



**Paw Paw Public Schools  
Bid Solicitation  
Snow Removal & Salting  
Services (Two-Year Contract:  
2026–2027 & 2027–2028)**

**Paw Paw Public Schools**  
**INVITATION TO BID**  
**Snow Removal & Salting Services**

Paw Paw Public Schools (PPPS) is soliciting competitive sealed bids for comprehensive snow plowing, heavy equipment snow removal, and salt application services for all District facilities. The resulting contract will cover two (2) winter seasons (November 1 through April 30 of each contract year).

**Issued:** September 9, 2026

**Due Date:** September 24, 2026 at 10am EST

**Anticipated Board Action:** October 12, 2026

## **1. GENERAL INFORMATION & INSTRUCTIONS**

### **1.1 Scope of Procurement**

The contractor shall supply all labor, fuel, materials, commercial-grade equipment, and supervision necessary to keep all District parking lots, roadways, bus lanes, drop-off horseshoes, and service drives clear of snow and ice. Sidewalk snow removal and salting will be handled by the District.

### **1.2 Submission Deadline & Protocol**

Sealed bids are due September 24, 2026 at 10am EST.

Bids must be submitted in duplicate (2 physical copies) to the PPPS Admin Building, 119 Johnson Road, Paw Paw, MI 49079. Envelopes must be sealed and clearly marked "PPPS Snow Removal Bid Proposal". Late proposals will not be accepted. Bidders must also email an electronic copy to [dan.grimm@ppps.org](mailto:dan.grimm@ppps.org).

### **1.3 Mandatory Pre-Bid Site Inspection**

Bidders are required to inspect all District sites prior to bidding to satisfy themselves regarding acreage, pavement obstacles, curbs, and dump zones. A pre-bid walkthrough can be coordinated by contacting Dan Grimm, Director of Operations, at [dan.grimm@ppps.org](mailto:dan.grimm@ppps.org).

### **1.4 Bid Security / Good Faith Deposit**

Each proposal must be accompanied by a bid bond or certified check equal to the bidder's proposed cost for one (1) full district-wide plowing event. This deposit shall be forfeited if the awarded contractor fails to execute the contract or provide acceptable insurance within fifteen (15) days of award.

### **1.5 Questions & Addenda**

Direct all technical questions to Dan Grimm at [dan.grimm@ppps.org](mailto:dan.grimm@ppps.org). Questions must be received at least forty-eight (48) hours prior to bid opening.

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**1.6 Addenda to this RFP**

If it becomes necessary to revise any part of this RFP, all addenda will be posted on the School District's website and all addenda shall become a part of the RFP. Each Contractor must in its Proposal, acknowledge all addenda which it has received. The failure of a Contractor to receive, or acknowledge receipt of, any addendum shall not relieve the Contractor of the responsibility for complying with the terms thereof.

**1.7 Contract Period & Price Guarantee**

Pricing shall remain firm for the entire two-year contract duration (2026–2027 and 2027–2028 seasons). The District reserves the option to renew for one (1) additional year upon mutual written agreement, with any price increase capped at a maximum of 3%.

The District reserves the right to suspend work wholly or in part if deemed necessary for the best interest of the Owner. This suspension will be without compensation to the Contractor, other than to adjust the contract completion/delivery requirement.

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault and negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited to, acts of God or of the public enemy; insurrection; acts of the Federal Government or any unit of State or Local Government in either sovereign or contractual capacity; fires, floods; epidemics; quarantine restrictions; strikes, freight embargoes or delays in transportation, to the extent that they are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

**1.8 Insurance Requirements**

- Certificates of Insurance acceptable to the Paw Paw Schools business office shall be filed with the Paw Paw Schools business office prior to commencement of the work. The certificates shall contain a provision that coverage afforded under the policies will not be terminated, altered or further endorsed without at least thirty (30) days' written notice by registered or certified mail to the Paw Paw Public Schools. All insurance shall be carried with companies authorized to do business in the State of Michigan with Certificates of Insurance coverage insured to the Paw Paw Public Schools. Failure to provide the Certificate of Insurance may be considered material breach of the agreement and may be grounds for terminating the agreement.
- The successful bidders and their Subcontractors shall, at their option, separately insure all their respective equipment such as tools, equipment, scaffolding towers, staging and other temporary buildings owned, borrowed or rented.

