



REQUEST FOR SEALED BID:

**2025 – 2026 SNOW REMOVAL
AT THE FOLLOWING GEARY COUNTY BUILDINGS:**

**GEARY COUNTY COURTHOUSE / EXTENSION OFFICE
CLOUD COUNTY COMMUNITY COLLEGE
GEARY COUNTY OFFICE BUILDING**

Sealed Bids are due by 4:30pm on Friday, October 31st, 2025

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR:

_____ **ZIP:** _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

NOTICE TO CONTRACTOR

Sealed Bids will be opened by the Geary County Commission at 200 E. 8th Street, Junction City, KS on Monday, November 3rd, 2025 @ 11AM.

The sealed bid will cover all aspects of snow removal and contractor will be responsible for furnishing all supplies.

The contractor must state any exceptions to the Sealed Bid specifications.

The complete set of documents must be returned and shall be signed by an authorized representative.

The Sealed Bid envelope must be received at the below address by 4:30pm on Friday, October 31st, 2025.

The Sealed Bid envelope will be sealed, and the outside will be marked:

Geary County 2025 – 2026 Snow Removal
ATTN: Jeremie Myers, PW Administrator
310 East. 8th Street
Junction City, KS 66441

Any questions concerning the specifications or forms will be answered by Frank Lewis at frank.lewis@gearycounty.org or (785) 209-1914.

Intent: Geary County is seeking contractors to submit proposals for snow removal services at three Geary County Facilities. Parking lots and sidewalks will be cleared in a quick and efficient manner to ensure the safety of the traveling public and Geary County employees.

Building Locations: The three County Facilities where snow removal services are being requested are:

Geary County Courthouse / Extension Office:

138 E 8th Street, Junction City / 119 E 9th Street, Junction City

Geary County Cloud County Community College Campus:

631 Caroline Ave, Junction City

Geary County Office Building:

200 E 8th Street, Junction City

Scope of Works Specifications:

- Snow removal shall be completed by 7:00am, Monday – Friday. If a snow event happens after close of business on Friday, Saturday, Sunday, or a holiday, snow shall be cleared before the deadline of 7:00am Monday, or next open business day. Any snow removal that happens during this timeframe, shall be considered 1 (one) snow event. Exceptions for additional snow removals may be given due to significant snow accumulation; prior approval must be given by Geary County personnel.
- The purchase and application of ice melt material for all sidewalks will be the responsibility of the contractor. It is required that ice melt be applied each time sidewalks are cleared. The application of sand on cleared surfaces will not be accepted.
- Geary County will be responsible for application of ice melt material on all parking lot surfaces once contractor has cleared the snow.
- The accumulation of one (1) inch of snow or higher will be considered a snow event, unless otherwise determined by Geary County. Selected contractor and Geary County will mutually agree on a designated location of

measures or other possible means of determining total accumulated amounts of snow per event.

- Snow must be properly piled to minimize the loss of parking spaces and must allow access to dumpsters for trash pick-up. Geary County personnel will be responsible for removal of all snow piles.

Term: This sealed bid is for the 2025 – 2026 winter season (October 1 – April 30). It is anticipated that any contract resulting from this bidding process will be in effect for the 2025 – 2026 winter season and would give the County the option to renew for two additional winters. The County does not intend to seek new proposals for snow removal services until the 2028 – 2029 winter season.

Cost: Please use page six (6) for cost proposals for each building. Costs should be recorded as a one-time snow event fee. Geary County intends to award this RFP in its entirety for all buildings requested; however Geary County reserves the right to accept proposals in their entirety or partially due to budgetary constraints.

The awarded contractor must submit a monthly billing statement for the number of snow removal events completed that month to the Public Works Office no later than the last working day of each month. All invoices shall be submitted to kross@gearycounty.org, hand delivered, or mailed to 310 E 8th Street, Junction City, KS 66441.

If contractor wishes to submit an annual flat rate fee for snow removal services in lieu of the per event pricing as outlined in this packet, please submit a detailed proposal on the annual flat rate removal fees for sidewalks, parking lots, and ice melt application of sidewalks only.

Liability Insurance: Successful contractor shall carry “General Liability” Insurance under an occurrence policy that is for personal injury and property damage. Successful contractor shall furnish a current copy of liability insurance showing Geary County as the certificate holder.

Pre-Bid Meeting: All contractors wanting to submit a sealed bid are encouraged to meet with a representative from the Geary County Public Works

Department prior to submitting a sealed bid so they fully understand the scope of the work to be performed. Please contact Geary County Building Maintenance Supervisor Frank Lewis at frank.lewis@gearycounty.org or 785-209-1914 to schedule a meeting; Monday - Friday 8:00AM to 4:00PM.

