



**REQUEST FOR PROPOSAL
BID NUMBER
001836**

Wayne County Community College District is seeking proposals from qualified contractors for “2026-2027 District-Wide Snow Removal and Salting.”

A Mandatory Pre-Bid Conference will be held at 10:00 a.m., Wednesday, August 19, 2026, at the following location:

**Wayne County Community College District
Room #218
Curtis L. Ivery Downtown Campus
1001 W. Fort Street
Detroit, MI 48226**

IMPORTANT: Your Company is responsible for knowing about any changes or modifications discussed at the Mandatory Pre-Bid Conference. **This is a Mandatory Pre-Bid Conference; therefore, only those companies in attendance can submit a bid proposal for this project. All bids which do not meet the specifications will be rejected.**

Following the Mandatory Pre-Bid Conference, bids will be received by:

**Wayne County Community College District
ATTN: Akmam Jaigirdar, District Procurement Officer
Curtis L. Ivery District Office
Purchasing Department – 4th Floor
801 W. Fort Street Detroit, MI 48226
Voice: (313) 496-2780 / fax: (313) 961-7693**

FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED

The deadline for receipt of all questions will be Monday, August 24, 2026, at 12:00 p.m.. Email all Questions to Purchasing Department at Procurement@wcccd.edu.

The deadline for receipt of proposals is Tuesday, September 1, 2026, at 2:00 p.m. Indicate on the outside of your (SEALED) envelope your company name, the Bid Number, project name and the deadline.

Information required from Bidders: (NOTE: Items 1 through 7 are required for all bids.)

Please return the following with your submission:

1. Proposal page(s), complete with authorized signature
2. Proof of three (3) years in business
3. Proof of business insurance
4. References (a minimum of three)
5. Addendum to Independent Contractor Agreement (supplied by the College)
6. Financial Statement (required only if your bid is \$50,000.00 or more.)
7. Bid Guarantee (required only if your bid is \$50,000.00 or more.)

REQUIREMENTS IN DETAIL

1) PROPOSAL PAGE

Your bid proposal **must** be submitted on 8.5" x 11" paper; you may submit supporting documentation, etc. but the College reserves the right to dispose of said support (covers, oversize envelopes, etc.) at the completion of the bid.

2) PROOF OF THREE YEARS IN BUSINESS

Any company submitting a bid must show proof of being in business for at least three (3) years. The proof of three years in business must be supplied by the company submitting the bid and cannot be submitted by an umbrella company or a company previously operated by the principle agents. Proof of 3 years in business can be a copy of a three-year-old document bearing the company's name. These documents may include Articles of Incorporation, bank statement, licenses, telephone bill, etc.

3) PROOF OF BUSINESS INSURANCE

Your company must be insured and possess the proper amounts of liability, workman's compensation, auto, etc., required by law. Please include a copy of your certificate with your bid. The contractor must be licensed to do business in the State of Michigan. The contractor's insurer must be one which is acceptable to the College. Insurance must be kept in force for the term of the contract; the retro-date must stay the same.

4) REFERENCES

References shall consist of a minimum list of clients (three) presently serviced by your company, for whom you perform the same or similar service(s), and a contact person with current phone number at each establishment.

5) ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT

This document, supplied by the College, is required with most bids. This states that the contractor and employees including subcontractors **are not** employees of the College.

6) FINANCIAL STATEMENT – Must be submitted with BIDS OF \$50,000.00 OR MORE.

A financial statement covering the latest complete business cycle is required.

7) BID GUARANTEE

A certified check, bank cashier's check or bid bond equal to **five percent (5%)** of your total base bid is required for each bid; the items should be made payable to **Wayne County Community College District**. A bid bond shall be issued by a bonding company licensed to transact business in the locality.

The successful bidder's bid guarantee will be retained until he has entered into a contract with the College. The College reserves the right to hold the bid guarantee of the next two bidders until the successful bidder has entered into a contract with the College, or for a period of sixty (60) days, whichever time elapses first. Bid guarantees of all other bidders will be returned to them as soon as possible after the bid opening.

