

Manistee County Transportation, Inc.

RFP MCTI Hoists 2026-1

Direct Questions To: Julie Stec, General Manager
Manistee County Transportation, Inc.
julie@manisteebus.com

Submit questions by January 30, 2026.

Date Issued: January 21, 2026

Proposals Due: February 4, 2026 @ 1:00 p.m. local time

Proposer Name: —

Proposal Price: \$

Submit To: Julie Stec, General Manager
Manistee County Transportation, Inc.
180 Memorial Drive
Manistee, MI 49660

PROPOSER READ AND COMPLETE

The undersigned certifies that he/she offers to furnish materials and services in strict accordance with the requirements of this proposal including the specifications and Terms and Conditions that are attached; that prices quoted are correct.

Signature

Date

Federal ID#:

(Precede with "S" if Social Security #)

BACKGROUND INFORMATION:

Manistee County Transportation, Inc. (MCTI), established in 1975, is a private non-profit corporation providing county-wide transportation services to Manistee County. MCTI's 2025 ridership was approximately 125,000. MCTI operates with a .5 mill county-wide millage, has 43 employees, and operates with a fleet of 27 vehicles.

SCOPE OF WORK:

MCTI is seeking a firm to remove and dispose of existing hoists and install 2 new In-ground hoists at our main office located at 180 Memorial Drive, Manistee, Michigan.

Deliverables:

Install 2 new In-ground hoists per specifications:

- Lifting Capacity to be a minimum of 60,000 lbs.
- Max. Wheelbase 304"
- Min. Wheelbase 108"
- Rise 70"
- Voltage Single Phase 440 V 3 Phase
- Time of full rise 105 seconds max
- Removal of existing hoist
- Concrete work
- Wiring
- Plumbing for oil tank
- Minimum warranty 10 years

Milestones:

Proposals Due	February 4
Proposer selection	February 11
Anticipated project completion	November 30

OFFER PREPARATION AND SUBMITTAL:

PROPOSAL CONTENT

Statement of Proposal. Provide a narrative statement of your proposal indicating, through the use of drawings, diagrams or other material the way in which you propose to satisfy the requirements outlined above.

Prior Experience. Include descriptions of prior or present projects which would tend to substantiate your qualifications to perform this project. Include name, address, and telephone number of the responsible person of former client's organization who may be contacted.

Proposal Price. Include a detailed breakdown of the proposed price and indicate any part of the proposal that will be performed by subcontract.

Signed Federal Contract Clauses. A signed copy of the Federal Contracts Clauses Construction Less Than \$350,000 (Attachment A) must be included with this proposal.

The RFP cover page sent with this RFP must be SIGNED IN INK by an official of the proposing organization authorized to bind the proposer to the RFP provisions and the proposed price. The completed RFP cover page must be returned with the submitted proposal.

Proposal Submittal. Deliver four (4) hard copies of the proposal to:

Julie Stec, General Manager
Manistee County Transportation, Inc.
180 Memorial Drive
Manistee, MI 49660

Proposals will be received until 1:00 p.m. on January 30, 2026 at

Manistee County Transportation, Inc.
180 Memorial Drive
Manistee, MI 49660

Submitted proposals and prices will remain valid for 120 days after the proposal due date. Submitted proposals will become the property of MCTI and will not be returned.

QUESTIONS:

Questions must be submitted in writing to Julie Stec, MCTI General Manager at julie@manisteebus.com by January 23, 2026. MCTI will respond to the questions within five business days. Questions and answers will be sent to all firms sent an RFP or who have submitted questions or proposals and will be posted on MCTI's website at manisteecountytransportationinc.com. Verbal comments are not part of this solicitation.

LATE SUBMISSIONS:

Offerors are responsible for submitting offers so as to reach MCTI on time. The entire proposal must be received, not merely a portion of it. Moreover, no acts of God or similar factors will excuse lateness.

MODIFICATIONS AND WITHDRAWALS OF OFFERS:

Proposals may be withdrawn in writing at any time prior to the due date and time. A proposal may also be withdrawn in person by a proposing firm, provided the withdrawal is made prior to the due date and time. The proposing firm must sign a receipt of withdrawal. No proposal may be withdrawn after the due date unless there is a material error in the proposal. Withdrawn proposals may be resubmitted, with or without modifications, up to the due date and time. MCTI shall require proof of agency from person withdrawing proposal.

FEDERAL REQUIREMENTS

This project is funded by Federal Transit Administration (FTA) and Michigan Department of Transportation (MDOT) grants and federal and state guidelines apply. The federal requirements are Federal Clauses – Construction Less Than \$350,000 as attached as Attachment A. A signed copy of the Federal Clauses must be submitted with the proposal. Davis-Bacon prevailing wage requirements apply and certified payrolls must be submitted weekly. The Davis-Bacon wage determination and Certified Payroll Form are attached as Attachment B. The selected firm may have to execute a 3rd party subcontract approved by the Michigan Department of Transportation (MDOT). Award will only be made to a responsive and responsible firm.

PROPOSAL EVALUATION FOR AWARD:

All proposals will be evaluated by a Selection Committee consisting of the General Manager, Maintenance Manager and two mechanics. The Selection Committee may be assisted by other technical personnel as deemed appropriate for the purpose of selecting the proposer with whom a contract will be executed. Representatives from the firm(s) in a competitive range may be invited to meet in person with the Selection Committee before final selection is made. Original non-price criteria may be modified based on the results of the interview.

