

**West Michigan Airport Authority**

60 Geurink Boulevard, Holland, MI 49423  
Comprising City of Zeeland, Park Township and City of Holland



**REQUEST FOR PROPOSALS – SUPPLEMENTAL SNOW REMOVAL SERVICES**

West Michigan Regional Airport Authority

Holland, MI

July 11<sup>th</sup> 2024

The West Michigan Regional Airport Authority is soliciting proposals to provide supplemental runway snow removal services for winter 2024-25. Contractors are expected to provide a summary of proposals to provide any or all of the following services outlined in the scope of work. Work would be done in conjunction with existing snow removal services on-field

**I. SCOPE OF WORK**

- A. Provide supplemental snowplow & snow removal services on the airport runway surface in extreme weather events and in conjunction with current airport snow removal staff; and/or
- B. Provide supplemental snow removal services using snow sweeper/brushes on the airport runway surface; and/or,
- C. Provide supplemental snow removal services using a rotary plow (snow blower) on the airport runway surface; and/or,
- D. Provide application of FAA approved solid or liquid deicing chemicals on airport runway surface; and/or,
- E. Provide contractor’s ability to provide any of the above services on an on-call basis.

**II. RUNWAY SPECIFICATIONS**

- A. Length: 6,002’
- B. Width: 100’
- C. Runway is “crowned”, (edges slope away from the centerline).

**III. CONTRACTOR REQUIREMENTS**

Contractors are expected to meet the following requirements:

## West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423  
Comprising City of Zeeland, Park Township and City of Holland



1. Have demonstrable experience performing similar work in an airport setting;
2. Provide all relevant equipment and materials for completing the work as described;
3. Provide ability to coordinate and communicate via two-way radio with airport operations staff when working within the airport fence;
4. Provide readily available access to first aid materials for staff completing the work;
5. Contractors should expect to familiarize themselves with the airfield before and identify any areas which may require specialized equipment or pose significant challenges in advance;
6. The contractor will be expected to perform a site visit before bidding. The Airport Authority is willing to schedule on-site visits and provide access to the airfield, when **requested in advance**;
7. Indicate contractors ability to provide relevant liability coverage listing the airport, it's staff and officers, and the City of Holland, Zeeland, and Park Township as additional insured on it's policy.

### **D. TERM**

The contractor can likely expect terms as follows:

- Item A: Final term will be dependent on bids provided by contractors but is expected to be between 1-3 seasons to determine effectiveness of contractors approach.
- Item B: Term of ongoing agreement (beyond the initial term) will be no more than five (5) years, with an optional extension at the sole discretion of the Airport Authority.

### **E. OTHER TERMS:**

The Contractor can expect the following terms:

#### **1. INDEMNIFICATION**

The Contractor will agree to defend, indemnify, and save harmless the Airport Authority, The City of Holland, City of Zeeland, Park Township, and its officers, agents, and employees, from any and all claims and liabilities that may result from the Contractors work. This covenant of indemnification shall include reasonable

## **West Michigan Airport Authority**

60 Geurink Boulevard, Holland, MI 49423  
Comprising City of Zeeland, Park Township and City of Holland



attorney's fees and costs incurred by the Airport Authority, its officers, agents, and employees in defense of such claim or liability.

### **2. INSURANCE**

The Contractor is to maintain the following insurance:

- a. General liability insurance with bodily injury limits of not less than \$1,000,000.
- b. Automobile Liability insurance with bodily injury limits of not less than \$1,000,000.
- c. Workers Compensation insurance in accordance with statutory requirements and employer's liability insurance with limits of not less than \$100,000 for each occurrence.
- d. Property Damage insurance in an amount of not less than \$1,000,000.
- e. 100% Performance Bond will be required if work exceeds \$50,000.
- f. The Contractor shall name the Airport Authority, The City of Holland, City of Zeeland, Park Township, and its officers, agents, and employees as additional insureds and the insurance coverage for general liability, automobile liability, and property damage shall waive subrogation against the Airport Authority, its officers, agents, and employees.

### **3. WARRANTY**

Contractor shall perform the work in a workmanlike manner consistent with Owner's airport operations requiring safety, aesthetics, and visual enhancement of the airport. In the event the Contractor fails to meet these standards, Contractor will redo and reperform the work to Owners satisfaction.

### **4. PRIOR EXPERIENCE**

## West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423  
Comprising City of Zeeland, Park Township and City of Holland



Contractors must have demonstrable experience performing work as described, preference may be given to contractors with experience working for airports or similar entities. Contractors are encouraged to provide a list of references that can speak to the contractor's abilities in completing the work described above.

### **VII. CONTRACTOR PROPOSAL**

Contractor shall provide a written summary, no greater than three pages single spaced, outlining its experience and ability to perform the work outlined above in section "I Scope of Work".

This summary will also include:

- (A) A comprehensive list of hourly rates for equipment on a designated page titled: "RATES & FEES"
- (B) A summary proposal based on the scope of work, assuming up to 500 hours of total work per season on a designated page titled : "PROPOSAL". Contractor must note that 500 hours is an estimate, as weather conditions vary greatly. Total billing could be lower. Any operations above 500 hours would need to be approved in advance by the airport authority.
- (C) If applicable, contractor must clearly designate any minimum operational requirements (ex: minimum number of hours billed). This should be clearly noted on the proposal page.

**RFPs will be accepted on a rolling basis until July 29<sup>th</sup> 2024 at 5:00 p.m.** Proposals can be submitted via hard copies, PDF (USB), or email. Emailed proposals must be titled "Request for Proposal - Supplemental Snow Removal Services: West Michigan Regional Airport winter 2024-25", and sent to [a.thelenwood@wmraa.org](mailto:a.thelenwood@wmraa.org).

Hard copies to be delivered to the address below:

**The West Michigan Regional Airport Authority**

**60 Geurink Blvd.**

**Holland, MI 49423**

And labeled as:

**West Michigan Airport Authority**

60 Geurink Boulevard, Holland, MI 49423  
*Comprising City of Zeeland, Park Township and City of Holland*



**Request for Proposal - Supplemental Snow Removal Services: West Michigan Regional Airport winter 2024-25".**

And must include the name of the contractor and business address.

Further information can be obtained from the Airport Authority Director, Aaron Thelenwood at [a.thelenwood@wmraa.org](mailto:a.thelenwood@wmraa.org)

# West Michigan Regional Airport

