



Armada Area Schools Snow Maintenance Contract 2026/2027

Snow Maintenance Contract Bids

Public Bid

Bid Release Date:

Oct 8, 2026

PROPOSALS DUE:

October 22, 2026

11 a.m.

Return to:

Don Penzien

Custodial and Maintenance Supervisor

Armada Area Schools

74500 Burk Street, Armada, MI 48005

586 784-2143



Armada Area Schools Snow Maintenance Contract 2026/2027

LATE PROPOSALS WILL BE REJECTED

Armada Area Schools will accept sealed bids for:

Snow Maintenance Contract

As described above, ***sealed bids are due no later than 11:00 a.m., Thursday, October 22, 2026***

Bid documents are available at armadaschools.org.

Click the “Our District” tab, then the link to “Support Services”.

The link will read “Snow Maintenance RFP 2026” in the bottom right corner of the page.

Sealed bids should be submitted to; Don Penzien, Custodial and Maintenance Supervisor, Armada Area Schools 74500 Burk St. Armada, MI 48005. The District will not consider or accept a bid received after the date and time specified. Bids will be publicly opened immediately following the close of receiving bids. No oral, email, or telephonic proposals shall be considered.

The Armada Area Schools Board of Education reserves the right to accept or reject any or all bids in whole or in part; or, for reasons of establishing uniformity, delivery time or preference, to award the contract to other than the low bidder.

In compliance with MCL 380.1267, the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, or the superintendent of the district. The bid shall also be accompanied by a sworn and notarized statement disclosing whether the bidder is an Iran Linked Business in compliance with PA 517 of 2012. *The Board shall not accept a bid that does not include these sworn and notarized disclosure statements.*

Bids are to be submitted on our Bid Proposal Form, signed by the bidder, in a sealed envelope clearly marked; ***“Armada Area Schools Snow Maintenance Contract 2026”***. Two (2) copies of the Bid Proposal Form should be addressed to the attention of:

Don Penzien

Custodial and Maintenance Supervisor

Armada Area Schools

74500 Burk St.

Armada MI, 48005



Armada Area Schools Snow Maintenance Contract 2026/2027

Submittal of Bid

Before submitting a bid, bidders shall carefully read all of the specifications in order to avoid omissions or duplications. To ensure a complete project, bidders shall visit the premises, verify site conditions and conditions under which work under the contract must be conducted. To schedule site visits or to address any other concerns please contact the Contract Manager. ***Submission of a bid signifies that the bidder has visited the contract premises, has made examinations and verifications and is fully conversant with all conditions under which the work is to be performed. No claims for additional compensation will be considered or paid to the successful bidder, due to said successful bidders' failure to be so informed.***

Any exceptions to the terms and conditions contained in this RFP, or any other special considerations or conditions requested or required by the bidder must be specifically enumerated by the bidder and submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of this RFP or form of Contract cannot be met by, or in the bidder's opinion should not be applicable to, the bidder. The bidder shall be required and expected to meet the specification and the requirements as a set forth in this RFP, except to the extent exceptions or special considerations or conditions are expressly set forth in the bidders' proposal and those exceptions or special considerations or conditions are expressly accepted by the District. The Owner shall not be responsible for any cost or expense the Contractor incurs in implementing the requirements of this bid document.

Bids shall be submitted in duplicate on forms provided by the District and shall be delivered in a sealed, opaque envelope clearly marked; ***"Armada Area Schools Snow Maintenance Contract 2026"*** to the attention of:

Don Penzien

Custodial and Maintenance Supervisor

Armada Area Schools

74500 Burk St.

Armada MI, 48005



Armada Area Schools Snow Maintenance Contract 2026/2027

INSTRUCTIONS TO BIDDERS

GENERAL CONDITIONS:

Proposal

Furnish materials and labor for “*Snow Maintenance Contract 2026*” according to the attached specifications.

Contract Period

Period year 2026/2027- October 31, 2026 through October 30 , 2027.

