REQUEST FOR PROPOSAL (RFP)
FOR
Snow Removal
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Notice
This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees or Normandale Community College to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Normandale Community College also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in Minnesota State’s sole discretion. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the Vendors and Suppliers at Minnesota State page. Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.

Definitions
Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Normandale Community College.

School: Normandale Community College

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.
Vendor: The firm selected by Minnesota State as the successful responder(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned and operated by a woman or person of color.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Economically Disadvantaged (ED) Business and Individuals: Independent business which must be located (or the owner must reside) in an Economically Disadvantaged Area in Minnesota as determined by the Department of Administration.

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran or service-disabled veteran as determined by the Minnesota Department of Veterans Affairs.

Diversity: The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

Equity: The proactive reinforcement of policies, practices, attitudes and actions that produce-equitable power, access, opportunities, treatment, impacts, and outcomes for all.

Inclusion: Authentically bringing traditionally excluded individuals and/or groups into processes, activities and decisions/policy making in a way that shares power.

**About Minnesota State and Normandale Community College**

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. Minnesota State is comprised of 33 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 340,000 students each year. Minnesota State employs more than 15,000 dedicated faculty and staff focused on student success. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees. For more information about the colleges and universities of Minnesota State, please view its website at www.minnstate.edu.

Normandale Community College was founded in 1968 and is the largest college and second largest undergraduate institution in the Minnesota State Colleges and Universities system. In
2021-22, Normandale served almost 14,000 students in our for-credit courses and awarded more than 1,500 degrees and certificates in more than 60 programs of study

**Authority**

This RFP is undertaken by **Normandale Community College** (hereinafter “Minnesota State”) pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Minnesota State will select the Vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. Minnesota State reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of Minnesota State. This RFP does not obligate Minnesota State to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

**Project Overview**

Minnesota State’s Normandale Community College is requesting proposals to furnish all labor and equipment for clearing snow efficiently from Parking Lots 1, 2, 3, 4, 5, 6, and 7. This work will include all labor, materials, equipment, supplies and services to maintain all roadways between the parking lots and parking lots for safe driving conditions. Normandale Community College removes its own snow from pedestrian walkways and inside its parking ramp facilities.

**Contractor Responsibilities:**

The Contractor will be required to maintain an environment in compliance with all rules, regulations, and codes covering an occupied facility. Contractor will be required to plow and remove all snow from parking lot entrance, lot, and drives. Contractors response time from call placement to arrival on campus shall be no longer than 1 hour and:

a) When snow exceeds 2 inches or snow accumulation occurs during the night since the last plowing effort. Initial snow removal efforts should be directed to primary areas if the snowfall is late to clear these areas by 5:00 am of the day.

b) The Contractor shall be responsible to clear daytime accumulations so that the sites are effectively available for evening activities, community events, etc. (also weekend and holiday activities as communicated and directed by the College).

c) During lulls in snowfall periods at the request of the College, the Contractor is responsible for pushing back accumulations on parking lots prevent these areas from being “bottled up” to an extent that a plow is prevented from effectively plowing away subsequent accumulations. It is the responsibility of the contractor (s) to monitor the loss of traffic space and parking spaces due to snow accumulation, and to report to Normandale who will negotiate with the Contractor removal of the snow piles as needed to restore these spaces.
d) Normandale may opt to self-perform or provide additional support to contractors to ensure that access to all lots is clear and free of snow.

e) To avoid parking violations, where conditions allow the standard for Normandale Community College parking lots is bare pavement within 12 hours of the end of a snowfall event.

f.) Contractor is responsible for obtaining and safely storing according to environmental regulations Clear Lane Deicer on campus. Salt or Sand is not allowed in Normandale parking lots.

g.) Equipment Storage and Power is negotiable with the Colleges.

h.) Contractor is responsible with sending a summery of services after all snowfall events, keeping track and reporting of how much product is introduced to our parking facilities and regular communication with the College.

i.) Contractor and the College will walk the facilities at the beginning and end of each year to note conditions and any damaged done by contractor throughout the term of the contract. Contractor is responsible for damaged curbs, gutters, stormwater, turf, landscape, lighting, signs and any other damage done by Contractor.

