



**State of Alaska**  
**Department of Environmental Conservation**  
**Division of Environmental Health**  
**Environmental Health Laboratory (EHL) Snow Removal Services**  
**RFQ No. 18-803-26**  
**Anchorage, Alaska**  
**Date of Issue: August 20, 2025**

**Purpose:**

The Department of Environmental Conservation (DEC), Division of Environmental Health, seeks quotes from qualified contractors to plow/remove snow, ice, slush, and sanding services at the Alaska State Environmental Health Laboratory (EHL) in Anchorage, Alaska. When contractors submit their quotes, they agree that EHL will be a priority client for snow removal services, as outlined in the quote. Contractors are expected to fulfill their obligations and cannot use other commitments as an excuse for non-performance. It is highly recommended that contractors visit the service site before submitting a quote.

The Procurement Officer for this document is:

Bryant Trujillo, Procurement Specialist 3  
State of Alaska, Department of Environmental Conservation  
Division of Administrative Services  
Email: [DECDASPROCUREMENT@alaska.gov](mailto:DECDASPROCUREMENT@alaska.gov)

**Budget:**

Department of Environmental Conservation, Division of Environmental Health, estimates a budget of between **\$10,000.00** and **\$20,000.00** per fiscal year, from July 1, 202X, to June 30, 202X, for completion of this project. The resulting contract will have a not-to-exceed (NTE) amount of **\$99,999.00** for the life of the contract.

Payment for the contract is subject to funds already appropriated and identified.

**Deadline for Receipt of Quotes:**

Proposals must be received before 1:00 p.m. prevailing Alaska Daylight Time (AKDT) on September 10, 2025. Late submissions or amendments will be disqualified and not opened or accepted for evaluation.

**RFQ Schedule:**

The RFQ schedule set out herein represents the State of Alaska’s best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of quotes, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

ACTIVITY	TIME	DATE
Issue RFQ		August 20, 2025
Deadline for Receipt of Quotes	1:00 p.m.	September 10, 2025
Notice of Award		Approx. week of September 15, 2025
Contract Issued		Approx. week of September 22, 2025
Contract Start		Approx. week of September 22, 2025

This RFQ does not, by itself, obligate the state. The state’s obligation will commence when the contract is approved by the Department of Environmental Conservation Commissioner or the Commissioner’s designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs before the contract start date set by the state.

**Background Information:**

The Alaska State Environmental Health Laboratory (EHL), operated by the Department of Environmental Conservation, Division of Environmental Health, seeks quotations for comprehensive snow removal services. Located at 5251 Dr. Martin Luther King Jr. Avenue in Anchorage, Alaska, the facility encompasses a parking lot area of approximately 36,000 square feet and sidewalks totaling around 3,900 square feet. The site also includes other spaces such as an entrance apron, driveway, loading dock, flagpole area, and a picnic area.



Figure 1. Wintertime aerial view of the Environmental Health Laboratory with snow storage indicated in red, snow removal areas outlined in yellow, and sidewalks (and stairs) denoted in blue.



Figure 2. Summertime aerial view of the Environmental Health Laboratory with snow storage indicated in red, snow removal areas outlined in yellow, and sidewalks (and stairs) denoted in blue.

Snow removal becomes a critical operational requirement, especially considering Alaska's harsh winter conditions. The services sought aim to ensure the facility's driveways, parking areas, and walkways are safe and accessible, primarily before the beginning of regular business hours, which are Monday through Friday, from 6:00 a.m. to 5:00 p.m., prevailing Alaska time.

This solicitation outlines specific criteria for vendors interested in providing these services. A snow removal event involves plowing specified areas and stacking the snow in marked storage locations. Heavy equipment is necessary to complete the task of stacking snow. Additional services include shoveling and snow blowing on request, particularly for sidewalks and other specific areas. Snow haul-off services will be required when storage areas are full or during Spring cleanup. Sanding services can also be requested for better traction on driving surfaces, but chemicals like salt or ice melt are strictly prohibited. All these services are carefully structured with defined protocols for requesting and acknowledging work to be performed, ensuring that the facility remains operational and safe during the Winter and Spring months.

### **Equipment:**

Equipment must be as specified and of equal size and quantity or greater. The substitution of smaller equipment will void the agreement. All equipment used shall be in good operating condition and meet all safety requirements. The contractor must be capable of maintaining their equipment for the duration of the agreement or obtaining a suitable replacement.

The contractor's trucks must be three-quarter-ton or larger, four-wheel drive, equipped with auxiliary lights, chains (if needed), snow tires, adjustable plow lights, flashing lights, and a cellular phone with continuously active service.

Snow stacking requires heavy equipment, such as skid steers, compact track loaders, or compact wheel loaders equipped with a loader bucket.

### **Scope of Work:**

The Department of Environmental Conservation, Division of Environmental Health, solicits proposals for snow removal services at the Alaska State Environmental Health Laboratory (EHL) in Anchorage, Alaska.

The Department requests help with snow removal tasks, including shoveling, blowing, haul-off, sanding, and sweeping.

The requested services aim to maintain a safe and accessible environment by performing snow removal tasks. By fulfilling these tasks, the Department of Environmental Conservation, Division of Environmental Health, aims to ensure that the facility remains operational and safe during the Winter and into the Spring.

This request for quotes (RFQ) is for snow removal at the Alaska State Environmental Health Laboratory (EHL) located at 5251 Dr. Martin Luther King Jr. Ave, Anchorage, AK 99507.

