Request for Proposal
Snow Removal Services

November 1, 2026 - October 30, 2027

Croswell-Lexington Community Schools

5407 E. Peck Rd.
Croswell, MI 48422
www.croslex.org

Introduction

Croswell-Lexington Community School District is accepting proposals on this Request for Proposal (“RFP”) in order to find a qualified contractor to provide Snow Removal Services.

The objective of this Request for Proposal (“RFP”) is to locate a source that will provide the best overall value to the Croswell-Lexington Community School District’s property. Although cost is an important factor, the school district is not obligated by statute or regulation to award the purchase of snow removal services solely on the basis of cost. The school district reserves the right to evaluate all proposals objectively and subjectively, and to accept the lowest responsible bidder or reject all proposals.

All site visits will need to be scheduled with Croswell-Lexington Community Schools Director of Operations, Gary Bennett, at (810)-679-1025. All bidders are encouraged to schedule a walk through to familiarize themselves with the work required for each site.

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal (“RFP”)

1. Qualified individuals and or companies should submit to this Request for Proposal (“RFP”)
2. Bidders of the proposal should include a list of three (3) references with the proposal. References may be checked as part of the review and subsequent recommendation process.
3. A price proposal will be provided and fully filled out.
4. Proposals must be signed by a representative that is authorized to commit to the bidders company.

5. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
6. Proposals must remain valid for a period of 45 Days.
7. Proposals must include year and make of equipment that will be used.
8. Proposals must be received prior to 11:00 am Friday October 2, 2026 to be considered.
9. Proposals shall be submitted in an envelope marked on the outside with the vendor's name, address, phone number and clearly marked "2026-27 Snow Removal Proposal". Oral, email, or facsimile proposals will not be accepted. Please submit one original and one copy of the proposal to:

Croswell-Lexington Community School District
5407 E. Peck Rd.
Croswell, MI 48422
Attn: Jason Zirnis - Chief Financial Officer

Services Solicited

The snow removal services required for this proposal includes:

● Geiger Center

15 S. Howard Ave.
Croswell, MI 48422

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

1. All sidewalks and building entrances
2. North parking lot
3. South Parking lot
4. Pathway between Frostick and Geiger

• Frostick Elementary

57 S. Howard Ave.

Croswell, MI 48422

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

1. All sidewalks and building entrances
2. Bus circle entrance to the bus circle
3. Westside parking lot and entrance and exits
4. South parking lot with entrances and exits

● Croswell-Lexington High School

5461 E. Peck Rd.

Croswell, MI 48422

The following areas need to be free and clear of snow

1. All sidewalks and building entrances
2. All parking lot entrances and exits
3. Northwest student parking lot
4. South lot
5. East lot

● Croswell-Lexington Middle School

5485 E. Peck Rd.

Croswell, MI 48422

The following areas need to be free and clear of snow

1. All sidewalks and building entrances
2. All parking lot entrances and exits
3. West one way lot
4. South staff lots and drive
5. East Drive
6. North Lot

● Meyer School

7201 Lake St.

Lexington, MI 48450

The following areas need to be free and clear of snow

1. All sidewalks and building entrances
2. All parking lot entrance and exits
3. Lots along Lake St.
4. South playground lot
5. North lots

● Senior Center

7178 Boynton St.

Lexington, MI 48422

The following areas need to be free and clear of snow

1. All sidewalks and building entrances
2. West parking lot

● Bus Garage

14 McMoran St.

Croswell, MI 48422

The following areas need to be free and clear of snow

1. All sidewalks and building entrances
2. Parking lot on East side of building
3. Parking lot inside of fenced in area

Project Scope

The scope of the project entails snow removal for one year with a possible one year extension upon mutual agreement of Croswell-Lexington Community School district and the vendor. The term of Agreement shall commence on the day the Agreement is signed by both parties and is effective for the 2026-2027 school year. The District reserves the option to extend the services for two additional years. Please include a proposed contract increase for 2027-28 and 2028-29 if a contract extension is considered.

Upon the accumulation of Two (2”) or more inches of snow, a selected bidder is required to plow snow for the areas described under the *Services Solicited.* Snow plowing of all areas described under *Services Solicited* must be completed by 6:30 A.M. on school days. The Director of Operations will establish the order in which the areas identified are to be cleared.

Due to the presence of students, staff, vehicles, and other people and/or activities associated with the regular operation of the District’s schools, all snow plowing activities must cease at 6:30 A.M. unless otherwise directed or requested by the Director of Operations. The selected bidder will complete as much plowing as time allows.

If Two(2) or more inches of snow accumulate during the regular school day, the selected bidder must wait until school is excused for the day before plowing the areas described under *Services Solicited* , unless instructed otherwise.

If the District requires snow plowing services on Saturdays, Sundays, vacation days, or holidays, the Director of Operations will instruct the selected bidder as to when and where such services will be performed.

