COUNTY OF ARENAC
SENIOR SERVICES
REQUEST FOR PROPOSALS

DATE OF RELEASE:	**11/13/2026,** 9:00 AM
BID DUE DATE:	**12/07/2026** at 3:00 PM
BID OPENING DATE:	**12/08/2026,** 9:30 AM 120 N. Grove Street, Standish, MI 48658 Rm. 202
BID AWARD DATE:	Dependent on Board of Commissioners Approval
BID DELIVERY LOCATION:	Attn. Austin Hazeltine, County Coordinator 120 N. Grove Street, Standish, MI 48658, Rm. 202
CONTACT:	Austin Hazeltine, County Coordinator (989) 846-6188, ahazeltine@arenaccountymi.gov

The **County of Arenac** is seeking proposals to provide Senior Services to the resident senior population of Arenac County.

PROJECT SUMMARY

Arenac County receives millage revenue through a ballot measure approved by the residents of Arenac County. These funds are raised to provide services to the seniors in Arenac County.

The primary roles of the selected provider is to provide meals, insurance assistance, financial guidance, in-home cleaning, or any other services to seniors not listed but which are appropriate and within your capabilities to provide. Qualified parties will have strong recordkeeping abilities and communication with the County.

FORM OF CONTRACT

The County of Arenac will award a contract subject to approval by the Board of Commissioners and the organization providing services for seniors.

The total funding available through the county is up to .75 mill, or roughly $.75 for every $1,000.00 of taxable value on all real and personal property in Arenac County. In 2027, it is estimated to collect $589,210.00.

PART ONE: SCOPE

The scope of work the organization must be prepared and qualified to provide is as follows:

1. General Tasks

a. Provide reliable and excellent services to the aging population of Arenac County.
b. Advise County of the work being done and monies spent through monthly progress reports.

2. Financial Management

a. Maintain strong financial oversight of the organization.
b. Undergo an annual audit and submit a copy to the County as soon as it is available.
c. Submit financial reports to the County on a monthly basis.

3. Caregiver Services

a. Provide caregiver services. Assist family and informal caregivers in caring for their person for as long as possible.
b. Services may include:
   • Adult Day Care
   • Counseling
   • Respite Care
   • Support Groups
   • Training

4. Community Services

a. Provide community services. Help older adults maintain their independence in their communities.
b. Services may include:
   • Counseling
   • Crisis Energy Assistance
   • Disease Prevention/Health Promotion
   • Elder Abuse Prevention
   • Friendly Reassurance
   • Health Screening
   • Hearing Impaired Services
   • Home Injury Control
   • Home Repair
   • Legal Assistance
   • Medication Management
   • Personal Injury Response
   • Senior Center Support
   • Transportation
   • Vision Services

5. In-Home Services

a. Provide In-Home services help older adults maintain their independence at home.
b. Services may include:
   • Care Management
   • Case Coordination

- Chore
- Homemaker
- Personal Care

6. Nutrition Services

a. Provide balanced and nutritious meals at home or in a congregate or group setting such as a senior center or another community facility.
b. Services may include:
   - Congregate/Group Meals
   - Home-Delivered/Meals on Wheels
   - Nutrition Education

PART TWO: PROPOSALS

To be considered, proposals must be received by the County of Arenac prior to **3:00 PM** Eastern Standard Time on **[12/07/2026].** A public bid opening will take place at 9:30 AM on **[12/08/2026]** at the Arenac County Building. The County of Arenac reserves the right to reject any or all proposals. The bid award is contingent upon approval from the Arenac County Board of Commissioners.

Questions concerning this request should be addressed to **Austin Hazeltine, County Coordinator** ahazeltine@arenaccountymi.gov or (989) 846-6188. Sealed Proposals can be delivered to:

COUNTY OF ARENAC
Attn. Austin Hazeltine, County Coordinator
SUBJECT LINE OR LABEL: **Arenac County Senior Services Proposal**

1. In person at: **Room 202, Arenac County Building, 120 N. Grove St., Standish, MI 48658**
2. By mail at: **PO Box 747, Attn: Austin Hazeltine, 120 N. Grove St., Standish, MI 48658**

DO NOT EMAIL PROPOSALS. PROPOSALS CANNOT BE ACCEPTED DIGITALLY.

The proposal must include:

1. The total number and description of services you will be able to provide. If there are any other services you provide beyond the aforementioned services requested, please note them in the proposal. Note which services you are unable to provide in the proposal as well.
2. A brief history of the organization and long term capacity to provide these services to the aging population of our County.
3. Three (3) references or testimonials from those who have used your services recently, include contact information for the point of contact.

The responsible organization whose proposal will be most advantageous to the County will be selected.

PART THREE: SELECTION CRITERIA

All responses will be evaluated according to the following criteria and corresponding point system. Proposals will be evaluated based on the submitted materials. Sufficient information must be included in the proposal to ensure the correct number of points is assigned. Incomplete or incorrect information may result in a lower score.

100 points is the total possible points, which will be allocated according to the following scoring system:

REQUIRED CONSIDERATION

Qualifications of the organization and individual(s) providing services:	**45 points**
Demonstrated availability and capacity to provide services:	**45 points**
Firm's proximity to Arenac County:	**10 points**
TOTAL POINTS	**100 Points**