

Houghton Lake Community Schools

4433 W. Houghton Lake Drive
Houghton Lake, MI 48629

Request for Proposals **Fuel Depot Overhaul at Bus Garage**

Issue Date: October 12, 2026

Proposal Due Date: November 13, 2026

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Request for Proposal

Fuel Depot Overhaul at the Bus Garage

Houghton Lake Community Schools invites qualified Michigan businesses to submit proposals for a complete overhaul of the fuel dispensing and management system at the District's Bus Garage. The project includes the replacement of one gasoline pump and one diesel pump, the computer hardware and software that control both pumps, and the wiring and conduit between the pumps and the main office where the computer is located.

The selected contractor will provide all equipment, labor, materials, coordination, installation, configuration, testing, training, and documentation needed to deliver a complete operational system.

1 Solicitation information

Item	District information
Issue date	October 12, 2026
Project site	HLCS Bus Garage Fuel Depot 4433 W. Houghton Lake Dr. Houghton Lake, MI 48629
District contact	Ben Williams, HLCS Superintendent (phone): 989-366-2031 (email): williamsb@hlcsk12.net
Site visit	October 20 and 21 at 9:30am at the Bus Garage. Contact Transportation Director Karen Weirauch at 989-366-2029 or weirauchk@hlcsk12.net to select one of the dates above.
Questions due	October 26, 2026 at 4:00pm (submit any questions to Ben Williams)
Proposal deadline	November 13, 2026 at 12:00 noon
Submission instructions	Proposals may be emailed to Ben Williams, mailed, and/or hand delivered in a sealed pouch to the email above or 4433 W. Houghton Lake Dr. Houghton Lake, MI 48629 Sealed bids will be opened at 12:30 pm on November 13, 2026
Target completion	The District would like this work to be completed over a long weekend, holiday break or after the end of the school year on June 11, 2027.

2 Submission and communications

Identify submissions as "HLCS Fuel Depot RFP" and include the RFP number. Proposals must be received at the designated submission location by the deadline. Submit questions in writing to the District contact. Clarifications or changes will be issued through written addenda made available to all participating vendors; verbal statements do not modify this RFP. Acknowledge all addenda in the proposal.

3 Required equipment and installation

Site assessment and coordination

Inspect the site before finalizing the proposal. Verify the tank arrangement, fuel compatibility, suction or pressure configuration, dispenser mounting, existing piping and safety devices, electrical supply, office location, and complete wiring and conduit route. Measure distances and identify trenching, pavement work, building penetrations, and restoration needs. State any conditions that could not be verified and how they affect pricing.

The existing gas and diesel fuel storage tanks are in good condition, and the District intends to retain the existing fuel storage tanks and bulk fuel piping unless modifications are necessary for the proposed system. Tank replacement, major piping replacement, tank monitoring upgrades, and environmental remediation are not assumed to be included. Identify required work outside this scope as separately priced items and obtain written District authorization before performing it. Include ordinary dispenser connections and accessories needed for a working installation in the base price.

Gasoline and diesel pumps

- Remove and properly dispose of the two existing fuel pumps and associated equipment being replaced, except items the District designates for retention.
- Supply and install two new commercial fleet fuel dispensers or pump assemblies: one for gasoline and one for diesel. Provide manufacturer, model, flow rate, fuel compatibility, operating temperature range, and product literature. Size the equipment for District vehicle fueling needs verified during the site visit.
- Include meters, displays, hoses, nozzles, filters, breakaways, required valves, mounting materials, and compatible interfaces to the new fuel control system. Provide clear fuel identification and equipment suitable for year-round Michigan outdoor conditions.
- Verify and provide required emergency shutoff, grounding and bonding, hazardous-location protections, and other safety devices for the actual installation. Identify any required changes to existing collision protection or mounting foundations.

Wiring and conduit to the main office

- Replace the wiring and conduit between both pumps and the main office computer location. Include power, control, and communication wiring required along that route, terminations, fittings, supports, junction boxes, seals, and weatherproof components.
- Provide a proposed route and installation method. Identify circuit and panel modifications, separation of circuits, surge protection, and grounding requirements. If the on-site examination shows existing conduit to be serviceable, the reuse of existing conduit instead of replacement must be proposed as an alternate and approved by the District.
- Include necessary excavation, utility locating, backfill, building penetrations, firestopping where required, and restoration of disturbed pavement, concrete, landscaping, and building finishes. Test and label completed circuits and cables.

4 Computer hardware and fuel management software

Replace the main office computer hardware and software that control the pumps. Supply an integrated system compatible with both new fuel pumps, including the computer, supported operating system, monitor, keyboard, mouse, control interface, required licenses, and any other dedicated controllers or communication equipment necessary to operate the system. Identify other hardware required and include it in the proposal.

