



CITY OF HASTINGS, MICHIGAN

REQUEST FOR PROPOSALS (RFP)

FOR

Downtown Sidewalk Snow Removal & De-Icing 2026- 2029

PROCUREMENT NAME: Downtown Sidewalk Snow Removal & De-Icing

RFP ISSUE DATE: September 16, 2026

PROPOSAL DUE DATE: October 7, 2026

Requests for Proposals and related documents may be obtained during normal business hours from the City Clerk/Treasurer's office located in Hastings City Hall at 201 East State Street, Hastings, MI 49058.

OVERVIEW OF THE PROCUREMENT PROCESS

The City of Hastings is employing a formal proposal or bid process in this procurement. All General and Specific Terms and Conditions as described below apply. Potential vendors who receive copies of this RFP will be notified of any addendum to the RFP and provided an equal opportunity to comply with all specifications.

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NOTE: The documents provided as attachments and exhibits are not exhaustive or presumed to be complete and are provided for reference only

A. GENERAL TERMS AND CONDITIONS

1. The City of Hastings assumes no responsibility of any kind or nature for any costs incurred by any potential vendor in the preparation of a response to this RFP. This applies to and includes any costs of delivery a Proposal timely.
2. The City of Hastings reserves the exclusive, unencumbered right to:
 - a. Cancel, revise, or amend the RFP;
 - b. Reject any proposal or bid or all proposals or bids submitted in response hereto in whole or in part;
 - c. To waive any irregularities in any proposal or bid;
 - d. To award the whole or part of the work or goods that are the subject of this RFP to that offeror whose proposal or bid is, as determined in the sole discretion of the City, to be in the best interest of the City considering such factors as it may deem pertinent.
3. Sealed proposals or bids must be received on or before **October 7, 2026** at the office of the City Clerk/Treasurer. Date and time will be recorded on delivery. Deadline is for physical delivery to the specified location; postmarks or other indicators of sending or delivery will not be accepted.

Proposals or bids are to be delivered to:

City of Hastings
Office of the City Clerk/Treasurer
201 East State Street
Hastings, MI 49058

4. Any questions regarding the RFP must be submitted before **September 30, 2026**. If necessary, an addendum to the RFP will be provided to all holders of the RFP of record.
5. No proposal or bid may be withdrawn for a period of sixty (60) days after the opening of the proposals or bids except as provided in the RFP.
6. Proposals must be submitted in accordance with the instructions and requirements contained in this RFP. Failure to do so may result in the proposal or bid being considered non-responsive and it may be rejected. An offeror must promptly notify the Office of the City Clerk/Treasurer of any ambiguity, inconsistency, or error, which may be discovered upon examination of the RFP. An offeror requesting clarification or interpretation of this RFP should contact the **Assistant City Manager Hana Jaquays** at (269) 945-6006.

7. Proposals should demonstrate the offeror's successful experience in providing the services and/or items requested by this RFP.
8. Proposals must state whether any of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the City of Hastings or has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting there from. If so, the complete name and address of each such person and their connection to the City of Hastings must be disclosed in the response.
9. Any proposal submitted shall be deemed conclusive assurance that the proposer does not discriminate in any manner against any class of protected persons under federal or state law. This includes non-discrimination on the basis of gender, race, national origin, age, and other categories specified by law. Non-discrimination applies to consideration for employment and services.
10. Proposals must explicitly and completely describe and present all components of the price proposed for work or goods. The City of Hastings is exempt from State of Michigan Sales and Use Taxes.
11. Ownership of all data, materials, and documentation originated and prepared for the City pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with the Michigan Freedom of Information Act.
12. No information regarding the contents of responses to the RFP will be released prior to award. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
13. Any interpretation, correction, or change of the RFP will be made by an addendum. Interpretations, corrections, or changes to this RFP made in any other manner will not be binding and offerors must not rely upon such interpretations, corrections, or changes. The City Clerk/Treasurer will issue Addenda. Addenda will be emailed, faxed, or mailed to all known recipients of the RFP.
14. The City may make investigations to determine the ability of the offeror to perform or supply the services and/or items as described in this RFP.
15. The successful offeror must comply with all applicable City, State, and Federal laws, codes, provisions, and regulations.
16. Responses to this RFP must be in the prescribed format.
17. The City may request additional information, clarification, or presentations from any of the offerors after review of the proposals received.

18. The City has the right to use any or all ideas presented in reply to this RFP, subject only to the limitations regarding proprietary/confidential data of offeror.
19. Only the City will make news releases or other public announcements pertaining to this RFP or the proposed award of a contract.

B. SPECIFIC TERMS AND CONDITIONS

1. General Information/Background

The City of Hastings Downtown Development Authority (DDA) is seeking qualified contractors to provide professional snow removal and ice management services along the sidewalks within the identified area (See attached map). Services must ensure safe, accessible, and well-maintained sidewalk and pedestrian areas throughout the winter season.

The snow removal and ice management services contract will be for a three (3) year term beginning November 1, 2026 through April 1, 2029. The contract will contain an option to cancel should the successful bidder not meet the snow removal and ice managements terms as outlined in the bid and contract.

