



**Purpose**

The Charter Township of Meridian is requesting proposals to supply 21AA gravel and grade the material on the straight and rear loop drives at the Township’s Transfer Station located at 5976 E Lake Drive, Haslett, MI 48840. The Township may enter into a one (1) year contract renewable up to three (3) additional years.

Please complete the following and return the signed document to: Robert MacKenzie, DPW Superintendent, Charter Township of Meridian, 5151 Marsh Road, Okemos, MI 48864 **by April 24<sup>th</sup>, 2026 at 11 a.m.** You may also submit by email to [mackenzie@meridian.mi.us](mailto:mackenzie@meridian.mi.us). If you have questions, please call 517-853-4662.

**Background**

Grading and 21AA gravel deliveries for straight driveway and rear loop. The straight drive into the transfer station is 22’ wide and approximately 660’ long (1,600 square yards of surface area). The rear loop comprises approximately 2,300 square yards of surface area.

**Proposal Scope**

The intent of this proposal and the resulting contract is to provide the Township with the ability to utilize, as-needed, specific prices for listed pay items, and to complete maintenance work as needed using these pay items.

Please provide, at a minimum, the following information in your proposal:

1. General company information, including a description of the company’s quality operating system;
2. A comprehensive description of the services offered by your company;
3. A detailed list of all equipment that would be used to perform these services (make, model, and capacity);
4. A detailed list of all available personnel classifications, including certifications
5. An emergency contact phone number;
6. Any other company information for use in evaluating the proposal;
7. In addition, provide pricing for those pay items listed on Page 3 that your company can complete.

If the contract is awarded, the Contractor’s Proposal will be incorporated as Exhibit “A”, along with the items listed below.

**Rights Reserved by the Township**

The Charter Township of Meridian reserves the right to reject any or all proposals, waive irregularities in submitted proposals in the best interest of the Township, to reissue RFP’s, and to request additional information. The Township reserves the right to negotiate the terms and conditions of all or any part of the project or to accept any proposals determined by the Township to be in the best interest of the Township and successful completion of the project.

**Deadline for RFP Submission**

**April 24<sup>th</sup>, 2026 at 11 a.m.** Submit a letter with all of the information as described above in the Scope, as well as all applicable Pay Items below.

**Further Information**

For further information, please contact:

**Robert MacKenzie**  
DPW Superintendent  
[mackenzie@meridian.mi.us](mailto:mackenzie@meridian.mi.us)  
W 517.853.4662 | F 517.853.4095  
2100 Gaylord C. Smith Ct. | Haslett, MI 48840

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Proposals may be submitted via email to [mackenzie@meridian.mi.us](mailto:mackenzie@meridian.mi.us), or a hard copy delivered to Meridian Township, Department of Public Works, 5151 Marsh Road, Okemos, MI 48864. For hard copies, furnish the original proposal in an envelope with the company name and the following provided on the outside of the envelope:

**“PROPOSAL – Building Maintenance Contract”**

**Criteria for Selection**

The following factors will be taken into consideration in the selection process:

1. Qualifications of the firm and individuals responsible for the work
2. Experience with similar projects
3. Price

**Other Information**

1. Addenda: In the event it is necessary to revise any part of the request for quotes, addenda will be provided to all who received the request.
2. Freedom of Information Act: Responses and contents therein may be eligible for review under the FOIA.
3. Acceptance: The contents may become an obligation if a contract results. The proposal will be incorporated by reference into any resulting contract to the extent accepted by the Township.
4. Contract Compliance: The selected firm will comply with all relevant requirements of Meridian Township.
5. There is no expressed or implied obligation by the Township to reimburse any expenses incurred in responding to the Request for Proposals.

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**Driveway Maintenance Contract**  
*(Provide information for all listed items.)*

Driveway Maintenance

- Price for 50 tons of 21AA to be delivered \$ \_\_\_\_\_
- Price for 100 tons of 21AA to be delivered \$ \_\_\_\_\_
- Price to grade 50 tons \$ \_\_\_\_\_
- Price to grade 100 tons \$ \_\_\_\_\_
- Price to grade existing material on the straight drive  
*(Approximately 1,600 square yards of surface area)* \$ \_\_\_\_\_
- Price to grade existing material on the rear loop  
*(Approximately 2,300 square yards of surface area)* \$ \_\_\_\_\_
- Price to grade existing material on the straight drive and rear loop  
*(Approximately 3,900 square yards of surface area)* \$ \_\_\_\_\_

**Please provide an inflationary percentage for each prospective renewal year. If the contract is awarded to you, and the Township elects to renew the contract, these inflationary percentages that you provide in your bid will be used to adjust the pay item pricing for each annual renewal of the contract:**

2027: \_\_\_\_\_.\_\_\_\_%  
2028: \_\_\_\_\_.\_\_\_\_%  
2029: \_\_\_\_\_.\_\_\_\_%

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Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

By: \_\_\_\_\_ Address: \_\_\_\_\_  
Signature

\_\_\_\_\_ Printed Name \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_