

**January 4, 2024**

**REQUEST FOR PROPOSALS**

**NOTICE TO BIDDERS**

The City of Grand Haven is soliciting local painting service companies to provide bids for the City of Grand Haven Airport Hangar A roof coating.

Sealed proposals must be received by the City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan, 49417, Attn: Maria Boersma, City Clerk, before **10:00 a.m. local time, Wednesday, February 7, 2024**, at which time the proposals will be publicly opened and read aloud. Proposals must be submitted on the official proposal form attached. Sealed proposal envelopes must be clearly marked on the outside "City of Grand Haven Airport Hanger A roof painting 2024."

Copies of the Requests for Proposals (RFP) and detailed plans that contain the minimum specifications and official proposal forms are available at the City Clerk's office at City Hall, 519 Washington Avenue, Grand Haven, Michigan 49417, at the Department of Public Works office, 1120 Jackson Street (*this is not a mailing address*), Grand Haven, Michigan 49417 or online from the City's Web site: [www.grandhaven.org](http://www.grandhaven.org).

Any questions regarding this RFP or the minimum specifications shall be directed to **Doug Lang, Facilities and Grounds Manager, at 616-847-3493.**

The City of Grand Haven reserves the right to reject any or all bids or any parts of the same, to waive any irregularities and to accept any bid in its own best interest.

Doug Lang  
Facilities and Grounds Manager  
City of Grand Haven

January 4, 2024

**INSTRUCTIONS TO BIDDERS**

1. **SPECIAL CONDITIONS:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **APPLICABLE LAWS:** The revised code of the state of Michigan, Charter of the City of Grand Haven, and all city ordinances insofar as they apply to the laws of competitive bidding, contracts, and the purchases, are made a part hereof.
3. **WORKMEN'S COMPENSATION:** In so far as Workmen's Compensation is concerned, the bidder of contractor agrees to furnish. Upon request, certified copies of policies and adequate certificates pertaining thereto as evidence that bidder carries Workmen's Compensation Insurance.
4. **INFRINGEMENTS AND INDEMNIFICATIONS:** The bidder, if awarded an order or contract, agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract and he/she further agrees to indemnify and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents.  
  
To this extent the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the City whenever such insurance is deemed necessary, when so required the types and amounts of insurance to be provided will be set forth in the Bid Document.
5. **DEFAULT PROVISIONS:** In case of default by the bidder or contractor, the City of Grand Haven may procure the articles of services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby.  
  
In case of an error by the bidder in making up a proposal, the City Manager may reject such a proposal upon presentation of a petition accompanied by a sworn affidavit of error which sets forth the error, the cause thereof and sufficient evidence to substantiate the claim.
6. **PRICING:** Prices should be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the bid the unit prices quoted will govern.
7. **QUANTITIES:** When approximate quantities are stated, the City reserves the right to increase or decrease the quantity as best fits its needs.
8. **DELIVERY:** Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder prices

quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.

9. **SPECIFICATIONS:** Unless otherwise stated by the bidder the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the bidder, if awarded, a contract will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

10. **SAMPLES:** Samples, when requested, shall be filed prior to the opening of bids and must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.

11. **TAXES:** Contractor shall include and be deemed to have included in his bid and contract price Michigan State Sales and Use Taxes currently imposed by Legislative enactment and as administered by the Michigan Department Treasury, Revenue Division, on the bid date. If the Contractor is not required to pay or bear the burden, or obtains a refund or drawback in whole or in part of any Michigan Sales or Use Tax, interest or penalty thereon, which was required to be and was deemed to have been included in the bid and contract price, the contract price shall be reduced by the amount thereof and the amount of such reduction, whether as a refund or otherwise, shall endure solely to the benefit of the City of Grand Haven.

12. **BID INFORMALITIES AND REJECTION:** The City reserves the right to waive any nonconformity, irregularity or informalities' in any bid, to negotiate with the selected bidder and to award the bid in its determination of its best interest.

13. **AWARD:** Unless otherwise specified in the Bid Document the City reserves the right to accept or reject any item in the bid. Unless otherwise stated in the Bid Document bidders may submit proposals on any item or group of items, provided however that the unit prices are shown as requested.

As soon as the Award is made, an order or contract documents will be sent to the successful bidder for execution and bond if necessary. If the contracts are not executed and returned to the Purchasing Agent within 10 days of the date of sending, the Bid Survey, if required, will be declared forfeited as liquidated damages.

