

**Request for Quotes
Template for Service Engagements**

SMALL BUSINESS PURCHASING PROGRAM: The Massachusetts Small Business Purchasing Program (SBPP) was established pursuant to [Executive Order 523](#) to increase state contracting opportunities with small businesses having their principal place of business within the Commonwealth of Massachusetts. Pursuant to the SBPP, it is the intention of the issuing department to award this Small Procurement to one or more SBPP participating business as described below. Small Procurements are defined as procurements with an estimated annual value equal to or less than \$250,000. While all businesses, no matter the size or principal place of business, may submit responses to this solicitation, should an SBPP participant respond and meet the best value criteria as described in this solicitation, the SBPP participant shall be awarded the contract. The review team will not evaluate submissions from non-SBPP participants unless no SBPP Bidder meets the RFR's best value evaluation criteria.

RFQ File Name/Title: Snow and Ice Removal

RFQ File Number: FAC27MSA-069

Object Code: N74

Purchasing Department: Facilities Department

Scheduled Site Inspection: Wednesday October 14, 2026 @ 10:00am

Address: Pappas Rehabilitation Hospital for Children, 3 Randolph St., Canton, MA 02021

Telephone #: (781) 830-8475

Engagement Team Leader/ Contact Person: Kimberly Tracey

1. Description Or Purpose of Engagement:

Pappas Rehabilitation Hospital for Children (PRHC), Facilities Department is seeking quotes for Snow and Ice Removal Services from qualified vendors on State Contract FAC120. Contractor shall provide **24/7 snow and ice management services** to maintain safe access for patients, staff, visitors, emergency vehicles, and deliveries. Services shall comply with all applicable safety, healthcare, and regulatory requirements. PRHC Facilities staff to provide onsite support and supervision for the duration of snow/ ice events.

2. Whether Single Or Multiple Contractors Are Required For Engagement(s)



Single Contractor



Multiple Contractors.

3. Indicate Engagement Performance and Business Specifications:

Scope of Service

The Contractor shall provide comprehensive snow and ice removal management services to ensure safe and continuous access to all designated areas of the facility during winter weather events. Services must support uninterrupted hospital operations, including safe access for emergency vehicles, patients, staff, and visitors.

Service Areas

The Contractor shall perform services for all designated facility areas including, but not limited to:

- Main building entrances and patient drop-off areas
- Primary drive lanes and internal roadways
- Parking lots, parking garages, and ramps
- Fire lanes and Service Roads
- Loading docks and delivery areas
- ADA-accessible routes and curb cuts
- Critical infrastructure access points

A facility lot plan identifying priority areas will be provided by PRHC Facilities staff prior to the start of services.

Snow Plowing and Removal

The Contractor shall provide snow plowing and removal services including:

- Snow plowing shall begin when snowfall accumulation reaches 1–2 inches, of plowable snow or as otherwise directed by PRHC Facilities.
- Continuous plowing shall occur during active snowfall events to maintain safe and passable conditions.
- Snow shall be relocated only to facility-approved snow storage locations.
- Snow placement shall not block entrances, pedestrian paths, hydrants, catch basins, emergency routes, or loading areas.

If snow accumulation exceeds designated storage capacity, the Contractor may be required to remove and haul snow offsite, as directed by PRHC Facilities.

Priorities

The Contractor shall meet the following operational standards:

- **Priority 1 areas** shall be maintained continuously during snow and ice events.
- Priority areas will be identified to the removal crew by PRHC Facilities staff prior to the start of work.
- Initial response shall occur one (1) hour prior to the anticipated start of snow or icy conditions, or as otherwise directed.
- Services must be performed in a manner that does not interfere with emergency operations or hospital access.

Performance Standards

The Contractor shall:

- Maintain safe and passable driving and walking conditions during winter events.
- Provide timely response and adequate staffing during storms.
- Use appropriate snow removal techniques to prevent property damage.

- Immediately address hazardous conditions identified by facility staff
Awarded vendor must confirm acceptability with department director or designee.

Evaluation Criteria

The Bureau intends to award to the vendor offering the best value.
See Response Sheet – Attachment 1

Small Business Purchasing Program: The department intends to award a contract to a Massachusetts based Small Business if a response from an eligible SBPP participant is received and meets the department's best value criteria.

