

REQUEST FOR PROPOSAL

**SNOW REMOVAL**

**Public Bid**

**Armada Area Schools  
Department of Buildings and Grounds**

**Bid Release Date: June 21, 2011**

**Pre-Bid Meeting Date: June 28, 2011 directly following lawn bid opening**

**PROPOSAL DUE DATE  
Tuesday July 12, 2011 at 10:00 am**

**Return to:**

**Jim Ballard, Supervisor  
Armada Area Schools  
74500 Burk Street, Armada, MI 48005  
586 784-2144**

**Or**

**586 784-2143 between the hours of 7am to 1pm**

**LATE PROPOSALS WILL BE REJECTED**

## REQUEST FOR PROPOSAL

**June 21, 2011**

Please consider this document as a Formal Request for Proposal (RFP) for snow removal for the Armada Area Schools parking lots as described on Schedule A. Quotes are to be received by **10:00 a.m. on Tuesday, July 12, 2011.** 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. Stacking of excess of snow will be permitted only in areas specified by Jim Ballard or his designee. Armada Area Schools is responsible for the removal of piled snow in such areas. Vendor is responsible for snow plowing/removal from driveways, parking lots. The vendor may provide lasting services in cases of emergency as mutually agreed upon, in compliance with this bid.
2. Snow plowing/removal shall occur when there is snowfall in excess 2 inches of snow. The Vendor is to operate before school opens in the morning. Deadlines are designated in Schedule A. The 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. Partially cleared lots will be paid on hourly bases per Schedule A.
3. Worker Compensation insurance property and liability insurance (minimum \$500,000 single occurrence) and auto insurance (minimum \$500,000 single occurrence) is required. The Superintendent, prior to implementation of this contract, shall make review and acceptance of certification of such.
4. Vendors are to sign and complete this form and return to the attention of Jim Ballard, Armada Area Schools, Administration Building, 74500 Burk Street, Armada, MI 48005 by 10:00 a.m. on Tuesday July 12, 2011 in a sealed envelope designated "Armada Area Schools Snowplow Bid." Quotes will be opened publicly at 10:05 a.m. on **July 12, 2011.** All Vendors will be informed of the bid results.
5. Jim Ballard, Supervisor of Buildings and Grounds, shall supervise daily operations. Potential Vendors may arrange a walkthrough of all areas designated in Attachment A with Mr. Ballard at 586 784-2143 or 586 784-2144. The Vendor shall be responsible for all repairs or damages to Armada Area Schools property caused by his/her equipment, personnel or materials used.
6. In the case the Vendor cannot meet the deadlines in Schedule A, Armada Area Schools may contract out or perform clearing duties itself.
7. Owner reserves the right to reduce and or terminate operations when financial or other conditions necessitate such reduction.

8. Billing/Invoices-Billing address shall be:

Jim Ballard, Department of Buildings and Grounds  
Armada Area Schools  
74500 Burk Street  
Armada, MI 48005

Invoices shall be sent monthly. All invoices must specify the date of services and type of service provided.

**VENDOR INFORMATION**

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

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

City/State/Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

**SCHEDULE A**

| <b>BUILDING</b>  | <b>DEADLINE</b>  | <b>PER PLOW RATE</b> | <b>Heavy Plow Rate<br/>10" or above</b> |
|--|------------------|----------------------|---|
| Krause Elementary<br>23900 Center Road<br>Armada, MI 48005           | <b>6:00 a.m.</b> |                      |   |
| Armada Middle School<br>23500 Center Road<br>Armada, MI 48005        | <b>7:00 a.m.</b> |                      |   |
| Bus Garage<br>23550 Center Road<br>Armada, MI 48005                  | <b>6:00 a.m.</b> |                      |   |
| Armada High School<br>23655 Center Road<br>Armada, MI 48005          | <b>6:30 a.m.</b> |                      |   |
| Administration/Academy<br>74500 Burk Street<br>Armada, MI 48005      | <b>7:00 a.m.</b> |                      |   |
| <b>** 7:00 am to 4:00 pm Monday through Friday on request only**</b> |                  |                      |   |

**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.

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**REFERENCES (INCLUDE CONTACT AND PHONE NUMBERS)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Feel free to call me if you have any questions regarding this RFP at 586 784-2143 between the hours of 7am and 1pm.



James Ballard  
Supervisor

# Armada Area Schools

Department of Buildings and Grounds

This form must be notarized:

Attachment

**Affidavit of Bidder Familial Relationship**

**List any Familial Relationships:**

**Bidder:**

\_\_\_\_\_

**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_

STATE OF MICHIGAN

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

This instrument was acknowledged before me on the \_\_\_\_\_ day of

\_\_\_\_\_ 2011, by \_\_\_\_\_  
(Print name)

\_\_\_\_\_ Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

74500 Burk Street \* Armada, Michigan 48005-3314 \* 586.784.2143 \* Fax 586.784.4267

Equal opportunity employer. Auxiliary services available to individuals with disabilities  
.Hearing impaired: 800 649-3777