



Request for Proposals

General Use and Snow Removal Truck

ISSUE DATE: September 12, 2026

ISSUING AGENCY: Bay de Noc Community College
2001 North Lincoln Road
Escanaba, MI 49829

ISSUING AGENT: Sherri Viau
Senior Accountant

Purpose

Bay de Noc Community College, an institution of higher learning located in Escanaba, Michigan, is accepting proposals from qualified vendors for the purchase and delivery of one (1) new heavy-duty truck. The vehicle will serve as a multi-purpose tool for the Facilities Department, with a focus on year-round general maintenance tasks and seasonal snow removal on campus and parking lots. The successful bidder will supply a truck capable of being equipped with a 9' 2" snowplow.

Background

Located in the heart of Michigan's beautiful Upper Peninsula, Bay de Noc Community College (commonly known as Bay College) has provided quality higher education for 60+ years. Founded in 1962, Bay College is known in the region for its superior teaching and abundant learning. The Escanaba campus is situated on 150 acres and serves over 5,000 credit students each year, including those completing baccalaureate and master's degree programs sponsored by partnering universities.

Since the early 1970's, Bay College has had a presence in Dickinson County. In 2003, a 25-acre parcel on the north side of Iron Mountain was donated to Bay College. The voters in Dickinson County approved a one mill tax increase to support the construction, maintenance and operation of a new 67,000 sq. ft. facility, matching the State of Michigan's construction funds of \$6 million. Groundbreaking was held in the spring of 2006 and the facility opened in the fall of 2007. Through a unique contractual relationship with the Dickinson County Board of Commissioners, the College has been able to move forward in offering a strong core of transfer degrees and occupational programs to support the local workforce.

Bay College has a strong history of dedicating itself to offering academically excellent and affordable public education in our region. The College prepares students to be continuous learners who succeed upon transfer, work effectively in the contemporary workplace, and function as productive citizens and leaders in their communities.

Bay College is governed by a seven-member Board of Trustees, elected by the citizens of Delta County at-large and responsible for setting policy for the College. With its "open door" enrollment policy, Bay College has consistently focused

on serving its constituents with a variety of quality educational programs and training options at a reasonable cost. As a result, a high level of support and excellent working relationships exist between the College and local high schools, business and industry establishments, and community members.

At Bay College,

- we enhance people's lives through wide ranging quality educational opportunities;
- we embody a personalized, caring, innovative, learning-centered environment;
- we embrace excellence, dedication, integrity, responsiveness, and respect;
- and we empower people to make positive changes in their lives and communities.

Mission

Student Success, Community Success, Culture of Success

Vision

The College of choice where people thrive, workforces excel, communities connect and lives transform.

Cultural Beliefs

I AM CHANGE

I create change by overcoming my fears.

RESPECT

I value diverse perspectives and experiences and collaborate with positive intent.

LET'S TALK

I exchange ideas thoughtfully and courageously to facilitate positive outcomes.

FEED ME

I listen objectively to feedback and reflect to improve my performance.

CLARIFY EXPECTATIONS

I clarify goals and expectations first so I can align and manage competing priorities.

STAY FOCUSED

I contribute to every student's success.

Campus Locations:

2001 N. Lincoln Rd, Escanaba MI 49829

2801 N US 2 41, Iron Mountain, MI 49801

Scope of Services

The purpose of this RFP is to obtain one (1) heavy-duty truck ready to be equipped with a snowplow and required attachments for our Iron Mountain campus.

Required Specifications:

- **Engine** - Base engine.
- **Exterior Paint Color** – White
- **Size Truck** - 3/4 ton
- **Transmission** - Heavy-duty automatic transmission suitable for plow operation.
- **Drivetrain** - 4x4 or full-time all-wheel drive with rear posi-traction for optimal traction in snow and ice.

