

# **REQUEST FOR PROPOSALS (RFP):**



## **Snow Removal Services Kingsbury General Improvement District**

**Date Issued:**

**July 26, 2025**

## REQUEST FOR PROPOSALS

### A. INTRODUCTION

Kingsbury General Improvement District (KGID) is soliciting proposals from qualified contractors to provide professional snow removal services on approximately 22 miles of KGID-maintained streets within its jurisdiction. Kingsbury Grade (SR 207) is maintained by the Nevada Department of Transportation and is excluded from this RFP.

The selected vendor must enter into KGID's Professional Services Agreement.

This RFP is issued pursuant to **NRS Chapter 332.**, and the resulting contract will be awarded to the **lowest responsive and responsible proposer** in accordance with **NRS 332.043 and 332.065(2).**

---

### B. BACKGROUND

As a team, our employees and Board of Trustees provide water and sewer service, maintain roads and drainage systems for the benefit of our customers using modern business systems in an efficient, courteous, and accountable manner which surpass standards set for public health, safety, and the environment.

---

### C. SCOPE OF SERVICES

The Contractor shall:

- Perform all work and furnish all labor and equipment required to perform snow removal.
- Perform snow plowing, blowing, sanding, de-icing, and/or anti-icing on designated streets.
- Plow operations are deficient and unacceptable if they result in fire hydrants being inaccessible by first responders. Plowing operations are to be conducted and concluded in a fashion that assures ready hydrant access. Operators shall not cover hydrants with plowing debris; and the contractor shall cause the removal of any such debris from around hydrants such that they are accessible by first responders, at no additional cost to KGID., and prior to the end of that operator's shift.

- This includes snow bladed or piled due to plowing, blowing, or other equipment activity performed by the Contractor. Contractor is responsible at Contractor's sole expense to remove any such obstruction within 24 hours of said obstruction occurring.
- Contractor is **not responsible** for removing snow from around hydrants that accumulated **naturally during a snowstorm**, provided the Contractor's operations did not contribute to the obstruction. **All required hydrant snow removal shall be completed within 24 hours of notification, as determined by KGID staff.**
- Widen streets narrowed by snow buildup within 24 hours.
- Contractor shall respond to **KGID dispatch regarding resident or District complaints** related to snow removal operations within **four (4) hours** of notification. The **District shall determine whether a complaint is reasonable** and warrants contractor action. Once deemed reasonable, the Contractor shall **resolve the issue within twelve (12) hours**, unless otherwise approved or extended by KGID staff due to extenuating circumstances.

KGID will provide:

- Maps identifying snow removal routes, primary sanding routes and secondary sanding routes.
- Road markers and snow stakes at its expense; contractor will assist in determining placement.

#### **Timeliness Standard:**

- Snow removal must commence within **1 hour** of snowfall reaching three inches.

#### **Reporting:**

- Contractor must submit daily logs of service activity, route coverage, and material use on a weekly basis.

---

## **D. INSURANCE REQUIREMENTS**

Contractor must maintain the following minimum coverage:

- Commercial General Liability: \$2,000,000 per occurrence.
- Automobile Liability: \$1,000,000 per occurrence.
- Workers' Compensation: As required by Nevada law.

- Proof of insurance must be submitted before contract execution.

(These standards reflect common public-sector and municipal contracting norms for snow removal and similar public works services)

---

## **E. SUBMISSION REQUIREMENTS**

Provide:

- Two printed and one digital copy of your proposal. Digital submissions may be emailed to [judy@kgid.org](mailto:judy@kgid.org)
- Use 8.5" x 11" format, 1" margins, 12-point font.

Organize proposals as follows:

### **Section 1: Company Introduction**

- Cover page with name and contact information.
- Company background and philosophy.
- Key competitive advantages.
- Summary of comparable service contracts with name and telephone number of each contact person.

### **Section 2: Fee Proposal**

- Hourly rates by role/position.
- Indicate if rates reflect a discount from commercial rate and if so the value of the discount.
- Describe rate comparability with other public contracts.
- Acknowledge rates are valid throughout contract duration and extensions.

### **Section 3: Contract Review and Revisions**

Vendors will be required to sign KGID Professional Services Contract and agree to all mandatory terms and conditions. A copy of the KGID Professional Services Contract is available upon request by contacting [judy@kgid.org](mailto:judy@kgid.org)

- If vendor takes exception to any provision(s) in the standard contract, the vendor must note which provision(s) it takes exception to by identifying said provision(s) and proposing alternate language.
- Exceptions raised by vendor may, at KGID's discretion, be grounds for rejection of proposal.

- Vendors that fail to note their exceptions(s) to the contract in their proposal will be deemed to have accepted KGID's Professional Services Contract, "as is."

