

REQUEST FOR PROPOSAL

Rev 081326

Alpena Community College

Campus Snow Plowing 2026-27

Release Date: Monday, August 17th, 2026

Due Date: Tuesday, September 8th, 2026 @ 2:00 p.m. (Local Time)

Pre-Bid Meeting/Walk Through: Contact Facilities for an appointment 989-358-7202

1. PROJECT CONDITIONS

Alpena Community College (ACC) is soliciting proposals from qualified contractors for snow plowing and snow removal of campus parking lots, designated sidewalks, the Utility Tech Program field, and roadways.

Snow removal service will be required anytime snowfall reaches a minimum of two (2) inches. Snow plowing must be completed by **6:00 a.m.** for applicable snow events.

Any property damage exceeding normal wear and tear will be the responsibility of the contractor.

Snow depth must reach a minimum of two (2) inches before plowing operations begin. In addition, it is not ACC's desire to begin plowing operations as soon as a two (2) inch minimum depth is reached if the weather forecast indicates substantially more snow will fall. ACC does not want to start plowing at the beginning of a storm, especially during business hours.

During a large snow event, plowing mid-storm may take place to prevent difficult-to-remove snow amounts. The bidder should be aware that the contractor will be responsible for monitoring the progress and forecast for each storm to determine when plowing operations should begin.

The bidder will push all snow to areas designated by the ACC Facilities Department. If snow is pushed or plowed into inappropriate areas, the bidder will remove the snow at the bidder's expense.

The bidder may be called back if the ACC representative determines that certain areas are not cleared or maintained properly.

Snow must not be banked against equipment, utilities, fire hydrants, or buildings. The bidder will be responsible for any unnecessary damage to buildings and grounds, including shrubs, lawn, and fencing, due to snow removal activities.

Please include a list of equipment the firm intends to use to complete the work.

The awarded contractor must meet with an ACC Facilities representative before the first snowfall to review site requirements.

Contractors should stake curbs, ditches, walkways, curves, surface end points, and anything else noticeable before the first snowfall.

The bidder must maintain adequate general liability insurance and workers' compensation coverage as required by law.

A campus map identifying the principal areas to be serviced will be provided for quantification purposes.

2. CONTRACT TERM

The initial contract term will cover the **2026-27 snow season**.

ACC and the awarded contractor may, by mutual agreement, enter into an additional one-year contract for the **2027-28 snow season** under the terms and conditions mutually agreed upon by both parties.

The 2027-28 season renewal is an option and is not guaranteed. Both parties must agree to the renewal and execute the appropriate agreement prior to the 2027-28 season.

3. SCOPE OF WORK

The contractor shall provide, but is not limited to, the following:

- Snow plowing of designated campus parking lots.
- Snow removal from designated sidewalks and walkways.
- Snow plowing of designated roadways.
- Snow removal from the Utility Tech Program field, as applicable.
- Pushing and relocating accumulated snow to areas designated by ACC Facilities.
- Return trips when necessary to maintain appropriate site conditions.
- Monitoring weather conditions and forecasts to determine appropriate timing of plowing operations.
- Protection of buildings, landscaping, utilities, equipment, curbs, pavement, and other campus property.
- Cleanup of areas affected by snow removal operations.
- Providing all labor, equipment, fuel, supervision, and incidentals necessary to complete the work.

Contractors are responsible for providing adequate equipment and personnel to complete snow removal operations within the required timeframes.

4. EQUIPMENT REQUIREMENTS

Bidders shall provide a list of equipment proposed for use in performing the work.

The equipment list should identify, at a minimum:

- Type of equipment
- Quantity
- Plow or attachment size, where applicable
- Loader equipment
- Other snow removal equipment proposed

ACC reserves the right to request additional information regarding the bidder's equipment and ability to perform the work.

5. PROPOSAL REQUIREMENTS

Company Information

Include:

- Legal company name
- Company address and contact information
- Company background and relevant snow removal experience
- Description of experience with commercial, municipal, educational, or similar properties
- Proof of insurance
- List of equipment proposed for this contract
- References for similar snow removal work

Cost Proposal

Bidders shall provide pricing using the Bid Proposal Form included in this RFP.

