

## REQUEST FOR PROPOSAL

**Services requested:** **Snow Maintenance for 2 Seasons**

**Property Locations:** **Western Trade Center, 1600 N. Avenue W., Missoula, MT 59801**

Mountain Lion, LLC (“**Owner**” or “**ML**”) is requesting proposals to provide snow maintenance services for two (2) winter seasons (approx. November 1, 2026 through March 31, 2028).

Contractors (“**Contractor**”, “**Company**”, “**your**” or “**you**”) are hereby invited to submit a proposal to provide these services in accordance with this request for proposal (“**RFP**”).

### 1. RFP SCHEDULE

|                          |                   |
|--------------------------|-------------------|
| Issue Date               | July 24, 2026     |
| Pre-proposal Site Visit  | None scheduled    |
| Proposal Submissions Due | August 25, 2026   |
| Notification of Award    | September 8, 2026 |

Proposals will not be evaluated unless all documents requested are submitted in a complete package. The information requested is the minimum required in order to qualify for consideration. Your statement of qualification should include company history, company principals, safety program and appropriate licenses. The selected contractor will be required to enter into an agreement based on the specifications outlined in this RFP.

The properties are managed by the Washington Corporations’ Facilities Department.

### 2. SCOPE OF WORK

#### 2.1 See the scope of work (“SOW”) for details.

The SOW includes the following documents:

1. SOW (2 pages)
2. Exhibit A – Site Plan (1 pages)

#### 2.2 Any modifications to the SOW shall require a formal change order which must be mutually agreed upon in writing and executed by both parties.

### 3. PRE-PROPOSAL SITE VISITS

Before submitting a proposal, Contractors are encouraged to thoroughly examine the property and fully understand the conditions that in any way could affect their proposal. Failure to do so, will in no way, relieve the Contractor from satisfactory performance under the proposal submitted. **A guided pre-proposal site visit is NOT scheduled for this property.**

### 4. PRE-PROPOSAL QUESTIONS

All questions concerning this RFP and all correspondence must be submitted in writing by contacting:

Brian Brush, [bbrush@washcorp.com](mailto:bbrush@washcorp.com)  
cc: [maintenancebids@washcorp.com](mailto:maintenancebids@washcorp.com)



Questions will not be accepted by phone. All questions must include contractor's name and email address and be submitted 72 hours prior to proposal due date.

## 5. QUALITY CONTROL & SUBCONTRACTING

Work performed under this proposal shall be performed in accordance with a contract between you and Owner. If the contract allows, subject to approval in writing by Owner's representative, you may subcontract any work to be performed under this contract. However, your election to subcontract any work does not relieve you from any responsibility or liability under this contract. Work must be successfully completed in accordance with all applicable state and federal regulations and laws.

## 6. INSURANCE REQUIREMENTS

Contractor and all subcontractors shall procure and maintain the following types and limits of insurance for the duration of this Agreement:

| <u>Type of Insurance</u>                                                                             | <u>Limits of Liability</u>                                                 |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Worker's Compensation                                                                                | Statutory                                                                  |
| Employer's Liability                                                                                 | \$1,000,000                                                                |
| Commercial General Liability –<br>Personal Injury/Property Damage                                    | \$1,000,000 combined single limit<br>per occurrence; \$2,000,000 aggregate |
| Automobile Liability – Bodily Injury<br>And Property Damage<br>-Hired car, owned and non-owned autos | \$1,000,000 combined single limit<br>per occurrence                        |

Washington Corporations shall be an additional insured on Contractor's commercial general liability and automobile liability policies.

A signed Certificate or Certificates of Insurance shall be furnished to WC before any work is performed or furnished by Contractor. Contractor shall provide notice to WC in accordance with the insurance policy of any change, modification, cancellation or termination of any insurance policy.

Contractor shall proactively provide Owner with updated insurance certificates on an annual basis.

## 7. PROPOSALS

7.1. Proposals are due by **11:59 P.M. Tuesday, August 25, 2026.**

***PROPOSALS must be submitted online at: <https://maintenancebid.washcorp.com>.***

7.2. Proposal detail shall include the following costs

- A. Parking lots including sidewalk per plow
  - i. ½"-2"
  - ii. 2"-5"
  - iii. 5"-12"
- B. Sidewalk only per plow
  - i. ½"-2"
  - ii. 2"-5"
  - iii. 5"-12"



- C. Ice melt per bag applied
- D. De-ice parking lot per gallon applied
- E. Grit on sidewalk per bag applied
- F. Snow Relocation per Time
- G. Other – Time & Material Costs

Contractor shall include costs of all equipment, fuels, materials, insurances, fees and transportation costs associated with all aspects of the work.

**7.3. Required Documents** (Current contractors only need to submit the proposal)

- Proposal (All costs including but not limited to taxes and insurance)
- Statement of qualification & certifications
- Licenses – Business, etc.
- Sample invoice
- References - three to five independent references required
- Certificate of insurance evidencing current coverage as noted in this RFP

**All contractors submitting a proposal may be subject to a background check.**

**8. CONTRACTOR QUALIFICATIONS**

- 8.1. Contractor certifies that it has completed within the past three (3) years a minimum of three (3) projects of similar nature and scope of work.
- 8.2. Contractor maintains a permanent place of business with a minimum of five (5) years in the business.