Should a bidder fail to enter into a contract with the College within ten (10) days, after his bid is accepted, his bid guarantee will be **forfeited** to the College as liquidated damages but not as a penalty.

A performance Bond and Labor and Material Bond for (100%) of the contract may be required for construction projects.

OTHER INFORMATION

ADDENDA

Addenda will be mailed, faxed or delivered to all who are known by WCCCD to have a complete set of bid documents. No addenda will be issued later than ten (10) hours prior to the bid opening date except for addenda withdrawing the bid or postponing the bid opening date.

EXPLANATION OF BID DOCUMENTS

Any bidders requesting clarifications or corrections to bid documents must put their requests in writing via an email to WCCCD Purchasing Department, Purchasing Email: Procurement@wcccd.edu **All questions must be received by Monday, August 24, 2026 at 12:00 Noon.**

BIDS EXCEEDING \$50,000.00

If the combined total of your bid on this package is \$50,000.00 or above, it is **MANDATORY** that all information requested in the previous section titled “Information Required from Bidders” be included in your bid package at the time of the bid opening to insure that your bid be considered.

WITHDRAWAL OF BIDS

Any bidder may withdraw his bid, either personally or by written request, at any time prior to the hour set for the bid opening. No bid may be withdrawn or modified later than the time set for opening unless and until the award of contract is delayed for a period exceeding sixty (60) days.

SUBMISSION OF FORMS

Proposals must be submitted on forms furnished by the College (if provided); forms may be requested in duplicate. Attachment(s) may be made to clarify or supplement the College form(s). Please note that outsized attachments and other supplemental submissions may be disposed of at the completion of the bid process.

TERMS

The College’s terms are net 30, unless otherwise negotiated

ACCEPTANCE OF BID PROPOSAL(S)

The College reserves the right to reject any or all bids; the College may waive any informalities or irregularities in bid proposals submitted during the bidding process. The College also reserves the right to award the contract to other than the lowest bidder and reserves the right to award snow/salt services for each campus individually to one or more service contractors.

Sealed bids may be submitted prior to the closing date in an envelope clearly marked with the **company name, bid number, title of the project and the date and time it is due.**

The College accepts no responsibility for bids, which do not meet the deadline because they were improperly labeled.

“LOWEST RESPONSIBLE BIDDER”

The lowest responsible bidder shall be based upon the following criteria: (1) purchase price; (2) the reputation of the vendor and of the vendor's goods or services; (3) the quality of the vendor's goods or services; (4) adequate financial resources for performance; (5) the extent to which the goods or services meet the College's needs; (6) the vendor's past relationship with the College; (7) adequate experience, organization and technical qualifications, skills and facilities; (8) ability to comply with the required timeline for delivery of services or goods; (9) a satisfactory record of integrity, judgment and performance; (10) submission of complete bid requirement.

**MANDATORY FORM – AFFIDAVIT OF BIDDER REGARDING FAMILIAL
RELATIONSHIPS**

ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT

This will confirm that I have informed Wayne County Community College District that I meet the four basic tests used by the General Accounting Office to determine whether a true separate business entity exists which permits the College to engage me as an independent contractor.

Those four basic tests are:

- 1. I have a principal place of business other than furnished by the College. I understand that a home does not qualify as a separate place of business unless it qualifies as a deduction of certain expenses in connection with business use of the home.**
- 2. I maintain a separate set of books and records that reflect all items of income and expenses at my business.**
- 3. I have the risk of suffering a loss as well as the opportunity of making a profit, and;**
- 4. I hold myself out in my own name / Company name as self-employed and make my services generally available to the public.**

In addition to meeting the above basic tests, I have read and understand the twenty-factor test set forth by the Internal Revenue Service at Rev Rul 87-41, 1987 which is used to determine whether an individual is an independent contractor, I generally meet the requirements, and hereby certify to Wayne County Community College District (WCCCD) that I am an independent contractor in accordance with the Internal Revenue Service twenty-factor test included therein.

Name of Independent Contractor

Name of Firm (if applicable)

Employer Identification Number

Date

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GENERAL REQUIREMENTS

The following general requirements shall apply in performing the contract work unless otherwise stated in the contract documents.

