

SNOW & ICE MAINTENANCE REQUEST FOR QUALIFICATIONS DUE:

EOD - 11/9/2026

Drop Off, Mail or Email: Landbank's Main Office
221 East Fourth Street, Suite 200
Cincinnati, Ohio 45202
drobinson@cincinnatiport.org

Mission Statement

The mission of the Hamilton County Land Reutilization Corporation (HCLRC or Landbank) is to return vacant properties to productive use through the tools statutorily provided to the HCLRC and by leveraging the resources of HCLRC's executive arm, The Port. In cooperation with our governmental and non-governmental partners and through our relationships with private developers, the HCLRC focuses on creating diverse commercial and residential opportunities through catalytic investment in neighborhoods. These investments improve community quality of life, support blight and nuisance abatement, encourage neighborhood stabilization and revitalization, increase property values, and return unproductive properties to contributing, tax-paying status.

The Landbank is seeking qualified contractors to provide snow and ice management services for Landbank-owned commercial, industrial, and residential properties. Services may include snow plowing, sidewalk clearing, ice control, salting, de-icing, and related winter maintenance activities necessary to maintain safe and accessible properties throughout the winter season.

The Landbank anticipates awarding contracts to one or more contractors. Work may be assigned based on service category, geographic area, contractor capacity, response capabilities, specialized equipment, demonstrated experience, or any other factor that the Landbank determines best serves

the needs of its properties and tenants. The Landbank may elect to award separate contracts for residential properties and commercial/industrial properties.

Contracts shall be for a one-year term, with the option to extend for additional one-year periods upon mutual agreement of both parties. A contract award does not guarantee any specific volume of work.

The Landbank expects all contractors to understand and support its mission, Policies and Procedures, and Purchasing Policy. Many Landbank-owned properties serve critical redevelopment, tenant occupancy, and neighborhood stabilization functions. Contractors will be expected to provide reliable snow and ice management services that protect public safety, maintain business operations, preserve tenant access, and support the Landbank's ongoing efforts to return properties to productive use.

Companies located within the Cincinnati region with demonstrated experience and capacity in snow and ice management services are invited to respond to this Request for Qualifications. The Landbank encourages participation from small, emerging, and disadvantaged businesses. Following the submission deadline, the Landbank will review all proposals and establish a pool of qualified contractors. The Landbank reserves the right to reject any or all submissions, rescind and republish this request, or make no award if it determines that doing so is in its best interest.

BID LISTS

Properties are broken up into 5 groups. Two commercial/industrial lists, two residential lists, and one list of priority sidewalks. Each site and List as a whole should be quoted with your best price, and each List will be awarded to a single contractor. **You may bid on as many or as few of the Lists as you choose.**

PROPOSAL REQUIREMENTS

Please provide the following in the proposal:

1. Completed Bid Cover Sheet [Attached to this Request]
2. Completed Bid Sheets
3. A Contractor Pre-Qualification Form [Attached to this Request], including documentation of most recent W-9, required insurance, and worker's compensation coverage (if not already on file).

Scope of Work: Snow & Ice Removal

Weather Monitoring

- Contractors shall continuously monitor weather forecasts and storm conditions throughout the contract period.
- Services shall be initiated proactively without requiring individual work orders from the Landbank.

Snow Event Triggers

- **Unless otherwise directed, snow removal operations shall begin when the forecast shows snow accumulation anticipated to reach approximately one (1) inch.**
- In the event of forecast and pre-treating has been completed but snowfall doesn't follow. We understand that pre-treatment decisions must often be made based on forecasted weather conditions. Therefore, the Port Authority will compensate contractors for up to three (3) pre-treatment events where snowfall does not ultimately occur. Beyond the third occurrence, additional pre-treatment applications that are not followed by a snowfall event will not be compensated. Contractors should exercise due diligence when reviewing forecasts and planning operations to minimize unnecessary applications.
- The Landbank may adjust service triggers depending on forecasted weather conditions, site requirements, tenant needs, and safety considerations.
- **In addition, the Contractor shall provide ice control services regardless of snowfall accumulation whenever weather conditions create or are forecasted to create hazardous walking or driving conditions, including but not limited to:**

- Freezing rain or freezing drizzle;
- Sleet events;
- Snowfall accumulations of less than one (1) inch that result in slippery surfaces;
- Melting and refreezing conditions;
- Black ice formation; or
- Any condition resulting in ice accumulation on paved surfaces, sidewalks, entrances, stairs, ramps, or parking areas.

Ice Control

- Contractors shall monitor all assigned properties for hazardous ice conditions and apply de-icing materials as necessary to maintain safe access.
- **Approved materials may include:**
 - Rock salt
 - Treated salt
 - Liquid brine
 - Commercial ice melt products

Contractor shall identify **all materials** used in its proposal.

Property Protection

- Contractors are responsible for exercising care around:
 - Curbs, Sidewalks, Landscaping, Fencing, Light poles, Utility structures, Vehicles, Buildings, & Signage

Any damage caused by contractor operations shall be reported immediately to the Landbank.

Property Types For Removal

Commercial/Industrial Snow Removal Services

- Contractors shall maintain safe and operational access to all assigned commercial and industrial properties.
- **Required service areas may include:**
 - Parking lots, Access drives, Fire lanes, Sidewalks, Building entrances, Loading docks,
 - Shipping and receiving areas, Service roads, & Employee entrances

Parking Lot Operations

- Parking lots shall be plowed in a manner that maintains continuous site access and safe vehicular movement.
- **Priority shall generally be:**
 - o Building access points
 - o Main vehicular entrances
 - o Primary traffic lanes
 - o Employee parking areas
 - o Visitor parking areas
 - o Secondary access routes
- Snow shall be pushed to designated storage areas approved by the Landbank.
- **Snow piles shall not obstruct:**
 - o Parking spaces, Drainage structures, Building entrances, Fire lanes, Visibility at intersections, & Loading operations

Warehouse and Truck Bay Access

- Certain facilities include active warehouse operations with tenant occupancy.
- **Contractors shall prioritize:**
 - o Truck courts, Loading docks, Trailer access areas, Shipping and receiving bays, & Employee access points
- Snow accumulation shall not interfere with truck movement, loading operations, or tenant access.
- **Contractors may be required to return to sites during active snowfall events to maintain operational access.**

Sidewalk and Entrance Clearing

- All sidewalks, pedestrian pathways, stairs, ramps, and building entrances shall be cleared of snow and treated for ice as required.
- **Special attention shall be given to ADA-accessible routes.**

Residential Snow Removal Services

- Some residential properties require priority services and will be noted as such.

Contractors awarded a contract for residential snow removal services shall make every effort to service priority residential properties as early as possible following snow events so residents can safely access employment, schools, healthcare, and other daily activities.

- Preference will be given to contractors demonstrating sufficient staffing, equipment, and operational capacity to prioritize Landbank residential properties during all snow events.

Driveway Clearing

- **Contractor shall clear:**
 - Full driveway width, Parking pads, Garage approaches, & Drive aisles
 - Snow shall be placed in locations that minimize re-entry obstruction and resident inconvenience.

Walkway Clearing

- **Contractor shall clear:**
 - Front sidewalks, Primary walkways, Front entrance paths, Steps, & Porch approaches
 - Where applicable, sidewalks adjacent to public streets shall also be cleared.

Residential Ice Control

- **Contractor shall apply de-icing material as necessary to maintain safe conditions on:**
 - Walkways, Stairs, Entry points, & Sidewalks

Priority Sidewalks

The Landbank owns properties along major roads with high levels of pedestrian use.

Sidewalk Clearing

Contractor shall:

- Clear walkways in the public right of way

Apply de-icing material as necessary to maintain safe conditions

Scheduling and Response

Requirements

1. Seasonal Service Period

- Snow and ice management services shall generally be provided between **November 15 and March 31**, unless otherwise directed by the Landbank.
- Contractors shall actively monitor weather conditions throughout the winter season and be prepared to mobilize services as needed.
- The Landbank reserves the right to request service outside of the standard season due to unusual weather conditions.
- **Photo Documentation:**
- Contractors shall provide photo documentation of completed services.
- **Photos shall include:**

1. Commercial Properties

Parking lot overview, Building entrance, Sidewalks, Loading docks and truck bays (where applicable)

2. Residential Properties

Driveway, Front entrance, Walkway, Public sidewalk (if applicable)

- **Photos shall be uploaded within twenty-four (24) hours of service completion.**

Training on program used to upload photos will be provided.

2. Snow Event Response Requirements

- Contractors shall initiate snow removal operations when snowfall Forecast anticipates reaching the **trigger depth of 1 inch**, unless otherwise directed by the Landbank.

- Contractors shall maintain service during prolonged or continuous snowfall events when necessary to keep priority properties accessible.
- Commercial and industrial properties may require multiple visits during a single weather event.
- Contractors shall identify expected mobilization times and response procedures within their proposal.

3. Property Prioritization

Contractors shall maintain access to operational commercial and industrial facilities throughout snow events whenever practicable. Additional visits may be required during prolonged snowfall events to ensure tenant operations are not disrupted.

