



Utah Community Action™

1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

REQUEST FOR PROPOSAL

PART 1: INTRODUCTION AND INSTRUCTIONS

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Utah Community Action (UCA) is seeking competitive proposals for a snow removal services for 12 locations throughout Salt Lake and Tooele County . The purpose of this document is to provide detailed required specifications and to establish the basis for an agreement between UCA and the provider.

AGENCY BACKGROUND

Utah Community Action's mission is to empower individuals, strengthen families and build communities through self-sufficiency and education programs. Utah Community Action is a multi- faceted agency that helps low-income individuals and families overcome barriers to self- sufficiency. The agency has approximately 600 employees, and annual revenues of approximately \$45M.

Utah Community Action helps remove these barriers through six core programs:

Workforce Development – Helps adults with low- to moderate-income levels get access to courses and certifications that can help them work toward self-sufficiency.

Head Start – Provides education and health services to young children who would otherwise not be prepared for Kindergarten.

HEAT – Helps struggling households pay their utility bills. Both yearly application and emergency need services are available.

Case Management & Housing – Through deposit and emergency rental assistance, landlord-tenant mediation, homelessness services and holistic case management, our Case Management and Housing Program helps clients to obtain and maintain safe, stable and affordable housing.

Nutrition – Helps feed households in need, provides meals for Head Start classrooms, and offers educational programs to teach better eating habits.

Weatherization – Helps low-income households reduce energy costs and increase comfort and safety in their homes.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200. Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by UCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms



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when possible. A firm qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201, Subsector 541512) by having average annual receipts for the last three fiscal years not exceeding \$27.5 million.

PROPOSAL SUBMISSIONS REQUIREMENTS

By submitting a proposal, Interested Parties acknowledge and agree that the scope of work, and evaluation process outlined herein are fair, equitable, and understood. Interested Parties further acknowledge that they have read this RFP, along with any attached or referenced documents.

All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations are the responsibility of the Interested Parties and will not be reimbursed.

Efforts will be made by UCA to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201).

Proposals must be received by October 31, 2025. Proposals received after the deadline will not be accepted. Proposals can be submitted via hard copy or electronic copy to the address provided below. Any proposal not meeting the requirements of this RFP may be rejected. All materials submitted will become the property of Utah Community Action.

PROPOSAL KEY DATES

RFP Released	October 17, 2025
Last Day for Receipt Written Questions	October 25, 2025 by 5:00 pm
Proposals Due	October 31, 2025 by 4:00 pm
Bidders Interviews (if necessary)	November 3, 2025
Selection	November 5, 2025

Utah Community Action may request interviews or meetings with any of the proposers to clarify any proposals.

SUBMISSION INSTRUCTIONS AND CONTACT INFORMATION

The preferred method of submitting your proposal is via electronic copy. If providing a hard copy, one (1) original and one (1) copy must be submitted prior to deadline at the following address:



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Utah Community Action
Attn: Stacy Weight, CAO
1307 South 900 West
Salt Lake City, UT 84104

General Contact: Stacy Weight, Chief Administration Officer, stacy.weight@utahca.org

PART 2: SCOPE OF SERVICES AND PROJECT REQUIREMENTS

To ensure a competitive and consistent review process each proposal submitted should include the following items and be organized with the outline provided below:

1. Letter of intent

A letter outlining the general overview of the business information and individuals who will be involved in the RFP process. This letter should be a maximum of 1 pages and clearly identify the service and billing contact. It should also include a date through which the bid is valid (recommended 60 days).

2. Contract Terms

All contracts will be for the 2025/2026 winter months, beginning immediately, upon receiving signed contract. The contract will end May 1, 2026, but will have an option for 2 one year extensions.

All contracts must contain a 30 day escape clause

Vendor will bill UCA at the conclusion of each month's services and invoices will be paid net 30 upon receipt of invoice by Utah Community Action.

Billing system must indicate cost for each location, date and type of service provided.

3. Scope of Work

All facilities must be cleared of snow/ice, in the designated areas by 7:30 am.

There will be no snow/ice removal when less than 2" of snow has accumulated.

There will be no snow/ice removal on days the facilities are closed:



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- Saturdays and Sundays
- Federal Holidays
- November 27th and 28th, 2025
- December 24, 2025 – January 2, 2026

Please note November and December dates will vary slightly in future years if the contract option for extension is taken.

Location	Address	Parking Lot Snow Removal	Parking Lot De- Ice	Sidewalk Snow Removal	Sidewalk De-Ice
CCH Head Start	6447 W. 4100 S. West Valley City, Utah 84128				
Shriver	1307 S. 900 W. Salt Lake City, Utah 84104				
HJS Head Start	336 E. 3900 S. Salt Lake City, Utah 84115				
Creekside	254 Gregson Ave. (3020 S.) South Salt Lake, Utah 84115				
JRR Head Start	1240 N. American Beauty Dr. (1065 W.) Salt Lake City, Utah 84116				
Midvale	328 W Wasatch St Midvale, Utah 84047				
SSL Head Start	2825 S. 200 E. South Salt Lake, Utah 84115				
Noorda	5361 S. 4220 W Kearns, Utah 84118				
KECC	5254 S 4820 W Kearns, Utah 84118				



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Magna	8275 W 3500 S Magna Utah, 84044				

Optional Sites (if able to provide services)

Location	Address	Parking Lot Snow Removal	Parking Lot De- Ice	Sidewalk Snow Removal	Sidewalk De-Ice
Tooele Head Start	222 N. Coleman Tooele, Utah 84074				
Grantsville Head Start	7 S Park St Grantsville, Utah 84029				

4. Insurance and Licensing

Vendor must provide proof of license and insurance.

PART 3: SELECTION PROCESS

Evaluation will be completed using a weighted scale with the specified factors below.

Costs and Fees	65 points
Proven history/experience working	20 points
Small/Minority Owned Business	10 points
Adherence to RFP instructions	5 points
Total	100 points

Selection will be made to the proposer who is the most advantageous to Utah Community Action based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of the RFP all proposers will be notified of the selection.

PART 4: WRITTEN QUESTIONS



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Questions regarding the RFP must be received in writing by October 25, 2025 by 5:00 pm. Questions can be submitted to Stacy Weight, CAO (stacy.weight@utahca.org). All questions will be responded to in writing and may be made available to all proposers.