



Request for Proposals

Downtown District Snow Hauling

City of Moorhead

Moorhead, MN

Due by October 29, 2026 at 2:00 PM Central Time

City of Moorhead, MN

ATTN: Downtown District Snow Hauling

PO Box 779

Moorhead, MN 56561-0779

Drop Off Location:

City Clerk Office

403 Center Ave

Moorhead, MN 56560

Email: Paul.Fiechtner@MoorheadMN.gov



1. SUMMARY INFORMATION

The City of Moorhead, Minnesota (the “City”) is requesting proposals from providers for snow removal services. The vendor will provide snow removal and hauling service of the downtown district. The work will include removal of snow from the curblane and hauling of snow to dedicated piling locations. Various pieces of equipment will be required to perform the work safely and efficiently.

2. SCOPE OF WORK

The City is issuing this Request for Proposals (“RFP”) to identify a vendor to provide snow removal and hauling services. The vendor will perform snow removal and hauling in the downtown district. The work will include removal of snow from the curblane and hauling to the dedicated piling location. The work will be performed during night hours as directed by Public Works.

Snow removal will be performed during no parking hours (1:00am to 7:00am) and 1-2 nights after the snowfall event. This timing will allow property owners to place snow on the curblane along with city plowing operations to plow roadway snow to the curblane. Hauling will not be every snow event but, as directed by the City with approximate snow accumulation of 4”-6” or more. Public Works will closely coordinate this work with the selected contractor.

The City understands that during snow removal operations there is a high variability workload based on the amount of snow and environmental conditions. Contractors should submit a proposal outlining the equipment available for the service and hourly rates. The proposal should also outline planned methods of performing the work with an estimated time/cost per clearing event. Proposals should also include methods to track equipment hours during the service.

A map of the downtown district is provided in attachment #1. The map shows the street curblane to be cleared of snow and the designated snow piling locations.

3. AGREEMENT LENGTH

The initial agreement will be for one year with services from December 2026 to May 2027. If mutually agreed, the selected contractor will have the option to extend the contract by an additional two years in one-year increments. Any rate adjustments will be mutually agreed upon prior to July 1st with no adjustment greater than 5 percent of the previous rate.



4. SUBMITTAL REQUIREMENTS

The timeline for this project is:

- RFP Closes October 29, 2026
- City Council Approval of RFP Selection November 9, 2026
- Service Term: November 2026 to May 2027, Option to extend contract

Submittals shall include the following:

- ✓ **Section 1: Company information**
 - Business name and address
 - Contact name, address, phone and email
- ✓ **Section 2: Equipment Rates and Estimated Cost**
 - Please provide information for all items listed on Attachment #2.
 - Include any other pertinent equipment and hourly rates.
 - Include an estimated cost per clearing event (actually billing will be on hourly rates).
- ✓ **Section 3: Submittal Information**
 - Please provide history of previous contracts and similar work performed
 - Include 3 references of previous or current customers



5. SELECTION PROCESS

Proposals will be reviewed by the Selection Committee. Upon review of the proposals, City staff may consult with an applicant regarding submissions received by the City. The City may request additional information or request that the applicant provide additional documentation. The City, at its sole discretion, may reject any or all submissions and change timelines.

6. EVALUATION CRITERIA

The City's selection is based on several criteria that will meet the needs of the project. Consideration will be included, but not be limited to, the following factors:

- a. **Cost (40 Points)**
- b. **Performance (30 Points)**
- c. **Equipment and Staff Available (30 Points)**

7. QUESTIONS

Questions regarding this RFP shall be submitted in writing, by email, to Paul.Fiechtner@MoorheadMN.gov. Questions must not contain confidential or proprietary information. Questions may be submitted through October 26, 2026. Answers to questions received will be posted online as an addendum. The City does not guarantee that questions received after the deadline will be answered.

8. CONFIDENTIALITY

All information included in this RFP is subject to disclosure according to the Minnesota Government Data Practices Act.

9. INCURRED EXPENSES

There is no express or implied obligation for the City to reimburse applicants for any costs or expenses incurred in preparing proposals in response to this RFP. The City will not reimburse applicants for such costs or expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or documentation requested by the City, or for the applicants' costs to develop or procure a contract for services. The City is not responsible for any cost(s) incurred by an applicant in preparing and/or submitting qualifications.

10. DISCLAIMERS

THIS IS A REQUEST FOR PROPOSALS ONLY. The information in this RFP is subject to change and is not binding on the City. The City has not made a commitment to procure any of the items discussed, and release of this RFP is not to be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become the City's property and will not be returned. The City maintains the right to reject any and all submissions.



ATTACHMENT #1

Downtown District Map



1. Snow Pile Location 1
2. Snow Pile Location 2
3. Snow Pile Location 3



ATTACHMENT #2

Equipment List Quote Sheet



City of Moorhead
Public Works Department
Equipment Rate Sheet



Quantity	Equipment Type	Model / Size	Hourly Rate

Company: _____

Authorized Signature: _____

Printed Name: _____

Date: _____