REQUEST FOR PROPOSALS
(RFP)
FOR
SNOW AND ICE REMOVAL SERVICES

RFP Release Date: October 19, 2026

Proposal Due Date: November 6, 2026

Southeast Michigan Community Alliance (SEMCA)
25363 Eureka Road
Taylor, MI 48180
(734) 229-3500

Federal Contractor
Equal Opportunity Employer & Programs – Minorities/Women/Disabled/Veterans
Reasonable accommodation will be made upon request.

A. General Information:

Southeast Michigan Community Alliance (SEMCA) is a public, non-profit organization that is the designated Michigan Works! Agency (MWA) for Monroe County and Wayne County, excluding the City of Detroit. In this role, SEMCA procures employment, education, and training services from public and private organizations throughout the region. SEMCA administers programs that are primarily funded by the Michigan Department of Labor and Economic Opportunity and delivered by SEMCA contractors who provide services for employers and residents of our designated service area.

As a state and federally funded organization, SEMCA has experienced significant financial challenges resulting from reductions in funding. These circumstances have required the closure of two of our seven service centers, representing a 28% reduction in regional service capacity. Accordingly, respondents are encouraged to propose cost-efficient pricing structures in their proposal.

SEMCA is seeking proposals from professional contractors for the provision of snow and ice removal services for the 2026/2027 Season through the 2030/2031 Season. It is SEMCA's intent to enter into a five-year contract for services, with an approximate service start date of Mid-November 2026, or upon the need to salt/remove snow: locations:

Southeast Michigan Community Alliance
25363 Eureka Road
Taylor, MI 48180

Wayne Michigan Works! Service Center
35731 W. Michigan Avenue
Wayne, MI 48184

Highland Park Michigan Works! Service Center
144 Manchester Street
Highland Park, MI 48203

Snow and Ice removal includes the following services:

- Clear and salt all walkways, *including surrounding public walkways*, prior to 7:00 a.m. on weekdays
- Plowing and salting of the parking lot prior to 7:00 a.m. on weekdays
- Maintaining cleared lots and walkways due to drifting or additional snowfall

Proposers should submit for each of the locations they are interested in providing services to. Proposals will be evaluated on a per location basis and one contract per location will be awarded to the successful proposal for that location.

SCOPE OF WORK UPDATE 10/2026:

NOTE: the purpose of this update is to clarify and define more specifically the areas at each facility that need to be cleared of snow/ice and type of salt required for each area.

Note: the designated pedestrian area pertains to sidewalks and areas leading to exterior doors off the parking lots.

Taylor:

SEMCA utilizes three parking lots at the Taylor facility.

These areas are the East parking lot, the West parking lot behind the building, and only the first parking lot to the South.

SEMCA **does not** utilize the far South parking lot. That area does not require snow or ice maintenance and may be used for snow storage.

When snow or ice has accumulated, all designated parking lots must be cleared of snow and ice and salted using sodium chloride.

The designated sidewalks include the public sidewalk on the North side and the private sidewalks on the East and West sides. When snow or ice has accumulated, all designated sidewalks must be cleared of snow and ice and salted using calcium chloride.

Highland Park:

SEMCA utilizes three parking lots at the Highland Park facility.

These areas are the North parking lot, the East parking lot, and the West parking lot.

When snow or ice has accumulated, all designated parking lots must be cleared of snow and ice and salted using sodium chloride.

The sidewalks and designated pedestrian areas include the areas leading to and surrounding all entry doors and all public sidewalks on the North and South sides of the building. When snow or ice has accumulated, all designated pedestrian areas must be cleared of snow and ice and salted using calcium chloride.

Wayne:

SEMCA utilizes three parking lots at the Wayne facility.

These areas are the South parking lot, the East parking lot, and the West parking lot.

When snow or ice has accumulated, all designated parking lots must be cleared of snow and ice and salted using sodium chloride.

The sidewalks and designated pedestrian areas include all public sidewalks surrounding the Wayne facility on the North, South, East, and West sides. When snow or ice has accumulated, all designated sidewalks must be cleared of snow and ice and salted using calcium chloride.

SEMCA is funded primarily by federal and state grants. **A thirty-day no cause cancellation clause is required for each agreement.**

SEMCA works on a net 30-day billing cycle.

