



REQUEST FOR PROPOSALS

DOWNTOWN PEDESTRIAN SNOW & ICE REMOVAL AND ON-CALL CODE ENFORCEMENT SIDEWALK CLEARING

Issue Date: 10/2/2026

Bid Due: 11/6/2026

Contract Period: 2026–2027 Winter Season

1. PURPOSE

The Glens Falls Business Improvement District ("BID") invites sealed bids from qualified contractors to provide snow and ice removal services for designated pedestrian areas within the Glens Falls Business Improvement District ("BID") and, on an as-needed basis, at other sidewalk locations throughout the City where the City has directed corrective snow or ice removal.

The BID seeks to accomplish two objectives through this contract:

1. Maintain a safe, accessible and consistently passable pedestrian network within the downtown business district during winter weather; and
2. Provide the BID with a reliable contractor who can promptly clear individual sidewalks elsewhere in the City when a property owner or other responsible party has failed to comply with applicable snow and ice removal requirements and the BID has authorized corrective work.

The successful bidder shall provide all labor, supervision, vehicles, machinery, snow-removal equipment, tools and other items necessary to perform the work, except for

materials specifically identified by the City as City-supplied.

2. CONTRACT STRUCTURE

The contract consists of two service components.

PART A — DOWNTOWN BID PEDESTRIAN SNOW & ICE REMOVAL

Routine snow and ice management of the pedestrian network identified on the City's Downtown Snow Removal Map.

PART B — ON-CALL CODE ENFORCEMENT SIDEWALK CLEARING

Individual sidewalk locations throughout the City which are serviced only when specifically authorized by the City.

Bidders shall provide pricing for both Parts A and B.

The BID reserves the right, to the extent permitted by applicable procurement requirements, to award Parts A and B together or separately.

PART A

DOWNTOWN BID PEDESTRIAN SNOW & ICE REMOVAL

3. SERVICE AREA

The contractor shall provide snow and ice removal within the service area shown on **Attachment A — Glens Falls Business Improvement District Map**.

The map shall identify all areas included in the contract and shall control in the event of uncertainty regarding whether a particular area is included.

The service area may include:

- Public sidewalks along designated downtown streets;
- Curb ramps;
- Crosswalk approaches;
- Pedestrian connections between sidewalks and crosswalks;
- Pedestrian access to designated public parking facilities;
- Pedestrian connections through or adjacent to City-owned public spaces;
- Bus-stop boarding areas, where designated;
- Other high-priority pedestrian connections shown on Attachment A.

4. PERFORMANCE STANDARD

The purpose of Part A is not merely to plow individual segments of sidewalk. The contractor shall maintain a **continuous and reasonably safe pedestrian route throughout the designated downtown service area.**

Particular attention shall be given to locations where pedestrian travel commonly becomes obstructed following street-plowing operations, including:

- Intersections;
- Curb ramps;
- Crosswalk approaches;
- Corners;
- Pedestrian access to parking areas; and
- Snow windrows deposited between the sidewalk and street.

Snow and ice removal shall be performed in a manner that maintains accessibility to the greatest extent practicable and does not create new barriers for pedestrians using wheelchairs, walkers, strollers or other mobility devices.

5. SNOWFALL TRIGGER

Routine Part A service shall commence when accumulated snowfall reaches **two (2) inches**, unless the BID directs otherwise.

The BID may authorize service at accumulations below two inches when conditions warrant, including:

- Freezing rain;
- Icing;
- Repeated freeze/thaw conditions;
- Drifting;
- Snow deposited by municipal street-plowing operations;
- Slush that is likely to freeze; or
- Other conditions creating a significant pedestrian hazard.

The BID's designated representative shall have final authority regarding whether an event requires service.

6. TIMING AND CONTINUING STORMS

For snowfall occurring overnight, the contractor shall make every reasonable effort to have the primary downtown pedestrian network cleared and passable by **7:00 a.m.**

For snowfall occurring during normal business hours, the contractor shall begin operations promptly after the service threshold is reached or upon notification by the BID.

During extended or heavy storms, the BID may require multiple passes to maintain pedestrian access rather than waiting until snowfall has ended.

The contractor shall coordinate with the City of Glens Falls' Department of Public Works when appropriate so that sidewalk operations complement street-plowing operations.

Final cleanup may be required after City street plows have completed their operations, particularly at crosswalks and curb ramps.

7. SNOW PLACEMENT

Snow shall be placed only in locations that do not unreasonably interfere with pedestrian or vehicular travel.

Snow shall not be deposited so as to obstruct:

- Crosswalks;
- Curb ramps;
- Fire hydrants;
- Building entrances and exits;
- Driveways;
- Storm drains and catch basins;
- Parking meters or payment equipment;
- Traffic-control devices;
- Bus stops;
- Accessible parking spaces or access aisles; or
- Other designated public facilities.

Snow shall not be pushed from sidewalks into the traveled portion of a roadway except when specifically authorized by the BID as part of a coordinated snow-removal operation.

8. ICE CONTROL

The contractor shall provide ice-control services when directed by the BID or when included as part of the service level specified in the bid.

Only City-approved ice-control products may be used.

The Bid Form shall request separate pricing for:

- Application using City-supplied material; and
- Application using contractor-supplied material.

The contractor shall use materials and application rates appropriate for downtown sidewalks and shall take reasonable precautions to avoid unnecessary damage to vegetation, masonry, concrete, streetscape improvements and adjacent property.

9. EQUIPMENT

The contractor shall use commercial equipment appropriate for sidewalk snow removal.

Equipment shall be sized and operated so that it can safely maneuver within the downtown pedestrian environment without damaging:

- Sidewalks;
- Curbs;
- Brick or decorative paving;
- Street trees;
- Tree pits;
- Benches;
- Planters;
- Signs;
- Light poles;
- Hydrants;
- Public art; or
- Other streetscape improvements.

The bidder shall submit an equipment list identifying:

- Make and model;
- Equipment width;
- Snow-removal attachment;
- Deicing capability, if applicable;
- Number of units available; and
- Backup equipment available.

The successful contractor shall maintain sufficient backup equipment to continue service in the event of equipment failure.

PART B

ON-CALL CODE ENFORCEMENT SIDEWALK CLEARING

10. PURPOSE

The successful contractor shall also provide on-call snow and ice removal at individual

sidewalk locations throughout the City when directed by an authorized BID representative.

This service is intended primarily for circumstances in which the BID has determined that a sidewalk has not been cleared as required by applicable City Code and has completed whatever notice or enforcement procedure is legally required before corrective work may be undertaken.

The contractor shall have no responsibility or authority to determine whether a property is in violation.

The contractor shall perform work only after receiving authorization from the BID.

11. DISPATCH PROCEDURE

An authorized GF CITY DPW representative shall provide the contractor with:

- Property address or location;
- Approximate area requiring clearing;
- Work-order or violation number, if applicable;
- Services authorized; and
- Any special instructions.

The contractor shall acknowledge receipt of the request promptly.

Unless otherwise specified, the contractor shall respond to an authorized Code Enforcement dispatch within **four (4) hours**.

The Glens Falls City's DPW may identify an assignment as urgent when the condition presents a significant pedestrian or public-safety concern.

12. WORK REQUIRED AT CODE ENFORCEMENT LOCATIONS

When dispatched, the contractor shall:

1. Photograph the condition before beginning work;
2. Clear the sidewalk frontage or other area specifically identified by the BID;
3. Remove or relocate snow sufficiently to create a reasonably safe and passable pedestrian route;
4. Address ice when specifically authorized;
5. Photograph the completed work;
6. Record arrival and completion times; and
7. Submit the documentation with the invoice.

The contractor shall not perform additional work on private property unless expressly authorized by the BID.

13. CODE ENFORCEMENT DOCUMENTATION

Because costs associated with Part B may be subject to recovery from a responsible property owner under applicable law, documentation shall be considered a material requirement of the contract.

Each Part B invoice shall separately identify:

- Property address;
- Work-order/violation number;
- Date;
- Time dispatched;
- Arrival time;
- Completion time;
- Personnel used;
- Equipment used;
- Ice-control material used;
- Before photographs;
- After photographs; and
- Total charge.

The BID may refuse payment for inadequately documented work.

GENERAL REQUIREMENTS

14. CONTRACTOR COMMUNICATION

During the winter season, the contractor shall maintain a telephone number through which an authorized contractor representative can be reached 24 hours per day during snow and ice events.

The contractor shall designate:

Primary Contact: _____

Telephone: _____

Email: _____

Backup Contact: _____

Telephone: _____

15. DAMAGE

The contractor shall immediately report any damage resulting from its operations.

The contractor shall be responsible, to the extent provided in the BID's contract documents and applicable law, for damage caused by its personnel or equipment.

16. CONTRACTOR QUALIFICATIONS

Bidders shall demonstrate experience and capacity sufficient to perform the work.

Each bidder shall submit:

- Years in business;
- Description of municipal, commercial, institutional or comparable snow-removal experience;
- At least three references for comparable work;
- Equipment proposed for this contract;
- Backup equipment available;
- Number of employees/operators available during snow events;
- Description of the bidder's storm-response procedures; and
- Identification of any municipal snow-removal contract terminated for cause within the previous five years.

The BID may contact references and investigate bidder responsibility prior to award.

17. BID PRICING

The BID seeks transparent unit pricing that permits the BID to pay based upon actual winter conditions rather than guaranteeing a fixed seasonal expenditure.

