

Request for Proposal Snow Removal Services

October 15, 2023 – May 01, 2024

(with option to extend 2 years)



Almont Community Schools

4701 Howland Rd

Almont, MI 48003

www.almontschools.org

GENERAL CONDITIONS

Almont Community Schools is soliciting proposals from qualified contractors for snow removal on the Almont Community Schools campus area for the contract term **October 15, 2023 through May 01, 2024**. The district reserves the right to extend the one-year contract on an annual basis for an additional two years based on satisfactory performance of services.

To be considered for this contract, firms must meet the qualifications and satisfy the requirements set forth in this Request for Proposal (“RFP”).

Proposals must be received by 12:00 noon, Thursday, September 14th, 2023, at the following address:

**Kimberly VonHiltmayer
Almont Community Schools
Superintendent’s Office
4701 Howland Rd.
Almont, MI 48003**

Proposals must be submitted in a sealed envelope clearly marked “SNOW REMOVAL PROPOSAL”. Proposals submitted by facsimile or electronic mail will not be accepted. To be eligible for consideration, a proposal shall include a completed Bid Form, List of Equipment being used for snow removal and salting, a completed Bidding Contractor Information form and a completed Familial Relationship Disclosure Form.

Although cost is an important factor, the school district is not obligated by any statute or regulation to award the purchase of snow removal services solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively, and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

This RFP constitutes specifications only for the purpose of receiving proposals for services and does not constitute an agreement for those services. It is expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way a warranty.

Please direct all questions, correspondence or visitation requests to Almont Community Schools Maintenance Director, Jason Frederick, at (810) 673-9293.

WITHDRAWAL OF PROPOSALS

Proposals shall remain valid for a period of forty-five (45) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

**REQUEST FOR
PROPOSAL SNOW
REMOVAL**

*Fall/Winter
2023-2024*

Pre-Bid Walk Through

A pre-bid walk through can be arranged by scheduling an appointment with Almont Community Schools Maintenance Director, Jason Frederick. Appointments are available Monday through Friday, from 8:00 am to 3:00 pm, during the weeks of September 4th and September 11th. All bidders are encouraged to schedule an appointment in order to visit and familiarize themselves with the work required for each site.

If you have any questions about this Request for Proposal, please contact Almont Community Schools Maintenance Director, Jason Frederick, at (810) 673-9293.

Services Required

The snow removal services required for this proposal includes:

- **Orchard Primary School
4664 Kidder Rd.
Almont, MI 48003**

The following areas need to be free and clear of ice and snow:

1. All sidewalks and building entrances
2. Both parking lots
3. The blacktop area
4. The front bus loop
5. The service drive behind the building by the receiving area
6. The short drive in front of the storage building
7. Playground area behind school inside gate/fence

Salting

1. All sidewalks and entrances
2. The blacktop area which includes playground
3. All parking lots

Do not drive trucks on the sidewalks for snow clearing. This damages the sidewalks and the lawns. Do not pile snow up against any fencing (i.e. the soccer field) or light posts. This causes damages to the fencing and lights.

- **Almont Middle School
4624 Kidder Rd.
Almont, MI 48003**

The following areas need to be free and clear of ice and snow:

Parking Areas:

1. All parking lots
2. Receiving Area (includes behind gates)
3. The front loop
4. The linking drive that connects all 3 buildings

5. No snow is to be piled in front of basketball hoops in South parking lot

Sidewalks:

1. All sidewalks surrounding the whole building, including approaches to all entrance ways.
2. All sidewalks surrounding parking lot and loop
3. Sidewalk between Middle School and Orchard Primary
4. Sidewalk between the High School and Middle School (runs adjacent to the football field) No snow is to be piled here. Students use this walkway to get from the HS to the MS and vice versa.

Salting:

1. All sidewalks and entrances
2. Bus lot and parking lots

**Do not drive trucks on the sidewalks for snow clearing. This damages the sidewalks and the lawns.
Do not pile snow up against any fencing or light posts.**

- **Almont High School
4701 Howland Rd.
Almont, MI 48003**

The following areas need to be free and clear of ice and snow:

Parking Areas:

1. N. parking lot and east side of building service area
2. S. loop of building adjacent to tennis courts, etc.
3. Front loop (west facing). All three accesses to Howland Road.

Sidewalks:

1. All sidewalks surrounding the N, W and S sides of the building, including approaches to ALL entries.
2. On the east side of the building, the sidewalk from the south parking loop to the east building entrance.
3. Ramp by receiving area, receiving area itself.

