
CITY OF UNION, KENTUCKY

SNOW AND ICE REMOVAL

OCTOBER 1, 2026 - APRIL 30, 2028

BIDS MUST BE RECEIVED NO LATER THAN: MARCH 31, 2026, by 1:00pm local.

**Non-Mandatory pre-bid conference: March 19, 2026, at 1:00pm local at Union City Building,
1843 Bristow Dr, Union, KY 41091**

Delivery of Bid:

1. Bids can be mailed or delivered in a sealed envelope marked: “**City of Union, KY Snow and Ice Removal Services 2026**”. Mailed bids should be sent to 1843 Bristow Dr, Union, KY 41091.
2. Emailed with “**City of Union, KY Snow and Ice Removal Services 2026**” in the subject line. Email to pkremer@cityofunionky.org.

OWNER: CITY OF UNION, KENTUCKY

SUBJECT: Snow & Ice Removal Services Request For Proposal (RFP)

GENERAL

LOCATIONS: - 1843 Bristow Drive (current city building)
- 2085 Brilliance Ave (future city building, est Feb/Mar 2027)
- Union Rice Cemetery
- 32.1 miles of City maintained roads

ISSUE DATE: March 10, 2026

CONTACTS: Paul Kremer, Public Works Director
1843 Bristow Drive
Union, Kentucky 41091
(859) 384-1511 (o)

NOTICE TO BIDDERS

1. Prospective bidders should become familiar with the location and extent of the “Mapping Areas” included in *Exhibit A*.
2. The City’s intent is to award the contract to one company who will provide all work listed within the scope of services contained herein.
3. The successful contractor shall furnish proof of possession of a Boone County Occupational License (and current City Business License), list at least two (2) professional references from clients and provide the appropriate level of Certificates of Insurance as a part of this submittal. (See separate document titled: *Contractor Insurance Requirements*)
4. The City of Union reserves the right to accept or reject any or all bids; to waive any informalities; to negotiate for modifications in any bid; to accept a bid which is deemed to be the most desirable and advantageous from the standpoint of reasonable cost and service and convenience of operation, even though such bid may not, on its face value, appear to be the lowest and best dollar cost.
5. Properly complete the **Bid Sheet on Page 3 through 5** included herein. Please submit all submittal information in a sealed envelope labeled “**City of Union, KY Snow and Ice Removal Services 2026**”.
6. Visitation of all work sites can be arranged with the Public Works Director if desired. To request, please call 859-384-1511, or via email pkremer@cityofunionky.org.
7. All bids must be received by the following time, date and place, at which all bids will be opened and read aloud:

TIME: 1:00 PM local time
DATE: March 31, 2026
PLACE: Union City Building
City of Union
1843 Bristow Drive
Union, Kentucky 41091
8. Bid Award: Bid is planned to be awarded at the April 6, 2026, City Commission meeting.

BID SHEET

Company Name: _____

Business Location: _____

Mailing Address (If different from Location) _____

Phone #: (____) _____ - _____ Cell #: (____) _____ - _____

Email: _____

Website (If applicable): _____

For the prices listed below, our firm hereby offers to provide snow and ice removal at the locations in accordance with the terms and conditions of this bid:

INITIAL TWO YEAR CONTRACT
Beginning October 1, 2026 through April 2028

	<u>Plowing</u>	<u>Salt</u>
1) 32.1 Miles of Union City Streets (Please see Map and Street Listing)	\$ _____	\$ _____ /ton
2) Union City Building (Yr 1: 1843 Bristow/ Yr 2: 2085 Brilliance Ave)	\$ _____	\$ _____ (lump sum)
3) Union Rice Cemetery	\$ _____	\$ _____ (lump sum)

TWO YEAR EXTENSION OPTION
Beginning October 1, 2028 through April 2030

	<u>Plowing</u>	<u>Salt</u>
4) 32.1 Miles of Union City Streets (Please see Map and Street Listing)	\$ _____	\$ _____ /ton
5) Union City Building (2085 Brilliance Ave)	\$ _____	\$ _____ (lump sum)
6) Union Rice Cemetery	\$ _____	\$ _____ (lump sum)

Note: all plowing bids above will be lump sum.

