CATHOLIC CHARITIES
Twin Cities

CATHOLIC CHARITIES TWIN CITIES REQUEST FOR PROPOSALS

Snow Removal and Grounds Maintenance 2026

Completed bids must be submitted to Catholic Charities Twin Cities Attn: Procurement Department via email to purchasing.office@cctwincities.org due no later than 4:00 PM (CDT) on **Monday, November 9th, 2026**.

All bids must be completed using the bid worksheets provided. Bids may be rejected if submitted without the worksheets provided, if they are handwritten, and/or are reformatted.

Request for Proposal (RFP)

Snow Removal and Grounds Maintenance for Catholic Charities Twin Cities

Catholic Charities Twin Cities (the “Organization”) is soliciting competitive proposals from qualified vendors to provide comprehensive Snow Removal and Groundskeeping services across multiple program, residential, and administrative locations in Minnesota.

This RFP is informed by the Organization’s current Facility Services Agreement, including its scope of services, pricing structures, operational requirements, and amendments related to staffing, insurance, background checks. The intent of this RFP is to establish a new agreement that reflects these requirements while allowing proposers to present competitive, innovative, and cost-effective solutions.

Objectives

The objectives of this RFP are to:

- Secure reliable, high-quality facility services that support the Organization’s mission and operations.
- Ensure consistent grounds keeping and snow removal services across all locations.
- Establish clear service expectations, staffing models, pricing transparency, and performance accountability.
- Promote compliance with all applicable laws, safety requirements, and organizational policies.

Scope of Services

Proposers shall provide grounds keeping and snow removal services, including but not limited to the following categories. Vendors may perform services directly or through approved subcontractors, where applicable.

Snow Removal and Grounds Maintenance

Vendors shall provide full-service snow removal and ongoing grounds maintenance for designated CCTC properties and programs. Services are intended to ensure safe, accessible, and well-maintained sites for clients, staff, and visitors. ***See attached Specs for more details*.**

Irrigation Services

<u>Spring Start Up</u>

- Checking each zone for proper head adjustments and visible leakage from lateral and main lines buried in turf.

- Testing and tuning the irrigation systems.
- Setting controllers to current city water requirements.

Irrigation systems will be started, run zone-by-zone, and visually inspected. The controllers will be inspected and adjusted for proper water requirements. This service also includes general maintenance on items such as clogged nozzles and loose and/or maladjusted heads or heads not retracting properly.

Fall Shut Down

- Complete winterization of the system.

The system will be guaranteed operational for spring operation; however, this guarantee does not apply to systems that have damage other than freeze damage or to systems with a leaking feed valve or in the case of when water has entered the system after the shut down; this to be determined by Contractor and will be void if the seal is broken prior to the spring inspection.

Repairs

Major repairs, which are unrelated to general maintenance (i.e., vandalism, main line breaks, controller replacement, cut lines, valve replacement, etc.) will be reported to the Customer and repaired at the hourly rate plus the cost of parts.

Locations

Catholic Charities manages multiple sites in Minneapolis, St. Paul, and surrounding communities. Locations include, but are not limited to:

- Family service centers
- Emergency shelters and supportive housing
- Clinics and recuperative care facilities
- Administrative offices
- Child development centers
- Warehouse and distribution facilities

A complete list of locations, addresses, building types, and satellite photos are provided in attachments.

Insurance, Compliance, and Risk Management

The selected vendor must:

- Maintain commercial general liability, automobile liability, and workers' compensation insurance at limits consistent with industry standards.
- Name the Organization as an additional insured where applicable.
- Waiver of rights of subrogation as required.

Pricing and Cost Structure

Proposals must clearly describe:

- Hourly rates by labor classification.
- Management fees, markups, or cost-plus percentages.
- Costs for supplies, materials, tools, and transportation.
- Payment terms and any escalation or adjustment mechanisms.

Pricing should be transparent, auditable, and aligned with the Organization's nonprofit mission.

Performance Standards and Reporting

The selected vendor will be expected to:

- Meet defined service level expectations and response times.
- Provide service reporting on regular contracted services
- Participate in periodic performance reviews with Organization representatives.