**RFP Information Contact**

An authorized representative of Minnesota State for purposes of responding to inquiries about the RFP is:

Name: Nissa Passmore

Title: Facilities Budget and Project Coordinator

Address: 9700 France Ave S, Bloomington, MN 55431

Telephone: 952-358-8941

E-mail address: nissa.passmore@normandale.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Minnesota State shall not be bound by and vendors may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

**Duration of Offer**

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between Minnesota State and the Vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.
Terms and Conditions

This RFP includes and incorporates Terms and Conditions. Vendors should be aware of the terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with Minnesota State is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the Vendor and must be fully signed by an authorized representative of the Vendor. Proof of authority of the person signing must accompany the response.

Pre-award Vendors Conference

Minnesota State will hold a Mandatory pre-award Vendors meeting 10:00AM, August 2nd 2023, in B1605. It is a Mandatory meeting all potential or interested respondents must attend the conference.

Selection and Implementation Timeline

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Wednesday, June 14th 2023</td>
<td>Publishes RFP notice on MinnState.edu/Vendors webpage</td>
</tr>
<tr>
<td>Wednesday July 5th 2023</td>
<td>Mandatory Pre-Award Vendor’s Conference at 10:00AM in B1605.</td>
</tr>
<tr>
<td>Monday, July 10, 2023</td>
<td>Deadline for Vendors to submit clarifying questions</td>
</tr>
<tr>
<td>Monday, July 17, 2023</td>
<td>Deadline to publish responses to RFP questions</td>
</tr>
<tr>
<td>Wednesday, August 9th, 2023</td>
<td>Deadline for RFP proposal submissions 1:00PM</td>
</tr>
<tr>
<td>Wednesday, August 16th, 2023</td>
<td>Vendor(s) selected and notified</td>
</tr>
<tr>
<td>Monday, October 1st, 2023</td>
<td>Contract Start Date</td>
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</tbody>
</table>

Minnesota State reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

Contract Term

Minnesota State desires to enter into a contract with the successful Vendor(s) effective October 1st, 2023 or on the date the last recognized signature is obtained, whichever occurs later. The
length of such contract(s) will be **3 YEARS with a possible 1-year extension**. If Minnesota State and Vendor are unable to negotiate and sign a contract by **September 15th 2023** then Minnesota State reserves the right to seek an alternative Vendor(s).

**Proposal Deadline**

Submitted proposals must be received at the following address not later than **August 9th at 1:00PM**

Institution: Normandale Community College  
Name: Nissa Passmore  
Title: Facilities Management  
Mailing Address: 9700 France Ave S, Bloomington, MN 55431

**Format of Proposals and Submission**

The Vendor shall submit one printed copies of its RFP response and one copy on digital media with the RFP response in Microsoft Word format. Proposals are to be sealed in mailing envelopes or packages with the Vendor’s name and address clearly written on the outside. One copy of the proposal must be unbound and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

Proposals received after the Proposal Deadline date and time will not be considered. Fax and e-mail responses will not be considered. Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of “white out” is considered an alteration.

**Proposal Content**

Vendors must submit the following information:

1. **Cost:** Identify the level of the participation of Minnesota State in the contract, as well as any other services to be provided by Minnesota State, and details of cost allowances for this participation. Normandale Community College does not except any other salt than Clear Lane Deicer (please describe with cost how it will be stored). List equipment number age and type with hourly prices for each style.

2. **Labor:** We will require that each company identify if they are sub leasing the ice and snow removal out to others or not, with that we will want to know who owns the equipment that is being used on our campus. Listed all equipment being used.
3. **Experience:** Has the bidder had experience working with Minnesota State or Higher Education related to this RFP. Each vendor will be required to supply the college a list of contacts and references along with how long the vendor and each driver has been working with each institution in regards to this RFP.

4. **Equipment:** Since this RFP is for snow plowing, ice removal and clear-lane applications is extremely critical that the vendor awarded the contract has the facilities, equipment, staff and product to ensure the college that the work will be completed within the guidelines of this RFP. Each vendor will be required to supply a list of all equipment owned and leased by the company supplying the proposal. If owner chooses winning bidder’s equipment will be allowed to remain on College property during the snow and ice removal season which is usually November through April.

5. **Scenario Based:** Normandale Community College will include a scenario with in the proposal documents. We will evaluate the answers to that scenario. See below.

6. **Response Time:** The removal of snow and ice and the application of clear-lane enhanced deicer is critical to keeping the campus open during winter storms. Normandale Community College requires a Thirty Minute response time from initial call.

7. **Brine option:** Please describe your ability to apply brine prior to snow or ice storms, please be detailed in your response.

