



Request for Proposals (RFP)

Touchless Bus Wash System

Located at 180 N. Delaney Rd., Owosso, MI 48867

PROCUREMENT SCHEDULE (subject to change as deemed necessary by SATA):

Request for Proposals Issued	October 13, 2026
Written Questions Due	October 27, 2026 by 3:00 p.m. EST
Written Responses to Questions Released	November 3, 2026
Number of Proposals and Proposal Due Date	Submit two (2) original documents or one (1) electronic copy by November 18, 2026 by 3:00 p.m. EST
Anticipated Award Date	December 2, 2026
Project Completion Deadline	120 days or fewer from award date.

Submit one (1) electronic proposal and all required documents via email, with the subject line "Proposal for Bus Wash System" to:

Mary Rice mrice@satabus.org

or

Submit two (2) copies of the original proposal and all required documents to:

Mary Rice
Shiawassee Area Transportation Agency
180 N. Delaney Rd.
Owosso, MI 48867

Late submissions will not be accepted.

ATTACHMENTS:

1. Davis-Bacon wages for Shiawassee County
2. Federal Contract Clauses for Construction Less than \$350K (Form 3162A)
3. Certification of Compliance with Federal Contract Clauses (Form 3139)
4. Third Party Contract (Form 5634)

REQUIREMENTS TO SUBMIT WITH THE PRICE PROPOSAL:

1. An estimated construction schedule.
2. Bid and Contact Information form.
3. Detailed proposal, including information on product specifications to be used.

4. Attachment 2: Signed MDOT Form 3162A (Construction Less than \$350,000).
5. Attachment 3: *If bid is less than \$100,000*, Signed MDOT Form 3139 (Certification of Compliance with Federal Contract Clauses).
6. Attachment 4: *If bid is greater than \$100,000*, review MDOT Form 5634 (Third Party Subcontract), which will later be expected to be signed by the selected vendor.
7. Familial Disclosure Affidavit.
8. Iran Business Relationship Affidavit.
9. Documentation showing vendor is not debarred in SAM.gov federal system. To fulfill this requirement, submit a screenshot showing a search, or searches, for vendor official name(s), selecting “all words” and search results that should show either (1) “No matches found” or (2) a green “Entity” indicator box at the top of the vendor entry in SAM.gov, both of which indicates the vendor is not on the federal debarred or suspended list.

INTRODUCTION

Shiawassee Area Transportation Agency (SATA) invites and welcomes proposals for the SATA/SRESA Transportation Building Touchless Bus Wash System Project. Please take the time to carefully read and become familiar with the requirements. All bids submitted for consideration must be received by the time specified above under the “PROCUREMENT SCHEDULE.”

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to replace a touchless system that was destroyed in a building fire in 2022. We are seeking a replacement system from a firm that can supply and complete installation of a system that can accommodate the following:

PROJECT SCOPE AND SPECIFICATIONS

The Touchless Bus Wash System must meet the following minimum specifications:

- A 2-stage, high PH and low PH wash system, at least one arch design
- Brushless, drive-through, warm water cleaning
- Wash and Rinse tanks
- Water Softener
- Undercarriage Wash
- Rear Rinse
- Must accommodate fleet of mid- to large-size buses
- Fit our new wash bay of approximately 100' length, 19' width, and 16' height, utilizing electric, well water supply and drain field discharge
- All steel piping
- Utilize LCD HMI displays, and include multiple wash settings
- Electric and plumbing interconnect need to be added
- All installation, including parts and supplies

The proposed wash system must fit within the following existing SATA garage existing infrastructure and environment:

- 2-inch water line that drops to 1 ½ inch in the garage,
- 45 GPM Pump,
- Water pressure gauge reads 50 psi, dropping to 40 psi with valve wide open.

All products must be new and not used or refurbished.

The entire project must be completed within 120 or fewer days from award date.