Terms and Conditions

- The Organization reserves the right to accept or reject any or all proposals.
- The Organization may negotiate scope, pricing, and terms with one or more proposers.
- Submission of a proposal does not oblige the Organization to award a contract.

Anticipated Agreement Term

The anticipated agreement term is two (2) years, with options for additional two (2) year renewals, subject to satisfactory performance and mutual agreement.

Evaluation Criteria

Proposals will be evaluated based on:

- Understanding of the scope and organizational needs
- Relevant experience and qualifications
- Management approach
- Pricing competitiveness and transparency

- Ability to meet compliance and risk requirements
- Overall value to the Organization

ATTACHMENTS

The following attachments are included as part of this RFP:

- Building Locations Sheet
- Satellite photos of each site
- Specifications for grounds maintenance, irrigation and snow removal
- Bid forms

Proposal Submission Requirements

Proposals should include the following sections:

1: Executive Summary

Provide a one-page Executive Summary of your proposal that highlights key elements including the Scopes of Services being proposed.

3: Operational Plan

Describe the proposed operational plan.

4: Quality Assurance

Include proposed reporting and maintaining performance standards.

Describe how your firm will ensure customer satisfaction.

5: Proposed Pricing information.

6: References

Please include at least three current customers with similar building types and one customer who has recently terminated services for any reason.

PRE-PROPOSAL QUESTIONS and COMPLETED BIDS

Interested Companies may submit any questions about the RFP, specifications and different sites, or request a tour of specific sites by reaching out to Dave Schletty, Facility Manager, by email david.schletty@cctwincities.org.

Completed bids must be submitted to Catholic Charities Twin Cities Attn: Procurement Department via email to purchasing.office@cctwincities.org due no later than 4:00 PM (CDT) on **Monday, November 9th, 2026**.

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Summer Grounds Maintenance Service Specifications

Spring Cleanup

Services performed during the spring cleanup will be done once annually by May 1st, weather and/or grounds conditions permitting:

- Blowing out and removing debris in shrub beds, tree wells, curb lines, sidewalks, and sewer grates.
- Broom clean sand accumulations from turf areas along parking lot or street.
- Cutting and vacuuming turf areas to remove leaves, sticks, garbage etc.
- All debris will be disposed of offsite.

Fall Cleanup

A fall cleanup will be done once between October 1st and November 1st, weather and or grounds conditions permitting:

- Raking and/or blowing out debris in shrub beds, tree wells, curb lines, sidewalks, and sewer grates.
- Cutting turf to a height of 2" and vacuuming turf areas to remove leaves, sticks, garbage, etc.
- All debris will be disposed of offsite.

Trimming of perennials and removal of flowers can be done at an additional charge. Additional cleanups may be ordered at additional cost; the cost of the additional cleanups will be agreed upon by both parties prior to beginning the work

Grounds Maintenance

Mowing

Weekly mowing will consist of the following services completed once a week on a scheduled day, weather permitting:

- Mowing all turf areas at the height of 2" to 3" depending on the time of season.
- The proper equipment will be used in turf areas to prevent excessive scalping to uneven or smaller turf areas.
- Trimming turf areas around buildings, landscape beds, curb lines, trees and other objects at the time of mowing to assure a manicured appearance.

- Blow grass clippings off of sidewalks, patios and drive surfaces at the time of mowing. Excess clippings will be blown or removed from turf area as needed, to ensure a neat appearance after the mowing.
- Spot mowing will be done during periods of drought or dormancy to prevent uneven growth.

Policing the grounds

Policing the grounds at the time of mowing will be done to remove debris such as cans, paper and small sticks. Excessive trash clean up due to repeated trash problems, tires *etc.,* and excessive storm debris will be coordinated with Customer.

Weeding

Weeding landscape beds, sidewalks and curb lines throughout the season, both manually and chemically, to present a clean and well maintained property, at least bi-weekly.

