REQUEST FOR BIDS

Buchanan High School
Tennis Court Restoration Project

Bid Due Date: Monday, May 4, 2026 at 2:30 P.M. local time

Contact:

Scott Johnson
Director of Business Services
scott.johnson@buchananschools.com

Business Office
Buchanan Community Schools
401 W. Chicago St.
Buchanan, MI 49107

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Section 1: General Request for Bids ("RFB") Information

INTRODUCTION

The Board of Education of Buchanan Community Schools ("BCS" and "the District") is requesting bids for the restoration of four high school tennis courts from capable contracting firms that have demonstrated, successful experience completing similar projects.

The project includes the following:

- remove the existing asphalt coatings (but not the asphalt) from four tennis courts
- patching or otherwise repairing all cracks
- install a new tennis court surface over the existing asphalt surface
- paint stripes and any other required markings on the new tennis court surface

The desired outcome is to provide Buchanan Community Schools with complete resurfacing of the four tennis courts that is competition ready, within the specified time frame.

PRE-BID MEETING

An optional ***but recommended*** pre-bid meeting will be held on April 14, 2026 at 3:45 pm at the Buchanan High School tennis courts located at 401 West Chicago St., Buchanan, MI 49107 (west side of high school). Attendance at this meeting is recommended, but not required. No individual appointments subsequent to this meeting will be held. The purpose of this meeting is to discuss the requested bid with prospective bidders and to answer any questions concerning this RFB. Questions regarding the RFB process, after the date of this pre- meeting will be handled as stated later in this RFB.

Section 2: Bid Preparation Information

BID BOND

If the total amount bid exceeds $31,321 (which it will for this project), the bidder must include either of the following with its bid:

- A bid bond for at least 5% of the total bid amount (preferred method)

Or…

- A cashier's check payable to Buchanan Community Schools for at least 5% of the total amount bid (acceptable alternative method); this check will be returned to the bidder within 14 days of the bid award.

BID DEVELOPMENT COSTS

Any costs incurred by the bidder for preparation or submission of a bid shall be the bidder's sole responsibility. BCS assumes no responsibility or liability for costs incurred by a bidder prior to the

execution of a contract. The liability of BCS is limited to the terms and conditions outlined in the subsequent contract.

BID SUBMITTAL REQUIREMENTS

All submissions shall address the following items in the order listed below and shall be designated A. through G in the submission document:

A. *Bid Cover Sheet* - See Appendix

B. *Description of Firm and Experience* - Provide an overview regarding the size of your business, location, proof of licensure and insurance to perform work of this type in the State of Michigan, years in business, staffing capabilities, and specialized in-house expertise in projects of this size and scope.

C. Project Schedule - Describe your firm's ability to meet the restrictive schedule associated with this project.

D. *Project Specification Recommendations* - Identify the specific replacement tennis court surface product that your firm is recommending. This information shall include any and all information that support the recommended product, warranty information, certification/authorized installer information, and an explanation as to why the product should be considered.

E. References - Please provide a minimum of three (3) professional references, with greater preference given to those references that are associated with public school projects successfully completed in Michigan.

F. *Affidavits, Certifications, and Other* - Provide any additional information on firm's resources or experience that may be pertinent to this RFB. This section shall also include all required affidavits, and certifications.

G. Cost Sheet – The Cost Sheet must be submitted at the time of bid submission. The cost sheet form (please see appendix) included in this document should be the format in which bids are submitted.

OTHER BID SUBMITTAL REQUIREMENTS

The contractor must provide the following information as part of the RFB submission process:

- Complete installation specifications and technical guidelines of the recommended tennis court surface (this information is not counted as part of the page limitation of the bid).
- Provide an authorized letter from the manufacturer stating the bidder Is an authorized installer of the recommended product.
- In an effort to provide quality assurance the bidder shall state that recommended surfacing system will be installed by the bidder, and if a subcontractor is used, the bidder assumes all responsibility for the project.
- Provide warranty information that would be expected upon the successful completion of the proposed tennis surface.

MINIMUM CONTRACTOR QUALIFICATIONS

Bidders must have at least five years of experience satisfactorily completing similar projects.

Bidders must have successfully completed at least five similar projects in the past five years.

Bidders must not currently be debarred, suspended, proposed for debarment, or be declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission of a bid in response to this RFB serves as confirmation that the bidder holds all of licenses and certifications necessary to perform the work specified in this RFB, and bidders must notify BCS if bidder has any change in this status.