Receipt of Bids

Bids will be received at Armada Area Schools Administration Building located at 74500 Burk St. Armada, MI 48005 by **11:00 a.m., Thursday, October 22, 2026**. Bids will be publicly opened at this time. The District will not consider or accept any bid received after the date and time specified for bid submission. No oral, telephonic, or email proposals shall be considered.

Bidders' Qualifications

Bidders shall be able to demonstrate the following:

Shall be a reputable, recognized organization with at least (5) years successful experience on work of this type and scope, of equal or better quality than this project.

Training

Include copies as documentation of your company's training programs. Please submit representative documentation of these programs. Also, please submit copies of licenses held by the person(s) you are planning to apply herbicides and pesticides. ***Copies shall be submitted with bid.***



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Work Schedule

Snow is to be removed before staff/students arrive(6:00 a.m.) on school days.

Other schedules set in coordination with the Custodial and Maintenance Supervisor

Damage Repair

The contractor shall be responsible to repair any damage to the site, which occurs during this contract.

Familial Relationship

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board or the superintendent. The District shall not accept a bid that does not include this sworn and notarized disclosure statement.

Iran Sanctions Act

Each bid must be accompanied by a sworn and notarized statement certifying that the Contractor is not an Iran Linked Business within the meaning of the Iran Economic Sanctions Act, PA 516 of 2012.

Withdrawal of Bids

Any bidder may withdraw his bid at any time prior to the scheduled time for receipt of bids. No proposals may be withdrawn for at least sixty days after the scheduled closing time of the bid.



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Firm Prices

Prices and notations must be typed or in ink. No erasures are permitted. Mistakes may be crossed out and corrections entered and initialed, in ink, by the person signing the proposal.

In the event of a discrepancy between the unit price and the extension, the unit price shall govern. The price inserted must be net including all freight, discounts, rebates, and allowances.

Additions and Deletions

Owner reserves the right to add or deduct item quantities from the original specification as necessary to meet budget and/or to adjust for site conditions.

Safety

Contractor shall take all reasonable precautions for the safety of his/her work, all items or materials to be installed which are in his/her custody, adjacent property, other workmen at the site, and the public. The Contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment and vehicles. The flow of vehicular traffic shall not be impeded at any time. The safety of the Contractor's employees and the public is of prime concern to the Owner, and the Contractor must take all necessary steps to assure proper safety during the performance of the contract. Any bidders that have a history of safety problems or a high incidence of accidents will not be considered for award of a contract.

****Smoking/vaping and/or use of tobacco products in school buildings or on school grounds is prohibited****

Permits



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Contractors are required to apply and pay for any and all permits that may be required from the County, State and any governing agency that may have jurisdiction.

Owner Not Responsible

The Owner shall not be responsible for any cost or expense the Contractor incurs in implementing the requirements of this bid document.

Sole Bidder

If only one bid is received in response to the Invitation to Bid, a detailed cost proposal will be requested of the single bidder. A cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable. The Owner reserves the right to cancel the bid if there is only one bid received. The Owner's decision will be final.

Default

The district may at any time, by written notice to the Contractor, terminate this contract and the Contractor's right to proceed with the work, for just cause, which shall include, but is not limited to the following:

- Failure to make delivery of the supplies, or to perform the services within the time specified herein, or any extension thereof.
- The unauthorized substitution of articles for those bid and specified.
- Failure to make progress if such failure endangers performance of the contract in accordance with its terms.
- Failure to perform in compliance with any provision of the contract.

Standard Performance



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Contractor guarantees the performance of the commodities, goods or services rendered herein in accordance with the accepted standards of the industry or industries concerned herein, except that if this specification calls for higher standards, then such higher standards shall be provided.

Upon notice by the District of Contractor's failure to comply with such standards or to otherwise be in default of this contract in any manner following the Notice to Proceed via Purchase Order, Contractor shall immediately remedy said defective performance in a manner acceptable to Armada Area Schools. Should the District consider the Contractor failing to immediately correct said defective performance, said failure is a breach of this contract and grounds for termination of the same.

