

REQUEST FOR BIDS

ALPENA COMMUNITY COLLEGE

OSCODA CAMPUS SNOW PLOWING AND SNOW REMOVAL

2026–27 SNOW SEASON

Release Date: Monday, September 14, 2026

Bid Due Date: Wednesday, September 30, 2026 @ 2:00 p.m. (Local Time)

PROJECT LOCATION

Alpena Community College – Oscoda Campus

5800 N. Skeel Ave.

Oscoda, MI 48750

SITE VISIT / WALK-THROUGH

Contractors interested in viewing the property or reviewing the areas to be serviced may contact:

Bryan Shellenbarger

Phone: (989) 820-4536

Please contact Bryan to arrange a site visit prior to submitting a bid.

1. PROJECT CONDITIONS

Alpena Community College (ACC) is accepting bids from qualified contractors for snow plowing, snow removal, and salting/de-icing services at the Oscoda Campus, including campus parking lots, designated sidewalks, walkways, driveways, and other areas identified by the ACC Facilities Department.

Snow plowing and snow removal services 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.

The contractor shall monitor weather conditions and forecasts and use reasonable judgment regarding the appropriate timing of snow-plowing operations. ACC does not necessarily require plowing to begin immediately when two (2) inches of snow has accumulated if the forecast indicates substantially more snow will fall.

During larger snow events, additional plowing or return trips may be necessary to maintain safe and accessible campus conditions.

The contractor shall push and relocate snow to areas designated by the ACC Facilities Department. If snow is pushed or plowed into inappropriate areas, the contractor will be responsible for correcting the situation at no additional cost to ACC.

The contractor may be required to return to the property if ACC determines that areas have not been adequately cleared or maintained.

Snow must not be banked against buildings, equipment, utilities, fire hydrants, landscaping, or other College property.

Any unnecessary property damage resulting from snow removal operations, including damage to buildings, curbs, pavement, landscaping, lawn, fencing, equipment, utilities, or other College property, shall be the responsibility of the contractor.

The contractor shall provide adequate equipment, personnel, supervision, and resources to complete the work within the required timeframes.

2. 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 driveways and roadways.
- Salting/de-icing of designated parking lots.
- Salting/de-icing of designated sidewalks and walkways.
- 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 College property.
- Cleanup of areas affected by snow removal operations.
- Providing all labor, equipment, fuel, supervision, salt/de-icing materials, and incidentals necessary to complete the work.

Salting/de-icing services may be requested by ACC Facilities as needed and may be performed independently of snow-plowing operations.

The contractor shall be responsible for applying salt or other approved de-icing materials in a manner appropriate for the conditions and designated areas.

3. 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
- Number of trucks
- Number and type of loaders
- Plow or attachment size, where applicable

- Salt/de-icing equipment
- Other snow removal equipment proposed
- Available backup equipment, if applicable

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

4. PROPOSAL REQUIREMENTS

Bidders should provide the following information:

- 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
- Number of personnel available for snow removal operations
- Description of the contractor's ability to meet the required 6:00 a.m. completion time
- Description of the contractor's ability to provide salting/de-icing services
- Identification of any backup equipment or personnel available during major snow events

5. COST PROPOSAL

Bidders shall clearly identify the cost for each service below.

Snow Plowing:

\$ _____

Snow Removal:

\$ _____

Salting/De-Icing – Parking Lots:

\$ _____

Salting/De-Icing – Sidewalks/Walkways:

\$ _____

Salt/De-Icing Material Cost:

\$ _____

Loader Rate, if applicable:

\$ _____

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

\$ _____

OPTIONAL SEASONAL CONTRACT PRICING

Seasonal Snow Plowing/Snow Removal Price:

\$ _____

Seasonal Salting/De-Icing Price – Parking Lots:

\$ _____

Seasonal Salting/De-Icing Price – Sidewalks/Walkways:

\$ _____

Total Optional Seasonal Contract Price:

\$ _____

Additional Pricing/Description:

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

6. SALTING / DE-ICING

The contractor shall have the capability to provide salting/de-icing services for campus parking lots, sidewalks, and designated walkways when requested by ACC Facilities.

Salting/de-icing services may be requested following snow or ice events or when weather conditions create hazardous walking or driving conditions.