Salting:

1. All sidewalks and entrances
2. All parking lots

**Do not drive trucks on the sidewalks for snow clearing. This damages the sidewalks and the lawns.
Do not pile snow up against any fencing or light posts.**

- **Bus Garage
4641 Howland Rd
Almont, MI 48003**

The following areas need to be free and clear of ice and snow:

Parking Areas:

1. Entire parking lot including entrance drive.

Sidewalks:

1. All sidewalks around building including entrances

Salting:

1. Entire parking lot including entrance drive

2. All sidewalks around building including entrances

**Do not drive trucks on the sidewalks for snow clearing. This damages the sidewalks and the lawns.
Do not pile snow up against any fencing or light posts.**

All Sites Require:

- The duration of this contract will be from October 15, 2023 and continue through May 01, 2024.
The district reserves the right to extend the one-year contract on an annual basis for an additional two years based on satisfactory performance of services.
- Contractor shall invoice Almont Community Schools on a monthly basis after services are rendered.
Invoices shall be mailed to:
Almont Community Schools
Central Office – AP
4701 Howland Rd.
Almont, MI 48003

Insurance Requirements

The successful bidder agrees, at its sole cost and expense, to purchase, prior to the commencement of services, and maintain the following insurance coverage in the minimum amounts indicated below for the entire duration of the contract. The contractor shall furnish evidence of such insurances to Almont Community Schools prior to commencement of services.

Commercial General Liability Insurance: \$1,000,000 per occurrence, Bodily Injury Liability and Property Damage Liability

Workers Compensation Insurance: Covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers' Compensation Act; \$500,000 per person/ \$500,000 per disease/ \$500,000 annual total

Motor Vehicle Liability (if the contractor, or its employees, will use motor vehicles to satisfy its responsibilities under this contract): \$1,000,000 per occurrence, Bodily Injury Liability and Property Damage Liability

In addition, the successful contractor shall include Almont Community Schools including its elected and appointed officials, employees and volunteers, as Additional Insured in writing on the certificates.

References & Company Profile

It is recommended that contractors proposing service(s) furnish a list of three (3) references with the proposal. References may be checked as part of the review and the subsequent recommendation process. The proposal should also include a company profile, indicating business location, phone number, contact person(s), company size and how long company has been in business, as well as any other information the contractor wishes to be considered.

Other

- Proposals must include a completed Bid Form, List of Equipment being used for snow removal and salting, Bidding Contractor Information Form and a Familial Relationship Disclosure Form.
- At the discretion of the Maintenance Director, a physical inspection of proposed equipment may be conducted.
- After reviewing the proposals, it is anticipated that Almont Community Schools will present this information to the **Board of Education on Monday, September 25, 2023**, for final selection and approval.
- Almont Community Schools reserves the right to reject any and all proposals, to waive any or all irregularities or informalities during the bidding process, to negotiate with any or all of the firms submitting proposals, to change or discontinue the proposal process at any time, and to select one or more proposals it believes, in its sole discretion, best suits it needs. Almont Community Schools reserves the right to award services by location, should it be in the District's best interest to do so.
- One (1) copy of the proposal consisting of the four completed forms, detailed above, must be received **no later than 12 noon** on **Thursday, September 14th, 2023** in the Superintendent's Office, Almont Community Schools, 4701 Howland Rd, Almont, MI 48003. Proposals should be marked clearly on the envelope, "SNOW REMOVAL PROPOSAL." Proposals submitted by facsimile or electronic mail **will not** be accepted.

**Almont Community Schools
Snow Removal Services Bid
Form**

Almont Community Schools				
Snow Services				
BID Form 2023-2026				
1. Bids must include seasonal as well as per push pricing				
2. Term of Contract: October 15, 2023 - May 01, 2024				
3. Bids are due and will be opened September 14th, 2023 at 12:00 (noon) in the Superintendent's office				
4. Pricing chart below must be used for all bids.				
Per Push / Salt Price List				
Location	Plow Sidewalk	Salt Sidewalk	Plow Parking Lot	Salt Parking Lot
Primary School				
Middle School				
High School				
Bus Garage				
Per Season Price List				
Location	Plow Sidewalk	Salt Sidewalk	Plow Parking Lot	Salt Parking Lot
Primary School				
Middle School				
High School				
Bus Garage				

Almont Community Schools
List of Equipment being used for snow removal and salting

Almont Community Schools
Snow Services
Equipment list 2023-2026

1. Bids must include list of equipment being used for snow removal and salting
2. Term of Contract: October 15, 2023 - May 01, 2024
3. Bids will be opened September 14th, 2023 at 12:00 (noon) in the Superintendent's office

Equipment for Sidewalks

Equipment for Lots/Drives

**Almont Community Schools
Snow Removal Services Bidding
Contractor Information**

Name of Company: _____

Street: _____

City/State/Zip: _____

Telephone: _____

Website (if available): _____

Signature: _____

Name and Title: _____

Date: _____

References, please include name, company and phone number

1. _____

2. _____

3. _____

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Almont Community Schools Board of Education or the Superintendent. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant the familial disclosure requirement provided in the RFP for Lawn Maintenance Service, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member for the Almont Community Schools Board of Education or the Superintendent. If such a relationship exists, please explain:

Attach additional pages if necessary.

By: _____
(Print Name)

(Bidder Signature)

Title: _____ (type or print)

Date: _____

Subscribed and Sworn to Before Me;

This _____ day of _____, 20__ A.D., in and for the

County of _____, Michigan.

My Commission expires _____

Signature of Notary