

# Sanford Housing Authority

2026 Snow and Ice Management RFP

Randy Levangie  
4-1-2026

## I. Introduction

Sanford Housing Authority (SHA); we are a Quasi-municipal agency that provides safe and affordable housing opportunities in Sanford/ Springvale. SHA owns and maintains a total of 7 properties that we are soliciting bids for Snow and Ice Management Services for (3) three years starting with the 2026-2027 winter season. Properties will be broken up into 3 sections, Springvale Section, South Sanford Section and Sanford Section. Contractors are welcome to bid on one section, two sections or all three sections. This is to better accommodate smaller vendors as well as efficiently managing multiple properties in less time.

### SPRINGVALE SECTION

- **Village View** (3 parking lots and 2 buildings) – 13 & 21 Pleasant St., Springvale; a 40-unit senior complex.

### SOUTH SANFORD SECTION

- **Maintenance Facility** – 21 Old Mill Rd., Sanford; our maintenance garage open Monday – Friday from 7:30am to 4:00pm with occasional after hours.
- **Maples** – 20 Mayflower Dr., Sanford; a 26-unit senior complex
- **Mayflower** – 27 Mayflower Dr., Sanford; a 35-unit senior complex
  - Mayflower Drive – Private Road owned by the City of Sanford (*The city may take over maintenance in near future, please add a deduct in bid if this happens*)

### SANFORD SECTION

- **East Side Acres** – Emery, Bates and Bowdoin St., Sanford; 48-unit multifamily development with 9 buildings.
- **Sunset Tower** – 941 Main St., Sanford; 72-unit senior, 8-story apartment building
- **Administration Office** – 17 School St., Sanford; our administration building open Monday – Friday from 7:30am to 4:00pm

If Sanford Housing Authority acquires additional properties during the contract period. The cost will be negotiated at that time with the contractor plowing in the proximity for the remainder of this contract.

## 2. General

RFP Advertisement: Sanford Housing Authority wants to procure Snow and Ice Management services for the 2026 through 2029 winter seasons. Services include but are not limited to plowing, shoveling, snow blowing, snow removal and treating of parking lots, driveways, walkways and steps of snow and ice.

Minority and Women owned businesses as well as HUD Section 3 businesses are encouraged to respond to this proposal.

The RFP informational package will be available on April 1, 2026 at the Sanford Housing Authority Administration Office located at 17 School St., Sanford, ME 04073 or you may contact Randy Levangie, Maintenance Director at [rlevangie@sanfordhousing.org](mailto:rlevangie@sanfordhousing.org) or Diane Small, Executive Director at [dsmall@sanfordhousing.org](mailto:dsmall@sanfordhousing.org) to request an electronic copy of the RFP. You can also visit our website at [www.sanfordhousing.org](http://www.sanfordhousing.org) and download a copy.

### 3. RFP Schedule

- |                                       |                         |
|---------------------------------------|-------------------------|
| • Advertisement of RFP:               | March 30, 2026          |
| • RFP Available:                      | April 1, 2026           |
| • Site Visits by Contractors:         | April 8, 2026 @ 8:00am  |
| o 27 Mayflower Drive                  |                         |
| • Deadline for Inquires/Information:  | April 27, 2026 @ 3:00pm |
| • Addendums published (if applicable) | April 30, 2026          |
| • Deadline-proposals due:             | May 6, 2026 @ 3:00pm    |
| • SHA Board – review of proposals     | May 14, 2026 @ 4:30pm   |
| • Contract(s) Awarded                 | May 18, 2026            |
| • Contract signed:                    | June 1, 2026            |

### 4. Submission and Delivery of Proposals

Proposals shall be submitted in an envelope clearly marked:

*Sanford Housing Authority  
Snow and Ice Management 2026-2029  
Attn: Maintenance Director  
17 School St., PO Box 1008  
Sanford, ME 04073*

\* All proposals must be received on or before May 6, 2026 @ 3:00pm EST.

### 5. Contacts

Clarification or additional information may be obtained by emailing Randy Levangie, Maintenance Director at [rlevangie@sanfordhousing.org](mailto:rlevangie@sanfordhousing.org)

### 6. General Objectives of this RFP

To contract for services of an experienced and responsible contractor to perform snow and ice management for 3 years at the properties listed in this RFP. To mitigate winter related slip and fall hazards caused by snow and ice and to provide safe pedestrian and vehicular access to residents, their guests, employees and the general public from November 1<sup>st</sup> to April 30<sup>th</sup>.

## 7. Supplemental Conditions

**Site Visit:** By submitting a proposal for the work outlined in this RFP, the contractor guarantees that each site and conditions have been inspected by the contractor.

A scheduled site visit is scheduled for April 8, 2026, starting at 8:00am at 27 Mayflower Drive.

**Insurance:** Contractor shall provide evidence of insurance in the form of a certificate naming the owner as additional insured on the certificate. This Certificate of Insurance must remain for the duration of the contract. Insurance requirements:

- Commercial General Liability with a single limit for bodily injury or property damage of not less than \$1,000,000.00 per occurrence, \$2,000,000.00 general aggregate to protect contractors against claims.
- Automobile/ Equipment Liability on all motorized vehicles and equipment used in the performance of this contract.
- Workers' Compensation Insurance per State of Maine regulations or proof of exemption as independent contractor filed and approved with the state of Maine DOL.

**Workmanship:** Contractor shall employ workers who are competent to perform work of this RFP and are adequately trained and experienced in the task and trades.

**Clothing and Identification:** Contractor and its employees shall wear high-visibility (hi-vis) clothing with reflective tape, as well as identifying the company name when working on the properties.