Vendors must provide the following services:

- Project management before and during the implementation
- Direction to SATA regarding any infrastructure changes necessary to facilitate the implementation of the proposed system
- System installation by qualified/certified personnel performed in a manner that creates little to no downtime for SATA
- Collaborate with SATA and subcontractors/providers to ensure timely implementation of the system
- Training (both on-site and/or web and in written/digital form) to SATA and SRES D personnel and contractors that will use or support the system
- Post-implementation, on-call support for a period of at least one calendar week (Monday-Friday, 8 a.m. – 5 p.m. EST)

Warranty

SATA requires a one (1) year, standard warranty on parts and labor

On-Going Support

A service and support agreement must be presented to SATA as an option. The cost of the on-going support must be reported on a per-year basis for three years. SATA's minimum requirements for on-going support are:

- Written/digital documentation for system use and administration
- Maximum of 1-day response to any system outage that renders a predetermined percentage of the system to become degraded
- Ability to obtain support for any issue that cannot be resolved remotely in a predetermined time frame
- Ability to replace and reconfigure any failed component (hardware/software)
- Requested maintenance of the system
- Vendor must be able to escalate unresolved problems direct to the manufacturer

Proposal Inclusions

The price offered must include complete assembly, including mechanical, electrical, and plumbing. The contractor shall provide all supervision, labor, materials, supplies, parts, tools, transportation and equipment necessary to perform the scope of this project. The price per year of the first three years of support must also be included. The evaluated price will include the base price plus three years of support service, although SATA may choose to not procure the support if deemed in its best interest. The detailed cost breakdown of the proposed price must be included with the proposal.

PROPOSAL EVALUATION

During the evaluation process, the Agency reserves the right to request additional information or clarifications from the Contractor or to allow corrections of errors or omissions. In evaluating proposals and awarding contracts, the Agency will use the following evaluation criteria, in order of importance:

- Experience and qualifications (30%)
- Quality and reliability of proposed equipment (30%)
- Price (30%). Proposed prices will be scored using the formula: lowest proposal price divided by the price of the proposal being evaluated x allotted points.

- Warranty and support services (10%)

The selection panel members will include (1) the Agency's Executive Director and (2) SRESA Superintendent.

Any submitter falling within a competitive range as determined by the selection panel may be asked to present the submitter's abilities and qualifications to the selection panel and to answer any questions about the submitted qualifications. The original scoring of evaluation criteria may be modified based on the interview results. The Agency reserves the right to award the RFP based on qualifications that provide the best value to the Agency and to award to a Contractor other than the lowest price proposal. The award will only be given to a responsive and responsible firm.

EVALUATION PROTESTS

All protests shall be addressed in writing to the Agency via e-mail at mrice@satabus.org or mailed to Shiawassee Area Transportation Agency, ATTN: Mary Rice, 180 N. Delaney Rd., Owosso, MI 48867. Protests about RFP specifications must be received ten (10) days before the proposal due date. Post award protests may be received no later than five (5) business days after notification to all proposers of the contract award decision. The Agency will review and respond in writing within ten (10) days of receiving the protest. The Agency is the final arbitrator on any question or dispute pertaining to proposals, proposal forms, and awards. This "disputes" 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:

1. The name and address of the protester.
2. Identification of the project.
3. 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 Agency.
4. The relief desired from the Agency.

Questions

Questions on this bus wash system RFP must be submitted in writing to Mary Rice at mrice@satabus.org with a subject line that includes "Bus Wash System" and will be answered in writing. Verbal comments, such as those via phone calls, will not be accepted and are not part of the official question and answer responses. Questions and answers will be posted on SATA's website as an RFP clarification at least 5 business days before the proposal due date and sent to all firms that submitted a proposal or expressed interest in writing.

Business Organization

State the full name and address of your organization and, if applicable, the parent or subsidiary entity that will perform or assist in performance of the work contained in your proposal or will provide any assistance. Indicate whether you operate as an individual, partnership or corporation; if as a corporation, include the state in which you're incorporated. All respondents must indicate their organization's federal identification number.

Proof of Insurance

Proposers must carry the necessary Workers' Compensation Insurance and include a certification to that effect with the proposal. Proposers must also carry adequate insurance to afford protection against all claims for damage to public or private property and injuries to persons arising out of performance of the work. Copies of completed certificates must be included with the proposal.

