



**WAYNE COUNTY COMMUNITY COLLEGE  
DISTRICT**  
**WCCCD DISTRICT WIDE PAVEMENT MAINTENANCE PROGRAM FOR  
ASPHALT AND CONCRETE**

**REQUEST FOR PROPOSAL  
# 001789**

**June 13, 2025**

**The Wayne Community College District is seeking proposals for the WCCCD District Wide Pavement Maintenance Program for Asphalt and Concrete.**

A Pre-Bid walkthrough meeting will be held on **June 23, 2025, at 10:00 AM** at the following location:

**Wayne County Community College District  
Curtis L. Ivery Downtown Campus  
1001 W. Fort Street  
Detroit, MI 48226  
ROOM : 236**

**IMPORTANT:** The bidding company is responsible for being aware of any changes or modifications discussed at the Pre-Bid Meeting. Proposals that do not meet specifications will be rejected. **(FAXED PROPOSALS WILL NOT BE ACCEPTED).**

The deadline for receipt of questions is 12:00 Noon **on Monday, June 30, 2025.** Email all inquiries to **Akmam Jaigirdar, District Procurement Officer** at [ajaigir1@wcccd.edu](mailto:ajaigir1@wcccd.edu) and **Samson Kobbah II, Sr. Buyer** at [skobba1@wcccd.edu](mailto:skobba1@wcccd.edu).

Proposals will be received by:

**Wayne County Community College District  
Curtis L. Ivery Administration Building  
801 W. Fort Street, Purchasing Department – 4th Floor  
Detroit, Michigan 48226  
Phone: (313) 496-2612**

The deadline for receipt of proposals is **3:00 P.M. on Tuesday, July 8, 2025.** Indicate on the **SEALED** proposal submission envelope **Company Name, Proposal Number, Project Name, and the Project Deadline.**

Sealed responses to a Request for Proposal will be accepted relating to the **WCCCD District Wide Pavement Maintenance Program for Asphalt and Concrete**. Late proposals will be returned or destroyed unopened.

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Request for Proposal documents will be available on or after Monday, **June 16, 2025**, via download from the Wayne County Community College District website: <https://www.wcccd.edu> by following the below steps:

1. Click search, type in “Procurement”
2. Click “Request for Quotations and Proposals”

Or Click “Department Directory”

1. Click “Administration and Finance”
  2. Click “Procurement”
- Click “Request for Quotations and Proposals

Or click the link below

<https://www.wcccd.edu/divisions/administration-and-finance/procurement>

Packages can be picked up from the Purchasing Department starting **10:00 AM, Monday, June 16, 2025**, until **Wednesday, July 2, 2025**, Monday – Friday from 10 AM-4 PM.

Bid documents are available for review at the Wayne County Community College District Purchasing Department.

The bidding company must agree to comply with the requirements of Wayne County Community College District and Fair Employment Practices.

Wayne County Community College reserves the right to accept or reject any or all responses to this Request for Proposal and waive any informalities or irregularities in any qualifications if it is considered to be in the best interest of WCCCD.

**END OF ADVERTISEMENT**

**WAYNE COUNTY COMMUNITY COLLEGE DISTRICT  
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**REQUEST FOR QUALIFICATIONS REQUIRED DOCUMENTS IN DETAIL**

**Please provide three (3) copies of the following documents with the proposal. (Note: All Items, 1 through #8, must accompany any Bid Proposal submitted.)**

**Information required from Vendors:**

Please return the following with your submission:

1. Proposal page(s) complete with authorized signature (if provided)
2. Proof of three (3) years in business
3. Proof of business insurance
4. References (a minimum of three)
5. Addendum to Independent Contractor Agreement (supplied by the College)
6. Financial Statement (required only if your bid is \$50,000 or more)
7. Bid Guarantee (required only if your total bid is \$50,000 or more)
8. Acknowledgement and Acceptance of Contract terms
9. Pricing sheet (in separate envelope)
10. Outline of any suggested modifications or an explanation of any proposal suggestion submitted by you, which may not be clear.

**PROPOSAL PAGE**

The bid proposal must be submitted on 8.5 x 11 paper. The bidder may submit support documentation, however WCCCD reserves the right to dispose of documents or extraneous items (covers, oversize envelopes, etc.) at the completion of the bid.

