ROSE TOWNSHIP
9080 Mason Street
Holly, MI 48442
Phone: 248-634-7551

RE: Request for Snow Plowing and Ice Management Invitation to Bid – 2026–2027 Season

Dear Contractor,

Rose Township is requesting bids from qualified contractors for snow plowing and ice management services for the upcoming winter season. Enclosed is the proposed Snow Plow Contract outlining the locations, services, and requirements for this work.

Please review the contract carefully and submit your bid, including all requested pricing and information.

Bid Submission Deadline: Thursday, November 5, 2026, at 12:00 noon.

All bids must be received at the Rose Township Office, 9080 Mason Street, Holly, MI 48442, by the deadline. Late submissions may not be considered.

The Township Board intends to review the bids and award the contract at its meeting on **Monday, November 9, 2026**.

Insurance Requirements: If the contract is awarded to your company, all required insurance documentation must be provided to Rose Township before work begins. This includes the applicable certificates of insurance and any additional coverage or documentation required under the contract.

Please ensure your bid includes the requested pricing for snow removal and ice management, along with any other information required by the enclosed contract.

Thank you for your interest in providing services to Rose Township. We appreciate your time and look forward to reviewing your proposal.

Sincerely,

Brad Stilwell
Rose Township Supervisor
Phone: 248-634-7551 ext. 1
Cell: 248-384-1106
Email: supervisor@rosetownship.com

ROSE TOWNSHIP

SNOW REMOVAL AND SALTING SERVICES CONTRACT

1. SERVICE LOCATIONS

1. **Rose Township Hall:** 9080 Mason Street, Holly, MI 48442
2. **Old Town Hall:** 204 Franklin Street, Holly, MI
3. **Rose Center Cemetery:** 8895 Milford Road, Holly, MI 48442
4. **Beebe Cemetery:** 9795 Fish Lake Road, Holly, MI 48442
5. **Dearborn Park:** Parking lot
6. **Rose Parks:** Parking lot

2. TOWNSHIP CONTACT INFORMATION

- Township Supervisor: 248-384-1106
- Supervisor Office: 248-634-6889
- Steve McGee: 248-467-0078
- Steve McGee Office: 248-634-0290
- Township Office Hours: Monday through Thursday

3. CONTRACTOR INFORMATION

Contractor Name: _____

Business Address: _____

Phone Number: _____

Email Address: _____

Contract Term: From _____ to _____

This contract is between Rose Township ("Township") and the contractor listed above ("Contractor") for snow removal, salting, and ice control at the locations listed in this agreement.

The Contractor shall provide all necessary labor, equipment, vehicles, fuel, and materials to complete the required services.

4. SERVICES AND PRICING

Location 1: Rose Township Hall

Address: 9080 Mason Street, Holly, MI 48442

Snow Removal — Price Per Service

Areas to be cleared:

- Parking lot
- Handicap-accessible ramp and approaches
- Sidewalk to the basement door
- Front entrance and access

Price per service: $_____

Salting and Ice Control — Price Per Application

Areas to be treated:

- Parking lot
- Handicap-accessible ramp and approaches
- Sidewalk to the basement door
- Front entrance and access

Price per application: $_____

Location 2: Old Town Hall

Address: 204 Franklin Street, Holly, MI

Snow Removal — Price Per Service

Areas to be cleared:

- Parking lot
- Handicap-accessible ramp and approaches
- Back entrance and access
- Front entrance stairs and access

Price per service: $_____

Salting and Ice Control — Price Per Application

Areas to be treated:

- Parking lot
- Handicap-accessible ramp and approaches
- Back entrance and access
- Front entrance stairs and access

Price per application: $_____

The Contractor shall give special attention to ramps, stairs, entrances, and walkways to help maintain safe access.

Service may be required on weekdays, Saturdays, Sundays, and holidays, depending on weather and building use. The Contractor shall coordinate with the Township Supervisor or designated representative when additional service is needed.

