



## Romeo Downtown Development Authority

141 S. Main St., Suite A, Romeo, Michigan 48065

586-752-1170 Office

info@romeodda.org

www.downtownromeo.net

# REQUEST FOR PROPOSAL FOR SNOW REMOVAL 2026-2029

The Village of Romeo Downtown Development Authority (DDA) is seeking qualified contractors to provide professional snow removal and ice management services along **Main Street from Dickenson Street to E. Washington Street**. Services must ensure safe, accessible, and well-maintained sidewalks and pedestrian areas throughout the winter season.

### SCOPE OF WORK:

The scope includes but is not limited to:

#### **A. Snow Removal**

- Clearing snow from public sidewalks along Main Street (Dickenson St. to E. Washington St.).
- Clearing crosswalks, ADA ramps, pedestrian access points, and public seating nodes.
- Removing snow accumulations after each snowfall event of **1 inch or more**, or upon request by the DDA.

#### **B. Ice Management**

- Application of salt, brine, or other approved de-icing materials to maintain safe pedestrian conditions.
- Monitoring and addressing refreeze conditions.

#### **C. Snow Hauling (If Needed)**

- Hauling and removal of snow from the downtown corridor during heavy accumulation, as requested by the DDA.



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### **D. Communication**

- Providing a single point of contact for 24/7 snow event communication.
- Timely response to DDA requests.

### PROPOSAL REQUIREMENTS:

Proposals must include the following components:

#### **1. Cover Letter**

- Firm name, address, main contact, and summary of qualifications.

#### **2. Company Profile**

- Overview of the firm
- Number of years in business
- Office location(s)
- Key personnel and resumes of staff who will be assigned to the DDA

#### **3. Relevant Experience**

- Experience providing services to municipalities, DDAs, or similar public entities
- Examples of comparable clients and references (minimum of three)

#### **4. Approach & Methodology**

- Description of how the firm will manage both accounting and audit work
- Internal controls, quality assurance processes, and communication practices



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### **5. Fee Structure**

- Annual cost for snow removal
- Any hourly rates or additional fees
- Multi-year pricing options (preferred but not required)

### **6. Legal & Compliance**

- Proof of insurance (general liability and professional liability)
- Statement confirming independence from the Romeo DDA

### EVALUATION CRITERIA:

Proposals will be evaluated using the following criteria:

- Experience with governmental and DDA-related projects
- Qualifications of assigned personnel
- Clarity and strength of methodology and service approach
- Cost competitiveness and fee transparency
- References and demonstrated performance
- Ability to meet deadlines and support DDA reporting needs

The Romeo DDA reserves the right to reject any and all quotes, proposals and bids, to waive any formalities and to select the company and proposal in any manner deemed to be in the best interest of the Romeo DDA. The company selected shall agree not to discriminate against any employee or applicant for employment because of sex, race, age, religion, color, national origin, or disability status.



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INFORMATION INCLUDING DEADLINE:

The quote will be complete in legible form, preferably typewritten.

Mark the outside of your quote envelope or digital submittal:

Romeo DDA: DOWNTOWN ROMEO SNOW REMOVAL

**Proposals are due at the Romeo DDA Office by 3:00pm, Wednesday, December 31st, 2025.**

DDA Address: **141 S. Main St., Suite A, Romeo, Michigan 48065 or email [info@romeodda.org](mailto:info@romeodda.org).**

All information requested herein should be submitted with the Request for Quote. Failure to do so may result in rejection of the proposal as non-responsive and or incomplete.



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**REQUEST FOR Proposal  
FOR  
Dumpster Corral Planning and Design Services**

Company References

1. Contact Name:

Business Name:

Address:

Phone:

Email:

Work/Experience/Similar Projects:

2. Contact Name:

Business Name:

Address:

Phone:

Email:

Work/Experience/Similar Projects:

3. Contact Name:

Business Name:

Address:

Phone:

Email:

Work/Experience/Similar Projects: