



**RurAL CAP**  
Rural Alaska Community Action Program, Inc.

731 E. 8<sup>th</sup> Avenue  
Anchorage, AK 99501  
907.279.2511  
[www.ruralcap.org](http://www.ruralcap.org)

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## REQUEST FOR PROPOSAL (RFP)

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RurAL CAP Anchorage Locations Snow Removal

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**Prepared By: Darrel Behymer, CPP**  
**Date: 08/28/2024**

RurAL CAP Anchorage Locations Snow Removal RFP

REQUEST FOR PROPOSAL

**SUBMISSION DEADLINE: September 17, 2024 at 4PM**

**QUESTION SUBMISSION DEADLINE: September 10, 2024 at 4PM**

**Sight Visit by request, please contact Chris Griffith to set up a time to meet.**

**BID LOCATIONS: 15 Locations Please See Page 5**

Questions may be submitted in written form no later than to:

**RFP Contact Name:** Chris Griffith

**Telephone Number:** (907) 469-3195

**Email Address:** [cgriffith@ruralcap.org](mailto:cgriffith@ruralcap.org)

**INTRODUCTION**

Rural Alaska Community Action Program, Inc. (RurAL CAP) Facilities Project Manager is requesting proposals from qualified licensed to do business in Alaska. Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in the preparation of any subsequent contract. Bids must be received via email to [dbehymmer@ruralcap.org](mailto:dbehymmer@ruralcap.org) by 4:00 PM **September 17, 2024**. All bids must include the reference on email subject, "RurAL CAP Anchorage Locations Snow Removal RFP," and addressed to: Darrel Behymer, CPP. Bids received after the deadline specified above will not be accepted. All questions regarding this bid request must be emailed prior to **September 10, 2024** at 4 pm (Alaska Standard Time). Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. To register your email, email Darrel Behymer, CPP.

One (1) copy of your proposal is required for submission to RurAL CAP. Proposals are encouraged from Minority and Female owned business.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

## INDEX

### SECTIONS

1. General Information
2. Rules Governing Competition
3. Scope of Work
4. Proposal and Submission Requirements
5. Evaluation and Selection Process

Appendix A: Schedule A Insurance and Indemnification

### SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is seeking bids from qualified contractors for snow removal services at various Supportive Housing, Child Development Center and Central Office locations in Anchorage, Alaska. The services include plowing, shoveling, and sanding or alternative treatments of all driving and walking surfaces to ensure safety and accessibility. This is for a year to year contract up to 3 years based on good customer services and fair prices.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 3.

#### Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

### SECTION 2: RULES GOVERNING COMPETITION

#### 2.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

#### 2.2 Confidentiality Information

The content of all bids will be kept confidential. A letter will be released to each vendor who submitted their bid if its been accepted or not after the review committee has completed.

#### 2.3 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the scope of work.

#### 2.4 Signature Requirements All bids must be signed.

2.5 Bid Submission

Bids shall be emailed to [dbehymmer@ruralcap.org](mailto:dbehymmer@ruralcap.org)

2.6 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

2.7 Disposition of Bids

All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become public record after the award of the Contract or Contracts.

2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified bid prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

2.9 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

2.10 Late Submissions

Bids received after the RFP deadline will not be considered and will be returned.

2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

2.12 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

2.13 License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Alaska Business License, Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state or local licenses. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

## SECTION 3.0: SCOPE OF WORK

### Snow Plowing:

- Plowing must commence at a snowfall accumulation of 2 inches.
- All driving surfaces, including parking lots and alleyways, must be cleared by 7:00 AM daily.
- Snow must be piled in designated areas as indicated on site maps provided by RurAL CAP. Relocation of improperly piled snow will be at the contractor's expense.

### Snow Shoveling:

- All sidewalks must be shoveled to expose concrete/asphalt surfaces with each snowfall.
- Sidewalks leading to building entrances and connecting to parking areas must be cleared.

### Sanding:

- Traction aggregate (sand or gravel) must be applied to all driving and walking surfaces per industry standards.
- Sanding or alternative treatments (gravel or ice melt) must ensure adequate traction to prevent slips and falls.
- The removal of sand/gravel at the end of the snow season must be completed within 15 days of snow melt from sidewalks and parking lots.

### Snow Removal from Rooves:

- Snow removal from rooves will be conducted on an as-needed basis.
- Contractor must provide a cost breakdown for snow removal per roof.
- This cost breakdown should be on a per instance basis.

### Additional Requirements:

- All sites must be cleared of snow and sanded, graveled, or treated with ice melt by 7:00 AM daily.
- Snow removal and treatment can be conducted at night if necessary.
- The removal of sand/gravel at the end of the snow season must be completed within 15 days of snow melt from sidewalks and parking lots.

### Site Inspections

- The contractor must conduct regular site inspections to ensure compliance with the scope of work
- Any areas described here not plowed/shoveled on sites will be considered incomplete jobs and a violation of the contract.

## RurAL CAP Anchorage Locations Snow Removal RFP

The winning bidder will receive site maps of where snow piles are to be maintained. Snow piled in the wrong locations will be moved at the contractor's expense. Plowing can be done at night on all sites if necessary.

LOCATION List	SERVICES
525 North Bragaw & 535 North Bragaw St., Anchorage, AK 99508	<ul style="list-style-type: none"> <li>• Plow parking lots (Bragaw side and back alley side).</li> <li>• Shovel sidewalk path from front door to both parking areas.</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>
324 North Park Anchorage Ak 99508	<ul style="list-style-type: none"> <li>• Plow front and alley side parking lots.</li> <li>• Shovel sidewalk to front door from both parking lots.</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>
702 North Park Anchorage, AK 99508	<ul style="list-style-type: none"> <li>• Plow all parking areas on all three sides of the building</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>
3201, 3209 & 3145 Tarwater Ave., Anchorage, AK 99508	<ul style="list-style-type: none"> <li>• Plow front parking area.</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>
1255 E 11th Ave Anchorage, AK 99501	<ul style="list-style-type: none"> <li>• Plow all parking areas.</li> <li>• Shovel all sidewalks at the back of the building and leading up from the street.</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>
3726 Peterkin Anchorage, AK 99508	<ul style="list-style-type: none"> <li>• Plow parking lot and all sidewalks leading to the building.</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>
1905 E 4 <sup>th</sup> Ave Anchorage, Ak 99501	<ul style="list-style-type: none"> <li>• Plow parking lot and fenced lane area alongside the building.</li> <li>• Shovel all sidewalk areas around the site.</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>
207 Muldoon Anchorage, Ak 99504	<ul style="list-style-type: none"> <li>• Plow parking lot and all sidewalks leading to the building.</li> </ul>

## RurAL CAP Anchorage Locations Snow Removal RFP

	<ul style="list-style-type: none"> <li>• Shovel sidewalks on all sides of the building.</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>
400 North Lane Anchorage, Ak 99508	<ul style="list-style-type: none"> <li>• Plow parking lot on the alley side of the building.</li> <li>• Shovel snow leading to the building at the front and rear.</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>
325 E 3rd Ave Anchorage, AK 99501	<ul style="list-style-type: none"> <li>• Plow main parking lot and small parking lot to the south.</li> <li>• Shovel all sidewalks leading to the building.</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>
100 Davis Anchorage, AK 99508	<ul style="list-style-type: none"> <li>• Plow parking spaces at the front and rear.</li> <li>• Shovel sidewalks leading to the building on all three sides.</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>
731 E 8th Ave Anchorage, AK 99501	<ul style="list-style-type: none"> <li>• Plow parking spaces at the front and rear (Upper and Lower Lots)</li> <li>• Plow fenced parking area adjacent to lower lot on south side of East 8th Ave</li> <li>• Shovel sidewalks leading to the building on all sides.</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>
545 E 5th Ave Anchorage, AK 99501	<ul style="list-style-type: none"> <li>• Plow parking spaces at the front and rear.</li> <li>• Shovel sidewalks leading to the building on all sides.</li> <li>• Sand, gravel, or apply ice melt to sidewalks and parking lot.</li> </ul>

### SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall be submitted as a PDF file.

#### 4.1 Title Page

Show the bid name (RFP), bidders name, company name if applicable, address, telephone number and date.

#### 4.2 Proposed Fee Schedule/Costs/Budget Limits

Bids must be submitted services described under this scope of work. The email must clearly state the RFP name and company name.

#### 4.3 Provide a copy of your Certificate of Insurance and Business License.

### SECTION 5.0: EVALUATION & SELECTION PROCESS

#### 5.1 Criteria

The criteria that will be considered during evaluations, and the associated point values, are as follows:

Costs and Fees	75 points
Meeting the requirements of the RFP*	20 points
Minority and Women Owned Business	5 points
Total:	100 Points
*By providing all requested documents	

#### 5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.

#### 5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.



## **Appendix A**

### **Schedule A INSURANCE & INDEMNIFICATION**

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with CONTRACTOR's insurance on any basis.