SCOPE OF SERVICES

The City of Union invites and will accept bid proposals for snow removal services of all City Maintained Streets and City owned properties. This includes parking lot/sidewalks at The Warren S. Moore Union City Building (replaced by the future city building at 2085 Brilliance Ave in February 2027), the paved drive at the Union Rice Cemetery and a total mileage of approximately 32.1 road miles. Work shall include all labor, equipment and services to remove snow and ice from city streets and designated areas.

1. Note to Bidders:

Any questions concerning this Bid can be inquired to:

Paul Kremer
Public Works Director
1843 Bristow Drive
Union, KY 41091

(859)384-1511

pkremer@cityofunionky.org

2. Contract Execution:

The contract resulting from this RFP will be administered by the Public Works Director (PWD). In the result the PWD is unavailable, the City Administrator (CAO) or Public Works Commissioner will coordinate winter road services.

The PWD, or authorized representative, will be responsible for monitoring this contract to ensure service requirements are met. Any changes to this contract or contract renewals shall be communicated to the CAO subject to approval by the City Commission.

3. Competency of Bidder:

Before the award of a contract, any bidder may be required to show proof of necessary facilities, capabilities and have adequate materials to perform the work in a satisfactory and safe manner. The contractor may be required to show proof that contractor has a satisfactory record of similar work performed or materials furnished. References will be required and shall be submitted with each bidder's proposal.

4. Pricing:

All prices, costs, and conditions outlined in the bid shall remain fixed from the opening of the bid until acceptance by the City of Union. If accepted by the city, prices will remain fixed for the duration of the two (2) year agreement until an extension is given for an additional 2 (two) year term or a new contract is accepted. If extended, the rate listed herein under the "renewal option" should be used.

The price quoted in this bid shall include all labor, materials, equipment, and other costs necessary to fully complete the services in accordance with specifications of this request for bid.

5. Invoicing/ Payment:

Contractor shall submit invoices no later than two weeks after payable snow events. Invoices shall include a detailed, itemized statement of all charges for which payment is sought. This may include but is not limited to: the date services were rendered, the amount of materials used and the unit price charged, and location.

Subject to the conditions for payment and limitations on liability set forth herein, payment will generally be made one to two weeks after receiving the invoice.

If the City contests any invoice or portion thereof, the contested part of the invoice shall not be due until the dispute has been resolved. All invoices for payments shall contain complete and accurate information. In no instance shall bidder invoice the City for more than is authorized by the City under this contract unless written authorization is obtained.

6. Performance:

Contractor shall perform all services diligently and in a good, professional and first-class manner, using good quality materials, equipment and workmanship and sufficient trained personnel (including supervisors when appropriate) to complete the Services in a safe and timely manner. Contractor shall obtain and maintain, at its expense and at all times during the term of this Agreement, all necessary licenses, permits, training or other authorizations which may be necessary to perform the Services.

Chosen contractor shall have sufficient materials to perform all work expected in this contract for all time periods defined by this document.

7. Damages, Defaults and Remedies:

If the chosen contractor fails to perform the services as required by this agreement or otherwise defaults under this agreement, the City may, in its sole discretion: (1) send notice of the default to Contractor and demand strict performance of the terms of this Agreement; (2) cancel this Agreement by notice to Contractor; or (3) cure the default, after reasonable written notice to Contractor, and deduct the cost to cure and any direct and consequential damages from any payment due to Contractor at the time.

Concrete curbs, asphalt, fences and lawn conditions shall be inspected prior to each season and at the end of the season. The contractor shall be responsible for damage to curbs, curb stops, sidewalks, vehicles, mailboxes, concrete or asphalt driveway aprons etc.; caused by the plowing operation; the contractor shall notify the City of damage within one day of occurrence.

