

**Bay-Arenac Intermediate School District**



**Request for Proposal**

**for**

**Snow Plowing Services at Locations:**

- 1) Bay-Arenac Educational Service Center**
- 2) Bay-Arenac Career Center**
- 3) Bay-Arenac Bus Garage**
- 4) Bay-Arenac Conference Center**
- 5) Bay-Arenac LLC - Bay Campus**

**Proposals due: Friday, October 25, 2024, by 1:00 p.m.**

**Contact:**

**Eric Allshouse**

**989-667-3221**

**[allshousee@baisd.net](mailto:allshousee@baisd.net)**

## **GENERAL CONDITIONS**

The Bay-Arenac ISD is soliciting proposals from qualified vendor for snow plowing services. The snow plowing locations will include:

**Bay-Arenac-Educational Service Center - 4228 Two Mile Rd., Bay City, MI. 48706**

**Bay Arenac Career Center - 4155 Monitor Rd., Bay City, MI. 48706**

**Bay Arenac Bus Garage - 2905 Bay Arenac Dr., Bay City, MI. 48706**

**Bay Arenac Conference Center - 2939 Bay-Arenac Dr., Bay City, MI. 48706**

**Bay-Arenac LLC Bay Campus - 1435 W. Center Rd., Essexville, MI. 48732**

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

Completed proposals must be received by 1:00 p.m. on **Friday, October 25, 2024** at:

**Bay-Arenac ISD  
Educational Service Center  
Attention; David Lovely  
4228 Two Mile Rd  
Bay City, MI 48706**

Proposals must be submitted in an envelope that is clearly marked “**Snow Plowing Service**”. Proposals submitted by facsimile or email will not be accepted.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district. (See *Method of Evaluating Proposals* within the RFP.)

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for product and does not constitute an agreement for that product. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

All questions and correspondence should be directed to Eric Allshouse at the address noted above or by telephone or email. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Eric Allshouse is discouraged and may be grounds for elimination from the selection process.

## **WITHDRAWAL OF PROPOSALS:**

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

## **TIME TABLE:**

1. Release of RFP on or about Friday, October 11, 2024.
2. Proposals are due at 1:00 p.m. on Friday, October 25, 2024.
3. Bids will be opened at 1:15 p.m. on Friday, October 25, 2024.
4. Board of Education action on Monday, November 18, 2024.
5. Notification to all firms as soon as possible after Monday, November 18, 2024.

## **PROJECT QUALIFICATIONS:**

The Bay-Arenac ISD is soliciting proposals from qualified vendor for a three year contract, beginning July 1, 2024 and ending June 30, 2027, for the total cost of snow removal services.

**Bay-Arenac Educational Service Center – 4228 Two Mile Rd., Bay City, MI. 48706**

**Bay Arenac Career Center – 4115 Monitor Rd., Bay City, MI. 48706**

**Bay Arenac Conference Center - 2939 Bay-Arenac Dr., Bay City, MI. 48706**

**Bay Arenac Bus Garage – 2905 Bay Arenac Dr., Bay City, MI. 48706**

**Bay-Arenac LLC Bay Campus – 1435 W. Center Rd., Essexville, MI 48732**

## **REQUIREMENTS:**

- Stacking of excess snow will be permitted only in areas specified
- Bay-Arenac ISD will be responsible for the removal of piled snow
- Bay-Arenac ISD is responsible for salting of sidewalks, ramps and parking lot unless so noted. These services may be provided by the vendor in case of emergency as mutually agreed upon, but not exclusively from this RFP.
- Bay-Arenac ISD is responsible for the snow removal on all sidewalks and ramps.
- Snowplowing/removal shall occur when there is snowfall in excess of 2 inches of snow.
- Deadlines for snow removal completion times per building are on Proposal Page – PLEASE NOTE.
- In case the vendor cannot meet the deadlines, Bay-Arenac ISD may contract out to perform snow removal duties itself and receive from the vendor the added costs incurred.
- Vendor shall be responsible for all repairs or damages to Bay-Arenac ISD property caused by his/her equipment, personnel or materials used.
- Parties shall cooperate with each other as best as possible in plowing activities. Full or partially plowed lots will be paid on an hourly basis; hourly rate is to include labor and equipment costs inclusively
- Furthermore, any operator leaving the parking lot in an unsatisfactory condition will be required to return and complete the job with no additional compensation.

**INSURANCE:**

The Successful bidder is required to show certificate of Professional Liability and Workers Compensation Insurance.

**METHOD OF EVALUATING PROPOSALS**

Proposals will be evaluated with a strict emphasis on quality of service and delivery of product. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor(s) that is/are most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

**NOTICE OF NONDISCRIMINATION**

The Bay-Arenac ISD does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Michael Vieau, Superintendent  
Bay-Arenac ISD  
4228 Two Mile Road Bay City, MI. 48706 (989) 686-4410

**BAY-ARENAC ISD  
REQUEST FOR PROPOSAL FORM**

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your firm. **Proposals are due by 1:00 p.m. on Friday, October 25, 2024.**

**QUALIFICATIONS**

NOTE: Each cost listed below must be a total cost that includes any and all shipping and installation.

**Name of Vendor:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Name of Person in Charge of Account (Please Print)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**PROPOSAL FORM**

**Cost Amount for Year 1 - July 1, 2024 to June 30, 2025:**

<b>Building Address</b>	<b>Push Rate</b>
<b>Bay-Arenac Career Center 4115 Monitor Rd., Bay City, MI. 48706 To be completed by 6:00am</b>	<b>\$_____</b>
<b>Bay Arenac Educational Service Center 4228 Two Mile Rd., Bay City, MI. 48706 To be completed by 6:30am</b>	<b>\$_____</b>
<b>Bay Arenac Bus Garage 2905 Bay Arenac Dr., Bay City, MI. 48706 To be completed by 6:30 am</b>	<b>\$_____</b>
<b>Bay Arenac Conference Center 2939 Bay-Arenac Dr., Bay City, MI. 48706 To be completed by 6:30am</b>	<b>\$_____</b>
<b>Bay-Arenac Living &amp; Learning Center 1435 W. Center Rd., Essexville, MI 48732 To be completed by 7:00am</b>	<b>\$_____</b>

**PROPOSAL FORM**

**Cost Amount for Year 2 - July 1, 2025 to June 30, 2026:**

**Building Address**

**Push Rate**

**Bay-Arenac Career Center  
4115 Monitor Rd., Bay City, MI. 48706  
To be completed by 6:00am**

**\$ \_\_\_\_\_**

**Bay Arenac Educational Service Center  
4228 Two Mile Rd., Bay City, MI. 48706  
To be completed by 6:30am**

**\$ \_\_\_\_\_**

**Bay Arenac Bus Garage  
2905 Bay Arenac Dr., Bay City, MI. 48706  
To be completed by 6:30 am**

**\$ \_\_\_\_\_**

**Bay Arenac Conference Center  
2939 Bay-Arenac Dr., Bay City, MI. 48706  
To be completed by 6:30am**

**\$ \_\_\_\_\_**

**Bay-Arenac Living & Learning Center  
1435 W. Center Rd., Essexville, MI 48732  
To be completed by 7:00am**

**\$ \_\_\_\_\_**

**PROPOSAL FORM**

**Cost Amount for Year 3 - July 1, 2026 to June 30, 2027:**

<b>Building Address</b>	<b>Push Rate</b>
<b>Bay-Arenac Career Center</b> 4115 Monitor Rd., Bay City, MI. 48706 To be completed by 6:00am	\$ _____
<b>Bay Arenac Educational Service Center</b> 4228 Two Mile Rd., Bay City, MI. 48706 To be completed by 6:30am	\$ _____
<b>Bay Arenac Bus Garage</b> 2905 Bay Arenac Dr., Bay City, MI. 48706 To be completed by 6:30 am	\$ _____
<b>Bay Arenac Conference Center</b> 2939 Bay-Arenac Dr., Bay City, MI. 48706 To be completed by 6:30am	\$ _____
<b>Bay-Arenac Living &amp; Learning Center</b> 1435 W. Center Rd., Essexville, MI 48732 To be completed by 7:00am	\$ _____



**Familial Disclosure Form**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Proposer"), pursuant to the familial disclosure requirement provided in the Bay-Arenac Intermediate School District Request of Proposals and Specifications, hereby represent and warrant, except as provided below, that no familial relationship exist between bidder(s) or any employee of BAISD, and any member of the Board of Education of the School District or the Superintendent of the Schools or the LEAs listed in the Request for Proposal.

List any Familial Relationships:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

State of Michigan )  
County of \_\_\_\_\_ )<sup>ss</sup>:

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_.

\_\_\_\_\_(Signature)  
\_\_\_\_\_(Printed)  
Notary Public, \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in the County of \_\_\_\_\_

**Assurances and Certifications**

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., Bay-Arenac ISD, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with Section 400 (d) (4) of the U.S. Department of Education Compliance Supplement for A-133.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Bay-Arenac ISD as a Michigan public entity is required to follow Public Act 517 of 2012.

Dated: \_\_\_\_\_ PROPOSER: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

State of Michigan )  
County of \_\_\_\_\_ )<sup>ss</sup>:

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_.

\_\_\_\_\_(Signature)  
\_\_\_\_\_(Printed)  
Notary Public, \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in the County of \_\_\_\_\_

**Affidavit of Compliance – Iran Economic Sanctions Act**

*All Bids shall be accompanied by a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including its officers, director, and employees.*

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the “Bidder”), pursuant to Michigan Public Act No . 517 of 2012, the “Iran Linked Business” requirement provided in the BAISD Consortium Universal Service Fund Request for Proposals hereby represents and warrants that the bidder, including its officers, directors and employees, is not and “ Iran Linked Business” within the meaning of the applicable Public Act, and that in the event bidder is awarded a contract as a result of this RFP, the contract. The bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the District investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on future Requests for Proposals (RFPs) for three (3) years from the date that it is determined that the person has submitted the false certification.

**There is not an “Iran Linked Business” that exists** within the bidder and/or owner, officers, directors and employees.

Bidder: \_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_  
(Signature)

Its: \_\_\_\_\_  
(Title)

This instrument was acknowledged before me, a Notary Public, in and for

\_\_\_\_\_ County, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public Signature)

SS:

My commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_