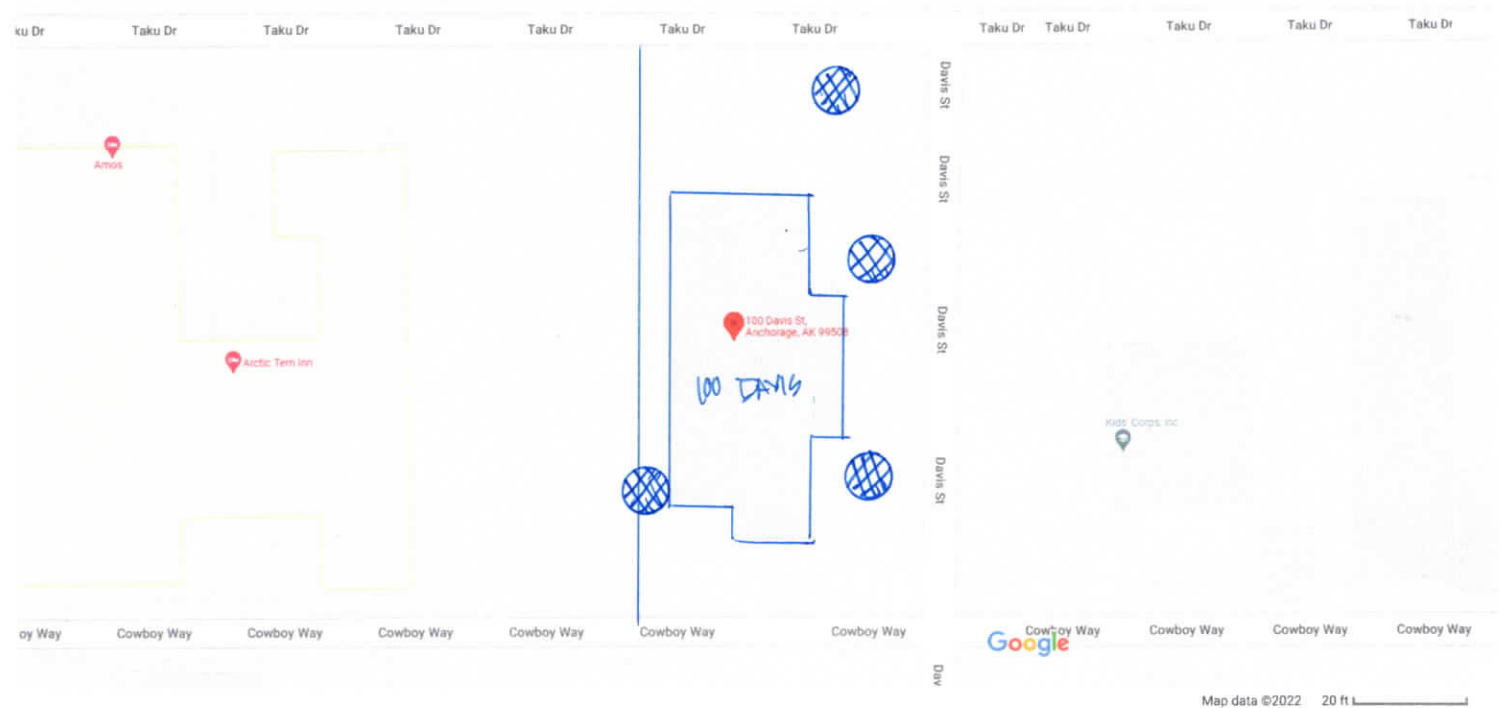
Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

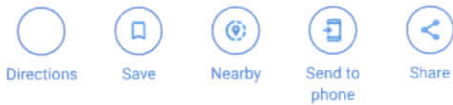
Insurance Type and Limit Requirements:

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage

### 100 Davis St



### 100 Davis St Building

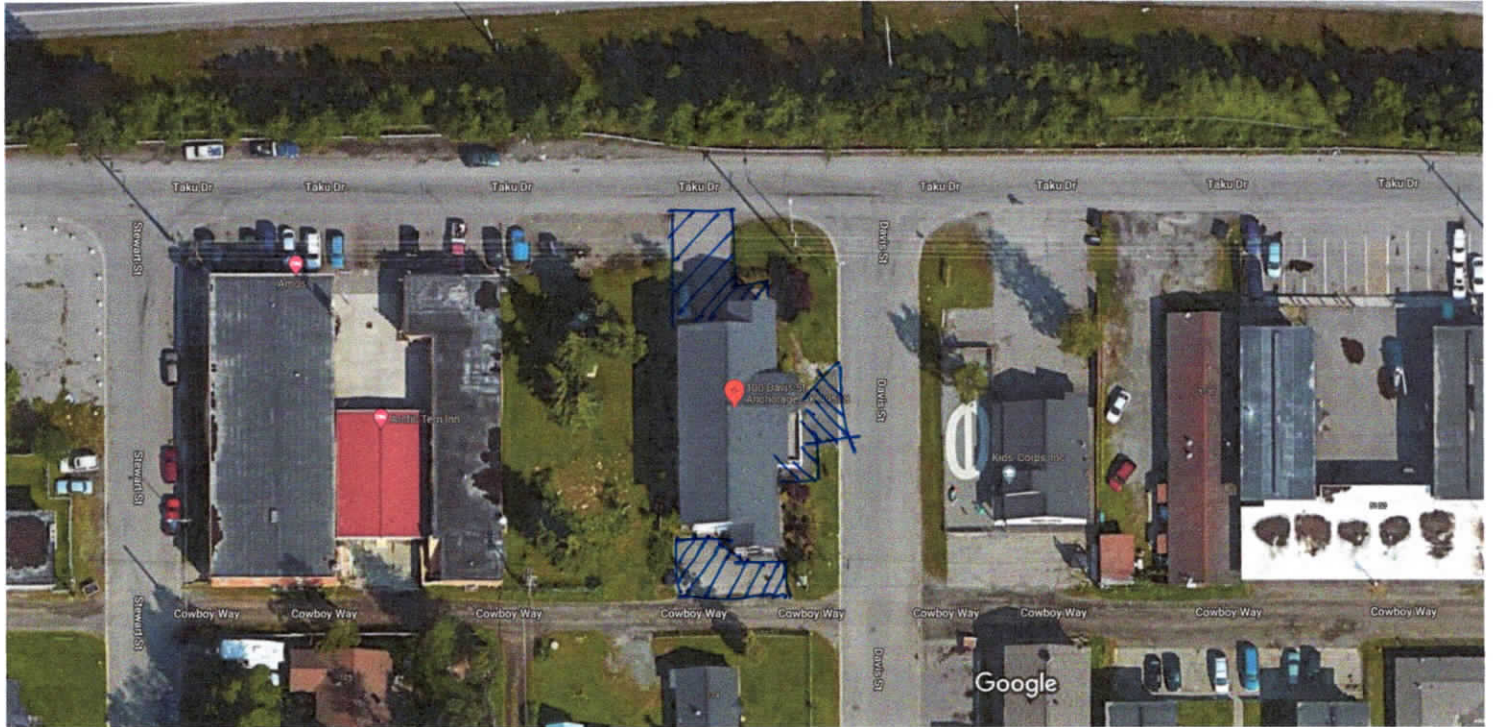


100 Davis St, Anchorage, AK 99508

### Photos

→ AREAS snow can be stored/Picked

Google Maps 100 Davis St



Imagery ©2022 CNES / Airbus, Maxar Technologies, U.S. Geological Survey, Map data ©2022 20 ft



⊗ → Sewer Removed/dumped in this area

100 Davis St

Building



Directions



Save



Nearby

Send to  
phone

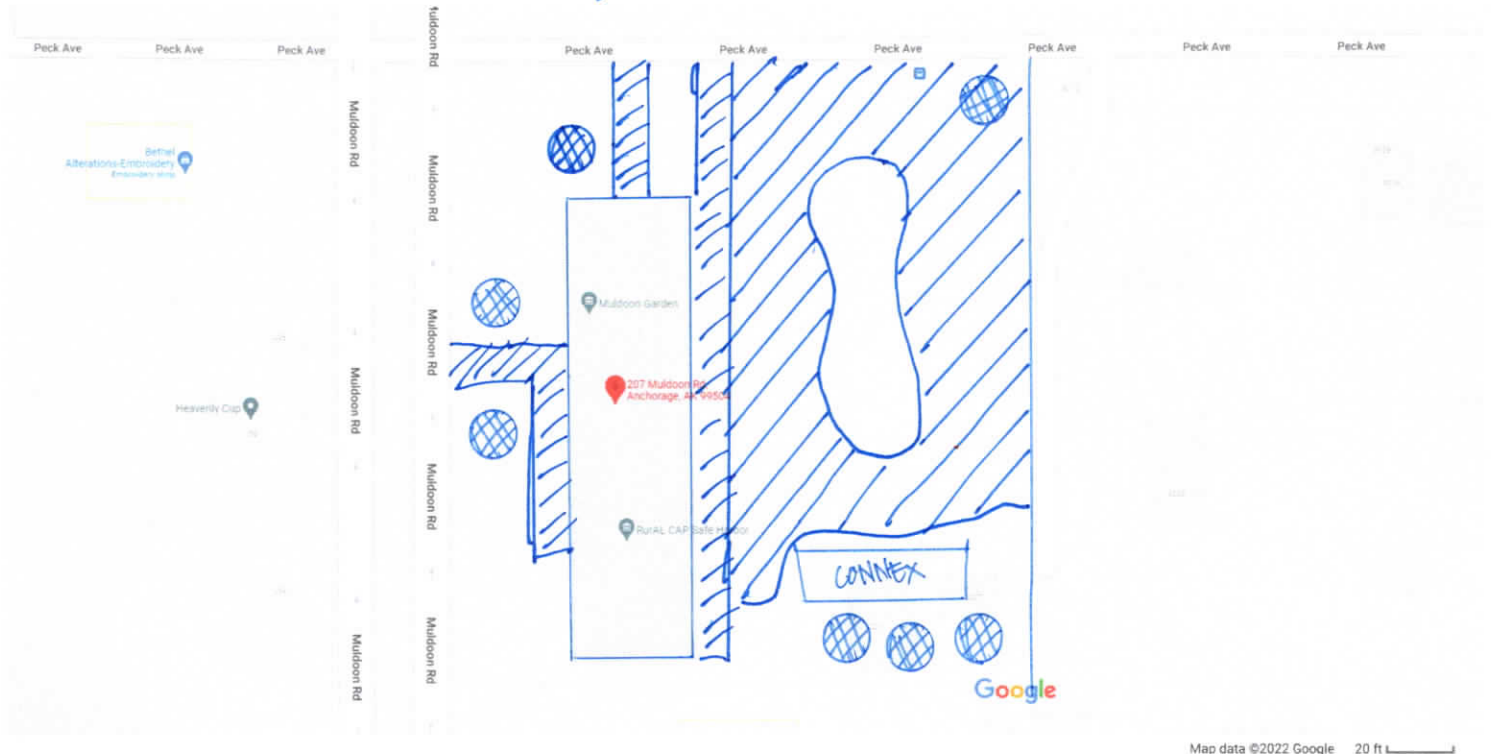
Share



100 Davis St, Anchorage, AK 99508

Photos

Google Maps 207 Muldoon Rd

~~WATER~~ PHOTO IS NOT UP TO DATE!  
SATELLITE

207 Muldoon Rd

Building



Directions



Save



Nearby

Send to  
phone

Share



207 Muldoon Rd, Anchorage, AK 99504

Photos

At this place

RurAL CAP Safe Harbor

3.6 (22)

