

REQUEST FOR PROPOSALS (RFP)

Snow Removal and Ice Management Services

RFP Reference Number:	PPL-2026-SNOW-001-REV	Issuing Date:	September 28, 2026
Issuing Institution:	Pontiac Public Library (PPL)	Submission Deadline:	October 26, 2026 at 4:00 PM EST
Primary Contact:	Library Administration	Contact Email:	director@pontiaclibrary.org

1. Objective & Facility Profile

The Pontiac Public Library (PPL) is seeking competitive, sealed proposals from qualified, licensed, and insured contractors to provide comprehensive snow removal, sidewalk clearing, and ice management services. The target facility is the primary library campus located at **60 E Pike St, Pontiac, MI 48342**.

PPL operates as a high-pedestrian public infrastructure hub. Safe, unfettered access for patrons, children, elderly visitors, and municipal staff is a critical safety operational imperative. The selected contractor will be awarded a **three (3) year contract** covering the 2026/2027, 2027/2028, and 2028/2029 winter seasons, subject to annual performance reviews.

2. Scope of Work & Performance Standards

- **Accumulation Deployment Trigger:** Automated deployment of clearing operations is strictly required upon a cumulative accumulation of **2.0 inches** of snow. Continuous salting and monitoring must occur during any active freezing rain, sleet, or black ice events regardless of depth.
- **Operational Deadline:** All parking facilities, main entrance plazas, emergency egress gates, and connecting public walkways must be completely cleared and treated by **7:00 AM**, Monday through Saturday.
- **De-Icing Agent Constraints:** To safeguard the structural integrity of the library's physical asset, standard sodium chloride (rock salt) is restricted strictly to asphalt driving lanes. All pedestrian plazas, concrete stairs, and ADA handicap-accessible ramps must be treated exclusively with premium, non-corrosive chemical alternatives (e.g., Calcium Chloride or Magnesium Chloride pellets).

3. Minimum Vendor Qualifications (REVISED)

To ensure operational capacity while facilitating local commercial participation, vendors must fulfill the following revised metrics at the time of submission:

- **Technical Competency & Experience:** The bidding entity must possess a minimum of three (3) consecutive years in commercial snow management, **OR** provide verifiable documentation showing that the assigned primary Project Manager or Site Supervisor has a minimum of five (5) years of direct commercial

or municipal snow operational experience.

- **Insurance Thresholds & Umbrella Allowance:** Bidders must maintain Comprehensive General Liability insurance of at least \$2,000,000 per occurrence / \$4,000,000 aggregate. *Compromise Provision:* Bidders possessing a base liability policy of \$1,000,000 may fulfill this threshold by providing documentation of an active Umbrella or Excess Liability policy bridging the balance to a minimum total coverage of \$2,000,000. Pontiac Public Library must be named as an additional insured upon contract award.
- **Statutory Worker Protection:** Bidders must provide clear, verified proof of active Michigan Worker's Compensation Insurance adhering fully to state statutory regulatory limits. No exceptions or waivers are permitted for subcontractor or operator groups.
- **Fleet & Equipment Proximity:** Vendor must submit a comprehensive equipment and fleet inventory proving direct local access to commercial-grade plow trucks, salt spreaders, and heavy snow blowers capable of meeting the 7:00 AM standard.
- **Corporate References:** Bidders must provide a minimum of three (3) verifiable commercial or municipal references within Oakland County, MI detailing comparable scope.

4. Weighted Evaluation Framework

The Library Board will score proposals based on a 100-point structured rubric:

Evaluation Criteria	Weight	Target Operational Standard
Technical Fleet & Equipment Capacity	30%	Assessment of dedicated machinery, backups, and mechanical redundancy.
Commercial Bid Structure & Value	30%	Financial competitiveness across seasonal, per-inch, and T&M; options.
Corporate References & Experience	25%	Verified record of performance in commercial or public spaces.
Safety Protocol & Dispatch Proximity	15%	Adherence to chemical constraints and close proximity to Pontiac.

5. Bid Pricing Formats Required

Bidders must provide clear itemized pricing across three separate models within their proposal document:

1. **Fixed Seasonal Flat Rate:** Equalized monthly billings distributed over a 5-month operational cycle (November through March).
2. **Per-Inch Incremental Pricing:** Tiered pricing structures explicitly defined by storm depth (e.g., 2.1-4.0", 4.1-8.0", 8.1-12.0").
3. **Time & Materials (T&M;):** Hourly labor rates for equipment operators alongside fixed costs per ton for specialized concrete-safe chemical de-icers.