NON-COLLUSION CERTIFICATION

By submitting a bid, the bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, that in connection with this bid:

- They have arrived at the fees in the bid independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other bidder or with any competitor.
- Unless· otherwise required by law, the fees which have been quoted in the bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to award directly or indirectly to any other prospective bidder or to any competitor.
- No attempt has been made or shall be made by the bidder to induce any other person or firm to submit or not submit a bid for the purpose of restricting competition.
- Each person signing the bid certifies that she or he is the person in the bidder's organization responsible within that organization for the decision as to the fees being offered in the bid and has not participated (and will not participate) in any action contrary to the above.

QUESTIONS AND CLARIFICATIONS OF RFB REQUIREMENTS

Emailed questions and inquiries will be accepted from any and all prospective Bidders in accordance with the terms and conditions of this RFB.

If any prospective bidder is be in doubt as to the true meaning of any portion of this RFB, or if any prospective bidder finds any ambiguity, inconsistency or omission therein, the prospective bidder shall make a written request for an official interpretation or correction. All such requests must be emailed to Scott Johnson, Director of Business Services, Buchanan Community Schools at scott.johnson@buchananschools.com by 3:00 pm on April 20, 2026. All questions submitted via email must have the following in the subject line: **High School Tennis Courts Bid**.

Interested firms or teams are to communicate solely with the individual listed above. No contact is

to be made with any other official or consultant of the school system unless specifically directed by the Director of Business Services, who shall serve as the sole point of contact between any interested parties and the District on all communications during the RFB process.

Any changes or corrections, as well as any additional RFB provisions that BCS may decide to include, will be made only as an official addendum that will be posted to the State of Michigan SIGMA website and the BCS web site, www.buchananschools.com, for all parties to download.

It shall be the bidder's responsibility to ensure they have received all addendums before submitting a bid. Any addendum issued by the BCS shall become part of the RFB and will be incorporated in the bid.

Each bidder must, in its response, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a bidder to receive, or acknowledge receipt of any addenda shall not relieve a bidder of the responsibility for complying with the terms thereof.

SALES TAX EXEMPTION

BCS is tax exempt from sales tax. The bidder, if awarded a contract for this work, shall be responsible for all "sales taxes" and "use taxes" as applicable to this work. The selected contractor will be liable for any sales taxes incurred for purchases related to this project.

WARRANTY

The bid shall include the proposed manufacturer's warranty along with any information/pricing on available extended warranties. Please include a detailed description of the Owner's responsibilities or obligations throughout the warranty period. The bid shall include the history of warranty issues and or recalls and how these have been addressed.

Section 3: Bid Submission Information

BID SUBMISSION

All bids are due and are to be delivered to the Business Office of Buchanan Community Schools before 2:30 pm, May 4, 2026. Any late bids will be returned to the bidder unopened.

Bids may ***not*** be delivered orally, by facsimile transmission, or by other electronic means.

Each bidder must submit one (1) original bid, and two (2) additional bid copies. All submitted bids must be clearly marked: **High School Tennis Courts Bid**, and include the bidder's name and address. All bids must be securely sealed and labeled as directed below.

Bids must be addressed and delivered to:

Buchanan Community Schools

High School Tennis Courts Bid

Attn: Scott Johnson
Business Office
401 West Chicago St.
Buchanan, MI 49107

All bids received on or before the due date and time will be considered and will be opened publicly at 2:30 pm on May 4, 2026. Normal business hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays. BCS will not be liable to any bidder for any unforeseen circumstances, delivery or postal delays. Postmarking on the due date will not substitute for receipt of the bid.

Additional time will not be granted to a single bidder; however, additional time may be granted to all bidders when BCS determines that circumstances warrant.

Each bidder is responsible for timely submission of is bid.

Bidders must submit one (1) original and one (1) copy of its bid.

The original bid must be signed in ink by an official authorized to bind the bidder to its provisions for at least a period of one hundred and twenty (120) days from the due date of this RFB. All bids shall be valid and constitute an irrevocable offer to contract on the terms and conditions throughout this time period.

Failure of the successful bidder to accept the obligation of any subsequent contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of the RFB, addenda will be provided. Deadlines for submission may be adjusted to allow for revisions.

Bids should be prepared simply and economically providing a straightforward, concise description of the requested information included in this document. The bid shall be no more than 75 pages long (excluding manufacturer product information). Bids should not include any plastic covers, bindings, or other non-recyclable materials. All sealed envelopes for the formal bid must be clearly marked **"High School Tennis Courts Bid"**.