In the event of any breach of this contract by Contractor, Contractor shall pay any cost to Armada Area Schools caused by said breach including but not limited to the replacement cost of such goods or services from another contractor.

The District reserves the right to withhold any or all payments until any defects in performance have been satisfactorily corrected. In the event the Contractor is in breach of this contract in any manner, and such breach has not been satisfactorily corrected, the District may bar the Contractor from being awarded any future contracts. All remedies available to the District herein are cumulative and the election of one remedy by the District shall not be a waiver of any other remedy available to the District.

Contract Period, Extensions, Cancellation



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- The contract shall be in effect for the term stated in the specifications.
- The District may opt to extend this contract upon mutual agreement of both parties.
- The District may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.
- All contracts, extensions and cost increases are subject to availability of funds and the approval of the Board of Education.
- The District reserves the right to cancel the contract due to non-appropriation of funds by the District with thirty days written notice.
- At the end of each twelve month period, starting at the date the contract commenced, either party may terminate the contract without cause by giving sixty days written notice of such intention.
- All notices are in effect commencing with the date of mailing. Written notices may be delivered in person or by First Class mail to the last known address.
- If cancellation is for default of contract due to non-performance, the contract may be canceled at any time.

Indemnity and Insurance

If the acts or omissions of the Contractor or its employees, agents or officers, cause injury to person or property, the Contractor shall defend, indemnify and save harmless the District, its agents, officials and employees against all claims, judgements, losses, damages, demands, and payments of any kind to persons or property to the extent



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occasioned from any claim or demand arising there from. The Contractor shall furnish within fifteen (15) working days of the Notice of Award, certificate(s) of insurance providing insurance coverage as follows:

Workers' Compensation Insurance- Covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers' Compensation Act, including Employer's liability of \$500,000.

Commercial Liability Insurance- Including premises and operations, including XCU coverage.

Contractor's protection with limits as follows:

Bodily Injury \$1,000,000/ea \$500,000/ea \$1,000,000 occurrence \$500,000 occurrence

Property Damage \$500,000 occurrence/ \$250,000 occurrence/ or \$500,000 aggregate \$250,000 aggregate.

Bodily Injury/ Property Damage \$1,000,000 CSL \$500,000 CSL

Automobile Liability Insurance- Including owned, non-owned and hired motor vehicles as well as:

Michigan Property Protection Insurance as required by statute. Limits as follows: Bodily Injury if vehicles are required if vehicles are not required for construction work for construction work \$1,000,000/ea \$1,000,000/ea; \$1,000,000 occurrence \$1,000,000 occurrence.

- Property Damage \$300,000 occurrence/ \$300,000 occurrence/ or \$300.000 aggregate \$300,000 aggregate.
- Bodily Injury/Property Damage \$1,000,000 CSL \$1,000,000 CSL



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- The above requirements should not be interpreted to limit the liability of the Contractor under this contract.
- ALL ISSUERS SHALL BE EITHER LICENSED OR AUTHORIZED TO DO BUSINESS IN THE STATE OF MICHIGAN.
- This coverage shall protect the Contractor, its employees, agents, representatives and subcontractors against claims arising out of the work performed.
- THE DISTRICT, ITS OFFICIALS, AGENTS AND EMPLOYEES SHALL BE INCLUDED AS ADDITIONALLY INSURED WITH THE RESPECT TO ALL LIABILITY POLICIES HEREIN, AND SO NOTED IN WRITING ON THE ACTUAL CERTIFICATES.
- It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the contract.

Termination by the District for Convenience

The District may, at any time, terminate the Contract for the District's convenience and without cause.

Opening and Awarding of Bids

Bids will be publicly opened in the Armada Area Schools Board Room, 74500 Burk St. Armada, MI 48005 at **11:00 a.m., Thursday, October 22, 2026 .**

The recommendation for award will be submitted to the Board of Education at the first regular Board of Education Meeting following the bid opening.