## Terms of Payment

Payment shall be made by Minnesota State promptly after Vendor’s presentation of invoices for services performed and acceptance of such services by an authorized representative of Minnesota State. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of Minnesota State, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Vendor shall not receive payment for work found by Minnesota State to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

## Required Documents and Forms

1. **Affidavit of Non-Collusion.** All vendors must complete the [Affidavit of Non-Collusion](#) and submit it with the response.
2. Conflicts of Interest. Vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

3. Workforce Certificate. For all businesses with 40 or more employees and a contract is estimated to be in excess of $100,000, vendors are required to complete the Minnesota Department of Human Rights Workforce Declaration Page and submit your certification with the response (including extension options).

4. Equal Pay Certification. For all businesses with 40 or more employees and a contract is estimated to be in excess of $500,000, vendors are required to complete the Minnesota Department of Human Rights Equal Pay Declaration Page or claim exemption prior to contract execution. Submit your certification with the response (including extension options).

5. Preferences for TG/ED/VO Businesses and Individuals. If applicable, eligible certified TG/ED/VO businesses will receive preference in the evaluation of its cost proposal as outlined below. Submit your certification with the response.


Selection Process

The selection process includes Patrick Buhl – Associate Vice President of Operations, Thomas McCluney – Facilities Manager, Nissa Passmore – Facilities Management Budget and Project Coordinator, Jon Hanson – State Program Administrator. This group will evaluate the proposals and make the final decision.

RFP Evaluation Factors

The following factors and their identified weight will be used by Minnesota State to evaluate the responses:

<table>
<thead>
<tr>
<th>No.</th>
<th>Evaluation Factors</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cost</td>
<td>30%</td>
</tr>
<tr>
<td>2.</td>
<td>Equipment</td>
<td>20%</td>
</tr>
<tr>
<td>3.</td>
<td>Experience</td>
<td>15%</td>
</tr>
<tr>
<td>4.</td>
<td>Scenario Answers</td>
<td>15%</td>
</tr>
<tr>
<td>5.</td>
<td>Completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of all elements of work listed above</td>
<td>10%</td>
</tr>
<tr>
<td>6.</td>
<td>Response time in scenario questions.</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
Minnesota State reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

Minnesota State does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.

A proposal may be rejected if it is determined that a Vendor’s ability to work with the existing infrastructure will be too limited or difficult to manage.

**Supplier Diversity**

In accordance with Board Policy 5.14, Minnesota State is committed to enhancing and optimizing business and contracting opportunities that promote economic growth and prosperity in the communities we serve. We are committed to developing mutually beneficial relationships with historically underutilized minority-owned, women-owned, and disability-owned business enterprises. The goal is to ensure that diverse suppliers that satisfy our procurement and contractual standards have opportunities to provide goods and services system-wide. Suppliers are encouraged to complete and submit the [Supplier Diversity Form](#) with their RFP, which will be used to confirm eligibility based on their status and/or commitment to meeting the stated diversity goal for the specific project.

**Preference to Small TG/ED/VO Businesses and Individuals**

In accordance with Minnesota Rules, part 1230.1810 and Minn. Stat. §16C.16, the basis of award is that of a certified prime TG, ED, and VO business or individual will receive a six percent (6%) preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract. The points are applied to the final cost of the evaluation of the project. Eligible, verified, small businesses currently listed in the [Directory of Certified TG/ED/VO](#) are eligible for the preference.

Vendors interested in becoming a certified should refer to the [Office of Equity in Procurement](#) with the State of Minnesota.
Scenario 1:

December Weekday. Temp Low:0 High 14.

Snow begins around Noon accumulates 2” by the evening. What equipment at which times in this event do you deploy. Estimate the time needed for each piece of equipment and total cost for this event.

Scenario 2:

January Weekend. Low: -4 High: 18
Snow begins at 6pm on Saturday and accumulates to 4” by 9am Sunday. With a second round of 1-2” expected beginning at 4pm Sunday. Storm expected to finish by 8pm Sunday. Storm total 5-6”. What equipment at which times in this event do you deploy. Estimate the time needed for each piece of equipment and total cost for this event.

Scenario 3A:

March Weekday. Low 24: High: 40
.25” of rain and freezing drizzle begins 4pm changing over to snow. Event ends 5am. Total Accumulation 8-9”. What equipment at which times in this event do you deploy. Estimate the time needed for each piece of equipment and total cost for this event.

3B. Same as above only you front end loader breaks down at 2am. How does your operations change?