



Request for Proposals
Snow Removal Services
City of Moorhead
Moorhead, MN

Due by October 3, 2025 at 2:00 PM Central Time

City of Moorhead, MN
ATTN: Snow Removal Services
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 various snow removal services to include truck hauling and operation of various snow removal equipment.

2. SCOPE OF WORK

The City is issuing this Request for Proposals (“RFP”) to identify multiple companies to provide snow removal services. The City performs snow removal on public streets and City owned bike paths. The City seeks assistance with the activities related to snow hauling, snow removal, and various winter activities.

Primary activities include snow hauling with trucks, payloaders for mowing snow, and operation of loader mounted snow blowers to widen roadways. The activities will be scheduled and hired based on need of the City.

Contractors interested in assisting the City of Moorhead should submit a proposal outlining the equipment available for the service. The City understands that during snow removal operations there is a high variability in equipment and operator availability. The City intends to contract with multiple vendors and will hire services based on current need and availability.

The timeline for this project is:

- **RFP Closes October 3, 2025**
- **City Council Approval of RFP Selection October 14, 2025**
- **Service Term: November 2025 to May 2026**

3. SUBMITTAL REQUIREMENTS

Submittals shall include the following:

- ✓ **Section 1: Company information**
 - Business name and address
 - Contact name, address, phone and email
- ✓ **Section 2: Submittal Information**
 - Please provide information for all items listed on Attachment #1.
 - Include any other pertinent equipment and hourly rates.



4. 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.

5. 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 (50 Points)**
- b. Performance (25 Points)**
- c. Equipment Available (25 Points)**

6. 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 September 25, 2025. 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.

7. CONFIDENTIALITY

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

8. 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.

9. 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

Equipment List Quote Sheet

City of Moorhead
Public Works Department
Winter 2025/2026 Quote Sheet



Quantity	Equipment Type	Model / Size	Hourly Rate

Company: _____

Authorized Signature: _____

Printed Name: _____

Date: _____