interest of the District.

6. Submission Contact & Inquiries

Direct all inquiries, requests for clarification, and proposal submissions to:

North Polk Community School District

Attn: Buildings & Grounds

13930 NE 6th St. Alleman, IA 50007

Alleman, IA 50007

Phone: (515) 984-3400

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Email: june.carstensen@northpolk.org

District Website: www.northpolk.org