RANDOLPH COUNTY HOUSING AUTHORITY
Serving North Central West Virginia

Request for Proposals

Randolph County Housing Authority (RCHA) is accepting proposals for snow plowing services for 10 properties in Elkins, WV.

Scope of Work

Work to include plowing/shoveling/removing snow from the parking lots, driveways, and sidewalks.

The term of the contract shall be for one season. The season will run through the months of December 2026, January 2027, February 2027, March 2027 and April 2027 as determined by weather conditions. The successful bidder will provide their own equipment and materials to complete the job. RCHA does not provide equipment, materials (salt), vehicles, or personnel.

To be considered, the vendor must:

- Possess appropriate business license
- Possess appropriate equipment to complete work
- Be able to fulfill contract term

Upon selection, bidder must:

- Provide completed W-9
- Provide certificate of liability insurance with a minimum of $1,000,000 worth of liability insurance, naming RCHA as an additional insured
- Provide proof of WV Worker's Compensation coverage or exemption

Submit letters of interest to the following by 4:30 p.m. on November 30, 2026:

RCHA
ATTN: Lisa Shaffer
2280 Randolph Avenue
Elkins, WV 26241
lshaffer@rchawv.org

Snow Removal - Elkins - 2026-2027

Property	Address	Owner	Parking Lot	Notes
Randolph County Housing Authority	2280 Randolph Avenue	RCHA	Parking lot & sidewalks	Office is open weekdays 7:30 a.m. - 4:30 p.m.
HomeOwnership Center	2276 Randolph Avenue	HOC	Parking lot and sidewalks	Office is open weekdays 7:30 a.m. - 4:30 p.m.
YouthBuild	300 Boundary Street	RCHA	Parking lot only (gravel lot) *	Office is open weekdays 7:30 a.m. - 4:00 p.m.
Pleasant Avenue Apts.	122-126 Pleasant Ave.	RCHA	Parking lot only (no sidewalks) (gravel lot)*	
Fisher Lane	149-152 Fisher Lane, 155 Fisher Lane	RCHA	Parking lot only (no sidewalks) (gravel lot)*	
Highland Park Apts.	300 Boundary Street (next to Youthbuild)	RCHA	Parking lot and sidewalks	
Bruce Street Apartments	110 Summerfield Court	RCHA	Parking lot and sidewalks	
Riverview Apartments	914 S. Davis Avenue	RCHA	Parking lot and sidewalks	
Fourth St. Apts.	115-125 Fourth St.	RCHA	Sidewalks only **	
Billing to the First Ward Delmonte, L.P.				
First Ward School	1301 S. Davis Avenue	FWSA	Parking area plowing	
			Sidewalks - Davis Ave. &	
			entrance to lower level only	

All invoices to be sent to: 2280 Randolph Avenue Elkins, WV 26241
ap@rchawv.org

*does not require salt
**requires special salt due to new sidewalk