REQUEST FOR PROPOSAL

October 19, 2026

Please consider this document as formal Request for Proposal (RFP) for snow plowing/removal for **Newaygo Public Schools** parking areas, access drives, and sidewalks as prescribed in Schedule A. Sealed bids are to be received in the Business Office, 360 S Mill St, Newaygo, MI 49337 by **1:00pm, Wednesday, November 11, 2026.** The Board of Education or designee reserves the right to reject any or all bids, in part or in total, for any objective or subjective reason whatsoever. **Contract period will be from November 16, 2026 through June 30, 2027.**

General Conditions

1. Stacking of excess snow will be permitted only in areas specified by the Superintendent, the Director of Maintenance or his/her designee. Snow must be pushed back to maximum to avoid removal. Improper placement of snow will be removed at the expense of the Contractor.

2. Snow plowing/removal shall occur when there is snowfall of 2.0 inches or more. Slush must be kept off lots to avoid ice. The contractor is to operate before school openings in the morning and to be finished when possible by 6:30 a.m. If heavy snow during the day, bus pick up areas and main doors to be plowed between 2:00 p.m. and 3:00 p.m. (K-12 only).

3. Maintenance of Worker Compensation insurance, property and liability insurance (minimum $500,000 single occurrence), and auto insurance (minimum $500,000 single occurrence) is required. Review and acceptance of certification of such shall be made by the Superintendent prior to implementation of this contract.

4. **Contractors are to sign and complete this form, and return it to me by 1:00pm, Wednesday, November 11, 2026**, in a sealed envelope designated "Newaygo Public Schools Snow Plow Bid". Bids will be opened publicly at 1:00pm, Wednesday, November 11, 2026.

5. Bud Gould, the Director of Maintenance, shall supervise daily operations. Contractors may arrange a walkthrough of all areas designated in Attachment A with Bud Gould at (231)250-6017.

6. Contractor shall be responsible for all repairs or damages to School District property caused by his/her equipment, personnel or materials used. Newaygo Public Schools shall have the right to reduce the monthly payment for damages incurred by the Contractor to school property. Any damages and the cost of repair will be reviewed with the Contractor prior to the reduction in the monthly payment.

7. No salting or sanding services shall be provided unless they are approved in advance by the Director of Maintenance.

8. Contractor agrees that the Newaygo Public Schools, Director of Maintenance, may direct Contractor to clear snow from one or more portions of the School Premises before clearing other portions.

9. Areas to be marked with stakes for plowing reference, stakes to be removed after plowing season.

BID SHEET - Vendor Information

Name of Company_____ Street_____

City/State/Zip_____ Telephone_____

Signature_____ Name and Title_____

Snow Plowing Bid for Schedule A areas for the period November 1, 2026 through June 30, 2027.

$_____ Total Cost K - 12 sites

To be paid monthly when invoiced.

Additional Services - on a request basis only and to be billed immediately upon completion of the service:

Cost of Salting $_____

Snow Removal $_____ per hour _____cu. yd /load

Schedule A

Newaygo Public Schools District Administration Office
360 S Mill St
Newaygo, MI 49337

Newaygo High School
200 East Street
Newaygo, MI 49337

Newaygo Middle School
850 E 76th Street
Newaygo, MI 49337

Newaygo Elementary School
29 E Post
Newaygo, MI 49337

Newaygo Public School District Transportation Office/Bus Garage
84 East Street
Newaygo, MI 49337

Little Champs Day Care
941 E 76th Street
Newaygo, MI 49337

Schedule B

References (include contact and phone number)

1. _____

2. _____

3. _____

Feel free to call me if you have any questions regarding this RFP at (231)652-3799. Thank you in advance for your attention in this matter.

Sincerely,

Jeremy Brown
Business Manager