



**Ravenna Public Schools
12322 Stafford Street
Ravenna, MI 49451**

Request for Proposals

Snow Plowing Services

Three (3) Year Contract

Voluntary Alternate: Combined Lawn Care and Snow Removal

Issue Date October 16, 2026

Ravenna Public Schools (the "School District") is desirous of receiving proposals for Snow Plowing Services for the School District. The purpose of this request for proposals for Snow Plowing Services is to obtain sealed proposals from professional and qualified vendors who can provide Snow Plowing Services in accordance with the terms and conditions of this RFP. The School District may select one or more qualified vendors to proceed with the negotiation process from those submitted Proposals. Past experience will also be judged through the reference of each entity.

This RFP also invites vendors to submit a Voluntary Alternate Bid for a combined Seasonal Lawn Care and Snow Removal contract, as described in Section IV(G). Submission of the Voluntary Alternate is optional and will not affect the evaluation of the base Snow Plowing Services Proposal.

SCHOOL DISTRICT PROFILE

The School District operates six (6) buildings, which include an early childhood center, elementary, middle school, high school, transportation, and an administrative building.

PROPOSAL SUBMISSION DEADLINE AND REQUIREMENTS

The Due Date for submission of Proposals in response to this RFP is:

Friday, October 30, 2026 at 12:00 noon Local Time (the "Due Date")

All Proposals must be delivered to Ravenna High School on or before the Due Date as follows:

Ravenna Public Schools
Attn: Brian Zilka, Director of Operations
Ravenna High School
2766 S. Ravenna Rd.
Ravenna, MI 49451

All Proposals must be marked "Snow Plowing Services" in the lower left hand corner of the Proposal package.

Oral, E-Mail or Facsimile Proposals will not be accepted. Any Proposals received after the Due Date listed above will not be accepted or considered and will be made available to the respective vendor, unopened, for pick-up at the vendor's sole expense.

On the Due Date at 12:00 noon, all timely submitted Proposals shall be publicly opened and dated at Ravenna High School. Any interested parties may attend. No immediate decision will be rendered.

Proposals must be presented in the format requested. Proposals not submitted in the prescribed form may be rejected at the sole discretion of the School District. Vendors are to provide three (3) hardcopies of any Proposal within the sealed package.

The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all

Proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFP process or any Proposal, and the right to award the contract to other than the lowest bidder. The School District reserves the right to award the base Snow Plowing Services contract, the Voluntary Alternate, or neither. The School District reserves the right to request additional information from any or all bidders. All Proposals shall be considered firm for ninety (90) days after Due Date for Proposals.

CONTRACT TERMINATION

Either party may terminate the contract resulting from this RFP, with or without cause, by providing written notice to the other party at least thirty (30) days before the effective date of termination.

The School District may terminate the contract immediately upon written notice if the vendor fails to perform the services as specified and does not correct the failure within forty-eight (48) hours of written notice from the Director of Operations.

Upon termination, the vendor shall be paid only for services satisfactorily performed through the effective date of termination. For the annual fixed price, payment shall be prorated based on the number of pushes performed in that plowing season relative to the twenty-five (25) pushes included. These termination provisions apply equally to the base Snow Plowing Services contract and the Voluntary Alternate.

Requests for clarification or questions on bidding procedures or specifications may be directed to Brian Zilka, Director of Operations by e-mail at bzilka@ravennaschools.org. All requests for clarification or questions must be submitted on or before **October 23, 2026 at 12:00 noon**. All questions and requests for clarification must be submitted via email. Oral questions will not be accepted. All e-mailed questions and responses will be e-mailed to each vendor who submitted an e-mail address.

From the issue date of this RFP until a vendor is selected and the selection announced, a prospective vendor shall not communicate about the subject of this RFP or a vendor's Proposal with the School District, its Board of Education, or any individual member, administrators, faculty, staff, students, or employees, except for Brian Zilka, Director of Operations.

The School District intends that all vendors shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a vendor shall be effective unless confirmed by written communication contained in an addendum to this RFP, a request for clarification/question or other written response thereto, or in the Proposal.

A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to its Proposal or this RFP.

Each vendor certifies that their Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same

subject matter and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

The following outlines the information that must be provided by each vendor and the required format for its Proposal. Any Proposal not providing the required information, or not conforming to the format specified, may be disqualified on that basis. Proposals must: (i) demonstrate an understanding of the scope of services desired under this RFP; (ii) describe the services, including the features of each, proposed by the vendor; and (iii) include all necessary information to enable the School District to thoroughly evaluate each vendor's overall experience, expertise, qualifications and ability to deliver the services in accordance with the requirements and obligations of this RFP. Each Proposal shall also include any other information or explanations that the vendor feels is/are significant with respect to the School District making an informed decision relative to its Proposal.

