RAPPAHANNOCK AREA COMMUNITY SEVICES BOARD (RACSB)
Invitation for Bids – Snow Removal Services

Issue Date:	October 27, 2026
IFB #:	
Title:	Snow Removal Services
Issuing Agency:	Rappahannock Area Community Services Board 600 Jackson Street Fredericksburg, VA 22401
Work Location:	On-Site

Bids will be accepted electronically via eVA (eva.virginia.gov) until noon (EST) on November 10, 2026.

Questions may be submitted in accordance with section 4.

In compliance with this Invitation for Bids (IFB) and the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name of Firm:	
Firm Address:	
Firm Representative (Print):	
Firm Representative Signature:	
Firm Representative Title:	
Date:	
Federal EIN:	
eVA Vendor #:	
DUNS #:	
Phone Number:	
Email Address:	

1. Purpose

The purpose of this Invitation for Bids is to procure snow removal services for twenty-nine (29) Rappahannock Area Community Services Board (RACSB) facilities.

2. Agency Overview

RACSB is an agency of local government, dedicated to education, recovery, treatment, and wellness of Planning District 16 residents affected by mental health and substance use disorders and developmental disabilities. RACSB is one of forty Community Services Boards in the Commonwealth of Virginia.

RACSB provides services to the residents of the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania and Stafford. Our goal is to serve the community by providing desperately needed services for people with behavioral health concerns. And when possible, we're committed to preventing behavioral health issues before they arise. We meet these goals through a variety of services, including early intervention, outpatient therapy, medication management, crisis services, residential care, peer support, support coordination, case management, day support, prevention services, and more. RACSB receives funding from Federal, State and Local sources as well as from clients and third-party insurance payors. No one is turned away due to inability to pay. Since 1970, RACSB has been the face of public behavioral healthcare and developmental disability support in the greater Fredericksburg area. For more information, visit RACSB's website at www.rappahannockareacsb.org.

3. Solicitation Background and Anticipated Schedule

3.1. RACSB is seeking to obtain bids from firms qualified to perform snow removal services in a prioritized facility order as described within the Scope of Work below at the locations listed in Attachment B.

3.2. It is the intention of RACSB to award a contract for one (1) year with four (4) one-year options to renew.

3.3. The bid schedule is listed below. Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of RACSB.

Activity	**Date**
IFB Posted on eVA	October 27, 2026
Deadline for Submission of Questions	November 3, 2026 2:00pm
Date of Response to Questions Posting	November 6, 2026 12:00pm
Deadline for Submitting Bids	November 10, 2026 12:00pm
Contract Executed	November 23, 2026
Contract Begins	December 1, 2026

4. Invitation for Bids Questions and Answers

Vendors can submit questions via email to the Purchasing Specialist at purchasing@rappahanockareacsb.org. Vendors must type 'Snow Removal IFB' (without quotes) in the subject line of the email. Emails without 'Snow Removal IFB' in the subject line may not be answered. A summary of all questions and answers will be included as an Addendum to the Invitation for Bids and posted on eVA. RACSB will accept questions until November 3, 2026 at 2:00pm.

5. Reservation of Rights

5.1 RACSB reserves the right to reject any or all bids, to waive any informality in the solicitation process, or to terminate the solicitation process at any time, if deemed by RACSB to be in its best interest.

5.2 RACSB reserves the right not to award a contract pursuant to this solicitation.

5.3 RACSB reserves the right to award separate agreements based on criteria that RACSB determines to be appropriate. RACSB reserves the right to name a secondary or backup contractor to be utilized based on criteria that RACSB determines to be appropriate.

5.4 RACSB reserves the right to terminate a contract awarded pursuant to this solicitation, at any time for its convenience or for contractor default upon ten days written notice to the successful bidder(s).

5.5 RACSB reserves the right to determine the days, hours, and locations that the successful bidder(s) shall provide the services called for in this solicitation.

5.6 RACSB reserves the right to retain all responses submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the Contracting Officer.

5.7 RACSB reserves the right to negotiate the fees submitted.

5.8 RACSB reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to:

5.8.1 Incomplete responses and/or responses offering alternate or non-requested services,

5.8.2 Failure to use RACSB provided forms, or

5.8.3 Failure of the bidder to check for addenda or corrections and adhere to any revised requirements.

5.9 RACSB shall have no obligation to compensate any bidder for any costs incurred in preparing the response to this solicitation.

5.9.1 RACSB at its sole discretion will select a venue for any legal proceedings arising from this contract.

5.9.2 This invitation for bid and any subsequent contract supersedes any other agreement with any contractor/vendor.

6. Scope of Work

6.1 CONTRACTOR'S RESPONSIBILITY: The Contractor shall provide all supervision, labor, equipment, fuel, tools, and materials necessary for the removal of snow from driveways, parking lots, walkways, and sidewalks at the facilities listed in Attachment B.