**PROOF OF THREE YEARS IN BUSINESS**

Any company submitting a bid must show proof of being in business for at least three (3) years. The proof of three (3) years in business must be supplied by the company submitting the bid and cannot be submitted by an umbrella company or company previously operated by the principal agents. Proof of three (3) years in business can be a copy of a three-year-old document bearing the company's name. These documents may include Articles of Incorporation, bank statements, licenses, telephone bill, etc.

**PROOF OF BUSINESS INSURANCE**

The company must be insured and possess the proper amounts of liability, workman's compensation, auto, etc., required by law and College policy. Please include a copy of the certificate with the bid. The company must be licensed and in good standing to do business in the

State of Michigan. The company's insurer must be one which is acceptable to WCCCD. Insurance must be kept in force for the term of the contract, additionally the retro-date must stay the same.

## REFERENCES

References shall consist of a minimum list of three (3) clients presently services by the company, for whom the same or similar services are performed. A contact person with a current phone number and email address must be provided for each establishment.

## ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT

This document, supplied by WCCCD, is required with most bids. This states that the company and employees, including subcontractors, are not employees of WCCCD.

## FINANCIAL STATEMENT

A financial statement covering the last complete fiscal business cycle is required to be submitted with any bid that reaches or exceeds \$50,000.

## BID GUARANTEE

A certified check, bank cashier's check or bid bond equal to **five percent (5%)** of your total base bid is required for each bid; the items should be made payable to *the Wayne County Community College District*. A bond shall be issued by a bonding company licensed to transact business in the locality.

The successful bidder's bid guarantee will be retained until it has entered into a contract with the College. The College reserves the right to hold the bid guarantee of the next two bidders until the successful bidder has entered into a contract with the College, or for a period of sixty (60) days, whichever time elapses first. Bid guarantees of all other bidders will be returned to them as soon as practicable following evaluation.

Should a bidder fail to enter into a contract with the College within ten (10) days, after its bid is accepted, its bid guarantee will be forfeited to the College as liquidated damages but not as a penalty.

## CONTRACT TERMS.

Each bid must include the attached contract, approved by an authorized representative of the bidder, indicating the bidder's agreement to the terms. The bidder may also include its standard contract terms, if any, which, if acceptable to WCCCD, shall be attached and incorporated into the contract, provided that the term of the contract shall prevail in the case of conflict with the bidder's standard contract term. WCCCD reserves the right to not select any bid which is conditioned on a standard contract with provisions unacceptable to WCCCD.

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**ADDITIONAL INFORMATION**

**ADDENDA**

Addenda will be emailed to all who are known by WCCCD to have a complete set of bid documents. No addenda will be issued later than twenty-four (24) hours prior to the submission deadline date except for addenda withdrawing the request for proposal or postponing the submission deadline date.

**EXPLANATION OF BID DOCUMENTS AND QUESTIONS ON PROJECT SCOPE**

Bidders requesting clarifications or corrections to bid documents must submit all inquiries via email to Akmam Jaigirdar, District Procurement Officer at [ajaigir1@wcccd.edu](mailto:ajaigir1@wcccd.edu) and Samson Kobbah, II/Sr. Buyer, Purchasing Department at [skobba1@wcccd.edu](mailto:skobba1@wcccd.edu). **All questions must be received no later than Monday, June 30, 2025, at 12:00 Noon.**

**BIDS EXCEEDING \$50,000**

If the combined total of a bid reaches or exceeds \$50,000, it is **MANDATORY** that all information in the previous section titled **REQUIREMENTS IN DETAIL** be included in the bid package at the time of submission to ensure consideration.

**WITHDRAWAL OF BIDS**

Any bidder may withdraw a bid in-person or by written request at any time prior to the hour set for the proposal award deadline. No bid may be withdrawn or modified later than the time set for the proposal award deadline, unless and until the award of contract is delayed for a period exceeding sixty (60) days.

**SUBMISSION OF FORMS**

Proposals must be submitted on forms furnished by WCCCD, if provided. Multiple copies of forms may be requested. Attachment(s) may be made to clarify or supplement the form(s) provided by WCCCD. Please note that outsized attachments and other supplemental submissions may be disposed of at the completion of the bid process.

**TERMS**

WCCCD's terms are Net 30 unless otherwise negotiated.

### ACCEPTANCE OF BID PROPOSAL(S)

WCCCD reserves the right to reject any or all bids. WCCCD may waive any informalities or irregularities in bid proposals submitted during the bidding process. **WCCCD also reserves the right to award the contract based on factors other than the lowest price.**

WCCCD reserves the right to make multiple awards as a result of this solicitation. Contracts may be awarded to more than one respondent if it is determined to be in the best interest of the WCCCD. WCCCD reserves the right to allocate the scope of work among selected vendors as deemed appropriate in the interest of time.