Location 3: Rose Center Cemetery

Address: 8895 Milford Road, Holly, MI 48442

- Plowing is required only when snowfall reaches 3 inches or more.
- Service is limited to the gravel driveway.
- No salting, ice control, sidewalk clearing, or other cemetery work is included.
- The Contractor shall use care to prevent damage to the driveway and surrounding property.

Price per qualifying plowing service: $_____

Location 4: Beebe Cemetery

Address: 9795 Fish Lake Road, Holly, MI 48442

- Plowing is required only when snowfall reaches 3 inches or more.
- Service is limited to the gravel driveway.
- No salting, ice control, sidewalk clearing, or other cemetery work is included.
- The Contractor shall use care to prevent damage to the driveway and surrounding property.

Price per qualifying plowing service: $_____

Location 5: Dearborn Park

Service Area: Parking lot

- Plowing is required only when snowfall reaches 3 inches or more.
- Service is limited to the parking lot.
- No salting or ice control is included.
- The Contractor shall use care to prevent damage to the parking lot and surrounding property.

Price per qualifying plowing service: $_____

Location 6: Rose Parks

Service Area: Parking lot

- Plowing is required only when snowfall reaches 3 inches or more.
- Service is limited to the parking lot.
- No salting or ice control is included.
- The Contractor shall use care to prevent damage to the parking lot and surrounding property.

Price per qualifying plowing service: $_____

Important: The 3-inch snowfall requirement applies to both cemeteries and both parks. Salting is not permitted or included at these four locations.

The Contractor shall list each service location and the work performed on every invoice. Snow removal and salting shall be billed separately.

5. SERVICE HOURS AND DEADLINES

Rose Township Hall

When weather conditions require service, the parking lot, accessible ramp, sidewalk to the basement door, and front entrance must be cleared and treated as needed by **8:00 a.m.**

The Contractor shall determine whether plowing, salting, or both are necessary to provide safe access.

Old Town Hall

The Contractor shall provide snow removal and salting as needed to maintain safe access to the parking lot, accessible ramp, back entrance, and front entrance stairs.

Service may be required on weekdays and weekends, including Saturdays and Sundays. The Township's regular office hours do not eliminate the need for authorized weekend service.

Monthly Township Board Meetings

Township Board meetings are held on the second Wednesday of each month at 6:00 p.m.

The Contractor shall check Rose Township Hall before each meeting and provide any necessary snow removal or salting to maintain safe access to the parking lot, accessible ramp, basement sidewalk, and front entrance.

Additional service at Old Town Hall for meetings or other scheduled activities shall be coordinated with the Township.

Additional Winter Weather Service

At Rose Township Hall and Old Town Hall, the Contractor shall provide additional service when reasonably necessary due to continued snowfall, drifting, freezing rain, refreezing, or icy conditions.

The 3-inch snowfall requirement and no-salting restrictions remain in effect for the cemeteries and parks.

6. ACCESSIBILITY AND PUBLIC SAFETY

The Contractor shall give priority to accessible ramps, entrances, stairs, sidewalks, and pedestrian access areas at both Township halls.

The Contractor shall:

- Clear snow from accessible ramps and approaches.
- Apply salt or approved ice-control materials as needed at the two halls.
- Avoid leaving snow piles or ridges that block entrances or accessible routes.
- Return as needed during continuing winter weather to address new snow or ice.

The Contractor shall make reasonable efforts to maintain safe access under prevailing weather conditions.

No salting or ice-control work is allowed at either cemetery or either park parking lot.

7. PROPERTY PROTECTION

The Contractor shall use reasonable care to prevent damage to Township property, including:

- Buildings, foundations, curbs, and pavement.
- Parking lots and gravel driveways.
- Accessible ramps, railings, sidewalks, and stairs.
- Signs, light poles, landscaping, and drainage structures.
- Cemetery grounds, park property, and parked vehicles.

