

Helena Housing Authority (HHA) is accepting proposals for Snow Removal Services.

The Scope of Work below outlines services to be provided for ALL locations on the attached HHA Site Lists/Proposal Price Summary Forms. We encourage potential Offerors/Contractors to propose services **for any number and combination of sites from all listed sites or for all of Site List A and/or Site List B.** Please use the Site Lists to include pricing for only the sites and services for which you are interested in providing.

- **Please submit any questions in writing to Michael O’Neil (moneil@hhamt.org) by 5:00PM, Monday, 10/7/24.** Questions & Answers will then be posted on the HHA website (<https://hhamt.org/hha-fy25-rfp-002-snow-removal-services-092724/>) by 9:00AM on Wednesday, 10/9/24.
- **Proposals must be received no later than 4:30PM, Friday 10/11/24. Proposals should be submitted electronically to moneil@hhamt.org with the Subject Line “Response to HHA Snow Removal Service RFP”.** Hand-written proposals may also be submitted at 812 Abbey St. Helena, MT 59601

SCOPE OF WORK

The following Scope of Work is informed by City of Helena ordinances regarding Snow & Ice Removal in order to ensure that HHA is, at a minimum, compliant with said ordinances.

- A) **Completion Times:** HHA requires that all sites are to be cleared of snow & ice no later than twenty-four (24) hours after a snowfall ceases registering one (1) inch or more:
- i. Lots are to be plowed no later than twenty-four (24) hours after a snowfall ceases registering one (1) inch or more;
 - ii. Sidewalks are to be cleared no later than twenty-four (24) hours after a snowfall ceases registering one (1) inch or more;
 - iii. Please note that for Snow Removal Services in pedestrian/residential areas (unless otherwise indicated in Section C below), ALL sidewalks, drivelines, and accesses to garbage dumpsters need to be addressed after a snowfall ceases registering one (1) inch or more.
- B) Snow must be properly placed to minimize loss of parking space (please see HHA Site Maps, Attachment B). **Unless obstacles are present, snow is to be plowed and piled at areas marked with a red X on HHA Site Maps.**
- C) Snow must be removed from all city sidewalks and all interior sidewalks (please see HHA Site Maps).
- i. Sidewalks from resident units to the city sidewalk or common sidewalk are the responsibility of the resident and are not required to be shoveled (please see HHA Site

Maps). Sidewalks highlighted in yellow are the responsibility of the Offeror/Contractor.
Sidewalks marked in red (or otherwise unmarked) are the responsibility of the tenant.

ii. Sidewalks that are the responsibility of Offeror/Contractor are to be treated with Ice Melt if and when ice remains, or would quickly form, after clearing of snow.

D) Offeror/Contractor, will be responsible for sanding sites after snow removals.

E) Spring Cleanup, to remove any excess sand as a result from sanding, is also being requested from any interested Offeror/Contractor.