Contractors shall:

- Prioritize Landbank residential properties within their snow removal operations plan.
- Provide sufficient staffing, equipment, and route capacity to ensure timely service during both routine and significant snow events.
- **Site Additions/Removals**
 - Properties may be added or removed throughout the contract term.
 - New sites must be inspected within **24 hours of assignment** and incorporated into the contractor's service route.
 - **Pricing for newly assigned properties shall be based upon the rates established in the awarded contract and property characteristics.**

Reporting & Communication

Contractor shall immediately report:

- Unsafe conditions, Property damage, Vehicle accidents, Equipment failures affecting service, Access issues, Tenant complaints, & Hazardous ice conditions

Communication Standards

- Contractor must maintain ongoing communication with designated Landbank staff and respond to inquiries within **24 hours**.

Agreement Requirements

- Signing of the Landbank Master Service Agreement is required prior to work.

Disqualification for Performance

Contractors may be excluded from future work, subject to termination, and/or liable for costs if any of the following occur:

Contractors may be terminated or removed from future consideration for:

- Failure to mobilize after trigger depth is reached
- Failure to clear designated priority facilities
- Failure to maintain truck bay access
- Failure to provide timely residential service
- Failure to apply de-icing materials when needed
- Failure to communicate delays
- Failure to provide photos

- Property damage caused by negligence
- Unauthorized subcontracting
- Failure to meet Landbank scheduling requirements

Prohibitions / Exclusions from Work

The Landbank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue a contract at any time for any reason, including but not limited to non-performance or for any activity by the contractor which is inconsistent with the Landbank's mission, goals, Policies & Procedures, or Purchasing Policy.

CONTRACTOR PRE-QUALIFICATION FORM

Please complete if you have not submitted this form in the last 3 months.

NOTE TO CONTRACTORS:

The Hamilton County Land Reutilization Corporation (HCLRC) emphasizes the importance of craftsmanship and quality materials in the performance of work. This emphasis requires a certain level of skill and experience on the part of the contractor. Consequently, the HCLRC has established a pre-qualification procedure for contractors. Contracts for work are awarded only to pre-qualified contractors.

INSTRUCTIONS:

In order to pre-qualify, the Contractor must:

- Complete the Contractor Pre-Qualification Verification Form in its entirety and submit it to the HCLRC.
- Agree to provide equal employment opportunities, as evidenced by Contractor's signature on the Equal Opportunity Employment statement (part of the Pre-Qualification Form) and agree to hire employees who may have some barriers to employment when feasible.
- Submit or have agent submit a Certificate of Insurance (attached), confirming the insurance required by the program.
- Submit copy of Worker's Compensation Certificate.
- Submit a completed W-9 Tax Form

If, in the opinion of HCLRC, the contractor meets the program's standards for qualified contractors, the Contractor's name will be placed on the list of Qualified Contractors.

HCLRC reserves the right to require additional information, including a financial statement from contractors, as a necessary prerequisite to pre-qualification.

PROSPECTIVE CONTRACTOR QUALIFICATIONS & EVIDENCE OF RESPONSIBILITY:

1) **GENERAL CONTRACTOR INFORMATION:**

Name: _____ Address: _____

Phone: _____ Fax: _____ Mobile: _____

E-Mail: _____ Federal Tax ID#: _____

Company Name: _____ Address: _____

Contact Person: _____ Phone: _____

2) **ORGANIZATION: (Check)**

____ Sole Proprietorship/Owner's Name _____

____ Partnership/Partner's Name _____

____ Corporation/Company Name _____

____ Other/Specify _____

Union ____ Non-Union ____

Business Classifications* (Check All That Apply)

____ DBE (Disadvantaged Business Enterprise)

____ SBE (Small Business Enterprise)

Please attach to this form certification of any Business Classification selected

When organized? _____ When Incorporated? _____

How long contracting under current name? _____

Have you contracted under any other name(s)? Yes ____ No ____ If yes, explain

Have you ever failed to complete work awarded to you? Yes ____ No ____ If yes, explain

Have you ever defaulted on a contract? Yes ____ No ____ If yes, explain

Are you currently listed on the Federator or State debarment list? Yes ____ No ____ If yes, explain

Litigation Information:

Has any kind of judgement, including that which is the result of a regulatory proceeding, been rendered against you in the last ten years, related to those services being proposed herein?

Please explain in summary.

3) **LICENSES HELD:** (If any) Please describe the type of licenses you possess and the corresponding identification number.

License Number _____ Expiration Date _____

License Number _____ Expiration Date _____

License Number _____ Expiration Date _____

Other _____

4) **EXPERIENCE:**

Please Describe extent of experience, including number of years, number and types of projects, etc.

