

REQUEST FOR PROPOSAL

November 22, 2021

Please consider this document as formal Request for Proposal (RFP) for snow plowing/shoveling/salting for Eastern Upper Peninsula Intermediate School District, Kincheloe Facility, parking lot and main entrance as prescribed in Exhibit A. Sealed bids are to be received in the Central Business Office at 315 Armory Place, Sault Ste. Marie, MI 49783, by 1:00 pm, Friday, December 3, 2021. The Board of Education or designee reserves the right to reject any or all bids, in part or in total, for any objective or subjective reason whatsoever. Alternate bids may be considered.

General Conditions

1. The District reserves the right to accept or reject any proposal, in whole or in part, at the sole discretion of the district, based on the best interest of the district. The district shall not be obligated to award a contract solely on the basis of any response made to this request to proposal. The district retains the right to qualify or disqualify vendors on suitability of the goods or services proposed.
2. The facility is currently vacant and will be in a remodeling state all winter. The plowing/shoveling is to allow contractors and/or emergency vehicles to have full 24/7 access to the building during the winter months.
3. Snow plowing/shoveling shall occur when there is snowfall in excess of 1.5 inches of heavy snow, or 2 inches of 'fluff' or light snow. Deadlines are designated in Schedule A. Vendor may be called in for additional plowing/removal at the rate specified herein. Parties shall cooperate with each other as best as possible in plowing activities.
4. Maintenance of Worker Compensation insurance, property and liability insurance (minimum \$500,000 single occurrence), and auto insurance (minimum \$500,000 single occurrence) is required. Review and acceptance of certification of such shall be made by the Superintendent prior to implementation of this contract.
5. Vendors are to sign and complete this form, and return it to Dena Mayer, Director of Finance and Human Resources, by 1:00 pm, Friday, December 3, 2021, in a sealed envelope designated "EUPISD-Kincheloe Facility - Snowplow Bid". Bids will be opened publicly at 1:00 pm, Friday, December 3, 2021.
6. Dena Mayer, Director of Finance and Human Resources, shall supervise daily operations. Vendors may arrange a walkthrough of all areas designated in Attachment A with Dena Mayer at 906-440-3755. Vendor shall be responsible for all repairs or damages to School District property caused by his/her equipment, personnel or materials used.
7. In the case that the Vendor cannot meet the deadlines in Schedule A, the School District may contract out or perform clearing duties itself and receive from the vendor the cost incurred. In the case that

School District employees perform the work, the vendor will pay all School District labor costs for snow plowing/removal specified in Schedule A, plus \$.56 per mile driven in association with this labor. Furthermore, any operator leaving the parking lot in an unsatisfactory condition will be required to return and complete the job with no additional compensation.

Vendor Information

Name of Company_____ Street_____

City/State/Zip_____ Telephone_____

Signature_____ Name and title_____

**Schedule A
Costs**

School/Location	Deadline	Hourly Rate	Not to Exceed
Kincheloe Facility 15901 Country Club Kincheloe, MI 49788	By 8:00 am For each snow fall 1.5"-2+"	\$_____	\$_____

Schedule B

Please provide a list of all equipment you propose to use in servicing our account. Include make, model, engine, blade size, year and additional relevant information.

References (include contact and phone number)

- 1. _____
- 2. _____
- 3. _____

Feel free to call me if you have any questions regarding this RFP at 906-440-3755. Thank you in advance for your attention in this matter.

Sincerely,



Dena Mayer
Director of Finance and Human Resources

EXHIBIT A

