

# Mancelona Public Schools

## Snow Plowing/Removal Bid Information for 2025-26 & 2026-27 – TWO-YEAR BID

### Instructions to Bidders

1. Mancelona Public School is accepting snow plow/removal bids for two school calendar years (2025-26 & 2026-27), specifically for services rendered from November 15<sup>th</sup> through April 15<sup>th</sup> of each year. Each bidder must submit pricing in two bid formats as outlined below.  
(1) Per Plow  
(2) Lump Sum
2. A Pre-bid meeting will be held on **August 26, 2025 at 1pm** at Mancelona Middle School, 112 St. Johns Ave. Contact Ed McCarty, Facility Maintenance/Security/Safety Director at (231) 384-0313 for further information.
3. A Bid Sheet is attached herein. Bids are due not later than **September 4, 2025 at 1 pm** and may be dropped off at the Central Admin Office at 112 St Johns Ave, Mancelona or emailed to [emccarty@mancelonaschools.org](mailto:emccarty@mancelonaschools.org). Bids will be publicly opened at that time and date. MPS reserves the right to accept and/or reject any or all bids.
4. Bidders must submit proposals for both Format (1) and Format (2). MPS will determine which format will be accepted and will award the contract accordingly:

**Format (1) – Per Plow** - The per plow rate shall be based on a **“Full plow”** of the designated area. Snow plow and/or removal services may be required based on snowfall accumulation and may also be needed outside of the standard contract period of November 15-April 15. Additionally, service may be needed for events in the evenings and weekends. MPS maintenance staff will be responsible for snow plowing during regular school hours. Contractor must provide a credit if a **“Partial plow”** of an area was performed and not a **“Full plow”**. MPS will pay upon receiving an itemized invoice, with date of service and statement of service provided (bi-weekly pay schedule to be provided to awarded contractor).

### Snow removal for each district building (pricing used for events outside school hours):

- a. Elementary School
  - i. Entire Area
- b. Middle School
  - i. Entire Area
  - ii. St. Johns Ave.: Main parking lot, sidewalks around main parking lot, all entrances from main parking lot.
- c. High School
  - i. Entire Area
  - ii. Main drive entrance & exit, front parking lots, front & Ironmen entrance/sidewalk, sidewalk along front of building, gym and courtyard emergency exit doors
- d. Bus Garage
  - i. Entire Area

**Format (2) – Lump Sum Pricing:** Covers a period of five (5) months. Services outside of this time frame will be billed separately at the per plow rate in Format 1.

November 15 – November 30: One-half of the 1/5<sup>th</sup> of Lump Sum bid.

Each full month (December, January, February, March): 1/5<sup>th</sup> of Lump Sum.

April 1 – April 15: One-half of the 1/5<sup>th</sup> of the Lump Sum bid.

5. Snow plowing/removal plans should be made according to weather conditions and accumulated snow, or at Mancelona Public Schools' discretion.
  - a. If snow is accumulating at a rate which will result in **three (3) or more inches** at 6:00 am, then plowing shall be performed.
  - b. Additionally, if the wind is moving snow around (drifting) and certain areas have more than the above amount of snow, these areas must be plowed.
  - c. Snow must be plowed away/removed from all entrance doorways, emergency exits, classroom entrances/exits (including the cubbies at the elementary school), garage doors and three fire hydrants (2 at MS and 1 at HS).
6. Snow must be plowed/removed Monday through Friday.
  - a. See Snow Removal Specification listed below for further information.
  - b. Start time is the sole responsibility of the contractor to ensure the following areas are cleared of all snow at their listed designed start times:

**6:00am:**

- a. Bus Garage – Entire area.
- b. ES – Receiving drive (kitchen & custodial staff parking)/dumpster area.
- c. MS – North side of Voc-ed building (maintenance office, kitchen & custodial staff parking)/dumpsters area and daycare parking & entrance.
- d. HS – Receiving area (kitchen & custodial staff parking)/dumpster area.