Bidders shall identify whether their salting/de-icing pricing includes:

- Labor
- Equipment
- Salt/de-icing materials
- Application
- Return applications, if necessary

Additional Salting/De-Icing Charges:

The contractor shall be responsible for providing adequate salt/de-icing equipment and personnel to perform the requested work in a timely manner.

7. 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
- Ability to provide salting/de-icing services
- References
- Overall service capabilities
- Availability of backup equipment and personnel

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

8. GENERAL CONDITIONS

- ACC reserves the right to reject any or all bids or portions of any bid.
- 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 or salting/de-icing activities.
- ACC reserves the right to cancel the contract at any time and for any reason. The contractor will be paid for work completed up to the effective date of cancellation.
- The contractor shall coordinate snow removal and salting/de-icing operations with ACC Facilities as necessary.
- The contractor shall provide a point of contact who can communicate with ACC Facilities throughout the snow season.

- The contractor shall stake or otherwise identify curbs, ditches, walkways, curves, surface endpoints, and other potential hazards prior to the beginning of the snow season.
- ACC may request a pre-season meeting with the awarded contractor to review site requirements.
- The contractor shall be responsible for maintaining safe access to designated areas during snow and ice events.
- The contractor shall use reasonable care when applying salt/de-icing materials to avoid unnecessary damage to pavement, landscaping, vegetation, buildings, vehicles, and other College property.

9. QUESTIONS AND SITE VISITS

Questions regarding the Oscoda Campus site, site conditions, or arrangements for a site visit should be directed to:

Bryan Shellenbarger

Phone: (989) 820-4536

All other inquiries regarding this bid/RFP should be directed to:

Kurt Konieczny

Director of Facilities Management

Alpena Community College

Email: konieczk@alpenacc.edu

10. BID SUBMISSION INFORMATION

Bids must be received no later than:

2:00 p.m., Wednesday, September 30, 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

11. BIDDER CERTIFICATION

By submitting a bid, the bidder certifies that the information provided is accurate and that the bidder has the equipment, personnel, insurance, and ability necessary to perform the work described in this Request for Bids.

The bidder acknowledges responsibility for protecting ACC property and agrees to perform the work in accordance with the requirements of this bid.

Bidder/Company Name:

Authorized Representative:

Printed Name:

Title:

Signature:

Date:

Telephone:

Email:

12. BID PROPOSAL FORM

2026–27 OSCODA CAMPUS SNOW SEASON

BASE BID

Snow Plowing:

\$ _____

Snow Removal:

\$ _____

SALTING / DE-ICING

Parking Lots:

\$ _____

Sidewalks/Walkways:

\$ _____

Salt/De-Icing Material:

\$ _____

EQUIPMENT

Loader Rate:

\$ _____

Other Equipment/Service Rate(s):

\$ _____

OPTIONAL SEASONAL PRICING

Seasonal Snow Plowing/Snow Removal:

\$ _____

Seasonal Parking Lot Salting/De-Icing:

\$ _____

Seasonal Sidewalk/Walkway Salting/De-Icing:

\$ _____

Total Seasonal Price:

\$ _____

Additional Pricing/Description:

13. EQUIPMENT LIST

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

Equipment	Quantity	Plow/Attachment Size	Backup Equipment

14. CONTRACTOR CAPACITY

Number of Plow Trucks Available:

Number of Loaders Available:

Number of Salt/De-Icing Units Available:

Number of Personnel Available:

Backup Equipment Available:

Additional Capacity/Information:

15. RELEVANT EXPERIENCE / REFERENCES

Reference 1

Company/Organization:

Contact:

Phone:

Description of Work:

Reference 2

Company/Organization:

Contact:

Phone:

Description of Work:

16. ACKNOWLEDGEMENT

The undersigned acknowledges receipt and review of the Request for Bids and agrees to provide the services described herein in accordance with the requirements of Alpena Community College.

Bidder/Company Name:

Authorized Representative:

Printed Name:

Title:

Signature:

Date:

IMPORTANT BID INFORMATION

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Bid Due Date: September 30, 2026 @ 2:00 p.m.

Service Location:

Alpena Community College – Oscoda Campus

5800 N. Skeel Ave.

Oscoda, MI 48750

Site Visit Contact:

Bryan Shellenbarger

(989) 820-4536

Director of Facilities Management:

Kurt Konieczny

konieczk@alpenacc.edu

Bid Submission Contact:

Lyn Kowalewsky, Controller

kowalewl@alpenacc.edu

Alpena Community College

665 Johnson St.

Alpena, MI 49707