



# REQUEST FOR INFORMATION

**RFI# 22-67**

## **Municipal Sidewalk Snow Removal**

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### **I. REQUEST:**

The City of Ann Arbor is seeking information from interested contract snow removal service providers. The City of Ann Arbor is interested in determining the interest, capacity, and cost of contract services for the purposes of a municipal sidewalk snow clearing program.

Interested firms, or teams of firms, are encouraged to provide a snow removal strategy that proposes the size of team available for city contracting, equipment available, number of sidewalk miles that can be cleared and associated costs of removing snow.

The submittal of information to this RFI does not guarantee any award of a contract and is for informational purposes only.

### **II. BACKGROUND:**

#### **1. History and Conditions**

City Council has directed staff to explore the possibility and cost of using independent contractors for municipal sidewalk clearing efforts. The following background should be used to structure your response to this request.

Contract services will be called to clear sidewalks of accumulations greater than one inch with the goal to have all sidewalks clear within 24 hours after snow has stopped falling. According to the National Oceanic and Atmospheric Administration, the City of Ann Arbor averages 17 snow events annually that exceed one inch of accumulation, though that number could be as high as 25 and as low as 10. For planning purposes, respondents should assume 25 snow events annually.

Ann Arbor's snow season extends from October through April, a seven-month period. Respondents should indicate their ability to respond throughout the full seven-month snow season.

**2. Requested information – *this section describes the information that the City hopes to learn from submissions.***

Please provide the following information in the submission;

- Number of staff available to commit to each contracted snow removal event (staff must be available to clear all proposed sidewalk sections within 24 hours after snow fall has stopped);
- Equipment available for each event;
- Estimated number of miles that can be cleared by your proposed team within the timeframe proposed;
- Anticipated cost for this activity (cost should be for the total proposed length of sidewalk that could be cleared within the required time, and should be broken down at least by labor, fuel, and administrative overhead).
- If there are additional costs or assumptions in your calculations that have not been addressed here, please provide any relevant explanation or information.

**3. Current snow removal standards**

At this time, Ann Arbor residents and/or property owners are responsible for removing snow and ice from adjacent sidewalks, crosswalk ramps, and bus stops. Responses to this request should assume that the same standards apply to a contractor response times and accumulation amounts.

Currently on residential property, within 24-hours, any accumulation of snow greater than 1 inch must be cleared by the owner or occupant from adjacent sidewalks, concrete bus stop walks, and crosswalk ramps. Any ice accumulations must be treated within 18-hours of forming with sand, salt, or other substance, to prevent it from becoming slippery.

Applicants interested in more information can review the Winter Sidewalk Maintenance Memorandum prepared for City Council at this link, <https://a2gov.legistar.com/View.ashx?M=F&ID=10264464&GUID=B5A77DA2-CBAC-4735-8C63-476847491D1C>.

**III. DISCLAIMER:**

The City shall not in any way be liable or responsible for cost incurred in responding to this RFI. All information received in response to this RFI becomes the exclusive property of the City. All responses to this RFI become matter of public record and shall be regarded as public records. The City shall not in any way be liable or responsible for the disclosure of such records, including, with limitation, those so marked, if disclosure is required by law, or by any order of a court of competent jurisdiction.

**IV. INSTRUCTIONS:**

Respondents should include a letter of interest, firm or team background, and the snow removal strategy. If possible, include information on similar contracts maintained by your firm or team.

**V. NOTICES:**

This is not a Request for Proposal. The purpose of this RFI is to gather information to potentially solicit a Request for Proposal or Invitation to Bid. No award will be made based on the results of this process. Any procurement by the City will be the subject of a separate process and subject to budget approval.

**VI. DEADLINE TO SUBMIT QUESTIONS AND RESPONSES:**

Any questions should be sent in writing before 1:00 PM (local time) on September 12, 2022 to Colin Spencer, Purchasing Manager via email to [cspencer@a2gov.org](mailto:cspencer@a2gov.org).

Responses to this RFI are due on or before 4:00 PM (local time) on September 28, 2022.

Responses shall be sent via email to: [cspencer@a2gov.org](mailto:cspencer@a2gov.org) or by delivery to:

City of Ann Arbor  
Attn: Colin Spencer, Purchasing Manager, RFI# 22-67  
301 East Huron Street  
Ann Arbor, MI 48104