REQUEST FOR PROPOSAL

SNOW REMOVAL SERVICES

Bunker Hill Public Library District
220 E. Warren Street
Bunker Hill, IL 62014

1. PURPOSE OF REQUEST FOR PROPOSAL

The Bunker Hill Public Library District ("Library") is requesting proposals from qualified and experienced contractors ("Contractor") to provide snow and ice removal services for the Library property located at 220 E. Warren Street, Bunker Hill, Illinois 62014.

The selected Contractor shall provide timely, reliable, and professional snow and ice removal services to maintain safe and accessible parking areas, sidewalks, entrances, and pathways throughout the winter season.

2. SCOPE OF SERVICES

The Contractor shall provide all labor, equipment, materials, and services necessary to perform snow and ice removal, including, but not limited to:

- Plowing of the west parking lot.
- Shoveling and/or snow blowing of sidewalks, entrances, pathways, and other pedestrian areas.
- Removal of snow and ice from all designated walkways and parking areas.
- Application of de-icing materials, including salt, sand, snowmelt, or other Library-approved materials.
- Monitoring and responding to snow accumulation without requiring additional notification from the Library Director.
- Additional snow and ice removal services when requested by the Library Director.

3. SNOW ACCUMULATION REQUIREMENT

The Contractor shall remove snow and ice from all applicable walkways and parking areas in sufficient time to ensure that all walkways and parking lots are free and clear of snow and ice according to the following schedule:

- Monday through Friday: All snow and ice removal shall be completed no later than 9:00 a.m.
- Saturday: All snow and ice removal shall be completed no later than 8:00 a.m.

If significant snowfall continues after the applicable completion time, the Library Director may request supplemental snow and ice removal during the day. The Contractor shall make reasonable efforts to respond to such requests as promptly as possible.

4. DE-ICING SERVICES

The Contractor shall apply salt, sand, snowmelt, or other approved de-icing materials as necessary to maintain safe walking and driving surfaces.

The Contractor shall use appropriate quantities of de-icing materials and shall take reasonable precautions to avoid damage to Library property, landscaping, pavement, concrete, and other surfaces.

5. CONTRACTOR RESPONSIBILITIES

The Contractor shall provide all necessary equipment, tools, labor, transportation, and materials required to complete the work.

The Contractor shall maintain equipment in safe and operational condition and shall be capable of performing services during periods of significant snowfall, ice, freezing temperatures, and other winter weather conditions.

The Contractor is responsible for monitoring weather conditions and snow accumulation to ensure that services are initiated when the two-inch accumulation threshold is reached.

6. INSURANCE REQUIREMENTS

When submitting the bid, the Contractor must provide the Library with proof of general liability insurance acceptable to the Library.

Proof of insurance must be provided as a condition of the contract and maintained throughout the term of the agreement.

The Library reserves the right to request updated proof of insurance at any time during the contract period.

7. DOCUMENTATION OF SERVICES

The Contractor shall provide a dated and detailed report of services rendered with each invoice.

The report shall include, at a minimum:

- Date of service.
- Type of service performed.
- Areas serviced.
- Amount and type of de-icing material applied, when applicable.
- Any additional work performed.
- Any unusual weather or site conditions affecting the work.

8. INVOICING

Invoices shall be submitted to the Library Director by one of the following methods:

Mail:
Library Director - Natalee McWhorter
P.O. Box P
Bunker Hill, IL 62014

Drop-Off:
Bunker Hill Public Library
220 E. Warren Street
Bunker Hill, IL 62014

Email:
library@bunkerhilllibrary.org

Invoices shall be submitted one or two times per month, as mutually determined by the Contractor and Library Director.

Each invoice must be accompanied by the Contractor's dated and detailed report of services rendered.

9. BILLING

Travel time to and from the Library property is not billable.

Only actual time spent performing snow and ice removal services shall be billable, unless otherwise specifically agreed to in writing by the Library Director.

Contractors shall clearly identify the hourly rates, per-service rates, or other applicable charges in their proposal.

10. ADDITIONAL COSTS

Prior to incurring any costs for snow or ice removal services beyond those included in the basic contract, the Contractor must obtain prior approval from the Library Director.

If additional snow removal or other services are anticipated, the Contractor shall provide the Library Director with an estimate of the additional cost before any additional work commences.

No additional charges will be authorized without prior approval from the Library Director.

11. PROPOSAL REQUIREMENTS

Each proposal should include the following information:

- Contractor/business name.
- Business address.
- Contact person.
- Telephone number.
- Email address.
- Description of experience providing snow and ice removal services.
- Description of equipment available for use.
- Proposed pricing and fee structure.
- Availability and anticipated response time.
- Proof of general liability insurance.
- Any exclusions, conditions, or additional costs not specifically identified in the proposal.

12. EVALUATION PROCESS

The Library will consider proposals only from Respondents that, in the Library's sole judgment, have demonstrated the capability, experience, reliability, and willingness to provide high-quality services in the manner described in this RFP.

Proposals may be evaluated based on, but not limited to:

- Experience and qualifications.
- Ability to respond promptly to snow and ice events.
- Availability of appropriate equipment.
- Quality and completeness of the proposed services.
- Pricing and overall value.
- References and prior performance.
- Proof of required insurance.

The Library reserves the right to request clarification or additional information from any Respondent.

The Library also reserves the right to reject any or all proposals, to negotiate with one or more Respondents, and to select the proposal that it determines is in the best interest of the Library.

13. TERM OF CONTRACT

The anticipated contract term shall be for the 2026/2027 winter season.

The Library and selected Contractor may mutually agree in writing to extend the contract for additional winter seasons.

14. SUBMISSION OF PROPOSALS

Completed proposals should be submitted to:

Bunker Hill Public Library
Attn: Library Director
220 E. Warren Street
Bunker Hill, IL 62014

or

P.O. Box P
Bunker Hill, IL 62014

Proposals may also be submitted electronically to:

library@bunkerhilllibrary.org

Proposal Due Date: 10/30/2026
Proposal Due Time: 6:00pm

The Library reserves the right to modify the proposal deadline or request additional information as necessary.

15. TERMINATION OF CONTRACT

The Bunker Hill Public Library reserves the right to terminate this contract at any time and for any reason, with or without cause, upon written notice to the Contractor.

Upon termination, the Contractor shall be entitled only to payment for services satisfactorily performed through the effective date of termination, provided that all required documentation and invoices have been submitted.

The Library shall not be responsible for any costs, fees, lost profits, or other expenses incurred by the Contractor as a result of the termination, except for payment of approved services performed prior to the effective date of termination.

The Library may also terminate the contract immediately if the Contractor fails to perform the required services, fails to maintain required insurance, violates the terms of the contract, or otherwise fails to meet the requirements of this RFP.