SAUGATUCK TOWNSHIP

REQUEST FOR PROPOSALS

Residential Property Cleanup Services

Proposal Deadline: Thursday, November 5, 2026, at 5:00 PM
Project Location: Saugatuck Township, Michigan
Anticipated Start Date: As soon as possible, with completion prior to the first snowfall.

Project Overview

Saugatuck Township is soliciting proposals from qualified contractors to perform cleanup and debris removal services at a residential property within the Township. The area requiring cleanup is approximately 9,000 square feet and contains accumulated scrap materials, miscellaneous junk, general debris, and up to three (3) recreational vehicles.

Photographs of the property are included with this Request for Proposals to illustrate existing conditions and the anticipated scope of work. The property address will be provided upon request.

The quantity of material requiring removal may change between the time proposals are submitted and when cleanup activities commence. Contractors should account for the possibility that the actual volume of material may be greater or less than initially estimated.

Scope of Work

The selected contractor will be responsible for the following:

1. Removal of accumulated scrap materials, miscellaneous junk, and general debris from the approximately 9,000-square-foot cleanup area.
2. Removal and proper disposal of up to three (3) recreational vehicles, if necessary and specifically authorized by the Township.
3. Photographic documentation and preparation of an inventory of items removed from the property. Documentation should reasonably identify and describe the materials and items removed and include photographs taken prior to removal. The completed photographic inventory shall be provided to the Township upon completion of the cleanup.
4. Provision of all labor, equipment, transportation, and disposal services necessary to complete the cleanup.

5. Proper disposal or recycling of removed materials in accordance with applicable regulations.
6. Leaving the affected areas of the property in a clean and orderly condition upon completion.

Contractors are encouraged to review the attached photographs and may request additional information or arrange a site visit prior to submitting a proposal.

Proposal Requirements and Pricing

Due to the potential for changes in the quantity of material requiring removal, the Township is requesting proposals that include both an estimated total project cost and unit pricing that can accommodate variations in material volume.

Proposals should include:

- Mobilization and Cleanup Cost: A fixed cost for mobilization, labor, equipment, collection of materials within the designated cleanup area, and photographic documentation and inventory of all items removed. This cost shall include preparation and delivery of the photographic inventory to the Township and exclude hauling and disposal costs.
- Material Removal and Disposal: A unit price per cubic yard of material removed, including hauling and disposal fees.
- Estimated Material Volume: The contractor's estimate of the total cubic yards of material requiring removal.
- Estimated Total Project Cost: The combined estimated cost of mobilization, cleanup, material removal, and disposal.
- Recreational Vehicle Removal: A separate fixed cost for removal and disposal of up to three (3) recreational vehicles, if authorized by the Township.
- Project Schedule: The earliest available start date and estimated duration of cleanup activities.
- Contractor Information: Company name, contact information, relevant experience, proof of insurance, and any proposed exclusions or conditions.

The final payment for material removal and disposal will be based on the actual quantity of material removed, using the agreed unit price. The contractor will be required to provide reasonable documentation of the quantity removed.

The Township and selected contractor will establish a maximum authorized contract amount prior to commencement of work. Any work exceeding this amount must receive prior written authorization from the Township.

Project Schedule

The Township intends to proceed with the cleanup as soon as possible following selection of a contractor. All work must be completed before the first snowfall. Contractors should identify their earliest available start date and anticipated project duration.

Proposal Submission

Proposals must be received no later than 5:00 PM on Friday, November 6, 2026.

All proposals, questions, requests for the property address, and requests to arrange a site visit should be directed to:

Daniel DeFranco
Township Manager
Saugatuck Township
Email: ddefranco@saugatucktownshipmi.gov

Proposal Review and Selection

Saugatuck Township reserves the right to evaluate proposals based on estimated total cost, unit pricing, contractor qualifications, availability, and ability to complete the work within the required timeframe. The Township reserves the right to reject any or all proposals and to clarify or modify the scope of work prior to awarding the project.

Attachments: Photographs of Existing Property Conditions

Photographs of Existing Property Conditions