Burr Oak Community Schools
www.burroakcs.org
Dr. Kelvin Butts
Superintendent
P.O. Box 337
Burr Oak, Michigan 49030
M'Shannon Rockette
Assistant Principal
Drew Litwiller
Athletic Director
P 269-489-2213
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BURR OAK COMMUNITY SCHOOL DISTRICT

REQUEST FOR PROPOSAL (RFP)

Management and Daily Operation of District-Owned Daycare Facility

ISSUE DATE: June 10, 2026

PROPOSAL DEADLINE: June 24, 2026

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1. PROJECT OVERVIEW

The Burr Oak Community School District (the "District") is seeking proposals from qualified, licensed individuals or organizations to manage and operate the District-owned daycare facility located on the school campus. The facility is currently rated for a maximum capacity of **31 students**.

2. SCOPE OF SERVICES & OPERATIONAL REQUIREMENTS

- **Daily Operations:** Full responsibility for staffing, enrollment, curriculum, and daily care.
- **Licensing:** The Operator must obtain and maintain all required State of Michigan (LARA) childcare licenses.
- **Financial Commitment:** The Operator shall pay the District a monthly facility-use fee of **no less than $800.00 per month**.
- **Background Checks:** All staff must pass a comprehensive criminal background check in accordance with MCL 380.1230 (Michigan School Code).

3. MANDATORY BID REQUIREMENTS (STATE OF MICHIGAN)

To be considered a "responsible bidder" under Michigan law, the following items **must** be included in the proposal:

A. Bid Security (Cashier's Check) Each proposal must be accompanied by a bid security in the form of a **Cashier's Check** made payable to "Burr Oak Community School District" in the amount of **five percent (5%) of the total first-year proposed payment**. This security ensures that the successful bidder will enter into the contract. Checks from unsuccessful bidders will be returned upon contract execution.

B. Iran Economic Sanctions Act Compliance In accordance with Michigan Public Act 517 of 2012, all bidders must certify that they are not an "Iran linked business" as defined by the Act. (See Attachment A).

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C. Familial Disclosure Statement Pursuant to MCL 380.1267, all proposals must 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 Board of Education or the Superintendent of Schools. The District will not accept a bid that does not include this sworn and notarized disclosure. (See Attachment B).

D. Non-Collusion Affidavit Bidders must certify that their proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same services and is in all respects fair and without collusion or fraud.

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4. SUBMISSION INSTRUCTIONS

Proposals must be delivered in a sealed envelope clearly labeled **"RFP: Daycare Operations"** to:

Office of the Superintendent Burr Oak Community School District

326 E Eagle St, Burr Oak, MI 49030

ATTACHMENT A: IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

The undersigned, the owner or authorized officer of the below-named bidder, hereby certifies, represents and warrants that the bidder (including 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.

Signature: _____ **Date:** _____

ATTACHMENT B: FAMILIAL DISCLOSURE STATEMENT

This form must be notarized.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Burr Oak Community School District RFP, hereby represents and warrants that, except as provided below, no familial relationships exist between the owner or any employee of the Bidder and any member of the Board of Education or the Superintendent of Burr Oak Community Schools.

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List any relationships here (Write "None" if applicable):

_____

Bidder Signature: _____

Title: _____

STATE OF MICHIGAN)

COUNTY OF _____) *Subscribed and sworn to before me on this ____ day of _____, 2026, by* _____. **Notary Public Signature:** _____

ATTACHMENT C: NON-COLLUSION AFFIDAVIT

The undersigned certifies that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same project and is in all respects fair and without collusion or fraud.

Signature: _____ **Date:** _____