

# **Request for Proposal Snow Removal Services**

November 1, 2026 – April 30, 2027  
(with option to extend 2 years)



Almont Community  
Schools 4701 Howland Rd  
Almont, MI 48003  
[www.almontschools.org](http://www.almontschools.org)

## **GENERAL CONDITIONS**

Almont Community Schools is soliciting proposals from qualified snow removal and ice management firms to provide plowing, shoveling, snow removal and salting of school district grounds and parking areas for the contract term **November 1, 2026 through April 30, 2027.**

**Proposals must be received by 12:00 noon, Wednesday, October 14, 2026, at:**

Cortney Hawley  
4701 Howland Rd.  
Almont, MI 48003

**Proposals must be submitted in a sealed envelope clearly marked "SNOW REMOVAL PROPOSAL". Must include Bid Form, Contractor Info, Familial Disclosure, and Affidavit of Compliance - Iran Economic Sanctions Act.**

# **REQUEST FOR PROPOSAL**

## **SNOW REMOVAL & ICE MANAGEMENT**

### **Fall / Winter 2026-2027**

#### **Pre-Bid Walk Through**

A mandatory pre-bid walk through will be held on **October 8th at 11:00 a.m.** beginning at the Superintendent's office at 4701 Howland Rd., door 28. Walk will include all sites including Bus Garage and Zott Drive. Additional appointments available Mon-Fri 8am-3pm weeks of Sept 29 and Oct 6 with Mike Spies. At no time will it be acceptable for anyone to preform a self initiated walk through or solicit any staff, student, volunteer or other official for information or to gain access to any area of the district whether indoors or outdoors.

#### **Services Required**

Services include five areas - Orchard Primary (4664 Kidder Rd), Middle School (4624 Kidder Rd), High School (4701 Howland Rd), Bus Garage / Transportation Facility (4701 Howland Rd Area), and Zott Drive that connects the schools between Kidder Rd and Howland Rd. Athletic fields NOT included. Bus Garage clear by 5:30 AM, all others including Zott Drive by 6:00 AM on school days.

- **Orchard Primary School - 4664 Kidder Rd - Clear by 6:00 AM**

- Plow all parking lots, driveways, bus loop and fire lanes at 1.5" trigger.
- Sidewalks & Walkways - Clear all sidewalks, entrances at 1" trigger.
- Salting - Lots with treated salt, sidewalks with child-safe CaCl after each plow.

- **Almont Middle School - 4624 Kidder Rd - Clear by 6:00 AM**

- Plow all common lots, parking lots at 1.5" trigger.
- Sidewalks, curbs and walkways - Clear and salt.

- **Almont High School - 4701 Howland Rd - Clear by 6:00 AM**

- Plow all lots, bus loops, student/staff lots.
- Sidewalks and Landscaping - Clear interior courtyard and all entrances.

- **Bus Garage / Transportation Facility - 4701 Howland Rd Area - Clear by 5:30 AM**

- Bus Garage Parking & Bus Staging Lanes - Plow entire lot, bus staging lanes, fuel island at 1.5" trigger. Must be cleared by 5:30 AM.
- Sidewalks & Walkways - Clear all sidewalks, walkways, personnel entrances at 1" trigger.

- **Zott Drive - Connecting Drive Between Schools - Clear by 6:00 AM**

- Zott Drive - Plow entire length including both lanes and shoulders at 1.5" trigger.
- Salting - Apply treated salt after each plow and for ice/black ice.

#### **SCOPE OF SERVICES**

The successful contractor shall provide complete snow and ice management services, including:

## **A. Snow Plowing**

Contractor shall:

- Plow designated parking lots, drives, entrances, and access areas, including Zott Drive, Bus Garage staging lanes, fuel island, and all school lots.
- Maintain safe access for students, staff, visitors, emergency vehicles, and service vehicles.
- Begin operations within the response time specified by the District - Bus Garage by 5:30 AM, all other lots including Zott Drive by 6:00 AM on school days.
- Continue operations as necessary during prolonged snowfall.
- Prevent excessive accumulation at entrances, traffic lanes, and designated access areas.

## **B. Snow Removal**

Where snow accumulation exceeds available storage capacity or otherwise interferes with safe operations, the contractor shall remove snow from designated areas and transport it to a location approved by the District.

Snow shall not be piled in areas that obstruct:

- Fire lanes;
- Building entrances;
- Emergency exits;
- Accessible parking spaces;
- Accessible routes;
- Drainage areas;
- Traffic visibility; or
- Emergency vehicle access.
- Bus Garage gates and doors;
- Zott Drive sight lines;

## **C. Ice Control**

Contractor shall provide application of salt, ice melt, sand, or other approved ice-control materials as conditions warrant.

The contractor shall monitor conditions and provide additional treatment when necessary to maintain reasonably safe walking and driving surfaces.

## **D. Sidewalks and Entrances**

Designated sidewalks, entrance approaches, ramps, and other pedestrian areas shall be cleared and treated as specified by the District.

