



Request for Proposal (RFP)

Snow Removal and Ice Management Services – 630 Magnum Drive NE, Kalkaska

RFP Issue Date: July 15, 2026

Proposal Due Date: August 31, 2026

Contract Term: November 1, 2026 – April 30, 2026

1. Introduction

Great Lakes Energy is soliciting proposals from qualified contractors to provide **snow removal and ice management services** for designated properties located in Kalkaska, MI. The objective is to ensure safe, accessible, and compliant conditions during winter weather events.

2. Scope of Services

The selected contractor will provide all labor, equipment, materials, and supervision necessary to perform the following services:

2.1 Snow Removal

- Plowing of parking lots, driveways, and access roads
- Clearing of sidewalks, walkways, stairs, and entryways
- Snow clearing around loading docks and emergency exits
- Hauling/removal of accumulated snow when required and agreed upon by Great Lakes Energy point of contact

2.2 Ice Management

- Application of salt, sand, or approved de-icing products
- Pre-treatment services prior to forecasted storms
- Monitoring of refreeze conditions
- Use of environmentally responsible products where possible

2.3 Trigger Depth & Response

- Snow removal to be initiated at 2 inches of accumulation
- Repeated service during prolonged storms
- Completion timelines as snowfall/icing allows
 - Completion prior to start of business @ 6:30am on weekdays
 - GLE provides critical services to the public and requires priority during storm events as they happen
 - During business hours as snowfall/icing occurs – garages/yards do not close for weather events

2.4 Service Areas

- Provide services at the following locations:
 - 630 Magnum Drive NE, Kalkaska, MI 49646
 - Site maps included with snow removal and snow storage areas defined
 - Snow removal/ice management within marked red areas
 - Snow storage within marked blue areas



3. Service Level Expectations

- Maintain safe and accessible conditions at all times
- Ensure ADA compliance for sidewalks and entrances
- Avoid damage to property, landscaping, and structures. Any damage caused is to be reported to Great Lakes Energy and is the responsibility of the awarded bidder.
- Provide 24/7 availability during winter season
- Respond to urgent service calls within 2 hours
- Spring clean-up of salt/sand residue, damage to lawn/landscaping or other property damage that occurs during the snow/ice removal process

4. Contractor Requirements

4.1 Qualifications

- Minimum 5 years of snow removal experience
- Proven experience with commercial properties
- Adequate staffing and equipment capacity

4.2 Insurance Requirements

Contractor must provide certificates of insurance, including:

- General Liability: \$5,000,000
- Workers' Compensation: \$1,000,000

4.3 Equipment

- List of available plows, loaders, blowers, and spreaders



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- Backup equipment plan for breakdowns

4.4 Personnel

- Trained and experienced operators
- Supervisor assigned to account
- Communication protocol during storm events

5. Proposal Requirements

Proposals must include:

5.1 Company Information

- Company name and address
- Contact person and contact details
- Years in business and relevant experience

5.2 Approach and Methodology

- Snow removal strategy
- Response times and availability
- Staffing plan
- Equipment deployment approach
- Storm monitoring and communication process

5.3 Pricing Structure

Provide detailed pricing, including:

- Per push (per visit) pricing
- Per sanding/salting visit
- Seasonal fixed-rate pricing (if available)
- Rates for additional services such as hauling of excessive snow amounts when storage areas overflow
- Salt/de-icing material costs
- Emergency service rates
- Discounts for multiple-year commitments

5.4 References

- At least 3 references with similar scope of work preferred

6. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications
- Responsiveness and service approach
- Pricing and cost structure
- Equipment and staffing capacity
- References and past performance

7. Contract Terms

The selected contractor will be required to:

- Enter into a formal service agreement
- Meet all insurance and compliance requirements
- Adhere to agreed service level standards
- Participate in seasonal kickoff and post-season review meetings

8. Submission Instructions



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Proposals must be submitted by:

- **Due Date:** September 4, 2026
- **Submission Method:** email to rfp@glenergy.com
- **Contact Person:**
 - Daryl Desloover
 - ddesloover@glenergy.com
 - 231 675 0553

Late submissions may not be considered.

9. Additional Information

- Site visits may be scheduled upon request
- Questions must be submitted by August 28, 2026

10. Terms and Conditions

Great Lakes Energy reserves the right to:

- Accept or reject any or all proposals
- Request additional information
- Negotiate terms with selected vendors
- Cancel or modify this RFP at any time