Low income housing program · Floor 2



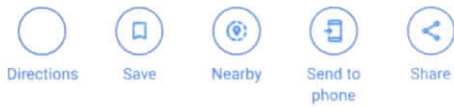


Google Maps 324 N Park St



324 N Park St

Building

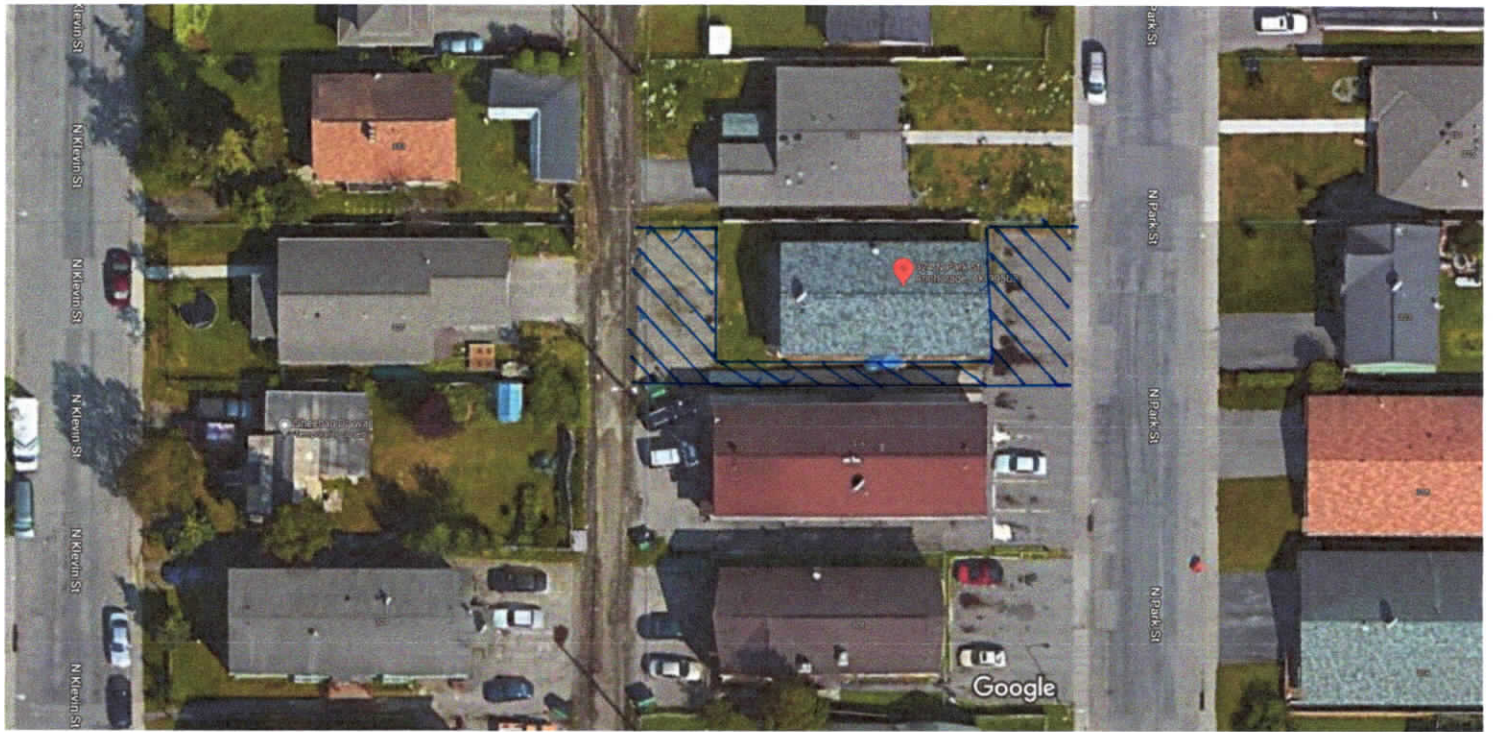


324 N Park St, Anchorage, AK 99508

Photos

→ AREA FOR STORING SNOW WHILE PLowing & SHOVELING.  
SIDEWALKS CAN HAVE SNOW ALONG THE EDGES

Google Maps 324 N Park St



Imagery ©2022 Maxar Technologies, Map data ©2022 20 ft



AREA MARKED FOR PLOWING & SHOVELING

PLEASE NOTE: EACH PARKING LOT HAS LOTS OF CARS ABANDONED - WE TOW THEM & WERE ARE PARKED - WE ARE TRYING TO RESOLVE THIS ISSUE.

324 N Park St

Building



Directions



Save



Nearby

Send to  
phone

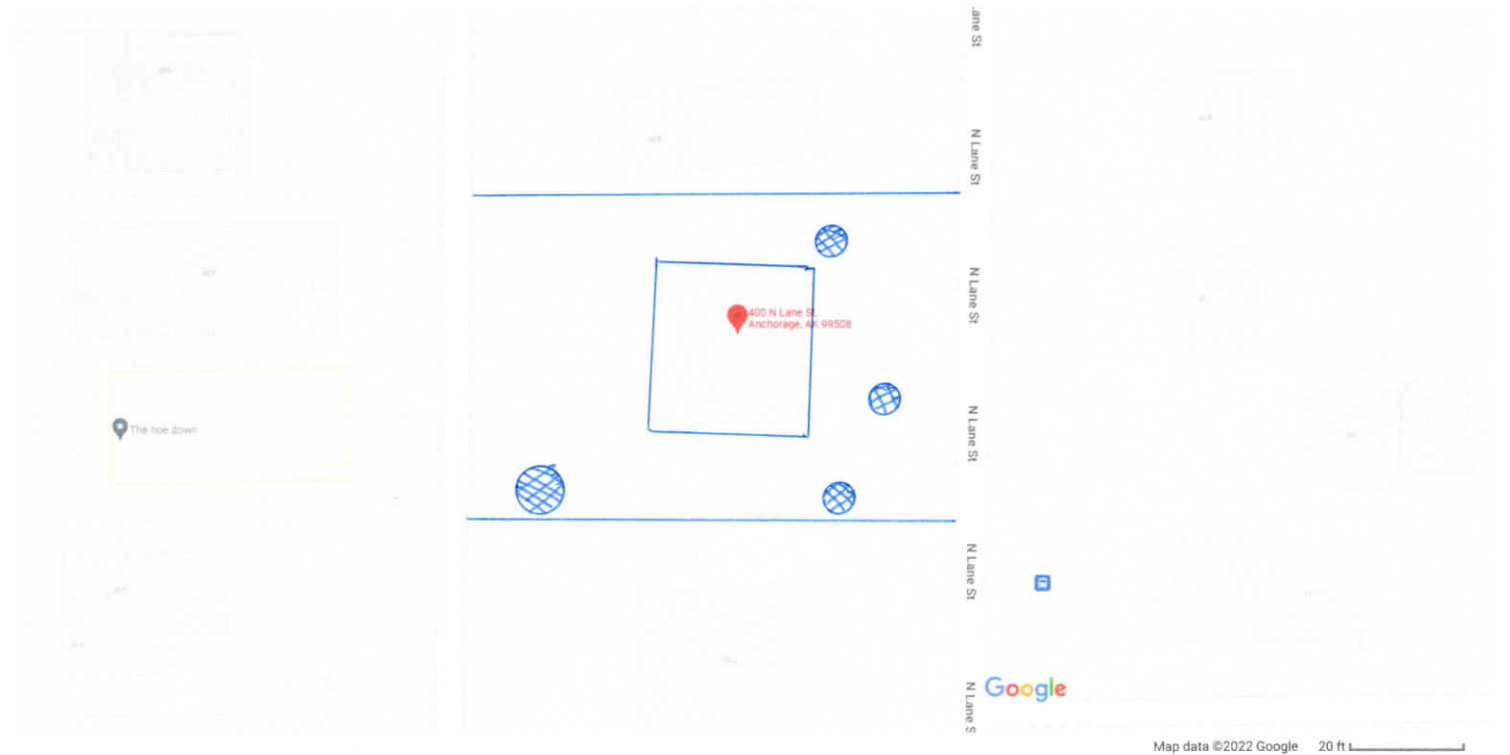
Share



324 N Park St, Anchorage, AK 99508

Photos

Google Maps 400 N Lane St



400 N Lane St

Anchorage, AK 99508

Building

- Directions
- Save
- Nearby
- Send to phone
- Share

Photos



Google Maps 400 N Lane St



Imagery ©2022 Maxar Technologies, Map data ©2022 10 ft



400 N Lane St

Anchorage, AK 99508

Building



Directions



Save



Nearby

Send to  
phone

Share

Photos

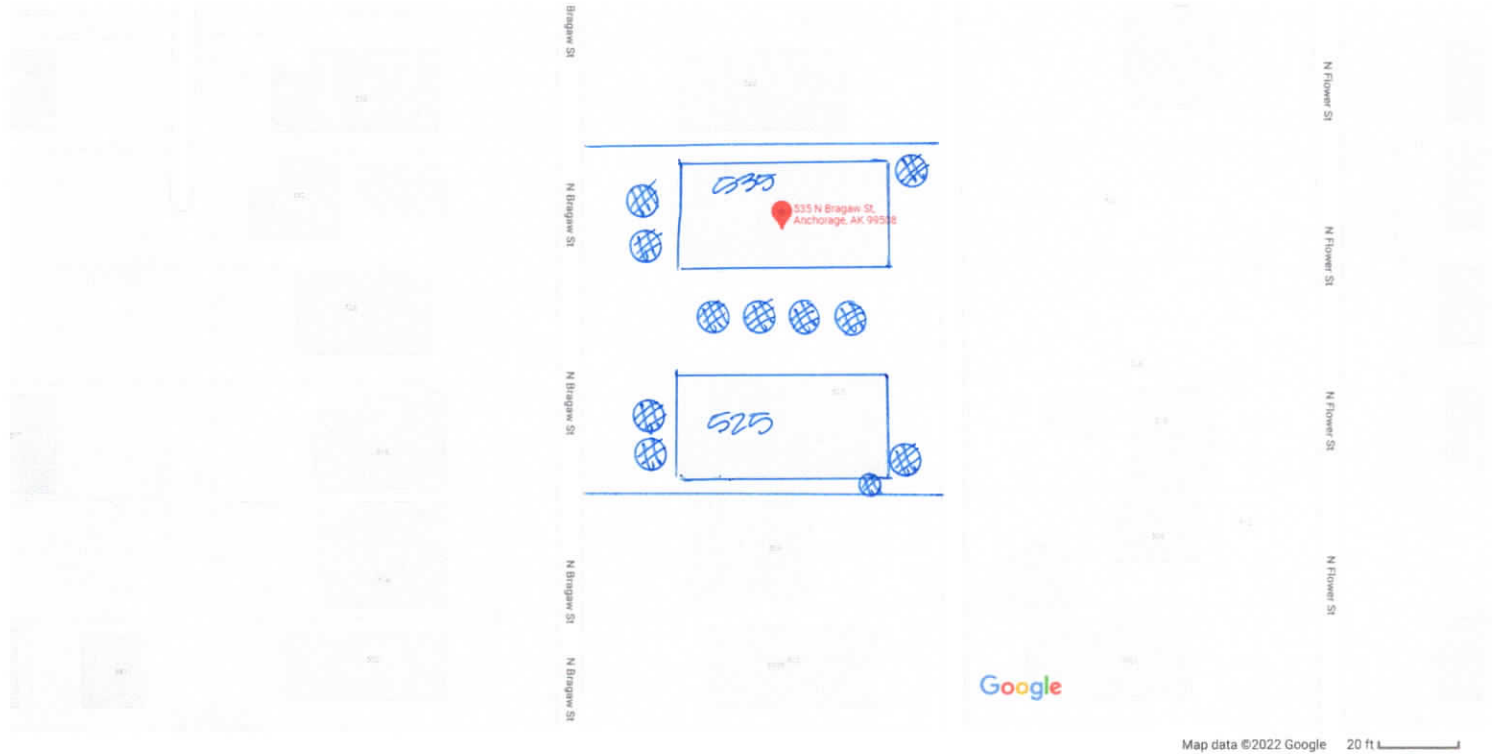
AREA FOR SNOW FLOWING & SHOVELING

PLEASE NOTE: SIDEWALKS ON THE NORTH LANE  
SIDE OF BUILDING & CURB PARKING  
AREAS



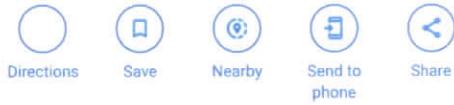
525 N BRAGAW

Google Maps 535 N Bragaw St



535 N Bragaw St

Building



535 N Bragaw St, Anchorage, AK 99508

Photos

→ Piles/locations to shovel / Plow snow

*525 N. BRAGAW*

Google Maps 535 N Bragaw St



Imagery ©2022 CNES / Airbus, Maxar Technologies, U.S. Geological Survey, Map data ©2022 Google 20 ft