8. Notices between parties:

Any notice by Contractor to City shall be sent or delivered in writing to City at the address listed above, and any notice by city to Contractor shall be sent or delivered in writing to Contractor or by preferred email provided herein or by certified mail, return receipt requested, to the "Contractor's Address" that is provided on the affidavit.

9. State Sales Tax/ Federal Excise Tax:

Bids and invoices shall NOT include Federal Excise and Kentucky Sales Taxes, as the City of Union is exempt from payment of such taxes.

10. Contract Term and Extensions/Options:

The term of this contract shall be effective on October 1, 2026, and shall be in force through April 30, 2028, with a possible two-year renewal option beginning October 1, 2028 through April 30, 2030.

These are not automatic extensions. Contracts will be reviewed by the City before a decision is made. Upon mutual agreement of both parties, the contract may be extended under the same terms and conditions on the anniversary date for an additional two-year period.

11. Selection and Award:

The City will award the bid to the bidder whose bid is most advantageous to the City. In determining the most advantageous bid, the City will consider criteria such as, but not limited to, cost, bidder's past performance, and/or service reputation, and service capability, quality of the bidder's staff or services, customer satisfaction, extent to which the bidder's staff or services meet the City's needs, bidder's past relationship with the City, total long term cost to the City, and any other relevant criteria listed elsewhere in this solicitation.

12. Additions to Contract:

The City reserves the right to add new items and locations. The contractor is required to provide these services at a price conforming to the rates established in the executed contract.

13. Termination of Contract:

If for any reason the successful contractor fails to fulfill the requirements of the contract for providing snow removal services, the City shall have the right to cancel the contract at any time and negotiate for the services with another contractor. To terminate the contract, the City must submit a written notice thirty (30) days in advance. If this contract is terminated, the City shall be liable only for payment under the payment provisions of the executed contract for services rendered before the effective date of termination.

14. Subcontracting or Assignment by Contractor:

This contract and any part thereof shall not be subcontracted or assigned to another contractor without prior written permission of the City. The Contractor shall be directly responsible for any subcontractor's performance and work quality when used by the Contractor to carry out the scope of the job. Subcontractors must abide by all terms and conditions under this contract.

15. Permits, Licenses, Bonding:

The contractor selected under this bid shall be required to obtain the necessary permits, licenses, and bonds prior to performing any work under this contract. The contractor will be required to

demonstrate valid possession of appropriate required licenses and will keep them in effect for the term of this contract. Contractor must be financially responsible for obtaining all required permits, licenses, and bonds to comply with pertinent regulations, municipal, county, State of Kentucky and federal laws, and shall assume liability for all applicable taxes.

16. Satisfactory Work:

Any work found to be in any way defective or unsatisfactory shall be corrected by the Contractor at its own expense at the order of the City. The City also reserves the right to contract services not satisfactorily completed and to purchase substitute services elsewhere. The City reserves the right to charge the vendor with any or all costs incurred or retain/deduct the amount of such costs incurred from any monies due or which may become due under this contract.

17. Inspection of Premises:

Bidders may inspect street(s) prior to submitting bids to determine all requirements associated with the project. Failure to do so will in no way relieve the successful bidder from the necessity of providing, without additional cost to the City, all services that may be required to carry out the intent of the resulting contract.

18. Inspection of Records:

All contractor records with respect to any matters covered by this contract shall be made available to the City or its designees at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

19. Hours and Directives:

Servicing of city streets shall be done immediately following snowfalls to prevent hazardous conditions as much as possible. Plowing city streets shall be completed to prevent unsafe conditions from forming on public roads. In the event of scheduling conflicts caused by heavy workload, the City shall receive priority service from the contractor.