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- If by the terms of this insurance any mandatory deductibles are required, or if the successful bidders should elect to increase the mandatory deductible amounts or purchase this insurance with voluntary deductible amounts, the successful bidders shall be responsible for payment of the amount of the deductible in the event of a paid claim.

The successful bidders shall maintain the following limits of insurance:

1. Worker's Compensation as required by the State of Michigan.
2. Comprehensive General Personal Injury Liability in the limits of \$1,000,000 each person, \$1,000,000 each accident & \$1,000,000 each aggregate.
3. Property Damage Liability in the limits of \$1,000,000 each accident and \$1,000,000 each aggregate.
4. Automobile Personal Injury Liability (to include coverage of off-road vehicles) in the limits of \$1,000,000 each person & \$1,000,000 each accident.
5. Automobile Property Damage Liability (to include coverage of off road vehicles) in the limits of \$1,000,000 each accident.
6. The State of Michigan has a no-fault automobile insurance requirement. The successful bidders shall be certain coverage is provided which conforms to any specific stipulation in the law.
7. The successful bidders shall carry any other insurance such as Unemployment Compensation, etc., as required by law.

**1.9 Reservation of Rights**

The School District reserves the right to accept or reject any or all bids, to award to other than the low bidder, to accept any and all alternates, to waive irregularities and/or informalities, and, in general, to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the School District.

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**1.10 Safety of Persons and Property**

- A. The Occupational Safety and Health Acts, as amended, and as applicable, shall be enforced on this project. The successful bidders shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to:
  - a. All employees on the work and all persons who may be affected thereby.
  - b. All the work and all materials and equipment to be incorporated therein, whether in storage on or off the site, under the care, custody or control of the successful bidders or any of his Subcontractors and Sub-subcontractors.
  - c. Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities.
- B. The successful bidders shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. He shall erect and maintain, as required by existing conditions and progress of the work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent utilities.

**1.11 Contamination Responsibility**

- A. It shall be the responsibility of the successful bidders to pay any and all costs incurred from the clean up related to any environmental hazard created by means of release, spill, leak or any other means of contamination caused by accident or negligence of the successful bidders or sub-successful bidders.
- B. It shall be the responsibility of the successful bidders to dispose of any product(s) and/or material following EPA, DNR, and local applicable laws and regulations.
- C. It shall be the responsibility of the successful bidders, if required to purchase the proper permits and notify the proper authorities prior to commencing said project or, should a "release" take place, to notify proper authorities of any such release.

**1.12 Material Safety Data Sheets**

- A. If the successful bidder or sub-contractor brings a hazardous chemical onto the district property, a Material Safety Data Sheet for that chemical must be submitted to the District offices.

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**1.13 Safety**

- A. The Contractor shall be responsible for providing and for placing signage, barricades, tape and other safety/traffic control equipment, as appropriate, to protect its employees, the public, surrounding areas, equipment and vehicles. The flow of vehicular traffic shall not be impeded at any time during this project. The safety of the Contractor's employees and the public is of prime concern to the Owner, and the Successful bidders must take all necessary steps to assure proper safety during the performance of the Contractor. Any Bidder that has a history of safety problems or a high incidence of accidents will not be considered for award of a Contract.
- B. The Contractor shall keep snow levels at the traffic intersections and merge areas at district sites below the level for clear visibility of vehicle operators.
- C. The work area shall be cleaned at the end of each workday. All materials, tools, equipment, etc., shall be removed or safely stored. The District is not responsible for theft or damage to the Contractor's property. All possible safety hazards to workers or the public shall be corrected immediately and left in a safe condition at the end of each work shift. If there is a question in this area, the Director of Operations will be consulted.
- D. The Owner does not assume any responsibility, at any time, for the protection of or for loss of materials, from the time that the contract operations have commenced until the final acceptance of the work by the Director of Operations.
- E. The Contractor shall be responsible for all damages to the Owner's property caused by either equipment or operator error. The Owner reserves the right to repair any or all damages with other sources if the Contractor fails to do so within an expedient time to be determined by the Owner. The Contractor shall be back-charged for all costs required to complete this work.
- F. In the event that the Contractor causes building damage, the Contractor shall be responsible for immediate communication to the Director of Operations.

**1.14 No Smoking Policy**

Paw Paw Public Schools Board of Education policy prohibits the use of any tobacco product (including cigar, pipe, cigarette, snuff, or any other matter or substance that contains tobacco) in all District buildings, on all District grounds or in vehicles on District grounds.

