



REQUEST FOR PROPOSAL

**SNOW REMOVAL SERVICES
AT
SARANAC COMMUNITY SCHOOLS**

Prepared by:
Saranac Community Schools
225 Pleasant St
Saranac, Michigan 48881

Saranac Community Schools

**Jason Smith
Superintendent**

September 22, 2026

Saranac Community School district is issuing a Request for Proposal for Snow Removal Services at 150, 250, and 225 Pleasant St., Saranac, MI

Sealed Proposals: Contractor will deliver proposals to the following address:

Saranac Community Schools
Administration Building
225 Pleasant St
Saranac, MI 48881

By 4:00 p.m. on Monday, October 12, 2026.

**If you would like to schedule a walk through or have questions,
contact Jason Smith at 616-642-1400**

Proposals received after the above cited time will be considered a late bid and are not acceptable.

Please clearly mark the envelope "SEALED BID RFP SNOW REMOVAL"

Thank you for your interest.

PROPOSAL TERMS:

- Saranac Community Schools reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the contractor's qualifications and capabilities to provide the specified service, and other factors which Saranac Schools may consider. The District reserves the right to consider proposals for modifications at any time before a contract would be awarded and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the District's specifications and needs.
- Saranac Schools reserves the right to award the bid for different locations to different Contractors.
- In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions.
- Prior to first plowing Contractor and District representative will visit each site to determine plowing direction and stockpiling.

CONTRACTOR INFORMATION:

The proposal should include all of the following information:

- Bidder's qualifications, years in the business, staff profile and experience in providing the services required by this proposal.
- References: List two (2) references from current customers purchasing similar services. Include business name, contact name, and phone number.
- Describe the quantity of equipment and vehicles to be used for these services.

INSURANCE REQUIREMENTS:

The Contractor will maintain at its expense during the term of this Contract the following insurance listing Schools as additional insured:

1. Worker's compensation insurance with Michigan statutory limits and Employer's Liability insurance minimum limit of \$100,000 each accident of any employees.
2. Comprehensive commercial general liability insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The District shall be added as an "additional insured" on General Liability policy with respect to the services provided under this contract.
3. Automobile liability insurance covering all owned, hired, and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with provisions of Michigan no-fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the American with Disabilities Act.

DAMAGE TO PROPERTY

It is the Contractor's responsibility to repair any damage occurring as a result of plowing operations, including lights, concrete curbs, asphalt or concrete surfaces, fencing, lawn, landscaped areas or other site features.

ASSIGNS AND SUCCESSORS

This contract is binding on the District and the Contractor, their successors and assigns. Neither the District nor the Contractor shall assign or transfer its interest in this Contract without the written consent of the other.

TERMINATION OF CONTRACT

Termination without cause: Either party may terminate the contract by giving thirty (30) days written notice to the other party.

Termination by default: The District shall have the right to terminate this Agreement by notifying Contractor in writing and without any further obligation, whatsoever, if Contractor fails to comply fully with each and every term and condition.

PAYROLL TAXES

The Contractor assumes responsibility for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the District against such liability.

CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the District and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

TERM OF CONTRACT

The contract is for a one (1) year term renewable for up to two (2) additional years by mutual agreement of the District and the Contractor.

SCOPE OF WORK

- A) The lots are to be plowed when snow accumulates at 2 inches or higher.
- B) Snow removal must be 100% completed by the time listed at each specific site; Monday through Friday when school is in session.
- C) District will supply a calendar in advance of weekend events at buildings requiring Saturday or Sunday services.
- D) Snow must be properly placed to minimize loss of parking spaces.
- E) Salt shall be applied to all parking lots in sufficient quantities to melt any frozen precipitation when:
 - 1. Slippery and/or icy conditions warrant.
 - 2. After any type of ice storm.
 - 3. Any accumulation of ice or snow under a previous agreed upon amount.
 - 4. At the District's request.
- F) Contractor will not use power equipment within 200 ft of any student(s).
- G) Contractor will be expected to move to another location until students have cleared and then return to complete work if necessary.
- H) Snow removal to be completed at school buildings by 6:30 am, Central Office by 7:30 am.
- I) If a called snow day and students/staff are not present, snow removal may be delayed until 10:00 am

LOCATIONS

SARANAC HIGH SCHOOL, 150 Pleasant St, Saranac, MI 48881

Plowing Requirements

- I. Plow driveways and parking lots
- II. Plow all blacktop areas.
- III. Plow drive coming in off Otto Laabs Ln.
- IV. Salt if needed

Must be completed before 6:30 a.m.

SARANAC ELEMENTARY SCHOOL, 250 Pleasant St, Saranac, MI 48881

Plowing Requirements

- I. Plow driveways and parking lots
- II. Plow all blacktop areas.
- III. Salt if needed

Must be completed before 6:30 a.m.

SARANAC CENTRAL OFFICE, 225 Pleasant St, Saranac, MI 48881

Plowing Requirements

- I. Plow driveways and parking lots
- II. Plow all entranceways leading up to the building
- III. Plow all blacktop areas.
- IV. Salt if needed

Must be completed before 7:30 a.m.

BID SHEET – YEAR 1

OPTION 1

Submit bids by zone for all sites you are interested in providing services for

	Plowing per hour	Salting per hour	Cost of salt per ton	Hand shoveling per hour
ZONE 1				
Saranac High School	_____	_____	_____	_____
ZONE 2				
Saranac Elementary	_____	_____	_____	_____
ZONE 3				
Saranac Central Office	_____	_____	_____	_____
	_____	_____	_____	_____
OPTION 2				
Submit bid for ALL sites				
All Sites combined prices	_____	_____	_____	_____

BID SHEET

Describe Equipment available for plowing and salting:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

SIGNATURE SHEET

Signature

Company Name

Print Name

Company Address

Title

City, State, Zip

Telephone #

Fax #

Federal Tax ID #

E-mail address

The above individual is authorized to sign on behalf of company submitting proposal.