- **Suspension** - Heavy-duty front and rear suspension to support the weight of a snowplow and other equipment.
- **Electrical System** - High output alternator (minimum 160 amps) to power the electrical and hydraulic systems for the plow.
- **Snowplow package**
- **Fuel Tank** - Base Tank.
- **Truck Style** - Regular cab, long box with spray in bedliner.
- **Interior Features** - AM/FM radio, climate control, PW, PL, and cruise control.
- **Exterior Features** - Standard towing package
- \$ Discount OR % off MSRP
- Taxes (Do not include Michigan Sales Tax as we are MI sales tax exempt)
- Fees
- **Provide Estimated Delivery Date on Required Bid Form**
- Vehicle must be in new condition
- Window sticker or similar document detailing Required Specifications and other vehicle specifications, including vehicle warranty must be submitted with Bid

Proposal Requirements

- Proposals shall include completed Company Profile – Exhibit A.
- Proposals shall include a completed Bid Form with vehicle specifications from window sticker or similar document attached and Estimated Delivery Date – Exhibit B.
- Proposals shall include an Iran Economic Sanctions Act Certification Form – Exhibit C.
- Proposals shall include a Familial Disclosure Form (**form must be notarized**) – Exhibit D.

Evaluation Criteria:

Points awarded based on the following criteria. Weighted scoring model is utilized to allow for prioritizing criterion. (Point Scale = 0 points minimum to 5 points maximum per each criterion).

CRITERIA	DESCRIPTION	WEIGHT
Cost Evaluation	Total proposed cost	4
Meet schedule timeline	Time required for delivery of the vehicle	5
Specifications	Vehicle substantially meets our specifications along with quality, reliability, safety, and other requirements	4
Parts/Service/Warranty	Availability of parts, service, and warranty	4

Pricing Discounts:

Please provide the most favorable pricing Bay College is eligible to receive. The College is eligible for State of Michigan and higher education discounted pricing. In addition, the College is a member of several cooperative purchasing organizations including: [E&I Cooperative Services](#), [MHEC](#), [NASPO](#), [NCPA](#), [OMNIA Partners](#), [Sourcewell](#) and [MiDeal](#). If pricing is being quoted according to one of the discounts mentioned above (or other available discount), please specify and reference the contract number, term and point of contact, if applicable.

General Instructions and Additional Terms

1. This RFP is not a binding offer by the College and acceptance of the terms of this RFP by any Bidder shall not create a binding contract with the College. Bay College reserves the right to negotiate the terms and conditions of any agreement that may result from this RFP process, including the terms set forth herein and in any proposal. Any future contract that may be awarded must comply with College procurement requirements.
2. A proposal submitted in response to this RFP shall constitute an offer of the Bidder. The signature of a person who is legally authorized to execute contractual obligations on behalf of the Bidder shall indicate acknowledgment of this condition. A Bidder acknowledges that the College may accept a submission in response to this RFP in whole or in part. Bidder acknowledges its acceptance of all terms and conditions as set forth herein, unless the response specifically indicates otherwise. A Bidder shall identify clearly and thoroughly any variations between its proposal and the RFP in the cover letter. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of any contract that may result from this RFP, except as outlined or specified in the RFP. The College reserves the right to waive any irregularity in the RFP process or any Proposal, and the right to award any Contract to an entity or person that is not the Bidder submitting the lowest bid.
3. The College reserves the right in its sole discretion to accept or reject, in whole or in part, any or all Proposals with or without cause, to extend the due date, to waive technicalities in the documents or repost prior to award of the Contract. The College reserves the right to request additional information from any or all Bidders, including an oral interview to discuss, clarify, and answer any questions regarding the Proposal.
4. Bidders may not contact any College employee directly to discuss this RFP. All correspondence or questions concerning the RFP should be addressed to the Senior Accountant.
5. All questions will be responded to by addendum and posted to the College's website as time permits. The timing of any question or answer shall have no bearing on the response deadline.
6. Proposals may be withdrawn by written request from Bidder prior to the date and time established for the opening. Proposals submitted early may be modified or withdrawn prior to the submission deadline. Any modified or resubmitted Proposal shall be submitted in the same fashion as required by this RFP and shall be worded so as not to reveal the amount of the original proposed sum. Proposals submitted and not timely modified or withdrawn shall be irrevocable for a minimum period of ninety (90) calendar days following the submission deadline.
7. All late proposals will be rejected.
8. All proposals must be signed by a duly authorized representative of the Bidder; all unsigned proposals will be rejected. By submitting a Proposal, each Bidder is attesting to the following: (a) Bidder has read and understands the RFP and project requirements and the Proposal is made in accordance therewith, (b) Bidder warrants that it is familiar with the scope of work to be performed, and (c) Bidder's price is based upon all required work, personnel, supplies, materials and equipment, taxes and other costs described in the RFP and in accordance with all terms and conditions without exception.
9. Collusive Bidding and Relationship Disclosure.
 - a. The Bidder certifies that its Proposal is made without any previous understanding, agreement or connection with any person, Firm, or company making a Proposal for the same project and is in all respects fair and without outside control, collusion, fraud, or other illegal action.
10. Proposal prices must be good for a period of ninety (90) days from the date of opening.
11. Each Bidder submitting its Proposal releases the College from any and all claims arising out of, and related to, the RFP process and the selection of a Vendor.
12. The College's payment terms are net 30 days.