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I. General Vendor Information

The following items are of interest to the School District concerning each vendor. As a quality business relationship is important, each vendor should include anything else it feels the School District should understand about its company and/or Proposal. Please answer the following questions if they are applicable. If not, please indicate with a "N/A" response.

- A. What is the legal name of your company?
- B. Please state the number of years your company has been in business.
- C. Are you a subsidiary, affiliate, or franchise? If yes, what is the name of your parent company?
- D. What are the headquarters' location address and relevant phone numbers?
- E. What is the company ownership structure?
- F. How many employees do you have locally?
- G. Outline the insurance coverage you carry.
- H. Provide Federal tax identification number.
- I. Describe all past and present lawsuits or legal actions that your company has had in the past three years. Also, please state whether these actions have had a material effect on the financial condition of your company.
- J. Has your company filed for "Chapter 11" within the past five years? If yes, how will this affect your ability to provide service?
- K. What kind of geographical classification applies to your company?
 - i. Local: (i.e., operates only one city)
 - ii. Regional: (i.e., operates only in one geographical location)
 - iii. Multi-Regional: (i.e., in more than one region but not national)
 - iv. National: (i.e., provide services across the U.S. only)

II. Organizational Structure and Philosophy

- L. How is your organization structured locally and how does this structure support your ability to provide the services you are proposing?
- M. What differentiates your organization from your competition?
- N. Describe your customer satisfaction guarantees of the services in your Proposal.

III. Staffing

- O. How many Service Staff and plow-equipped vehicles do you have in the local area?
- P. Please attach an organizational chart of your support teams for the School District, locations, indicate their names, titles, telephone numbers, areas of responsibility, years of experience

in the industry, current organizations each team member is providing service to and years with your company.

- Q. Describe your plan for backup equipment and personnel in the event of equipment breakdown or staff unavailability during a snow event.

IV. Scope of Work and Service Specifications

This contract covers three (3) plowing seasons of Snow Plowing Services for all applicable areas of Ravenna Public Schools. Service areas are identified in the maps included as Appendix F. The awarded vendor shall provide all necessary labor, equipment, and materials to fulfill the scope below.

A. Contract Term and Plowing Season

- i. The contract term shall cover three (3) plowing seasons: 2026-2027, 2027-2028, and 2028-2029.
- ii. Each plowing season is defined as November 1 through March 31. Service for the 2026-2027 season shall begin upon contract award.
- iii. Should snow events occur outside the defined season, the School District may request service at the per-push rate listed in Appendix E.

B. Plowing Services (Pushes)

- i. The annual contract price shall include twenty-five (25) pushes per plowing season.
- ii. A "push" is defined as one complete plowing of all designated areas shown in Appendix F.
- iii. A push shall be performed automatically, without a call from the School District, whenever snow accumulation reaches two (2) inches or more. A push shall also be performed whenever the Director of Operations contacts the vendor to request service.
- iv. During continuous or heavy snowfall, the automatic push described in subsection iii shall be performed once per snow event. Any additional pushes during the same snow event shall be performed only at the direction of the Director of Operations, who will determine the number and timing of pushes based on forecasted totals, the school schedule, and site conditions. The vendor shall not perform additional pushes for each further two (2) inches of accumulation without that direction. Each complete plowing of all designated areas counts as one push.
- v. Pushes beyond the twenty-five (25) included in the annual price shall be billed at the per-push rate listed in Appendix E.
- vi. Unused pushes shall not carry over to the following plowing season.

C. Timing and Priority

- i. On any day that school is in session, the Transportation facility and bus routes into and out of it shall be cleared by 5:30 a.m. The awarded vendor will be provided exact details of the Transportation facility areas to be plowed.
- ii. On any day that school is in session, all remaining designated parking lots, drives, and bus loops shall be cleared by 7:00 a.m.
- iii. Areas shall be plowed in the following priority order: (1) Transportation facility, (2) bus loops and main building entrances, (3) staff and visitor parking lots, (4) all remaining designated areas.
- iv. On weekends, school breaks, and days school is closed, plowing shall be completed as directed by the Director of Operations, including before scheduled athletic or community events.
- v. Snow shall be piled only in locations that do not block storm drains, fire lanes, hydrants, sidewalks, building entrances, or driver sight lines. The Director of Operations will identify approved pile locations during the pre-season walk-through.

