

**INVITATION TO BID
MACKINAW CITY WELCOME CENTER**

Sealed bids will be received until **3:00 p.m., Wednesday, April 6, 2022**, by the Emmet County Road Commission at their offices at 2265 E. Hathaway Road, Harbor Springs, Michigan, at which time and place they will be publicly opened and read aloud to furnish maintenance at the Mackinaw City Welcome Center.

Scope of Work:

This is a call-in position only with no guarantee of hours. The range of hours performed could be from 2 days to 7 days per week depending on staffing needs. Generally, the requirement is 7 hours a day when needed.

Clean facility rest rooms three times per day – two sets of men’s and women’s restrooms.

Pick up trash inside and outside, lawn mow, weed whip, edge, leaf blow, snow blow and shovel walkways as well as plant flowers.

Work the front desk when needed.

Clean and maintain the lobby.

Literature movement and storage which includes putting away skids of literature and hauling to center and storage barns.

Perform miscellaneous maintenance duties and repairs on equipment.

Perform other duties as requested.

Must provide Proof of Insurance.

Limits of the Job: As needed call-in position at the I-75 Welcome Center in Emmet County.

All bidders must bid by **“Price per Hour”**.

Note: This is an “as needed” contract for three years with possible two 1-year extensions (up to five years). Contract will begin May 1, 2022.

Further information is available at the Emmet County Road Commission, 2265 E. Hathaway Road, Harbor Springs, Michigan, 49740, or call 231-347-8142.

The Emmet County Road Commission reserves the right to accept or reject any or all bids or waive irregularities in the bid procedure and to award in the best interest of the Road Commission.

EMMET COUNTY ROAD COMMISSION

Frank Zulski, Jr. - Chairman

Wade Williams - Vice Chairman

Mark Hoffman - Member

Bids due 3:00 p.m., Wednesday, April 6, 2022

BID SHEET

Board of Emmet County Road Commissioners
2265 E. Hathaway Road
Harbor Springs, MI 49740

Gentlemen:

The undersigned proposes to furnish labor for the Mackinaw City Welcome Center on an as needed call-in basis at the price shown below:

Price per Hour = \$ _____

The Emmet County Road Commission will accept or reject any or all bids, reserve the right to waive irregularities in the bid procedure and to award the bid in the best interest of the Road Commission.

Company: _____

Signature: _____

Printed Name & Title: _____

Address: _____

Phone: _____

Date of Bid: _____