



MONROE COUNTY COMMUNITY COLLEGE

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1555 South Raisinville Road
Monroe, MI 48161-9746

Request for Proposal

Project #04-02.26

MECHANICAL & ELECTRICAL FACILITIES AND EQUIPMENT ASSESSMENT

Included documents:

MECHANICAL & ELECTRICAL FACILITIES AND EQUIPMENT ASSESSMENT.docx

Special Note: Contact Kelly Heinzerling at kheinzerling@monroeccc.edu or Brian Betram at bbertram@monroeccc.edu for building specific schematic documents

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Monroe County Community College (the College) is accepting sealed bids for a Mechanical and Electrical Facilities and Equipment Assessment at 1555 S. Raisinville Rd. Monroe, MI 48161 in accordance with the accompanying specifications.

BID SCHEDULE

Publication of Bid: 2/20/2026

Posted on <http://www.monroecc.edu/rfp>

Bids Due: 3/13/2026 at 2:30pm EST

Monroe County Community College
1555 S. Raisinville Rd.
Monroe, MI 48161
(Student Services Center Building S Room S-153)

Bids will be accepted by:

Attn: Kelly Heinzerling – “Mechanical and Electrical Facilities and Equipment Assessment”
Monroe County Community College
1555 S. Raisinville Rd.
Monroe, MI 48161

INSTRUCTIONS TO BIDDERS: Bids must be made in accordance with the instructions contained herein.

Any questions concerning this bid may be directed to the following contacts:

For Bid Procedure contact: Kelly Heinzerling, 734-384-4275, kheinzerling@monroecc.edu

Bids will be received and publicly read aloud in Room S-153 of the Warrick Student Services Center Building S, Monroe County Community College, 1555 S. Raisinville Rd., Monroe, MI 48161, on **3/13/2026 at 2:30pm EST**.

Vendors may submit bid responses by **3/13/2026 at 2:30pm EST** in any of the following ways:
One (1) electronic (flash drive/memory stick) mailed to the above address
One (1) original copy of the proposal mailed to the above address
Electronic submission to mcccrfpbid@monroecc.edu

Bids received after **3/13/2026 at 2:30pm EST** will not be accepted and will be returned unopened. Faxed bids will not be accepted.

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Notice of award will be communicated via email.

The College reserves the right to reject any or all bids and to make selections which are in the best interest of the College.

TAX EXEMPTION: The College is tax exempt and therefore all bid submissions or invoices for goods or products furnished to the College should not include tax.

If you believe you are subject to Michigan sales or use tax on materials acquired by your company for use in construction projects for the College, you must identify and include that in all bid submissions or proposals submitted to the College, or the College will not be responsible for payment or reimbursement of any such tax.

SIGNATURE ON BIDS: The College requires the signature on bid documents to be that of an authorized representative of the bidding company and represents an understanding of the bidding documents, instructions, and specifications.

AWARD CRITERIA: The evaluation of each response to the RFP will be based on its demonstrated competence, compliance, format, organization and cost.

The purpose of the RFP is to identify those vendors that have the interest and capability to supply Monroe County Community College with the objectives identified in the scope of work.

Award will be based on the lowest and best (most advantageous to the College) as determined by consideration of:

1. Price offered
2. Quality of item offered
3. General reputation and performance capabilities of the bidder
4. Conformity with specifications herein
5. Delivery schedule
6. Location and availability of service and repair facilities and personnel
7. Suitability for intended use

FAMILIAL DISCLOSURE: All bidders must provide disclosure in compliance with MCL 380.1267 and attach this information to the bid.

IRAN ECONOMIC SANCTIONS ACT COMPLIANCE: All bidders must provide a sworn and notarized statement in compliance with Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012.

FORM W-9: All bidders must provide a current Form W-9 for the bidding organization and attach this information to the bid.

STATE-FUNDED PROJECT PREVAILING WAGE REQUIREMENTS – EFFECTIVE March 1, 2022: With the exception of lease build-outs, if a project greater than \$50,000 involves employing construction mechanics (e.g., asbestos, hazardous material handling, boilermaker, carpenter, cement mason, electrician, office reconstruction and installation, laborer including cleaning debris, scraping floors, or sweeping floors in construction areas, etc.) and is sponsored or financed in whole or in part by State funds, state contractors must pay prevailing wage.

Additional information on the requirements of prevailing wage can be found on the [Labor and Economic Opportunity - Bureau of Employment Relations - Wage and Hour Division](#) website.

1. The Contractor (and its Subcontractors) represents and warrants that it pays all mechanics and laborers employed directly on the site of the work, unconditionally and at least once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment, computed at wage rates not less than those stated in the advertised specifications as prevailing wages based on locality, regardless of any contractual relationship which may be alleged to exist between the Contractor or subcontractor and the laborers and mechanics.
2. The Contractor represents and warrants that Contractor will post the scale of wages to be paid in a prominent and easily accessible place at the site of the work.

PROPOSAL OPENING

Proposals are opened publicly at the date and time noted in the Project Schedule section of the RFP. The College is not responsible for the pre-opening of, late opening of, or the failure to open, an offer not properly addressed or identified. Proposal results can be requested using the FOIA requirements located at <https://www.monroeccc.edu/freedom-of-information-act>.

EFFECTIVE PERIOD OF PROPOSALS

In order to allow for an adequate time for evaluation, approval, and award of a contract, the College requires a proposal in response to this RFP to be valid and irrevocable for one hundred and twenty (120) days after the proposal due date and time. Any firm who does not agree to this condition shall specifically communicate such disagreement in its proposal to the College, along

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with any proposed alternatives. The College may accept or reject such proposed alternatives without further notification or explanation.