Sealed bids may be submitted prior to the closing date in an envelope clearly marked with the **Company Name, Proposal Number, Project Name, and the Date and Time due.** WCCCD will not accept responsibility for bids that do not meet the deadline due to improper labeling.

### LOWEST RESPONSIBLE BIDDER

The lowest responsible bidder will be determined using the following criteria:

- Purchase price (WCCCD reserves the right to award the contract based on factors other than the lowest price).
- Reputation of the vendor or the vendor's goods/services
- Quality of the vendor's goods/services
- Adequacy of financial resources for performance
- Extend to which the goods/services meet the needs of WCCCD
- Vendor's past relationship with WCCCD
- Experience in K-12 or higher educational institutions, organization and technical qualifications, skills and facilities
- Ability to comply with the required timeline for delivery of goods/services
- Satisfactory record of integrity, judgment, and performance

The Lowest Responsible Bidder/Successful Proposer will be required to obtain a Payment/Performance Bond for the full value of the contract award.

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**TIMETABLE FOR THE SELECTION PROCESS**

The following is the anticipated schedule for the selection process. Wayne County Community College District reserves the right to modify any part of this schedule:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| ▪ Request for Proposal Issued       | <b>Friday, June 13, 2025</b>      |
| ▪ Pre-Bid Walk-Through Meeting      | <b>Monday, June 23, 2025</b>      |
| • Campus Tours                      | <b>June 23 Thru June 25, 2025</b> |
| ▪ Deadline for Questions            | <b>Monday, June 30, 2025</b>      |
| ▪ Clarification Response to Bidders | <b>Wednesday, July 2, 2025</b>    |
| ▪ Responses Due                     | <b>Wednesday, July 2, 2025</b>    |
| ▪ Bid Proposal Due Date (3:00 P.M.  | <b>Tuesday, July 8, 2025</b>      |



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**Proposal Number  
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**MANDATORY FORM – Include as Proposal Page 1**

**SUBMITTED BY:**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Address, City, State, ZIP**

\_\_\_\_\_  
**EIN**

\_\_\_\_\_  
**Contact Name**

\_\_\_\_\_  
**Phone Number and Email**

\_\_\_\_\_  
**Signature of Authorized Representative, title**

**Total cost for the entire project: \_\_\_\_\_**

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**MANDATORY FORM - PRICING SHEET**

<b><u>Price Per Campus Breakdown</u></b>	
<b>Location and Contact</b>	<b>Price</b>
<u>Curtis L. Ivery Downtown Campus</u> 801 W Fort Street Detroit, Michigan 48223	
Northwest Campus 8200 W. Outer Drive Detroit, Michigan 48219	
Ted Scott Campus 9555 Haggerty Road Belleville, Michigan 48111	
Eastern Campus 5901 Conner Detroit, Michigan 48213	
Downriver Campus 21000 Northline Road Taylor, Michigan 48180	
Mary Ellen Stempfle University Center 19305 Vernier Road Harper Woods, Michigan 48225	
TOTAL:	

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**MANDATORY FORM – Include as Proposal Page 2**

I hereby affirm that I have read and understand all the specifications in this bid.

Company: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

This bid is firm for \_\_\_\_\_ days.

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Signature of Authorized Agent

Date

**NOTE: THIS FORM MUST BE SIGNED AND RETURNED TO BE A VALID BID.**

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**MANDATORY FORM - ADDENDUM TO INDEPENDENT CONTRACTOR  
AGREEMENT – Include as Proposal Page 3**

This will confirm that I have informed Wayne County Community College District (WCCCD) that I have conducted four basic tests used by the General Accounting Office to determine whether a separate business entity exists which permits the College to engage me as an independent contractor.

1. I have a principal place of business other than furnished by the College. I understand that a home does not qualify as a separate place of business unless it qualifies as a deduction of certain expenses in connection with business use of home.
2. I maintain a separate set of books and records that reflect all items of income and expenses in my business.
3. I have the risk of suffering a loss as well as the opportunity of making a profit.
4. I hold myself out in my own name/Company name as self-employed and make my services generally available to the public.

In addition to meeting the above basic tests, I have read and understand the twenty-factor test set forth by the Internal Revenue Services cited at Revenue Rule 87-41, 1987, which is used to determine whether an individual is an independent contractor, I generally meet the requirements, and hereby certify to the WCCCD that I am an independent contractor in accordance with the Internal Revenue Service twenty-factor test included therein.