D. Site Protection and Damage

- i. Vendor shall conduct a pre-season site walk-through with the Director of Operations before the start of each plowing season.
- ii. Vendor shall install and remove plow stakes or markers along curbs, islands, and turf edges as needed.
- iii. Vendor shall be responsible for repairing any damage to curbs, pavement, turf, signs, light poles, fencing, or other School District property caused by its operations. Turf damage shall be repaired by May 15 following each plowing season.

E. Communication and Documentation

- i. Vendor shall maintain a service log for each push, including date, start and finish times, and areas serviced.
- ii. Service logs shall be submitted with each invoice.
- iii. Vendor shall provide a contact reachable 24 hours a day during the plowing season and shall coordinate all scheduling with the School District's Director of Operations.

F. Service Area Maps

- i. See Appendix F for maps identifying all areas included under this contract. The maps are visual approximations only. The vendor shall plow each designated area in its entirety, as described in Appendix F.

G. Voluntary Alternate: Combined Seasonal Lawn Care and Snow Removal

Vendors may, at their option, submit a Voluntary Alternate Bid for a combined contract covering both Snow Plowing Services (Sections IV(A) through IV(F) above) and Seasonal Lawn Care Services (described below). The Voluntary Alternate is not required. Proposals that do not include it will not be penalized.

1. Requirements for the Voluntary Alternate

- i. Vendors submitting a Voluntary Alternate must also submit a complete base Snow Plowing Services Proposal and Bid Sheet (Appendix E).
- ii. Voluntary Alternate pricing shall be submitted on Appendix G.
- iii. The School District may award the base contract, the Voluntary Alternate, or neither, in its sole discretion.

2. Voluntary Alternate Contract Term

- i. The combined contract shall cover three (3) contract years. Each contract year runs November 1 through October 31.
- ii. Year 1: November 1, 2026 through October 31, 2027 (lawn care begins with the April 2027 mowing season).
- iii. Year 2: November 1, 2027 through October 31, 2028.
- iv. Year 3: November 1, 2028 through October 31, 2029.

3. Regular Weekly or Bi-Weekly Mowing and Edging

- i. Mowing of all designated areas shall be performed once or twice per week (see Appendix H maps for detailed breakdown) throughout the mowing season, defined as April 1 through October 31.
- ii. All grass clippings shall be mulched or removed from hard surfaces (sidewalks, driveways, parking lots) following each service.
- iii. Edging shall be performed along all sidewalks, curbs, driveways, building foundations, and other hard surfaces twice per mowing season.
- iv. Mowing height shall be appropriate for turf type and season; vendor shall advise the School District on recommended heights.
- v. Vendor shall provide their own fuel, equipment, and consumables.

4. Start-of-Season and End-of-Season Cleanup

- i. Vendor shall perform a complete start-of-season and end-of-season cleanup each contract year.
- ii. Cleanup shall include removal of leaves and debris from all designated lawn areas.
- iii. All materials shall be removed from School District property.

5. On-Demand Athletic Field Mowing

- i. The School District requests on-demand mowing service pricing for the Football Field, Softball Field, and Baseball Field.
- ii. On-demand mowing shall be available throughout the athletic season upon request. The School District will provide reasonable advance notice of at least 48 hours whenever possible.
- iii. Athletic field mowing shall be priced separately per field per visit (see Appendix G).

6. Lawn Care Scheduling Restrictions

- i. On any day that school is in session, all mowing and lawn care activity shall not begin before 9:00 a.m.
- ii. On designated state testing days or other days requiring an extended quiet period, all mowing and lawn care activity shall not begin before 2:30 p.m. The Director of Operations will provide advance notice to the vendor when this restriction applies.

7. Lawn Care Service Area Maps

- i. See Appendix H for maps identifying all lawn care areas included under the Voluntary Alternate.

8. Combined Billing

- i. The annual combined price for lawn care and snow plowing shall be billed as a single total, paid in equal installments over each contract year.
- ii. Installments shall be paid monthly, in twelve (12) equal payments per contract year.
- iii. Pushes beyond the twenty-five (25) included and on-demand athletic field mowing are not part of the installments and shall be invoiced separately as performed, with supporting service logs.