*⊗ → Area that needs snow shoveled / Plowed*

535 N Bragaw St

Building



Directions



Save



Nearby



Send to  
phone



Share

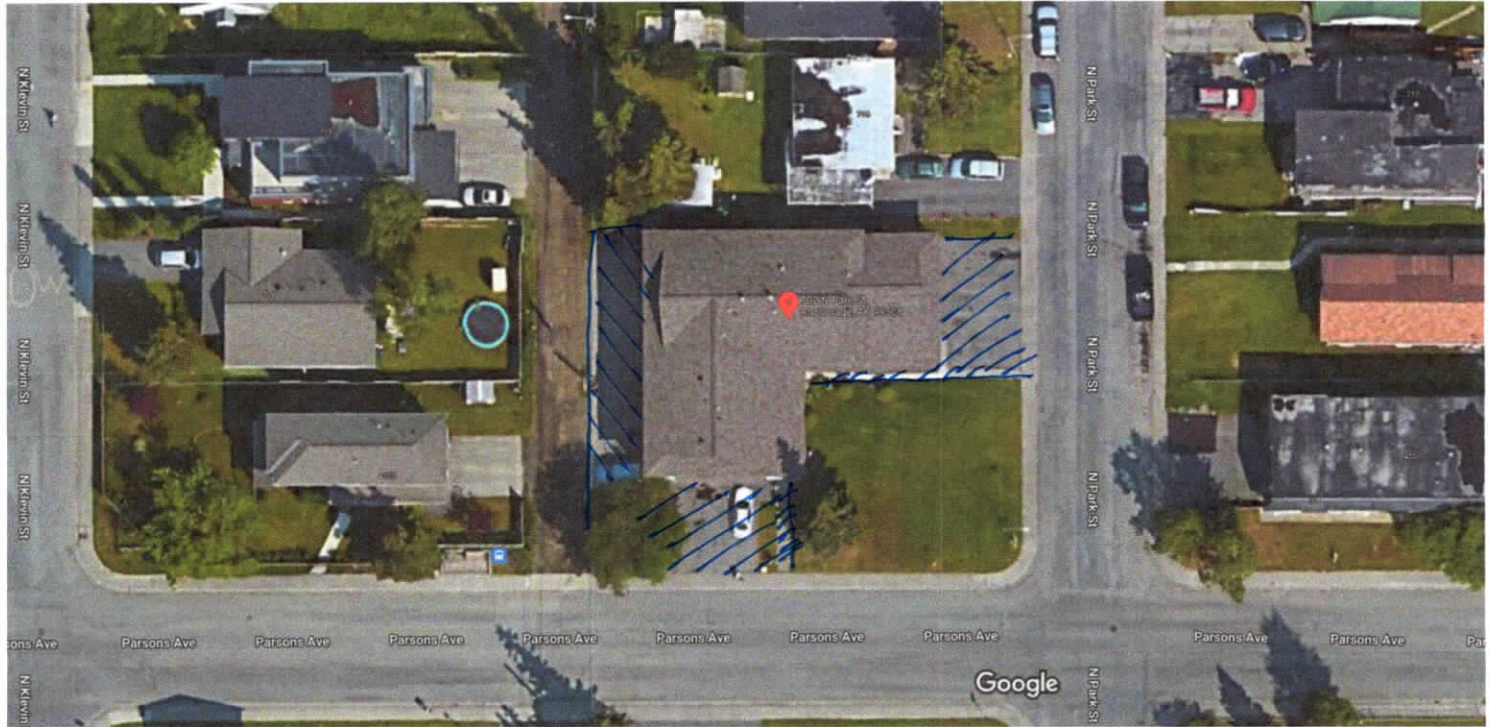


535 N Bragaw St, Anchorage, AK 99508

Photos



Google Maps 702 N Park St



Imagery ©2022 Maxar Technologies, Map data ©2022 20 ft



⊙ → AREA TO BE FLOWED & SHOVELED

702 N Park St

Building



Directions



Save



Nearby



Send to  
phone



Share



702 N Park St, Anchorage, AK 99508

Photos

Google Maps 702 N Park St



702 N Park St

Building



Directions



Save



Nearby

Send to  
phone

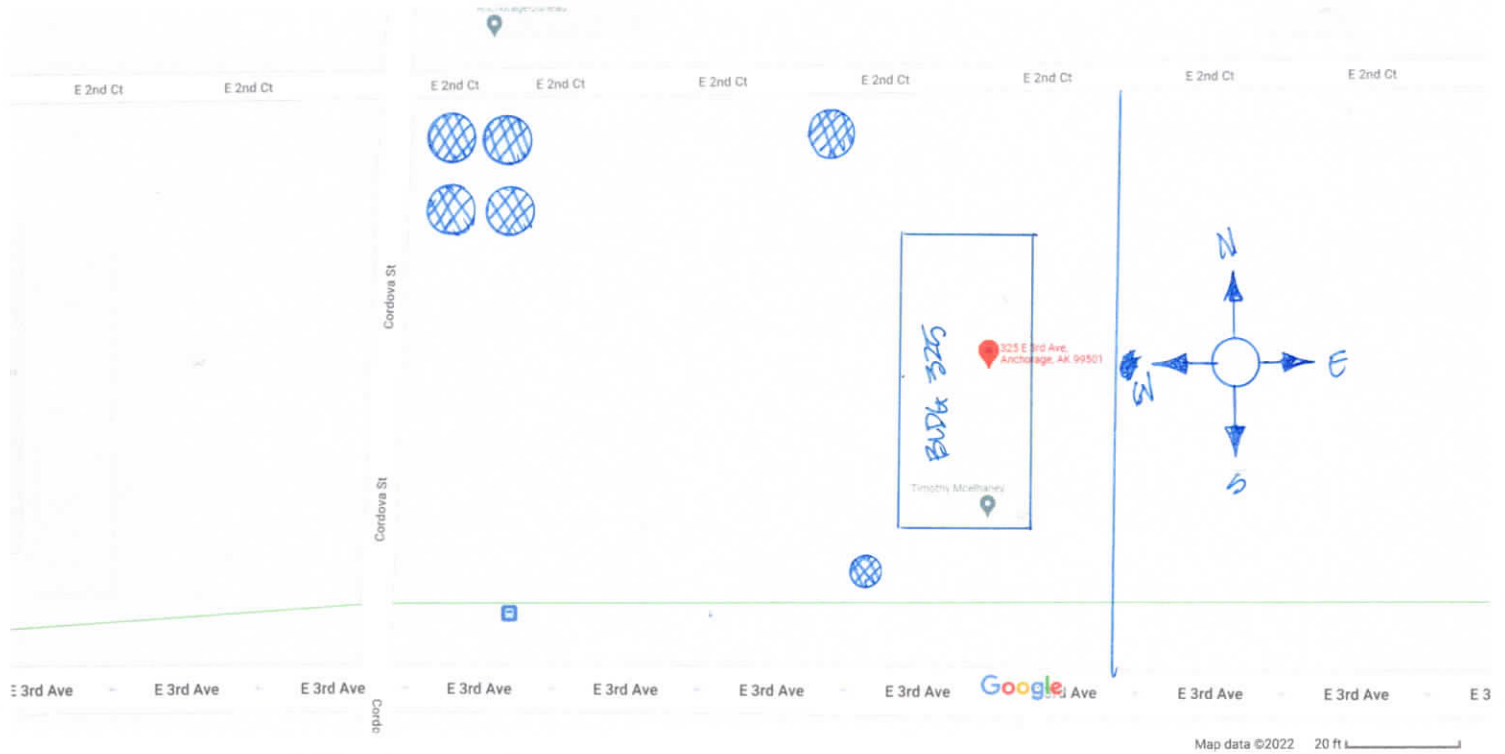
Share



702 N Park St, Anchorage, AK 99508

Photos

Google Maps 325 E 3rd Ave



→ SNOW PILE LOCATIONS FROM FLOWING & STREETS

325 E 3rd Ave

Building



Directions



Save



Nearby



Send to  
phone



Share

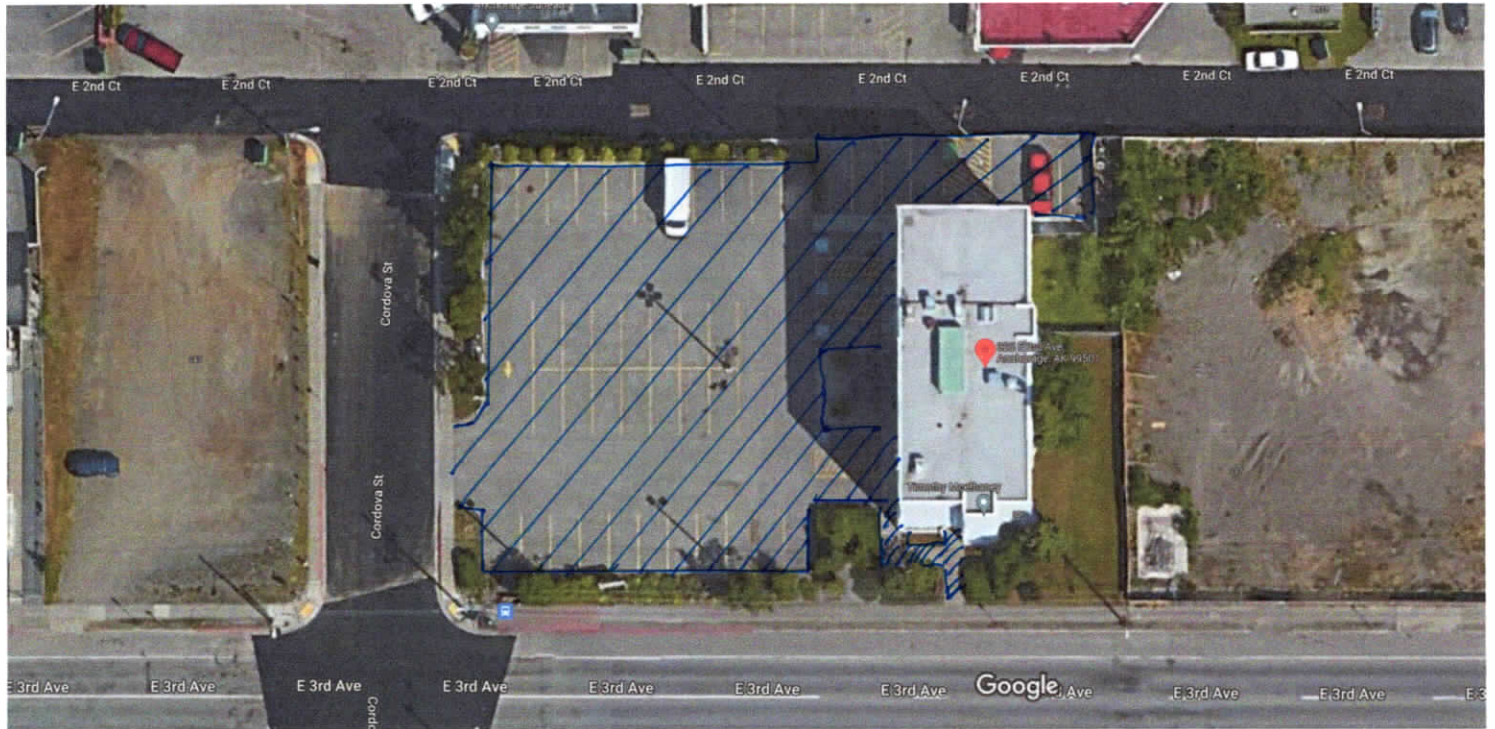


325 E 3rd Ave, Anchorage, AK 99501

Photos



Google Maps 325 E 3rd Ave



Area to be shoveled & plowed  
Please note the sidewalk on the  
south side of building & parking  
at north side.



