

ELK RAPIDS SCHOOLS: REQUEST FOR PROPOSAL

SNOW PLOWING/REMOVAL/SALTING

October 9, 2025

Elk Rapids Schools is soliciting bids for snow plowing/removal/salting for **Elk Rapids Schools** property, including parking lots, access drives, and sidewalks as described in Schedule A. Sealed bids are to be received in the Business Office **by 1:00 pm, Friday, October 24, 2025**. 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. Alternate bids may be considered. **A mandatory pre-bid meeting on Thursday, October 16, 2025, at 1:00 p.m. at ERS Central Office, 308 Meguzee Point Rd, Elk Rapids, Michigan 49629.**

General Conditions

1. Stacking of excess snow will be permitted only in areas specified by the Superintendent or his/her designee.
2. In general terms, snow plowing/removal/salting shall occur when there is snowfall in excess of 2.0 inches of snow or if requested by the district due to unsafe conditions. The vendor is to complete all required work before school starts unless requested by the district. Deadlines are designated in Schedule A. The Vendor may be called in for additional plowing/removal. The selected vendor and the district must cooperate with each other to ensure snow removal is completed most effectively.
3. The vendor is responsible for touring all areas to be plowed. Vendor will also be responsible for staking areas as needed to assure proper areas are plowed.
4. Maintenance of Worker Compensation insurance, property and liability insurance (minimum \$1,000,000 single occurrence), and auto insurance (minimum \$1,000,000 single occurrence) is required. Review and acceptance of certification of such shall be made by the district prior to implementation of this contract.
5. Bids are to be submitted as specified above in a sealed envelope designated "Elk Rapids Snow Plow/Removal/Salting Bid". Bids will be opened publicly at 1:15 p.m. October 24, 2025.
6. Bids are to be submitted with a price per plow for each building, including separate pricing for the following. Building should include Cherryland Middle School, Elk Rapids High School, Lakeland Elementary School, Mill Creek Academy, and the Bus Garage:

Parking Lot Plowing

Parking Lot Salting

Side Walk Plowing

Side Walk Salting

Bids must also be supplied for an hourly rate for call-in plowing as needed.

The district is also interested in a possible 3-year contract, so bidders must supply a % increase for years 2 and 3 should a multi-year contract be issued.

7. Rich Hopkins, rhopkins@erschools.com, Facilities/Operations Supervisor, will supervise daily operations. Vendors must arrange a walkthrough of all areas designated in Attachment A. The Vendor will be responsible for all repairs or damages to School District property caused by the Vendor's equipment, personnel, or materials used.
8. In the case that the Vendor cannot meet the deadlines in Schedule A, the District may contract out or perform plowing duties.

Vendor Information

Name of Company: _____

City/State/Zip: _____ Telephone: _____

Printed Name: _____

Signature: _____ Title: _____

Schedule A

School/Location

Bus Garage

707 E Third Street, Elk Rapids

Start by 5:30 am, finish by 7:00 am

Elk Rapids High School

308 Meguzee Pt, Elk Rapids

Start by 5:30 am and finish by 7:00 am

Lakeland Elementary

616 Buckley St, Elk Rapids

Start by 5:30 am and finish by 7:00 am

Mill Creek Academy

9039 Old M 72, Williamsburg

Start by 5:30 am and finish by 7:00 am

Cherryland Middle School

707 E Third St, Elk Rapids

Start by 5:30 am and finish by 7:00 am

*Start/finish times are subject to revision if operating schedules change. Also, plowing is not automatically expected for weekends and break periods unless scheduled events are occurring. Coordination with the district contact is required for these situations.

Schedule B

Please provide a list of all equipment you propose to use in servicing our district. Please include make, model, engine size, blade size, year, and any additional information:

References

Name	Title	Phone Number
1.		
2.		
3.		

Questions related to this Request For Proposal should be sent to:

Rich Hopkins, ERS Facilities/Operations Supervisor
rhopkins@erschools.com
231-649-9377