14. **PAYMENTS:** Partial payments may be made upon presentation of a properly executed claim voucher, unless otherwise stated in the Bid Document. The final payment will be made by the City when the materials, supplies or equipment have been fully delivered and accepted or the work

completed to the full satisfaction of the City.

Increases in contract cost shall be approved in writing, prior to excess expense being incurred. Approval of increases may require formal action by City Council.

15. **BIDDER'S SIGNATURE:** Each proposal and bid surety form must be signed by the bidder with his usual signature. All signatures should be in full.

Bids by partnership must be signed by one or more of the partners in the following manner: "John Jones and James Smith, D.B.A., Smith Jones Company, by John Jones, a partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president, or person authorized to bind it in the matter.

16. **SUBMISSION AND RECEIPT OF BIDS:** Inquires involving an expenditure exceeding the limits established in the City Charter usually require advertising over a period of at least 5 days prior to scheduled bid opening. Proposals of the nature are publicly read at 10 o'clock AM (unless otherwise noted) on the date bids are scheduled to be received.

- a) Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
- b) ***Bidder must use the bid document proposal forms furnished by the City as none other may be accepted.***
- c) ***Proposal forms must be returned intact.***
- d) ***Removal of any thereof may invalidate the bid.***
- e) Specifications and plans referred to in this bid document by reference only, need not be returned with the bid, however, no excision of material physically incorporated in the bid document will be permitted.
- f) Bids are to be submitted in sealed envelopes and identified as requested in the specifications.
- g) Separate proposals must be submitted on each reference number and proposals shall be typewritten or written in ink.
- h) Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.
- i) Proposals must be mailed or delivered to the Clerk's Office at Grand Haven City Hall 519 Washington Avenue, Grand Haven, MI. 49417.

17. **INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS:** No oral interpretation will be made to any bidder as to the meaning of the bid and/or Contract Documents or any part thereof. Every request for such an interpretation shall be made in writing to the City of Grand Haven. Any inquiry received within a reasonable time prior to the date fixed for the opening of bids will be given consideration. Every interpretation made to a bidder will be on file in the Clerk's office of the City of Grand Haven. In addition, copies will be mailed to each person holding Bid and/or Contract Documents and all bidders shall be bound by such interpretations whether or not received by the bidders.

18. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addenda issued in relation to this bid document will be on file in the Clerk's Office of the City of Grand Haven. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of the bid documents.

It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda. Information on all changes or addenda issued will be available at the office of the City Purchasing Agent. All changes will be approved by City Council.

**IF BID SURETY IS REQUESTED ON PROPOSAL FORM, PLEASE OBSERVE THE FOLLOWING:**

19. **BID SURETY:** All Proposals must be accompanied by the bid bond, deposit of cash, certified check, bank cashier's or bank official's check, drawn on a solvent bank payable to the Treasure of the City of Grand Haven in the amount determined by the City as stated in the Proposal Form, as a guarantee that if the bid is accepted a contract will be entered into.
- a) The City will determine the sufficiency of the surety.
  - b) The bid bond should be executed by an authorized surety, guaranty, or trust company.
  - c) If corporate surety is given, the surety or guaranty company should indicate the bond in the State in which it is incorporated. A certificate of authority authorizing the "attorney-in-fact" to sign the bond, should accompany the Bid Document unless the certificate is on file in the Office of the City Purchasing Agent.
  - d) The surety signature should be witnessed.
20. **PERFORMANCE SURETY:** The successful bidder may be required to furnish a bond or certified check on a solvent bank, payable to the Treasure of the City of Grand Haven in the amount stated in the Proposal Form as a guarantee for the faithful performance of the contract. The City will determine the sufficiency of the surety.
- a) 10% retainer shall be held by the City for a period of six months after the satisfactory completion date.
21. **INSURANCE REQUIREMENTS:** The Contractor will secure and maintain insurance during the term of the contract from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the City from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The Contractor may not start work until evidence of all required insurance has been submitted and approved by the City. The contractor must cease work if any of the required insurance is canceled or expires. Three (3) copies of certificates of insurance shall be submitted to be approved by the City prior to the execution of the contract. The Certificate shall specifically name the City as an additional insured party. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation

or material alteration of the policy. The Contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City.