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**1.15 Payments and Completion**

Contractor shall invoice the district with thirty (30) days after work is complete. Invoices must include an invoice number and contain the purchase order number under which the contract is awarded. Payment to the successful bidders will be made thirty (30) days after the work is complete and accepted by the Paw Paw Public Schools.

**1.16 Qualification of Bidder**

- A. To enable the Owner to evaluate the competency and financial responsibility of the Bidder, the Bidder, upon request, shall furnish a list of similar projects, including all school contracts, completed during the previous years, including the name and phone number of a contact person and/or a statement regarding any past, present, or pending litigation with an owner. Such additional information may be required to satisfy the Owner that the bidder is adequately prepared, in technical experience, or otherwise, to fulfill the contract.
- B. The bidder, upon request, shall submit information regarding names and backgrounds of the bidder's equipment operators and responsible company officials, if requested, and establish, to the satisfaction of the district, the reliability and responsibility of the persons or entities proposed to deliver the services described in the contract documents.

**1.17 Termination of Contract**

The Owner reserves the right to review and/or terminate the contract if at any time the Contractor fails to conform to the requirements of this contract, seeks relief under any law for the benefit of insolvents or is adjudicated bankrupt, if any legal proceedings are commenced against Contractor which may interfere with the performance of the contract or if the Contractor has failed to supply an adequate working force, or material or proper quality, or has failed in any other respect to complete the work with the diligence and force specified and intended by the terms of the contract. In the event of termination of the contract, all monies due the Contractor under terms of the contract shall be forfeited to the Owner.

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**2. PERFORMANCE & OPERATIONAL STANDARDS**

**2.1 Plowing Triggers & Timelines**

- Plow Trigger Depth: Automated plowing operations shall automatically trigger upon an accumulation of two inches (2") or more of snowfall.
- School Day Deadline: On scheduled school days, all designated areas must be completely cleared, salted, and safe for traffic prior to the specific deadlines listed in Section 3.
- Weekend & Break Operations: During non-school days, weekends, and holiday breaks, accumulations of two inches (2") or more shall be plowed to prevent hard-packing and excessive accumulation.
- Daytime Maintenance: During ongoing lake-effect storms, contractor shall perform secondary passes on main driveways and bus lanes as needed to maintain safe operations.

**2.2 Salting Standards & Storage**

- Contractor shall supply and spread rock salt/ice melt as requested by the District or as necessary to maintain slip-free pavement.
- Salt pricing is fixed for the contract duration; no fuel or material surcharges will be accepted.
- Contractor must maintain sufficient offsite salt reserves to service all PPPS facilities at least twice concurrently. A log showing date, time, location, and tonnage applied must accompany all monthly billing invoices.
- **All salt costs will be firm for the duration of this contract. There will be no adjustments made for rising salt costs.**

**2.3 Stacking, Piling & Property Protection**

- Clear Access: Snow shall be pushed far enough back into designated lawn/perimeters during early-season storms to leave room for future accumulation. Snow must never be piled against doors, fire hydrants, emergency exits, sidewalks, or sight-line intersections.
- Damage Liability: Contractor is 100% responsible for repairing any turf, curb, asphalt, light pole, sign, or building damage caused by their equipment or operators. Repairs must be completed by June 1.

**2.4 Equipment & Communication Requirements**

- All machinery must be commercial-grade, mechanically sound, and equipped with operational safety lighting.
- Contractor must provide a 24/7 direct cell phone contact for the lead site manager, with a guaranteed 60-minute emergency response time for call-outs.

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**3. LOCATION DETAILED SCOPE & TIMELINES**

Bidders must service all six (6) district complexes according to the following strict schedule:

| <b>Facility / Complex</b>                                                                    | <b>Address / Description</b>                                                                                                                                                        | <b>Mandatory Completion Time</b> |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>1. Bus Garage</b><br>636 E Main Street                                                    | Bus parking lot, staging lanes, and staff parking area. <i>Must plow main lanes before 5:00 AM; return to plow individual bus stalls once fleet departs.</i>                        | 5:00 AM                          |
| <b>2. Paw Paw High School</b><br>30609 Red Arrow Hwy                                         | Main drives, two (2) student lots, staff lot, bus drop-off horseshoe, auditorium lot, soccer lot, baseball lot, and teacher lots.                                                   | 6:00 AM                          |
| <b>3. Middle School &amp; Admin</b><br>313 W Michigan Ave / 119 Johnson Rd                   | South parking lot, west circle drives, front entrance loop & lot, and Admin Building parking.                                                                                       | 6:00 AM                          |
| <b>4. Early &amp; Later Elementary, Early Childhood Center</b><br>512, 612, & 712 W North St | East private drive to ISD, Early Elem parent lot/horseshoe, Later Elem parent lot, ECC Staff Lot, ECC Parent Drop off, ECC bus turnaround & drop off, west bus loop, and staff lot. | 7:00 AM                          |
| <b>5. Cedar Street Center</b><br>555 Cedar St                                                | 555 Cedar St: Front(south), west, and rear(north) parking areas.                                                                                                                    | 7:00 AM                          |