Proposal Inquiries:

Inquiries concerning proposals should be directed to Sherri Viau, Senior Accountant at sherri.viau@baycollege.edu or (906) 217-4070. **Inquiries must be received by September 25, 2026.** Responses to inquiries and clarification requests will be posted at www.baycollege.edu/rfp.

Proposal Due Date:

Proposals must be received no later than October 9, 2026 by 1:00 PM ET. Proposals that do not include the four required exhibits as noted under the Proposal Requirements section above will not be considered.

Proposal Copies:

Prospective Bidders send **one original and 2 copies** of the proposal, enclosed in one sealed box or other package, in a manner that assures receipt by the proposal due date. Package must be sealed and designated prominently **“Heavy-Duty Truck RFP”**. All proposals must be received at 2001 N Lincoln Road, Escanaba, MI 49829 by the RFP deadline. **We do not accept emailed proposals.**

Notification Date:

Notification to the successful Bidder will be by **October 16, 2026.**

Verbal Instruction Procedure:

No negotiations, decisions, or actions shall be initiated or executed by the Bidder as a result of any discussions with any Bay College employee. Only this document may be considered as a duly authorized expression on behalf of Bay College. Only those communications that are signed and in writing will be recognized by the College as duly authorized expressions on behalf of Bidder.

Freedom of Information Disclosure:

Ownership of all data, materials and documentation originated and prepared for the College pursuant to the RFP shall belong exclusively to the College and be subject to public inspection in accordance with the Michigan Freedom of Information Act.

Equal Opportunity:

It shall be the policy of the Bay de Noc Community College Board of Trustees to assure the provisions of equal opportunity and equal access in educational acts and employment. These provisions apply in all areas of employment, student services, and instructional programs. Discrimination because of any legally protected status, which includes but is not limited to, race, color, religion, creed, gender, sex, national origin, political affiliation, age, height, weight, disability, marital or veteran status is prohibited in accordance with state and federal law.

Questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to the College's [Title IX Coordinator](#) at 906-217-4036.

Non-Discrimination:

The Bidder in bidding, quoting and/or fulfilling a purchase order shall not discriminate against any employee or applicant for employment because of any legally protected status, which includes but is not limited to, race, color, religion, creed, gender, sex, national origin, political affiliation, age, height, weight, disability, marital or veteran status in accordance with state and federal law.

Cost:

Any costs associated with preparing proposals in response to this RFP are the sole responsibility of the Bidder.

Acceptance or Rejection of Proposal:

Bay de Noc Community College, may at its sole discretion, reject any or all proposals received, or waive minor defects, irregularities, or informalities therein.

Projected Timeline:

September 12, 2026	RFP released
September 25, 2026	Deadline for questions

October 9, 2026, 1 pm ET	Bids opened and evaluation begins
By October 16, 2026	Notification of successful bidder

COMPANY PROFILE

As part of the evaluation of proposals, Bay College will determine the bidder's qualifications to provide the services requested. Therefore, each bidder shall provide information that establishes its qualifications and capabilities. The responses provided in this section will be considered in the award of contract decision. Failure to provide this information may result in rejection of the bid.