All bids, submissions and/or follow-up documentation shall become the property of the District upon receipt, whether awarded or rejected.

Costs other than those included in the bid submission will not be allowed unless authorized by the contract.

All information in a bid is subject to disclosure under the provisions of the "Freedom of Information Act." This act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempt.

No immediate decisions will be made upon submission of the bids, as all bids must be reviewed and evaluated before an award recommendation is made to the Board of Education.

The anticipated start of the project is between June 1 and June 30, inclusive, with completion by August 7, 2026.

The Board of Education reserves the right to accept or reject bids on each item or service separately or as a whole, to reject any or all bids, to waive informalities or irregularities, and to contract in the District's best interests.

BID WITHDRAWAL

Bids may be withdrawn by written request before the scheduled closing time for receipt of bids. Requests for modification must be in writing, executed by a person with authority, and submitted in the same manner as set forth above.

Section 4: Bid Award Information

BID AWARD CRITERIA

The BCS Board of Education reserves the right to reject any and all bids, to waive informalities or irregularities, and to accept the terms or conditions of any bid determined by BCS to be in the best interests of BCS.

All agreements resulting from negotiations that differ from what is represented within the RFB or in the bidder's response shall be documented and included as part of the final contract.

The Board of Education will use the following process to select a firm to perform the services outlined in this RFB. The Board of Education or its designee reserves the right to disqualify any bidder at any time prior to final action by the Board of Education.

Bids will be reviewed and scored by District staff, and BCS staff will determine the final ranking of all submissions. The lowest responsive and responsible bidder as determined by BCS will be determined by comparing the proposed product and the associated cost.

Based on the combination of final ranking of the bid qualification documents and the cost bid, the Board of Education shall determine which contractor shall be selected.

By responding to this RFB, bidders accept the evaluation process and subsequently acknowledge and accept that the determination of the successful contractor may require certain subjective judgments by the owner. Bidders waive the right of protest on grounds of subjectivity of judgment.

The District at its sole discretion reserves the right to the following:

- To reject any bid and waive any formalities, informalities and/or technicalities therein.
- To change and/or cancel in part or in its entirety any elements of this RFB.
- To request additional information, interviews and/or clarifications from any or all bidders to this RFB, and to visit the bidder's place of business or other projects, to contact any references, and to collect any other information required during the evaluation process.

- To contact any bidder and allow a bidder to correct any and all formalities and technicalities that may be in in the best interest of the District.

Bids will be reviewed based on several factors including, but not limited to, the following:

1. Quality and completeness of the bid submittal (completeness, responsiveness and clarity)
2. Qualifications of bidder
3. Proposed cost
4. Availability
5. Ability to meet the outlined schedule and project requirements
6. Experience successfully completing similar projects (previous school projects are given specific attention)
7. Reputation for quality and on-time, on-budget performance
8. Adherence to the Michigan Department of Treasury's sinking fund expenditure requirements
9. Financial credibility of bidder
10. Payment terms
11. Bidder's workers' compensation "mod" factor

The District reserves the right to weigh the above factors at its sole discretion.

BID REJECTION CAUSES

Causes for rejection of s include, but are not limited to, the following reasons which shall be conclusive of a bidder's lack of responsiveness, lack of responsibility or both:

- Submission of the bid after the bid deadline;
- Submittal of an irregular bid;
- Failure to submit a bid bond or acceptable alternative specified herein
- Failure by bidders to submit the bid prior to the stated time and date for receipt of bids;
- Failure by bidder to provide all information required of the bid specifications;
- The quote shows any noncompliance with applicable law;
- The quote is conditional, incomplete, or irregular in such a way as to make the bid indefinite or ambiguous;
- Failure by bidder to comply with the requirements of the bid instructions;
- Determination by the district that the bidder has placed conditions on or qualified its bid;
- Failure to meet the minimum qualifications;
- Discovery of any alteration, interlineations, or erasures of any project requirement by the bidder;
- Evidence of collusion among bidders. For purposes hereof, collusion means the unlawful communication between companies not under common ownership;
- Delivery of the RFB to any location other than the address listed on this RFB; or
- The bidder is debarred or suspended.

BID AWARD PROTESTS

All bid award protests must be submitted in writing and filed with the BCS Director of Business Services within five (5) business days of the award action email. The bidder must clearly state the specific reason(s) for the protest.