6.2 SNOW REMOVAL: Facilities vary from group home settings to outpatient clinics to administrative offices. Facilities are located throughout the five localities (Caroline, King George, Fredericksburg, Spotsylvania, Stafford). Parking lots and sidewalks/walkways range in size from approximately 2,000 square feet to 65,000 square feet. Snow is to be cleared from driveways, parking areas, walkways, and sidewalks followed by de-icer being applied to help prevent refreezing of these areas. Specific snow removal requirements and priority level for service for each facility are listed in Attachment B. RACSB will pre-treat some sidewalks and parking areas prior to forecasted snow/ice events at their discretion.

6.3 SUPPLIES AND MAINTENANCE: Contractor shall supply and maintain all necessary materials and supplies required to complete the work scope described herein, including but not limited to:

6.4.1 All equipment, mechanical or manual, deemed necessary to the work scope completion.

6.4.2 Ice melt (de-icer) for application on sidewalks following snow/ice removal to help prevent areas from refreezing.

6.4 QUALITY CONTROL: Contractor must maintain a quality control protocol in accordance with Section 7 below.

6.5 PRICING STRUCTURE: Vendors may bid on the full consolidated 29-site properties or specify sub-regional operational splits (e.g. Stafford/Fredericksburg/Spotsylvania Clusters vs. King George/Caroline Rural Clusters). Preference will be given to vendors bidding on the full 29-site property scope.

6.5.1 Pricing matrices must break down costs per property into Per-Push/Per-Event Tiered Scales (e.g., 2-4", 4–6", 6–8", 8-12", 12-18") along with clear, incremental pricing for Sidewalk Manual Labor Add-ons and Per-Pound chemical de-icing application rates.

7. Quality Control

7.1 Due to the nature of services rendered at each of the properties in providing care and support to persons with significant medical and developmental needs, standard commercial accumulation delays (such as waiting for more than 2 inches of snow to accumulate) are not acceptable. Vendor must be prepared and ready to activate their snow removal services in order of priority (as shown in attachment B) to ensure that medical transport vehicles, emergency response teams, and shifting caregivers always have unobstructed access to parking areas and walkways/sidewalks.

7.2 Excess snow should be plowed into piles away from delicate landscaping or structures and not create parking or building access obstacles.

7.3 Contractor shall exercise all care to prevent damages to existing signage, lighting fixtures, utility meters and HVAC units, drainage systems, lawn and/or landscaping edges, shrubbery and trees, agency or staff vehicles, mailboxes, building and/or property structures, driveways, sidewalks, and/or lots, or any other element part of the property under this work scope. Any damages resulting from the contractor's performance under this contract shall be subject to the conditions of the Contract Agreement.

7.4 Ice melt products to be used shall conform to the U.S. Environmental Protection Agency (EPA), state and local jurisdiction and the use shall be in accordance with the manufacturer's label instructions and all applicable Federal, state and local laws and regulations. Sidewalk/walkway areas must be treated exclusively with premium chemical de-icers like pure calcium chloride. Standard commercial rock salt should be strictly forbidden to prevent severe concrete pitting, surface scaling, and structural degradation.

7.5 Contractor shall comply and conform to U.S. Occupational Safety and Health Administration (OSHA) Standards for the products and methods being used and shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of the work.

7.6 The Contractor shall at all times observe and comply with all federal, state, and local laws, ordinances and regulations of the Commonwealth of Virginia, the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania and Stafford as related to the services described herein.

7.7 An RACSB representative will perform inspections to ensure services have been completed.

7.8 RACSB is a tax-exempt entity, copies of the state sales tax exemption information will be provided to the successful bidder. The contractor shall not include in the bid amount, any state taxes chargeable against the performance of the work or the cost of materials.

7.9 If, at any time, RACSB desires to expand, alter, or terminate a portion of the scope of work, as defined herein, the contract will be amended to reflect these changes as a cost/deduction acceptable to both parties. The Contractor shall not hold the Board responsible for termination due to no fault on the part of the RACSB.

8. Contractor Qualifications

8.1 The Contractor must have at least three years of experience providing professional snow removal services for similar building types and sizes.

8.2 Contractor must provide references for jobs similar in size and scope.

8.3 Vendor must have staff, equipment, and supplies in place to begin services on December 1st.

8.4 Vendor must carry Worker's Compensation coverage, general liability and automobile coverage as prescribed in Section 9.

8.5 Contractor must be licensed to do business in the Commonwealth of Virginia.

8.6 Contractor must be registered with eVA (eva.virgnia.gov) and cannot be listed as an excluded vendor due to debarment, enjoinment or suspension. Contractor cannot be listed as prohibited on the Vendor Prohibited List maintained by the Department of Taxation.

9. Insurance Requirements

9.1 Prior to award (but not as a part of the bid submission) the successful bidder will be required to provide RACSB with the following:

9.2 An original certificate evidencing the bidder's current worker's compensation carrier and coverage amount. RACSB will not accept state waiver of worker's compensation insurance liability;

9.3 An original certificate evidencing General Liability coverage, naming RACSB as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of RACSB as an additional insured under said policy, evidencing a minimum of $1,000,000 each occurrence, general aggregate minimum limit of $1,000,000, together with damage to premises and fire damage of $50,000 and medical expenses any one person of $5,000 with a deductible of not greater than $1,000;

9.4 An original certificate showing the bidder's vehicle insurance coverage in a combined single limit of $1,000,000. For every vehicle utilized during the term of this contract, when not owned by the entity, each vehicle must have evidence of vehicle insurance coverage with limits of no less than $50,000/$100,000 and medical pay of $5,000; each must be furnished with the bidder's response.