Minimum system functions

- Authorize fueling by each assigned user and vehicle through PINs, cards, keys, or another secure method. Describe the method proposed and the number of credentials included.
- Record date and time, user, vehicle, fuel type, gallons dispensed, and odometer or hour-meter reading when entered. Maintain separate gasoline and diesel transaction records and totals.
- Provide searchable transaction history and reports by date range, vehicle, user, and fuel type. Export District data to common formats such as CSV or Excel.
- Provide administrative access controls, an audit trail of changes, and a documented backup and recovery process. Explain data storage, retention, and access when a subscription ends.
- Describe behavior during office computer, network, internet, controller, or power interruptions, including safe shutdown, any offline fueling capability, transaction retention, and reconciliation after service is restored.

Technology and ownership

State whether the system is installed locally, hosted, or hybrid. Identify internet and network requirements, subscriptions, vendor remote access, cybersecurity protections, update practices, and supported software versions. Coordinate network changes and remote access with District technology staff before implementation. Include a schedule of all recurring charges and any functions that require additional licenses.

The District must retain ownership of its fueling records and receive the administrative credentials and documentation needed to operate the system. Explain how the District can obtain a complete export of its records without proprietary access barriers. Disclose any license, hosting, or support limitations.

Configuration and data transition

Configure users, vehicles, fuel types, access permissions, reporting, and backups with District staff. Assess the existing system and identify what historical data can be migrated. Separately price historical data migration if it is not included in the base proposal. Before removing the old system, preserve available District records through an agreed export or backup and verify that the District can access them.

5 Compliance and contractor qualifications

Use personnel properly licensed and qualified for the work performed in Michigan. Identify the applicable electrical, fire, fuel-storage, environmental, and safety requirements for the actual site configuration. Obtain required permits, plan reviews, approvals, and inspections, including Michigan Bureau of Fire Services involvement where applicable. Include related costs and deliver approval records to the District. Do not assume the site's tank type or regulatory classification.

Identify the prime contractor, subcontractors, applicable licenses, manufacturer certifications, and the Michigan service location supporting this installation. Provide proof of commercial general liability, automobile liability, and workers' compensation coverage as applicable.

6 Schedule and protection of school operations

Provide equipment lead times and a schedule covering approvals, procurement, removal, installation, software setup, testing, training, and final completion. Identify dependencies and the maximum expected interruption to gasoline and diesel fueling.

Coordinate all shutdowns with the District's transportation staff. Describe a practical plan to maintain bus fueling during construction, including any temporary fueling arrangements and their cost. Obtain District approval of the outage schedule before disabling either system. Keep work areas secure, protect students and staff, maintain required access, and follow District visitor and site-access procedures.

Protect existing utilities and property. Use safe fuel-handling and spill-prevention practices and properly manage removed equipment and waste. Immediately notify the District of unexpected conditions or releases, secure the affected area, and comply with applicable notification requirements. Do not proceed with additional work affecting price or schedule without a written change authorization.

7 Testing, training, and final acceptance

Submit a commissioning plan for District review before startup. Final acceptance requires successful demonstration of both fuel systems and delivery of the following:

- Inspection approvals and required test records; leak checks and verification of required safety devices and emergency shutoffs by qualified personnel.
- Meter calibration and verification of dispensing accuracy against applicable requirements and manufacturer specifications.
- Successful authorized fueling on gasoline and diesel, rejection of unauthorized access, and agreement between dispenser quantities and recorded transactions.
- Demonstration of reporting, data export, access permissions, backups and recovery, and transaction handling during simulated communication or power interruptions using a safe test method.
- Hands-on training for transportation users and administrators, including routine operation, emergency procedures, reports, backups, and basic troubleshooting.

- Operating and maintenance manuals, equipment serial numbers, licenses, administrative credentials, warranty information, service contacts, and as-built drawings showing wiring and conduit routes and terminations.

Correct deficiencies and complete the agreed punch list before final acceptance. The District will document acceptance in writing after the installed system meets the approved specifications and required deliverables are received.

8 Warranty and ongoing support

Provide at least a one-year warranty on installation workmanship beginning at final acceptance and disclose manufacturer warranties for all equipment. Identify coverage, exclusions, parts and labor costs, service response times, and emergency support availability. Describe recommended preventive maintenance, local parts availability, software updates, and support after warranty expiration. Separately price extended warranties and service agreements.

9 Required proposal contents

Submit a signed proposal organized in the order below. Clearly identify all exceptions, assumptions, exclusions, and proposed alternatives. A statement of compliance alone does not replace the requested equipment and implementation details.

- Company name, address, contact information, authorized representative, Michigan service location, qualifications, licenses, and proposed subcontractors.
- At least three references for comparable fleet fueling or fuel management installations, preferably school districts or public agencies, with project scope, completion date, and contact information.
- Technical proposal covering both pumps, computer hardware, software, access credentials, wiring and conduit, compatibility, installation methods, safety, and all required site modifications.
- Implementation schedule, expected fueling outage, continuity plan, testing and acceptance plan, training, warranties, and support commitments.
- Completed pricing schedule, payment milestones proposed, recurring fees, five-year ownership cost, and separately priced alternatives. State all assumptions used to calculate costs.
- Acknowledgment of addenda and a complete list of deviations from this RFP. Proposals must remain valid for at least 90 calendar days after the submission deadline.
- Completed Bidder information and acknowledgement form
- Completed Non-collusion affidavit
- Completed HUB certification
- Completed Certification regarding debarment form
- Completed and notarized familial and relationship disclosure form
- Completed Iran economic sanctions act certification form

10 Proposal evaluation and award

The District will evaluate responsive proposals using the following criteria. The District may request clarification, demonstrations, reference checks, or interviews as permitted by its procurement procedures.