V. Other Financial Considerations

R. Please provide pricing for the following scenarios (base bid, required):

- i. Three (3) year contract: annual fixed price for snow plowing including twenty-five (25) pushes per plowing season, for each of Year 1, Year 2, and Year 3
- ii. Per-push pricing for pushes beyond the twenty-five (25) included, for each contract year

S. Voluntary Alternate pricing (optional):

- i. Three (3) year combined contract: annual fixed price for snow plowing (including twenty-five (25) pushes per season) and once or twice weekly mowing (see Appendix H maps), start-of-season and end-of-season cleanup, and two rounds of edging, for each of Year 1, Year 2, and Year 3
- ii. Per-push pricing beyond twenty-five (25) pushes under the combined contract
- iii. On-demand per-visit pricing for the Football Field, Softball Field, and Baseball Field

T. What are your acceptable forms of payment?

VI. References

U. Please provide at least two references where you have provided similar products/services to clients. References from school districts or other public entities are preferred.

VII. Required Attachments

V. Please provide the following:

- i. Familial Relationship Disclosure Form (Appendix A)
- ii. Affidavit of Compliance: Iran Economic Sanctions Act (Appendix B)
- iii. Certificate of Liability Insurance (Appendix C)
- iv. Organization Charts (Appendix D)
- v. Snow Plowing Services Bid Sheet (Appendix E)
- vi. Voluntary Alternate Bid Sheet (Appendix G), if submitting the Voluntary Alternate
- vii. Terms and Conditions
- viii. W-9 Form

Appendix A: Familial Relationship Disclosure Form

All Bidders must complete the following familial disclosure and attach this information to the bid.

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exist between the owner or any employee of the bidder and any member of the Ravenna Public Schools Board of Education, Superintendent, School Director or Principal. Ravenna Public Schools will not accept a Proposal that does not include this sworn and notarized disclosure statement.

Disclose any familial relationship and complete the form below in its entirety:

The following are familial relationships as described above (provide employee name, family contact name, family contact position and familial relationship or NONE.)

Signature(s): _____

Title: _____

Name of firm: _____

STATE OF MICHIGAN)

) SS

COUNTY OF _____)

On this _____, 20____, before me a Notary Public in and for said county, personally appeared _____, agent of the said firm _____ and who acknowledged the same to be his free act and deed as such agent.

Notary Public

AFFIDAVIT OF COMPLIANCE: IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in the Ravenna Public Schools' (the "School District") Request for Proposals For Snow Plowing Services (the "RFP"), 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 will not become an "Iran linked business" at any time during the course of performing 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:

Name of Contractor

By: _____

Its: _____

Date: _____

STATE OF _____)

) ss.

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20__, by _____.

_____, Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of: _____

Appendix C: Certificate of Liability Insurance

Appendix D: Organization Charts

Appendix E: Snow Plowing Services Bid Sheet

All bids are due by Friday, October 30, 2026 at 12:00 noon Local Time

Name of Company _____

Address _____

Number of years that you have provided this type of service _____

(Please provide references)

Annual Contract Pricing (Three-Year Contract)

Service	Year 1 (2026-2027)	Year 2 (2027-2028)	Year 3 (2028-2029)
Annual price, snow plowing with 25 pushes included	\$ _____	\$ _____	\$ _____
Per push, beyond 25	\$ _____	\$ _____	\$ _____

I agree to abide by all of the provisions stated in the specifications if awarded the "Snow Plowing Services" contract by Ravenna Public Schools.

