



**COUNTY OF NEWAYGO
NEWAYGO COUNTY, MICHIGAN
REQUEST FOR BIDS (RFB)**

NEWAYGO COUNTY COMMISSION ON AGING IN-HOME RESPITE CARE

The Newaygo County Commission on Aging requests sealed bids from qualified contractors for in-home personal care services for older adults at various locations within Newaygo County.

Newaygo County officially distributes bid documents from the Newaygo County Administration Office. Copies obtained through any other source are not considered official copies. If you have received this document from a source other than the Newaygo County Administration Office, it is recommended that you obtain an official copy.

1. BID PROCESS

The following is a schedule of events concerning the bid process:

- Bids Due Monday July 13, 2026, at 9:00 a.m.
- Bids Opening Monday July 13, 2026, at 9:05 a.m.
- Expected Project Start October 1, 2026
- Expected Project Completion September 30, 2028

A complete original of sealed bid shall be submitted to:

NEWAYGO COUNTY CLERK

1087 E Newell Street, PO Box 885
White Cloud, MI 49349

***** PLEASE MARK YOUR ENVELOPES: BID– Newaygo County Commission on Aging In-Home Respite Care**

Bids must be received no later than Monday, July 13, 2026, at 9:00 a.m., at the address set forth above. Bids received after Monday, July 13, 2026, at 9:00 a.m. will not be considered. The bid is to be completed in a clear, concise form. Additional written material, such as professional records, certifications, etc., may be attached and submitted to augment the data. The contractor must initial any corrections.

Questions regarding bid specifications shall be e-mailed to the Commission on Aging Director Brad Hinken at brad.hinken@newaygocountymi.gov (subject line "RFB: In-Home Respite Care"). Newaygo County will make every effort to provide a clear answer to interested parties; however, Newaygo County makes no guarantees. Responses will be placed on the County's website at: <https://www.newaygocountymi.gov/finance/county-procurement/>.

2. RESERVATION OF RIGHTS

The Newaygo County Board of Commissioners reserves the right to reject any bids, to award the contract to other-than the low bid, to award separate contracts for separate parts of the services required, to negotiate the terms and conditions of all and any part of the bid(s), to waive irregularities or formalities, and in general to make award in the manner as determined to be in Newaygo County's best interest and at its sole discretion.

3. RESPONSIVE BIDS

Companies are expected to examine the requirements and all instructions. Failure to do so will be at the company's risk. Each company shall furnish all the information requested herein. If any person/organization contemplating submitting a bid is in doubt of the true meaning of any part of the specifications or other conditions with the RFB, they are advised to ask to have the portion in question clarified. Refer to Section 1: BID PROCESS.

4. CHANGES AND ADDENDA TO BID DOCUMENTS

Each change or addendum issued concerning this request will be on file in the Office of Administration. In addition, all changes and addenda will be posted on Newaygo County's website. Refer to Section 1: BID PROCESS for how to access information on the website. The Contractor shall be responsible for making inquiries about the changes or addenda issued. All such changes or addenda shall become part of the Contract, and such modifications or addenda shall bind all Contractors.

5. TAXES, TERMS, AND CONDITIONS

Newaygo County is exempt from paying federal and state sales taxes on most transactions. The County's tax identification number is 38-6006112. Payment terms are subject to County fiscal policy and respective contracts.

6. INDEMNIFICATION AND HOLD HARMLESS

The contractor whose bid is accepted must agree to the following indemnification and hold harmless responsibilities:

The Contractor shall, at his or her own expense, protect, defend, indemnify, and hold harmless Newaygo County, its elected and appointed officers, employees, and agents from all claims, damages, (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to all costs from administrative proceedings, court costs, and attorney fees, that they may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors of sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.

The Contractor's indemnification responsibilities shall include the sum of damages, costs, and expenses that are more than the sum paid out on behalf of or reimbursed to Newaygo County or its elected and appointed officers, employees, agents or by the insurance coverage obtained and maintained by the selected firm according to the requirements of this RFB and the Contract entered.

