



**CENTREVILLE PUBLIC SCHOOLS
REQUEST FOR BIDS**

PROJECT: Snow Plowing Services

Bids Due by 3:00 p.m. October 25, 2019

OWNER: Centreville Public Schools

190 Hogan Street

Centreville, MI 49032

INSTRUCTIONS AND PROCEDURES

1. Bids for the snow plow services, as described in the specifications listed on Attachment A, will be accepted until **October 25, 2019 at 3 PM EDT.**
2. Bids will be accepted by mail or by personal delivery to Centreville Public Schools Superintendent's Office located inside the Jr./Sr. High School Building at 190 Hogan Street, Centreville, Michigan 49032
3. Should a vendor elect to mail bids to the Centreville Public Schools Office of the Superintendent, it is the responsibility of the vendor to ensure that the bid is delivered to the Superintendent at 190 Hogan Street, Centreville, Michigan 49032 by the date and time indicated above.
4. All bids must be printed and placed in an opaque envelope with the following plainly marked in the lower left corner of the envelope:
 - a. Text reading "SNOW PLOW SERVICES"
 - b. The name of the bidder
 - c. The date of the bid opening
5. All bids must be addressed to:

Stephanie Lemmer, Superintendent

Superintendent's Office

190 Hogan Street

Centreville, MI 49032

Any bid submitted to the District may be withdrawn prior to the scheduled time for opening bids.

SNOW PLOWING CONTRACTED SERVICES SPECIFICATIONS

Centreville Public Schools requests sealed bids on a per-unit price for Snow Plowing and Removal Services.

1. Minimum specifications are listed on this Attachment A. Each bidder must state immediately below the listed specifications (or on an attached page with reference to the specification line item number)
2. Bidder specifications must be listed in detail to be considered a qualified bidder.
3. Bidder specifications that do not meet or are not comparable to the minimum specifications must be included on a separate list entitled "Bid Specifications Not Met."
4. Centreville Public Schools must take delivery of services on as needed basis.

(Specifications)

1. Snow plowing of all parking lots surrounding the elementary school and jr./sr. high school located at 190 Hogan Street, Centreville, Michigan 49032.
2. Days of snow require the designated areas for plowing to be cleared no later than 6:30 a.m. when staff begin to arrive.
3. Snow piles need to be moved from time to time to ensure that there is appropriate visibility and parking available to families.
4. The district could potentially consider the cost on salting or sanding in certain weather conditions.
5. The Centreville Public Schools Board of Education will consider an optional add on landscaping bid for interested vendors to include the winterizing of bushes, perennials, and annuals and spring clean-up.

The intent of Centreville Public Schools is to purchase snow plowing service for the 2019-2020 School Year.

1. The lump sum bid is to include:

The price per plow job without salt or sand application.

For all Work and Services, a lump sum of:

(\$ _____)

2. The lump sum bid is to include:

The price per plow job with salt or sand application.

For all Work and Services, a lump sum of:

(\$ _____) Salt _____ Sand _____

3. The lump sum bid is to include:

Removal of large piles of snow as needed per time.

For all Work and Services, a lump sum of:

(\$ _____)

OPTIONAL:

4. The lump sum bid is to include:

Landscaping Services to provide trimming of bushes, and perennials and winterization and spring clean up of flower beds surrounding the elementary and jr/sr high school.

For all Work and Services, a lump sum of:

(\$ _____)

BIDDERS NAME _____

Contact Person _____

Telephone _____

Mobile Number _____

Toll-Free Number _____

Fax Number _____

E-Mail _____

Web Site _____

Product Line(s) _____

Mailing Address _____

City, State, Zip Code _____

Bid expiration date _____

Signature of Bidder's representative

Printed Name

Date

**CENTREVILLE PUBLIC SCHOOLS
2019-2020 SNOW REMOVAL
AFFIDAVIT OF NON-COLLUSION**

State of Michigan)

) ss

County of St. Joseph)

_____, being first duly sworn, deposes and says that:

1. He/She is _____ of _____, the Bidder that has submitted the attached Proposal.

2. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal.

3. Such Proposal is genuine and is not a collusive or sham Proposal.

4. Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Proposal or of any other Bidder, or to fix any overhead, profit, cost element of the Proposal price or the Proposal price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Centreville Public Schools, or any person interested in the proposed Contract; and

5. The prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Name and Title)

Subscribed and sworn to before me
this ____ day of _____, 2019.

Notary Public, a Resident of _____ County, MI

Acting in _____ County, MI

My Commission Expires: _____