General Conditions and Provisions

GENERAL INDEMNITY: The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Croswell Lexington Community School district, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the district or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by the district or district officials (including administrators, agents, and employees) from any and all such losses, expenses, damages, demands, and claims. The Contractor further agrees to defend any suit or action brought against the district or district officials (as outlined above) based on any such alleged injury or damage and to pay all damages, costs, and expenses in connection therewith or resulting therefrom. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts listed in the insurance coverage requirements below. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

CONFLICT OF INTEREST: All Contractors must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also

an employee of the Croswell Lexington Community School District (including any member of the Croswell Lexington Community Schools Board of Education). All Contractors must also disclose in writing with their proposal the name of any employee of the district who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor's firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

ERRORS AND OMISSIONS: The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify the school district of any omissions or errors found in this document.

INSURANCE COVERAGE: During the term of the contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

Policy Type	**Minimum Limits**
COMPENSATION	
Employer's Liability, Occupational Disease and Workmen's Compensation	$500,000 minimum and as required by the laws of the State of Michigan
PUBLIC LIABILITY AND PROPERTY DAMAGE	
Comprehensive General Liability Form Required Bodily Injury and Death	$1,000,000 each occurrence $2,000,000 aggregate

Property Damage	$1,000,000 each occurrence
	$2,000,000 aggregate

AUTOMOBILE LIABILITY

Comprehensive Automobile Liability Form Required

Bodily Injury and Death	$1,000,000 each person
	$2,000,000 each occurrence
Property Damage	$2,000,000 each occurrence

INSURANCE REQUIREMENTS: Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Michigan. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Michigan. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Michigan laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract.

OTHER INSURANCE PROVISIONS: The policy or policies are to contain, or be endorsed to contain, the following provisions:

A. Contractor's insurance is to be considered primary for losses that occur as a direct result of the Contractor's actions.

B. Coverage shall state that the Contractor's insurance shall not be suspended, voided, canceled, reduced in coverage, or in limits except after 30 days written notice. The Contractor must include a copy of their insurance certificate to Mr. Bennett before the commencement of services.

AWARD OF BID: The district, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor(s). Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based on “BEST VALUE by the lowest responsible bidder”. “BEST VALUE by the lowest responsible bidder” will allow the district to consider factors beyond pricing such as whether the responsible Contractor is able to meet and/or exceed the required specifications. “BEST VALUE by the lowest responsible bidder” will permit and reflect prudent stewardship of public funds and trust. Award of the contract(s) to one Contractor does not mean that the other proposals lacked merit. Award of the contract(s) signifies that after all factors have been considered, the selected proposal was deemed most advantageous to the district.

NOTIFICATION OF AWARD: After all prerequisites and specifications have been met by the Contractor(s) and the award for 2026-2027 Snow Removal Services has been made, the successful Contractor(s) will be notified by the district verbally and by a letter of award.

Bid Proposal Form

Bid Package: **26’-27’ Snow Removal Services**

Due Date: **October 2, 2026 11:00 am**
Bid Opening: **October 2, 2026 11:01 am**

To: Croswell-Lexington Community School District
5407 E. Peck Rd.
Croswell, MI 48422
Attn: Jason Zirnis, Chief Financial Officer

Bidder Information:

Contractor Name:_____

Address:_____
_____

Contact person:_____

Telephone:_____ Email address:_____

References: Please provide 3 references to your bid

1. Company Name:_____
Contact Person:_____ Phone No:_____

2. Company Name:_____
Contact Person:_____ Phone No:_____

3. Company Name:_____

Contact Person:_____ Phone No:_____

Familial Disclosure Affidavit

The undersigned, the owner or authorized officer of the below-named contractor (the"Contractor"), pursuant to the familial disclosure requirement provided in the Croswell-Lexington Public Schools' (the "School District") Request for Bids for _____, hereby represents and warrants that, except as provided below, no familial relationships exist between the owner or any employee of the Contractor, and any member of the Board of Education of the School District or the Superintendent of the School District. A list of the School District's Board of Education Members and its Superintendent may be found at www.croslex.org. List any Familial Relationships:

CONTRACTOR:

_____
Print Name of Contractor

By:_____

Its:_____

STATE OF_____)

)ss.

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20__

by _____.

_____
, Notary Public
_____ County, _____
My Commission Expires:_____
Acting in the County of :_____

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 contractor (the "Contractor"), pursuant to the compliance certification requirement provided in the _____ (the "School District") Request For Proposals For _____ (the "RFP"), hereby certifies, represents and warrants that the Contractor (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 Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing any services under the contract. The Contractor 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 that it is determined that the person has submitted the false certification.

CONTRACTOR:

_____
Name of Contractor

By:_____
Its:_____
Date:_____

STATE OF_____)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 20___
by _____.

_____
, Notary Public

_____ County, _____
My Commission Expires:_____
Acting in the County of :_____

Pricing Proposal

SNOW REMOVAL SERVICES

Proposals shall be on a per “occurrence” basis for each site. Occurrence shall mean one complete snow removal of each site. Proposals should differentiate for increasing volumes of snow as specified below.

Location	**Per Occurrence greater than 2.0” but less than 4.0”**	**Per Occurrence greater than 4.0” but less then 8.0”**	**Per Occurrence greater than 8.0”**
Geiger	$	$	$
Bus Garage	$	$	$
Frostick	$	$	$
High School	$	$	$
Middle School	$	$	$
Meyer	$	$	$
Senior Center	$	$	$
Total	$	$	$

Contract Increase 2027-28: _____ Contract Increase 2028-29: _____