

**REQUEST FOR PROPOSALS:
LANDSIDE SNOW REMOVAL SERVICES**

The Central Illinois Regional Airport
Bloomington, Illinois

To whom it May Concern:

The Central Illinois Regional Airport Authority (hereinafter "Airport Authority"), is requesting competitive bids for:

Landside snow/ice removal and salt application, for a one (1) year period beginning November 1, 2026, with the addition of two individual one (1) year extensions at the Airport Authority's sole discretion which would include all landside areas as depicted in Exhibit 'A'.

The Airport Authority offices are located at 3201 CIRA Drive, Suite 200, Bloomington, Illinois, 61704 and are open during normal business hours (Monday-Friday, 8:30am-4:30pm, excluding holidays). Copies of specifications and form of contract may be secured by bona fide Bidders from the CIRAA Office.

Sealed proposals are to be received no later than 10:00am on October 8th, 2026 at the Airport Authority office.

Prospective Bidder should be thoroughly familiar with the applicable contract documents before submitting the Proposals. All Notations Must Be in Ink. No Proposals With Erasures/Corrections Will Be Accepted.

The services included in this Request for Proposals consists of the Bidder furnishing the equipment, labor, rock salt, and other supplies necessary to effectively carry out snow removal operations as outlined in this document.

Envelopes containing proposals must be sealed, addressed to the undersigned and marked naming the proposal for the equipment; no facsimile or electronic copy of the proposal will be accepted.

Proposals are required to remain open for acceptance or rejection for up to forty-five (45) calendar days after the date of opening of proposals. The Airport Authority reserves the right to determine the best proposal in the interest of the public, which may not be the best economic Proposal. The Proposal for the services listed herein shall be evaluated separately by the Airport Authority and not in conjunction with any other item proposed.

In its sole discretion the Airport Authority reserves the right to reject any or all proposals, in whole or in part with or without cause; to waive any informalities, and to re-advertise.

Dated this 25th day of September 2026.

The Central Illinois Regional Airport Authority

Tentative Schedule of Events

September 25th, 2026 RFP released.

October 8th, 2026 Sealed bids will be received until 10:00 am local time, at the Airport Authority Office.

October 8th, 2026 10:05am bids will be opened in the Airport Board Room

October 8th, 2026 Review of bids begins.

October 15th, 2026 Airport Authority Board of Commissioners Approves Contract Award.

October 16th, 2026 Notify successful Bidder of contract award.

Before November 1st, 2026 Successful Bidder to meet with Airport Authority staff at to review winter operations.

Note: This schedule is subject to change through the issuance of an addendum

INVITATION FOR BIDS / REQUESTS FOR BIDS

Central Illinois Regional Airport Authority

Notice is hereby given that sealed bids will be received and then publicly opened and read at the Airport Authority Board Room for the purchase of the following services:

Item	Date of Bid Opening	Time of Bid Opening
LANDSIDE SNOW REMOVAL Winter 2026 with 2 (1 year) renewal options	October 8th, 2026	<u>10:05am</u>

All bid proposals must be received at the address indicated herein above prior to the time and date specified for bid opening. The Airport Authority shall assume no liability or cost for the development/submission of proposals. Bids received after the 10:00 AM submission deadline will be returned unopened. The Airport Authority shall not be held responsible or accountable for delays in the delivery of any proposal by the U.S. Postal Service or other courier service.

Copies of the bid documents including instructions to Bidders, technical specifications, standard terms and conditions and proposal forms may be obtained from Airport Authority website (www.cira.com/doing-business/current-rfps-rfqs/) or by picking up information at the Airport Authority office located at:

Airport Authority Administration Office
Central Illinois Regional Airport
3201 CIRA Drive, Suite 200
Bloomington, IL 61704

Bids may be held by the Airport Authority for a period not to exceed forty five (45) days from the date of the bid opening for the purpose of evaluating bids prior to award of contract.