Date: _____

Company: _____

Signature: _____

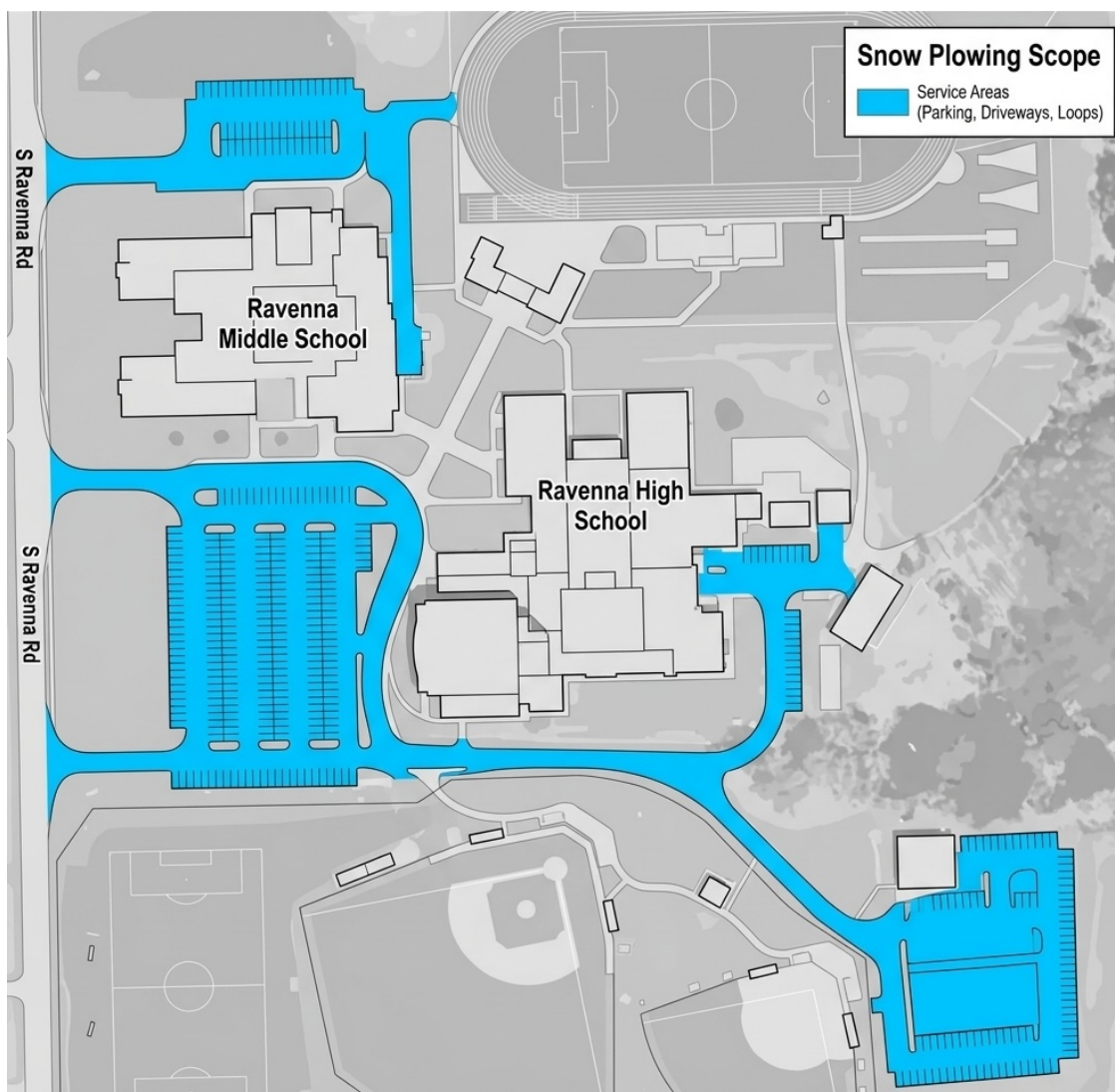
Title: _____

Appendix F: Snow Plowing Service Area Maps

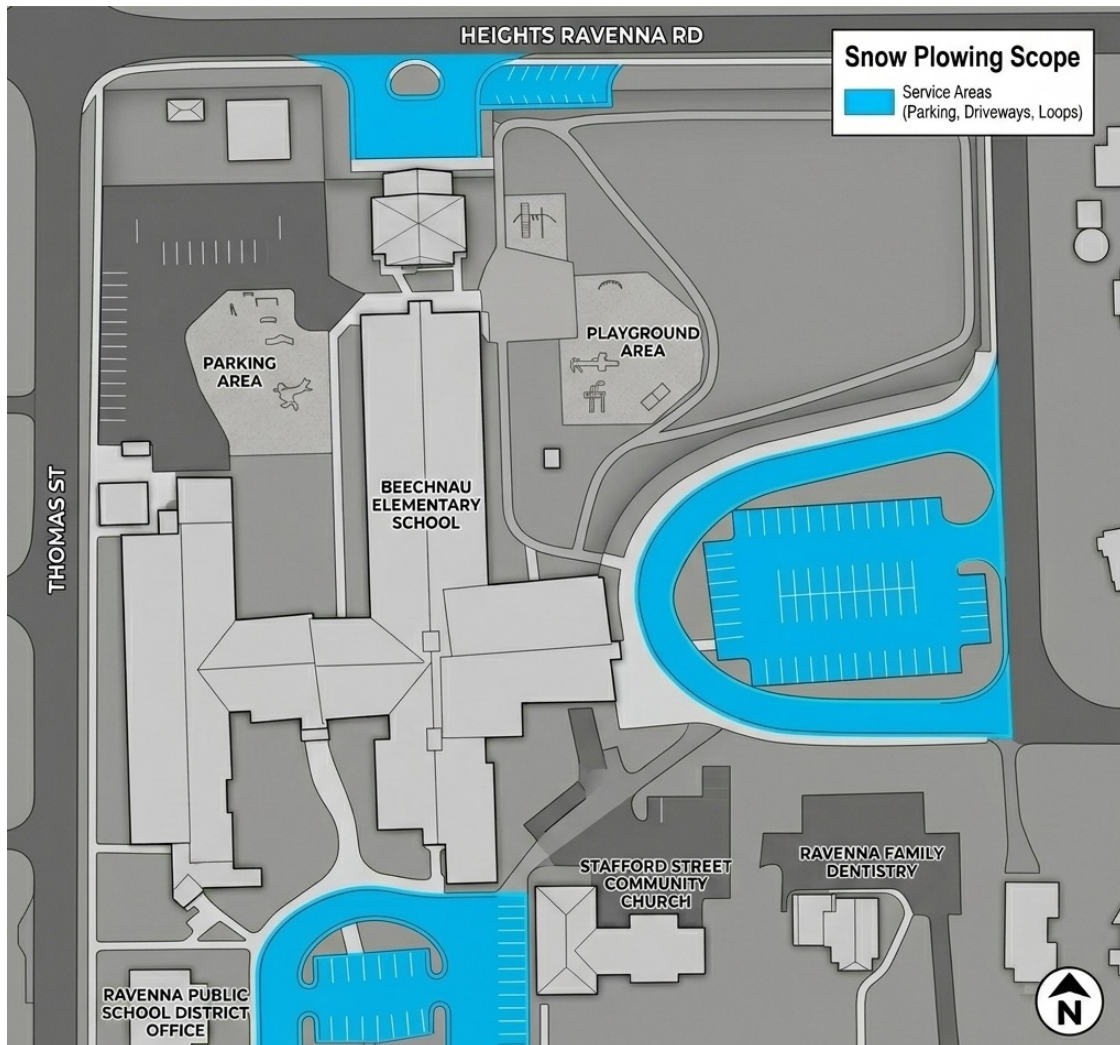
Areas shaded in blue (parking lots, driveways, and loops) are to be plowed.

Map Accuracy: These maps are visual approximations provided to show the general plowing areas for bidding purposes. They are not to scale or survey-accurate, and the shading may not fully cover every edge, corner, entrance, approach, or connecting section of a parking lot, driveway, or loop. The vendor shall plow each designated area in its entirety, including all edges, corners, entrances, and connecting drives, whether or not those portions are fully shaded on the map. Any question about whether a specific area is included shall be resolved by the Director of Operations, whose determination shall be final.

Map 1: Ravenna Middle School and Ravenna High School



Map 2: Beechnau Elementary School and District Office



Appendix G: Voluntary Alternate Bid Sheet (Combined Lawn Care and Snow Removal)

Optional. Vendors submitting this sheet must also submit Appendix E.

All bids are due by Friday, October 30, 2026 at 12:00 noon Local Time