The award of this proposal is contingent upon approval by the Downtown Development Authority Board.

2. Specific or Technical Requirements of the Work or Goods

The contractor shall be required to provide service on weekends and holidays, as well as regular business days.

Plowing

The contractor shall provide snow plowing, snow removal, and ice management services for sidewalk areas identified in the downtown district (Attached Map) each morning that a fresh accumulation of snow, more than 1" in depth, covers the surface at 5:00AM EST or at such additional times at the discretion of the Assistant City Manager.

Identified areas shall be cleaned prior to 7:45 a.m. on days of snow events or the next morning prior to 7:45 a.m. after a daytime snow event.

Bidders may use blades, shovels, or rotary broom equipment to remove snow. Equipment used on sidewalks will not exceed 3,200 lbs. combined (total machine weight) with accessories. If broom equipment is used, care shall be taken to direct snow and debris away from vehicles, buildings, and pedestrians.

Snow and snow piles will be cleared prior to special downtown events regardless of snowfall events. Dates will be provided to successful bidder prior to event.

Removal and Hauling

Snow will be plowed and removed after every snow event. Hauling of snow may occur between 12AM – 5AM.

The Hastings Downtown Development Authority and City of Hastings agrees to allow the successful contractor to store snow in the following locations:

- The majority of snow may be stored at the parking lot at Bliss Riverfront Park along State Street Road

See enclosed map for exact location of snow storage areas (indicated in orange).

Ice Management

The contractor will apply salt, brine, or other approved de-icing materials to maintain safe pedestrian conditions.

The contractor will monitor and address refreeze conditions.

Communication

The contractor will provide a single point of contact for snow event communication. The contractor will communicate directly with the Assistant City Manager or an approved DPS staff official. Requests, concerns, or questions arising from a DDA Board Member or DDA Business owner must be directed to the City.

Protection and Damage to City Property

The bidder shall be responsible for all damages to City property (trees, signs, sidewalk furnishings etc.) caused by either equipment or operator error. Moveable objects must be moved by hand. The City reserves the right to repair all damages with other sources if the bidder fails to do so. The bidder shall be back-charged for all costs required to complete this work.

Bid Requirements

The successful bidder will have adequate equipment and personnel to handle a winter of 100 inches of snowfall.

- A list of snow removal equipment owned by the bidding company
- A list of the local or regional geographical areas the bidding company services.

Successful bidder agrees it will be providing snowplowing and snow removal services as an independent contractor. All of its employees and equipment operators are lawfully licensed drivers of heavy equipment and other vehicles which will be used in the performance of the services set forth herein. Successful bidder agrees that all of its employees have received required MIOSHA and OSHA training regarding the safety procedures associated with the operation of the equipment which will be used in the performance of the services set forth herein.

Contractor's employees shall always maintain a neat and clean appearance. Employees shall always wear safety apparel and reflective safety vests while working in the City. All work shall be performed in a professional, courteous, manner using quality equipment and materials, all of which must be maintained and operated with the highest standard. All trucks shall have fully operational headlights and all safety lights shall be operational.

Trucks and similar equipment shall have safety yellow flashing lights. All of Contractor's vehicles need to be clearly marked with the company name. Contractor's employees shall use all necessary care and safety practices when plowing or otherwise working in sites where visitors and/or employees are present to prevent any injury or harm. Contractor's employees shall be courteous, professional, and service oriented when interacting with any members of the public.

Bids are to be submitted on a total identified area basis for the timeframe of November 1, 2026 to April 1, 2029. Bids to include both per event pricing and season pricing of snow removal as identified in the General Conditions section of this Request for Proposals.

3. Evaluation Criteria

- a. The ability, capacity, and skill of the offeror to provide items described in this RFP in a prompt and timely manner without delay or interference.
- b. The character, integrity, reputation, judgment, experience, efficiency, and effectiveness of the offeror.
- c. The quality and timeliness of performance of previous contracts or services of the nature described in this RFP.
- d. Compliance by the offeror with laws and ordinances regarding prior contracts, purchases, or services.
- e. The conditions, if any, specified in offeror's proposal; i.e. what expectations or requirements the offeror might have of the City as a condition of, or related to the proposal.
- f. Compliance by the offeror with the City's insurance requirements policy.
- g. Price.

5. Selection Process

- a. Sealed proposals will be publicly opened immediately after the deadline for submitting proposals.
- b. Proposals will be opened at Hastings City Hall, 201 East State Street, Hastings.
- c. Proposals not submitted timely will not be opened or considered.
- d. Compliance with submittal forms, insurance requirements, and price will be publicly announced at the proposal opening.

- e. City staff will evaluate proposals according to the evaluation criteria noted in the RFP and prepare a recommendation to the Hastings City Council.
- f. The City Council will make the final, binding decision as to the award of the contract or the rejection of any or all proposals.
- g. City staff or the City Council may request additional information or clarification from any offeror. Failure to supply requested additional information may result in proposal being rejected or not considered further.
- h. A Purchase Order or formal contractual agreement will be entered to effect the arrangements. Offerors should submit any requested contract terms as part of their proposal.

