



**ADVERTISEMENT FOR BIDS FOR SNOW PLOWING SERVICES**

**CHARTER TOWNSHIP OF HIGHLAND**

Sealed bids will be accepted by the Charter Township of Highland Clerk's Office, 205 North John Street, Highland, MI 48357, until 4:00 p.m. on Wednesday, July 24, 2024, for snow plowing services for the 2024-2026 seasons. Bids will be opened at 4:05 p.m. on July 24, 2024.

Bid's must be submitted to the Clerk's Office in a sealed envelope marked "Bid for Snow Plowing Services."

All bids will be submitted to the Highland Township Board of Trustees at the regular scheduled Board meeting of August 12, 2024 6:30 p.m. in the Township Auditorium, 205 North John Street, Highland, Michigan.

All bids shall conform to specifications on file in the Clerk's Office. Bidders must submit complete and detailed description of goods or services. The Township reserves the right to alter or change specifications and to reject any or all bids received or to waive any informality in bidding. The Township also reserves the right not to open bids at the designated meeting and to extend the bidding period.

The Township is not subject to state or federal taxes.

**Bid Proposal: Snow Plowing**

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_

The snowplow contract shall run for one, two- or three-years beginning October 1, 2024. All parking lots and driveways will be plowed when new snow accumulates to a depth of two inches or more, or upon request of the Township Supervisor. Applications of de-icing agents will be done as needed or at the request of the Supervisor.

Snow plowing services will be billed to the Charter Township of Highland, 205 N. John Street, Highland, MI 48357, in three installments. First Due November 1<sup>st</sup>, Second Due on January 1<sup>st</sup> and the final payment due on March 1<sup>st</sup>.

**Snow-plowing and applications of de-icing agents shall be done at the following locations with the exception of option #3 which is for salting only:**

**Location Option #1** Highland Township Hall, Activity Center and Sheriff’s Substation, 165, 205 & 209 North John Street: All parking areas, driveways and sidewalks (by 7:00 a.m.)

Township cemeteries: Highland Cemetery, 561 North Milford Road and West Highland Cemetery, 977 South Hickory Ridge Road: Driveways shall be plowed with care taken regarding gravel surface and close proximity of graves to road edge. Scheduling will be coordinated with cemetery sexton.

Steeple Hall., 205 West Livingston Road: Parking lot, sidewalks and driveway (by 7:00 a.m.) excludes gravel lot at rear of building.

Township Parks: Veteran’s Park – the sidewalk along Livingston Road between John Street and WOTA; Hickory Ridge Pines Park, 4200 North Hickory Ridge Road (soccer park) - Driveway from entrance off Hickory Ridge Road to concession stand; and Duck Lake Pines Park, 1241 North South Duck Lake Road – Entire parking lot, entrance and walking paths.

Town Center Drive-Both sides of boulevard, Beach Farm Circle, driveway to the north-cell tower

**Location Option #2** Township Library, 444 Beach Farm Circle: library parking lot and sidewalks (by 9:00 a.m.)

**Location Option # 3** Highland Township Fire Station #1, 1600 West Highland Road, Fire Station #2, 2550 West Wardlow Road and Fire Station #3, 510 Clyde Road. (by 7:00a.m.) Old Fire Station #2/Offsite Storage-3550 N. Duck Lake Road (**NOTE: This option is for salting only**)

**Scope of Work:**

1. The contractor shall furnish labor, equipment and tools to plow, clear and melt snow and ice from parking lots, driveways, sidewalks, entrances and doorways so that the facilities are ready for business at their respective opening times.
2. Approved De-icing agents for parking lots include road salt or rock salt. Exceptions: All sidewalks and entrances to be done with Calcium Chloride, or similar deicer agent approved by the Township.
3. Contractor is expected to judiciously limit amount of de-icing agents utilized in order to address environmental concerns. Where residual amounts of salt are found lying on the pavement after the snow/ice melt has been affected, the contractor should adjust salt application for future similar snowfall/ice storm events.
4. All curbs, sidewalks and driveways shall be staked to minimize damage by snow removal equipment.
5. Contractor shall be responsible to repair any damage caused by snow removal equipment to buildings, vehicles, equipment, sidewalks, curbs, driveways and landscaping.
6. Contractor is responsible for providing adequate number of vehicles and equipment to complete the work in the event of a breakdown. Contractor should note a back-up plan of action should they experience equipment failure.
7. Contractor shall provide a current certificate of insurance showing general liability and workmen’s comp insurance with their bid proposal.

**PROPOSAL:** With no limits to the number of pushes, the Annual Bid(s) for snow removal service are:

**Location Option #1**

One year contract October 1, 2024 to September 30, 2025: \_\_\_\_\_

Two year contract Oct. 1, 2024 to Sept. 30, 2025:

First year: \_\_\_\_\_

Second year: \_\_\_\_\_

Three year contract Oct. 1, 2024 to Sept. 30, 2027:

First Year: \_\_\_\_\_

Second Year: \_\_\_\_\_

Third Year: \_\_\_\_\_

**Option #1 A- Per Push:** \_\_\_\_\_

**Location Option #2**

One year contract October 1, 2024 to September 30, 2025: \_\_\_\_\_

Two year contract Oct. 1, 2024 to Sept. 30, 2025:

First year: \_\_\_\_\_

Second year: \_\_\_\_\_

Three year contract Oct. 1, 2024 to Sept. 30, 2027:

First Year: \_\_\_\_\_

Second Year: \_\_\_\_\_

Third Year: \_\_\_\_\_

**Option #2 A- Per Push:** \_\_\_\_\_

**Location Option #3 (Salting Only)**

One year contract October 1, 2024 to September 30, 2025: \_\_\_\_\_

Two year contract Oct. 1, 2024 to Sept. 30, 2026:

First year: \_\_\_\_\_

Second year: \_\_\_\_\_

Three year contract Oct. 1, 2024 to Sept. 30, 2027:

First Year: \_\_\_\_\_

Second Year: \_\_\_\_\_

Third Year: \_\_\_\_\_

**Option #3 A- Per Salting:** \_\_\_\_\_

Signed: \_\_\_\_\_

Print name of signee: \_\_\_\_\_

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_