It is the intent of the Airport Authority to make award of contract to the responsive and responsible Bidder that submits the most advantageous bid. In its sole discretion, the Airport Authority reserves the right to reject any and all bids and to waive any informality in the bids received.

Bidder Representations

By submittal of a bid proposal, the BIDDER represents the following:

- The Bidder has read and thoroughly examined all project documents.
- The Bidder has a complete understanding of the terms and conditions required for the satisfactory performance of the project.

- The Bidder has found no errors, conflicts, ambiguities or omissions in the project documents, except as previously submitted in writing to the Airport Authority that would affect cost, progress or performance of the work.
- The Bidder is familiar with all applicable Federal, State and local laws, rules and regulations pertaining to execution of the contract and the project work.
- The Bidder has complied with all requirements of these instructions and the associated project documents.

Modifications to Project Documents

Modifications to the RFP documents may only be made by written addendum issued by the Airport Authority. Verbal explanations, interpretations or comments made by the Airport Authority or Airport Authority's representative shall not be construed as binding. Addenda will be transmitted to all known bidders and via the Airport Authority website (www.cira.com/doing-business/current-rfps-rfqs/). Each Bidder shall certify at the time of bid submittal that they acknowledge receipt of all issued addenda.

Errors and Discrepancies in Project Documents

Should Bidder find an error, discrepancy, ambiguity or omission in the project documents prior to submittal of a proposal, the Bidder is obligated to contact the Airport Authority with written notice of the error, discrepancy, ambiguity or omission. The written notice shall identify the nature and location of the error, discrepancy, ambiguity or omission.

Corrections or modifications to the project documents will only be made by written addendum as prescribed herein. By submittal of a Bid Proposal, Bidder represents that they have thoroughly reviewed the project documents and that they have not identified any error, discrepancy, ambiguity or omission that would affect cost, progress or performance of the project work.

Clarifications and Interpretations

A Bidder requiring a clarification or interpretation of the project documents shall make a written request to the Airport Authority. The Airport Authority must receive the written request no later than 4:30 PM local time on October 2, 2026.

All correspondence should be sent to:

Madison Plesko
Deputy Director of Operations & Facilities
Central Illinois Regional Airport
3201, CIRA Drive, Suite 200
Bloomington, IL 61704
madison@cira.com

Issuance of Proposal Forms

The Airport Authority reserves the right to refuse to issue a proposal form to a prospective Bidder should the Bidder be in default for any of the following reasons:

- a. Failure to comply with any pre-qualification guidance from the Airport Authority.
- b. Failure to pay, or satisfactory settle, all bills due for labor and materials on former contracts in force (with the Airport Authority) at the time the Airport Authority issues the proposal to a prospective Bidder.
- c. Bidder default under previous contracts with the Airport Authority.

Form of Proposal

All bid proposals shall be made on the forms provided herein the bound project documents. No Bidder may submit more than one proposal. All proposals are to be written in ink and shall be clearly legible with no erasures or corrections. All blank spaces in the proposal forms shall be legibly completed for each and every bid item. The Bidder shall not qualify any bid item.

The Bidder shall state the price of their bid in U.S. dollars and cents in both written and numeral format. In the event of a discrepancy, the written value will take precedence.

Signature of Proposal

The proposal shall be signed and dated by an authorized representative of the Bidder. All signatures shall be made with an ink pen. The Bidder's representative shall have the legal authority to obligate and bind the Bidder to the terms and conditions of the contract. The Bidder shall legibly state the name of the Bidder's representative, the legal name of the Bidder, the address of the Bidder including City, State and Zip Code, and the telephone number of the Bidder.

- For bids by corporations, an officer of the corporation shall sign the bid, the State of incorporation shall be identified and the corporate seal affixed.
- For bids submitted by an agent, evidence of the power of attorney shall be attached to the bid.
- For bids submitted by a partnership or joint venture, the proposal shall identify the name of all firms and the authorized parties of all firms. A copy of the partnership/joint-venture agreement shall be provided to the Airport Authority as an attachment to the proposal.

Modification or Withdrawal of Bid Proposal

A Bidder may modify or withdraw their proposal at any point up to the specified time and date identified for receipt of proposals. Any request for bid withdrawal or modification by the Bidder that is received after the specified time and date for receipt of proposals will be returned unopened to the sender.

Any modification to a Bidder's proposal, subject to the time constraint noted herein, must be made on the proposal forms contained in the project manual. The Bidder's authorized representative must sign the modification. The modification shall be placed in a sealed envelope and the statement "Modification to Proposal" shall be legibly marked in the upper left hand corner. Withdrawal of a proposal may be made, subject to the time constraint noted herein, only with written confirmation under signature of the Bidder.

Bidder Qualifications

Bidder shall submit with their proposal evidence of their ability, skill and experience to provide the service specified in the project documents. Evidence of experience shall include a listing of three previous customers in the past three years who were provided similar types of service.

Exceptions/Deviations

All exceptions or deviations to the specifications shall be identified in the proposal by listing the specification page number, paragraph number and requirement. A justification for the exception or deviation shall be provided under each listing.

Submission of Bid Proposal

Proposals shall be sent to arrive at the specified time and date for receipt of bids. Proposals received after the specified time will not receive consideration and will be returned unopened. Proposals shall be enclosed in a sealed opaque envelope. Each proposal shall be addressed to the office location identified in the Notice-to-Bidders. The upper left hand corner of the envelope shall be marked as follows:

Sealed Bid Proposal

Bid of {Insert Name of Bidder}

For furnishing: Landside Snow Removal Winter 2026

To be opened at: 10:05 am (CST), October 8th, 2026

For a modification to a previously submitted proposal, insert "Modification to Proposal" in place of "Sealed Bid Proposal"

Bid Protest Procedure

Any potential Bidder wishing to file a protest concerning alleged improprieties in this solicitation must submit the protest in written format forty-eight (48) hours prior to the specified time of the bid opening. The formal written protest must identify the name of vendor contesting the solicitation, the project name, and the specific grounds for the protest. All determinations made by the Airport Authority are final.

All correspondence should be sent to:

Madison Plesko
Deputy Director of Operations & Facilities
Central Illinois Regional Airport
3201, CIRA Drive, Suite 200
Bloomington, IL 61704
madison@cira.com

Bid Opening

All proposals submitted prior to the stated time and date for receipt of bids will be publicly opened and read aloud by the Airport Authority's representative. Bidders, their authorized agents, and other interested parties are invited to attend. Proposals submitted after the stated time and date for receipt of bids will be automatically rejected without consideration and will be returned unopened.

Evaluation of Proposals

Proposals may be held by the Airport Authority for purposes of review and evaluation by the Airport Authority for a period not to exceed forty-five (45) calendar days from the stated date for receipt of bids. The Airport Authority will tabulate all bids and verify proper extension of unit costs. The Bidder shall honor their proposal for the duration of this period of review and evaluation.

Bid Informalities and Irregularities

The Airport Authority reserves the right to waive any informality or irregularity discovered in any proposal, which in the Airport Authority's judgment best serves the Airport Authority's interest. In the situation where an extension of a unit price is found to be incorrect, the stated unit price and correct extension will govern. In the event of a discrepancy between the written and numeral values, the written value shall take precedence.

Irregular Proposals

Proposals meeting the following criteria are subject to consideration as being irregular:

1. If the proposal is on a form other than that furnished by the Airport Authority or Airport Authority's representative.
2. If the form furnished by the Airport Authority or Airport Authority's representative is altered or detached from the original document.
3. If there are unauthorized additions, conditional or alternate pay items or irregularities of any kind that make the proposal incomplete, indefinite, or otherwise ambiguous.
4. If the proposal does not contain a unit price for each pay item listed in the proposal, except in the case of authorized pay items, for which the Bidder is not required to furnish a unit price.
5. If the proposal contains unit prices that are obviously unbalanced.