C. RESPONSE SUBMITTAL FORMS

Every valid response to the RFP will include the next six (6) pages completed in full and returned to the City by the stated deadline.

CERTIFICATION

In compliance with this request for proposal and subject to all terms and conditions imposed herein, which are incorporated in this proposal by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

Legal Name of Entity Submitting Proposal:

Address:

Phone: _____ ***Fax:*** _____

Email: _____

Authorized Official:

Printed Name: _____

Title: _____

Signature: _____

Date: _____

C. RESPONSE SUBMITTAL FORMS (continued)

RELATED PARTIES DISCLOSURE (CHECK AND COMPLETE AS APPROPRIATE)
THIS PAGE MUST BE RETURNED SIGNED BY AN AUTHORIZED
REPRESENTATIVE OF THE OFFEROR

- ☐ **NONE** of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the City of Hastings nor has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting there from.

- ☐ **EXCEPTIONS TO THE ABOVE STATED ARE AS FOLLOWS:**

Name _____

Address _____

Connection or Relationship to the City of Hastings: _____

Name _____

Address _____

Connection or Relationship to the City of Hastings: _____

USE ADDITIONAL SHEETS IF NECESSARY

Authorized Official:

Printed Name: _____

Title: _____

Signature: _____

Date: _____

C. RESPONSE SUBMITTAL FORMS (continued)

REFERENCES

Each offeror should provide the names, addresses, and telephone numbers of at least three (3) references in connection with supplying the services or items requested in this RFP. References of other similar local government operations are preferred.

REFERENCE # 1

Entity Name:

Address:

Phone: _____ **Fax:** _____

Contact Name and Title:

Email: _____

Brief Description of Working Relationship with Dates:

C. RESPONSE SUBMITTAL FORMS (continued)

REFERENCES (continued)

REFERENCE # 2

Entity Name:

Address:

Phone: _____ **Fax:** _____

Contact Name and Title:

Email: _____

Brief Description of Working Relationship with Dates:

C. RESPONSE SUBMITTAL FORMS (continued)

REFERENCES (continued)

REFERENCE # 3

Entity Name:

Address:

Phone: _____ **Fax:** _____

Contact Name and Title:

Email: _____

Brief Description of Working Relationship with Dates:

C. RESPONSE SUBMITTAL FORMS (continued)

INSURANCE

Attach certificates of required insurance.

IRS W-9 FORM

Complete and attach an IRS Form W-9.

PRODUCT INFORMATION

Attach complete description of the manufacture, features, and capabilities of materials and goods proposed to be provided.

OTHER INFORMATION

Attach other information necessary to describe the proposed vendor and the goods and services proposed to be provided.

D. ATTACHMENTS AND EXHIBITS

NOTE: The documents provided as attachments and exhibits are not exhaustive or presumed to be complete and are provided for reference only

1. City of Hastings Insurance Requirements Policy for Contractors Performing Work on City Premises
2. IRS Form W-9

CITY OF HASTINGS
SNOW REMOVAL, HAULING & DE-ICING SERVICES — PRICE PROPOSAL FORM
Contract Term: 2026–2027, 2027–2028, and 2028–2029 Winter Seasons | Submit this completed form with your proposal

BIDDER INFORMATION

COMPANY / BIDDER NAME	PHONE NUMBER
COMPANY ADDRESS	EMAIL ADDRESS
PRIMARY CONTACT NAME & TITLE	YEARS IN BUSINESS

PRICE PROPOSAL

WINTER SEASON	ANNUAL BASE PRICE	PRICE PER SNOW EVENT
2026 – 2027	\$	\$
2027 – 2028	\$	\$
2028 – 2029	\$	\$

EQUIPMENT TO BE USED (SNOW REMOVAL, HAULING & DE-ICING)

SERVICE TYPE	EQUIPMENT TYPE / MAKE & MODEL	QUANTITY	ATTACHMENT / CAPACITY
Snow Removal (plowing)			
Snow Hauling			
De-Icing			

CERTIFICATION & AUTHORIZED SIGNATURE

By signing below, the undersigned certifies that the pricing above is valid for the full three-season contract term, that all equipment listed is owned by or under contract to the bidder, and that this bid is submitted in accordance with the City of Hastings RFP for snow removal, hauling, and de-icing services.

SIGNATURE OF AUTHORIZED OFFICIAL	DATE
PRINTED NAME & TITLE	PHONE



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E COURT ST

S CHURCH ST

S MICHIGAN AVE

W CENTER ST

E CENTER ST

Barry County Historic Courthouse

Barry County Tyden Center

Barry County Courts & Law

Barry Community Enrichment Center



Cabinets Plus

AN'D Signs
Sign shop

Bliss Riverfront Park

Bliss Riverfront Pk Dr

Bliss Riverfront Pk Dr

Thornapple River

E State St

Hastings Riverwalk

E State St

E State St

E State St

Manufacturing

Google Maps