

SNOW REMOVAL SERVICES

CITY OF RUNNELLS, IOWA REQUEST FOR PROPOSAL

Notice is hereby given that the City of Runnells is accepting proposals for snow removal services for the period of November 1, 2026, to May 30, 2028. Sealed proposals must be submitted to the City Clerk no later than 12:00 p.m. on Friday September 25, 2026, at the following address:

City of Runnells

PO Box 33

Runnells, IA 50237

ATTN: Snow Removal Services

Or via email to city-clerk@runnellsia.com

Subject line: Snow Removal Proposal 2026-2028

SCOPE OF SERVICES

Using your own equipment, provide snow removal, sanding, and ice removal for the Runnells city owned streets. The Contractor shall, during the term of this Proposal/Agreement, provide the following snow removal services to the following areas by; (a) Remove snow and ice and supply and operate snow removal equipment for that purpose. (b) Keep snow and ice cleared from all fire lanes or emergency exits during any major storm warnings during normal operating times. (c) Deliver and apply salt and sand during or immediately after snow and ice are removed. (d) Pile or deposit all snow and ice removed from the Exterior Areas in such areas as the city reasonably directs.

SNOW REMOVAL REQUIREMENTS

The Contractor shall provide snow removal services for the following areas in order of importance. If the Community Center is rented or will be in use before the following 7:00am time frame, a phone call will be made by the city to the Contractor informing them that the time frame will need to be adjusted. A map will be provided to Contractor for proper streets served in the boundaries of Runnells, Iowa. Not all streets in the City of Runnells are city owned streets and some may be privately or county owned. It is the duty of the Contractor to familiarize themselves with the proper streets that need to be cleared. Below is the order of importance for snow, sanding, and ice removal.

o Main streets owned by the City of Runnells, Iowa

o Streets owned by the City of Runnells, Iowa.

- **Brown St (from McKinney St south to Hancock)**

- W McKinney St
- W Hancock St
- W Park Ave
- Crestview Dr
- W Maple St
- Maple Ct
- Molly Ct
- Marshall Ct
- E Maple St
- Person St
- E Park Ave
- Garfield St
- Park Ln
- Blee St
- Dodd St
- Rhoten Ave
- Rolling Prairie Dr
- SE Vandalia Dr

PROPOSAL SUBMITTALS

Proposals and all required attachments must be submitted in a sealed envelope clearly marked with:

1. "Snow Removal Services"
2. Name and Return Address of the Vendor.

PROPOSAL DOCUMENTATION REQUIREMENTS

Vendor's Attached Proposal for Price per hour and Materials Used. ***Please note that a minimum of ½ hour call in will be used for billing purposes. ***

A list of two (2) current customers of the vendor with phone numbers

Equipment list and items to be used at this property or within the City

PROPOSAL EVALUATION AND ACCEPTANCE

All snow removal quotations will be evaluated on the basis of the vendor's references, proper equipment, service, insurance, and price.

The City reserves the right to reject any or all proposals, and accept that proposal that it deems to be in the best interest of the City.

LIABILITY INSURANCE: Contractor shall provide a copy of Insurance Carrier and provide a Certificate of Insurance once contract is accepted by the City of Runnells, Iowa.

The Contractor shall provide a Certificate of Insurance and have the "City of Runnells and its employees" named as an insured party in the amount of \$1,000,000.00 liability for bodily injury and property damage. All certificates and or policies of insurance furnished by the contractor will be filed with the City Clerk before any work is started.

PAYMENT: Invoices for work should be submitted at the end of each month. Payment will be made in a timely manner provided invoices are received at City Hall by the 1st of the preceding month.