Disqualification of Bid Proposals

The Airport Authority reserves the right to reject any or all bids, as determined to be in the best interest of the Airport Authority, at the Airport Authority's sole discretion without penalty.

Causes for rejection of proposals may include but are not limited to:

- Submittal of an irregular proposal;
- Submittal of more than one proposal from the same partnership, firm or corporation;
- Failure by Bidder to submit the bid prior to the stated time and date for receipt of bids;
- Failure by Bidder to provide all information required of the bid forms;
- Failure by Bidder to comply with the requirements of bid instructions;
- Determination by the Airport Authority that Bidder is not qualified to accomplish the project work;
- Determination by the Airport Authority that the Bidder has placed conditions on or has qualified their proposal;
- Discovery of any alteration, interlineations or erasure of any project requirement by the Bidder;
- Inclusion of the Bidder on the "Excluded Parties Listing System" as maintained and published by the General Services Administration;
- Evidence of collusion among Bidders.

Cancellation of Award

At any time prior to execution of a contract agreement, the Airport Authority reserves the right to cancel the award for any reason without liability to the Bidder, at any time prior to execution of the contract.

Notice of Award of Contract

It is the intent of the Airport Authority, after a period of review and evaluation, to award a contract to the responsible Bidder that submits the most advantageous bid as determined solely by the Airport Authority.

The successful Bidder will be informed their bid has been accepted through the Airport Authority's issuance of a Notice-of-Award. The Notice-of-Award shall not be construed as a binding agreement. The proper execution of a contract agreement shall serve as the binding agreement.

Contract Agreement

Within fifteen (15) days of the receipt of the formal contract agreement the successful Bidder shall execute the contract agreement. Failure to execute the contract agreement within the specified time frame may result in the bid being awarded to another bidder.

**TECHNICAL SPECIFICATIONS
LANDSIDE SNOW REMOVAL- Winter 2026**

For the purposes of this section “Owner” shall mean, the Central Illinois Regional Airport Authority, its Commissioners, employees, and agents.

BIDDER MUST FILL OUT SECTIONS I-XI AND RETURN IN SUBMITTAL PACKAGE.

I. Overview

The Bidder shall, during terms of this agreement, provide the following snow removal services to the Exterior Areas identified in Exhibit A, as well as an Add Alternate for Exhibit B, Exhibit C, Exhibit D.

- a. Remove snow and ice from all Exterior Areas and operate snow removal equipment for that purpose.
- b. Keep snow and ice from all fire lanes during any major storm warnings.
- c. Deliver and apply salt during or immediately after snow and ice are removed on sidewalk, roadway and parking surfaces.
- d. Pile or deposit all snow and ice removed from the Exterior Areas in areas identified by the Deputy Director of Operations and Facilities, or his/her representative.

MEETS THE ABOVE SPECIFICATIONS () YES () NO

II. Snow Removal Services Frequency

The Bidder shall, provide snow removal services at all times during the term; twenty-four (24) hours per day, seven (7) days a week, including holidays

- a. Within two hours of any accumulation of snow in excess of one inch.
- b. Within two hours of any accumulation of ice in excess of one eighth (1/8) of an inch.
- c. Any other times as requested by the Owner at their sole discretion.

MEETS THE ABOVE SPECIFICATIONS () YES () NO

III. Contact

The Bidder shall provide the Owner a contact phone number that:

- a. Successfully/directly connects the Aiport Authority to the Bidder twenty-four (24) hours per day, seven (7) days a week, including holidays.
- b. Has the capability of voicemail. Missed calls must be returned within thirty (30) minutes.
- c. Is answered by a person who has the authority to call in the Bidder’s staff to begin snow removal operations.