Name of Company _____

Annual Combined Contract Pricing (Three-Year Contract, November 1 through October 31)

Service	Year 1 (Nov 2026 - Oct 2027)	Year 2 (Nov 2027 - Oct 2028)	Year 3 (Nov 2028 - Oct 2029)
Annual combined price: snow plowing with 25 pushes, once or twice weekly mowing (see Appendix H), twice annual clean-ups, and edging	\$ _____	\$ _____	\$ _____
Per push, beyond 25	\$ _____	\$ _____	\$ _____
Football Field, per visit	\$ _____	\$ _____	\$ _____
Softball Field, per visit	\$ _____	\$ _____	\$ _____
Baseball Field, per visit	\$ _____	\$ _____	\$ _____

Billing: The annual combined price will be paid in twelve (12) equal monthly installments per contract year (see Section IV(G)(8)).

I agree to abide by all of the provisions stated in the specifications if awarded the "Combined Lawn Care and Snow Removal" Voluntary Alternate by Ravenna Public Schools.

Date: _____

Company: _____

Signature: _____

Title: _____

Appendix H: Lawn Care Service Area Maps (Voluntary Alternate Only)

Areas circled in yellow to be mowed once per week.

Areas circled in purple are to be mowed twice per week.

Areas circled in red are Athletic fields.