Performance Requirements

The Department of Public Health is endeavoring to deliver the Best Value to facilitate our needs. However, it is important to measure the Contractor's performance to ensure the Engagement is in compliance with what has been requested and what the Contractor has offered in this RFQ. The following performance areas will be subject to measurement:

1. Each vehicle shall in and sign out with Security every time that they enter and exit Facilities.
2. Timely Delivery (Commodities, Services, Reports, Billing, etc.)
3. Responsiveness to Departmental Inquiries
4. Quality of Deliverables (Commodities, Services, Reports, etc.)
5. Performance Targets/Benchmarks (Quantities, Outcomes, etc.)
6. Attendance at scheduled meetings

The PMT shall negotiate with contractors any requirements not set forth in the RFQ, as identified below but not limited to

- Prior to each snow event, a coordination meeting is required between vendor and PRHC Facilities department to determine which services will be utilized.
- Maintain service logs detailing dates, times, conditions, and materials applied. Service logs need to be provided in full to the hospital 48 hours after service.
- 24/7 on-call supervisor during winter season.
- Prompt reporting of hazards, incidents, or property damage.
- Communicate onsite with Director of Facilities or designee upon arrival and end of service.
- Maintain safe and passable driving and walking conditions during winter events.
- Provide timely response and adequate staffing during storms.
- Use appropriate snow removal techniques to prevent property damage.
- Immediately address hazardous conditions identified by facility staff

Awarded vendor must obtain performance feedback from department director and/or designee unsatisfactory report must be corrected immediately.

Payment through Electronic Funds Transfer is required for any contract awarded through this solicitation.

Contractors must submit monthly/Bi-Weekly invoices to the Accounts Payable Department; email **PRHC-AccountsPayable@mass.gov** or by mail to Pappas Rehabilitation Hospital for Children, Accounts Payable Department, 3 Randolph St., Canton, MA 02021.

Engagement Performance Monitoring

The Director of Facilities, or designee, will serve as the primary liaison between the Facility and the Awarded Vendor.

Communicate with the Awarded Vendor regarding all service-related matters, including but not limited to scheduling, arrival times, equipment usage, invoicing, operational procedures, and service coordination, must be addressed to the Director of Facilities, or designee.

4. Expected Duration of Engagement

Anticipated Initial Duration up to: **12** months; **N/A** year(s)

Anticipated Renewal Options: **2** option to renew for **1** year(s) each option

- ***Director of Facilities or designee will determine***

Anticipated Start date: **11/02/2026**

Final End Date of this Engagement: **11/01/2029**

5. Anticipated Expenditures, Funding Or Compensation For Expected Duration

Estimated Value of Procurement including all potential renewals **\$150,000.00**

Estimated Annualized amount **\$50,000.00**

6. Instructions for Submission of Responses:

Required elements of response include rates, budget and deliverables.

See attachment 1

Additional Response Requirements/Information:

All responses are to be submitted electronically using the online submission tools available to Vendors registered in COMMBUYS. There is no charge to register in COMMBUYS. To Register go to www.COMMBUYS.com and click on the "Register" link on the front page.

All Quotes must be received by the Department of Public Health before the specified date, month, year and time of the Bid Opening Date displayed on COMMBUYS. Times are Eastern Standard/Daylight Savings (US), as applicable.

All Bidders are advised to allow adequate time for submission by considering potential online submission impediments like Internet traffic, Internet connection speed, file size, and file volume. DPH is not responsible for delays encountered by Bidders or their agents, or for a Bidder's local hardware failures, such as computers or related networks, associated with bid compilation or submission. Bids submitted via COMMBUYS are time stamped by the COMMBUYS system clock which is considered the official time of record.

File Format

Scanned documents will be accepted and must be scanned in such a way that they can be read on a computer monitor and printed on 8 1/2" x 11" paper, unless otherwise specified. Attachments must be uploaded individually and cannot be combined in a zipped file.

Public Records

All information, documents, and attachments submitted as a response to this RFQ are considered a public document subject to the Massachusetts Public Records Law, M.G.L., c. 66, s. 10, and to c. 4, s. 7, ss. 26. **Please be aware that checking the "confidential" box in COMMBUYS does not bar these documents from being released as a public record pursuant to these statutes once the procurement is awarded, unless statutorily exempt from disclosure.**

Small Business Purchasing Program (SBPP) Award Preference: The Massachusetts Small Business Purchasing Program (SBPP) was established pursuant to [Executive Order 523](#) to increase state contracting opportunities with small businesses having their principal place of business within the Commonwealth of Massachusetts. Pursuant to the SBPP, it is the intention of the issuing department to award this Small Procurement to one or more SBPP participating business as described below.