MEETS THE ABOVE SPECIFICATIONS () YES () NO

IV. Term

The term of this agreement shall be for one (1) year effective November 1, 2026 through October 31, 2027. Upon completion of this term, at the sole discretion of the Owner, a one (1) year extension may be awarded for the November 1, 2027 through October 31, 2028 period. Upon completion of this first extension, at the sole discretion of the Owner, a second one (1) year extension may be awarded for the November 1, 2028 through October 31, 2029 period.

MEETS THE ABOVE SPECIFICATIONS () YES () NO

V. Indemnification

To the fullest extent permitted by law, Bidder shall indemnify and hold harmless Owner from all damages, losses, or expenses, including attorney's fees, from any claims or damages for bodily injury, sickness, disease or death, or from claims for damages to tangible property, other than the work itself. This indemnification shall extend to claims resulting from performance of this contract and shall apply only to the extent that the claim or loss is caused in whole or in part by any negligent act or omission of the Bidder or any of its agents, employees or sub-Bidders. Any snow removal or other equipment left unattended in the exterior areas or elsewhere by the Bidder or those for whom it is in law responsible shall be left at the sole risk of the Bidder.

MEETS THE ABOVE SPECIFICATIONS () YES () NO

VI. Bidder's Insurance

During the term, at the Bidder's sole cost and expense, the following insurance shall be required:

General Liability Insurance, in which the limits of general liability shall be no less than one million (\$1,000,000.00) per person and one million (\$1,000,000.00) per occurrence in which property damage liability shall be not less than one million (\$1,000,000.00)

Workers Compensation Insurance as required by the State of Illinois.

Employers Liability Insurance and Automotive Insurance in which the limits of insurance shall be no less than two hundred fifty thousand (\$250,000.00) per person for bodily injury, five hundred thousand (\$500,000.00) per occurrence for bodily injury, and two hundred fifty thousand (\$250,000.00) for property damage.

The Bidder shall provide to Owner certificates of insurance certifying the above coverage and the Owner (Central Illinois Regional Airport Authority) shall be named as an additional insured on each of these policies. The Bidder's Automobile and Worker's Compensation insurance

shall contain a waiver of subrogation in favor of the Owner. Each Policy shall provide Owner with thirty (30) day written notice of cancellation or non-renewal of coverage.

MEETS THE ABOVE SPECIFICATIONS () YES () NO

VII. Permits and Taxes

The Bidder shall at its own expense, obtain and maintain, in good standing, all permits and licenses required by any authorities having jurisdiction in order to own, possess, use and operate snow removal equipment and to carry on snow removal services, and shall otherwise comply promptly and at its own expense, with all of the laws, regulations, rules of all Federal, State and Municipal Government authorities which may be applicable to the snow removal services.

MEETS THE ABOVE SPECIFICATIONS () YES () NO

VIII. Description of Equipment

The bidder must identify the types of vehicles that are proposed to be used in the removal of snow/ice and the application of rock salt.

DESCRIPTION OF SNOW/ICE REMOVAL EQUIPMENT:

DESCRIPTION OF ROCK SALT APPLICATION EQUIPMENT:

IX. Compensation

In consideration for providing the Snow Removal Services the Owner shall pay to the Bidder:

- 1) \$_____ (written amount _____) per hour per snow removal vehicle in the areas indicated in:

****Exhibit A (3201 CIRA Drive “Car Rental Ready Lot”)**

****Exhibit A1 (3201 CIRA Drive “Employee Lot”)**

****Exhibit A2 (3201 CIRA Drive “Terminal Roadway System”)**

***Exhibit B (Carnahan Dr, Roadway to Rental Car Wash Bay, Roadway to Prairie Aviation Museum)**

***Exhibit C (4106 Oakland Ave, Air Traffic Control Tower Lot)**

***Exhibit D (2813 Empire St - Rental Car Wash Bay Lot)**

***Exhibit E (3201 CIRA Drive - Passenger Lots)**

***Exhibit F (2813 Empire St - Car Rental Overflow Lot)**

**** maximum of two (2) snow removal vehicles at any time in the area indicated**

*** maximum of one (1) snow removal vehicle at any time in the area indicated**

- 2) \$_____ (written amount _____) per labor hour for snow shovel and salt application with a maximum of four (4) laborers at any time in the area indicated in:

Exhibit G (3201 CIRA Dr. - Passenger Sidewalks)

- 3) Owner shall pay \$_____ (written amount _____) per ton of salt applied by Bidder.

~~Owner reserves the right to request additional equipment based upon weather events~~

X. Bidder Qualifications

The Bidder must establish evidence of experience shall include a listing of three previous customers in the past three years who were provided similar types of service.

Company Name: _____ **Winter 2022-2023** _____

Contact Name: _____

Phone #: _____

Company Name: _____ **Winter 2023-2024** _____

Contact Name: _____

Phone #: _____

Company Name: _____ **Winter 2025-2026** _____

Contact Name: _____

Phone #: _____

XI. Title VI

The Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to

this advertisement, businesses will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

XII. Bidder Representative

The proposal shall be signed and dated by an authorized representative of the Bidder. All signatures shall be made with an ink pen. The Bidder's representative shall have the legal authority to obligate and bind the Bidder to the terms and conditions of the contract.

Bidder's Representative: _____
(printed)

Legal Name of Bidder: _____
(printed)

Bidder's Address: _____
(street)

(City, State, Zip Code)

Bidder's Phone Number: _____

Signature of Representative: _____

Relationship to Bidder: _____

Exhibit A
3201 CIRA Drive (Car Rental Ready Lot)

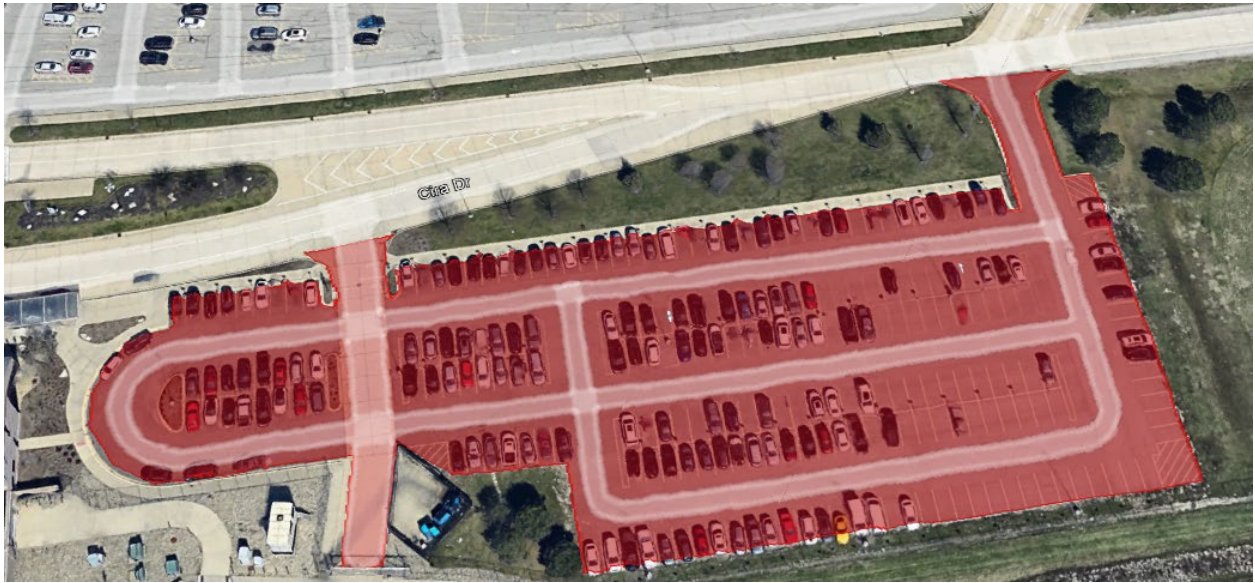


Exhibit A1
3201 CIRA Drive (Employee Lot)



