

October 3, 2024

**REQUEST FOR PROPOSAL**  
**LUDINGTON AREA SCHOOLS**  
**School District Snow Plowing Services**

Date of Issue: OCTOBER 3, 2024  
Proposal Closing Date: OCTOBER 17, 2024, at 2:00 p.m.  
Proposal shall be received PRIOR TO date and time above.

RETURN TO:  
Ludington Area Schools  
Attn: Tyrone Collins  
809 E. Tinkham Avenue  
Ludington, MI 49431

The Ludington Area Schools is accepting bids for plowing its school parking lots and sidewalks as designated. Ludington Area Schools is an equal opportunity employer.

## GENERAL INSTRUCTIONS TO THE BIDDERS (Please read carefully)

### **PROJECT:**

#### **Plowing**

During the Winter, plowing services are to be completed for our parking lots and sidewalks as assigned. Salting sidewalks and parking lots may also be required. Periodic moving and removal of snow piles will also be expected, depending on snowfall.

**RECEIPT OF BIDS:** Sealed bids will be received no later than October 17, 2024, at 2 p.m. Bids will be publicly opened and read aloud, at approximately 2:05 p.m. on that day. Sealed Bids must be delivered to:

Ludington Area Schools  
Central Business Office  
Attn: Tyrone Collins, Operations Supervisor  
809 E. Tinkham Ave.  
Ludington, MI 49431

and shall be clearly marked: **"Plowing Bid"**

Bid Packages are available at the above location, and the documents may be provided as a pdf file, upon your providing us with a valid email address. Questions may be directed to Tyrone Collins by email to: [tcollins@lasd.net](mailto:tcollins@lasd.net). All questions will be shared with those companies in attendance at the non-mandatory pre-bid meeting indicated below. Questions must be emailed no later than noon October 14, 2024. All answers will be made no later than 5 p.m., October 15, 2024.

**SUBMISSION OF BID DOCUMENTS:** Each bid submitted must be accompanied by bid security (Bid Bond) of not less than five percent (5%) of the amount of the Base Bid and "Owner" copies of the Bid Form.

**PRE-BID MEETING:** A Non-Mandatory, Pre-Bid Meeting will be held at 3:15 p.m., October 11, 2024. All interested parties are invited to attend. We will meet at 809 E. Tinkham Avenue. The premises are available for added inspection, please call Tyrone Collins at 231-845-7303 x. 2820 prior to coming out for such inspections.

**ASSIGNMENT OF CONTRACTS:** The vendor cannot re-assign responsibilities of performance to any subcontractor without written authorization from the School District.

**LOCAL LABOR AND SUPPLIERS:** THE USE OF LOCAL LABOR AND SUPPLIERS IS STRONGLY ENCOURAGED BUT NOT MANDATORY.

**PREVAILING WAGE REQUIREMENTS:** The provisions of the Davis-Bacon Act will not apply to this Project. This is not a "Prevailing Wage" Project.

**FAMILIAL DISCLOSURE STATEMENT:** The bid must be accompanied by a sworn and notarized statement that discloses any familial relationship that exists between the Owner or any employee of the Bidder and any member of the school board or superintendent of the school district. The Owner shall not accept a bid that does not include the aforementioned sworn and notarized statement.

**INSURANCE:** Maintenance of Worker Compensation insurance, property and liability insurance (minimum \$500,000 single occurrence), and auto insurance (minimum \$500,000 single occurrence) is required. Review and acceptance of certification of such shall be made by the Superintendent prior to implementation of this contract.

**MISCELLANEOUS PROVISIONS:** The Ludington Area School District reserves the right to accept or reject any or all bids, in part or in total; and such right may be exercised as the District sees fit. The Owner reserves the right to waive any informalities in any or all bids. **NO ALLOWANCE WILL BE MADE TO ANY BIDDER BECAUSE OF LACK OF EXAMINATION OR KNOWLEDGE** about this project.

The submission of a bid shall be construed as conclusive evidence that the bidder has made such extensive examination as necessary to bid. Submission of a bid proposal is a formal indication that the vendor accepts full responsibility for submitting a proposal on the sole basis of the vendor's measurements and/or estimates.

The vendor will guarantee the proposal for no less than 60 days. The District is an equal opportunity employer. **It is the vendor's responsibility to ensure that criminal background checks are done on all individuals performing labor in the execution of this project.** This is to be solely at the vendor's expense. The vendor also acknowledges that this is a drug-free zone, and that all Michigan laws forbidding the use of illegal drugs, alcohol and tobacco products on school premises will be complied with.

The vendor agrees to follow all other laws not previously mentioned, including providing a performance bond to the extent required by Michigan law, IF such provision applies. The attached Familial Relationship Disclosure Form, and the Certification of Eligibility Form must also be filled out and returned with the attached bid response form.