Davis-Bacon Prevailing Wages

This project is subject to the Davis-Bacon Act (40 U.S.C. §3141 et seq.), as applicable, and all related federal regulations. The contractor and all subcontractors shall pay laborers and mechanics employed on the project wages and fringe benefits at rates not less than those prevailing on similar construction in the locality, as determined by the U.S. Department of Labor. Certified payrolls must be submitted weekly. The wage determination for this project is Attachment 1, Shiawassee County Wage Determination. The federal requirements are the Construction Less Than \$350,000 federal contract clauses and is Attachment 2. A signed copy of the federal contract clauses must be submitted with the proposal.

Vendors may set up a time to visit the site for bidding purposes by contacting Mary Rice, Executive Director. The only authoritative response to questions will be the written answers sent to all firms. Verbal comments are not part of this solicitation.

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 material error in the proposal. Withdrawn proposals may be resubmitted, with or without modifications, up to the due date and time. SATA shall require proof of authority from the person withdrawing proposal.

PRICE AND PAYMENT EXPECTATIONS

Shiawassee Area Transportation Agency shall award the contract to the responsive and responsible vendor whose proposal represents the best value to SATA. The solicitation will result in a firm, fixed price contract with a single lump sum payment. No increases will be made from the bid price. Shiawassee Area Transportation Agency reserves the right to refuse, cancel, suspend, and/or discontinue any bid at any time and for any reason, without obligation or notice to the proposing bidder for sound, documentable business reasons and to waive any minor irregularities or informalities. This RFP does not commit the agency to award a contract or to pay any costs incurred in the preparation of a proposal. All bids must be good for 90 days after the proposal due date. Payment will be made within 45 days following completion of project and an invoice for same has been received.

INDEMNITY PROVISIONS

The contractor shall indemnify, defend and hold harmless SATA, SRESA, 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 SATA or SRES D, 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

INSPECTION

Final inspection and acceptance of all work, reports, performance, and other deliverables required under this contract shall be performed at the place of delivery by SATA and SRES D staff.

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

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

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.

GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract.

EXAMINATION OF RECORDS

The proposer who is awarded the contract agrees that the auditor of SATA 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.

**BID AND CONTACT INFORMATION FOR SHIAWASSEE AREA
TRANSPORTATION AGENCY (SATA) TRANSPORTATION
BUILDING TOUCHLESS BUS WASH SYSTEM PROJECT**

Item	Unit	Qty	Unit Price	Total
Support Services	YR	3		
Total Bid				

Certification

The quoted prices must remain valid for 90 days after the due date. The undersigned certifies that he/she offers to complete project and furnish materials in strict accordance with the requirements of this bid including the specifications and Terms and Conditions that are attached; that prices quoted are correct. The undersigned also agrees to complete the project within 120 days from award date.

Contractor Name	
Contractor Address	
City, State, Zip	
Phone number	
Email address	
Authorized Representative Name (Print)	
Authorized Representative Position Title	
Authorized Representative Signature	
Date of Signature	

Shiawassee Area Transportation Agency

Iran Business Relationship Affidavit

Certification

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran Linked Business" as the term is defined in the Act.

Name

Signature

Title

Company

Date

I have authority to bind the Contractor with the representations contained herein, and I am fully aware that the agency will rely on my representations in the evaluating bids.

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

Signature of Affidavit

Date

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

(signature)

(printed)

Notary public, State of Michigan, County of _____
My Commission expires on _____
Acting in the County of _____

**Shiawassee Area Transportation Agency
Familial Disclosure Affidavit**

State of Michigan

County of _____)

_____ makes this Affidavit under oath and states as follows:
(Name)

I am a/the:

☐ President

☐ Vice President

☐ Chief Executive Officer

☐ Member

☐ Partner

☐ Owner

☐ Other (please specify) _____

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 Contractor and the Agency's Director and/or Board members:

I have authority to bind the Contractor with the representations contained herein, and I am fully aware that the agency will rely on my representations in the evaluating bids.

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

Signature of Affidavit

Date

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

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