

Sugartree II Unit Owners Association

Request for Proposal (RFP) for Snow Removal Services

Issue Date: September 24, 2025

Proposal Due Date: October 8th, 2025

1. Introduction

The Sugartree II Unit Owners Association is seeking bids from qualified contractors for snow removal services for the Sugartree II condominium complex located off Birchwood Lane. The selected contractor will be responsible for plowing parking lot ingress/egress and parking lots when snow accumulation reaches 4 inches, as well as shoveling unit ingress/egress as outlined in the Scope of Work. This is a request for a time and materials bid.

2. Scope of Work

The contractor will provide snow removal services for the following areas:

- **Parking Lot Ingress/Egress – Plowing Services:** Plow parking lot entrance to the main parking lot, and parking garage, including the outside parking lot parking spaces when snow accumulation reaches 4 inches, and every 4 inches thereafter until the end of a storm
- **Unit Ingress/Egress – Shoveling Services:** Shovel and clear snow from the step and walkway leading to the building

Summary of Contractual Obligations:

- **Responsibility:** The contractor is responsible for supplying all labor, equipment, materials, and any other necessary items to ensure proper snow removal as outlined in this Scope of Work.
- **Direction:** The contractor must take direction from the hired property manager, including showing up on-site when services are requested within reason.
- The contractor's goal is to ensure safe passage of all parking lots, roads, fire lanes, walkways, entryways, and stairways, throughout the property.
- Parking lots and roadways must be plowed and sanded as needed to allow vehicles to enter and leave the parking areas and roadways.
- Pathways, entryways, stairways, and stoops must begin to be cleared by the end of the storm, unless the snowfall and timing of the storm dictate otherwise.
- All pedestrian-traveled areas must be shoveled and sanded as necessary.

- Fire lanes, parking areas, and roadways must be cleared of snow accumulation within 24 hours of the end of the storm, and all walkways, entryways, stairways, and stoops within 36 hours, unless extraordinary circumstances require more time.
- The contractor must monitor the property daily for snow removal needs.
- The contractor must have equipment large enough to handle snow removal in blizzard and drifting conditions.
- The contractor must stake all areas of the property prior to the winter season to mark objects or areas to avoid by equipment.
- The contractor is not responsible for incidental damages from plowing or de-icing materials unless grossly negligent.
- Snow must be removed to the outside edges of the parking lots to maintain ample parking space.
- Plowing and sanding operations must commence when 4 inches of snow accumulates and continue every 4 inches until the storm stops.
- Hand sanding and shoveling of walkways and front entrance will occur during daylight hours.
- The contractor is responsible for hiring, maintaining, and paying all necessary personnel and maintaining all required equipment.
- The contractor will provide snow removal services as an independent contractor and may not assign duties without written consent.

3. Contract Term

The contract term will be from October 15, 2025 to May 15, 2026.

4. Bid Submission Requirements

Interested contractors must submit the following:

- **Company Profile:** Including experience, equipment list, and references.
- **Pricing:** Detailed pricing for the entire season, including breakdowns for plowing, shoveling, de-icing, and any additional services.
- **Proof of Insurance:** General liability, workers' compensation, and other relevant insurance as outlined in the Insurance Requirements.
- **Contact Information:** Primary contact for the bid and service-related inquiries.

5. Evaluation Criteria

Bids will be evaluated based on:

- Pricing and overall value.
- Experience and references.
- Ability to meet the scope of work effectively.
- Availability and responsiveness for emergency services and individual unit owner services.

6. Submission Instructions

Please submit your proposal to Sugartree II Unit Owners Association c/o CondoHQ, LLC at info@condohqs.com or 243 Main Street #1, Kingfield, ME 04947 by October 8th. Late submissions may not be considered.

7. Insurance Requirements

Contractor shall carry at its expense comprehensive general liability insurance in the amounts of \$1,000,000 per occurrence, \$2,000,000 general aggregate, including blanket contractual liability and broad form property damage, sufficient to satisfy its indemnification obligations hereunder; workers' compensation if and to the extent necessary to meet the requirements of Maine law, automobile liability covering all vehicles, equipment, and their operators, and such other insurance coverage in form, substance, and amounts reasonably satisfactory to perform all duties as stated in this contract. A location endorsement for "Sugartree II Unit Owners Association" must be included on these policies. An endorsement that requires the insurance agent to notify "Sugartree II Unit Owners Association, c/o CondoHQ, LLC, 243 Main Street #1, Kingfield, ME 04947" in the case of insurance coverage being canceled must also be maintained on the Contractor's policies.

Sugartree II Unit Owners Association

Contact Information:

Patrice Taylor
Project Coordinator
207-265-4663
info@condohqs.com

Sugartree II Unti Owners Association

Snow Removal Services Bid Form

Submission Deadline: October 8, 2025

Submission Instructions: Please submit this completed bid form along with the required documentation to info@condohqs.com or by mail to 243 Main Street #1, Kingfield, ME 04947

1. Contractor Information

- **Company Name:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Mailing Address:** _____

2. Services Selection & Pricing

(Complete only for the services you are bidding on. Provide both fixed price and time & materials rates *if applicable*.)

Service	Fixed Price (Oct 15 – May 15)	Time & Materials Rates	Equipment / Labor	Notes
Plowing	\$_____	Truck: \$____/hr Tractor: \$____/hr Sand: \$____/yd		Commences at 4" accumulation
Shoveling	\$_____	Shovel: \$____/hr Snow Blower: \$____/hr Sanding: \$____/hr	Average Laborers per storm:	Commences at 4" accumulation
Pathways	\$_____	Tractor: \$____/hr		Commences at 4" accumulation

3. Installment

- **Installment Schedule Preference: Plowing**

- ☐ *Equal Monthly Installments*
- ☐ *Other (please specify):* _____

- **Installment Schedule Preference: Shoveling**

- ☐ *Equal Monthly Installments*
- ☐ *Other (please specify):* _____

- **Installment Schedule Preference: Pathways**

- ☐ *Equal Monthly Installments*
- ☐ *Other (please specify):* _____

4. Additional Information

- **Availability:**

(Provide details on your availability for emergency or on-demand services that may be requested separately from individual owners in the association, as applicable. This could include private deck shoveling services, etc.)

- **References:**

(Please provide references (three preferred) for similar services provided)

- **Terms and Conditions:**

I have read and agree to the terms and conditions outlined in the Request for Proposal and can meet the Insurance Requirements.

5. Signature

- **Contractor's Signature:** _____

- **Date:** _____

END OF BID FORM