325 E 3rd Ave

Building



Directions



Save



Nearby



Send to  
phone



Share



325 E 3rd Ave, Anchorage, AK 99501

Photos

Google Maps 1255 E 11th Ave

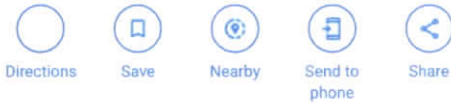


Map data ©2022 Google 20 ft



Location snow piles can be located

1255 E 11th Ave

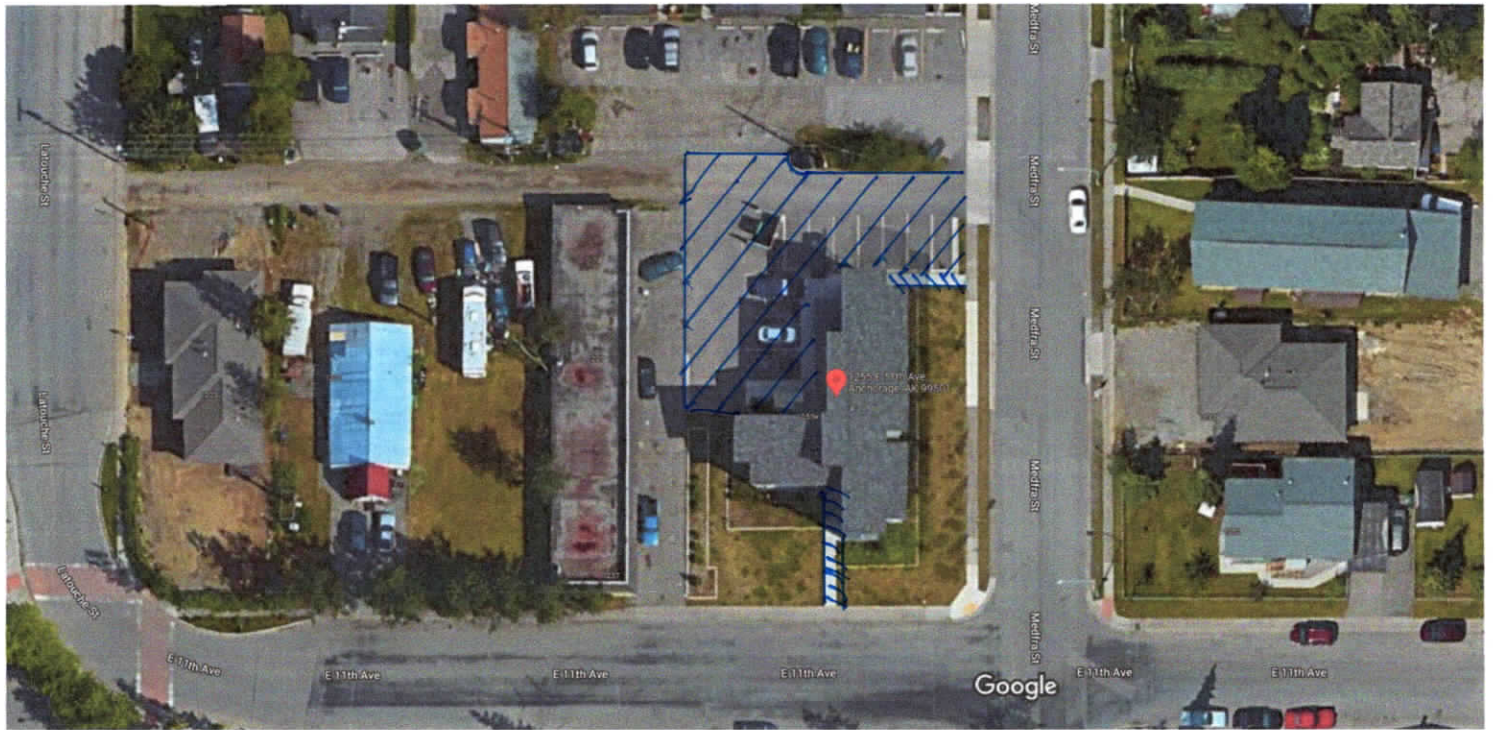


1255 E 11th Ave, Anchorage, AK 99501  
646R+Q8 Fairview, Anchorage, AK

Photos



Google Maps 1255 E 11th Ave

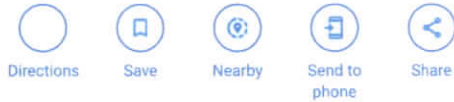


Imagery ©2022 Maxar Technologies, Map data ©2022 Google 20 ft



→ PARKING LOT & SIDEWALK TO FLANK & SHovel  
PLEASE NOTE THE SIDEWALK ON SOUTH SIDE  
OF BUILDING

1255 E 11th Ave



1255 E 11th Ave, Anchorage, AK 99501

646R+Q8 Fairview, Anchorage, AK

Photos

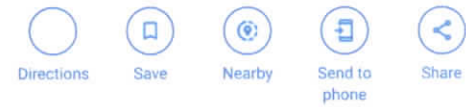


Google Maps 3726 Peterkin Ave



3726 Peterkin Ave

Building

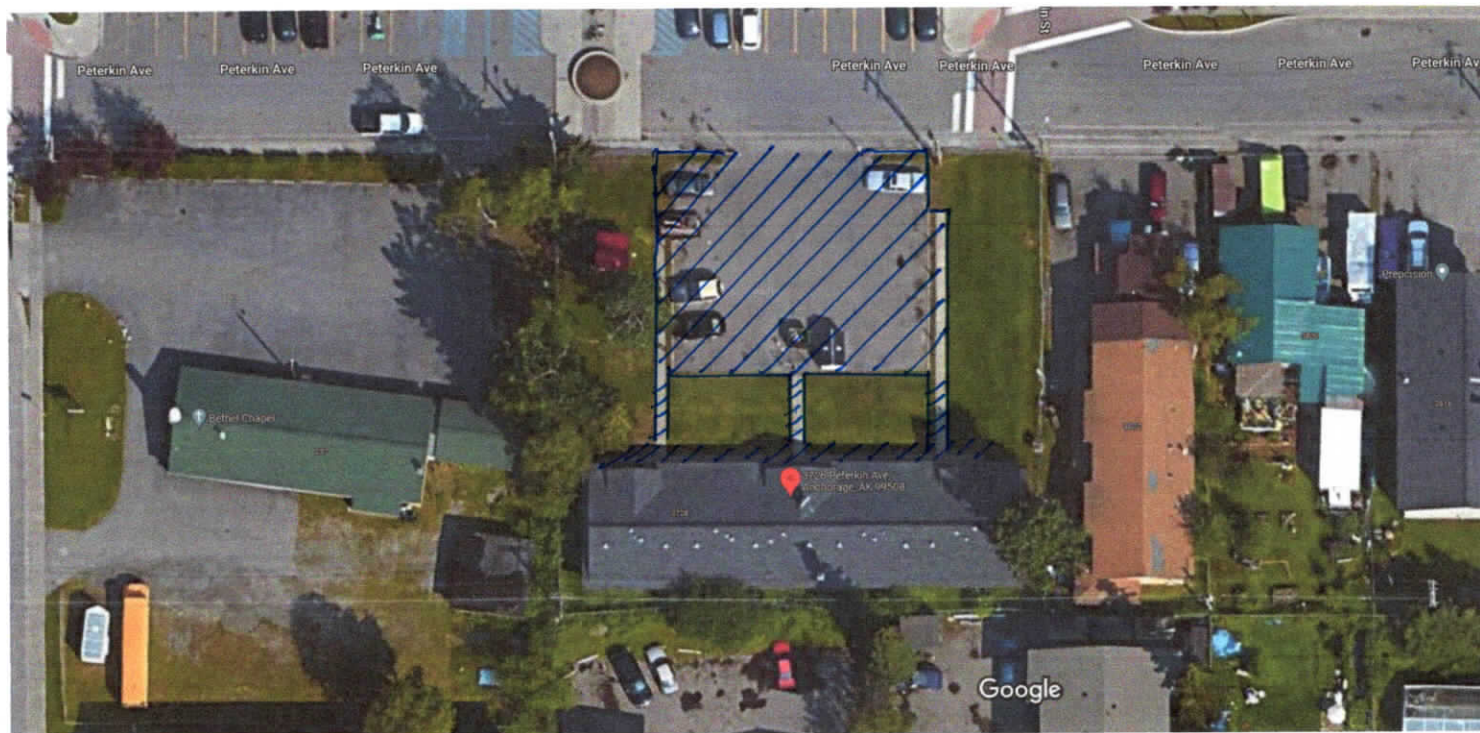


3726 Peterkin Ave, Anchorage, AK 99508

Photos

Plows snow can be piled from  
shoveling & plowing

Google Maps 3726 Peterkin Ave



Imagery ©2022 Maxar Technologies, Map data ©2022 20 ft



→ AREA shown to be Paved/shoveled

## 3726 Peterkin Ave

Building



Directions



Save



Nearby



Send to  
phone



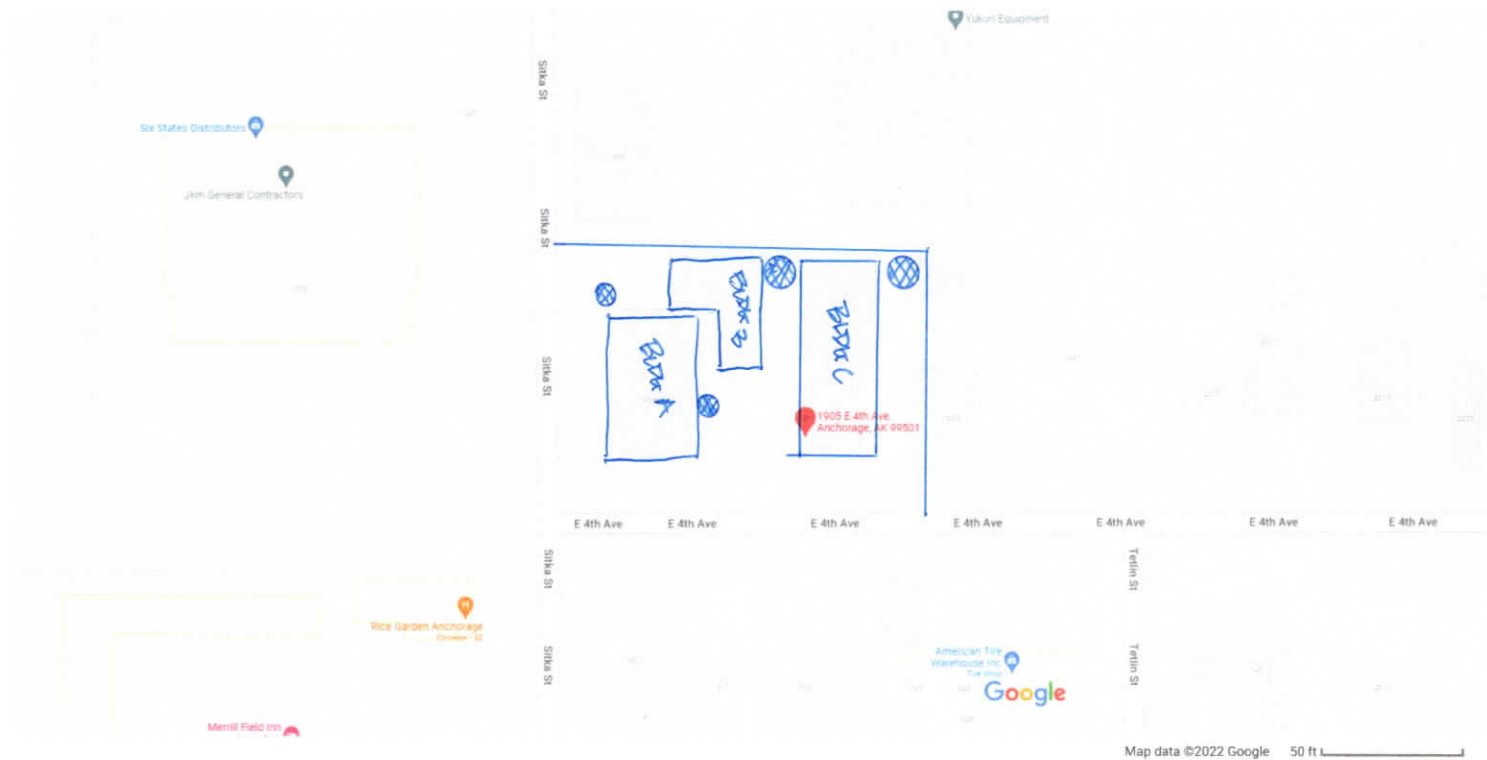
Share




3726 Peterkin Ave, Anchorage, AK 99508

## Photos

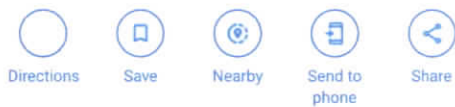
Google Maps 1905 E 4th Ave



 → LOCATION FOR SNOW TO BE FILED & STORED.  
 THIS LOCATION USUALLY NEEDS SNOW REMOVAL TOWARDS MID SEASON.