10. Bid Submission

10.1 Bids are due by 12:00 pm EST on November 10, 2026 and must be submitted electronically via eVA (eva.virginia.gov), Virginia's electronic procurement portal. Late or incomplete submissions will not be reviewed.

10.2 Bid Response**:**

In order to be considered for selection, contractors must submit a complete response to the Invitation for Bids. Responses must be submitted electronically via eVA (eva.virginia.gov). The following documents must be completed, signed by an authorized representative, and accompany the Bid:

A. Invitation for Bids Cover Sheet
B. Attachment A – Contractor Bid Form
C. Attachment B – Facility List
D. Attachment C – Client References

Bid Amount: Contractors must provide a total bid amount on Attachment A and a per facility price on Attachment B. Pricing matrices should be in accordance with section 6.5.1 above.

11. Bid Evaluation – Public Bid Opening

11.1 Bid Opening:

Bids are sealed in the eVA system until the deadline for submission. At the date and time submissions are due, RACSB will publicly open the bids and read aloud the bidders' names and total amount of each bid and will announce the identity of the apparent lowest bidder. Vendors are welcome to attend the bid opening but attendance is not required. The bid opening will occur at 12:00 pm EST on November 12, 2026 at 600 Jackson St, room 208, Fredericksburg VA 22401. The bids will not be made available for inspection by anyone at this time; RACSB will, at a later time, review all bids in detail.

11.2 Responsive Evaluation:

After the public opening, the bid submittals received will be evaluated in private for responsiveness (i.e. meets the minimum of the published requirements). RACSB reserves the right to reject any bid deemed as not minimally responsive.

11.3 Responsible Evaluation:

RACSB will evaluate the apparent lowest responsive bidder to ensure that he/she is responsible (i.e. a firm that is qualified, responsible and able to provide to RACSB the required services). If RACSB ascertains that such firm has the required ability, capability, experience, knowledge, licensing, insurance and

resources to provide the required services RACSB will proceed with the award. If RACSB determines that such firm is deemed to be not responsible, such firm will be notified of such via email by RACSB in a timely manner; in such case RACSB will proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

11.4 Restrictions:

Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.

12. Contract Award and Conditions

12.1 Lowest Responsive and Responsible Bidder:

Award of an Invitation for Bids is made to the responsive and responsible bidder that submits the lowest cost; in this case, the lowest calculated cost.

12.2 Contract Award Procedure:

By completing, executing and submitting the Form of Bid, the bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB.

12.3 Contract Document:

All provisions within this solicitation document are included in the terms of the contract by reference. RACSB will not execute a contract on the successful bidder's forms. Contracts will only be executed on RACSB's form, and by submitting a bid the successful bidder agrees to do so (please note that RACSB reserves the right to amend this contract form as RACSB deems necessary). However, RACSB will during the IFB process consider any contract clauses that the bidder wishes to include therein and submits in writing a request for RACSB to do so. The RACSB will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by RACSB's response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.

12.4 Assignment of Personnel:

RACSB shall reserve the right to demand and receive a change in personnel assigned to the work if RACSB believes that such change is in its best interest and in the completion of the assigned work.

12.5 Unauthorized Sub-Contracting:

The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this solicitation document (including, but not limited to selling or transferring the contract) without the prior written consent of

RACSB. Any purported assignment of interest or delegation of duty, without the prior written consent of RACSB shall be void and may result in the cancellation of the contract with RACSB, or may result in the full or partial forfeiture of funds paid to the successful bidder as a result of the proposed contract; either as determined by RACSB.

12.6 Insurance Requirements:

Licensing and insurance requirements will be examined and approved by the RACSB Contracting Officer.

12.7 All work performed pursuant to this solicitation must conform and comply with all applicable federal, state, and local laws, statutes, and regulations.

13. Contract Period

13.1 RACSB anticipates that it will initially award a contract for the services for the period of December 1, 2026 through November 30, 2027, one (1) year.

13.2 RACSB reserves the right to renew this contract for maximum four (4) one year renewal period. In the event an option is exercised, the Contract amount for the renewal option will be based on the base bid amount for year one with an inflation rate based on the Consumer Price Index.

14. Contract Payment

14.1 Following the performance of work, the contractor will submit an invoice to the Rappahannock Area Community Services Board, Accounts Payable Department, 600 Jackson Street, Fredericksburg, Virginia 22401.

14.2 Each invoice must detail the service and location at which work was performed.

14.3 RACSB will pay the properly completed and authorized invoice within thirty (30) days of receipt.

16. Attachments

Attachment A – Bid Response
Attachment B – Facility List and details
Attachment C – Client References