Turf Fertilization and Weed Control

Fertilizer applications will be done on all fine turf areas (3) times per season. The schedule for service will be on the following schedule**: 1st by 5/15, 2nd by 7/30 and 3rd by 9/30.**
***All fertilizers will be granular and phosphorous free*

Weed control applications for the fine turf areas will be done (3) times per season. The schedule for service will be done on the following schedule: **1st by 5/15, 2nd by 7/30, and 3rd by 9/30.**

*Round 1: A crab grass pre-emergent weed control will be in granular form and done with round one fertilizer service.

**Round *2,* and 3: Weed control applications will be done using a liquid herbicide.

Edging

Slice edging the concrete walks with a vertical slice edger will be done (2) times per season to give the property a crisp, clean appearance. Blowing or sweeping all debris from the edging operations and properly disposing of debris will be done at time of edging service.

The edging service will be completed by the following schedule: **1st by 5/15, 2nd by 7/30**

Pruning of Shrubs

The schedule for service will be as follows: **1st pruning by 5/30, 2nd by 7/15, and 3rd by 9/15.**

- Shaping and trimming of ornamental shrubbery will be done (3) times per season to increase the health, vigor and natural shape of the plant.
- Ornamental shrubs up to a height of 8 feet will be sheared to within 1" of the previous year's growth unless otherwise specified by the onsite Manager.
- Pruning will not be done while the flowering shrubs are in full bloom.
- Evergreen shrubs will be trimmed once per season.
- Maintaining the base of the trees and shrubs in a manner designed to provide a neat appearance, including the removal of weeds and unsightly sprouts from around the base as well as using herbicide to reduce the growth of weeds around the trunk.
- Reconstructive pruning of trees and shrubs to be done at an additional charge.

Material Cost

Materials used in the performance of the proposed duties will be paid for by Contractor. Examples of this would be fuel, herbicide, and fertilizer. Customer shall pay for other items including hoses, water for lawns, sprinklers, or other items deemed necessary to keep a pleasing appearance to the area.

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Snow Removal Specifications

Trigger Depth:

The trigger depth is defined as the amount of snow accumulations of a single snowfall needed to activate snow removal services. If the new snow accumulation does not hit the trigger depth, snow removal services will not take place unless requested by Facilities Management. Snow will be measured on site, on paved surfaces.

Plowing: Parking lots and drive lanes: **1.0" snow accumulation per site requirements**

Shoveling: Sidewalks: **0.1" snow accumulation**

Parking Lots & Drive Lanes:

- At **non**-24 hours sites, private parking lots, drive lanes and parking stalls will be plowed as noted on site information below
- At 24-hours sites, driveways and parking lanes will be plowed by 6:30 a.m. and then again once vehicles are removed at an agreed upon time with the property manager at the site.
- During continuous snowfalls, to maintain accessibility, driveways and available stalls will be plowed again when snow accumulation reaches 3";.
- Facilities Management may order additional plowing during business or weekend hours on a fee schedule.
- All alleys, drive entrances, curb outs, etc will be kept open to the street as part of the base contract. It is the contractor's responsibility to ensure that those entrances are kept open after city plowing.

Sidewalks:

Private and public sidewalks will be cleared on the same schedule as plowing during the snowfall. During continuous snowfalls, the sidewalks will be cleared again when accumulation reaches 3" to maintain accessibility.

Damage:

Contractor will be responsible for repairing any damage to turf, sidewalks, walls, buildings and vehicles caused by contractor.

Ice Control: (All ice control operations will be done per fee schedule.)

- **Drives:** A salt will be applied to the drive lanes and parking areas under the following conditions: automatically up to 1” of snow, automatically after each operation, publicly announced freezing rain and ice storm, and at the request of customer.

- **Walks:** De-ice products used in aiding ice control will be applied to the sidewalks under the following conditions: automatically after each sidewalk operation and after publicly announced freezing rains and ice storms, and at the request of customer. Customer may request special de-ice products to protect the life of concrete in some areas.

Per time pricing:

Including plowing and shoveling per time, the billing amounts are based on the amount of snow measured on the site at the time of each plowing.

- Under 1”
- 1” – 3.0”
- 3.1” – 6.0”
- 6.1” – 12.0”
- 12.1” + snowfalls and requested plowings will be done at the hourly rates.