## 1. SNOW REMOVAL

A snow removal event is defined as:

- Plowing the parking area, driveway, entrance apron, and loading dock areas.
- Storing and stacking snow only in marked snow storage location(s), which are beyond a parking curb.

The parking lot area is approximately 38,600 square feet, and this includes the front parking area entrance apron, driveway, and 2,600 square feet of overflow parking on the south side of Hinkle Drive and loading dock. See Figures 1 and 2 above for maps and marked areas. No berms should remain after plowing the parking and driveway areas, including the parking lot entrance.

Routine Events: All snow removal work must be completed before normal staffing hours. Normal staffing hours are Monday through Friday, 7:00 a.m. to 6:00 p.m., excluding State holidays. Excluding additional request services, the State will only pay for one snow removal event in a 24-hour period.

Snow removal begins after two (2) or more inches of snow have fallen at the EHL location. There shall be no more than two (2) inches of snow present at the beginning of normal staffing hours.

See attachment “1.\_State\_Calendars” of this solicitation for a list of holidays observed.

Storage locations are clearly marked. These areas are beyond a parking curb and will be reviewed with the vendor before the first plowing event of each year.

Requested Event(s): There must be no snow removal events during normal business hours unless specifically requested by designated laboratory staff via email. Any requests that are made by phone or text will be followed by an email to the vendor. A vendor acknowledgment email of the request must be given. The requested service must be completed within four (4) hours of the request unless otherwise agreed upon. Excluding additional request services, the State will only pay for one snow removal event in a 24-hour period.

Base bid on per plow event.

## 2. SHOVELING/SNOW BLOWING

Requested Event(s): The sidewalks are approximately 3,900 square feet, consisting of three (3) separate sidewalks, a flag pole area, a picnic area, and one (1) loading dock with stairs. Snow must be cleared from the building and not stacked on decorative lighting or art.

Base bid on shoveling per request. This will only be requested when maintenance staff are absent.

## 3. SNOW HAUL-OFF

Requested Event(s): Remove and haul off stored snow, via front-end loader and dump truck, from the property. Snow must be properly disposed of in local snow dumps.

Base bid on per dump truck load. This is only on request when storage areas are full or during spring clean-up.

#### **4. SANDING**

Requested Event(s): Parking lot and driveway sanding shall be done when requested by EHL staff. Any requests that are made by phone or text will be followed up by an email to the vendor. A vendor acknowledgment email of the request must be given. The requested service must be completed within four (4) hours of the request unless otherwise agreed upon. No sanding shall occur during business hours unless requested by EHL staff.

Base bid on one cubic yard of sand per request.

No chemicals, including salt or ice melt, can be applied to the parking area, driving surfaces, or sidewalks.

#### **5. SWEEPING**

Requested Event(s): Environmental Health Laboratory (EHL) staff may request sweeping after all the snow and ice have melted from the parking lot and driveway areas. This can occur any time in April or as late as May. The parking area and driveway must be swept outside of business hours to remove all sand and gravel.

Base bid on a one-time event.

### **Deliverables:**

The contractor will be required to provide the following deliverables:

1. The Contractor shall ensure availability via email during regular business hours to ensure a timely response to requests.
2. The Contractor shall provide all equipment and materials required to complete the snow removal job, such as snowplows, shovels, ice chippers, sand, snow blowers, loaders, and dump trucks, to maintain safe parking/driving areas and sidewalks for pedestrian traffic. Keep in mind that there is no equipment storage available at the location. The State of Alaska will provide no equipment or materials.
3. The contractor shall be responsible for any damage to the State facility, utilities, or private property from removal activities. The contractor shall notify EHL staff by email within 24 hours of any damage done, and all damage must be repaired within 60 days of notification.
4. Changes to this contract must be approved by the Laboratory Chief or a designated representative, and any such changes will be forwarded to the Procurement Officer for a possible Change Order.



Task	Completion
ROUTINE SNOW EVENT	Greater than two (2) inches of snowfall; task to be performed outside of normal business hours.
SHOVELING, SNOW BLOWING & SANDING	On-demand requests will be submitted via phone and/or email; task to be performed within four (4) hours of request.
STORED SNOW REMOVAL	On-demand requests will be submitted via phone and/or email; task to be performed outside of normal staffing hours.
SWEEPING	On-demand request(s) will be submitted via phone and/or email; task to be performed outside of normal business hours, in April or May.
REPORTING TASK COMPLETION & DAMAGES	Completed tasks or damages shall be reported to EHL via email to <a href="mailto:dec.eh.labadmin@alaska.gov">dec.eh.labadmin@alaska.gov</a> within 24 hours of occurrence.

### Attachments:

1. State Calendars
2. Alaska Bidder Preference Certification
3. Standard Contract Form
4. Appendix B1
5. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion  
Lower-tier Covered Transactions Form
6. Certification Regarding Lobbying Form
7. System for Award Management (SAM) Helpful Information
8. Certification Regarding Drug-free Workplace Requirements Form

To DEC's satisfaction, the contractor shall provide one year of service. The agreement may be extended for four (4) additional one-year increments under the same terms and conditions when mutually agreed upon between the contractor and DEC. The contractor shall be responsible for all communications regarding the progress of maintenance/services performed and shall discuss with the DEC any issues, recommendations, and decisions related to the contract. The contractor will be the sole point of contact on all matters related to the purchase.

Questions regarding this document shall be addressed in writing to the Procurement Officer and sent to the following E-mail address: [DECDASPROCUREMENT@alaska.gov](mailto:DECDASPROCUREMENT@alaska.gov).