



4800 N. Broadway, Boulder, CO 80304
Phone: 720-564-4610
Fax: 303-939-9569
Hearing Assistance: 1-800-659-3656
www.boulderhousing.org

RFP 04-2026
Request for Proposal
Snow Removal Service – BHP Properties

Boulder Housing Partners, identified hereafter as BHP, is requesting bid proposals from companies to provide the following services for multi-family housing sites:

- **Snow Removal Services**

GENERAL

The bid packet will be listed as Request for Proposal, **Snow Removal Services - BHP Properties**, and will be available for downloading from our website, <https://boulderhousing.org/bidsrfps> beginning 07/07/2026. Submittals are due via email only on or before July 31st by 5:00pm. Please submit all proposals and any questions to procurement@boulderhousing.org. The subject line of the email MUST read “**RFP 04-2026 – Company Name**”. No mailed, hand-delivered, or faxed submissions will be accepted.

SUMMARY OF RFP DATES:

July 7th, 2026:

RFP Package Available online

July 15th, 2026:

Golden West Site Walk for any vendors unfamiliar with the property or BHP. Please see attached parking map as parking can be limited. If you plan to park at the Timber Ridge parking lot building C1014, please make sure to get a visitor pass from Golden West reception. Available street parking does not require a pass.

Where: Front Entrance of 1055 Adams Cir, Boulder, CO 80303

When: 10:00am-11:00am

July 31st, 2026:

RFP Proposal Submission Deadline 5:00 pm

August 14, 2026 or sooner:

Award of Contract and Notification



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1. SCOPE OF WORK/TECHNICAL SPECIFICATIONS

Boulder Housing Partners (BHP) is seeking proposals from qualified contractors to provide comprehensive snow removal services for multiple BHP-owned and managed properties throughout Boulder, Colorado. This will be for a one year contract with option to renew for two additional one-year terms. The selected contractor(s) will be responsible for timely, efficient, and safe snow and ice removal to ensure accessibility and safety for residents, employees, emergency responders and visitors. BHP reserves the right to award contracts to one or multiple contractors.

Property maps are available on BHP's website at [Boulder Housing Rental Communities](http://www.boulderhousing.org). BHP strongly encourages interested vendors to visit any properties for which they intend to submit a proposal to ensure accurate pricing and a complete understanding of site conditions.

2. GENERAL REQUIREMENTS

- The Contractor shall proactively monitor weather conditions and respond to snow and ice events without waiting for notification from BHP unless otherwise directed.
- Services shall be performed in a manner that minimizes hazards to residents, visitors, emergency responders, and staff while protecting BHP property, landscaping, pavement, and infrastructure.
- Contractor shall provide timely and efficient snow removal for safe, accessible conditions on all drive lanes, parking areas, sidewalks, and pedestrian routes at all designated properties.
- All services must comply with Boulder municipal codes, including the requirement that sidewalks and drive lanes be cleared within 24 hours after the end of snowfall.

3. PERFORMANCE STANDARDS:

Item	Standard
Sidewalks	Safe and passable with no hazardous accumulation.
ADA Routes	Fully accessible following each service event.
Parking Lots	Vehicle access maintained throughout the storm.
Fire Lanes	Maintained clear at all times.
Trash Enclosures	They must remain fully accessible



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Item	Standard
Snow Storage	Shall not block drainage, visibility, parking, or sidewalks.

4. SENIOR HOUSING COMMUNITIES (PRIOTITY ONE)

Senior housing communities shall receive **first priority during every snow or ice event**. These properties house residents with limited mobility and shall be serviced before all family housing sites unless otherwise directed by BHP. Our residents safety is critical and our highest priority. The response time to tend to these properties is within 1 hour of trigger.

The Contractor shall maintain safe access to all building entrances, accessible parking spaces, sidewalks, ramps, mail kiosks, community buildings, trash enclosures, emergency exits, and primary pedestrian routes throughout the duration of each weather event. During extended storms, the Contractor shall continue servicing these locations as necessary to prevent hazardous accumulations.

