

REQUEST FOR PROPOSAL

SNOW REMOVAL SERVICES

ELKVIEW PARK, GAYLORD, MICHIGAN

1. INTRODUCTION

The City of Gaylord is seeking proposals from qualified contractors to provide comprehensive snow removal services for Elkview Park located in Gaylord, Michigan for the remainder of the 2025-2026 winter season as well as the 2026-2027 winter season.

2. PROJECT OVERVIEW

2.1 Location

Elkview Park
1179 Elkview Rd.
Gaylord, MI 49735

2.2 Scope of Services

The selected contractor shall provide the following snow removal services:

- Shoveling and/or snow blowing of all sidewalks and pedestrian pathways
- Application of salt/de-icing materials to sidewalks
- Contractor not responsible for snow hauling and is to call in the DPW if snow needs to be hauled away.

3. DETAILED SPECIFICATIONS

3.1 Sidewalk & Platform Clearing

- Total sidewalk area: Around and in front of the bathrooms, the sitting area, and fire pit, as well as the sidewalk leading up to the viewing platform and also the viewing platform itself. Only plastic shovels will be permitted to be used on the viewing platform.
- Sidewalks shall be cleared when snow accumulation reaches 2 inches
- All sidewalks must be cleared to bare pavement
- Width of clearing: Full sidewalk width (minimum 6 feet)
- Special attention to accessible ramps and crosswalks
- Sidewalks must be cleared and safe for public access within 4 hours of snow event conclusion

3.2 Salt/De-Icing Application

- Salt/de-icing material shall be applied to all cleared surfaces (not including the viewing platform itself).
- Application rates shall follow industry best practices

- Materials must be environmentally safe and approved for municipal use and **must be sidewalk safe**. Materials are subject to approval by the Public Works Superintendent.
- Application required after shoveling and during freezing rain/ice events
- **Contractor shall provide material type and application rate in proposal**

4. SERVICE REQUIREMENTS

4.1 Response Time

- Services must begin within 4 hours of snowfall reaching trigger depth
- 24/7 availability throughout the contract period
- Emergency contact information must be provided

4.2 Contract Period

February 24, 2026 through April 30, 2026 and then November 1, 2026-April 30, 2027

4.3 Hours of Operation

Services may be required at any time, 24 hours per day, 7 days per week during the contract period.

4.4 Quality Standards

- All work shall be performed in a professional manner
- No damage to park property, landscaping, or infrastructure
- All equipment must be in good working order
- Snow must not obstruct fire hydrants, emergency access, or drainage systems

5. CONTRACTOR QUALIFICATIONS

Contractors must demonstrate:

- Valid insurance and must complete W-9 and any other tax forms required by the City.
- Adequate equipment to complete services as specified
- References (if requested) from at least 3 similar projects

6. INSURANCE REQUIREMENTS

The contractor shall maintain the following minimum insurance coverage:

- General Liability: \$1,000,000 per occurrence
- Auto Liability: \$1,000,000 per occurrence
- Workers' Compensation: As required by Michigan law
- The City of Gaylord must be named as additional insured

7. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include:

7.1 Company Information

- Legal business name and contact information
- Years in business
- Number of employees
- Emergency contact information (24/7)

7.2 Pricing

Provide detailed pricing for:

- Per-event rate for sidewalk clearing
- Hourly rate for continuous snow removal during major events
- Salt/de-icing material cost (per ton or per application)
- Seasonal contract option (if available)
- Any other fees or charges

7.3 Materials

- Type and brand of de-icing materials to be used
- Application rates

7.4 Insurance Documentation

- Certificates of Insurance

7.5 Work Plan

- Detailed description of how services will be provided

8. SUBMISSION DEADLINE AND PROCESS

8.1 Deadline

Proposals must be received by February 19th, 2026 by 2:00pm.

9.2 Submission Method

Submit proposals via:

Mail/Hand Delivery to:

City of Gaylord

C/O Jennifer Molski, City Clerk

305 E. Main Street

Gaylord, MI 49735

10. TERMS AND CONDITIONS

10.1 Award

The City of Gaylord reserves the right to:

- Accept or reject any or all proposals
- Waive informalities or irregularities
- Award to other than the lowest bidder
- Negotiate final terms with selected contractor

10.2 Contract

The selected contractor will be required to execute a written contract with the City of Gaylord.

10.3 Payment Terms

Payment will be made monthly based on actual services rendered, within 30 days of invoice receipt.

11. QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP may be directed to the City Clerk, Jennifer Molski, by calling 989-732-4060 or to the Public Works Superintendent, Matthew Belding at 989-732-5475.

12. ADDITIONAL INFORMATION

12.1 Site Visit

Contractors are encouraged to visit ElkView Park to assess the scope of work. For questions, you may contact Matthew Belding, Public Works Superintendent at 989-732-5475.