Particular attention shall be given to: Main entrances; Accessible entrances; Bus loading/unloading areas; Emergency exits; High-traffic pedestrian routes.

## **E. Snowbanks**

Snowbanks shall be pushed back or removed when they interfere with: Visibility; Parking; Traffic flow; Drainage; Emergency access; Pedestrian safety.

## **SERVICE REQUIREMENTS**

- ACS reserves the right to reduce frequency during mild winter - contractor on on-call basis.
  - Weather emergency - vendor must contact maintenance immediately. All lots cleared by 6:00 AM school days, Bus Garage by 5:30 AM, Zott Drive by 6:00 AM.
  - Safety paramount - coordinate timing around recess, arrival 7:00-8:15 AM and dismissal 2:30-3:30 PM.
  - 24-hour notice required if work performed at times other than previously agreed.
  - No snow piles in front of building entrances, blocking ADA ramps, bus gates, or Zott Drive sight lines.
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- Most be available on weekends for after school events (sports,band, tournament, ect.)

## **Insurance Requirements**

The successful bidder agrees, at its sole cost and expense, to purchase, prior to the commencement of services, and maintain the following insurance coverage in the minimum amounts indicated below for the entire duration of the contract. The contractor shall furnish evidence of such insurances to Almont Community Schools prior to commencement of services.

**Commercial General Liability Insurance:** \$1,000,000 per occurrence, Bodily Injury Liability and Property Damage Liability

**Workers Compensation Insurance:** Covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers' Compensation Act; \$500,000 per person/ \$500,000 per disease/ \$500,000 annual total

**Motor Vehicle Liability** (if the contractor, or its employees, will use motor vehicles to satisfy its responsibilities under this contract): \$1,000,000 per occurrence, Bodily Injury Liability and Property Damage Liability

In addition, the successful contractor shall include Almont Community Schools including its elected and appointed officials, employees and volunteers, as Additional Insured in writing on the certificates.

## **INVOICING**

Invoices shall identify, at a minimum:

- Date of service;
- District location;
- Type of service performed;
- Snowfall/accumulation, when applicable;
- Materials used;
- Quantity of materials;
- Equipment/services provided;
- Applicable unit price;
- Total amount due.

Invoices that do not adequately document services performed may be returned to the contractor for clarification.

Invoices shall be submitted monthly to: Almont Community Schools, Central Office – Accounts Payable, 4701 Howland Rd., Almont, MI 48003. Include photos, time in/out, and snow depth per event. Bus Garage by 5:30 AM, all other sites including Zott Drive by 6:00 AM documentation required.

## **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. Award based on "BEST VALUE by the lowest responsible bidder" - allows district to consider factors beyond pricing such as ability to meet and/or exceed required specifications, including early 5:30 AM Bus Garage clearance and Zott Drive connector maintenance. Award signifies selected proposal was deemed most advantageous to the district. The district reserves the right to extend the one year contract on an annual basis for an additional two years based on satisfactory performance of services.

## **NOTIFICATION OF AWARD**

After all prerequisites and specifications have been met and award for 2026-2027 Snow Removal Services for Almont Community Schools has been made, successful Contractor(s) will be notified verbally and by letter of award.

## AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

### Michigan Public Act No. 517 of 2012

The undersigned, owner or authorized officer of below-named contractor ("Contractor"), pursuant to compliance certification in Almont Community Schools ("School District") RFP For Snow Removal Services 2026-2027 ("RFP"), certifies Contractor is not an "Iran linked business" within meaning of Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012, and if awarded contract, Contractor will not become an "Iran linked business" during performance. False certification penalty up to \$250,000 or 2x contract amount, plus investigation costs and attorney fees, and ineligible to bid for 3 years.

CONTRACTOR: \_\_\_\_\_ Name of Contractor By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Its: \_\_\_\_\_ Date: \_\_\_\_\_ STATE OF \_\_\_\_\_  
\_\_\_\_\_) ss. COUNTY OF \_\_\_\_\_ ) Acknowledged before me on \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_ by \_\_\_\_\_, Notary Public

Board presentation anticipated Tuesday, October 20, 2026, and final selection on Mon Oct 26, 2026 selection and approval. Work is expected to commence November 1, 2026. District reserves right to reject any/all proposals. One copy due no later than 12 noon Wednesday, October 14, 2026 to Superintendent's Office, 4701 Howland Rd., Almont, MI 48003 marked "SNOW REMOVAL PROPOSAL".

## FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Almont Community Schools Board of Education or the Superintendent. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of

\_\_\_\_\_ (the "Bidder), pursuant the familial disclosure requirement provided in the RFP for **Snow Removal Services**, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member for the Almont Community Schools Board of Education or the Superintendent. If such a relationship exists, please explain:

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*Attach additional pages if necessary.*

By: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Bidder Signature)

Title: \_\_\_\_\_ (type or print)

Date: \_\_\_\_\_

Subscribed and Sworn to Before Me;

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D., in and for the County  
of \_\_\_\_\_, Michigan.

My Commission expires \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

