



# VERNON

## EMERGENCY MEDICAL SERVICES

Station 1

164 Breakneck Road  
Highland Lakes, NJ 07422

Station 2

3 Baldwin Drive  
Vernon, NJ 07462

Station 3

1 Drew Mountain Road  
Sussex, NJ 07461

### REQUEST FOR PROPOSALS (RFP) Snow Removal Services – Walkways, Stairs, Ramps & Parking Lot Access Areas

**Issue Date:** February 15<sup>th</sup> 2026

**Proposal Due Date:** February 18<sup>th</sup> 2026 at 6pm

#### 1. INTRODUCTION

Vernon Emergency Medical Services (VEMS) is seeking proposals from qualified and insured contractors to provide snow and ice removal services at:

**164 Breakneck Road  
Highland Lakes, NJ 07422**

VEMS operates 24/7 emergency medical services. Maintaining safe and unobstructed pedestrian access to the facility is critical to ensure uninterrupted emergency response operations.

#### 2. SCOPE OF WORK

The selected contractor shall provide snow and ice removal services for the following areas at the above location:

- All primary walkways
- All exterior stairs
- ADA-accessible ramps
- Access paths from walkways and ramps to the parking lots
- Any pedestrian routes necessary to ensure safe ingress and egress

#### Services Required:

- Snow shoveling and removal
- Ice removal
- Application of salt and/or ice melt as needed
- Clearing surfaces down to pavement/concrete
- Maintaining ADA-compliant access
- Ensuring snow piles do not obstruct entrances, exits, apparatus bays, or emergency vehicle pathways

### **3. PERFORMANCE DEADLINE**

All snow and ice removal services for this request must be **fully completed no later than 8:00 AM on February 22nd**.

If additional snowfall or icing occurs prior to that time, the contractor is responsible for returning as needed to maintain safe access through the completion deadline.

### **4. RESPONSE REQUIREMENTS**

- Contractor must be capable of 24/7 service.
- Contractor must independently monitor weather conditions.
- Contractor must provide estimated start time upon award.
- Work must be performed in a professional and timely manner consistent with emergency service operational needs.

### **5. INSURANCE REQUIREMENTS**

Contractor must provide:

- General Liability Insurance (minimum \$1,000,000 per occurrence)
- Workers' Compensation Insurance
- Commercial Auto Insurance (if applicable)
- Certificate naming Vernon Emergency Medical Services as additional insured

### **6. PROPOSAL REQUIREMENTS**

Proposals must include:

1. Company name, address, and contact information
2. Years in business
3. At least two commercial references
4. Description of equipment and staffing
5. Total cost for completion of the scope of work
6. Estimated response/start time
7. Proof of insurance

## **7. SUBMISSION INSTRUCTIONS**

Proposals must be submitted as soon as possible to ensure timely completion of services.

Submit via:

Email: CFO@vernonems.com

Mail:

Vernon Emergency Medical Services  
PO BOX 911  
Vernon, NJ 07462

## **8. RESERVATION OF RIGHTS**

VEMS reserves the right to accept or reject any or all proposals and to waive any informalities in the bidding process.

Vernon Emergency Medical Services appreciates your support in helping us maintain safe operations for our emergency responders and community.