## 1905 E 4th Ave



 1905 E 4th Ave, Anchorage, AK 99501  
 6594+F3 Mountain View, Anchorage, AK

## Photos

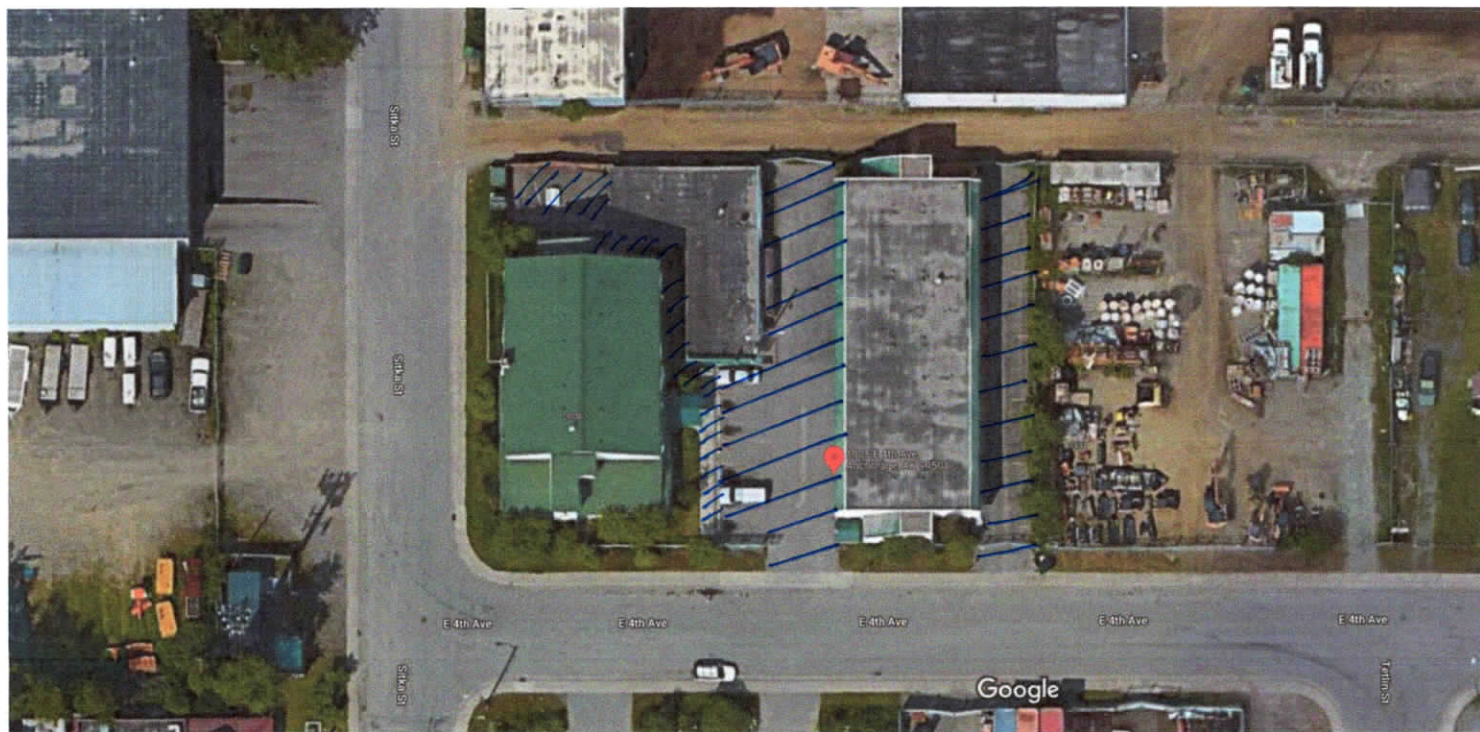
## At this place

**Rural CAP Sitka Place**  
 5.0 (1)  
 Low income housing program · Floor 1  
 Open 24 hours






Google Maps 1905 E 4th Ave

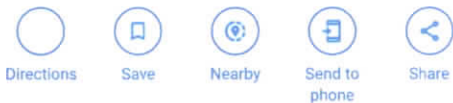


Imagery ©2022 Maxar Technologies, Map data ©2022 20 ft



 → SIDEWALKS & DRIVEWAY TO BE FLOWED & SHOVELED,  
 PLEASE NOTE THE SIDEWALK LOCATED BETWEEN BUILDING W/ GREEN ROOF & "L" SHAPED BUILDING.

1905 E 4th Ave



 1905 E 4th Ave, Anchorage, AK 99501  
 6594+F3 Mountain View, Anchorage, AK

Photos

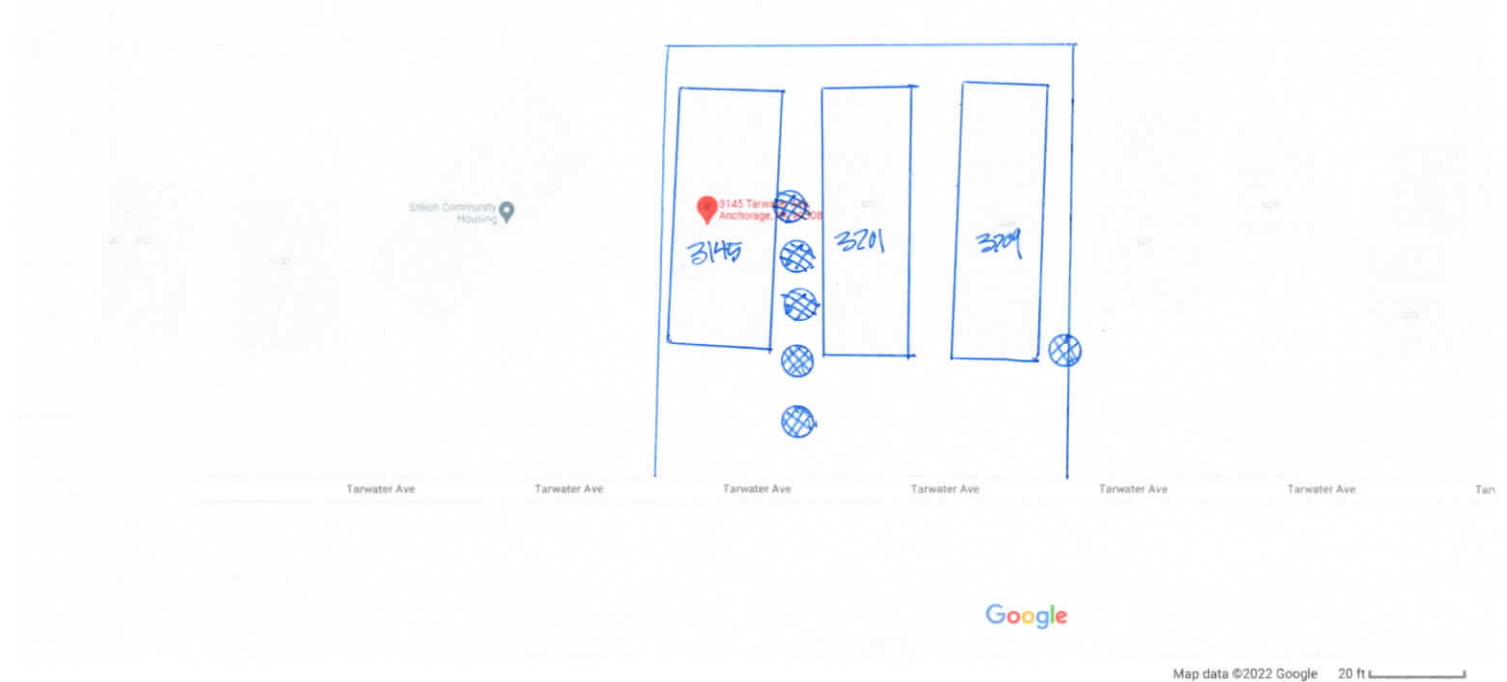
At this place

**RurAL CAP Sitka Place**  
 5.0 (1)  
 Low income housing program · Floor 1  
 Open 24 hours



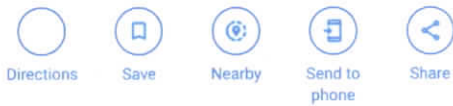
3201 & 3209

Google Maps 3145 Tarwater Ave



3145 Tarwater Ave

Building



3145 Tarwater Ave, Anchorage, AK 99508

Photos

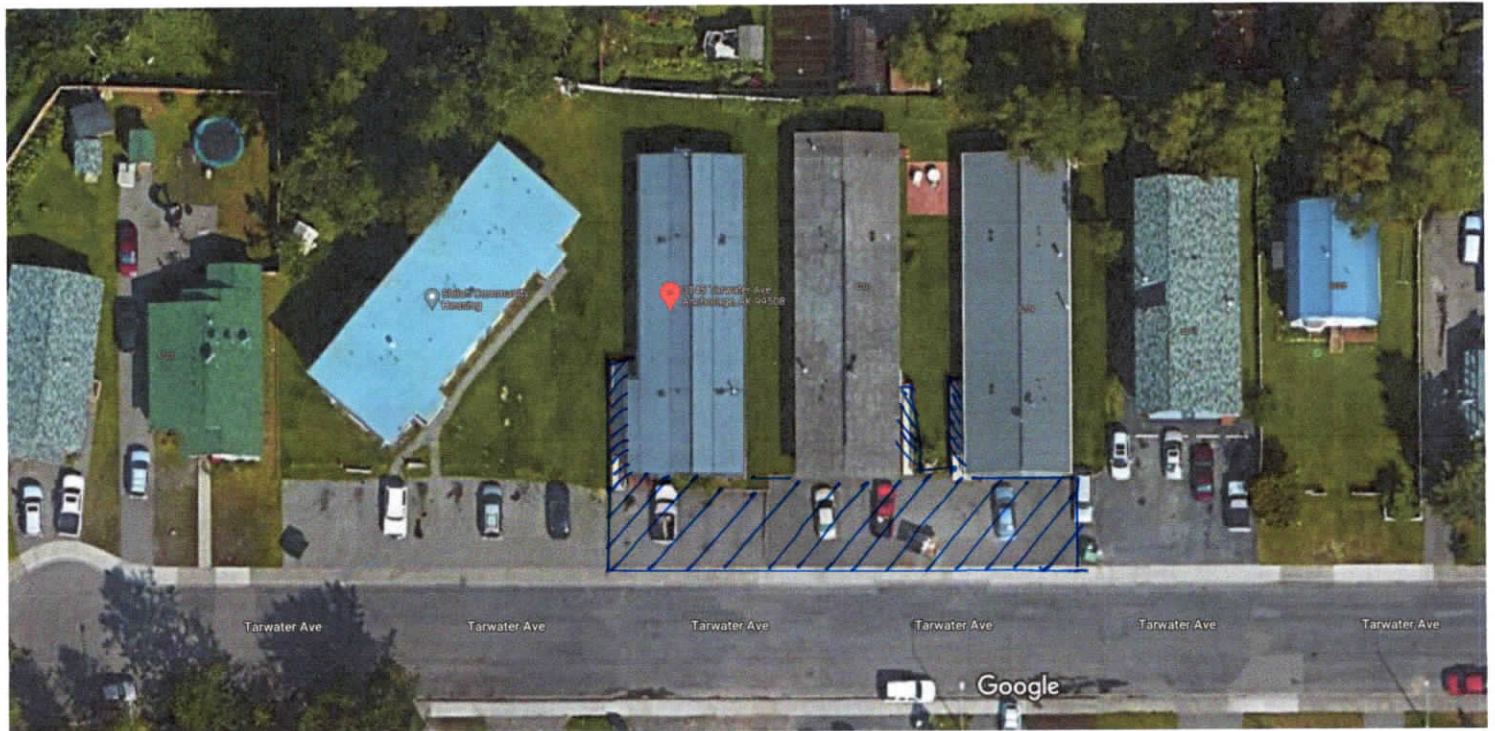
→ Spots that snow can be shoveled / Piled