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The District reserves the right to accept or reject any/all bids and to make an award of this contract based on each bidder's response to this Request for Proposals and prices for the specified services.

BID PROPOSAL FORM



Armada Area Schools Snow Maintenance Contract 2026/2027

Company: _____ Name: _____

The undersigned certifies that the bid contained meets or exceeds the attached specifications. Include the bond amount in each school's price.

BASE BID: Bidder agrees to perform all Work for Bid Category(ies) as described in the Contract Documents, for the Base Bid(s) stated below.

(Show amount in both words and figures. In case of discrepancy, the amount shown in words will govern.)

PLEASE SUBMIT ANY PRODUCT SPECIFICATION SHEETS WITH BID

To provide labor materials and equipment for as specified/where specified:

NOTE: ALL CATEGORIES MUST BE BID RESPECTIVELY WITH NO EXCLUSIONS OR EXCEPTIONS

BID CATEGORY	WRITTEN DESCRIPTION/AMOUNT(S)	BID AMOUNT IN FIGURES
1.	Light Snow Removal (District) Base Bid: (including bond)_____ \$ _____ _____DOLLARS	
2.	Heavy Snow Removal (District) Base Bid: (including bond)_____ \$ _____ _____DOLLARS	
3.	Salt (District) Base Bid: (including bond)_____ \$ _____/APPLICATION _____DOLLARS/APPLICATION	



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Do you conduct background checks on your employees? _____

Familial Relationship Affidavit included? _____

Iran Linked Business Affidavit included? _____

BID PROPOSAL FORM (continued)



Armada Area Schools Snow Maintenance Contract 2026/2027

TO: **ARMADA AREA SCHOOLS**
74500 BURK STREET
ARMADA, MI 48005-3314

Contract:

BID PACKAGE
ARMADA SCHOOLS
SNOW MAINTENANCE
CONTRACT 2026

Attn: **DON PENZIEN**
CUSTODIAL AND
MAINTENANCE
SUPERVISOR

Contract Manager:

DON PENZIEN
CUSTODIAL AND
MAINTENANCE
SUPERVISOR

My signature certifies that the Proposal as submitted complies with all of the terms and conditions set forth in the Request for Proposal unless specifically enumerated as an exception as part of our Proposal.

Bid Proposal for Category(ies): _____

Company Name: _____

Address: _____

Authorized Signature: _____

Authorized Name (print): _____

Title: _____

Date: _____

Phone Number: _____

Fax Number: _____



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Email: _____

(Show amount in both words and figures. In case of discrepancy, the amount shown in words will govern.)

All applicable taxes and bond costs are included in the above Base Bid and all listed Alternates and Unit Prices.

Contractors agree not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to the employment, because of race, color, religion, natural origin, ancestry, age, sex, height, weight, material status, physical or mental handicap or disability. Contractor required non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2201, *et seq* and the Michigan Handicapper's Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, *et seq* and any breach thereof may be regarded as a material breach of the contract of purchase order.

BASE BID: Bidder agrees to perform all Work for Bid Category(ies) as described in the Contract Documents, for the Base Bid(s) stated above. The Base Bid(s) shall include the cost of Performance and Payment Bonds. For each Bid Category to be bid, include the Base Bid written and in figures, the cost of the Performance Bond and Payment Bond which is included in the Base Bid, written and in figures, and the Bid Category and description. The cost of the Performance Bond and Payment Bond shall be treated as a deduct Alternate should the Owner decide to waive the requirement for the successful Bidder providing same.



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As of the date of submission of the Bid Proposal, Bidder's Workers compensation Experience Modification Rate (EMR) for the state in which the Work is to be performed is ____, ____. Bidder has attached to the Bid Proposal for the OSHA Form 200 / 200S indicating recordable incidence rates for the last calendar year per 6,000 man-hours for the following categories:

1. Total Cases _____
2. Lost Workday Cases _____
3. Non-fatal Cases Without Lost Workdays _____
4. Employee Hours Worked Last Year _____
5. Fatalities in the year (if yes describe below) _____

Has Bidder been cited by state or federal OSHA for any serious or willful violation? If yes, please describe:

Bidder understands that the **Owner** reserves the right to reject any or all Bid Proposals and to waive any informalities or irregularities therein.