7. EQUAL EMPLOYMENT OPPORTUNITY

The contractor and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly related to employment because of race, color, sex, national origin, disability, age, height, weight, marital status, or religion that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant may be regarded as a material breach of the contract.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on behalf of the contract, will state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status, or religion.

8. INSURANCE REQUIREMENTS

The Contractor whose bid is accepted must meet and agree to maintain the following insurance coverage requirements during the term of the contract. All coverages shall be with insurance companies licensed and admitted to doing business in the State of Michigan.

- A. **Workers' Compensation:** The successful company shall carry Workers' Disability Compensation and Employer's Liability Insurance Coverage, as required by law. If the successful company uses subcontractors and sub-subcontractors for the performance of services required under this bid, the successful company shall ensure that said subcontractors and sub-subcontractors carry Workers' Disability Compensation and Employer's Liability Insurance coverage, as required by law.
- B. The successful company shall be responsible for ensuring all its tools, equipment, and materials which they, or any of their sub-contractors, may use or leave at the worksite. Newaygo County shall not be responsible for any loss or damage to the successful Contractor's tools, equipment, and materials.
- C. **Commercial General Liability:** The successful company shall procure and maintain during the term of the contract Commercial General Liability Insurance on an "occurrence basis" with limits of liability of not less than \$1,000,000 per occurrence and aggregate combined single limit, for Personal Injury or Bodily Injury and \$1,000,000 per occurrence and aggregate for Property Damage. Coverage shall include the following extensions: (1) Contractual Liability; (2) Products and Completed Operations Coverage; (3) Independent Contractors Coverage; (4) Broad Form General Liability Extensions or equivalent if not in policy proper.
- D. **Vehicle Liability:** The successful company shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage's including all owned, non-owned, and hired vehicles, of not less than \$1,000,000 per occurrence combined single limit.
- E. **Additional Insured:** Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be "Additional Insured."

The County of Newaygo, all elected and appointed officials, all employees and volunteers, all boards, commissioners or authorities, and board members, including employees and volunteers.

- F. **Proof of Insurance Coverage:** The successful company shall provide the County at the time of the signing of the Agreement copies of certificates or policies for Workers' Compensation, Comprehensive General Liability, and Motor Vehicle Liability.
- G. **Insurance Renewals:** If any of the above coverage expires during the term of the agreement, the Contractor's insurer shall deliver renewal certification and policies to Newaygo County Administration, 1087 Newell, PO Box 885, White Cloud, MI, 49349, at least thirty (30) days before expiration. Insurance certificate(s) may be faxed to (231) 689-7205, addressed to the Budget Manager.
- H. **Notice of Cancellation:** Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance as described above shall include an endorsement stating the following: It is understood and agreed that thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction or Material Change shall be sent to Newaygo County Administration, 1087 E Newell St., PO Box 885, White Cloud, MI, 49349-0885.

NEWAYGO COUNTY ASSUMES THAT ALL COSTS ARE SHOWN IN THE BID.

9. WITHDRAWAL OF BID

Bids may be withdrawn in-person by a Contractor or authorized representative, provided their identity is made known and a receipt is signed for the bid, but **only** if the withdrawal is made before the stated bid deadline. In case of an error by the Contractor, Newaygo County may, at its discretion, reject such a bid upon presentation of a letter by the Contractor that sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

10. AWARD

This document is a Request for Bids. All bids will be evaluated by a review committee composed of representatives of, but not limited to, Newaygo County Administration, Commission on Aging, and the Board of Commissioners. The Bid will be evaluated on the following (not in any relevant order and not necessarily ranked equally):

1. Contractor's qualifications and capabilities to provide the specified service and any other factors Newaygo County may consider relevant to the implementation and maintenance of the proposed solution
2. Staff experience/qualifications
3. Past performance
4. Cost reasonableness
5. Cost competitiveness
6. References
7. Any other relevant information

Applicants should be prepared to present additional information, including supplemental documentation, and may be requested to attend interviews or public meetings before the award. The price proposed shall

be considered firm and cannot be altered after receipt per the terms of this bid. Newaygo County reserves the right to consider bids for modifications at any time before a contract is awarded. Negotiations for some aspects of this project may be undertaken with the vendor whose bid is deemed to meet the specifications and needs of Newaygo County best. An award for this request will be made by the Newaygo County Board of Commissioners.