Section 5: Other Information

CONTRACT

The successful bidder will be required to prepare a standard AIA agreement and submit the proposed contract to the issuing officer.

The initial contract price will be based upon prices submitted by the bidder, subject to contract negotiations with the District and shall be firm for the life of the contract.

The District reserves the right to add, delete, or modify terms and conditions during contract negotiations. The terms and conditions of the contract will be incorporated into the contract.

The terms and provisions of this RFB, and any ensuing contract, shall be governed by and construed in accordance with the laws of the State of Michigan.

CONTRACTOR RESPONSIBILITIES (partial list)

It is the responsibility of each bidder before submitting a bid to:

1. Examine thoroughly the RFB.
2. Promptly notify the District of all conflicts, errors, ambiguities, or discrepancies that the bidder has discovered in the RFB documents.
3. Visit the site to become familiar with and satisfy the bidder as to the general, local, and site conditions that may affect cost, progress, performance, or furnishing of the work.
4. Consider federal, state, and local laws, codes, and regulations that may affect cost, progress, performance, or furnishing of the work.
5. Obtain all building permits to proceed with the resurfacing.

The selected bidder will be required to provide BCS with an IRS form W-9 before a purchase order can be issued for this project.

Before beginning work, and before issuance of the Notice to Proceed, Contractor shall furnish to the District a the following:

- Duly executed payment bond from surety licensed in Michigan
- Duly executed performance bond

The Contractor will be responsible for preventing damage to existing surroundings. The Contractor will be responsible for resolving any damage caused by the Contactor and his/her employees to the satisfaction of the District.

CONTRACT TERMINATION

BCS may terminate any resulting contract for cause by providing a Notice to Cure to the awarded Contractor citing the instances of noncompliance with the contract.

A. The chosen/awarded Contractor shall have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.
B. If the Contractor and the District reach an agreed upon solution, the Contractor shall then have fifteen (15) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.
C. If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by chosen/awarded Contractor, the District reserves the right to terminate the agreement.

INDEMNIFICATION

The Contractor will act in an independent capacity and not as an officer or employee of the District. The Contractor shall indemnify, defend and hold harmless the District, its boards, employees, and representatives from liability and from any and all claims, actions, suits, judgments, losses, and expenses including claims, costs, attorney fees and damages arising as a result of acts and/or omissions by the Contractor or its agents, members, partners, associates, or employees in the performance of this contract.

INSURANCE

Bidders must hold a Michigan contractor's license and carry Michigan workers' compensation insurance as required by law. The required bond envelope shall contain a copy of the Contractor's License or Certificate of Renewal as required by law.

The bidder and any subcontractors must also adhere to the above license requirements and must furnish a copy of their Michigan workers' compensation and liability insurance policy to the District before beginning work at the site.

Before beginning work, and before the issuance of the Notice to Proceed, Contractor shall provide the following to the District:

- Certificates of Insurance demonstrating that all required coverages are in place, including the naming of BCS as an Additional Insured under any and all insurance required for this project. Confirmation of this shall appear on all certificates of insurance and on any and all applicable policies. Note: All insurance required by the contract shall be maintained during the entire length of the contract, including any extensions thereto, and until all work has been completed to the satisfaction of BCS.

~~LIQUIDATED DAMAGES AND EARLY COMPLETION INCENTIVE~~

~~Liquidated damages for this project at the rate of 0.10% (total bid price X 0.001% of the total (base bid amount *may* be assessed by the District for work that is not completed and accepted within the deadline identified in this RFB, at the District's discretion.~~

~~**Example:**~~

~~Base bid~~	~~$150,000~~	
~~Liquidated damages daily rate:~~	~~X 0.10%~~	
~~Liquidated damages per day~~	~~= $150 per day with a maximum of $3,000~~	

~~Conversely, if the Contractor completes the project, including the punch list, before August 7, the District will pay the selected Contractor ***an additional*** **0.15%** per day above the base bid up to a maximum of $3,000 for early completion.~~

PREVAILING WAGES

This project is ***not*** a prevailing wage project, for it will be funded without state or federal funds.