Pricing should clearly identify:

- Base snow plowing rate per hour
- Loader rate per hour
- Any other applicable hourly rates or charges
- Pricing for the initial 2026-27 contract term
- Pricing proposed for the optional 2027-28 renewal term

All labor, equipment, fuel, supervision, and other costs necessary to perform the work shall be included in the proposed pricing unless specifically identified as an additional charge.

6. SELECTION CRITERIA

Proposals will be evaluated based on the overall value to Alpena Community College, including but not limited to:

- Competitive cost
- Past performance and experience

- Equipment availability and adequacy
- Ability to meet required snow removal schedules
- References
- Overall service capabilities

ACC may base its selection on service abilities and overall value and not solely on the lowest direct cost.

7. GENERAL CONDITIONS

ACC reserves the right to reject any or all bids or portions of any bid.

Selection is based on overall value and service capability, not cost alone.

All work shall meet or exceed all applicable codes, laws, regulations, and industry standards.

A certificate of insurance is required prior to contract award.

The contractor shall be responsible for protecting adjacent surfaces, landscaping, buildings, equipment, utilities, and other College property.

The contractor shall be responsible for any unnecessary damage resulting from snow removal activities.

ACC reserves the right to cancel work at any time and for any reason. The contractor will be paid for work completed and materials or services provided up to the effective date of cancellation.

ACC reserves the right to accept or reject any proposed pricing for the optional 2027-28 contract term.

Refer to ACC Policy 5009 for local vendor preference.

8. CLARIFICATIONS & QUESTIONS

All inquiries and other communications regarding this RFP shall be directed to:

Kurt Konieczny

Director of Facilities Management

Email: konieczk@alpenacc.edu

Questions, findings of inconsistency, omissions, or requests for clarification must be submitted in writing no later than:

Thursday, August 27th, 2026

ACC will issue responses and/or clarifications to questions as appropriate.

ACC will address any clarification, correction, or change to the RFP via Addendum and will attempt to share Addenda with all known potential bidders.

9. SUBMISSION INFORMATION

Bids must be received no later than:

2:00 p.m., Tuesday, September 8th, 2026

Bids may be submitted by email or hand delivered to:

Alpena Community College

665 Johnson St

Alpena, Michigan 49707

Attention: Lyn Kowalewsky

Controller – VLH 110

Email: kowalewl@alpenacc.edu

10. BIDDER CERTIFICATION

By submitting a bid, bidder certifies compliance with Michigan Act 517 (Iran-Linked Business prohibition).

11. ACKNOWLEDGEMENT OF ADDENDA

List all addenda issued, if applicable, below. If no addenda have been issued, indicate "N/A."

Addendum #1: _____

Addendum #2: _____

Addendum #3: _____

Addendum #4: _____

12. BID PROPOSAL FORM

2026-27 Snow Season – Base Bid

Base Snow Plowing Truck Rate per Hour: \$ _____

Loader Rate per Hour: \$ _____

Other Equipment/Service Rate(s), if applicable: \$ _____

Description: _____

Optional 2027-28 Snow Season

Base Snow Plowing Rate per Hour: \$ _____

Loader Rate per Hour: \$ _____

Other Equipment/Service Rate(s), if applicable: \$ _____

Description: _____

The 2027-28 pricing above is subject to mutual agreement between ACC and the awarded contractor and does not obligate either party to renew the contract.

Equipment List

Please provide a list of equipment intended for use under this contract:

Relevant Experience/References

Notes

All labor, equipment, fuel, supervision, and incidentals necessary to complete the work must be included in the bid unless otherwise identified.

Contractor is responsible for site cleanup and removal or relocation of snow as directed by ACC Facilities.

Contractor shall coordinate snow removal operations with ACC Facilities as necessary. Contractor shall have a point contact person to communicate with facilities throughout the season.

Pricing shall remain valid for a minimum of 60 days following the bid due date.

Bidder/Company Name: _____

Authorized Representative: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

13. ATTACHMENTS

The following documents/information are included or incorporated into this RFP:

- Campus snow plowing area map
- Acknowledgement of Addenda
- Bid Proposal Form