This RFP does not commit SEMCA to pay any cost incurred in the preparation of the proposal. This RFP does not commit SEMCA to award a contract(s) for any of the services identified in this RFP. SEMCA reserves the right to accept or reject any or all proposals received because of this RFP, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMCA to do so.

B. Proposal Evaluation Criteria

This procurement is conducted in accordance with 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). Proposals will be evaluated using a competitive proposal method consistent with 2 CFR §200.320(b).
Award will be given to the responsive and responsible proposer whose proposal is determined to be most advantageous to the organization, with consideration given to the evaluation criteria set forth below.

Make sure to provide all information and support documents. For any items that may not apply, provide an explanation. (additional details may be provided on page 6)

1.Technical Approach / Service Plan (30 points)

- Response times
- Snow trigger depths
- Staffing levels
- Equipment available and capacity
- Communication procedures
- Emergency response
- Snow storage plan
- De-icing methods/materials
- Responsiveness/Promptness (how soon can you respond to service requests?)

2. Qualifications & Experience (30 points)

- Years performing commercial snow removal
- Experience with similar-sized facilities
- Key personnel

3. Health, Safety & Risk Management (20 points)

- Compliance with OSHA and applicable safety standards
- Safety policies and procedures
- Employee safety training relevant to the scope of work
- Emergency response procedures applicable to job sites
- Experience Modification Rating (EMR), if available

4. Price (20 points)

Proposed pricing will be evaluated to determine overall cost reasonableness, transparency, and long-term value to SEMCA. Cost alone will not determine award; however, pricing must be competitive, clearly structured, and aligned with the scope of work.

Evaluation will include, but is not limited to, the following:

- Pricing by snowfall accumulation.
- Salting rates.
- Sidewalk clearing rates.
- Emergency call-out rates (if applicable).
- Multi-year pricing/escalation.
- Any additional charges or minimum service fees.

Proposers must fully complete the required cost matrix for each location and clearly disclose any additional fees or variable pricing structures. Failure to provide complete pricing information may result in a lower cost score. SEMCA reserves the right to conduct a price analysis in accordance with 2 CFR Part 200 to determine cost reasonableness prior to award.

C. Proposal Submission Instructions:

It is recommended that proposers schedule an appointment to review the location prior to submitting a proposal for services. **To schedule an appointment, please call or email Dan Williams FMP, SFP, Facilities Manager, at 734-229-3510, dan.williams@semca.org. An appointment should be scheduled within 1 week of the release date of this RFP.**

Proposals must be submitted in the legal name of the organization. Proposals should not be submitted in the name of a project. SEMCA will only contract with the legal entity named in the proposal.

Proposals received after the deadline will only be considered if it is in the best interest of SEMCA to do so. SEMCA will not be responsible for delays caused by the method of submittal chosen by the proponents.

Submit full proposal to maintenance@semca.org

The deadline for submission is 5:00 p.m. **August 31, 2026.**

All submissions must include the following:

1. Documents to support all scoring criteria.
2. The proposal pricing matrix for each of the location(s) that you are submitting for this RFP.
3. All completed attachments

E. Required Documents

Please include all required documents, specifically the proposal, general business information, and all attachments 1-5. The successful proposer will be required to comply with the insurance requirements contained in the "Doing Business with SEMCA" attachment and provide a Certificate of Insurance (COI) evidencing the required coverage prior to contract execution.

General Business Information

This sheet must be completed and submitted with all proposals. Use the space provided.

1. Please provide a short overview of the history of your company, including the number of years you have been in business.

2. Do your employees wear uniforms or display picture ID that identifies your company?

3. Does your company perform background checks on new employees?

4. Does your company use GPS tracking or digital logging?

5. Please provide the name and contact information of at least three references with whom you have provided services during the last 12 months.

Proposal Evaluation Criteria-Explanation

Please provide detailed information for any criteria you may not be able to meet, or do not apply to your organization and a brief explanation as to why

Snow Removal Services Proposal-Company Information

Company Legal Name:	
Address:	
City:	
State:	
Zip:	
Telephone:	
Email Address:	

Location: Taylor-SEMCA 25363 Eureka Road, Taylor, MI 48180						
	Total Costs Per Contract Year					
Task	**Snow Fall Amount**	**2026-2027**	**2027-2028**	**2028-2029**	**2029-2030**	**2030-2031**
Parking Lot Plowing Cost	1” to 4”					
	4” to 7”					
	7” to 11”					
	Over 11”					
Parking Lot Salting Cost						
List Any Additional Charges and Reason						
Task	**Snow Fall Amount**	**2026-2027**	**2027-2028**	**2028-2029**	**2029-2030**	**2030-2031**
Walkways Clearing Cost	1” to 4”					
	4” to 7”					
	7” to 11”					
	Over 11”					
Walkways Salting Cost						
List Any Additional Charges and Reason						
		0	0	0	0	0

Location: Wayne Michigan Works! Service Center, 35731 W. Michigan Avenue, Wayne, MI 48184						
	Total Costs Per Contract Year					
Task	**Snow Fall Amount**	**2026-2027**	**2027-2028**	**2028-2029**	**2029-2030**	**2030-2031**
Parking Lot Plowing Cost	1” to 4”					
	4” to 7”					
	7” to 11”					
	Over 11”					
Parking Lot Salting Cost						
List Any Additional Charges and Reason:						
Task	**Snow Fall Amount**	**2026-2027**	**2027-2028**	**2028-2029**	**2029-2030**	**2030-2031**
Walkways Clearing Cost	1” to 4”					
	4” to 7”					
	7” to 11”					
	Over 11”					
Walkways Salting Cost						
List Any Additional Charges and Reason:						
		0	0	0	0	0

Location: Highland Park Michigan Works! Service Center, 144 Manchester Street, Highland Park, MI 48203						
	Total Costs Per Contract Year					
Task	**Snow Fall Amount**	**2026-2027**	**2027-2028**	**2028-2029**	**2029-2030**	**2030-2031**
Parking Lot Plowing Cost	1” to 4”					
	4” to 7”					
	7” to 11”					
	Over 11”					
Parking Lot Salting Cost						
List Any Additional Charges and Reason:						
Task	**Snow Fall Amount**	**2026-2027**	**2027-2028**	**2028-2029**	**2029-2030**	**2030-2031**
Walkways Clearing Cost	1” to 4”					
	4” to 7”					
	7” to 11”					
	Over 11”					
Walkways Salting Cost						
List Any Additional Charges and Reason:						
		0	0	0	0	0

Doing Business with SEMCA

Insurance and Compliance Requirements

If awarded, the Contractor shall maintain, at its own expense, throughout the term of the contract, the following insurance coverage:

- **Workers' Compensation Insurance** in accordance with Michigan statutory requirements and Employer's Liability Insurance with minimum limits of **$500,000** per accident.
- **Commercial General Liability Insurance** on an occurrence basis with limits of not less than **$1,000,000 per occurrence** for bodily injury and property damage.
- **Commercial Automobile Liability Insurance** with a **combined single limit of not less than $1,000,000** for all owned, hired, and non-owned vehicles used in the performance of the contract.

Prior to contract execution, the successful contractor shall provide a Certificate of Insurance (COI) evidencing the required coverages and demonstrating that SEMCA has been named as an Additional Insured on the Commercial General Liability policy.

Regulatory Compliance

The Contractor shall comply with all applicable federal, state, and local laws, regulations, and ordinances, including but not limited to:

- Occupational Safety and Health Administration (OSHA) and MIOSHA requirements;
- The Americans with Disabilities Act (ADA); and
- Applicable nondiscrimination and equal opportunity laws.

The Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status, in accordance with applicable federal and state law.

Reservation of Rights

Submission of the proposal does not commit SEMCA to award a contract for any of the services identified in this Request. SEMCA reserves the right to accept or reject any or all proposals, or to cancel or amend this Request in whole or in part, if it is determined to be in the best interest of SEMCA.

All proposals become the property of SEMCA and may be subject to public disclosure after contract award in accordance with applicable law. SEMCA will follow its established procurement protest procedures, as outlined in its procurement policy, should an award be challenged.

SEMCA will not reimburse any costs incurred in the preparation of a proposal. Technical assistance will not be provided during the solicitation process, except through written addenda issued by SEMCA.

EO Statement

SEMCA is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, gender, sexual orientation, marital or parental status, height, weight, national origin, genetic information, citizenship status, age, arrest record, military or veteran status, or disability that can be reasonably accommodated, or any other classification protected by applicable federal, state, or municipal law.

Questions regarding this section should be referred to SEMCA's EEO Officer, Kate Brady-Medley at kate.bradymedley@semca.org.