Section 6: Project Specifications

General Information

1. The tennis courts will be available for inspection from April 14, 2026 through April 30, 2026. Bidders may visit the tennis courts from 8:00 AM to 2:00 PM by appointment. Please call the Business Office at 269-695-8400 to make an appointment.
2. Bid will include all fees, material, labor and equipment to resurface the existing tennis courts.
3. Bidders shall assume all responsibility for obtaining and verifying measurements.
4. Selected bidder shall work with District staff to keep disruption of school grounds to a minimum.
5. Contractor will ensure that work is performed safely and in accordance with OSHA regulations and district policy.
6. The proper disposal of litter and debris collected from the work site is the responsibility of the Contractor. Clean up and removal of construction debris shall be done on a daily basis.
7. The District is not responsible for tools, equipment, and/or material left on the job site.
8. Business hours are typically 8:00 AM to 4:30 PM local time unless otherwise indicated by an authorized District representative.
9. Contractor shall maintain a single point of contact on a 24-hour basis.
10. All personnel will be dressed in an appropriate manner. Attire not within the parameters of District standards will not be authorized.
11. The Contractor's employees are expected to exhibit professional, courteous conduct and an appropriate appearance at all times. Any conduct or appearance deemed inappropriate by a District representative will be grounds for removal from District property.
12. Contractor's employees are to be respectful to faculty, students and visitors; these employees are prohibited from fraternizing with these groups. Flirtatious behavior, soliciting monies, names, addresses and other such inquiries will be cause for the employee to be removed from the premises.

PROJECT SCHEDULE (TENTATIVE)

The tentative schedule for this procurement is as follows:

RFB release	April 2, 2026
RFB posting on SIGMA website	April 2, 2026
Advertise in Herald-Palladium	April 5 and 12, 2026
Pre-bid meeting (in tennis court nearest parking lot)	April 14, 2026, 3:45 PM
RFB questions due	April 21, 2026, 3:00 PM
Answers to RFB questions provided	April 27, 2026
Bids due	Monday, May 4, 2026, 2:30 PM

- - - -

- install a new tennis court surface over the existing asphalt surface
- paint stripes and any other required markings on the new tennis court surface

The desired outcome is to provide Buchanan Community Schools with complete resurfacing of the four tennis courts that is competition ready, within the specified time frame.

The contractor shall be responsible for all labor, materials, and equipment to provide the following:

- **Before Project Begins:**
  - Provide performance bond
  - Provide payment bond
  - Provide construction surveying, layout, and staking
  - Provide all required submittals
  - Provide project insurance
  - Obtain required permits/fees

- **During Project:**
  - **Provide project supervision**
  - **Surface Removal:**
    - Remove the top layer of the existing tennis court surface, and expose the asphalt base
    - Clean the exposed asphalt base, which shall then be inspected by the Owner and Contractor
    - Identify cracks that Contractor recommends repairing and provide the proposed cost to District
    - Contractor and Owner will inspect the tennis courts after the repairs are completed to ensure that the surface is ready for resurfacing

  - **Disposal:**
    - Dispose of old surface off-site

  Resurfacing:
    - Provide surface striping lane and event marking drawings for approval before the work below begins
    - Properly clean and prepare the area to be resurfaced
    - Patch and level all existing cracks and otherwise damaged areas in the current asphalt base on all areas of the tennis courts.
    - Install new tennis court surface over the old, bare asphalt surface

  Striping:
    - Install prime coat
    - Paint new tennis court surface, including lines
      - Install lane striping and event marking according to the following:]
        - United States Tennis Association
        - Michigan High School Athletic Association
        - BCS Athletic Department

  After Project:
    - Backfill and tamp any trenches or ruts

- Restore grounds to their pre-construction condition, at the Contractor's expense, any surrounding grounds damaged during this project as a direct result of the Contractor's work
- Provide warranty information and/or maintenance manuals to District
- Provide full clean-up of premises before vacating project
- Provide project ending punch-list before sign off
- Tennis courts will be left "play ready"
-

REQUIRED ADD ALTERNATE #1

Bidders will be required to provide crack repair quotes for different total repair length, in linear feet, per the Cost Sheet in the appendix.