20. Materials and Equipment:

Application of salt following plowing is ideal to prevent the icing of public roadways. Where possible, the contractor will limit the usage of salt to known problem areas when conditions allow for partial treatment.

Salt or calcium chloride/ice melt, for sidewalks and parking lots shall be applied in a manner to prevent excess tracking and/or damage to adjacent vegetation within public rights-of-ways or into the city owned property buildings (City Building and Rice Cemetery).

The Public Works Director is the primary city POC responsible for coordinating proper and adequate decisions regarding this contract, which may include but are not limited to, such items as weather reports, snow depth predictions, temperatures, additional plowing and salt applications or other issues impacting the safety of the public during snow events and emergencies. It is encouraged that the contractor advise the Public Works Director on updated conditions and activities of the snow removal effort during all times of the day and night as needed. If the Public Works Director is not available, the contractor will coordinate with the City Administrative Officer.

Drive lanes, fire lanes and parking areas and sidewalks adjacent to city owned buildings should be plowed and/or shoveled. All fire hydrants must be kept free from snow and easily accessible in case of emergencies.

Salt storage is the responsibility of the contractor. Storage for any materials required to perform the job of all equipment (e.g. salt, skid steer, backhoe, trucks, skid steers, snow blower, snowplow, snow shovel/pushers etc.) shall be the responsibility of the contractor. The Contractor is responsible for providing all equipment, tools and maintenance items needed to perform the job.

Winning contractor will be permitted use of city owned property at 1876 Union School Rd for use as a temporary salt storage facility and/or equipment staging.

1. Contractor will provide the city with proof of insurance at amounts acceptable to the city's insurance agent for operations on 1876 Union School Rd. Insurance documents should list both properties as the temporary salt storage facility is bisected by a property line (both owned by the City). A copy of the insurance requirements is attached hereto as Exhibit "B".
2. Contractor will also be permitted to use the 1876 Union School Rd site for spring mulch operations operating in accordance with the city noise ordinance.
3. In general, the 1876 Union School Road site will be cleared of all contractor salt/mulch/equipment from May through October allowing the city full access for other purposes. Adjusted dates can be coordinated with the city if in support of snow and ice removal operations.
4. Contractor will be responsible for gaining a permit for the salt storage site via Boone County/Boone County Planning Commission prior to 1 November of each year of the contract.
5. Contractor will be responsible for paying any environmental fines caused by contractor's direct negligence.
6. Contractor at its sole cost and responsibility will be permitted to install a security system of its choosing to secure contractor resources stored on the site (salt, snow removal equipment, etc).

21. Insurance Requirements:

The Contractor shall produce and keep in full force and effect throughout the term of this agreement, all insurance policies specified herein, as required by the contract documents or otherwise required by law of the Commonwealth of Kentucky and Federal Government. See Exhibit C for details.

22. Pollution Prevention. Allowing pollutants to directly or indirectly discharge to the storm sewer system, or any lake, stream, river or wetland, is prohibited by federal, state and local regulations. The Contractor shall take all measures necessary to prevent pollutants from discharging to storm drains and other waterways. For the purpose of eliminating stormwater pollution, the contractor shall implement effective Best Management Practices (BMPs). BMPs

include general good housekeeping practices, appropriate scheduling of activities, operational practices, maintenance procedures and other measures to prevent the discharge of pollutants directly or indirectly to the storm drain system.

Relating to snow management and deicing operations the contractor shall adhere to the BMPs identified in the City's Storm Water Pollution Prevention Plan, including the implementation of the following BMPs at minimum:

- i. Regularly calibrate de-icer delivery equipment, at a minimum of once per year;
- ii. Responsible application of appropriate material at the proper amount and rate;
- iii. Responsible storage of deicing materials and salt, including clean up of spills and protection of storm water infrastructure (inlets) in salt storage and loading areas;
- iv. Accurate, regular record keeping and data recordation, including calibration records, which will be provided to the City upon request.