Bidder acknowledges receipt of the following Addenda (identify no. and date of each):



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FAMILIAL DISCLOSURE: All bidders must provide the following familiar disclosure in compliance with MCL 380.1267. IT MUST BE INCLUDED, NOTARIZED AND SUBMITTED WITH THIS PROPOSAL FORM, OR THE BID WILL NOT BE READ ALOUD!

By the attached sworn and notarized statement we are disclosing the following familial relationship that exists between the Owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. (The Board, intermediate school Board, or board of directors shall not accept a bid that does not include this sworn and notarized disclosure statement.)

Familial Relationship:

The following are familial relationships as described above (provide employee name, associated family contact, family contact position, and familial relationship.) **SEE ATTACHED AFFIDAVIT OF BIDDER THAT IS SIGNED AND NOTARIZED !!! MUST BE ATTACHED!!!**

Signatures(s) _____ Title _____
_____ Title _____

Name of firm: _____

Business address: _____



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Telephone no.: () _____

This form must be notarized:

Attachment

Affidavit of Bidder Familial Relationship
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List any Familial Relationships:

Bidder:

By: _____

Its: _____

STATE OF MICHIGAN

COUNTY OF _____

This instrument was acknowledged before me on the _____ day of

_____ 2026, by _____

(Print name)

_____ Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

Affidavit of Compliance – Iran Economic Sanctions Act
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The undersigned, the owner or authorized officer of _____ (the “Contractor”), pursuant to the compliance certification requirement provided in the **Armada Area Schools** (the “School District”) Request For Proposal, hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Contractor is awarded a contract as a result of the aforementioned Request For Proposal, the Contractor will not become an “Iran linked business” at any time during the course of performing the Work or any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a Civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

Contractor:

By: _____

Its: _____

STATE OF MICHIGAN

COUNTY OF _____

This instrument was acknowledged before me on the _____ day of

_____, 2026, by _____

(Print name)

_____, Notary Public

_____, County, Michigan

My Commission Expires: _____

Acting in the County of: _____

INSTRUCTIONS AND SPECIFICATIONS

JOB LOCATION



Armada Area Schools Snow Maintenance Contract 2026/2027

Armada Area Schools

Armada, MI 48005

Contract Manager

Don Penzien

dpenzien@armadaschools.org

(586)-784-2143

Contractor guarantees to provide and furnish all equipment, labor, tools, expendable materials and supplies, supervision and other services/materials required to complete in a professional manner snow removal services for the listed sites in accordance with the specifications herein and for the following unit prices:

SPECIFICATION

1. Light Snow Removal- Less than 5 inches of snow
****District will remove snow from all areas not highlighted, including sidewalks***
2. Heavy Snow Removal- More than 5 inches of snow
****District will remove snow from all areas not highlighted, including sidewalks***
3. Salt- Using the District's salt
****Note- Maintenance staff will regularly salt the entire District. This price is for an emergency case.***

PRIMARY CONDITION:

IT IS TO BE CONSIDERED A PRIMARY CONDITION OF THIS CONTRACT, AND GROUNDS FOR DEFAULT, THE CONTRACTOR'S EMPLOYEES ON SITE AT ALL TIMES RESPECT SITE PERSONNEL AND PERFORM IN SUCH A WAY AS TO PRESENT NO PERCEIVABLE HAZARD TO CHILDREN OR SITE PERSONNEL. THIS INCLUDES KEEPING MOTORIZED EQUIPMENT 150' FROM CHILDREN AND SITE PERSONNEL, AND MINIMIZING THE



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DISTURBANCES TO THE FUNCTION OF THE FACILITIES CAUSED BY THE CONTRACTOR'S EQUIPMENT NOISE.