Newaygo County will not pay for any information herein requested, nor is it liable for any costs incurred by the Contractor. The successful company shall commence work only after the transmittal of a fully executed contract or after receiving written notification to proceed from Newaygo County. The successful company will perform all services indicated in the bid packet and compliance with the negotiated Contract. The contents of this RFP and the successful company's response will become contractual obligations if a contract ensues. Failure of the successful company to accept these obligations may result in the cancellation of the award.

11. MINIMUM QUALIFICATIONS

Contractors shall demonstrate they have the resources and capability to perform the services as described herein. The following criteria shall be met to be eligible for this Contract. Failure to meet the minimum qualifications is ample cause for the Contractor to be deemed non-responsive.

1. The Contractor shall have at least three (3) years' experience with similar work.
2. The Contractor shall designate a single point of contact.
3. The Contractor must be able to meet all insurance requirements as outlined in Section 8, Insurance Requirements.
4. The Contractor must be a Medicare & Medicaid certified Home Health Agency.

12. SCOPE OF SERVICES

1. The County reserves the right to modify the scope of services during the Contract. Such modification may include adding or deleting any tasks this project will encompass, and any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the Contractor resulting from the requested changes are subject to acceptance by the County. Changes may be increases or decreases.
2. Payment terms are subject to County fiscal policy and respective contracts.
3. The successful company shall not assign the award of the Contract or any payment without the prior written approval of Newaygo County.
4. See section 14 for a detailed list of tasks required to be completed by the Contractor.

13. REQUIRED CONTENTS OF THE BID – in the following order:

1. Bid Form and signature page of this solicitation must be filled out and signed by a representative authorized to bind your company. **The Bid must include the proposed cost per unit of services and the number of years the bidder will commit to the cost per unit of service.**
2. A narrative that describes:
 - a. A brief company overview and history.
 - b. The qualifications of key staff that will conduct this program.
 - c. A detailed plan for how your company will complete the requested program requirements.
3. Attach at least three references who are familiar with similar work performed by your company.

4. Any supplemental documents/information your company feels necessary for Newaygo County to understand your Bid better.
5. The bids should include all the costs necessary to perform the work listed in Section 1: DETAILED SCOPE OF WORK.

14. DETAILED SCOPE OF WORK

The In-Home Respite Program will be offered by a collaboration between the Newaygo County Commission on Aging (COA) and the successful bidder, hereinafter referred to as the "Provider." The COA will identify potential clients and conduct an intake to determine program eligibility. Once eligibility has been determined, the COA will make a referral to the Provider. A registered nurse (RN) will be assigned by the Provider to complete an assessment and recommend an individual care plan. The COA will reimburse the Provider for the provision of agreed upon personal care services.

The personal care services prescribed by the care plan may include the following services as necessary:

- Bathing
- Shaving
- Grooming
- Dressing
- Care-associated light housekeeping

The referrals to the Provider will include start and end date of the authorization and number of units authorized each week. This written notification shall serve as an obligation by the COA to reimburse the Provider for an assessment by an RN and the designated number of units of personal care service. The RN's initial assessment, semiannual assessments, and supervisory visits will be reimbursed at the same unit of service rate as personal care services. Personal care products for the person receiving personal care services shall be provided by the caregiver.

