



**Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937**

**Competitive Bid  
Request for Proposal  
This is Not an Order**

**Snow Removal Services**

<b>Date:</b>	<b>September 9, 2025</b>
<b>Site Walk-thru:</b>	<b>Mandatory by appointment</b>
<b>Proposal Due On:</b>	<b>October 7, 2025</b>
<b>Return Proposal To:</b>	<b>Brianne Pushor, Dean of Facilities &amp; Operations Kennebec Valley Community College 92 Western Avenue Fairfield, Maine 04937</b>
<b>Telephone:</b>	<b>(207)-431-2463</b>
<b>Email:</b>	<b><a href="mailto:bpushor@mainecc.edu">bpushor@mainecc.edu</a></b>

# Competitive Bid Request for Proposal

## Snow Removal Services

### Table of Contents

1.0 Introduction.....	2
2.0 Background .....	2
3.0 Schedule / Modifications .....	2
4.0 Examination of Specifications and Schedule.....	2
5.0 Submission of Bids .....	3
6.0 Scope of Services .....	3
7.0 Contractor’s Insurance .....	5
8.0 Interpretation of Contract Documents.....	5
9.0 Bid Review and Evaluation .....	6
10.0 Preparation of Bids.....	6
11.0 Withdrawal of Bids.....	6
12.0 Taxation and Compliance .....	6
13.0 Prohibited Terms and Conditions .....	7



## Competitive Bid Request for Proposal Snow Removal Services

### 1.0 Introduction

*Kennebec Valley Community College (KVCC) is soliciting proposals for snow removal services for its Fairfield and Harold Alfond campuses in Fairfield and Hinckley, Maine.*

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 8.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

### 2.0 Background

Kennebec Valley Community College is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine is reached by taking Exit 132 off Interstate 95. The 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

### 3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	September 9, 2025	
Site Walkthrough	Mandatory By Appointment	Mandatory By Appointment
Proposals Due On	October 7, 2025	3:00 P.M. ET
Award Decision & Notification	October 13, 2025	

### 4.0 Examination of Specifications and Schedule

Each bidder or authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. Failure to do so will be at the bidder's own risk, and the bidder cannot

secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

## 5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than October 7, 2025 by 3:00 P.M. (ET).**

All proposals are to be marked “Snow Removal Services” and mailed to:

Brianne Pushor  
Dean of Facilities and Operations  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937

Proposals may also be e-mailed to: [bpushor@maineccc.edu](mailto:bpushor@maineccc.edu), with the subject line “Snow Removal Services”

## 6.0 Scope of Services

The Scope of Services set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

The contractor must be currently in the business of providing snow removal services and able to provide appropriate equipment for snow removal for the duration of the contract.

The contractor is responsible for clearing snow from all designated roads, parking lots and entrances, providing labor for clearing snow, and treating roads and parking lots with salt and sand. KVCC will be responsible for the clearing of snow from walkways and the treatment of walkways. KVCC does have minimal capacity to sand isolated slippery areas on roads and parking lots.

### 6.1 Scope

1. All primary parking lots and roadways shall be cleared of snow, slush, and ice in a timely manner by the start of day of 6:00 a.m. or earlier. Secondary areas must be cleared within twelve (12) hours after the storm. Doorways are to be cleared no later than 7:00 a.m. or one (1) hour before the scheduled start of classes. For smaller storms, KVCC may opt to not use shovelers.
2. Application of salt/sand must be completed by 7:00 a.m. unless actively plowing an ongoing storm. The decision to delay treatment must be approved by KVCC’s Daily Facilities Operations Supervisor or Dean of Facilities and Operations.
3. A map will be provided to the contractor with details of primary and secondary areas to be plowed, areas to pile snow, areas not to pile snow, and various other details.
4. All predetermined areas must remain clear throughout the entire season, unless directed otherwise by KVCC’s Daily Facilities Operations Supervisor or Dean of Facilities and Operations.