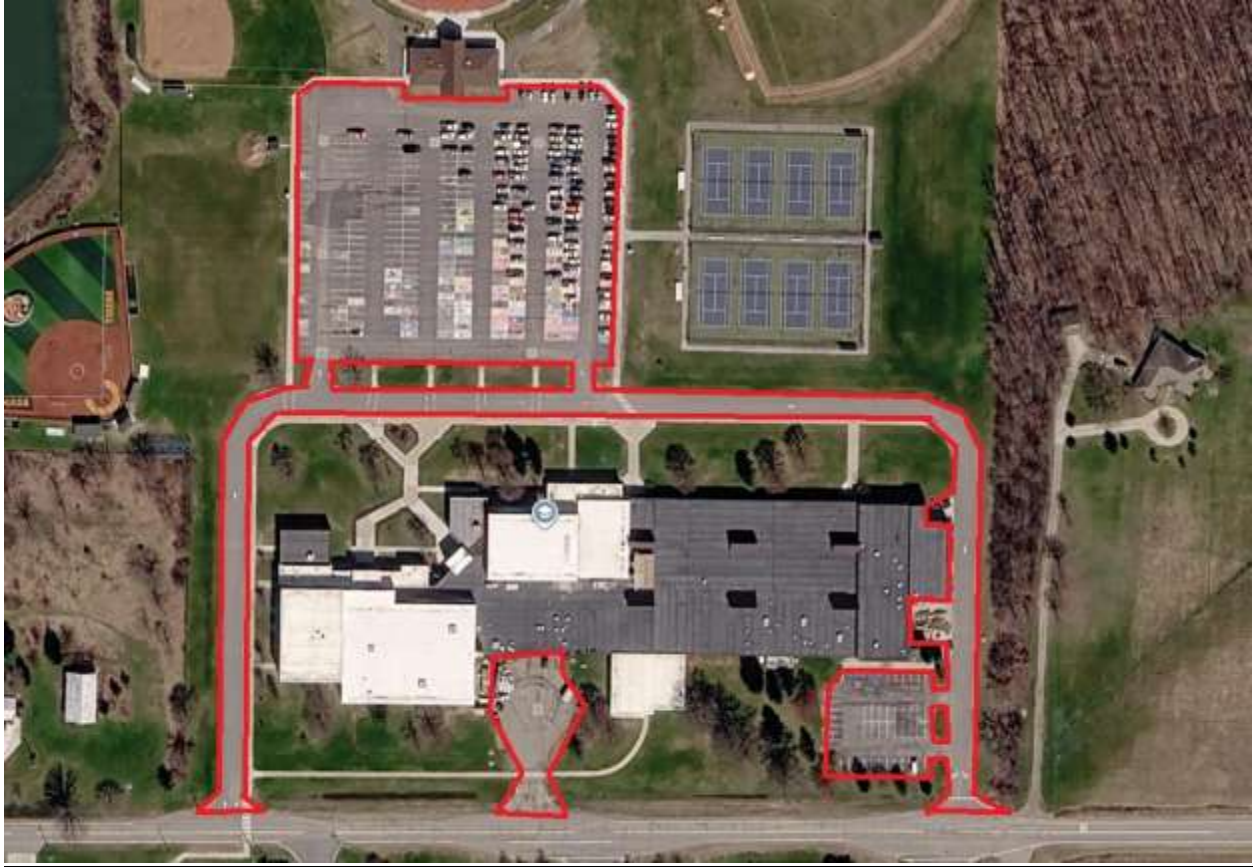
1. Upon accumulations of more than 1 inch, snow is to be removed from all of the areas highlighted in this contract (maps.)
2. Snow is expected to be removed by 6:00 a.m. on school days.
3. Armada Area Schools Maintenance Staff will remove snow from all areas not highlighted on the site maps, including sidewalks.
4. Heavy snow shall be defined as snow accumulation over 5 inches.
5. Light snow shall be defined as snow accumulation less than 5 inches
6. ***Armada Area Schools Maintenance Staff is responsible for salting the entire District.***
7. Locations of excess snow shall be determined by the Custodial and Maintenance Supervisor.
8. Order of plowing:
 - a. Transportation Lot
 - b. High School
 - c. Middle School
 - d. Elementary
 - e. Administration

