

OGEMAW COUNTY, MICHIGAN
REQUEST FOR PROPOSALS (RFP)
SNOW REMOVAL AND SALTING SERVICES

Proposal Submission Deadline: October 29th, 2026

Contract Period: 2026-2027 Snow Removal and Salting Services

Ogemaw County is requesting sealed proposals from qualified contractors to provide snow removal, plowing, and salting services for designated County-owned parking lots, sidewalks, and surrounding areas. The selected contractor shall provide all necessary labor, equipment, materials, and supervision to ensure that County facilities remain safe and accessible throughout the winter season.

1. SCOPE OF SERVICES

The selected contractor shall be responsible for snow removal and salting services at designated Ogemaw County facilities in accordance with the following requirements:

A. Snow Accumulation and Plowing Requirements

1. All designated County parking lots shall be plowed when snow accumulation reaches two (2) inches or more.
2. During normal weekdays, all designated parking lots shall be completely plowed and accessible no later than 7:00 a.m.
3. During weekends, the Sheriff's Office and 911 parking areas shall be plowed immediately upon snow accumulation reaching two (2) inches or more, regardless of the time of day or night, to maintain access for emergency personnel and public safety operations.
4. All other designated County parking lots shall be completely plowed and accessible by 7:00 a.m. Monday morning following weekend snowfall.
5. The contractor shall monitor weather conditions and snow accumulation to ensure timely response without requiring notification from the County.
6. Snow removal shall be performed to maintain safe access to parking areas, building entrances, sidewalks, and emergency access routes.

B. Designated Snow Removal Areas

Snow removal services shall include the following County properties and areas:

1. The entire parking lot north of the Veterans Memorial, including the parking area behind the Probation Office.
2. Parking lot areas east and south of the Ogemaw County Building.
3. Old Jail parking lot.
4. Parking lot is located at the corner of Eighth Street and Wright Street.
5. Annex Building parking lot.
6. Ogemaw County Sheriff's Office parking lot.
7. 911 parking areas.
8. All sidewalks adjacent to the designated County parking lots, including pedestrian access areas and walkways leading to County facilities.

C. Snow Placement and Hauling

1. The Ogemaw County Maintenance Department Head shall designate the locations where snow is to be plowed, piled, stored, or hauled.

2. The contractor shall follow all directions provided by the Maintenance Department Head regarding snow placement.
3. No snow shall be hauled or removed from County property without prior approval from the Maintenance Department Head.
4. Any authorized snow hauling shall be coordinated with the Maintenance Department Head before work begins.
5. Snow shall not be piled in locations that obstruct parking spaces, sidewalks, building entrances, emergency access, drainage areas, or visibility for vehicles and pedestrians.

D. Salting and Ice Control

1. The contractor shall provide salting services as needed for all designated parking lots and adjacent sidewalks.
2. Salt shall be applied when necessary to address snow-packed or icy conditions and maintain safe pedestrian and vehicle access.
3. Special attention shall be given to building entrances, pedestrian walkways, emergency access areas, and high-traffic locations.
4. The contractor shall furnish all salt, equipment, labor, and materials necessary to perform the required services.
5. The contractor shall coordinate any unusual ice conditions or additional treatment needs with the Maintenance Department Head.
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2. CONTRACTOR RESPONSIBILITIES

The selected contractor shall:

1. Provide all equipment, labor, fuel, salt, materials, and supervision necessary to perform the services.
2. Maintain equipment in proper operating condition throughout the contract period.
3. Ensure sufficient personnel and equipment are available to meet required snow removal deadlines.
4. Respond immediately to qualifying weekend snowfall at the Sheriff's Office and 911 parking areas.
5. Exercise reasonable care to prevent damage to County property, including curbs, sidewalks, landscaping, signs, and buildings.
6. Report any property damage or unsafe conditions promptly to the Maintenance Department Head.
7. Comply with applicable federal, state, and local laws and regulations.

3. LIABILITY INSURANCE

The successful contractor shall provide proof of liability insurance at the time of contract signing.

The contractor shall maintain adequate commercial general liability insurance throughout the contract period. Insurance documentation shall be submitted to Ogemaw County before commencement of services.

The County reserves the right to require additional insurance documentation and coverage provisions as determined necessary before execution of the contract.

4. PROPOSAL REQUIREMENTS

All proposals shall include the following information:

1. Name, address, telephone number, and contact information of the contractor.
2. Description of the contractor's experience providing commercial or governmental snow removal services.
3. Description of equipment and personnel available to perform the required services.
4. Confirmation of the contractor's ability to meet the required snow removal response times.
5. Proposed pricing for snow removal, salting, and any separately authorized snow hauling.
6. At least three professional references for similar services, if available.

5. PRICING PROPOSAL

Contractors shall provide pricing for the following services:

Service Proposed Cost

Snow plowing per occurrence (2 inches or more) \$ _____

Weekend emergency plowing – Sheriff's Office and 911 \$ _____

Salting parking lots per application \$ _____

Salting of sidewalks per application \$ _____

Sidewalk snow clearing per occurrence, if separately priced \$ _____

Snow hauling, only upon prior approval \$ _____

Optional seasonal contract price \$ _____

Contractors should clearly identify whether their pricing includes all labor, equipment, materials, fuel, and applicable charges.

6. PROPOSAL EVALUATION

Ogemaw County reserves the right to evaluate proposals based on pricing, contractor experience, available equipment, reliability, ability to meet required response times, and the County's overall best interests.

The County reserves the right to reject any or all proposals, waive informalities, and accept the proposal determined to be most advantageous to Ogemaw County, subject to applicable law.

7. CONTRACT ADMINISTRATION

The Ogemaw County Maintenance Department Head shall serve as the primary contact for coordinating snow removal operations, snow placement, salting requirements, and authorizing snow hauling.

Any additional services outside the approved scope of work must receive prior authorization from the County.

8. SUBMISSION OF PROPOSALS

Sealed proposals shall be clearly marked:

"RFP – OGEMAW COUNTY SNOW REMOVAL SERVICES"

Proposals must be submitted by:

Deadline: October 29, 2026

Time: 430 p.m

Submit to:

Ogemaw County Administrator's Office

806 W. Houghton Avenue

West Branch, MI 48661 or zyskf@ocmi.us

9. RESERVATION OF RIGHTS

Ogemaw County reserves the right to accept or reject any or all proposals, request additional information, negotiate contract terms, and award a contract in the best interests of the County. Issuance of this Request for Proposals does not oblige Ogemaw County to award a contract or reimburse any costs associated with preparing or submitting a proposal.