VOLUNTARY ALTERNATE #1

As an alternative to the base bid, BCS is requiring a bid alternate to fill all cracks, level the surface of the existing tennis courts, and to make all four tennis courts usable for high school interscholastic tennis court meets. The intent of this alternate is as follows:

- To improve student safety
- To restore the tennis courts, albeit temporarily, to a condition suitable for student use, and suitable for interscholastic tennis matches
- To provide the District with a more economical way to extend the tennis courts' usability ***for interscholastic tennis meets*** for at least ***four*** more years

Section 8: Appendices

Appendix A	Bid Cover Sheet
Appendix B	Acknowledgement of RFB Addenda
Appendix C	Cost Sheet
Appendix D	Payment Terms
Appendix E	Exceptions to Bid Specifications
Appendix F	Familial Relationship Affidavit
Appendix G	Non-collusion Affidavit
Appendix H	Project Schedule
Appendix I	Iran Economic Sanctions Act Certification
Appendix J	Maps
Appendix K	References

Appendix A
Bid Cover Sheet

BUCHANAN HIGH SCHOOL TENNIS COURT RESTORATION PROJECT
DUE: 2:30 PM on May 4, 2026

The Bidder certifies he/she has familiarized him/herself with our specifications, has carefully read them and understands their contents. Any equipment furnished by the vendor will be in the style and quality requested.

VENDOR NAME: _____

VENDOR ADDRESS: _____

VENDOR PHONE: _____

VENDOR REPRESENTATIVE NAME: _____

VENDOR REPRESENTATIVE EMAIL: _____

_____ _____
SIGNATURE OF AUTHORIZED VENDOR REPRESENTATIVE DATE

The following documents have been included in this RFB Response.

- ☐ Description of Firm and Experience
- ☐ Project Specification Recommendations
- ☐ Project Schedule
- ☐ Affidavits / Certifications

- ☐ Bid Cover Sheet
- ☐ Acknowledgement of RFB Addenda
- ☐ Cost Sheet
- ☐ Payment Terms
- ☐ Exceptions to Bid Specifications
- ☐ Familial Relationship Affidavit
- ☐ Non-collusion Affidavit
- ☐ Project Schedule
- ☐ Iran Economic Sanctions Act Certification
- ☐ References

Appendix B
Acknowledgement of RFB Addenda

The undersigned acknowledges the bidder's receipt of the following addenda to this RFB and has incorporated information or changes in said addenda within its submittal (if no addenda were received, write "None" in the first blank):

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

Note:

It is the bidder's responsibility to ensure it receives all addenda which are posted on the State of Michigan "SIGMA" website

Authorized Signature _____

Date of Signature _____

Authorized Official's Name _____

Authorized Official's Job Title _____

Business Name of Bidder _____
(Signer must match authorized official shown on Bidder Informa

Appendix C
Cost Sheet
Buchanan Community Schools
High School Tennis Court Restoration Project

This form must be completed, signed, and submitted in a sealed envelope as part of your bid submission.

This cost sheet must include all requirements specified in the RFB. The costs proposed herein must include all profit, fees, permits, travel expenses, and all other expenditures. No additional payment will be made for related expenses or miscellaneous costs

Bidder agrees to perform all work as set forth in this request for proposals, and in accordance with the terms and consideration at the prices quoted on this form.

By submitting a bid, the bidder confirms its understanding that this project must use prevailing wages, and that that the bidder is willing to certify its payroll(s) for this project as such.

Base Bid (without crack repairs, and without any required or voluntary alternates):

Cost to remove and dispose of existing four tennis courts' surface	$_____.00
Cost to clean the tennis courts' surface and install new surface	$_____.00
Cost to prime and paint new surface (if not included above)	$_____.00
Cost to paint lane lines, and event markings	$_____.00
Subtotal of base bid subtotal (before including bonds or repairs)	**$_____.00**
Cost for performance bond (must be for at least 25% of base bid	$_____.00
Cost for payment bond (must be for at least 25% of base bid)	$_____.00
Total base bid (sum of above, and without including crack repairs)	$_____.00
Discount if the both the high school track project *and* the tennis court project are both awarded to your company:	$_____.00

Also break down cost as follows (the total costs below should equal the total project cost above) *without* the required bid alternates):

Also break down project cost as follows:

Labor: $_____

Materials: $_____

Other: $_____ (e.g., payment bond, performance bond, and other)

Total: $_____ (should equal the total base bid on previous page)

Brand/mfr.'s name of proposed tennis courts' new surface included: _____

Thickness of proposed rubberized surface (the new layer, and not including the asphalt below the new tennis court surface: _____

Warranty period for this project: _____ years

Required Add Alternate #1

Cost to repair less than 1,000 to 1,500 linear $_____.00 per foot

Cost to repair 1,000 to 1,500 linear feet of surface $_____.00 per foot

Cost to repair 1,501 to 2,000 linear feet of surface $_____.00 per foot

Cost to repair 2,001 to 2,500 linear feet of surface $_____.00 per foot

Cost to repair 2,501 to 3,000 linear feet of surface $_____.00 per foot

Cost to repair 3,001 or more linear feet of surface $_____.00 per foot

Voluntary Alternate #1

Bidders may propose a different solution than what is specified in the base bid. Any such voluntary alternative must include detailed information regarding the proposed solution, along with pricing.