→ Our Property borders



3201 & 3209

Google Maps 3145 Tarwater Ave



Imagery ©2022 Maxar Technologies, Map data ©2022 20 ft



3145/3201/3209

→ snow Plowed / shoveled in this area

## 3145 Tarwater Ave

Building



Directions



Save



Nearby



Send to  
phone



Share



3145 Tarwater Ave, Anchorage, AK 99508

Photos

Central Office  
731 E 8th Ave.,  
ANC, AK 99501

Shovel and sand these sidewalks

Store Upper and Lower  
Parking Lot Snow Here

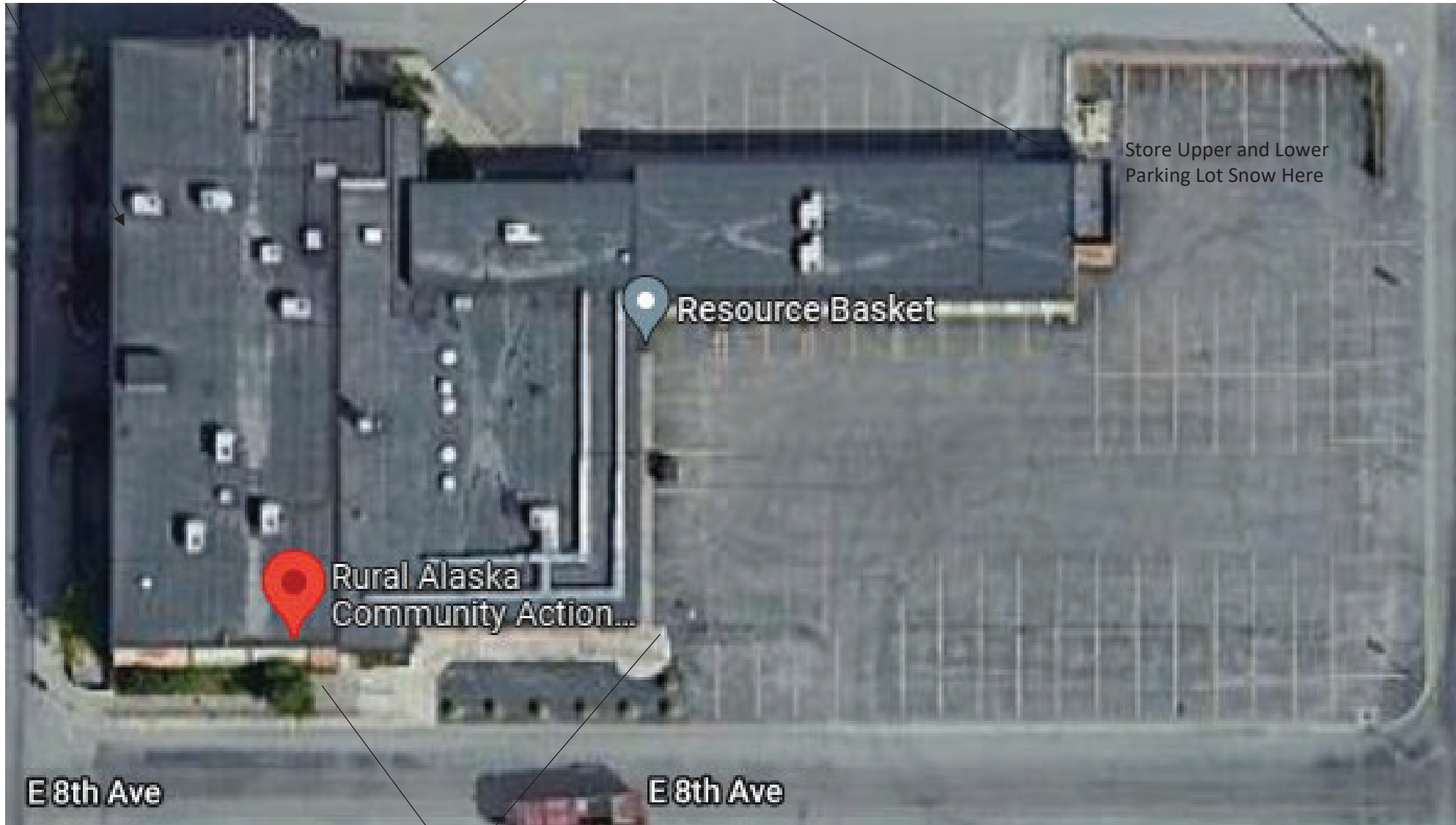
Resource Basket

Rural Alaska  
Community Action...

E 8th Ave

E 8th Ave

Shovel and sand this sidewalk from the base of the parking  
lot to the platform area next to this door.

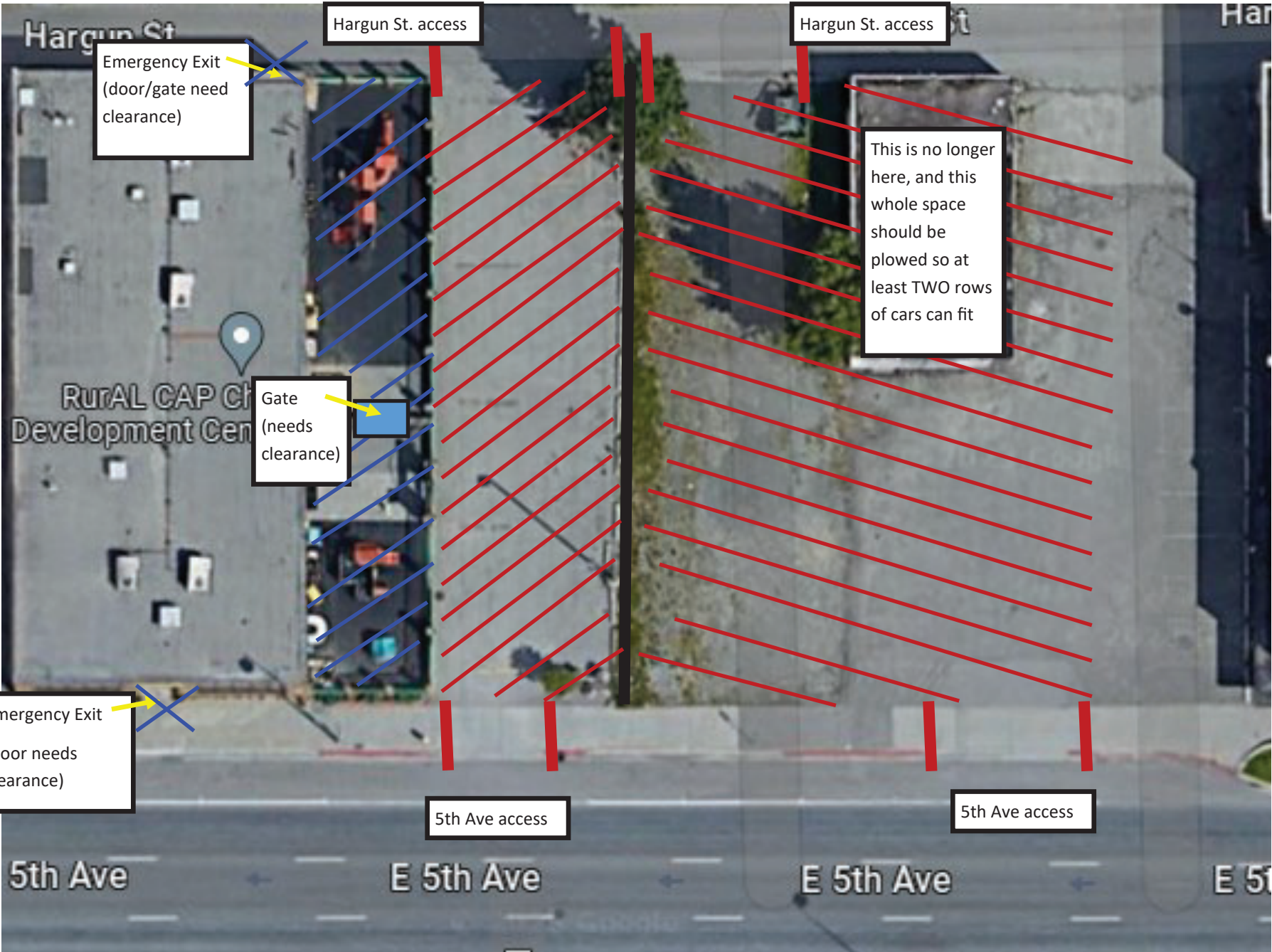






Shoveling/  
sanding

Plowing /  
sanding



Emergency Exit  
(door/gate need  
clearance)

Gate  
(needs  
clearance)

Emergency Exit  
(door needs  
clearance)

Hargun St. access

Hargun St. access

This is no longer  
here, and this  
whole space  
should be  
plowed so at  
least TWO rows  
of cars can fit

5th Ave access

5th Ave access

5th Ave

E 5th Ave

E 5th Ave

E 5th Ave