- **SBPP Award Preference:** While all businesses, no matter the size or principal place of business, may submit responses to this solicitation, should an SBPP participant respond and meet the best value criteria as described in this solicitation, the SBPP participant shall be awarded the contract. The SST will not evaluate submissions from non-SBPP participants unless no SBPP Bidder meets the SST's best value evaluation criteria.
- **SBPP Participation Eligibility:** To be eligible to participate in this procurement as an SBPP participant, an entity must meet the following criteria, and be marked as an SBPP registered business in [COMMBUYS](#):
 - 1) Have its principal place of business in the Commonwealth of Massachusetts;
 - 2) Been in business for at least one year;
 - 3) Employ a combined total of 50 or fewer full-time equivalent employees in all locations, or employees work less than a combined total of 26,000 hours per quarter; and
 - 4) Have gross revenues, as reported on appropriate tax forms, of \$15 million or less, based on a three-year average.

Non-profit firms must additionally be registered as a non-profit or charitable organization with the MA Attorney General's Office and be up to date with all filings required by that office and by tax exempt under Section 501(c) of the Internal Revenue Code.

- **SBPP Compliance Requirements:** It is the responsibility of the Bidder to ensure that their SBPP status is current at the time of submitting a response and throughout the life of any resulting contract. Misrepresentation of SBPP status by Bidders and Contractors will result in disqualification from consideration, and could result in debarment, contract termination, and other actions. To learn more about SBPP, including how to apply, visit the [SBPP Webpage](#).
- **Program Resources and Assistance:** Bidders and Contractors seeking assistance regarding SBPP may visit the SBPP webpage, <http://www.mass.gov/sbpp>, or contact the SBPP Help Desk at sbpp@mass.gov.

7. COMMBUYS Support

A link to a job aid on [How to Submit a Quote on COMMBUYS](#)

COMMBUYS Resource Information at www.mass.gov/osd/commbuys

Email: Send inquiries to the COMMBUYS OSD Help Desk at **OSDHelpDesk@mass.gov**

Telephone: Call the COMMBUYS Help Desk at 1-888-627-8283 or 617-720-3197. The Help Desk is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal and state holidays.

Technical assistance is available during the procurement process. Every effort is made to respond to inquiries within one business day.

Bidders are advised that COMMBUYS will be unavailable during regularly scheduled maintenance hours of which all users will be notified.

8. DEADLINE FOR RESPONSES Or Engagement Calendar:

Deadline Date: Wednesday October 28., 2026

Deadline Time: 3:00 PM

Scheduled Site Inspection: Wednesday October 14, 2026 @ 10:00am

Address: Pappas Rehabilitation Hospital for Children, 3 Randolph Street, Canton, MA 02021

Written questions: Submit by Wednday 10/21/2026 @10am to: kimberly.tracey@mass.gov

Will opportunity for written questions be offered? Yes ☒ No ☐

☐

Check Box if confidentiality form is required.

Snow Removal Rate Schedule

RFQ File Name/Title: Snow and Ice Removal RFQ File Number: FAC27MSA-069

Object Code: N74 Purchasing Department: Facilities Department

Address: Pappas Rehabilitation Hospital for Children, 3 Randolph St., Canton, MA 02021

-
- Laborer: \$_____ per hour
 - Plow Truck: \$_____ per hour
 - 6 Wheel Plow Truck: \$_____ per hour
 - Skid steer Loader: \$_____ per hour
 - Front End Loader: \$_____ per hour

Salting Materials

On an as needed request by Facilities. Road and Parking Lot Salt Application. Cost for 1 full campus application as needed: \$_____

Snow Disposal Rates (Note: We anticipate most snow can be pushed to a dedicated area on campus.

- 6 Wheel Dump: \$_____ per load
- 10 Wheel Dump: \$_____ per load
- 30 C.Y. Roll-Off: \$_____ per load
- Tri-Axle Dump: \$_____ per load
- Trailer Dump: \$_____ per load

- ✓ It is agreed that all rates are portal to portal, 3 hours minimum.
- ✓ If a contractor does not have a specific line item above available, submit N/A.
- ✓ Additional Services and/or materials may be added by negotiation with the selected vendor.
- ✓ The Contractor shall quote the additional expense. This extra cost must be approved in writing by the Director of Facilities Management or their designee.

For questions on this bid please email Kimberly.Tracey@mass.gov or call (781)-830-8475

Please complete and upload this page in COMMBUYS on or before

Wednesday October 28, 2026 at 3:00pm