**The limits of insurance shall not be less than the following:**

- A. Workers Compensation Insurance in the amount required by Michigan Law.
- B. General Liability:
  - Bodily Injury and Property Damage combined
    - Each Occurrence \$1,000,000.00
    - Aggregate \$1,000,000.00
  - Personal Injury \$1,000,000.00
- C. Automobile Insurance for Vehicles:
  - Bodily Injury Each Person \$1,000,000.00
  - Bodily Injury Each Accident \$1,000,000.00
  - Property Damage Each Accident \$1,000,000.00

**REFERENCES:** Please list three (3) references (Shall include name, address, contact person and phone number):

City	Address	Contact Person	Telephone Number
A.			
B.			
C.			

**NOTE**

Previous experience and performance may be a factor in making the award.

**22. PROJECT COMPLETION DATE: June 1, 2024**

**23. MISCELLANEOUS:** It will be the responsibility of the Bidder to inspect the specified buildings building prior to submittal of a bid. Bidders must visit the site and make their own measurements for bidding purposes. All bidders are required to visit and inspect the site before submitting a bid. It will also be the responsibility of the Bidder to familiarize themselves with the nature and scope of the project specifications, installation and types of materials and incidentals to complete the project.

## **SCOPE OF SERVICES**

Project is to include the supplying of all materials, tools, and labor. The contractor will be responsible for examining the current roof surfaces to ensure that the proposed coating will adhere properly in order to meet the manufacturer's warranty requirements. The Contractor will be responsible for surface preparation and repairs of the areas as identified. Furnish all materials and labor as outlined in the scope of work to the manufactures specifications.

Hangar A consists of two buildings, **approximately 13,500 sq ft total** (see attachment "B"). the Contractor is required to separate the bid amounts per building and city staff will determine if none, one, or both buildings will be completed.

The Contractor must leave the facility in clean, safe and satisfactory condition. Once initiated, the work is to continue on contiguous work days until completion of the project, except as necessitated due to inclement weather or other extenuating circumstances. The Contractor should break down quote/bid into areas may add other options or items as deemed necessary. **Surface areas are approximate. It is the contractor's responsibility to review and determine the actual surface area specifications and to provide all quantities needed to complete the project.**

### **Scope of Work:**

- 1.1 Scope of work includes preparation of the current roof, including power washing the entire surface to ensure a clean and uniform surface for painting, removal of all surface rust, replace missing fasteners and tighten loose fasteners (fastener part number to be provided), priming to ensure proper bonding of proposed coating, and any other required or necessary preparation per proposed coating specifications.
- 1.2 Apply proposed surface coating per manufacturers specifications.
  - 1.2.1 Recommended coating:
    - A) Lucas Professional Coatings #748 Aluminum Roof Coating or an approved equivalent, as determined by the Facilities and Grounds Manager (see attachment "A").
- 1.3 All work, including disposal, shall be performed in accordance with all applicable local, state and federal regulations. In addition, any safety precautions shall be observed by the Contractor.
- 1.4 The quotation/bid shall include a detailed scope of work as proposed and particular preparation details and application details for the surfaces/items being bid/quoted on.

**Preparation:**

2.1 Surfaces must be clean, sound, dry, and free from dirt, oil, grease, rust, oxides, loose materials.

**Warranty:**

3.1 A minimum 5 year labor warranty shall be included in the cost. Material warranty per manufacture specifications.

**Cleaning and Touch-up:**

4.1. Remove all equipment, surplus materials, and debris from job site at completion of work. Trash or debris must be prevented from collecting or being spread across the job site during course of the work. All debris will be disposed of in approved state landfill. The plastic film must be removed at the conclusion of the project.



**January 4, 2024**

**PROPOSAL FORM**

Maria Boersma, City Clerk  
519 Washington Avenue  
Grand Haven, Michigan 49417

\_\_\_\_\_  
Date

Completely in accordance with your notice, instructions and specifications dated February 7, 2024, the undersigned declares that they have carefully examined the requirements of specifications contained herein, and propose to furnish all labor and materials. The City of Grand Haven may, at its sole discretion, buy the proposed product that is in the best interest of the City of Grand Haven.

**Grand Haven City Airport Hangar A Roof Painting**

All Federal and State taxes must be included.

<b>Item</b>	<b>Labor Total</b>	<b>Material Total</b>	<b>Total</b>
Hangar A #1- complete roof coating project per scope	\$	\$	\$
Hangar A #2- complete roof coating project per scope	\$	\$	\$
Building Permit			\$
<b>Total Cost</b>			\$

Project Total (BID) \$ \_\_\_\_\_

**Performance Surety:**

Upon award of contract, bidder may be required to provide a certified check or surety bond equaling 10% of proposed bid payable to Treasurer of the City of Grand Haven. A certified check will be returned 6 months after the satisfactory completion date.