- All work shall be performed by skilled tradespersons in a workmanlike manner and in accordance with industry standards and the best practices of the trade.
- Unless otherwise specified, all equipment/materials used shall be new and of quality and type suitable for the intended use as specified. WCCCD and its Program Manager shall be the sole judge of the quality of the work performed and the equipment/materials used in performing the required work.
- The contractor must include all miscellaneous materials, parts and equipment necessary to complete the job in a manner which meets acceptable trade practices and applicable codes. All work (labor and materials) shall be warrantied and/or guaranteed for a minimum of one year (12 months) after completion of the work.
- **All labor, travel, proposed work hours and construction activities must be coordinated and scheduled with WCCCD.**
- The contractor shall exercise caution and be held responsible for working around the areas where foot traffic occurs and insure that proper life/safety precautions are adhered to per the industry standard.
- All questions shall be directed to the Purchasing Department via email at Procurement@wcccd.edu on or before Monday, August 24, 2026 at 12:00 Noon.
- **WCCCD reserves the right to accept and/or reject any and all bids as it deems in its best interest.**

SCOPE OF WORK

SNOW SERVICES 2026-2027

Wayne County Community College District (WCCCD) is requesting snow removal and salting services as a **flat rate** for:

1. All WCCCD locations as one bid
2. Separate bids by WCCCD location as identified below (A-F):

A. WCCCD CURTIS L. IVERY CENTRAL EDUCATION COMPLEX includes:

The Curtis L. Ivery Central Administration Building (CLI-CAB)

801 West Fort St.

The Curtis L. Ivery Downtown Campus (CLI-DT)

1001 West Fort St.

The Curtis L. Ivery Health and Wellness Education Center (CLI-HWEC)

971 West Fort St.

Detroit, MI 48226

B. NORTHWEST CAMPUS/CURTIS HOUSE/OLD NORTHWEST PROPERTY

8200 West Outer Drive – Detroit, MI. 48219

8551 Greenfield Road – Detroit, MI. 48228

C. DOWNRIVER CAMPUS/MIPSE CENTER/MILLENIUM HOUSE

21000 Northline Road

Taylor, MI 48180

D. TED SCOTT CAMPUS

9555 Haggerty Road

Belleville, MI. 48111

E. EASTERN CAMPUS

5901 Conner Avenue

Detroit, MI 48213

F. THE MARY ELLEN STEMPFLE UNIVERSITY CENTER
THE MARY ELLEN STEMPFLE CENTER FOR LEARNING TECHNOLOGY

DAVITA CENTER

THE DOLLAR TREE

19305 Vernier Road

19191 Vernier Road

19265 Vernier Road

19233 Vernier Road

Harper Woods, MI. 48225

The removal of snow in each area will cover:

1. All entrance and exit ways

2. Where new sidewalk concrete has been installed, calcium chloride is to be used (This includes the CLI Central Administration Building, CLI Downtown Campus & the CLI Health and Wellness Education Center)
3. All driveway locations
4. Parking lots and approach areas do not pile snow in center of the lot.
 - a. Plow it completely off the lot. Also, do not block sidewalk crossings with snow
5. Receiving area lots (Dock areas must be cleared)
6. All shop access lots and associated areas
7. Building entryways, sidewalks, including partially covered areas

All areas must be salted where snow has been removed, sidewalks included.

- o The CONTRACTOR/S is required to walk the campus grounds with the Facility Director or a WCCCD designee to review areas to be covered under the contract.
- o When there is dusting to half an inch of snow, CONTRACTOR/S will place the appropriate salting material at the/their designated locations. Half an inch or more of snow the CONTRACTOR/S will plow and salt accordingly to maintain clean and safe walkways, parking lots and entry ways.
- o In the event of snow, freezing rain, sleet or ice in our parking lots, entryways, and/or walkways, CONTRACTOR/S will salt accordingly throughout each location to maintain safe conditions.
- o During the Holiday season (Thanksgiving, Christmas/New Year's Day; potentially November through first week of January), plowing and/or salting will be completed even though the college may be closed.
- o Lawn and/or lawn edge repair must be completed where landscaping is damaged by snow plowing. Repairs must be completed prior to the lawn cutting season which begins the first week of April. Example of damages: holes and/or gouges caused by wheels, tires, shovels, blades, etc. Large salt piles that result in damage to the grass must be repaired by the CONTRACTOR/S.