Hourly Pricing:

The hourly program is based on the unit prices listed on the attached fee schedule. The prices include operator, vehicle, equipment, fuel, etc.

Priced per hour:

½ ton plow truck with operator
Hand shoveling w/blowers
¾ ton plow truck with operator
4WD-tractor w/broom
1 ton plow truck with operator
Tri-axle end dump (semi)
1 ton plow truck with “V” plow
Skid loader
140G road grader
885 Loader
Tandem dump truck
Payloader with 5 yard bucket
Truck w/ 10’ plow
4WD 80 HP tractor blower
Walk behind broom
Skid loader with broom

Price each:

Sand barrel delivered
Hydrant flags
Sand/salt mix for drives including/truck/ton
Re-bar stakes
Salt for drives including labor/truck/ton
Sidewalk de-ice including labor/pound
Snow disposal

Locations

Minneapolis Sites

Catholic Charities Elliot Park 1007 E. 14 ST. MPLS, MN 55404	Open 24/7
Glenwood/Evergreen Residences 173 & 175 Glenwood Avenue North MPLS, MN 55405	Open 24/7 **(Buildings adjacent to one another)**
Higher Ground Minneapolis 165 Glenwood Avenue North MPLS, MN 55405	Open 24/7 **(Building adjacent to Glenwood/Evergreen)**
Northside Child Development Center 1000 Plymouth Avenue North MPLS, MN 55411	**M-F 6:30 a.m.-5:30 p.m.** **Plow and walks completed by 5:30a.m. Mon-Fri, non-holidays**
Opportunity Center 740 East 17th Street MPLS, MN 55404 MPLS, MN 55404	**M-Sat 7:00 a.m.-5:00 p.m.** **Plow and walks completed by 5:30a.m. Mon- Sat including holidays**
Hope Street 4140 Cheatham Ave S MPLS, MN 55406	Open 24/7

St. Paul Sites

Catholic Charities Distribution Center 341 Chester Street St. Paul, MN 55107	**Daily 5:30 a.m. – 7:00 p.m.** **Plowing and walks to be completed by 5:30a.m.**
Higher Ground St. Paul 435 Dorothy Day Place St. Paul, MN 55102	Open 24/7
St. Anthony Residence & St. Paul Residence 902 Hersey Street St. Paul, MN 55114	Open 24/7
St. Paul Opportunity Center/ DDR Residence 422 Dorothy Day Place St. Paul, MN 55102	Open 24/7
St. Christopher Place 286 Marshall Avenue St. Paul, MN 55102	**Vacant** **Plowing only for Fire access as indicated on Photo**

Catholic Charities

Irrigation Services Specifications

Spring Start Up

The following services will be performed during spring start up:

- Checking each zone for proper head adjustments and visible leakage from lateral and main lines buried in turf.
- Testing and tuning the irrigation system.
- Setting the controller to current city water requirements.

Service Program

The system will be started, run zone-by-zone, and visually inspected. The controllers will be inspected and adjusted for proper water requirements. This service also includes general maintenance on items such as clogged nozzles and loose and/or maladjusted heads or heads not retracting properly.

Fall Shut Down

Complete winterization of the system. The system will be guaranteed operational for spring operation; however, this guarantee does not apply to systems that have damage other than freeze damage or to systems with a leaking feed valve or in the case of when water has entered the system after the shut down; this to be determined by Contractor and will be void if the seal is broken prior to the spring inspection.

Repairs

Major repairs, which are unrelated to general maintenance (i.e., vandalism, main line breaks, controller replacement, cut lines, valve replacement, etc.) will be reported to the Customer and repaired at the hourly rate plus the cost of parts.

