

**CITY OF SAULT STE. MARIE**  
**ECONOMIC DEVELOPMENT CORPORATION &**  
**LOCAL FINANCE DEVELOPMENT AUTHORITY**  
REQUEST FOR PROPSAL  
SNOW REMOVAL SERVICES - INDUTRIAL INCUBATOR BUILDING &  
SMARTZONE BUILDING  
**B-44-23**

The City of Sault Ste. Marie will receive sealed bids in the office of the City Clerk, City Hall - 225 East Portage Ave., Sault Ste. Marie, Michigan 49783, for Snow Removal for Industrial Building.

Sealed bids will be publicly opened on **Wednesday, October 18, 2023, at 3pm** in the City Clerk's office.

To order bid documents or for questions regarding the bidding process please contact the City Clerk's Office at (906) 632-5715 or visit [www.saultcity.com](http://www.saultcity.com).

The City reserves the right to reject any and all bids and to waive irregularities in bids and to accept any bids which in the opinion of the City Commission may be most advantageous to the City of Sault Ste. Marie and in accordance with the City's "Award Process" and other bidding documents.

**ROBIN R. TROYER MMC, DEPUTY CITY MANAGER**

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**Nature of Work**

A contractor is desired to perform services of snowplowing and sidewalk clearing for the Industrial Incubator Building and the SmartZone Building. The work will involve snowplowing of parking lot when accumulation reaches a depth of 2" or more, and snow removal is necessary. The work will also involve snow removal from sidewalks when accumulation reaches 2" or more. Parking lots and sidewalks are to be sanded and/or salted when necessary. The contractor will be responsible for providing all equipment and manpower necessary to perform the work. All services must be completed by 7:00am local time on any given day.

**Location of Work**

Industrial Incubator located at 1301 West Easterday Avenue, Sault Ste. Marie, Michigan 49783

- All of the parking lot located on the west end of the Industrial Incubator Building and all of the loading area located on the south side of the building, approximately 41,260 square feet in total.
- Sidewalk leading from the parking lot to the front doors of the building and exit door adjacent to parking lot.

SmartZone Building located at 2345 Meridian Street, Sault Ste. Marie, MI 49783

- All of the parking lots located on the north and south sides of the SmartZone building approximately 31,919 square feet in total.
- Sidewalk adjacent to the parking lot leading to the front doors of the building.

**Proposals**

Proposals for the above project must be received by 3:00pm local time on Wednesday, October 18, 2023, at the City Hall Clerks Office, 225 East Portage Ave, Sault Ste. Marie, MI, 49783. Proposals should be marked "Snow Removal for Industrial Building."

Proposals must contain per price removal, hourly rate for loader to remove snow if necessary, and price for salt/sand if needed. The contract will be for a three-year period which includes the 2023-2024, 2024-2025, and 2025-2026 winter seasons.

Bidders should be aware that the City is the owner of the Industrial Incubator Building. This contract will be awarded and administered by the Sault Ste. Marie Economic Development Corporation, the Manager of the Industrial Incubator Building.

Bidders should be aware that the City is the owner of the SmartZone Building. This contract will be awarded and administered by the Sault Ste. Marie Local Development Finance Authority, the Manager of the SmartZone Building.

**Insurance Requirements**

Insurance requirements must be met as required by the City of Sault Ste. Marie. Insurance requirements must be on file before work is to begin. Please see the City's Clerk office for detailed requirements.

The City of Sault Ste. Marie Economic Development Corporation and the Sault Ste. Marie Local Finance Development Authority reserve the right to reject any and all bids, and to award the project on the basis of the best interest of both parties.