Attachment 1

PROPOSAL SIGNATURE & CERTIFICATION SHEET

Legal Name of Organization:

Address:

City, State, Zip:

Phone Number:

Email Address:

Federal Employer Identification Number (EIN):

By signing below, I certify that:

1. The proposing organization has reviewed and understands the requirements of this Request for Proposals and agrees to comply with all applicable **federal, state, and local laws, regulations, and policies**, including but not limited to **2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)**.
2. All information provided in this proposal is **true, complete, and accurate** to the best of my knowledge.
3. Submission of this proposal does **not** obligate SEMCA to award a contract or pay any costs incurred in the preparation of this proposal.
4. If selected for award, the proposing organization agrees to be bound by:
    - The terms and conditions of the Request for Proposals;
    - The proposal submitted; and
    - The terms and conditions of the resulting contract.
5. The proposing organization understands that award of a contract is subject to:
    - Determination of responsibility;
    - Availability of funding; and
    - Compliance with applicable federal grant requirements.

Authorized Signatory Certification

I, *(Printed Name)*

am the *(Printed Title)*

of *(Legal Name of Organization)*

and am duly authorized to submit this proposal on behalf of the organization.

Authorized Signature:

Date

Attachment 2

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

This certification is required pursuant to Executive Order 12549 and its implementation of regulations at 2 CFR Part 180, as adopted by 2 CFR §200.214.

By Signing and submitting this proposal, the proposer certifies that neither the organization nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Applicant Organization:

Type Name of Authorized Representative/Certifying Official:

Title of Authorized Representative/Certifying Official:

Signature of Authorized Representative/Certifying Official:

Date Signed:

ATTACHMENT 3

Certification Regarding Lobbying

This certification is required pursuant to 31 U.S.C. §1352, 2 CFR Part 200, and 2 CFR Part 200, Appendix II (Contract Provisions for Non-Federal Entity Contracts).

Certification

The undersigned certifies, to the best of its knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the proposer, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with:
    - The awarding of any federal contract;
    - The making of any federal grant;
    - The making of any federal loan;
    - The entering into of any cooperative agreement; or
    - The extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid for lobbying activities related to this proposal, the proposer shall complete and submit Standard Form LLL – Disclosure of Lobbying Activities, in accordance with its instructions.
3. The proposer shall require that the language of this certification be included in the award documents for all subcontracts at all tiers and that all subcontractors shall certify accordingly.

Acknowledgement

This certification is a material representation of fact upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite for making or entering this transaction.

Signature:

Authorized Signature: _____

Printed Name: _____

Title: _____

Organization Name: _____

Date: _____

ATTACHMENT 4

Certification Regarding Drug-Free Workplace

This certification is required pursuant to the Drug-Free Workplace Act of 1988 (41 U.S.C. §§8101–8106) and 2 CFR Part 200, where applicable.

Certification

The undersigned certifies that the proposer will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying actions that will be taken against employees for violations.
2. Establishing a drug-free awareness program to inform employees about:
    - The dangers of drug abuse in the workplace;
    - The organization's policy of maintaining a drug-free workplace;
    - Available drug counseling, rehabilitation, and employee assistance programs; and
    - Penalties that may be imposed upon employees for drug abuse violations.
3. Notifying employees that compliance with the drug-free workplace policy is a condition of employment under any resulting contract.
4. Notifying the organization in writing within ten (10) calendar days after receiving notice of a conviction for a violation occurring in the workplace.
5. Taking appropriate personnel action against any employee so convicted or requiring participation in a drug abuse assistance or rehabilitation program.

Signature

Authorized Signature:

Printed Name: _____

Title: _____

Organization Name: _____

Date: _____

ATTACHMENT 5

Insurance Requirements Acknowledgment

This acknowledgment is required pursuant to 2 CFR §200.318(b) and applicable federal, state, and local procurement standards.

Acknowledgment

The undersigned certifies that the proposer:

1. Has reviewed and understands the insurance requirements set forth in the Request for Proposals.
2. Agrees to maintain, at its own expense, the required insurance coverage for the duration of the contract, including but not limited to:
    - Commercial General Liability
    - Workers' Compensation (as required by state law)
    - Automobile Liability (if applicable)
3. Agrees to provide certificates of insurance upon request and prior to contract execution.
4. Understands that failure to maintain required insurance coverage may result in contract termination.

Signature

Authorized Signature:

Printed Name: _____

Title: _____

Organization Name: _____

Date: _____