Locations

Minneapolis Sites

Glenwood/Evergreen Residences
173 & 175 Glenwood Avenue North Minneapolis, MN 55405
(Buildings adjacent to one another)

Higher Ground Minneapolis

165 Glenwood Avenue North Minneapolis, MN 55405
(Buildings adjacent to Glenwood/Evergreen)

St. Paul Sites

Catholic Charities Distribution Center
341 Chester Street St. Paul, MN 55107

Higher Ground St. Paul
435 Dorothy Day Place St. Paul, MN 55102

St. Anthony Residence & St. Paul Residence
902 Hersey Street St. Paul, MN 55114

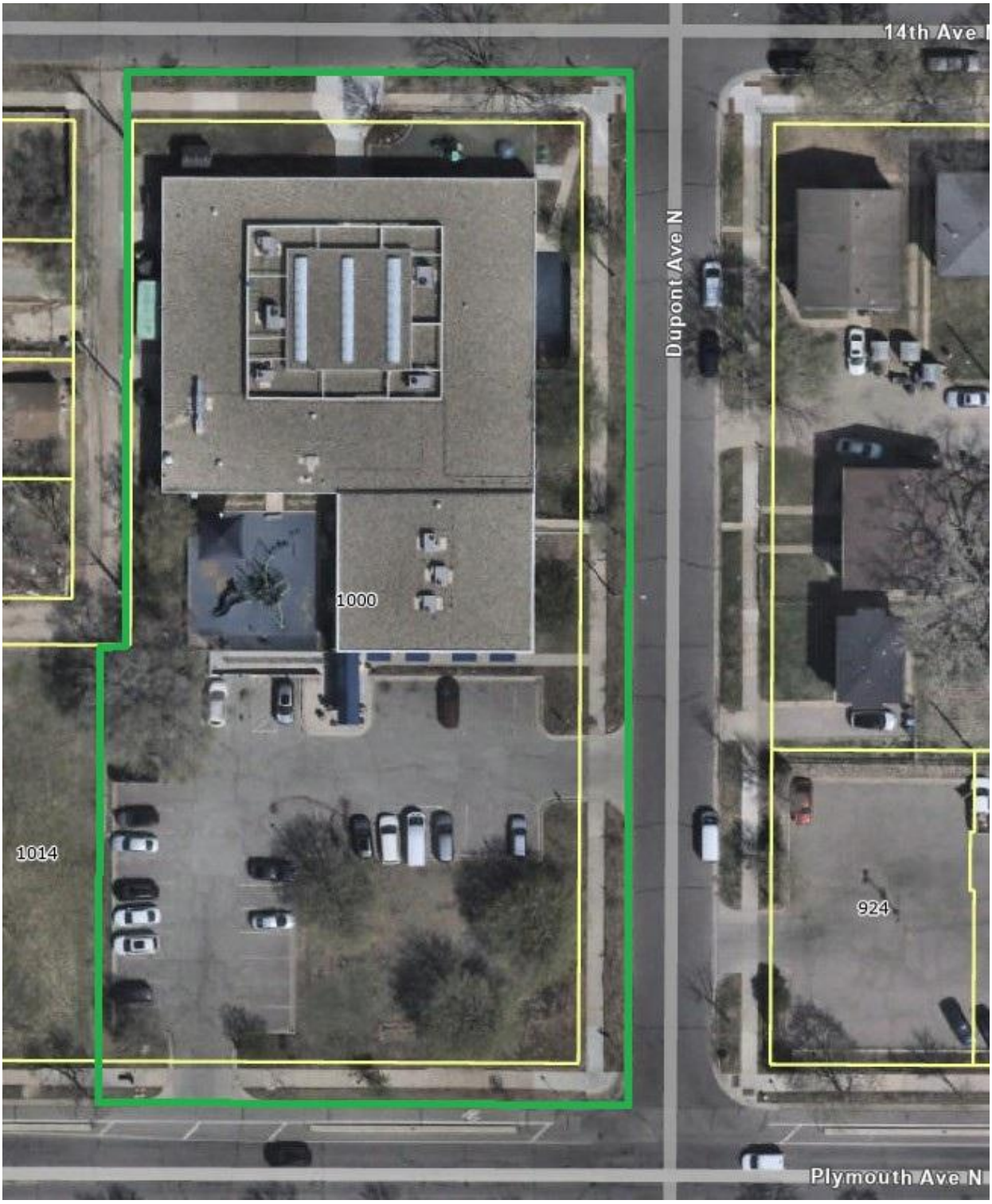
St. Paul Opportunity Center/DDR Residence
422 Dorothy Day Place St. Paul, MN 55102