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**4. BID PROPOSAL FORM**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

24/7 Emergency Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Addenda(if any) acknowledged? YES or NO

**A. Per-Event Service Rates (Plowing & Salt Application)**

Rates must cover all labor, fuel, equipment, and materials for a complete district-wide event (2"–6" base snowfall).

| Service Description                                     | Year 1 Rate (2026–2027) | Year 2 Rate (2027–2028) |
|---------------------------------------------------------|-------------------------|-------------------------|
| Full District Plowing & Salting Event (All 5 Complexes) | \$_____ / event         | \$_____ / event         |
| Full District Salt-Only Application (All 5 Complexes)   | \$_____ / event         | \$_____ / event         |

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**C. Dedicated Equipment Inventory List**

Bidders must list all primary equipment dedicated to Paw Paw Public Schools for this contract:

| Equipment Type (Loader, Truck, Skid Steer) | Make, Model & Year |
|--------------------------------------------|--------------------|
| 1.                                         |                    |
| 2.                                         |                    |
| 3.                                         |                    |
| 4.                                         |                    |
| 5.                                         |                    |

**D. Commercial References (School Districts Preferred)**

1. Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby verify that my company possesses the equipment, manpower, and financial stability to execute this contract, and agree to abide by all specifications outlined herein.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

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**Familial Relationship**

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of Paw Paw Public Schools Board of Education or Paw Paw Public Schools Superintendent must be accompanied with the bid. **Bids without this affidavit will not be accepted.**

The members of Paw Paw Public Schools Board of Education are: Brent McNitt, Mary Beth Sons, Nathan Mitchell, Tom Imus, Ray Martin, Maria Bowater, Lindsay Clark

Paw Paw Public Schools Superintendent is: Jeremy Davison

☐ The following are the familial relationships:

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☐ There are none.

STATE OF MICHIGAN

COUNTY OF \_\_\_\_\_

The undersigned, authorized representative of the bidder \_\_\_\_\_ does hereby  
(Company name)

acknowledge that the bidder has read the foregoing disclosure statement and the statements herein contained are true.

\_\_\_\_\_  
Signature of Bidder (Company) Representative

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Notary Public, \_\_\_\_\_ County, Michigan

My commission expires: \_\_\_\_/\_\_\_\_/\_\_\_\_

# **Paw Paw Public Schools**

## **INVITATION TO BID**

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## **AFFIDAVIT OF COMPLIANCE**

### **Iran Economic Sanctions Act**

#### **Michigan Public Act No. 517 of 2012**

The undersigned, the owner or authorized officer of the below-named bidder (the "Bidder"), pursuant to the compliance certification requirement provided in Paw Paw Public Schools (the "School District") Request For Bids Fleet Vehicle Procurement –¾ Ton 4x4 Work Truck (the "RFB"), hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Bidder is awarded a contract as a result of the aforementioned RFB, the Bidder will not become an "Iran linked business" at any time during the course of performing any services under the contract.

The Act defines an Iran Linked Business as an individual or any entity, including all successors, parent companies, subsidiaries and companies under common control, engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, including providing of products used to construct or maintain oil or liquefied natural gas pipelines.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three

(3) years from the date it is determined that the person has submitted the false certification.

STATE OF MICHIGAN

COUNTY OF \_\_\_\_\_

The undersigned, authorized representative of the bidder \_\_\_\_\_ does hereby  
(Company name)

acknowledge that the bidder has read the foregoing disclosure statement and the statements herein contained are true.

\_\_\_\_\_  
Signature of Bidder (Company) Representative

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public, \_\_\_\_\_ County, Michigan

My commission expires: \_\_\_\_/\_\_\_\_/\_\_\_\_