Also break down project cost as follows:

Labor: $_____

Materials: $_____

Other: $_____

Total: $_____

Bidder's *Optional* Notes and Clarifications:

_____

_____

_____

_____

_____

_____

_____

_____

Signature Section

Name of Bidding Company _____

Name of Authorized Bidder _____

Authorized Bidder's Signature _____

Date _____

Appendix D
Payment Terms

This form must be completed, signed and included with the bid.

Please specify payment terms for this project. District will give preference to vendors who agree to the District holding a 10% retainage amount until satisfactory completion of the project punch list.

_____

_____

_____

_____

_____

_____

_____

Appendix E
Exceptions to Bid Specifications

Instructions

Exceptions to bid specifications will be accepted, and will be considered as part of the bid specifications; however, any and all exceptions to the bid specifications must be provided below.

RFB Page	Exception (if any)
____	_____
____	_____
____	_____
____	_____
____	_____
____	_____
____	_____
____	_____
____	_____
____	_____
____	_____
____	_____
____	_____
____	_____
____	_____
____	_____

APPENDIX F
Familial Relationship Affidavit

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

_____ (Insert Name) being first duly sworn, deposes and says he/she is the _____.[Insert Title] of _____ [Insert Company Name], (the "Bidder"), which has submitted to Buchanan Community Schools a Bid to provide High School Tennis Court Restoration hereby represents and warrants, except as provided below, that no familial relationship exist between the Bidder or any employee of the Bidder, and any member of the Board of Education of Buchanan Community Schools or the school district's Superintendent.

_____
(If no exceptions, please state)

List any Familial Relationships:

_____
(If no exceptions, please state)

On this _____ [Day] day of _____ [Month], 2026, before me, a notary public, in and for _____ [Insert County Name] County, _____ _____ [Insert Name] personally appeared, who made oath that he/she has read the foregoing **Familial Relationship Affidavit,** by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he/she believes same to be true.

Notary Public
State of Michigan
My Commission Expires: _____
Acting in the County of _____

APPENDIX G
Non-collusion Affidavit

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

_____ (Insert Name) being first duly sworn, deposes and says he/she is the _____.[Insert Title] of _____ [Insert Company Name], (the "Bidder"), which has submitted to Buchanan Community Schools a bid to provide high school tennis court restoration. Except as specified below, the Bidder constitutes the only firm having any interest in the Bid or in any Contract, benefit or profit which may, might or could accrue as a result of said Bid, said exceptions being as follows:

_____
(If no exceptions, please state)

Affiant further states that said Bid is, in all respects, fair and is submitted without collusion or fraud; and that no employee, administrator or Board member of Buchanan Community Schools directly or indirectly interested in the Bid.

_____
Affiant's Signature

On this _____ [Day] day of _____ [Month], 2026, before me, a notary public, in and for _____ [Insert County Name] County, personally appeared.

_____ [Insert Name], who made oath that he/she has read the foregoing

Non-collusion Affidavit, by him/her signed and that the contents thereof are true, except as to those matters stated therein to be based on information and belief, and as to those matters, he believes same to be true.

Notary Public
State of Michigan
My Commission Expires: _____
Acting in the County of _____

APPENDIX H
Project Schedule

This form must be completed, signed and included with the bid.

Phase Description	**Bidder's Estimated Date**
Begin work	_____
Complete surface removal	_____
Prepare crack repair estimate	_____
Complete repairs	_____
Complete prep for top surface	_____
Complete surface installation	_____
Prime and paint rubberized surface	_____
Complete striping	_____
Complete project clean-up	_____
Complete punch list	_____

APPENDIX I
Iran Economic Sanctions Act Certification

This form must be completed, signed and included with the bid.

I am the _____[Job Title] of _____ [Bidding Company], or I am ding in my individual capacity ("Bidder"), with authority to submit a bid for high school tennis court restoration to the Buchanan 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 the 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 for three (3) years, and a civil penalty of $250,000 or twice the amount, whichever is greater, plus related investigation and legal costs.