#### **Section 4: Equipment Inventory and Commitment**

Proposers shall provide a comprehensive list of all snow removal equipment they currently own and intend to dedicate to KGID operations if awarded the contract. The list should include:

- Vehicle/equipment type, model, and year
- Plowing/blowing/sanding capacity
- Status (owned, leased, or to be acquired)
- Availability (e.g., dedicated, on-call, or shared use)

If the proposer plans to lease or purchase additional equipment specifically for this contract, this intent must be clearly stated along with the anticipated acquisition timeline.

KGID reserves the right to verify availability and inspect proposed equipment prior to contract award.

---

#### **F. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- **Relevant Experience** – Demonstrated history providing similar services for public agencies or comparable environments.
- **Responsiveness to RFP Requirements** – Completeness, clarity, and organization of the proposal.
- **Personnel Qualifications** – Competence and certifications of key staff.
- **Fleet & Equipment** – Type, number, and readiness of vehicles/equipment.
- **Performance Record** – Documented reliability, past contract compliance, and references.
- **Availability & Responsiveness** – Ability to meet required response times and communication standards.
- **Liability Coverage & Risk Management** – Insurance documentation and history of claims or litigation.
- **Cost Proposal** – Comprehensive pricing including:

- Hourly standby rate
- Hourly plowing rate
- Hourly hauling rate
- Equipment and operator cost

---

## **G. QUESTIONS**

Submit questions to **[judy@kgid.org](mailto:judy@kgid.org)** using subject line "Snow Removal RFP Question - [Topic]" by August 11, 2025. Queries will be answered no later than August 15, 2025.

---

## **H. SUBMITTAL DEADLINE**

**Due: August 20, 2025 by 4:00 p.m.**

**Submissions not received by that date and time will be deemed untimely and rejected**

**Mail or Courier delivery to:**

**Email of electronic submissions to:**

Kingsbury General Improvement District  
Attn: Judy Brewer  
P.O. Box 2220  
Stateline, NV 89449

[judy@kgid.org](mailto:judy@kgid.org)

**Submissions may also be hand delivered to:**

Kingsbury General Improvement District  
160 Pine Ridge Drive  
Stateline, NV 89449

---

## **I. Award Basis**

KGID will award the contract to the **lowest responsive and responsible proposer**, as defined in **NRS 332.065**. The District reserves the right to:

- Reject any or all proposals,
- Waive minor irregularities,
- Negotiate with top-ranked firms, and

- Cancel or reissue the RFP if necessary.

## **J. CONTRACTUAL TERMS**

### **1. Length of Contract**

Three-year term with option to renew.

### **2. Acknowledgment of Terms**

Submission of a proposal in response to this Request for Proposals (RFP) constitutes acknowledgment and acceptance of all terms, conditions, and requirements set forth herein.

### **3. Right to Revise the RFP**

KGID reserves the right to revise, amend, or clarify any portion of this RFP prior to the final deadline for submission. Any such revisions will be issued in writing to all known recipients.

### **4. Right to Extend Submission Deadline**

KGID may, at its sole discretion, extend the proposal submission deadline. In such an event, all proposers shall be afforded an opportunity to revise their submissions accordingly.

### **5. Late Submissions**

Proposals received after the designated deadline will not be considered. KGID retains sole discretion in determining the timeliness of submissions.

### **6. Waiver of Informalities**

KGID reserves the right to waive any minor informalities or irregularities in the proposal process when such waiver is in the best interest of the District.

### **7. Withdrawal and Rejection Rights**

KGID may withdraw this RFP at any time without prior notice and reserves the right to reject any or all proposals received, in whole or in part.

### **8. Request for New Proposals**

KGID reserves the right to request new or revised proposals from any or all proposers, including but not limited to clarification or supplementation of previously submitted proposals.

### **9. No Guarantee of Award**

KGID makes no representation, warranty, or guarantee that any contract will be awarded as a result of this RFP.

**10. Verification of Information**

KGID reserves the right to verify any information submitted in a proposal and to request additional information or documentation, as necessary.

**11. Costs of Proposal Preparation**

All costs incurred in preparing and submitting a proposal in response to this RFP shall be borne solely by the proposer. KGID shall not be liable for any costs or expenses incurred before execution of a contract, including but not limited to costs related to proposal development, presentations, or negotiations.

**12. Proposal Validity Period**

Proposals submitted shall remain valid and binding for a period of one hundred twenty (120) calendar days from the date of receipt by KGID.

**13. Incorporation into Contract**

This RFP and any response or part thereof may be incorporated by reference into any resulting contract, including any amendments or clarifications thereto.

**14. Right to Negotiate Terms**

KGID reserves the right to negotiate the terms and conditions of the final contract. Such terms may include additional provisions or differ from those contained in this RFP.

---

**Thank you for your interest in serving the Kingsbury community.**

Derek Dornbrook, General Manager