During the term of the agreement resulting from the award the Provider shall:

- A. Have the capacity to provide in-home personal care services to twenty (20) Commission on Aging clients monthly.
- B. Assess individual needs and develop an individual care plan for each participant within 14 days of receiving a referral and every six (6) months thereafter.
- C. Conduct in-service training at least twice a year for staff. Records shall be maintained which identify the dates of training, topics covered and people attending.
- D. Conduct and document a supervisory visit for each program staff member, with a program participant present, each fiscal year.
- E. Maintain detailed EVV time and activity records of employees to be reimbursed under the terms of this agreement and make those records available upon request.
- F. Utilize an RN to complete assessments and employee supervisory visits.
- G. Have written procedures in place to bring to the attention of appropriate officials conditions or circumstances that place the care recipient or caregiver in danger.
- H. Conduct a Michigan State Police background check for all program staff prior to employment.
- I. Provide proper agency identification for staff entering the participant's home.
- J. Maintain compliance with Federal Regulations implementing the Occupational Safety and Health Act.

- K. Maintain compliance with the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The Newaygo County Commission on Aging will reimburse the Provider based on units of service provided. **One unit of service shall be defined as fifteen (15) minutes of face-to-face personal care services provided in accordance with an approved care plan by a qualified employee of the Provider.** Face-to-face time of the registered nurse completing assessments and supervisory visits will be included in the accepted rate.

BID FORM

CONTRACTOR NAME: _____

BID FOR: **NEWAYGO COUNTY COMMISSION ON AGING IN-HOME RESPITE CARE**

FORWARD BID TO: NEWAYGO COUNTY CLERK’S OFFICE
 ATTN: JASON VANDERSTELT
 PO BOX 885
 1087 E NEWELL STREET
 WHITE CLOUD, MI. 49349

THE UNDERSIGNED, HAVING EXAMINED THE SCOPE OF WORK, INCLUDING THE INSTRUCTIONS TO CONTRACTORS, GENERAL CONDITIONS AND GENERAL REQUIREMENTS, AND BEING FAMILIAR WITH ALL CONDITIONS AFFECTING THIS PROPOSED PROJECT, HEREBY PROPOSES TO FURNISH THE PRODUCTS AS LISTED, DELIVERY OF, AND SERVICES NECESSARY TO PERFORM AND COMPLETE THE WORK AS INDICATED FOR THIS REQUEST IN ACCORDANCE WITH THE DOCUMENTS FOR THE SUMS AND UNDER THE CONDITIONS AS FOLLOWS:

THE UNDERSIGNED AGREES TO THE PERFORMANCE OF THE WORK AS STATED IN THE SCOPE OF WORK FOR THE FOLLOWING BID COST PER UNIT OF SERVICE (PROVIDE THE AMOUNT IN BOTH WORDS AND FIGURES: THE AMOUNT IN WORDS GOVERNS IN THE EVENT OF DISCREPANCIES).

- Rate amount for each fifteen (15) minute unit of service:

- Length of time the contractor will commit to the proposed amount listed in the number of years:

BID EXECUTION

1. THE UNDERSIGNED AFFIRMS THAT THE BID WAS DEVELOPED WITHOUT ANY COLLUSION, UNDERTAKING, OR AGREEMENT, EITHER DIRECTLY OR INDIRECTLY, WITH ANY OTHER CONTRACTOR OR CONTRACTORS TO MAINTAIN THE PRICES OF THE INDICATED WORK OR PREVENT ANY OTHER CONTRACTOR OR CONTRACTORS FROM PROPOSING THE WORK.
2. IT IS AGREED THAT THIS BID WILL NOT BE WITHDRAWN FOR A PERIOD OF 60 DAYS AFTER THE INDICATED DATE FOR THE RECEIPT OF BIDS.
3. PLEASE PROVIDE A COPY OF INSURANCE AND A COPY OF WORKMAN’S COMPENSATION.
4. THE FINAL CONTRACT MUST BE SIGNED BEFORE SERVICES CAN BE PROVIDED.

CONTRACTORS FIRM NAME

CONTRACTORS ADDRESS

CONTRACTORS EMAIL

TELEPHONE NUMBER

BY

NAME AND TITLE

SIGNED THIS _____ DAY OF _____, 20 _____