**6:30am:**

- a. High School

**7:00am:**

- a. Elementary School
- b. Middle School

7. Bid a per trip rate for:
  - (1) Sanding of drives and parking lots.
  - (2) Snow removal of just the sidewalks/entrances. Sidewalks/entrances are included in normal daily snow removal. This separate pricing would apply if your company is requested to clear only the sidewalks and entrances in the morning or during the day.

8. On non-school days, snow plowed/removal must be accomplished so areas are clear of snow at noon on that day, unless directed by Superintendent or MPS designee.
  - a. Snow Day, normally the call will be made around 5:30 am
  - b. Weekends
  - c. During scheduled breaks
9. Additional snow plowing/removal may be required in the evenings for sporting and other events.
  - a. To be paid at the **Format (1) Per Plow** rate.
  - b. Superintendent or MPS designee will communicate with the contractor's contact individual with information regarding the specific day, times and which areas will require snow plowing/removal.
10. All drives, parking lots, and sidewalks shall be plowed and remain free of snowbanks/piles.
  - a. Snowbanks/piles shall not obstruct traffic vision or flow.
  - b. The attached district maps will provide further definition of areas (drives, parking lots, sidewalks, entrances where no snowbanks/piles may be located. Also, will define area where snow is designed to be pushed to (**RED rectangles**).
  - c. The contractor is responsible for pushing snow back to its furthest point on the grounds in the above areas to allow room for additional accumulation.
  - d. If snowbanks/piles start to encroach onto drives, the following shall apply:
    - i. If the contractor failed to push snow to its furthest point on the grounds, it will be the sole responsibility of the contractor to move these snowbanks/piles.
    - ii. If the contractor has pushed snow to its furthest point on the grounds and the amount of snow has caused encroachment onto drives, parking lots and/or sidewalks, MPS and the contractor will negotiate how the snowbanks/piles will be moved and fees associated with this movement of snowbanks/piles.
11. If a warming trend causes packed snow to melt and create slush on parking lots, driveways, or sidewalks, the contractor is responsible for plowing, removing, or scraping the slush from these areas. Additionally, if snowbanks or piles block drainage and result in standing water on parking lots, driveways, or sidewalks, the contractor must relocate the snowbanks or piles to allow proper drainage.
12. List all equipment you will be using to execute this job.

### **General Information**

1. The contractor assumes responsibility for any damage to MPS property, equipment and personal private property while in the process of snow removal.
  - a. Final payment will be held until all damage is repaired and buildings/grounds are restored to pre-snow removal conditions and approved by MPS Maintenance Department.
  - b. Additionally, all sand and residue are to be cleaned up before final payment is released.
2. Please work with building administrators or designee if you need to have vehicles removed during the course of snow plowing/removal.

3. Sanding of MPS driveways and parking lots must be applied when needed and as directed by MPS designee. Contractor is responsible for including sanding bid price.
4. Identification staking of items such as curbs, man-hole covers, sidewalks, etc. is the sole responsibility of the contractor. Stakes must be removed at the end of the contract year.
5. If MPS personnel and/or equipment are used to plow or assist with plowing when the required snow accumulation (as stated above) is present, the following deductions will be applied to the contractor's pay-period invoice. An MPS designee will notify the contractor if MPS is engaged in snow removal.
  - Plow (no contractor on site): \$800.00
  - Plow (assist contractor to meet daily completion time): \$400.00
6. It is the sole responsibility of the contractor to identify how much snow has fallen at MPS, ensuring each area start times as listed above are clear of snow at their times.
7. MPS processes payments every two weeks on Tuesdays. Checks will be mailed unless an alternative arrangement is approved in advance by the MPS Business Manager. A payment schedule (check run calendar) will be provided to the awarded contract in September of each contract year.
8. Insurance – Proof of Commercial Liability Insurance with a minimum coverage of \$1,000,000 must be submitted with the bid. MPS, its Officers, Agents, Employees, Board of Education shall be named additionally insured, indemnified and held harmless under the policy.
9. Termination – Either party may terminate this agreement within 30 days written notice, or immediately for breach of contract or unsafe practices.
10. Indemnification – Contractor shall indemnify and hold harmless the District, its Board of Education and employees from any and all claims arising from the Contractor's work or negligence.

