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**CITY OF STAMPING GROUND  
REQUEST FOR PROPOSALS  
FOR SALT APPLICATION AND SNOW REMOVAL**

**Issue Date:**

**Proposal Due Date: September 22, 2025, 4:00 p.m. EST**

**INVITATION TO SUBMIT PROPOSALS:**

The City of Stamping Ground, Kentucky, (the “City”) hereby requests proposals for the application of salt to melt snow and snow plowing services.

Proposals are invited from **licensed, insured professionals** that can comply with all requirements listed in this RFP.

This Request for Proposals (RFP) contains specific submission requirements, general scope of service requirements, as well as terms, conditions, and other pertinent information necessary for submitting a proposal.

Questions and inquiries should be directed via **email only** to **City Commissioner Megan Brown at [streetscommissioner@stampinggroundky.gov](mailto:streetscommissioner@stampinggroundky.gov)**.

**Proposals must be received by the City on or before September 22, 2025 at 4:00 p.m. EST.**

**Proposals will only be accepted electronically.**

The successful applicant will have working knowledge of best practices and experience in regards to salt application and snow-plowing municipal infrastructure.

**SCOPE OF SERVICES:**

The City intends to award a contract to a qualified applicant to provide the services below necessary for the salting and snow removal for the City’s infrastructure. The selected applicant should, at a minimum, be able to provide the following services:

1. Contractor shall have **back-up equipment** for salting and snow removal should primary equipment fail.
2. Contractor shall arrive **within 2 hours** to begin snow removal if called.
3. Contractor shall communicate with the current **Streets and Roads Commissioner** when there is impending snow or winter related weather forecasted for Stamping Ground.
4. Contractor shall **submit detailed work invoices within 2 weeks**.
5. Contractor shall **maintain a current city business license** (may pay three years up front if awarded a three year contract).
6. Contractor shall be responsible for the streets and properties listed below. List may be amended by the city to add additional streets and/or properties if needed within the contract period. Contractor may then negotiate for the cost of the additional street and/or

properties. Contractor shall be responsible for the following streets and properties:

- **Burch Street**
- **Calvert Street**
- **Commonwealth Drive**
- **Cornerstone Drive**
- **Edgewood Drive**
- **Elm Court**
- **Elk Drive (and Elk Drive Spur)**
- **Mulberry Street**
- **Parker's Trailer Court (entrance to just past mailboxes only)**
- **Pathway Drive**
- **Poe Court**
- **Riley Street**
- **Spring Street**
- **Springview Drive**
- **Wright Street**

**Properties for Shoveling and/or Salting:**

- **City Hall, 3374 Main Street** – front sidewalk, steps and ramp.
- **City Police Station** (behind 3374 Main Street) – sidewalk, parking concrete and blacktop that is open.
- **Old Doctors Office, Spring Street** – steps.
- **Fire Department, 122 Springview Drive** – sidewalks and front apron.

A contract for the application of salt, shoveling, and snow-plowing snow removal services shall be entered into if it is determined by the City to be acceptable and mutually beneficial to both parties. It is essential that the contracting firm has the necessary knowledge, skills, and experience to implement all aspects of the work. All work is to be performed with the highest degree of professional standards, in compliance with City procedures and ordinances, criteria, and requirements of federal, state, and local laws and regulations.

**SUBMISSION PROCESS AND REQUIREMENTS:**

**SUBMISSION DEADLINE:** Proposals must be received by the City on or before **September 22, 2025, at 4:30 p.m. EST. Submit by email to [streetscommissioner@stampinggroundky.gov](mailto:streetscommissioner@stampinggroundky.gov).**

**RESPONSES SHALL CONTAIN INFORMATION IN THE FOLLOWING ORDER:**

1. **Geographic Location and Accessibility**
2. **Past Performance On Similar Assignments**
3. **Project Leader, Key Personnel, and Cost**
4. **References**
5. **Costs Associated with Complete Performance**

**EVALUATION PROCESS AND SELECTION CRITERIA:**

Proposals will be evaluated by the **City Commission and Mayor**.

The City reserves the right to accept or reject in part, or reject all proposals, to waive any informalities, or to re-solicit new proposals. The City may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline. The City Commission shall make the selection based upon the following criteria:

- Ability of the company to perform the required tasks in a timely manner;
- Experience of the candidate in the application of salt, shoveling, and snow-plowing snow removal services for municipal infrastructure;
- A brief profile of the company's history, principals and staff, project manager and key personnel;
- Understanding of the City's needs and operations;
- Schedule of fees and costs associated with the completion of the entire project;

- Availability and accessibility by the City during key project phases;
- References.

**CONFLICTS OF INTEREST:**

The Candidate warrants that to the best of their knowledge and belief and except as otherwise disclosed, they do not have any organizational conflict of interest...

**AWARDS:**

A contract shall be awarded based on the criteria stated herein.

**CONTRACT/AWARD:**

The Contract for the application of salt, shoveling, and snow-plowing snow removal services as requested in this RFP document will be subject to the approval of the **Stamping Ground City Commission**.

**OTHER IMPORTANT CONSIDERATIONS:**

As an equal opportunity employer, the City prohibits all forms of illegal discrimination...

**INSURANCE:**

Candidates are required to include proof of licensing and insurance coverage. The candidate selected will be required to submit an **original certificate of insurance** as evidence of such coverage listing both the owner and project manager as additional insureds.

**Insurance: \$1,000,000 liability** to be carried by successful bidder with the **City of Stamping Ground as an additional insured**.