Exhibit A2
3201 CIRA Drive (Terminal Roadway System)



Exhibit B
Carnahan Dr, Roadway to Rental Car Wash Bay, Roadway to Prairie Aviation Museum

(IF REQUESTED BY OWNER, OR THEIR DESIGNEE)



(IF REQUESTED BY OWNER, OR THEIR DESIGNEE)

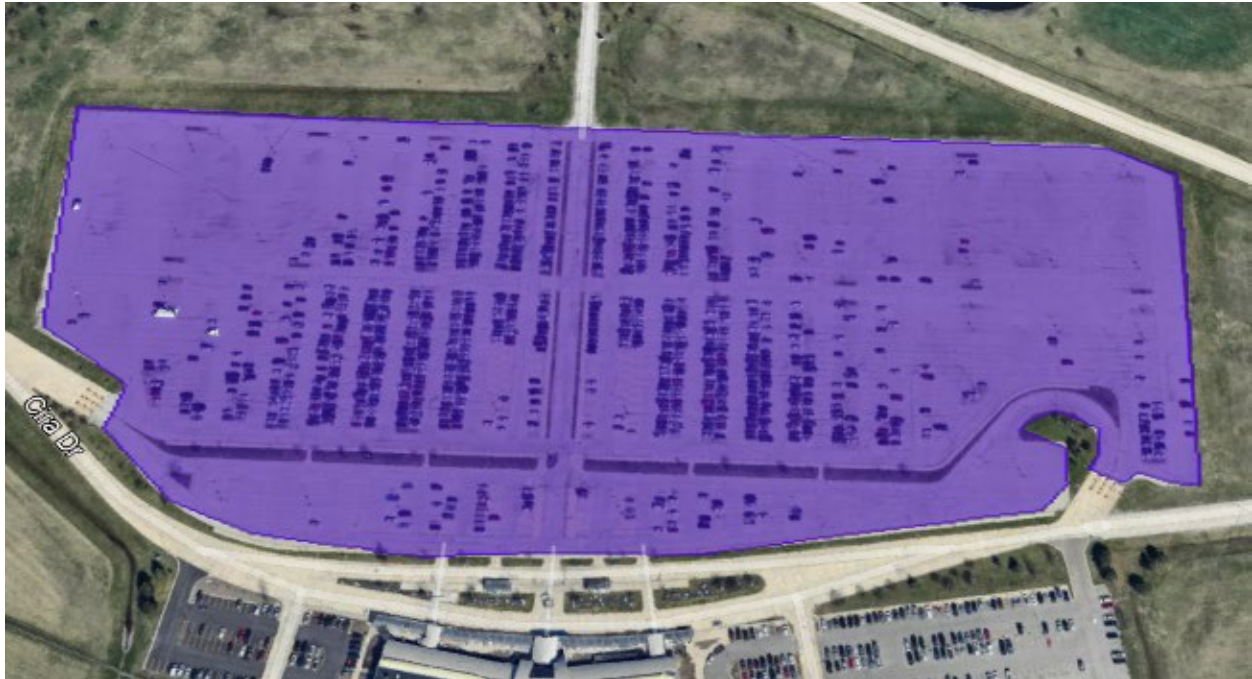


Exhibit D
2813 Empire St (Rental Car Wash Bay Lot)

(IF REQUESTED BY OWNER, OR THEIR DESIGNEE)



(IF REQUESTED BY OWNER, OR THEIR DESIGNEE)



(IF REQUESTED BY OWNER, OR THEIR DESIGNEE)



(IF REQUESTED BY OWNER, OR THEIR DESIGNEE)