Evaluation criterion	Weight
Technical compliance and system suitability	30%
Total installed price and five-year ownership cost	50%
Relevant experience and references	10%
Schedule and continuity of bus fueling	5%
Warranty and Michigan service support	5%
Total	100%

Award is subject to District approval, available funding, applicable procurement requirements, and execution of a written agreement. The District reserves the right, to the extent permitted by law and its procurement procedures, to reject any or all proposals, waive minor irregularities, request clarification, and cancel or reissue this RFP. Proposal preparation costs are the vendor's responsibility. No work may begin before a written notice to proceed.

Pricing must include all work required by the proposed solution. Identify taxes separately and apply any District tax-exempt documentation only where applicable. Additional charges or scope changes require written District approval before the work is performed. Contract insurance, bonding, payment, and other terms will be finalized in the written agreement.

11 Vendor pricing schedule

Complete each line. Use “included” or “not applicable” where appropriate rather than leaving blanks. Attach a detailed breakdown if needed. Keep optional items outside the base price.

Base project item	Amount
Gasoline pump and required accessories	\$_____
Diesel pump and required accessories	\$_____
Fuel control interfaces and access credentials	\$_____
Computer hardware and initial software licenses	\$_____
New wiring and conduit to the main office	\$_____
Removal and disposal of replaced equipment	\$_____
Installation labor and site restoration	\$_____
Permits and required inspections	\$_____
Configuration, commissioning, and training	\$_____
Temporary fueling arrangements if required	\$_____
Other required base costs — describe	\$_____
Applicable taxes — identify or state exempt	\$_____
Total fixed base project price	\$_____

Recurring costs and alternatives

Cost or option	Amount and assumptions
Annual software or hosting fees — years 1 through 5	[List each year or state none]
Annual support and maintenance — years 1 through 5	[List each year or state none]
Five-year total cost including base price	[Total and calculation; avoid double counting]
Historical data migration if separate	[Scope and price]
Extended warranty or other alternatives	[Scope and price]

Vendor legal name: _____

Authorized representative and title: _____

Signature: _____ Date: _____

Addenda acknowledged: _____

FORM 1: BIDDER INFORMATION & ACKNOWLEDGEMENT

The undersigned hereby agrees that the Response to the RFP is a legal and binding offer and the undersigned, on behalf of its Firm, agrees to furnish and deliver the services in accordance with the terms, conditions and prices herein quoted.

Firm Name: _____

Signed By (no electronic): _____

Print Name: _____

Title: _____

Date: _____

Address: _____

Phone Number: _____

E-mail: _____

FORM 2: NON-COLLUSION AFFIDAVIT

STATE OF _____

_____ COUNTY

The undersigned offeror or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to another offer.

Offeror (Firm)

Signature of Offeror or Agent

Subscribed and sworn to before me this _____ day of _____, _____

My Commission Expires: _____

Notary Public

County of Residence _____

FORM 3: HISTORICALLY, UNDERUTILIZED BUSINESS (HUB) CERTIFICATION

Proposing companies that have been certified as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Proposal Invitation. The electronic catalogs will indicate HUB certifications for vendors that properly indicate and document their HUB certification on this form. Please submit a copy of your HUB Certificate with this form, if applicable.

____ I certify that my company has been certified as a Historically Underutilized Business (HUB) in the following categories: (Please check all that apply)

____ Minority Owned Business

____ Small Business

____ Women Owned Business

____ My company has NOT been certified as a Historically Underutilized Business (HUB)

Company Name

Signature of Authorized Company Official

FORM 4: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name: _____

Date: _____

By: _____

Name and Title of Authorized Representative

Signature of Authorized Representative

FORM 5: FAMILIAL DISCLOSURE STATEMENT

AFFIDAVIT OF STATE OF MICHIGAN, COUNTY OF _____
by _____ makes
this Affidavit under oath and states as follows:

1. am a/the: President / Vice-President / Chief Executive Officer / Member / Partner / Owner / Other (please specify) _____ of [insert name of contractor], a bidder for Houghton Lake Community Schools.
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 school district's superintendent and/or board members:
3. I have authority to bind the aforementioned contractor with the representations contained herein, and I am fully aware that the school district will rely on my representations in evaluating bids for the required services.
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, Michigan, on the ____ day of

_____ 2026 _____ (Signature)

_____(Printed) Notary public, State of Michigan, County of

_____ My Commission expires on _____ Acting in the County of

FORM 6: 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 Fuel Depot Overhaul at the Bus Garge for Houghton Lake Community Schools. 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 school district 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)