MCTI reserves the right to cancel the solicitation or reject any and all proposals in whole or part for sound, documentable, business reasons. MCTI also reserves the right to award to other than the lowest priced proposal and to the proposal representing the Best Value to MCTI. MCTI reserves the right to waive any

minor informalities or irregularities and to use whatever reasonable and prudent evaluation techniques it deems appropriate. This solicitation will result in a firm, fixed price contract.

The proposals will be evaluated using the selection criteria which are listed below in order of importance, although the first and second criteria are equally weighted. Price is less important than the other technical factors as a whole.

Proposal Content: Proposal's narrative statement will be evaluated on thoroughness and completeness.

Prior Experience: Experience will be measured by experience on projects similar to that described in the scope of work.

Price: Proposals will be evaluated using the following formula: lowest proposal price/price being evaluated x points possible.

TERMS OF PAYMENT:

The contractor will submit an invoice to MCTI. No payment will be submitted to the State of Michigan for reimbursement until MCTI verifies that the project meets the RFP specifications or sufficient progress on project is accomplished. Upon acceptance MCTI will submit a request to the State of Michigan which will take a minimum of forty-five (45) days to be processed. No payment will be made by MCTI until the reimbursement check is received. All invoices shall be itemized.

PROTESTS:

Contractors wishing to protest procurement decisions or processes must submit the protest in writing to the Executive Director at the MCTI, 180 Memorial Dr., Manistee, MI 49660. Protests about solicitation specifications or processes must be received 10 business days before the solicitation due date. Protests received after the due date, but before award must be received before 5 business days after the due date. Post award protests must be received by the MCTI no later than 5 business days after the award decision.

The MCTI Executive Director or her designee will review the written protest and provide a written decision to the protestor within 10 business days of receiving the protest. MCTI is the final arbitrator on any question or dispute.

This "protest" clause does not preclude consideration of questions of law in connection with decisions provided for above; provided that nothing in this

contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

Proposal protests shall contain:

- a) The name and address of the protester
- b) Identification of the project
- c) A statement of the grounds for the protest and any supporting documentation. The grounds for protest shall be fully supported to the extent feasible. Additional materials in support of an initial protest may be permitted only at the sole discretion of the MCTI
- d) The relief desired of the MCTI

CONTRACTOR FURNISHINGS:

The contractor shall provide all supervision, labor, materials, supplies, parts, tools, transportation and equipment necessary to perform the scope of this project.

PERMITS AND LICENSING:

The selected Contractor, at their expense, shall be responsible for the obtaining of all applicable permits, licenses and inspections as required by local, state and federal authorities. The Contractor, and subcontractors, shall comply with all Federal, State, and local ordinances, rules and regulations in the performance of this project.

WARRANTIES:

The Contractor shall provide a warranty guaranteeing all work and materials for a period of at least ten (10) years after Substantial Completion, and all service within that period shall be rendered without charge to MCTI. Warranty duration shall be extended for those products specified exceeding a ten (10) year period. The Contractor shall be responsible for all materials that are used in the project and warranty of the parts and workmanship. Extension of warranty will be considered when constant maintenance of item is required or if replacement parts prove unsound. MCTI shall expect the Contractor to have adequate stock of replacement parts available to service the MCTI's needs in a timely manner.

INDEMNITY PROVISIONS:

The contractor shall indemnify, defend and hold harmless MCTI, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorney's fees and disbursements and costs of

investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

- a) the product provided, performance of the work, duties, responsibilities, actions or omissions of the contractor
- b) breach by the contractor or any representation of warranty made by the contractor in the contract
- c) occurrences that the contractor is required to insure against as provided for in this contract
- d) death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the contractor, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage
- e) any claim, demand, action, citation or legal proceeding against MCTI, its employees and agents which results from an act or omission of the contractor or any of its subcontractors in its or their capacity as an employer or person

ASSIGNMENT:

Neither party may assign, directly or indirectly, all or part of its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed

IMPACT OF FEDERAL, STATE, AND LOCAL TAXES:

MCTI is exempt from Federal, State, and local taxes and will not be responsible for any taxes levied on the respondent as a result of the contract resulting from this RFP.

DISPUTES:

The parties shall attempt to resolve any dispute arising out of or relating to this contract through negotiations between senior executives of the parties, who have authority to settle the same. If the matter is not resolved by negotiation within 30 days of receipt of a written 'invitation to negotiate', the parties will attempt to resolve the dispute in good faith through an agreed Alternative Dispute Resolution (ADR) procedure.

EXAMINATION OF RECORDS:

The proposer who is awarded the contract agrees that the auditor of MCTI or an authorized representative from the State of Michigan shall have access to, and

the right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the contractor relating to orders, invoices, or payments of this contract. All records relating to the awarded contract shall be retained for three (3) years after the date of final payment or completion of any required audit.

Compliance with this clause does not relieve a contractor from retaining any records required by other laws or regulations of federal, state, or local government units.

Attachments:

Attachment A – Federal Clauses – Construction Less Than \$350,000

Attachment B – Davis-Bacon Prevailing Wage Rates

