

RESPONSE TO REQUEST FOR QUALIFICATIONS

City of Lathrup Village

Downtown Development Authority

Snow Removal Services: 11 Mile Road Sidewalks & Overpasses

Fiscal Years 2026–2027 through 2028–2029

Submitted by

ADVOCATES FOR SELF DETERMINATION, LLC

28124 Orchard Lake Road, Suite 103, Farmington Hills, MI 48334

248-723-7152 | info@advocates.work | www.advocates.work

Shannon Patterson, Executive Director

Submitted to: Tom Kennedy, DDA Project Coordinator, tkennedy@lathrupvillage.org

Due: Monday, October 12, 2026, 12:00 P.M.

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Attachment A: Official Bid Table (signed)

Attachment B: Certificate of Insurance (liability and workers' compensation)

October 9, 2026

Tom Kennedy
DDA Project Coordinator
City of Lathrup Village Downtown Development Authority
27400 Southfield Road, Lathrup Village, MI 48076

Re: RFQ – Snow Removal Services, 11 Mile Road Sidewalks & Overpasses

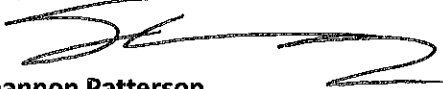
Dear Mr. Kennedy:

Advocates for Self Determination, LLC is pleased to submit its qualifications and pricing for snow and ice removal on the 11 Mile Road sidewalks and the seven pedestrian overpasses between Lathrup Boulevard and Evergreen Road.

We understand what this contract protects: the people who walk this corridor in winter, including residents crossing I-696 on foot, transit riders, and visitors to the DDA district. Our organization serves vulnerable adults across Oakland County every day, and we treat safe pedestrian access as a safety obligation, not a convenience.

Our proposal commits to completing every route within the 12-hour window after each 2-inch-plus event, a written service report after every event, environmentally safer de-icing materials on the overpass decks, and simple per-event pricing held steady for three years. We would welcome the opportunity to serve the DDA.

Respectfully submitted,



Shannon Patterson
Executive Director, Advocates for Self Determination, LLC
248-723-7152 | info@advocates.work

1. Service Plan

Service Area

All sidewalks and pedestrian pathways along 11 Mile Road between Lathrup Boulevard and Evergreen Road, both sides where applicable, plus all seven (7) pedestrian overpasses connecting 11 Mile Road, as marked in red on the RFQ map. Areas hatched in black (I-696 and the westbound service drive west of Santa Barbara Drive) are excluded.

Event Workflow

1. **Monitor.** Our crew lead tracks National Weather Service forecasts for southeast Michigan and places the crew on alert when 2 inches or more is forecast.
2. **Mobilize.** Crews mobilize as snowfall ends, or earlier during long storms so accumulation never gets ahead of us.
3. **Overpasses first.** The seven overpasses are cleared first, since bridge decks freeze faster than ground-level sidewalks and are the corridor's main pedestrian crossings.
4. **Sidewalks.** Crews work the 11 Mile sidewalks in a set route, clearing to pavement edge to edge, including curb ramps and crosswalk landings.
5. **De-ice.** Ice-melt is applied after clearing, as requested by City staff, with extra attention to ramps, slopes, and overpass approaches.
6. **Report.** Within 24 hours of completion, we email the DDA a service report with dates, start and finish times, areas serviced, materials applied, and any hazards observed.

Equipment

Advocates will deploy the following for every event:

- **Ford F-150 with snow plow:** crew and equipment transport, fitted with an amber warning beacon and a tailgate salt spreader for treating overpass approaches and long sidewalk runs.
- **Two walk-behind snow blowers:** primary clearing for sidewalks and overpass decks, sized to clear walkways without damaging railings, curbs, or landscaping.
- **Two walk-behind broadcast spreaders:** measured application of de-icer on sidewalks, curb ramps, and overpass decks.
- **Hand tools:** snow shovels, push brooms, and ice scrapers for curb ramps, crosswalk landings, stairs, and bridge joints the blowers cannot reach.
- **Safety gear:** ANSI Class 2 or higher high-visibility apparel and traffic cones for work beside the service drives.

All equipment is inspected and serviced before the season, and spare belts, shear pins, and fuel are carried on every event so a breakdown does not stop the route.

Staffing

Each event is staffed by a two-person crew led by a designated crew lead, Shannon Patterson, Executive Director (cell: 248-943-9842), who is the DDA's direct point of contact during every event. A backup crew is on call for heavy or extended storms, and the Advocates office line, 248-723-7152, serves as a

secondary contact. All crew members are background-screened under the same standards Advocates applies to its licensed care workforce, wear high-visibility safety apparel, and are trained to work alongside live traffic on the service drives.

De-Icing Materials

- **Overpass decks and approaches:** calcium magnesium acetate (CMA) or a calcium chloride blend, which works at lower temperatures and is gentler on concrete, steel, and vegetation than straight rock salt.
- **Sidewalks:** treated rock salt applied at measured rates, avoiding over-application near tree lawns and planters.
- **Ice and freezing rain:** calcium chloride for fast melt; sand or grit for traction when temperatures fall below the effective range of salt.

2. Pricing Structure

Pricing is per event, with all labor, materials, and equipment included. An event is a snowfall exceeding two inches (2"), or a call-out requested by City staff. The completed official Bid Table is attached as Attachment A.

Item (per event)	FY 2026–27	FY 2027–28	FY 2028–29
1. Snow Clearing: 11 Mile	\$325.00	\$335.00	\$345.00
2. Ice Clearing: 11 Mile	\$140.00	\$145.00	\$150.00
3. Snow Removal: Overpasses (all 7)	\$120.00	\$125.00	\$130.00
Total per full event	\$585.00	\$605.00	\$625.00
Estimated season (12 events)	\$7,020.00	\$7,260.00	\$7,500.00

Bid Table amounts assume 12 events per season for comparison purposes. The DDA is billed only for events actually serviced.

Optional Rates

- **Standby: \$65.00 per crew-hour.** Applies when the DDA asks a crew to stage on site ahead of a storm or remain on call during an extended event.
- **Emergency: \$125.00 per crew-hour.** Applies to call-outs outside the standard event, such as an urgent ice condition, a mid-storm pass, or a spot treatment requested by City staff. One-hour minimum.

Billing

Advocates invoices monthly, itemizing each event by date, items performed, and the matching service report, so DDA staff can verify every charge.

3. Response Time Commitment

Advocates confirms it can and will meet the required response time: all sidewalks and overpasses will be cleared within twelve (12) hours of the end of each snowfall exceeding two inches. Our internal target is eight (8) hours, with overpasses completed first. For storms lasting longer than 12 hours, we will perform interim passes so pedestrian routes stay open, and we will notify the DDA of any condition that could delay service before the deadline passes, not after.

4. Experience & Qualifications

- **Winter operations at our own properties.** Advocates manages year-round grounds and winter maintenance, including snow and ice removal, for five residential care properties in Oakland County, where clear walks and entries are required for residents, staff, and emergency responders.
- **Licensed, accountable operator.** Advocates is a State of Michigan–licensed Adult Foster Care provider. We work under state inspection, documentation, and incident-reporting requirements, and we bring that same discipline to this contract.
- **Reliable, screened workforce.** Our staff are background-checked and trained, and our management team already runs 24/7 operations, on-call schedules, and emergency response.
- **Local.** Our Farmington Hills office is minutes from the 11 Mile corridor, so crews can mobilize quickly.

References

Organization	Contact	Phone
Taylor Special Care Services	Chasity Ellis	248-875-5754
Door To Door Transport	Andre Taylor	313-806-3665
Great Lakes Legal Group	Jehan Crump Gibson	313-275-3295

5. Optional Add-On Services

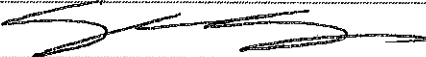
Offered at the DDA's request; pricing on request or under the hourly rates above:

- **Pre-treatment:** anti-icing of overpass decks and ramps ahead of forecast freezing rain or snow, which prevents ice from bonding to the surface and speeds cleanup.
- **Snow relocation:** removing windrows and piles that block curb ramps, crosswalks, bus stops, or overpass entrances after large storms.
- **Spring cleanup:** sweeping leftover grit and salt from sidewalks and overpass decks at season's end.
- **Hazard reporting:** photos of damaged railings, lighting outages, or trip hazards found during service, sent with each event report at no charge.

6. Insurance

A current Certificate of Insurance showing commercial general liability and workers' compensation coverage is attached as Attachment B. Advocates will name the City of Lathrup Village and its DDA as additional insured upon award, and will meet any other insurance terms in the final contract.

Advocates accepts the contract term of up to three (3) years with a two (2) year mutual renewal option.

Authorized Representative	Shannon Patterson, Executive Director
Signature	
Date	10/6/26

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/28/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hilb Group of Indiana, LLC 45600 Village Boulevard Shelby Township MI 48315	CONTACT NAME: Jeanine Bruwier PHONE (A/C, No, Ext): E-MAIL ADDRESS: jbruwier@hilbgroup.com	FAX (A/C, No):
INSURED Advocates for Self Determination LLC 28124 Orchard Lake Road Suite 103 Farmington Hills MI 48334	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Co INSURER B: Accident Fund National Insurance Co INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 18058 12305

COVERAGES

CERTIFICATE NUMBER: 26/27

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Professional Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:	Y		PHPK2606265	09/24/2026	09/24/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Professional Liability \$ 1M/\$3M
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			PHPK2606265	09/24/2026	09/24/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			PHUB882845	09/24/2026	09/24/2027	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 PER STATUTE OTH-ER \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	100059426	09/24/2026	09/24/2027	E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Abuse & Molestation Employee Dishonesty- 1st & 3rd Party			PHPK2606265	09/24/2026	09/24/2027	Occurrence/Aggregate \$1M/\$3M Emp. Theft-1st & 3rd \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Where required by written contract Detroit Area Agency on Aging is additional insured with respect to general liability as their interest may appear.

CERTIFICATE HOLDER

CANCELLATION

Detroit Area Agency of Aging
1333 Brewery Park Blvd #200

Detroit

MI 48207

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