# Specification for Snow Removal

## Locations (Maps of school grounds will be provided at required pre-bid inspection/tour)

1. Bus Garage, 430 Dale Ave., Mancelona
  - a. Drive, building entrances/exits, garage doors and trash dumpster.
  - b. Snow must be plowed to the indicated area on district maps.
  - c. Path from north side of Bus Garage to path from MS to ES.
  - d. MPS personnel are responsible for opening garage doors and removing snow directly at the door.
2. Elementary School, 231 W. Limits, Mancelona
  - a. Circle drive including main entrance.
  - b. Drives, building general & emergency entrances/exits and around trash dumpsters.
  - c. Parking lots. All parking spot must be maintained and free of snowbanks/piles.
  - d. Sidewalk around the building, including removing snow from each classroom cubbies entrances/exits. Sidewalk along student drop-off/pick-up lot and drive from West Limits to path to MS.
  - e. Student drop-off/pick-up lot/area. Snow must be pushed into retention pond area on east end of lot, including off the sidewalk on east end of lot.
  - f. Snow must be plowed to the indicated area on district maps.
3. Middle School, 112 St. Johns Ave., Mancelona
  - a. Lower entrance drive (112 St. Johns) including main entrance. Snow will be push to far west end of MPS property line. See map detail.
  - b. Upper entrance (West Michigan) bus drive and staff parking.
  - c. Drives, building general & emergency entrances/exits, sidewalks and trash dumpsters.
  - d. Parking lots. All parking spots must be maintained and free of snowbanks/piles.
  - e. Daycare entrance and parking area, including lot between credit union and Pathway Community Church.
  - f. Snow must be plowed to the indicated area on district maps.
  - g. Around dumpsters and two fire hydrants
4. High School, 9300 W. Limits, Mancelona
  - a. Drives, parking lots, building general & emergency entrances/exits, sidewalks and trash dumpsters.
  - b. Parking lots. All parking spots must be maintained and free of snowbanks/piles.
  - c. Path from exit drive between softball field and south side of gym to back drive.
  - d. Path from receiving/kitchen parking area to emergency exit from the commons.
  - e. Snow must be plowed to the indicated area on district maps.
  - f. Around dumpsters and one fire hydrants.
  - g. Grass area north of drive toward baseball field.
5. Insure all areas of parking maintain the same amount of parking spaces
6. Equipment may be stored at the north end of the bus garage

# Mancelona Public Schools

## Snow Removal Bid Sheet 2025-26 & 2026-27

**Questions: Contact Ed McCarty, Facility Maintenance Director at (231) 384-0313  
to be shown all areas for snow removal.**

Name of Bidder/Company: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

24 Hour Field Supervisor Contact Name/Telephone Number: \_\_\_\_\_

### **Format (1)**

<b>Per Plow Cost</b>	<b>School Year</b>	<b>2025-26</b>	<b>2026-27</b>
Elementary School Entire Area		\$ _____	\$ _____
Middle School Entire Area		\$ _____	\$ _____
Middle School, <b>St Johns Ave. Area</b> (Main parking lot, sidewalks around main parking lot, all entrances from parking lot.		\$ _____	\$ _____
High School Entire Area		\$ _____	\$ _____
High School (Main drive entrance & exit, front parking lots, front & ironman entrance/sidewalk, sidewalk along front of building, gym and courtyard emergency exit doors		\$ _____	\$ _____
Bus Garage Entire Area		\$ _____	\$ _____

### **Format (2)**

1. Total Cost Lump Sum (5 Months – November 15, 2025 – April 15, 2026): \$ \_\_\_\_\_

2. Total Cost Lump Sum (5 Months – November 15, 2026 – April 15, 2027): \$ \_\_\_\_\_

**List of equipment:**

**Description**

**(Year, Make, Model, Type of Plow/Blower (Straight, V, Wings, Push box, Bucket, etc.)**

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**Have Sander or will sub it out (yes / no) circle one.**

Sand price per trip (truckload & spread):      \$ \_\_\_\_\_

Plow all Sidewalks/entrances ONLY price:      \$ \_\_\_\_\_

## Elementary School (ES)



## Middle School (MS)





High School (HS)



Bus Garage