Please price as per event.

| | 1 – 3 Inches | 3 – 6 Inches | 6 Inches + |
|--|---------------------|---------------------|-------------------|
| Courthouse / Extension Office: Sidewalk Removal & Ice Melt Application Total | \$ | \$ | \$ |
| Courthouse / Extension Office: Parking Lot Total | \$ | \$ | \$ |
| | | | |
| Cloud County Community College: Sidewalk Removal & Ice Melt Application Total | \$ | \$ | \$ |
| Cloud County Community College: Parking Lot Total | \$ | \$ | \$ |
| | | | |
| Office Building: Sidewalk Removal & Ice Melt Application Total | \$ | \$ | \$ |
| Office Building: Parking Lot Total | \$ | \$ | \$ |

| | | | |
|--|---------|--|--|
| Percentage of Annual Cost Increase for 2026 – 2027 Winter Season | _____ % | | |
| Percentage of Annual Cost Increase for 2027 – 2028 Winter Season | _____ % | | |

Company Name: _____

Contact Name: _____

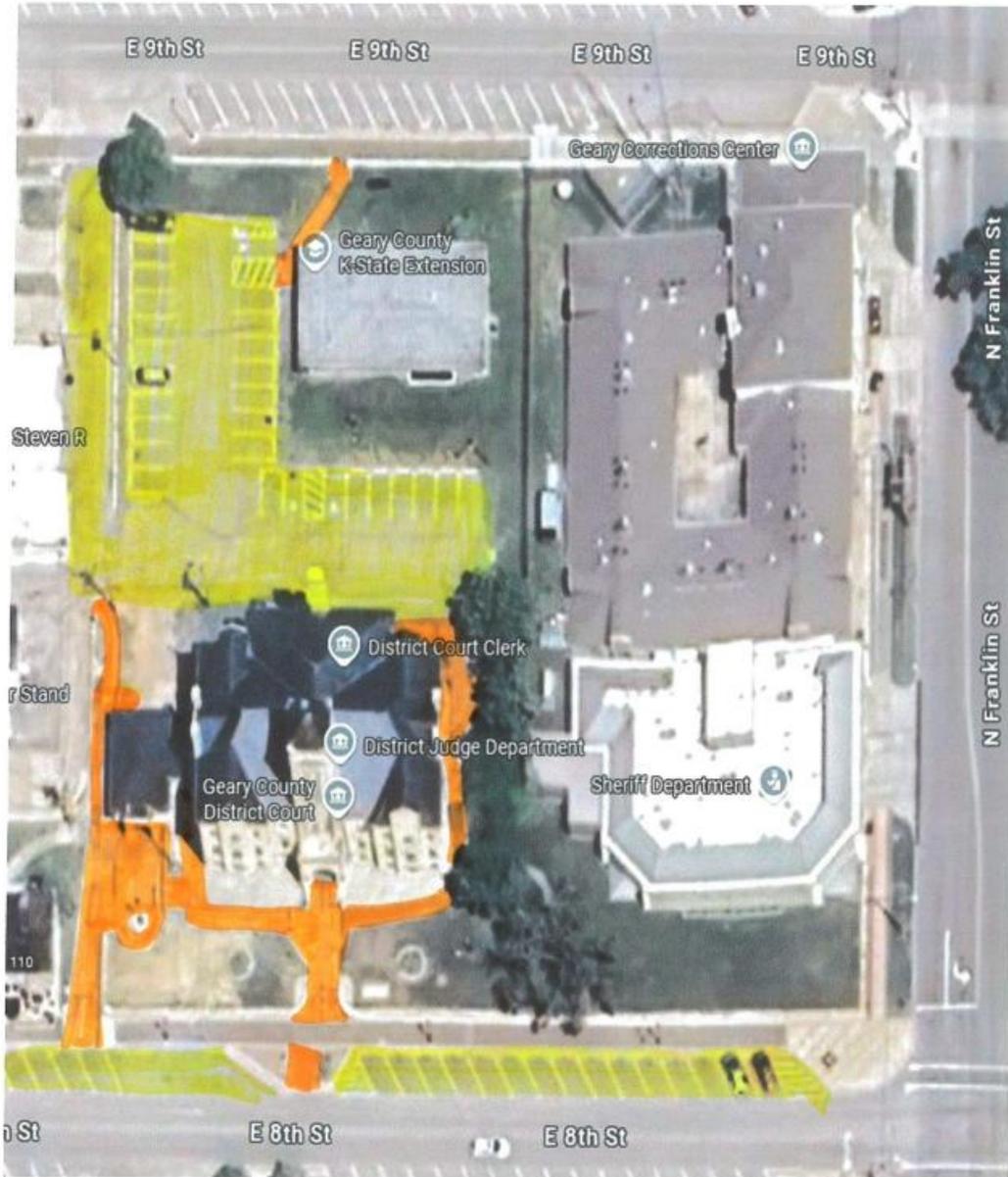
Authorized Company Representative Signature: _____

24 Hour Phone Number: _____

In submitting this quote, it is understood that the right is reserved by the Geary County Commission to reject any or all quotes, to make the award to other than the low bidder, to waive irregularities and/or informalities, and in general to make the award in any manner deemed by the Geary County Commission, in its sole discretion, to be in the best interest of the County.

Maps are included below of each building. Orange highlights indicate sidewalk areas and yellow highlights indicate the parking lot areas that are being requested for snow removal services.

Geary County Courthouse / Extension Office





Geary County Office Building