**9. OWNER RESERVATIONS**

- 9.1. Owner reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by Owner to be in the best interests of Owner even though not the lowest bid.
- 9.2. Owner reserves the right to negotiate any and all elements of any proposal.



## **SCOPE OF WORK**

Contractor will furnish all labor, equipment, tools and skills required to provide the services set forth in this RFP. All employees of Contractor will be in uniform and be neat and clean in appearance. All vehicles and equipment are required to be licensed and properly maintained. Storage of equipment and materials is not allowed on-site unless authorized in writing by Owner's representative. Work must be successfully completed in accordance with all applicable state and federal regulations and laws.

### **1. Areas included**

- 1.1. All sidewalks on and around property.
- 1.2. Parking lot, including curbing along sidewalk.
- 1.3. Ingress and Egress and all non-public roadways on property.
- 1.4. Garbage enclosures.

### **2. Snow Removal**

- 2.1. Snow removal includes snowplows, blowers, hand shovels and other equipment so that snow is removed from the surfaces mentioned above.
- 2.2. *Snow removal begins with ½ inch accumulation.*
- 2.3. Snow disposal areas are designated on the attached **Exhibit**. Contractor shall use its best efforts to limit how many parking spots are taken up by snow piles. Hauling of excess stored snow will be determined by Owner after Contractor notifies Owner of the need. Damage to fencing from snow piles or removal of piles will be at Contractor's expense to repair (see Section 4.5 below).

### **3. Ice Treatment**

- 3.1. Ice treatment includes de-icer, magnesium chloride, grit (collectively, "**Product**") and snow removal methods. Product will be spread over ice and packed snow. Contractor shall take care to prevent over-accumulation of Product on surfaces. Contractor shall be responsible for sweeping excess material away from the side of the building to prevent damage, and away from entrances in order to maintain safe conditions.
- 3.2. Owner will contact Contractor with need for ice treatment (24 hours per day) if Contractor is not on-site for snow removal or expected on site. Owner acknowledges that if it notifies Contractor for ice treatment during the business day (8 a.m. until 8 p.m.), that Contractor will not have access to all areas of the parking lot. If Contractor is on-site for snow removal, then Contractor is responsible to determine if ice treatment is required and apply Product accordingly.

### **4. Contractor's Responsibilities**

- 4.1. Contractor shall be responsible for monitoring weather and site conditions in order to mobilize quickly to complete the work.
- 4.2. Contractor is responsible to notify Owner of any consistent problem areas that are a result of lack of drainage or other hazards.
- 4.3. Contractor is responsible for marking the landscape beds so that the equipment operators do not damage curbs, shrubs and trees.
- 4.4. Contractor agrees to furnish all labor, materials, equipment and services necessary to perform the above scope of work.
- 4.5. Contractor is responsible for all quality control issues and for accidental or incidental damage caused during the work. Turf, trees, flower/shrubbery areas, ground covers, irrigation equipment, pavement, curbs, curb stop re-installation, parking lot signs, and other site items that are damaged or destroyed due to the Contractor's operations, negligence or misuse of chemicals shall be repaired/replaced at Contractor's expense. Repair/replacement work shall be coordinated with the Owner's Representative.



## 5. Timing

- 5.1. Snowfall after 8:00 p.m. and before 8:00 a.m. [overnight]
  - 5.1.1. Contractor is to immediately respond to parking lot and begin snow removal process. If unable to complete by 8:00 a.m., Contractor must first plow thoroughfares and sidewalks. Contractor will then plow as much of the lot as possible before 8:00 a.m. If snowfall occurs after 8:00 a.m., it is understood by both parties that Contractor will attempt to plow thoroughfares and sidewalks using all resources.
- 5.2. Snowfall after 8:00 a.m. and before 8:00 p.m. [daytime]
  - 5.2.1. Contractor will be able to use trucks, ATVs and walk behind equipment. Highest priority are sidewalks, thoroughfares and curbed areas. ADA parking spots must be kept free of ice and snow accumulations at all times.

## 6. Required Equipment

- 6.1. Truck with plow
- 6.2. Magnesium chloride spreader
- 6.3. De-icer applicator
- 6.4. Sidewalk width ATV with plow attachment
- 6.5. Walk behind spreader
- 6.6. Walk behind snow blower
- 6.7. Shovels – width 24-48"

### Disclaimer

By submitting a proposal, Contractor acknowledges that the services specified in this RFP are not intended to express every detail of the services to be provided by Contractor and Contractor hereby represents that it is experienced and competent in providing Snow Maintenance Services that meets or exceeds generally accepted practices commensurate with those provided by other companies that provide such Snow Maintenance Service in the Missoula, Montana region.

**\*\*End of SOW\*\***

**\*\*End of RFP\*\***