4a. SENIOR HOUSING TRIGGERS

Condition	Required Service
Forecasted freezing rain or icy conditions	Vendor will watch weather and is required to proactively pretreat primary sidewalks, entrances, ramps and accessible routes before conditions develop when practical.
Snow accumulation 1 inch of snowfall	Begin hand shoveling sidewalks, entrances, ADA ramps, mail areas and pedestrian routes. Apply ice melt as needed.
Snow accumulation 2 inches of snowfall	Begin parking lot and drive lane plowing while continuing sidewalk maintenance.
Continuous snowfall	Maintain sidewalks and entrances throughout the storm to keep pedestrian access open. Return as necessary to prevent unsafe accumulation.
Ice Mitigation	Ice mitigation shall continue following each storm until sidewalks, entrances, accessible routes, and parking areas are reasonably safe for pedestrian and vehicle travel.
Snowfall exceeding 12 inches	Continue operations until safe access has been restored. Additional passes shall be performed as needed. A Task Order will be issued for any snow fall exceeding 12 inches



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5. FAMILY HOUSING COMMUNITIES (PRIORITY TWO)

Services for Family Housing Communities (Priority Two) shall begin immediately upon completion of Senior Housing Communities (Priority One) or concurrently, provided Priority One service is not delayed. At a minimum, the Contractor shall comply with all applicable City of Boulder snow removal requirements. Services shall be provided in a manner that maintains safe access for residents while recognizing that senior housing communities receive first priority during active winter weather events.

The Contractor shall remove snow from parking lots, drive lanes, sidewalks, building entrances, stairways, mail kiosks, trash enclosure access, community buildings, and other designated pedestrian areas.

5a. FAMILY HOUSING COMMUNITIES TRIGGERS

Condition	Required Service
Snow accumulation 2 inches of snowfall	Begin hand shoveling entrances, sidewalks, ramps and pedestrian routes. Apply ice melt where necessary.
Snow Accumulation 3 inches of snowfall	Begin parking lot and drive lane plowing.
Continuous snowfall	Continue servicing parking lots, sidewalks and entrances throughout the storm as necessary to maintain safe access.
Ice Mitigation	Following completion of plowing operations, sidewalks and pedestrian routes shall be inspected and treated with de-icing materials wherever slippery conditions remain.
Snowfall exceeding 12 inches	Continue operations until all designated service areas have been restored to safe operating conditions. A Task Order will be issued for any snow fall exceeding 12 inches

6. SERVICE DOCUMENTATION, REPORTING AND INVOICING

The Contractor shall submit supporting documentation with each monthly invoice. BHP will provide awarded vendor with a template for monthly invoicing.

7. BHP VERIFICATION

BHP may verify services through field inspections, resident reports, maintenance staff observations, or review of the documentation submitted by the Contractor. BHP reserves the right to request additional supporting documentation, including photographs, weather reports, material usage records, equipment logs, GPS records, or other reasonably necessary



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documentation to verify services performed. Payment may be withheld for any invoice that cannot be adequately supported.

8. ADDITIONAL ATTACHMENTS

- Insurance Requirements
- Snow Removal Pricing Table (2026-2029)
- Golden West Parking Map
- Tantra Map (highlighted red and blue are BHP property)



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SUBMITTAL REQUIREMENTS AND FORMAT

Submittals must include a submittal letter and supporting data, including the following list of items. Submittals are prepared at the firm's expense and upon submission become the property of BHP and therefore become a matter of public record once the successful firm has been chosen and the contract awarded.

TO BE INCLUDED IN THE SUBMISSION OF THIS ORDER:

1. Owner's name, company name, address, phone, fax, and email.
2. Type of work contractor is licensed to perform and any other specialization of the firm.
3. Staffing Plan. Please explain number of crews, operators. Will subcontractors or FTE's be used. Explains on call procedures, supervisor availability and back up staff during extended storms.
4. Pricing as requested in the pricing table. Please copy and use the pricing table(s) for your submission.
5. COI. Proof of General Liability, Workers Compensation, Automobile Insurance, and Pollution Insurance (if applicable). Appropriate limits for insurance are listed in the attached contract. If a contract is awarded, BHP must be named as the additional insured on your insurance forms.
6. Organizational chart or description of principals and individuals responsible for work.
7. Three references for whom the firm has performed related work for in the last three years.
8. Please include whether your firm is certified as a Minority-Owned Business Enterprise (MBE), Woman-Owned Business Enterprise, or a Section 3 Business Enterprise.
9. If you are a PERA retiree, please include this in your proposal.



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About Boulder Housing Partners

BHP is the Housing Authority for the City of Boulder, a quasi-governmental organization created in 1966 by the City Council of the City of Boulder. It was established as a housing authority under state law to provide safe and sanitary housing to low and moderate-income households in the City of Boulder. BHP owns and operates over 1350 affordable apartment homes, over 100 market rate apartments and over 1300 assistance vouchers. Please refer to our website for additional information: www.boulderhousing.org.

BHP RESERVATION OF RIGHTS:

1. BHP reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by BHP to be in its best interests.
2. BHP reserves the right not to award a contract pursuant to this RFP.
3. BHP reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful bidder.
4. BHP reserves the right to inspect work at any time during the ongoing work.
5. BHP reserves the right to determine the days, hours and locations that the successful bidder shall provide the services called for in this RFP.
6. BHP reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals.
7. BHP reserves the right to negotiate the fees proposed by the bidder.
8. BHP reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
9. BHP shall have no obligation to compensate any bidder for any costs incurred in responding to this RFP.
10. BHP shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a bidder or reject any proposal submitted that does not conform to any of the requirements detailed herein.

ADDITIONAL REQUIREMENTS ONCE CONTRACT IS SIGNED

The contract generated by this RFP may be cancelled by BHP for noncompliance with specifications, inability to perform the contracting requirements of BHP or continued safety hazards. The cancellation notification shall state the cause or reason for the cancellation. Such cancellation would be at no charge to BHP other than for work authorized and completed at the time of termination.



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The contractor shall provide all items, articles, operations mentioned or herein specified, related labor services, tools, equipment, transportation, and incidentals necessary and required for satisfactory, acceptable completion of the contracted work or delivery of materials. Owner may inspect work at any time during the ongoing work. Should a problem with the materials or the work performed by the Contractor occur during the course of this contract, and should it be shown that the cause of this problem is faulty work, the Contractor shall repair such problem fully at Contractor's own expense. After completion of work, Contractor will return the site to its original condition as determined by the Managing Agent. Any work required to return the property to its original condition will be at the Contractor's expense. Contractor will repair damage to the site which is caused by the contractor. After completion of work, Contractor will return the site to its original condition as determined by the BHP. Any work required to return the property to its original condition will be at Contractor's expense.

Contractor shall be responsible for any injury, damage or loss to all public and private property caused directly, in whole or in part, by their employees or agents or anyone directly or indirectly employed by them or anyone for whose acts any one of them may be responsible. The contractor shall comply with all applicable laws and codes bearing on the safety of persons or property of their protection, from injury, damage, or loss. Contractor is responsible for the means, methods and sequence of work and all safety aspects of this work. To the maximum extent permitted by law, Contractor agrees to indemnify, hold harmless, and defend Owner and Owner's Agents from and against any and all claims or damages arising from Contractor's performance of this agreement, as well as acts committed during the course of this agreement by any of Contractor's officers, employees, guests, invitees, and those doing business with Contractor.

Contractor assures that all existing and every new staff working on site do not have a criminal background which would indicate that they could present a threat to residents or staff. Acceptable criminal background is no felony arrests or convictions within five years and no pattern of misdemeanors (three or more) within five years. BHP may terminate this contract if this provision is violated. Contractor certification regarding criminal background included in attachments.

Every effort must be taken to insure the safety and security of the residents of BHP and properties owned by BHP.

Contractor agrees that if keys to buildings are misplaced, lost, or stolen, the Contractor will absorb all costs incurred to correct the situation. Work will be completed by BHP maintenance staff or contracted and billed to Contractor.

Contractor will disclose to BHP if anyone working for the contractor is related to an employee of Boulder Housing Partners prior to signing this contract.



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WAGE RATE DETERMINATION

If applicable, Contractor is responsible for certifying that all of the contractor's employees are being paid the same or more than the HUD Wage Rate Determination for Boulder County for the trade being bid.