## BID SPECIFICATIONS

### **PLOWING:**

1. Stacking of excess snow will be permitted only in areas specified by the Superintendent or his/her designee. We are interested in obtaining bids for plowing parking lots, plowing sidewalks, and salting our parking lots and sidewalks. Note, we may need the vendor to move or remove snow piles, depending on snowfall.
2. Snow plowing/removal shall occur when there is snowfall in excess of 1.5 inches of heavy snow, or 2 inches of 'fluff' or light snow. Vendor is to operate on scheduled school days before school openings in the morning. On non-school days, the vendor is to operate only for the location(s) where specified event(s) are being held. Deadlines are designated in Schedule A. 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 an hourly basis per Schedule A.
3. Maintenance of Worker Compensation insurance, property and liability insurance (minimum \$500,000 single occurrence), and auto insurance (minimum \$500,000 single occurrence) is required. Review and acceptance of certification of such shall be made by the Superintendent prior to implementation of this contract.
4. Vendor shall be responsible for all repairs or damages to School District property caused by his/her equipment, personnel or materials used. This includes spring lawn repair to grass torn up during plowing.
5. In the case that the Vendor cannot meet the deadlines in Schedule A, the School District may contract out or perform clearing duties itself and receive from the vendor the cost incurred. In the case that School District employees perform the work, the vendor will pay all School District labor costs for snow plowing/removal specified in Schedule A, plus \$.67 per mile driven in association with this labor. Furthermore, any operator leaving the parking lot in an unsatisfactory condition will be required to return and complete the job with no additional compensation.
6. The RFP is for four separate parts. Please list bids on each location for Schedules A (parking lots), B (sidewalk and entrance plowing), Schedule C (salting) and Schedule D (loader work), as we may award this to one or more vendors.

## Ludington Area Schools Bid Proposal Response Form Plowing

### Schedule A: Parking Lots, Asphalt Areas

School/Location	Deadline	Hourly Rate	Not to Exceed
CBO and Bus Garage 809 E. Tinkham Avenue	By 6 a.m.	\$ _____	\$ _____
High School / Middle School Complex 707 Anderson Street & 706 E. Tinkham Avenue	By 6:30 a.m.	\$ _____	\$ _____
Ludington Elementary 5771 Bryant Road	By 7:00 a.m.	\$ _____	\$ _____

## Schedule B: Sidewalks and Entrances

Please note, sidewalk linear feet are approximate. All vendors who respond to this RFP are responsible for ensuring the accuracy of these measurements. Sidewalks and entrances are to be done whenever the lots and asphalt areas are done unless specifically directed otherwise. PRICES BELOW MUST ALL INCLUDE FIRE EXITS. All fire exit doors MUST be able to open and shut.

Description	Deadline	Hourly Rate	Not to Exceed
CBO and Bus Barn: Front 115' by 5' sidewalk, side is 87' by 5', 35' by 5' entrance, 10' by 5.5' entrance	By 7:15 a.m.	\$ _____	\$ _____
High School / Middle School Complex: Sidewalk from Staffon to Washington, 1,380' x 5' to 6'. 1,150' x 5' sidewalk E side Washington, Tinkham to Anderson. Washington entrance 110' x 12'. Tinkham entrance 100' x 20'. Clear SE entrance by kitchen, and entrances by Hawley Gym. Clear auditorium sidewalk to doors. Clear doors HS bus turnaround by Rm. 318 (2 doors). Anderson sidewalk, Washington to Franklin entrance 530'. Plow parking area northeast corner Tinkham/Washington: old tennis courts.	By 7:15 a.m.	\$ _____	\$ _____
Ludington Elementary: All Sidewalks and doorways with sidewalks including sidewalk to staff parking lot.	By 7:15 a.m.	\$ _____	\$ _____

### Schedule C: Salting

(All hourly rates are to include salt cost)

Description	Deadline	Hourly Rate	Not to Exceed
High School / Middle School Complex back parking lot, 40' from building. Also, salt OJ visitor parking lot. Salt main entrance to HS, main entrance to OJ. Salt Parking area northeast corner Tinkham-Washington (Old Tennis Court).	By 7:15 a.m.	\$ _____	\$ _____
Ludington Elementary: Parking lots and all sidewalks and doorways with sidewalks including sidewalk to staff parking lot.	By 7:15 a.m.	\$ _____	\$ _____
CBO and Bus Barn: Sidewalks and all entrances including fueling station, and parking lots.	By 7:15 a.m.	\$ _____	\$ _____

**Schedule D: Loader Work**

School/Location	Deadline	Hourly Rate	Not to Exceed
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Please give hourly rates for front end loader work, if not already included above.

\$ \_\_\_\_\_

\$ \_\_\_\_\_



Schedule E

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 number)

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

Vendor Information Plowing Response

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

Name and title \_\_\_\_\_

Please provide information on any discounts you may offer us for being awarded all facets of the RFP. Also, if you have any other information you would like to share with us please include it below. This section may be returned blank.

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Ludington Area Schools  
**FAMILIAL RELATIONSHIP DISCLOSURE FORM**

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the Bidder), pursuant to the familial disclosure requirements provided in the Advertisement for Bid, hereby represents and warrants, except as provided below, that no familial relationships exist between the owner(s) or any employee of \_\_\_\_\_ (the Bidder) and any member of the Board of Education of the School District or the Superintendent of Ludington Area Schools.

List and describe any Familial Relationships:

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BIDDER:

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF MICHIGAN

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

Subscribed and sworn to before me on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
by \_\_\_\_\_

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\_\_\_\_\_(notary public)

\_\_\_\_\_County, Michigan

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

Acting in County of \_\_\_\_\_

**Ludington Area Schools**  
**CERTIFICATION of ELIGIBILITY by BIDDER**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to The Iran Economic Sanctions Act 517 of 2012 MCL, and the requirement provided in the Ludington Area Schools ( the "School District") advertisement or RFP documentation for any business undertaking, hereby represent and warrant, except as provided below, that ( the Bidder's Company / Business is in full and unconditional compliance with Public Act 517 of 2012 MCL, and is not an Iran Linked Business.

Conditional Effect 129.316 Sec. 6: The provisions of this Act are effective only if Iran is a State sponsor of terror as defined under section 2 of the divestment from terror Act, 2008 PA 234, MCL 129.292.

**BIDDER:**

By:

Its:

STATE OF MICHIGAN

COUNTY OF

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

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

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

My Commission Expires:

Acting in the County of: