

Bay-Arenac Intermediate School District



Request for Proposal

for

10 Person Van

Proposals due: Wednesday, November 12, 2025, by 1:00 p.m.

Contact:

Eric Allshouse

989-667-3221

allshousee@baisd.net

GENERAL CONDITIONS

The Bay-Arenac ISD is soliciting proposals from qualified vendor for a 2025 or newer full-size van with a **maximum** capacity of 10 passengers – including the driver

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 Wednesday, November 12, 2025** at:

**Bay-Arenac ISD
Educational Service Center
Attention: Erika Rupert
4228 Two Mile Rd
Bay City, MI 48706**

Proposals must be submitted in an envelope that is clearly marked **“10 Person Van”**. 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 Wednesday, October 29, 2025.
2. Proposals are due at 1:00 p.m. on Wednesday, November 12, 2025.
3. Bids will be opened at 1:15 p.m. on Wednesday, November 12, 2025.
4. Board of Education action on Monday, November 17, 2025.
5. Notification to all firms as soon as possible after Monday, November 17, 2025.

PROJECT QUALIFICATIONS:

The Bay-Arenac ISD is soliciting proposals from qualified vendor for:

One (1) 2025 or newer full-size vans with a maximum capacity of 10 passengers - including the driver.

Van is to meet the following minimum specifications:

- 10 passenger van (including driver);
- Vehicles are to meet or exceed all applicable FMVSS requirements
- Engine, gasoline - V6 or Greater
- Transmission –automatic w/overdrive
- Rear differential – limited slip
- Prefer Rear-Wheel Drive (All-Wheel Drive optional)
- Power steering
- Power brakes – ABS with 4 wheel discs
- Tires - all season tread to include full size spare tire
- Bumpers, front and rear – painted
- Doors – Standard
- Cruise Control
- Mirrors – left and right exterior, remote operated with controls within reach of the driver
- Passenger windows, including rear cargo doors
- Seating – Standard
- Safety belts required for all seating positions
- Seat covering – heavy duty vinyl
- Audio System – AM/FM/CD/Clock
- Full length headliner
- Dome lights – door activated in passenger and cargo areas
- 2 Sets of Keys
- Floor covering, full length vinyl
- Cargo area behind rear bench seat
- Exterior Color – white or silver.
- Interior Color – black or dark gray
- Air conditioning, front & rear, with controls within reach of the driver
- Proposal pricing must include any/all delivery or additional charges.

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:

Shelly DuCharme, 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 Wednesday, November 12, 2025.**

QUALIFICATIONS

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

Name of Vendor: _____

Telephone: _____

Address: _____

Name of Person in Charge of Account (Please Print)

Title

Signature

Date

PROPOSAL FORM

10 Person Van

One (1) 2025 or newer full-size vans with a maximum capacity of 10 passengers - including the driver.

We realize that these vans are built with varying degrees of options and may include optional equipment specific to a single manufacturer or model. **Please respond with complete “as-built” specifications and floor plan for purposes of comparison.**

Bid Amount

\$ _____

Estimated Delivery Date

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 _____)^{ss:}

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 _____)^{ss}:

This instrument was acknowledged before me on the ____ day of _____, 20__, by
_____.

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: _____