ALTERNATE OFFERS

Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be submitted as an attachment referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures and/or technical literature, suitable for evaluation, must be submitted with the offer. If no exceptions are taken, the College will expect and require complete compliance with the specifications and all conditions of purchase.

INQUIRIES/QUESTIONS

Vendors may only submit questions via email or phone prior to the bid due date.

ADDENDA

Any change to the proposal will be in the form of a numbered addendum issued by the Procurement Department. Any addendum will be communicated to the firms who submitted proposals within accordance of the RFP criteria, posted on the College's webpage, and other applicable websites. Other than official numbered addenda issued by the Procurement Department, oral or written advice or instructions made by any employees, officers, contracted consultants or agents of the College in regard to this RFP are not binding on the College. The College will not be responsible for firms adjusting their offer based on oral or written instructions.

WITHDRAWAL

Proposals may be withdrawn until the date and time of proposal opening. Proposals may not be withdrawn for one hundred twenty (120) days after proposal opening.

CANCELLATION

The College may cancel an RFP in whole or in part if it is determined to be in the best interest of the College.

ACCEPTANCE OR REJECTION OF PROPOSALS

The College reserves the right to waive any formalities and to reject any or all proposals or any part(s) thereof, and/or to accept any proposal or any part thereof and/or to cancel the request for proposal.

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PUBLIC INFORMATION

The College is obligated to abide by all public information laws. All vendor information regarding the proposal may become public information. All copies and contents of any proposal, attachment and explanations submitted in response to this RFP shall become the property of the College, except any materials that both the vendor and College agree to classify as confidential, proprietary or trade secrets. These materials must be clearly marked by the vendor and may be returned to the vendor after the award upon request.

OFFER AND ACCEPTANCE

A response to the RFP is an offer to contract with the College based on the provisions contained in the RFP. An authorized signature on the cover letter accompanying the proposal documents shall constitute an irrevocable offer to sell goods or services specified and accept the terms of the subsequent contract, which shall incorporate this RFP.

COST OF PREPARATION

Any and all costs associated with the preparation, presentation, demonstration, or submission of responses to this Request for Proposal shall be entirely the responsibility of the contractor and does not commit Monroe County Community College to pay or reimburse any costs in any manner.

ACCURACY

It is the responsibility of all firms to examine the entire RFP document and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due date and time. Firms are responsible for errors and omissions in their proposals. Failure to include all requested information will have a negative impact on the evaluation of the firm's proposal and may result in rejection.

CONFIDENTIALITY

The contractor shall keep the information related to all contracts and subcontracts in strict confidence. Other than the reports submitted to the College, the contractor shall not publish, reproduce or otherwise divulge such information in whole, or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, to those employees on staff who must have the information on a "need- to-know" basis, and the contractor agrees to immediately notify the College, in writing, in

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the event it is determined, or there is reason to suspect, a breach of confidence has occurred. Execution of a confidentiality agreement will be required of the successful contractor.

This Request for Proposal creates no obligation on the part of Monroe County Community College to award a contract. The College reserves the right to accept, reject, modify, or negotiate any and all proposals received in conjunction with the request for proposal in whole or part at any time. It reserves the right waive any defect or informality in the proposals on the basis of what it considers to be in its best interests. Any proposal which the College determines to be incomplete, conditional, obscure, or has irregularities may be rejected.

This request for proposal (RFP) in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed until confirmed by a written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement or purchase order.

INSURANCE

Monroe County Community College, as a governmental agency, is without authority to defend/indemnify a private party. Statutory and common law theories and principles of indemnification, contribution, and equitable restitution shall govern and apply to claims, actions, causes of action, costs, expenses and losses (including attorneys' fees) resulting from or caused by the actions or omissions of the parties or their employees pursuant to this Agreement.

Insurance must be provided by the operator in the following specified amounts:

Workmen's Compensation and Employer's Liability Insurance affording protection under the Workmen's Compensation Law of the States in which the work is performed; and

1. Employer's Liability protection subject to a minimum limit of \$100,000.
2. Comprehensive General Liability Insurance in amounts not less than:
 - Personal Injury: \$1,000,000 per person (including bodily injury) \$1,000,000 per occurrence
 - Property Damage: \$1,000,000 per occurrence
3. Comprehensive Automobile Liability Insurance in the following minimum amounts:
 - Bodily Injury \$1,000,000 per person \$1,000,000 per occurrence
 - Property Damage \$1,000,000 per occurrence

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CERTIFICATION OF COMPLIANCE
IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Monroe County Community College’s Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by the Monroe County Community College as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Monroe County Community College’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company	Date
Name and Title of Authorized Representative	Signature

Familial Relationship Disclosure Statement

As required by Public Act 232 of 2005, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Monroe County Community College System or any member of the Monroe County Community College System Board of Trustees. Monroe County Community College shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirements, hereby represent and warrant, except as provided below, that no familial relationship exist between the owner(s) or any employee of the company and any member of the Monroe County Community College System or any member of the Monroe County Community College System Board of Trustees. If such a relationship exists, please explain:

Attach additional pages if necessary

By: _____ (Bidder Signature)

Title: _____ (type or print)

Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 20____ A.D., in and for the

County of _____, Michigan.

My Commission expires _____.

Signature of Notary

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