



Date:

To: Prospective Bidders

Subject: Request for Proposals

The City of Crete is accepting proposals for snow removal services in our Downtown Improvement District #1. Reference attached instructions and specifications.

If you wish to bid on these services, please submit your proposals for bid #2025-11-13S no later than 10:00 AM Thursday, August xx 2025. Email your proposal to RFP@crete.ne.gov.

Submit your proposal electronically to the above email address by the bid opening date and time. The City of Crete is not responsible for email bids affected by spam or not received by the bid opening date or time. No fax, verbal, or telephone proposals will be accepted.

Before submitting proposal, check to be sure that"

The Proposal form is signed and witnessed.

Any addenda received are acknowledged.

Note: Electronic submission becomes your authorized signature.

Thank you for your participation,

Tom Ourada

City of Crete

City of Crete
Bid Instruction and General Information
Snow Removal Services
Bid #2025-11-13S

1. The City of Crete's sales tax exempt no. is 47-6006154
2. The service term is from October 1, 2025 through September 30, 2026
3. The contractor shall furnish all labor, tools, materials, equipment, labor, and supervision necessary to keep the fore mentioned area in a neat and orderly appearance throughout the term of the agreement.
4. Reference the attached specifications for complete scope of work.
5. Record all pricing information on the attached proposal sheet in its entirety or the proposal may be rejected.
6. At the City of Crete, socially responsible procurement and sustainability is highly valued. We support and encourage local supplier participation and that is reflective of the diverse business community and of our desire to procure environmentally friendly products when possible.
7. The City of Crete reserves the right to accept or reject any or all Proposals not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. The City reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all bidders. The City reserves the right to negotiate with the bidder whose proposal is deemed most favorable.
8. Contact Tom Ourada with any questions concerning this proposal via email – tom.ourada@crete.ne.gov

The City of Crete
Snow Removal Services
Weed Removal Services
Bid #2025-11-13S

Scope of Work

- 1.0 The contractual arrangements are for snow removal, salting/sanding, and weed/vegetation management.
 - 1.1 Each business owner shall have the right to choose a preference of salt or sand at their store front entrance.
 - 1.2 The walk path shall be salted, with the exception being if concrete has been replaced. If new concrete exists, only sand is allowed in the immediate area and 25' in either direction.
- 2.0 The contract (Attachment A) and oversight will be with the City of Crete.
- 3.0 The expectations and evaluation will be set by the Main Street Business Improvement District Advisory Board and communicated to the City.
- 4.0 Communication to the contractor will be through the City.
- 5.0 Contractual arrangements will be between the City and contractor.
- 6.0 The contractor is to supply appropriate equipment and labor to remove snow in front of participating businesses in the downtown district outlined in the map in Attachment B.
 - 6.1 Passenger type vehicles e.g., pickups or other full size vehicles with snow plows will not be allowed on sidewalks. Smaller vehicles such as UTV's that can be operated safely around pedestrian traffic may be allowed after review and written approval. Walk behind equipment is allowed.
 - 6.2 The contractor will be expected to maintain all sidewalks on Main Avenue in Crete, NE from 13th Street to 11th Street. They will also be expected to maintain the sidewalks along the south side of 13th street, north side of 11th Street, and both sides of 12th Street to the alleyways parallel to Main Avenue.
- 7.0 The contractor should have sufficient resources to remove snow within a one hour time period from start to finish in the district.

- 8.0 The minimum necessary requirement would entail removal within the entire district to be completed before 8:00 am on the day of the snow event.
- 9.0 The possibility exists that under extreme circumstances, it may be necessary to perform this service again during or after the lunch hour.
 - 9.1 This possibility should be factored into the bidders staffing model.
- 10.0 The contractor will coordinate with City forces on the removal of snow from the actual district.
 - 10.1 The contractor will not be expected to remove snow, but to not push snow into the right-of-way without City coordination and consent specifically for each event.
- 11.0 The contractor will be expected to manage weed and vegetation growth in the district.
 - 11.1 Weeds should at no time exceed six (6) inches in height.
 - 11.2 Chemical use should be carefully planned so there is no risk of runoff and to ensure that any application is dry before 8:00 am or after 10:00 pm.
 - 11.3 If there is a breeze exceeding five (5) miles per hour, no herbicide will be applied in the district.
 - 11.4 If weeds are physically pulled, the remnants or debris should be gathered and disposed of. No remnants shall be deposited or be left in the district.
 - 11.5 Weed-eaters may be utilized but the debris must be removed directly after the weeds are cut. Any objectionable staining of the concrete must also be removed, thus weed-eating, while allowed, is discouraged.
- 12.0 The contractor shall purchase and maintain throughout the contract period Worker's Compensation Insurance and General Liability Insurance in the amount of 1,000,000.00. Contractor shall furnish evidence of insurance coverage with their bid offering or at the time of bid award and shall provide updated evidence of insurance coverage upon request.