PART A — DOWNTOWN BID

OPTION 1 — EVENT PRICING

Snow/Ice Event	Price for Complete Downtown Route
Ice/trace event under 2 inches, when authorized	\$_____
2.0–3.99 inches	\$_____
4.0–5.99 inches	\$_____

6.0–7.99 inches	\$ _____
8.0–11.99 inches	\$ _____
12 inches or greater	\$ _____
Additional complete pass during continuing storm	\$ _____

Ice Control

Service	Unit	Price
Apply BID-supplied ice-control material	Complete downtown route	\$ _____
Apply contractor-supplied ice-control material	Complete downtown route	\$ _____

Snow Relocation/Hauling — Only When Authorized

Service	Unit	Price
Sidewalk snow-relocation equipment/operator	Hour	\$ _____
Loader/operator	Hour	\$ _____
Truck/operator for snow hauling	Hour	\$ _____
Snow disposal fee, if applicable	Load	\$ _____

OPTION 2 — LINEAR-FOOT PRICING

The BID requests the following alternate pricing for comparison:

Service	Price Per Linear Foot
Plowing, 2–6 inches	\$_____
Plowing, greater than 6 inches	\$_____
Deicing	\$_____

The BID may use either event pricing or linear-foot pricing as the basis of award, as stated in the final bid documents.

PART B — CODE ENFORCEMENT, PER-CALL BASIS

Service	Unit	Price
Dispatch/mobilization	Per property	\$_____
Snow/ice removal	Per hour	\$_____
Alternate snow removal price	Per linear foot	\$_____
Ice-control product/application	Per linear foot	\$_____
Additional labor, if authorized	Per person/hour	\$_____

Minimum billable time, if any: _____

Minimum property charge, if any: \$_____

No charge shall be incurred for Part B unless the work has been specifically authorized by the BID.

18. EVALUATED BID PRICE

Because snowfall varies substantially from year to year, actual annual expenditures cannot be predicted.

For purposes of comparing bids on an equal basis, the BID may calculate an **Evaluated Bid Price** using hypothetical quantities stated in the final bid documents.

For example:

- ___ events of 2–3.99 inches;
- ___ events of 4–5.99 inches;
- ___ events of 6–7.99 inches;
- ___ events of 8 inches or greater;
- ___ ice-control applications;
- ___ additional storm passes; and
- ___ Code Enforcement calls.

These quantities are **solely for bid evaluation** and do not constitute a guarantee of work or payment.

The BID shall pay only for services actually authorized and satisfactorily performed.

19. NO GUARANTEE OF QUANTITY

The BID makes no representation or guarantee concerning:

- Number of snow events;
- Total snowfall;
- Number of ice events;
- Number of Code Enforcement dispatches;
- Number of additional storm passes;
- Snow-hauling requirements; or
- Total dollar value of the contract.

20. TERM

The initial contract period shall be:

December 1, 2026 through April 30, 2027

The BID may include an option to renew the contract for up to **two additional winter seasons**, subject to mutual agreement, satisfactory performance, availability of funds and applicable procurement requirements.

Any permitted annual price adjustment shall be stated in the final contract documents.

21. INVOICING

The contractor shall invoice the BID monthly.

Part A and Part B charges shall be separately identified.

Part A invoices shall identify each event, including:

- Date;
- Approximate snowfall category;
- Time service began;
- Time service was completed;
- Number of passes;
- Ice-control applications; and
- Additional work authorized by the BID.

Part B shall be invoiced separately by property as required in Section 13.

22. LABOR REQUIREMENTS

The successful bidder shall comply with all applicable New York State labor laws and requirements.

23. INSURANCE AND INDEMNIFICATION

The successful contractor shall maintain all insurance required by the City of Glens Falls.

The City's standard insurance and indemnification requirements shall be incorporated as and shall control.

No work may begin until required certificates and endorsements have been accepted by the BID.

24. COMPLIANCE WITH LAW

The contractor shall comply with all applicable federal, State and local laws, regulations and ordinances.

The BID's standard non-collusion certification and other required procurement certifications shall accompany the bid.

25. BID AUTHORIZATION

Only BID-designated representatives may authorize work under this contract.

Individual merchants, BID members, residents or property owners may not order additional work at BID's expense.

The contractor shall refer requests for additional BID-paid service to the designated BID representative.

Nothing in this contract authorizes the contractor to issue violations, interpret the City Code or determine whether corrective action should be taken against a property.

26. RELATIONSHIP TO PROPERTY-OWNER RESPONSIBILITIES

Services provided under this contract are intended to enhance pedestrian safety and accessibility and shall not, by themselves, modify any obligation imposed upon property owners, occupants or other responsible parties by the Glens Falls City Code.

The BID reserves all rights and remedies available under applicable law regarding snow and ice removal violations and recovery of BID costs.

27. BID SUBMISSION

Bids shall be clearly marked:

DOWNTOWN PEDESTRIAN SNOW & ICE REMOVAL AND ON-CALL CODE ENFORCEMENT SIDEWALK CLEARING

and delivered via email to:

Glens Falls Business Improvement District

therrick@sprucehospitalitygroup.com

no later than **midnight on November 6, 2026.**

Questions regarding the bid shall be submitted in writing to:

Tyler Herrick

therrick@sprucehospitalitygroup.com

no later than October 25, 2026

Responses or clarifications affecting the bid specifications shall be issued by the BID through a written addendum.

MAP OF DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