Please provide the following information regarding your business. **This form is required as part of your bid submission.** You may attach additional sheets or documents as needed.

1. Company Name: _____
2. Company Address: _____
3. Contact Name & Title: _____
4. Contact Phone Number: _____
5. Contact Email: _____
6. Company website address: _____
7. DUNS Number or Federal Tax ID#: _____
8. Number of years in business: _____
9. Office locations (service, retail, other): _____

By submission of the executed signature below, I hereby certify the following:

That I have read and understand all provisions of this Request for Proposal; That this proposal as submitted is in conformance with all provisions as stated in the Request for Proposal; That my firm can meet the service levels identified; and that I have the authority to bind my firm to the provisions of this proposal. This offer is extended for a minimum of 90 days subsequent to the opening of the bids.

Printed Name /Title

Phone Number/Email

Signature of Authorized Official

Date

IRON MOUNTAIN CAMPUS HEAVY-DUTY PLOW TRUCK RFP BID FORM

Please attach window sticker or similar document detailing required specifications and other vehicle features, and detailed service package and warranty information to your proposal form for all vehicles.

#1 Vehicle Year Make Model Mileage & Color and bedliner details:	Price
MSRP	
Plus Fees/Additions (provide details): **We are Michigan sales tax exempt**	
Less Discount	
Total FINAL Price:	
Will you offer a free comparable (heavy-duty truck, no plow) loaner vehicle when our truck is unavailable due to extended service work?	Yes/No
Is a service package available? If yes, state price and terms and attach details.	Yes/No
Is an extended warranty available? If yes, state price and terms and attach details.	Yes/No
Expected delivery date of truck to Bay College	
#2 Vehicle Year Make Model Mileage & Color and bedliner details:	Price
MSRP	
Plus Fees/Additions (provide details): **We are Michigan sales tax exempt**	
Less Discount	
Total FINAL Price:	
Will you offer a free comparable (heavy-duty truck, no plow) loaner vehicle when our truck is unavailable due to extended service work?	Yes/No
Is a service package available? If yes, state price and terms and attach details.	Yes/No
Is an extended warranty available? If yes, state price and terms and attach details.	Yes/No
Expected delivery date of truck to Bay College	

Bidder Information		
Company Name:	Mailing Address:	
City:	State:	Zip:
Phone Number:	Fax:	
Bid Preparer's Name (print):	Title:	
Email Address	Signature:	
* The Signature above signifies that I have the authority to bind my firm to the provisions of this proposal. This offer is extended for a minimum of 90 days after the opening of the bids.		

Iran Economic Sanctions Act Certification

I am the _____ (title) of _____ (bidder), or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid for the RFP/RFB/RFQ from Bay de Noc Community College. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the College will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

(signature)

(printed)

(date)

Familial Disclosure Form

(This form must be notarized)

AFFIDAVIT OF _____
(insert name of affiant)

STATE OF _____

COUNTY OF _____

_____ makes this Affidavit under oath and states as
(insert name of affiant)
follows:

1. I am a/the:

- ☐ President
- ☐ Vice-President
- ☐ Chief Executive Officer
- ☐ Member
- ☐ Partner
- ☐ Owner
- ☐ Other (please specify) _____

of _____ [insert name of contractor], a bidder for a Bay de
Noc Community College RFP/RFB/RFQ.

2. I have personal knowledge and/or I have personally verified that the following are
all of the familial relationships existing between the owner(s) and the employee(s) of the
aforementioned contractor and the Board of Trustees and/or employees of Bay de Noc
Community College:

3. I have authority to bind the aforementioned contractor with the representations contained herein, and I am fully aware that the College will rely on my representations in evaluating bids for the RFP/RFB/RFQ.

4. I declare the above information to be true to the best of my knowledge, information and belief. I could completely and accurately testify regarding the information contained in this affidavit if requested to do so.

(signature of affiant)

Dated: _____

Subscribed and sworn before me in _____ County,
State of _____, on the ____ day of _____, 20____

_____(signature)

_____(printed)

Notary public, State of _____, County of _____

My Commission expires on _____

Acting in the County of _____