

Request for Proposal – Telamon Corporation/TRC - Michigan Migrant Head Start Yellow School Bus Maintenance, Repair, Storage & Michigan State Police Inspection facilitator

Telamon Corporation
416 North Cedar Street
Lansing, MI 48912

Project Scope and Specifications

Michigan Migrant Head Start is in need of Vehicle Maintenance, Repair, Storage and Michigan State Police Inspection facilitator at statewide locations:

- Muskegon (21 International yellow school buses)
- Holland (6 International yellow school buses)
- Jackson (3 International yellow school buses)
- Sodus/Watervliet (23 International yellow school buses & 1 Micro Bird)

NOTE: The yellow school bus fleet operates through late Spring, Summer, and early Fall.

- Shop must be State of Michigan licensed repair facility.
- Mechanics must be fully State of Michigan Certified to complete repairs.
- Repair facility must offer towing services or offer bill-thru services for towing.
- Repair facility must prepare and schedule each yellow school bus for Michigan State School Bus Inspection process.
- Repair facility must submit estimates of repair in writing for approval prior to completing any repairs.
- Facilitate annual fire extinguisher inspections with tag replacement for each bus.
- Repair facility must store buses on-site when not in use and for winter storage including removal/installation of the batteries.

NOTES:

Please contact Donna Cain at the phone number or email address listed below with any questions.

Contact person:
Donna Cain, Property Specialist
Office number: 517-323-7002 ext. 182
Email: dcain@telamon.org

Proposal Submissions Due: July 24, 2020; 3:00 PM EST

Bids may be sent by email (above email address) or fax (517-323-9840) to the Lansing office. Bids are to be properly signed by a signatory of your company.

Budget

All proposals must include:

- hourly labor rate (If labor rates differ from one area to another, include the hourly labor rate)
- when fleet discount pricing is offered; include the normal hourly labor rates
- monthly bus storage fee, per bus (when no charge/discount charge occurs, record and label what amount is normally charged)
- oil change/Wet inspection A pricing
- when discount pricing is offered on parts; include the discounted percentage

IN-KIND CONTRIBUTION for Michigan Migrant Head Start Yellow School Bus: Vehicle Services Agreement.

The Administration for Children and Families (ACF) requires all Head Start grantees such as Telamon Corporation to provide contributions equal to 25 percent of their total Federal Head Start funding (or 20 percent of the total Federal and non-Federal combined). Telamon Corporation is asking for an in-kind contribution from the Contractor selected that might range from 2 percent to 10 percent per labor and/or parts pricing.

In-kind is defined as property or services that benefit a grant-supported project or program (such as the Head Start program) and are contributed by non-Federal third parties without charge to the grantee. In-kind contributions may consist of the value of real property and equipment and the value of goods and services directly benefiting the grant program and specifically identifiable to it.

Bidder Qualifications

Bidders must provide the following as part of their proposal for consideration:

- Date when bidder is able to begin work.

Terms and Conditions

Telamon Corporation reserves the right to reject any and all bids. Telamon Corporation is an equal opportunity employer and service provider.

Evaluation Criteria

Telamon Corporation will evaluate all proposals based on the following criteria. To ensure consideration for the Request for Proposal, your proposal must be complete and include all of the following criteria:

- Overall proposal suitability: proposed work must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to the quality and completion timeliness of work.
- Value and cost: Bidders will be evaluated on the cost of work to be performed in accordance with the scope of this project and in the in-kind contribution.
- Experience: Bidders must provide descriptions of staff experience.

The contractor selected will be required to name **Telamon Corporation as an additional insured** on a Certificate of Insurance listing the policy numbers and amount of coverage for Works Compensation and General Liability Insurance. Certificates of Insurance must provide for a minimum requirement of \$1,000,000 in General Liability and State required minimums in Workers Compensation coverage.

7/10/20