Snow shall not be piled where it blocks entrances, accessible routes, drainage, visibility, emergency access, or cemetery driveways.

The Contractor is responsible for damage caused by negligence, improper equipment operation, or failure to use reasonable care. Any damage shall be reported to the Township promptly.

End-of-Season Gravel Restoration

Before lawn-care season begins, the Contractor shall return to the gravel areas serviced under this contract and rake or move displaced gravel back into the designated driveway or parking areas.

This work is included in the contract price and shall be completed at no additional charge. Gravel shall not be left scattered across lawns or landscaped areas.

8. CONTRACTOR RESPONSIBILITIES

The Contractor shall:

1. Perform all work professionally and safely.
2. Meet the service deadlines and requirements in this contract.
3. Maintain equipment in safe working condition.
4. Follow applicable laws and safety requirements.
5. Maintain appropriate commercial general liability and automobile liability insurance and provide proof upon request.
6. Notify the Township promptly if severe weather, equipment failure, or other circumstances delay service.

7. Report property damage or hazardous conditions discovered while working.
8. Follow all snowfall thresholds and restrictions for each location.

The Contractor shall coordinate directly with the Township Supervisor regarding scheduling, weather conditions, service completion, and additional service needs.

Township contact information is provided in Section 2.

9. WEATHER CONDITIONS

The Contractor shall make reasonable efforts to meet service deadlines during winter weather.

The Township understands that severe weather and continued snowfall may affect conditions after service is completed. The Contractor shall use reasonable professional judgment to maintain safe access at the two Township halls.

At Rose Center Cemetery and Beebe Cemetery, plowing is limited to gravel driveways when snowfall reaches 3 inches or more.

At Dearborn Park and Rose Parks, plowing is limited to parking lots when snowfall reaches 3 inches or more.

No salting or ice-control service is permitted at either cemetery or either park parking lot.

10. INVOICING AND PAYMENT

The prices entered in Section 4 shall remain in effect for the contract term unless changed in writing and approved by the Township.

Each invoice must include:

- Date of service.
- Location serviced.
- Type of work performed.
- Areas serviced.
- Separate snow removal and salting charges, as applicable.
- Total amount due.

Invoices for cemetery and park services must confirm that snowfall reached 3 inches or more.

Additional charges not listed in this contract must be approved in advance by the Township's authorized representative.

Payment shall follow the Township's established invoice review and payment procedures.

11. INSURANCE AND RESPONSIBILITY

The Contractor shall maintain appropriate commercial general liability and automobile liability insurance throughout the contract term and provide proof of coverage upon request.

To the extent permitted by Michigan law, the Contractor shall be responsible for claims, damages, losses, and expenses resulting from the Contractor's negligence, willful misconduct, or breach of this contract.

Nothing in this contract requires either party to assume liability prohibited by law.

12. TERMINATION

Either party may terminate this contract by providing at least 30 days' written notice.

The Township may terminate the contract sooner for a material breach, repeated failure to provide required services, failure to maintain insurance, or other substantial performance concerns, subject to applicable notice and correction requirements.

The Township shall pay for authorized services properly completed through the termination date.

13. ENTIRE AGREEMENT

This contract and its completed pricing schedule constitute the agreement between Rose Township and the Contractor for the services described at all six locations.

Changes to pricing or service requirements must be made in writing and approved by the Township's authorized representative.

This contract is subject to any required Township Board approval and applicable purchasing procedures.

14. ACCEPTANCE AND SIGNATURES

By signing below, both parties agree to the terms, service requirements, restrictions, and pricing in this contract.

ROSE TOWNSHIP

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

CONTRACTOR

Contractor/Business Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

ROSE TOWNSHIP RECORDS

Board Approval Date, if required: _____

Board Motion or Resolution Reference: _____

Contract Filed By: _____

Date Filed: _____