St Chris Place

*Minimal service and plowing



Northside Child Dev Center



MPLS Opportunity Center



Midway



Hope St



Higher Ground St Paul

***Note green roof in need of annual service**

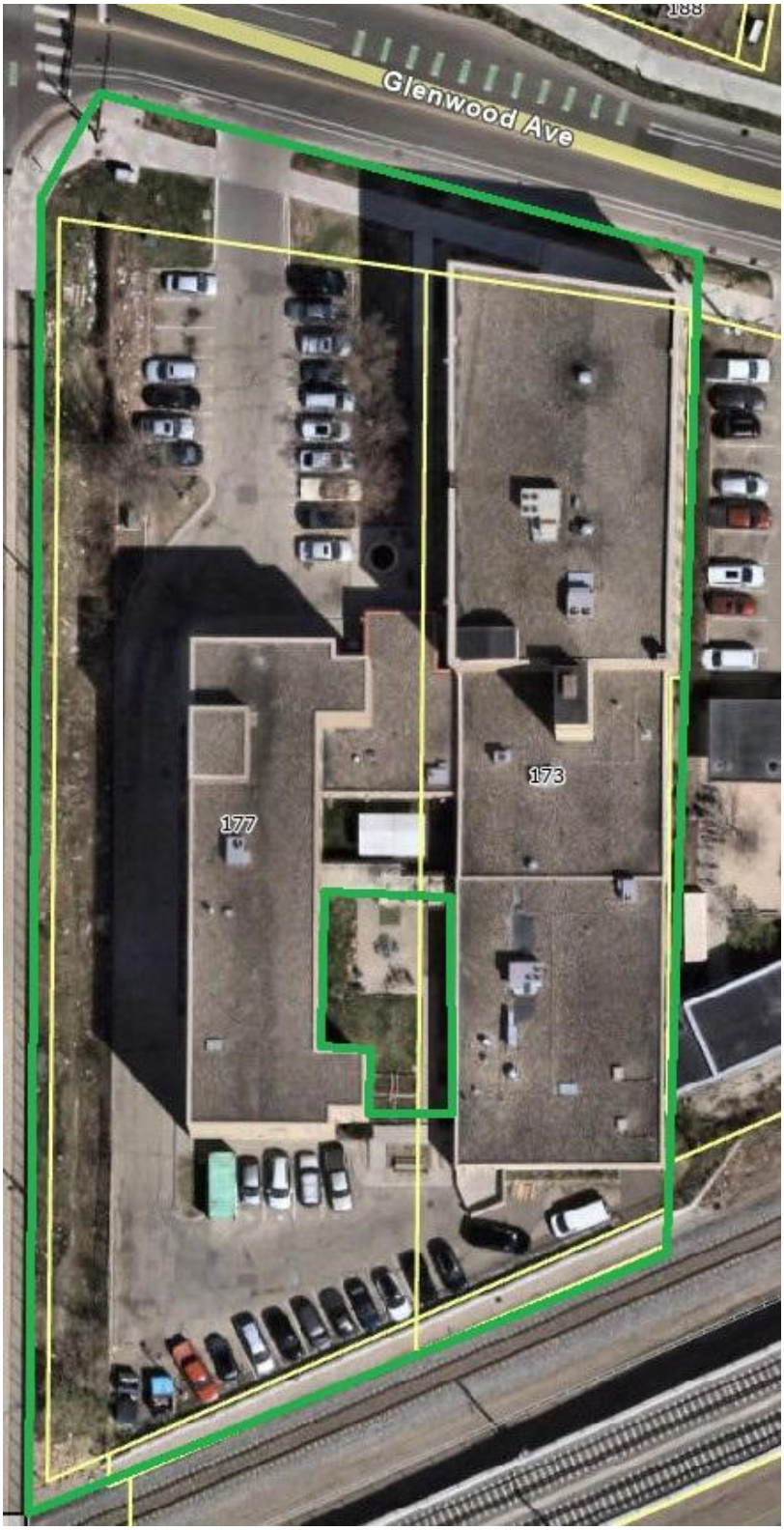


Higher Ground Minneapolis



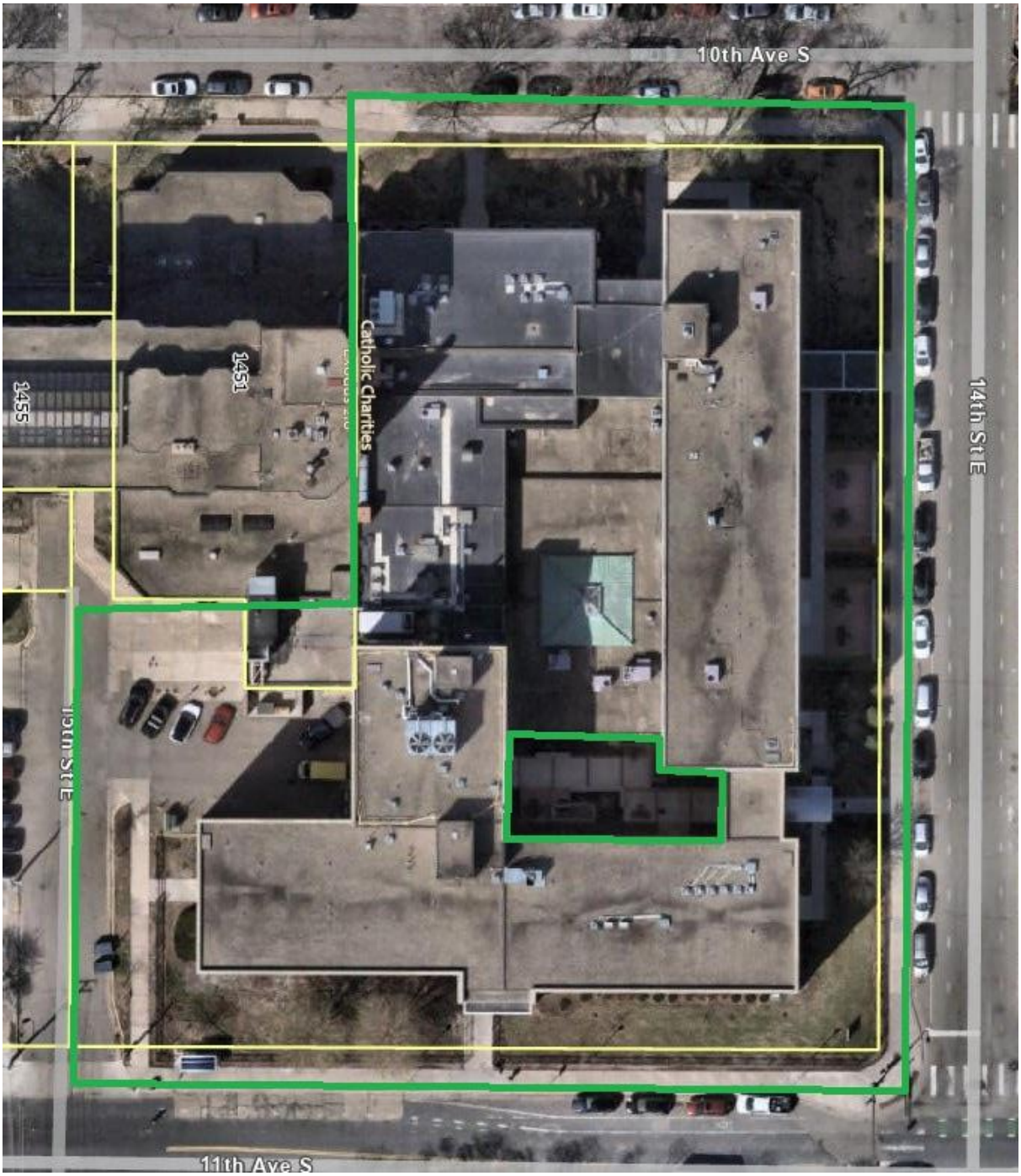
Evergreen/Glenwood

