

**STANTON TOWNSHIP
GOODHUE COUNTY, MINNESOTA**

**REQUEST FOR QUOTES FOR
TOWN ROAD SNOW REMOVAL SERVICES**

1. Purpose and Scope of Work

Stanton Township (“Town”) is requesting quotes from qualified contractors for a one-year contract, beginning November 1, 2026, to perform snowplowing services on approximately 26 miles of gravel roads and 6 miles of hard-surface roads. The Town includes five developments, four with hard-surface roads and one with gravel roads.

Snowplowing

- Contractor must begin plowing when the Town’s thresholds are met:
 - Plowing threshold is 1.5 inches on asphalt roads and 2.0-2.5 inches on gravel roads,
 - During ongoing snowfalls, snow plowing will begin no later than an accumulation of 3 inches, or
 - If snow accumulation reaches 5-6 inches or more, contractor must clear a two-way path for emergency vehicles and school buses, with final clearing after the storm ends.
- Roads shall be opened to the contractor’s best effort for morning/evening commutes and school bus traffic.
- Snow drifts shall be cleared on an ongoing basis at contractor discretion or Town direction.
- Operations may be delayed or suspended if employee safety is at risk, equipment damage is likely, or conditions make operations ineffective.
- Contractor shall not plow gravel roads in a manner that pushes excess gravel into ditches.
- During severe weather conditions such as white-outs, high winds, blizzards, or extreme freezing rains, contractor is expected to exercise judgment and not put their employees and public in danger. MN DOT and Goodhue County Highway Department suspensions are examples of conditions warranting delay.
- Some roads may be plowable during extreme weather while others may not. Questions shall be directed to the Town representative.

- Snow plowing shall begin with the five (5) rural neighborhoods, then proceed to rural roads starting on the east side of the Town on even years, and the west side of the Town on odd years.
- Contractor shall plow as close as practicable to mailboxes in the right-of-way.
- Contractor shall avoid damage to bridge railings, bridges, signs, curbs, mailboxes, driveway entrances, and Town property. Any damage shall be reported.
- Contractor shall not plow or sand private property except when requested by law enforcement for emergency access, or when private property is used (with permission) for turnarounds, snow storage, or other Town use.

Sanding and Salting

- Sanding/salting shall occur during plowing unless snowfall is continuous and on the final pass during continuous snowfall, with emphasis on intersections, curves, hills, and other icing-prone areas.
- The Town will provide sand/salt mixture, located at the Town salt shed. Contractor shall supply loading equipment and use the sand/salt mixture provided by the Town.
- Contractor may be called for additional sanding/salting between snowfalls.
- Priority order for sanding/salting:
 - Hills, controlled intersections, bridges, curves,
 - Major arterial streets,
 - School bus routes,
 - Residential areas, and
 - Rural areas.

Reviews

- Contractor representative shall meet with Town representative prior to snow season to review the Town's needs.
- After snowmelt, contractor and a Town representative shall conduct a season-end review to identify and agree upon any damage, and allow contractor the opportunity to make timely repairs.

2. Contractor Minimum Qualifications

- Contractor must have the necessary experience and equipment to perform all work required.

- Contractor must be an independent contractor, not an employee or joint venture with the Town.
- Contractor must maintain adequate staffing and licensed operators to meet deadlines and requirements.

3. Legal, Insurance, and Compliance

- Contractor must provide and maintain the following insurance with insurers licensed in Minnesota:
 - Commercial General Liability: Minimum \$1,500,000 per occurrence, naming the Town as an additional insured.
 - Automobile Liability: Coverage for all owned, non-owned, and hired vehicles used in performance of the agreement.
 - Workers' Compensation: Statutory coverage. If exempt under Minn. Stat. § 176.041, contractor must provide documentation and indemnify the Town for related claims.
- Contractor shall indemnify, hold harmless, and defend the Town from all claims arising from the contractor's acts or omissions.

4. Submission Deadline and Requirements

- Written quotes must be received by the Town Clerk by no later than 7:00 p.m. on October 20, 2026. Quotes may be submitted by any of the following methods, provided the Town Clerk actually receives them by the indicated deadline:
 - USPS;
 - In-person to the Town Clerk; or
 - Deposited in the white drop box at: 31186 40th Avenue Way, Cannon Falls, MN 55009.
- Email submissions are not accepted.
- Required documents:
 - Completed Road Maintenance Quote Sheet.
 - Equipment Inventory List.
 - Certificate(s) of Insurance.
 - References (three recommended).
 - Any other documents that will be helpful to the Board.
- All questions regarding the solicitation must be submitted in writing via email to stantonclerk@gmail.com. Questions must be submitted by the ninth (9th) day after the date

of solicitation. No verbal questions or communication will be accepted by Town Board members or employees.

5. Awarding the Contract

The Town Board will award the contract based on consideration of the following factors: price, references, infrastructure, years of experience, and other relevant considerations. The Town Board reserves the right to reject any or all quotes, to waive irregularities and informalities, and to award the contract to other than the lowest quoter as determined appropriate by the Town Board in its discretion. The contractor awarded the contract shall be required to enter into the Town's road maintenance agreement.

The Town Board intends to review and consider the quotes at its meeting scheduled for 7:00 p.m. on October 20, 2026. The Town Board may award the contract at that meeting or may delay action until a later meeting.