- 5) **INSURANCE:** (See Attached) NOTE: CERTIFICATION OF INSURANCE TO BE PROVIDED BY AGENT

Insurance company _____

Agent Name _____ Phone Number _____

Address _____

Liability Insurance Policy Number _____ Expiration Date _____

Auto Insurance Policy Number _____ Expiration Date _____

- 6) **PROJECT EXPERIENCE:** Provide the following information on your largest project

Type of Work _____

Primary Contract Amount _____

Term of Work _____

Location of Current Project(s) _____

References: Please provide no fewer than three business references where contract performance has taken place within the last 12 months.

Name _____

Address _____

Phone _____

7) **EQUIPMENT & FLEET DETAILS:**

- Number of Plow Trucks: _____
- Number of Skid Steers / Loaders: _____
- Number of Salt Spreaders: _____
- Number of Sidewalk Crews and Equipment: _____
- Type of Snow Removal Equipment (Plow Trucks, Skid Steers, Tractors, ATVs, Snow Blowers, etc.):

- Age and Condition of Equipment:

- Back-Up Equipment Availability for Breakdowns or Major Snow Events (Number and Type of Backup Units):

8) **Service Area & Response Time:**

Geographic Coverage (Counties/Zip Codes):

Average Response Time For New Work Orders:

Emergency Or Expedited Service Capability (Y/N): Yes ____ No ____

9) **Inspection & Quality Control:**

What Is Your Company's Internal Inspection Process for Completed Work?:

Response Time for Complaints or Re-Work:

I hereby certify that the information provided herein is, to the best of my knowledge and belief true, accurate, and complete.

Name

Authorized Signature of Contractor

Company

Please Print Name

Please Return Completed Form To: Hamilton County Land Reutilization Corporation

Attention: Dominic Robinson

221 East Fourth Street, Suite 200, Cincinnati, OH

45202

Phone: (513)621-3000 Fax: (513) 621-1080

Email: drobinson@[cincinnatiport.org](mailto:drobinson@cincinnatiport.org)

Website: www.hamiltoncountylandbank.org

EQUAL OPPORTUNITY EMPLOYMENT

This is to certify that the undersigned Contractor is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The Contractor shall ensure that applicants are employed and that the employees shall be treated during their employment without regard to their race, creed, color, sex or national origin. Such actions shall include, but not limited to employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

In the event of the Contractor's non-compliance certification, contracts for work through the Hamilton County Land Reutilization Corporation (HCLRC) Renovation Program may be cancelled, terminated, or suspended in whole or in part, and the contractor may be declared ineligible for further Renovation Program contracts.

Name

Authorized Signature of Contractor

Company

Please Print Name

Please return completed forms to:

Hamilton County Land Reutilization Corporation

221 East Fourth St, Suite 200

Cincinnati, Ohio 45202

Email: drobinson@cincinnatiport.org

Questions?

Call Dominic at (513) 991-7855

BID COVER SHEET – 2026 MOWING SEASON

(Please complete all fields)

Contact Information

Company Name: _____

Primary Contact Name: _____

Phone Number: _____

Email Address: _____

Office Address: _____

Capacity & Experience

Maximum Number of Lots Desired: _____

Crew Workdays (Circle or Write): Mon / Tue / Wed / Thu / Fri / Sat / Sun

Notes: _____

Preferred Geography (if any): _____

Describe your experience providing snow and ice management services for large portfolios consisting of commercial, industrial, residential, or mixed-use properties. Include the approximate number of properties serviced per event or season.

Describe your experience servicing warehouse facilities, loading docks, truck courts, large commercial parking lots, and tenant-occupied properties during snow and ice events. Include examples of how you maintained access during major storms.

Explanation/timeline of a typical day for your company as you perform this work (what time will you start; how many crews will you use; how many properties will you maintain; how will you clean and finish each site before moving to the next?

List of other likely companies and property owners you will be working for in the coming season and the number of properties you will maintain for each.

<u>List Name (Property Count)</u>	<u>Total Bid Per Snowfall (\$)</u>	<u>Average Response Time After Snowfall (Hours)</u>	<u>Number Of Properties That Will Have Higher Priority Over Ours (Other Clients)</u>	<u>Pre-Treating (Per Anticipated Snowfall \$)</u>	<u>Ice Treatment (Per Anticipated Ice Event ie. Sleet, Freezing Rain, Black Ice, etc.)</u>	<u>Did Not Bid (X)</u>
Commercial – HCLRC (10)						
Commercial – UCI (2)						
Commercial – PORT (2)						
Residential – HCLRC (11)						
Residential- PORT (10)						
Residential – HURC (3)						
Priority Sidewalks – UCI (45)						
Priority Sidewalks – HCLRC (21)						
Priority Sidewalks – PORT (46)						