SNOW REMOVAL
REQUEST FOR PROPOSAL (RFP)

Date Released: November12, 2026

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the Upper San Juan Library District ("Owner" or "Library") to contract for snow and ice removal services for the 2026/2027 winter season as described herein for the Ruby M. Sisson Memorial Library.

Interested respondents shall submit a complete bid to director@pagosalibrary.org or hand deliver to the Library at 811 San Juan Street in Pagosa Springs.

For this RFP, "snow removal" will be used when referring to all management of snow and ice removal, including but not limited to plowing, shoveling, and other necessary removal services.

SCOPE of WORK and GENERAL SPECIFICATIONS FOR SNOW REMOVAL MANAGEMENT at 811 San Juan Street including but not limited to sidewalks, parking lot, and path to library main entrance.

Services initiated:
1. Snow removal shall commence automatically once snow accumulation has reached four inches (4") or more without additional notification by Library Director or library staff. Contractor to remove snow and ice from all walkways and parking areas during time specified below in #3. When unclear and for purposes of determining snowfall amount and if snow removal shall occur, the Contractor shall use the snowfall reported by the National Oceanographic and Atmospheric Administration (NOAA).

Ice:
2. Contractor to perform "ice watch" duty and respond in order to eliminate all hazardous conditions, such as in the case of icicles over entrances.

Service timing:
3. All walkways and parking lots are to be free and clear of ice and snow no later than 8:00 AM, Monday-Saturday. Should snow continue heavily after 8:00 AM, the Library Director or appointed Library Staff may call for supplemental snow removal during the day.

Insurance coverage:
5. Contractor must provide proof of worker's compensation and general liability insurance as a condition of this contract and before beginning work.

Hazardous conditions:
6. Contractor to notify Library Director of any hazardous conditions that may exist ASAP.

Products and damages:
7. All products to be used on surfaces are to be such as to not cause damage to the underlying material. Any and all damage caused by work will be repaired at Contractor's sole cost and expense.

Approval required:
8. Contractor to utilize chemical on sidewalks to treat ice/snow conditions that will not damage concerete, brick, or other material. Magnesium Chloride is the preferred material and shall be assumed to be the material of choice unless approval is obtained from the Library Director.

Invoices:
9. Contractor is to provide a dated, detailed report of services rendered when submitting each invoice. Invoices will be mailed to the Director at PO Box 849 Pagosa Springs CO 81147, dropped off to 811 San Juan Street or emailed to director@pagosalibrary.org. These invoices will be generated once or twice a month, as determined between Contractor and Director.

Billing:
10. Travel time to and from the property is not billable. Only time spent removing snow/ice is billable.

Additional costs:
11. Prior to accruing costs for snow removal from property beyond the basic contract, Contractor shall obtain the permission of the Library Director. If this removal is anticipated, an estimate of the cost will be provided to the Director before any work commences.

The evaluation process:

12. The Library will consider proposals only from Respondents that, in the Library's sole judgment, have demonstrated the capability and willingness to provide high quality services in the manner described in this RFP. Pricing and customer references will be considered when selecting a Contractor.

13. Pricing – please give details about this cost (based on snow amount or per trip). Please designate costs to plow parking lot, shovel sidewalk, clear roof, apply snowmelt and other categories needed.

References:
14. Please include two (2) or three (3) professional references and their contact information.