



REQUEST FOR PROPOSAL
RFP-17431

SEALCOATING

LOCATION:

Oscoda Office – 5805 Cedar Lake Rd. Oscoda, MI 48750

WELLVANCE
REQUEST FOR PROPOSAL

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OVERVIEW OF WELLVANCE

Wellvance provides quality prevention, education, and mental health services, in a fiscally responsible manner, in Iosco, Ogemaw, and Oscoda Counties, which are aimed at improving the health and welfare of persons served, promoting greater independence, and improving the quality of life for people in these counties with developmental disabilities, mental illness, and substance use disorders.

i. PURPOSE OF RFP

Wellvance is seeking sealed proposals to sealcoat the parking lot at our Oscoda Office.

ii. SERVICES TO BE PROVIDED

The contractor shall provide all personnel, equipment, tools, material, supervision and other items and services necessary to perform the services as described below.

- Fill cracks in parking lot (See Attachment A)
- Sealcoat asphalt parking lot (See Attachment A)
- Stripe parking lot (See Attachment A)

The contractor shall perform the task descriptions that follow, which are the minimum acceptable standards under this agreement:

- i.*** The contractor will clean, prepare surface, and fill cracks and voids with rubberized filler on parking lot.
- ii.*** The contractor will sealcoat the entire parking lot as outlined in attachment A. Work must be completed during non-business hours. Business hours for the Oscoda Office are Monday – Friday 8am – 5pm. Traffic must be able to return to the area the next business day.
- iii.*** Parking lot will be striped as outlined in attachment A. There will be three handicapped spaces. All parking spaces will be a minimum of 9' wide and uniform in size to fill the area equally.

iii. BID SPECIFICATIONS

Proposals must be clear, concise, typewritten, and must be signed by the official authorized to bind the submitted proposal to its provisions. The contents of this Request for Proposal (RFP) will become incorporated within any contract signed by Wellvance and the provider of service. Do not retype this RFP. Respond on a separate page and cite the section number for each response. All areas of the bid proposal must be addressed in the same sequence cited in the RFP instructions in order that proper consideration is given to the proposal

All proposals must be developed in compliance with this RFP. It is the responsibility of the bidder to identify any deviations from the required bid proposal content. Proposals that are incomplete will not be considered. Wellvance reserves the right to accept, reject or negotiate and amend any proposal received if in the best interests of Wellvance and the clients served, and to waive any irregularities and/or information in the proposal process.

A complete copy of the bid proposal or an electronic copy with all attachments must be submitted. If submitting electronically it must be in PDF format. The bidder must fill out an RFP Bidder Cover Sheet and attach it to the proposal. Electronic proposals must be emailed to Bids@wellvance.org with subject line: "Oscoda Office Sealcoat RFP-17431". Hard copy proposals must be submitted in a sealed envelope. "Oscoda Office Sealcoat RFP-17431" should be noted on the outside of the envelope. Hard-copy proposals must be mailed or hand-delivered to Wellvance 1199 W. Harris Ave, Tawas City, MI 48764 Attn: Facilities. Proposals received after the deadline will not be considered.

Once submitted, no changes to the RFP will be accepted.

The proposal shall cover services as set forth herein and to be agreed upon contractually by the Bidder and Wellvance.

Wellvance reserves the right to accept or reject any/all bid proposals received pursuant to this RFP, in whole or in part; and/or to waive any/all irregularities therein; and/or to delete/reduce the units of service; and/or to negotiate proposal terms in any way whatsoever to obtain a proposal as deemed in its best interest. Wellvance reserves the right to re-solicit/re-advertise the RFP as deemed necessary.

Important Dates

Site walk through - Please contact Renee Haney at (989) 310-6865 to schedule

Deadline for submission - Received no later than 5:00 p.m. April 3, 2026

Wellvance Board Review – April 27, 2026

Project Completion Deadline – Spring 2026

Cost Liability

Wellvance assumes no responsibility or liability for costs by the organization or any bidder prior to the execution of a contract between the organization and Wellvance.

Bidder Responsibilities

All inquiries regarding the content of the RFP shall be addressed in writing to the Field Manager at Mike.Pallagi@wellvance.org. A written response will be returned after review by the Wellvance Facilities Committee.

It is the responsibility of the bidder to understand all details of the RFP. The bidder, by submitting a proposal indicates a full understanding of all details and specifications of the RFP. Bidders are expected to present narrative statement/summaries in a clear, concise and organized manner for review.

Expectation of Services

Wellvance has the expectation that services provided will be of professional quality. If applicable, work must perform to all state and local building codes as well as ADA Accessibility Guidelines. Contractor is responsible for obtaining any permits needed for services provided. Services may be required to be performed after hours or on weekend to minimize the disruption to operations. If services are performed during business hours, then the contractor is responsible for providing safety barricades and signage as needed to ensure the safety of the public and staff. Any changes to this RFP must be made in form of a written change order and signed before work can proceed.