***Note fenced in courtyard area**



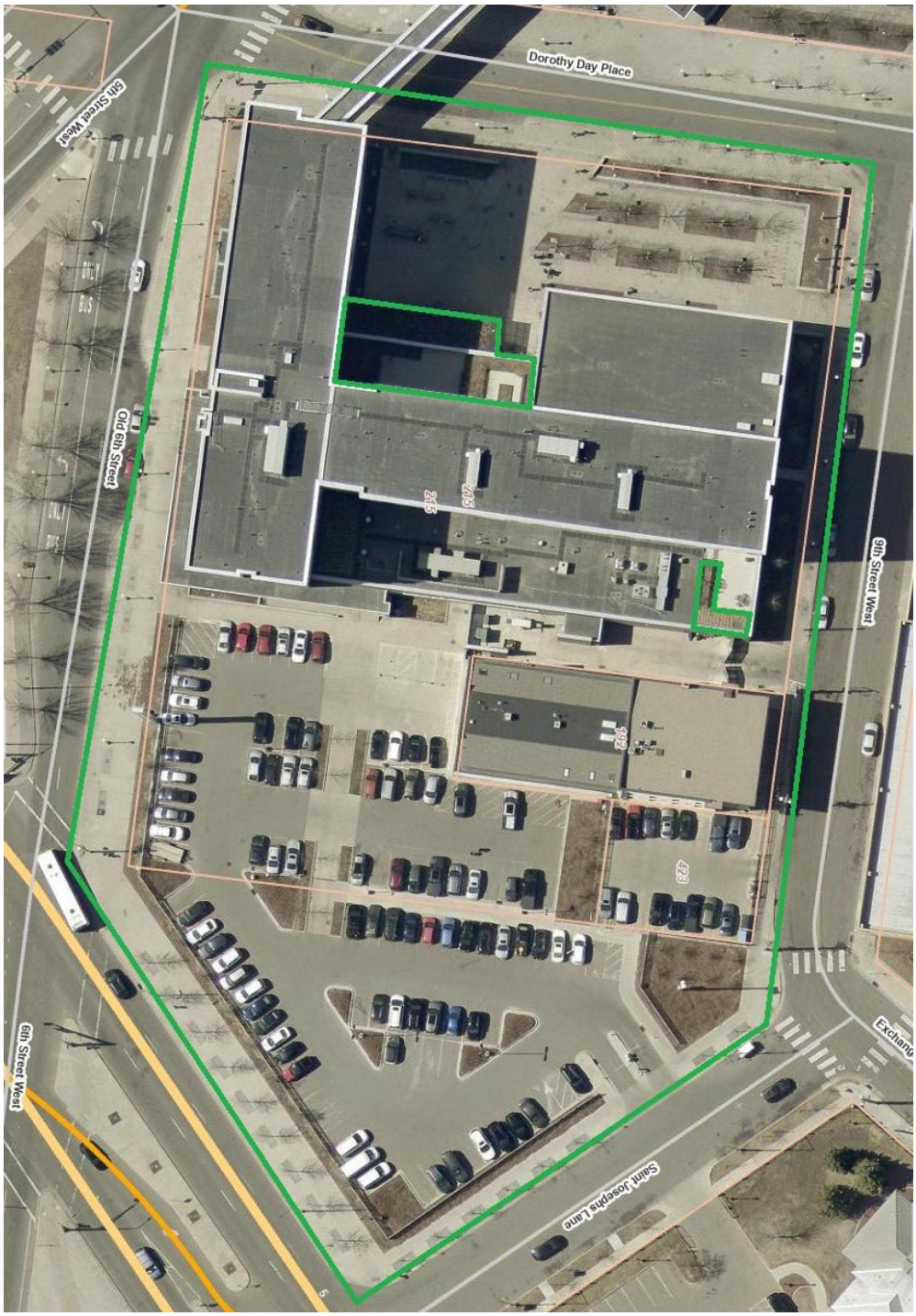
Elliot Park

***Interior courtyard area**



DDR/SPOC

***Note green roof in need of annual service**



CCDC (Warehouse)