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Name of Independent Contractor

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Name of Firm (if applicable)

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Employer Identification Number

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**MANDATORY FORM – AFFIDAVIT OF BIDDER REGARDING FAMILIAL  
RELATIONSHIPS – Include as Proposal Page 5**

All bids must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the bidder and any employee of the Wayne County Community College District (“WCCCD”). WCCCD shall not accept a bid that does not include this sworn and notarized statement.

The undersigned, the owner or authorized agent of \_\_\_\_\_ (the “Bidder), pursuant to the familial disclosure requirement provided in the WCCCD Request for Proposals # \_\_\_\_\_, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder and any WCCCD employee or Board of Trustees member.

**List any familial relationships:**

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**Bidder:** \_\_\_\_\_

STATE OF MICHIGAN)  
\_\_\_\_\_) ss.  
COUNTY OF \_\_\_\_\_)

By: \_\_\_\_\_

Its: \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_, by  
\_\_\_\_\_.

\_\_\_\_\_, Notary Public  
\_\_\_\_\_, County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in the County of \_\_\_\_\_

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**PART I – GENERAL REQUIREMENTS AND SCOPE OF WORK**

Wayne County Community College District will be identified in this section as the “College” or “WCCCD.” The selected contractor will be identified as the “bidder” or “contractor”. The contractor shall provide comprehensive pavement maintenance services for both asphalt and concrete surfaces across designated College properties. The scope of work includes, but is not limited to:

1. Inspection and Assessment
  - Conduct detailed inspections of existing asphalt and concrete pavements.
  - Identify and document areas requiring maintenance, repair, or replacement.
  - Provide recommendations based on pavement conditions and expected lifespan.
2. Asphalt Maintenance Services
  - Crack sealing and filling.
  - Pothole and surface patching.
  - Sealcoating.
  - Milling and resurfacing (as needed).
  - Full-depth repair (as required).
3. Concrete Maintenance Services
  - Joint and crack sealing.
  - Sidewalk, curb, and gutter repairs or replacements.
  - Spall and surface repair.
  - Slab lifting or leveling (if applicable).
4. Traffic Control and Safety
  - Provide proper traffic control and signage to ensure the safety of workers and the public during all maintenance activities.
5. Site Cleanup and Restoration
  - Remove all debris and construction materials upon completion.
  - Restore all affected areas to pre-construction conditions or better.
6. Reporting and Documentation
  - Submit a project schedule, progress updates, and final report detailing all completed work.

All work must comply with applicable local, state, and federal standards and regulations. The contractor is responsible for obtaining all necessary permits.

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**PART II – PROJECT LOCATIONS**

The successful bidder will provide services at the following locations:

- 1. Curtis L. Ivery Downtown Campus**  
1001 W. Fort Street  
Detroit, MI 48226
  
- 2. WCCCD Downriver Campus**  
21000 Northline Road  
Taylor, MI 48180
  
- 3. Ted Scott Campus**  
9555 Haggerty Road  
Belleville, MI 48111
  
- 4. WCCCD Eastern Campus**  
5901 Conner  
Detroit, MI 48213
  
- 5. WCCCD Northwest Campus**  
8200 W. Outer Drive  
Detroit, MI 48219
  
- 6. WCCCD Mary Ellen Stempfle University Center**  
19305 Vernier Road  
Harper Woods, MI 48225

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**PART II – PROJECT WALKTHROUGH SCHEDULE**

**It is not mandatory but encouraged that all vendors visit the campus for a Walkthrough on the selected dates below. However, if you are unable to attend the walkthrough on the specified dates, please contact Mr. Orlando Wilkins at 313-800-1676 and email: [owilkins1@wcccd.edu](mailto:owilkins1@wcccd.edu) to arrange a site visit.**

**WALKTHROUGH SCHEDULE**

- 1. Monday, June 23, 2024**  
**Downtown Campus: Immediately following the Prebid Meeting**  
**Northwest Campus: 12:30 P.M.**
- 2. Tuesday, June 24, 2025**  
**Eastern Campus: 10:30 A.M.**  
**Mary Ellen Stempfle University Center: 2:00 P.M.**
- 3. Wednesday, June 25, 2025**  
**Downriver Campus: 10:00 A.M.**  
**TED Scott Campus: 1:00 P.M.**