Award of Contract

Award recommendations are contingent upon the successful evaluation of the organization's qualifications. All qualified organizations will then be evaluated to determine successful bidder/bidders.

The evaluation process will determine if a bidder meets quality standards based on bid specifications and provider requirements. The selection committee will score each proposal using a tabulation grid for each section of the bid proposal outline. Award of bids will be determined on service delivery quality and cost.

Specific requests for additional information, to assist the evaluators, might be requested of the prospective bidder. This could include access to and potential interviews with bidder's customers, employees, organizations and/or other stakeholders.

Payment

Wellvance will pay 100% of final cost within 30 days of completion of services, unless a 50% down payment is requested in the submitted proposal.

iv. BIDDER COVER SHEET

**Wellvance
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Company Name: _____

Address: _____

Authorized Representative: _____

Title: _____

Telephone Number: _____ E-mail: _____

Contact Person: _____

Title: _____

Telephone Number: _____ E-mail: _____

Web Address (If Applicable): _____

Final Quote (included In Proposal): _____

Estimated Start Date: _____

v. BID OUTLINE

REQUIRED BID CONTENT

Section 1: Business Structure

- a) The bidder shall submit proof of entity (W9, copy of Articles of Incorporation or other document under which the organization is constituted or organized)
- f) The bidder shall attach certificates of insurance for liability and workers' compensation coverage.
- g) The bidder shall attach a minimum of 3 references.

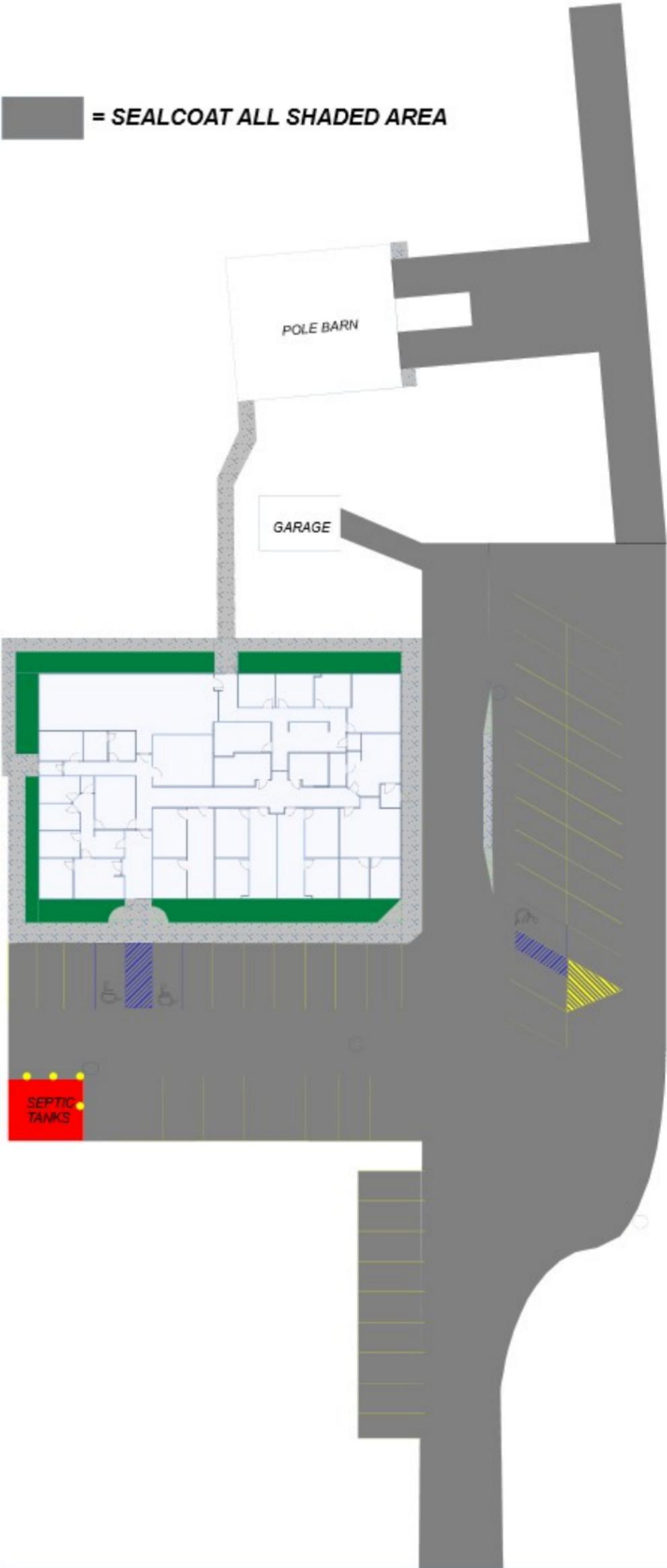
Section 2: Bidder's Proposal

- a) The bid must be for filling cracks, sealcoating, and striping parking lot.

vi. ATTACHMENTS

- a) Oscoda Office parking lot

= SEALCOAT ALL SHADED AREA



CEDAR LAKE RD.