ADDITIONAL REQUIREMENTS

- o Snow and ice removal operations are to take place PRIOR to school hours (6 A.M.) for any accumulated snowfall. For continuous snow/ice storm conditions, the CONTRACTOR/S will be responsible for clearing snow and salting to maintain clean and safe conditions.
- o All snow removal equipment, material and supplies shall be provided by the CONTRACTOR/S. No sub-contractors are to be used at any College location. No heavy duty equipment shall be allowed on the sidewalks or entryways. CONTRACTOR/S must own or lease all equipment. No equipment or supplies will be allowed to be stored on site.

- o The CONTRACTOR/S shall provide the name, address and phone number of the person responsible for snow removal operations. This person shall be available on a 24-hour/on call basis for the duration of this contract. The CONTRACTOR/S must have sufficient staff to perform lot plowing as well as sidewalk cleaning simultaneously.
- o CONTRACTOR/S must have each invoice for work performed signed by a designated WCCCD campus employee (campus facilities department admin) on the day that the work is performed or as soon as practically possible thereafter.
- o Billing invoices must be submitted on a monthly basis to faoc@wcccd.edu
- o Billing invoices will not be paid unless one of these authorized signatures are obtained.
- o CONTRACTOR/S must include purchase order number on the submitted invoice.

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PROPOSAL PAGE (Scope 1)

PROPOSAL PAGE

Insert Company Name _____

Company Address _____

City _____ State _____ Zip Code _____

Authorized Company Signature _____

Print Name _____

Title _____

Email Address: _____

Phone number _____

Fax Number _____

YEAR 1 GRAND TOTAL \$ _____
(Grand Total for Entire Project Area)

YEAR 2 GRAND TOTAL \$ _____
(Grand Total for Entire Project Area)

YEAR 3 GRAND TOTAL \$ _____
(Grand Total for Entire Project Area)

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PROPOSAL PAGE (Scope 2)

(SCOPE 2A, 2B, 2C, 2D 2E, 2F)

<u>Cost Location (Scope 2A)</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Custis L. Ivery Central Administration Bldg. Curtis L. Ivery Downtown Campus Curtis L. Ivery Health & Wellness Center	\$ _____	\$ _____	\$ _____

<u>Cost Location (Scope 2B)</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Northwest Campus/Curtis House and Old Northwest Property	\$ _____	\$ _____	\$ _____

<u>Cost Location (Scope 2C)</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Downriver Campus MIPSE Center and Millenium House	\$ _____	\$ _____	\$ _____

<u>Cost Location (Scope 2D)</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Ted Scott Campus	\$ _____	\$ _____	\$ _____

<u>Cost Location (Scope 2E)</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Eastern Campus	\$ _____	\$ _____	\$ _____

<u>Cost Location (Scope 2F)</u>	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Mary Ellen Stempfle University Center/Center for Learning Tech Davita Center The Dollar Tree	\$ _____	\$ _____	\$ _____

ARTICLE II INSURANCE

- 1) **Workman's Compensation Insurance** - The CONTRACTOR must maintain, during the life of its employees. The CONTRACTOR shall also take out and maintain during the life of the contract insurance in amount that adequately protect itself from damage claims (over and above those covered by its regular compensation insurance) resulting from injuries to any of its employee.

- 2) **Public Liability and Property Damage Insurance** – The CONTRACTOR shall maintain, during the life of the contract, public liability and property damage insurance (including damage claims arising from operations under the contract) whether such operations be by himself or by any subcontractor or by anyone directly employed by either of them. All liability insurance required herein shall be under comprehensive general and automobile bodily injury and property damage from policy.

CONTRACTOR'S LIABILITY INSURANCE

Bodily Injury
Personal Injury
Property Damage

WORKER'S COMPENSATION

Each Person
Employer Each Occurrence

AUTOMOBILE INSURANCE

Each Person
Each Occurrence

PROPERTY DAMAGE

Each Occurrence