5. Circumstances during the day and night may dictate that the parking lots and roadways be cleared periodically throughout the day.
6. At the direction of KVCC's Daily Facilities Operations Supervisor or Dean of Facilities and Operations, snow piles will be removed to a designated area on campus.
7. Salt is to be used primarily, unless directed otherwise by KVCC. Salt/sand should only be applied if necessary.
8. When classes are delayed the contractor will be notified of such delays by the Daily Facilities Operations Supervisor regarding the time of opening. The contractor will be responsible for clearing the parking lots and drives at least one (1) hour prior to the beginning of classes to allow staff and faculty access to the campus before classes begin.
9. When classes are cancelled due to inclement weather, the contractor will be notified in advance by the Daily Facilities Operations Supervisor by either phone or text messaging no later than 5:30 a.m. that day. KVCC may opt to not remove snow from areas, based on need and weather forecasts.
10. When classes are cancelled for the entire day due to a storm, the contractor will maintain a clear path to the main entrances of buildings for emergency vehicles to enter in case of fire or other emergencies. This also applies to weekends and holidays. KVCC reserves the right to opt not to maintain the road and parking lots during a closure.
11. The contractor shall adequately take measures to protect the property of KVCC, adjacent properties, and the public. The contractor shall be responsible for any damage or injuries caused by negligence of the contractor or its employees. It is understood that some lawn damage is unavoidable. KVCC reserves the right to determine if damage exceeds what is acceptable.
12. Any damage to property at any of KVCC's facilities shall be the responsibility of the contractor to fix, repair, or replace to back to its original quality using the same materials at no expense to the college. Damage to property shall be immediately reported to KVCC's Daily Facilities Operations Supervisor or Dean of Facilities and Operations.
13. The contractor will provide all necessary equipment for plowing and sanding to perform snow removal in a timely manner. See proposed equipment list: **Equipment 6.2**.
14. Equipment shall always be in good working condition to avoid unnecessary breakdowns and shall have backup equipment available if needed. Any equipment found leaking fluids is to be immediately repaired or removed from the campus. The contractor is responsible for cleanup of all fluid leaks and spills caused by either their equipment or workers.
15. The contractor and contractor's equipment must be able to manage large snowstorms of heavy deep snow and other inclement weather conditions that may range anywhere from ice to rain.
16. KVCC shall be notified before the commencement and after completion of any work. Notification may be made using telephone, email, or text messaging.
17. The KVCC Fairfield and Harold Alfond Campuses are smoking and tobacco-free campuses. The smoking and tobacco use policy prohibits all smoking and use of all tobacco products. A copy of the KVCC smoking and tobacco use policy will be accessible to the contractor upon request.

## 6.2 Equipment

1. Articulating loader with minimum three (3) yard capacity and pusher blade (To always remain on site) KVCC will supply a dedicated parking space on each campus that has reasonable access to a 120-volt receptacle.
2. Additional equipment, as listed by the contractor. Equipment listed must be equipment that is available and expected to be used as needed.
3. Proposed additional equipment by contractor

Equipment types are negotiable provided the equipment to be used is mutually agreed up by the contractor and Daily Facilities Operations Supervisor

## 6.3 Payment to Contractor

Invoices may be submitted weekly, biweekly, or monthly as established by the contractor and KVCC. The agreed upon billing period shall remain in effect for the duration of the contract. All invoices shall be submitted for services rendered to the Facilities Maintenance Engineer. Each invoice shall include in detail: dates and hours worked, hours and rates for equipment used, and any materials with quantities used such as salt and sand. KVCC shall not be charged for rest breaks of employees or down time of equipment such as time working on equipment, breakdowns, or time freeing equipment.

Invoiced equipment hours will be for when the equipment arrives on campus and is in operation.

A weekly summary of service rendered for equipment, labor, and materials shall be submitted regardless of the invoicing frequency.

## 6.4 Prices

1. Hourly equipment rates per piece of equipment
2. Hourly for manual labor provided
3. Cost for sand per ton and including application
4. Cost for salt per ton and including application
5. Minimum amounts for hours and materials may be specified.
6. Cost for spring road repair.
  - a. Grading of all gravel roads on the Alford Campus.
  - b. Cost/yard for surface gravel.

Prices must remain set for the entire snow-plowing season.

## 7.0 Contractor's Insurance

The Contractor shall maintain throughout the term of the agreement general liability insurance to insure against all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. Such insurance shall provide coverage in an amount not less than \$1,000,000 per occurrence and shall list KVCC as an added insured Contractor shall also maintain worker's compensation insurance in amounts required by state law.

## 8.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days

KENNEBEC VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION AND EMPLOYER FOR MORE INFORMATION, PLEASE CONTACT (207) 453-5019

before the proposal due date and submitted to:

Brianne Pushor, Dean of Facilities and Operations  
Snow Removal Services  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937

or via email at [bpushor@maineccc.edu](mailto:bpushor@maineccc.edu)

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

## **9.0 Bid Review and Evaluation**

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

### **1. Evaluation Method**

- a. Technical ability to meet the outlined specifications
- b. Specification match and variations
- c. Added value features of proposal
- d. Cost of base proposal
- e. Rates for additional labor and equipment
- f. Price of additional services

## **10.0 Preparation of Bids**

KVCC seeks the proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal shall include:

- The contractor's name(s)
- Contact information (Address, phone, Fax, Email)
- Company quote with detailed specifications and pricing
- Company specific terms and conditions

## **11.0 Withdrawal of Bids**

All proposals must be valid for at least thirty (30) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension.

KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facility and training programs.

## **12.0 Taxation and Compliance**

Maine Community College System d/b/a Kennebec Valley Community College is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

### **13.0 Prohibited Terms and Conditions**

#### **NOTICE TO VENDORS AND BIDDERS: STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively “MCCS”). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys’ fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine’s Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS’ recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor’s terms prevailing over MCCS’ standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

**BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and



4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to “trade secret” exemption from disclosure under Maine’s Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine’s Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.