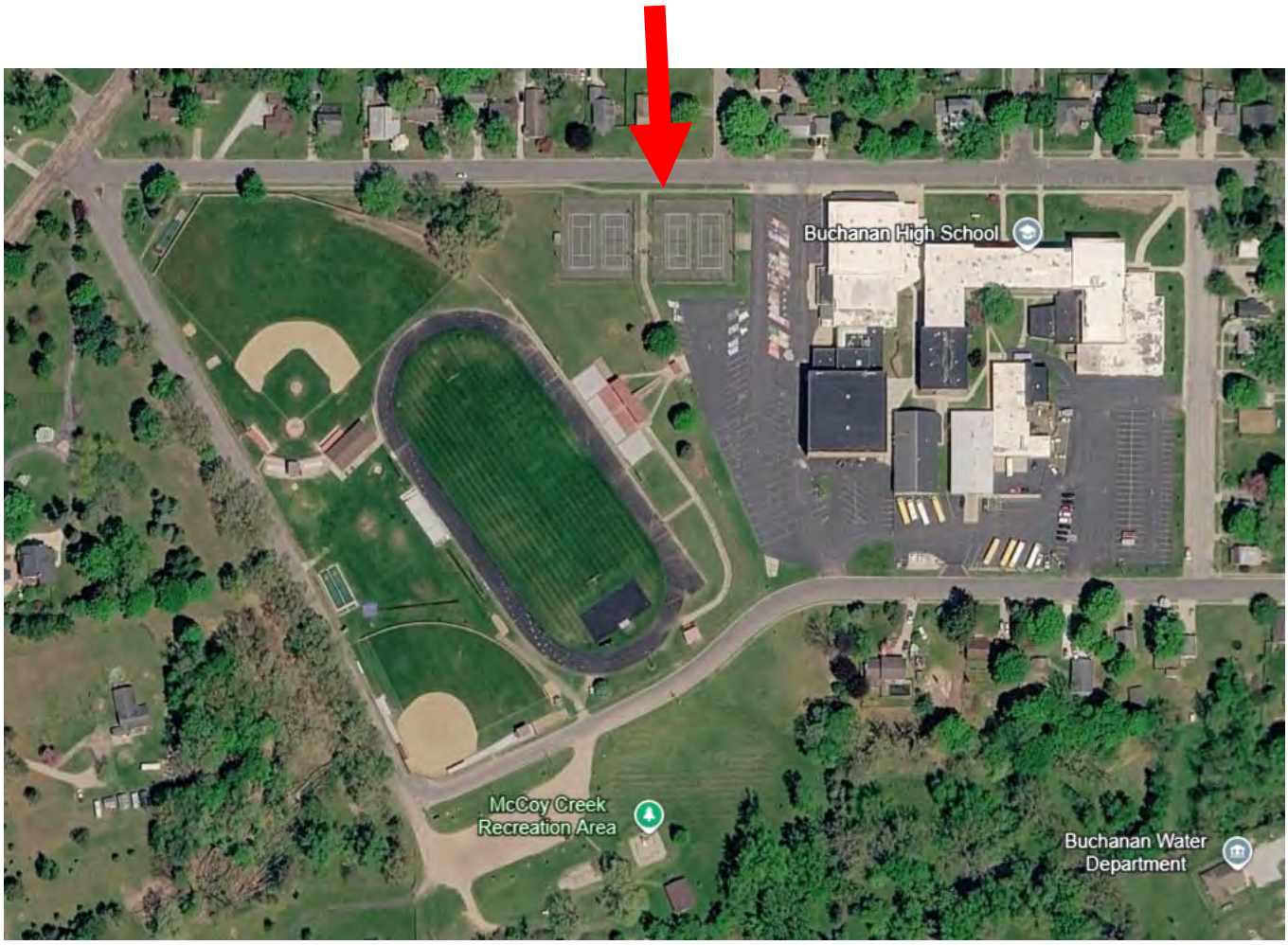
_____
Authorized Signature

_____
Printed Name and Title

_____
Date

APPENDIX J
Maps: High School Tennis Courts' Location

Buchanan High School Site
Buchanan High School
401 West Chicago St.
Buchanan, MI 49107



APPENDIX K
References
Buchanan High School Tennis Court Restoration Project

Reference 1

School District Name _____

City, State, Zip _____

Department Name _____

Contact Person _____

Telephone _____

Installation Date _____

Reference 2

School District Name _____

City, State, Zip _____

Department Name _____

Contact Person _____

Telephone _____

Installation Date _____

Reference 3

School District Name _____

City, State, Zip _____

Department Name _____

Contact Person _____

Telephone _____

Installation Date _____