High School

*All areas inside red lines

A ARMADA AREA SCHOOLS

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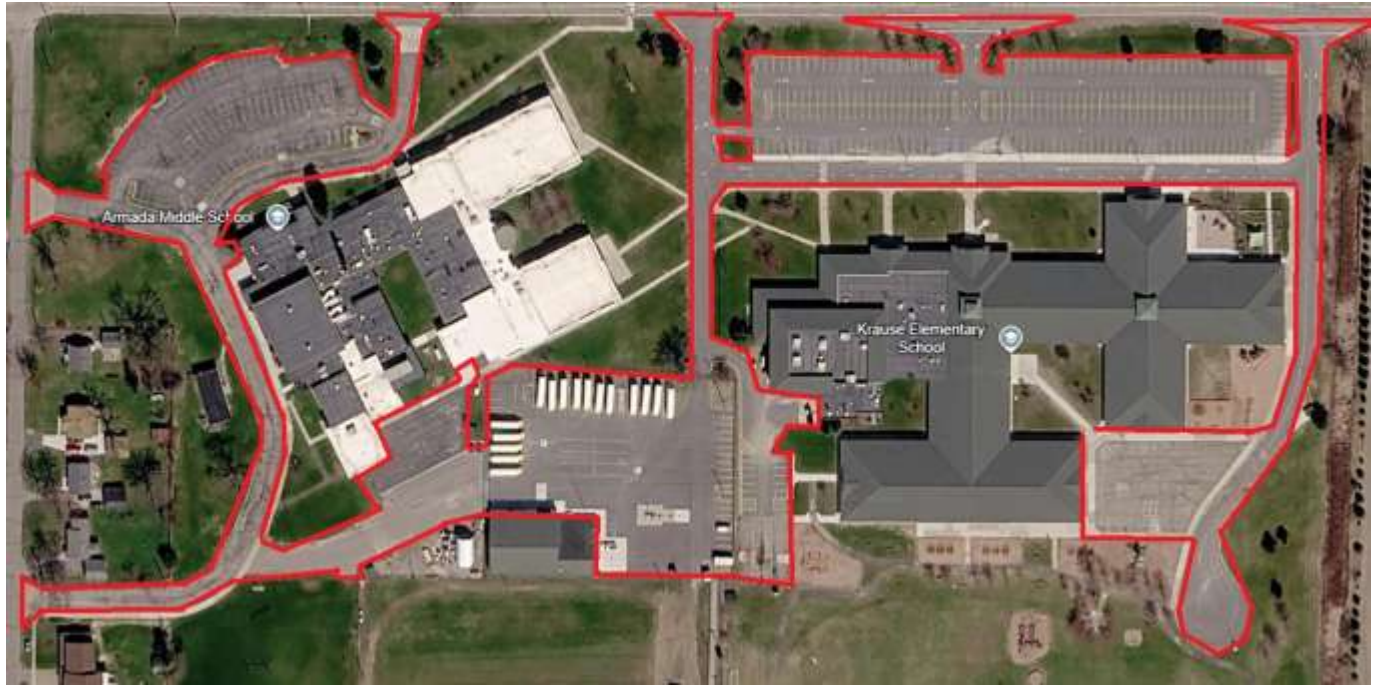


Middle School, Krause and Transportation

*All areas inside red lines

A ARMADA AREA SCHOOLS

Armada Area Schools Snow Maintenance Contract 2026/2027



Administration Building

*All areas inside red lines

A ARMADA AREA SCHOOLS

Armada Area Schools Snow Maintenance Contract 2026/2027