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(Bidder's Company Name)

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(Bidder's Telephone Number)

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(Street/Mailing Address)

---

(City/State/Zip)

---

(Bidder's Signature)

---

(Print Bidder's Name)

END OF SECTION

# Best MATERIALS<sup>®</sup>.com



## LUCAS Professional Coatings, Sealants & Adhesives

### #748 ALUMINUM ROOF COATING 3 Lb. – FIBRATED

#### PRODUCT DESCRIPTION

#748 Aluminum Roof Coating is designed to provide a reflective surface for roofs, metal buildings, tanks and mobile homes. Aluminum pigmented asphalt coatings can substantially reduce interior building temperature and prolong roof service life.

Lucas #748 Aluminum Roof Coating is formulated from specially refined asphalt, aromatic and aliphatic solvents, and 3 lbs. per gallon of ASTM D 962 leafing aluminum paste. Light brushing viscosity allows for quick and economical coverage.

#### APPLICATION

Surface to be coated must be dry and free of dirt or corrosion particles. It will be helpful to turn the pails upside down 24 hours prior to application so that the settled aluminum releases from the bottom of the pail. Before mixing pour 50% of the liquid contents into a clean 5 gallon pail. All of the aluminum should remain in the original pail. Mix the aluminum into the liquid contents. When it is free of lumps, add back the liquid from the second pail and mix until uniform. Mechanically mix coating thoroughly and continuously before and during application. Power mixing is recommended, a square bladed drywall mud mixer and 1/2 inch drill is recommended for 5 gallon pails.

Apply evenly with a soft bristle brush or suitable spray equipment at the rate of not less than one and not more than one and one half gallons per 100 square feet. For best results, brush coating in one direction with the slope of the roof. Do not apply over fresh roof repairs or coating. Roofing asphalts, both hot and cold applied, contain oily constituents which may bleed through and stain the finished coating. As this condition is unpredictable, we recommend that the user apply a small amount of #748 to the area of the roof to be coated in order to test its performance. Use #748 as it comes from the container, no thinning is necessary with this product.

Clean up: Clean up with Lucas #125 Safe Solve™.

Shelf Life: One year from the date of manufacture.

\*Roof surfaces must be dry for coating application. Even when the surface appears dry, moisture trapped in the roof, deck or insulation. A moisture scan is recommended prior to application. Application of this coating within 5°F of the dew point is not recommended. For more information on dew point calculation, see FAQs at [rmlucas.com](http://rmlucas.com).

**WARNING! COMBUSTIBLE LIQUID AND VAPOR.** Contains petroleum distillates. Keep away from heat and open flames. Avoid prolonged contact with or inhalation of solvent fumes. A NIOSH approved respirator with organic vapor cartridges is recommended. Do not take internally. If swallowed, do not induce vomiting. Contact medical personnel immediately.

Read SDS prior to use. For professional use only.  
Emergency phone number 1-800-424-9300.

#### #748 SPECIFICATION

ASTM D 2824 Type III

Viscosity	ASTM D 2196	5,000 cps
Solids by Weight	ASTM D 1644	60%
Solids by Volume	ASTM D 2697	55%
Weight Per Gallon	ASTM D 1147	8.2 lbs.
Reflectivity – Initial	ASTM C 1549	.71
Reflectivity – Aged	ASTM D 1918	.54
Emissivity	ASTM C 1371	.34
SRI	LEED	72
Flash Point	ASTM D 56	103°F / 39°C
VOC	EPA 24	< 400 g/l

Container Sizes: 5, 55 gallon

Colors: Aluminum

This product is Florida Building Code approved. Other certifications:



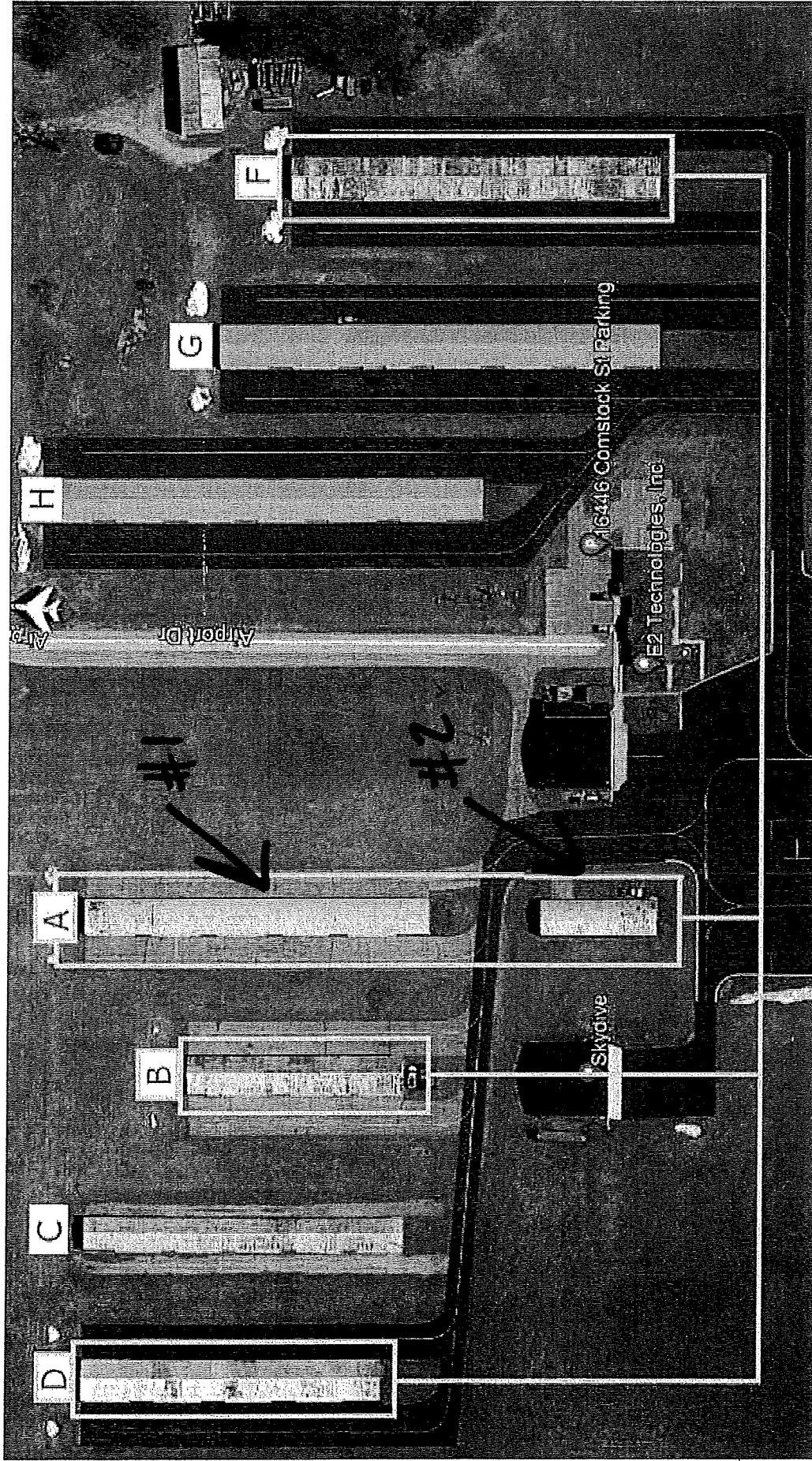
TO THE EXTENT ALLOWED BY LOCAL LAW, EXCEPT AS SET FORTH BELOW, SELLER MAKES NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE WITH RESPECT TO THE GOODS HEREIN SOLD. THERE ARE NO OTHER WARRANTIES OF ANY KIND EXPRESS OR IMPLIED BEYOND THE TERMS SET FORTH ON THE FACE HEREOF. NO EMPLOYEE OR AGENT OF SELLER IS AUTHORIZED TO ALTER THE TERMS HEREOF.

Seller warrants that this product shall be free of any defect in material or workmanship under normal use for a period of ONE YEAR from the date of purchase. This warranty does not extend to any defect or failure caused by misuse and/or incorrect application. LIMITATION OF LIABILITY: In the event of a defect or failure falling under this warranty, Buyers sole remedy shall be refund of the purchase price or replacement of the defective material, at Seller's option. Under no circumstances shall Seller be liable for any losses or damages caused by this product, whether direct, indirect, special, incidental or consequential damages, whether based on contract, tort (including negligence) or any other legal theory.

NOTE: Some or all of the foregoing may not apply or may be invalid under the laws applicable to Buyer's purchase or claim. Consult local law to determine the applicability of any of the foregoing in the event of any defect or failure of this product.

6-2018

For more information  
Or to buy this product  
[Click here](#)



Grand Haven Municipal Airport  
16446 Comstock St.  
Grand Haven MI, 49417

Project scope: Hangars A

Attachment "B"