**Logs, Billing and Payments:** Contractor shall complete, retain and provide the owner with copies of work logs for each site. Copies of the work log will be submitted with monthly invoice. Payments to contractor shall be paid monthly.

## 8. Information for Bidders

Contractors will be responsible for ensuring that the RFP submittal is complete.

Any contract for the work stated in this RFP is for (3) three seasons beginning on November 1, 2026, and ending on April 30, 2029.

Contractor shall supply all labor, supervision, equipment and materials to perform work at each site.

There shall be no subletting or subcontracting allowed without written approval from the Maintenance Director.

Work outlined in this RFP will be performed as needed, contractor needs to be available 24 hours/day, 7 days a week, including weekends and holidays during the contract period.

If the contractor is unable to perform its duties under this contract, it is the responsibility of the contractor to notify the owner, immediately and in writing.

The Sanford Housing Authority is exempt from Federal, State and Local taxes and can provide a certificate upon request.

## **9. General Requirements and Scope of Work:**

This project consists of furnishing all materials, equipment, labor, and transportation necessary to provide snow and ice removal services at locations listed.

Snow removal services shall include snow plowing and or blowing, removal and disposal of snow if applicable, removal of ice buildup; ice melt as needed to maintain bare pavement as the weather will permit and ensuing proper access to apartments, buildings and parking lots. Snow and ice are to be cleared from all entrances, walkways and parking lots as indicated on the property maps provided in the bid package. Sand may be used in place of salt when temperatures drop below 0 degrees Fahrenheit to ensure a slip free environment.

Plowing is to start within 1 hour once accumulations have reached (2") two inches. The contractor must perform snow removal after each additional (2") two inches of accumulation until the storm has ended. A final clean-up of the snow and ice at the end of the storm or following day (depending on the time of day the storm ends), whereas plowing and/or treating parking areas after tenants have moved their vehicles. The contractor will provide the time they will return for final clean-up whereas the Maintenance Director or his designee can notify tenants of the clean-up schedule via a mass notification system.

- **No** requesting vehicles to be moved during evening hours, before 8:00am or during an active parking ban (East Side Acres need to utilize on-street parking to clean up).

Sanding and/or salting shall be performed on parking lots and walkways at the conclusion of each storm or as needed to ensure a safe and slip-free access to apartments, office and maintenance facility.

Snow events shall be measured using conditions and observations from NOAA.

Towing of non-compliant vehicles is and responsibility of the contractor as this is to provide a snow and ice-free environment for all residents. Contractor must use a reputable, fully insured towing company within the City of Sanford or the adjoining towns. Contractor must provide the name of the towing company and its certificate of insurance before the start of the season. Before a vehicle can be towed, notification to the Maintenance Director along with the make, model and color with the plate information. A clear picture of the vehicle will work as well.

Pre-treatment of any surfaces should not be considered when calculating bid prices.

The Contractor may install grade stakes or markers at each property to assist in identifying curbs or sidewalks. The Sanford Housing Authority is not responsible for the damage or theft of stakes.

The equipment used by the contractor must be in proper mechanical condition, fully equipped as required for safe and efficient operation; must be properly registered, insured and inspected according to Maine State laws.

The contractor shall employ only competent people to do the work; if the owner determines any employee behavior is disorderly or in any way unsatisfactory, that person shall be replaced.

The contractor agrees to hold the Sanford Housing Authority harmless from liability arising out of injuries or damage caused while performing this service. The contractor agrees that any damage or injury to buildings, material, equipment or property during the performance of this contract will be repaired at the contractor's expense.

## **10. Proposal bid format and required documents**

Respondents must use the proposal format and attach all required supporting documents. Failure to attach all required documents may cause the bid to be rejected.

**Documents required:**

1. Cover letter and statement of interest highlighting your company's qualifications and experience. You must include the information on the principal officer of the business that is authorized to execute a contract. This is an opportunity for the company to promote itself.
2. Description of approach will provide a detailed plan for the services at the property, ability to perform the work in this RFP, estimated length of time to perform work, description of equipment and manpower you deem necessary to complete the task.
3. Experience and Qualifications; provide details of company experience that relates to this work, include details of employee training and experience.
4. References: Provide a minimum of three (3) references from companies you have done similar work for, including the reference name, address, contact information using the form in this bid.
5. Additional documents; Sign Non-Collusive Affidavit

**11. Selection Criteria**

The criteria to be used in the evaluation of the bid proposals are as follows:

1. The ability of the bidder to meet the minimum requirements outlined in this RFP.
2. The overall costs of the proposed scope of work for each property
3. Bids will only be considered by contractors that have a minimum of two (2) years' experience providing snow and ice removal.
4. Bid awards for these services will be awarded to the lowest bidder meeting all the requirements listed within.
5. SHA may cancel this RFP or reject proposals at any time during the award.



# Admin Office

Sanford, ME

1 inch = 15 Feet



October 26, 2020



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# Maintenance Facility

Sanford, ME

1 inch = 29 Feet



October 26, 2020



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# Maples

Sanford, ME

1 inch = 40 Feet



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# Mayflower Place

Sanford, ME

1 inch = 45 Feet



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# Mayflower Dr

Sanford, ME

1 inch = 59 Feet



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# SST

Sanford, ME

1 inch = 38 Feet



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# Village View

Springvale, ME

1 inch = 31 Feet



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# Village View

Springvale, ME

1 inch = 35 Feet



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# ESA Bates

Sanford, ME

1 inch = 21 Feet



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# ESA Bowdoin

Sanford, ME

1 inch = 40 Feet



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# East Side Acres

123 Emery

1 inch = 35 Feet



[www.cai-tech.com](http://www.cai-tech.com)

February 17, 2026



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