

September 22, 2020

REQUEST FOR PROPOSALS

NOTICE TO BIDDERS

It is the intent of the City of Grand Haven to receive bids for roofing replacements on the skydive and maintenance hangars at the Grand Haven Municipal Airport.

Sealed proposals must be received by the City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan, 49417, Attn: Ms. Linda Browand, City Clerk, until 10:00 a.m. local time, Wednesday, October 7, 2020, 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 "Airport Hangar Roofing Replacement."

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*), or online from the City's Web site: www.grandhaven.org.

Any questions regarding this RFP or the minimum specifications shall be directed to Todd Brand, 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.

Todd Brand
Facilities Manager

September 22, 2020

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.

1. 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.
 - a) 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

22. **REFERENCES:** Please list three (3) references (Municipal Government) where your company has performed a roofing project proposed for the City of Grand Haven. Failure to list references may result in your company being disqualified.

CITY	ADDRESS	CONTACT PERSON	TELEPHONE NUMBER
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

NOTE

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

23. **PROJECT COMPLETION DATE:** The project must be completed 30 days from award of contract.

24. **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.

25. **To arrange a pre bid site visit contact the Facilities and Grounds Manager, Todd Brand at 616-847-3493 or tbrand@grandhaven.org.**

END OF SECTION-

September 22, 2020

Scope of Services:

SUMMARY OF THE WORK: Project is to include the supplying of all materials, tools, and labor to install a membrane roofing system on an arched roof measuring approximately 3,900sq.ft. and a flat roof measuring 900sq.ft. New membranes will be installed over the existing roofing, some areas will need to be repaired in order to install on a solid structure. We are asking for prices that meet the following warranty ranges and the award will be made for the bid that best suits our needs.

15-20 Years	Black	White
20-30 Years	Black	White
30-40 Years	Black	White

INTENT

It is the intent of this specification to provide for a roofing system for the Skydive hangar at the Grand Haven Municipal Airport of 16446 Comstock St Grand Haven, MI 49417. This specification is not to be interpreted as restrictive, but rather as a measure of the quality and performance against which all will be compared.

In comparing proposals, consideration will not be confined to price only. The successful bidder will be one whose product is judged to best serve the interests of the City of Grand Haven when standardization, price, product, safety, quality and delivery are considered. The City of Grand Haven reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities.

The City of Grand Haven understands that there exists a multitude of roofing systems using a variety of materials. The City of Grand Haven will not specify any one particular roof coat system. Each proposal must include all costs associated with a roof coat system laid upon the entire surface of the metal roof and be accompanied by detailed step-by-step preparation, application and warrantee information of the proposed roofing system.

The hangers on which the work will be done are identified on the attached picture. The hangars consist of a flat roof that measures approximately 900sq.ft. and an arched metal roof that measures roughly 3,900sq.ft.

- All permits and inspection costs are the responsibility of the awarded contractor.
- Awarded contractor to schedule all inspections with appropriate agencies and inform the Facilities and Grounds Manager 24hrs before inspection.
- Use of protective materials and barriers to prevent damage to window and siding and collection of nails and other debris.
- Powerwash entire roof to ensure adhesion.
- Replace all missing and loose fasteners.
- Provide containers for proper disposal of all debris into state approved landfill; all debris is to be cleaned up at the end of each day.
- Replace all damaged roof decking with a consistent material. Ensure all decking is fastened to a rafter in an appropriate manner.
- Replace all fascia material and paint to match existing exterior color.

- Replace damaged soffit material and paint to match existing exterior color.
- Install appropriate flashing where needed.
- Install new boots on all roof penetrations.
- All exposed roof areas are to be covered with a secure water-proof tarp during inclement weather and each evening.
- All site restoration is to be included and completed after final clean up.
- Once initiated, the work is to continue on contiguous work days until completion of the project, except as necessitated due to inclement weather.

September 22, 2020

PROPOSAL FORM

Ms. Linda Browand, City Clerk
 519 Washington Avenue
 Grand Haven, Michigan 49417

_____ Date

Dear Ms. Browand:

Completely in accordance with your notice, instructions and specifications dated October 7, 2020, the undersigned declares that they have carefully examined the requirements of specifications contained herein, and propose to furnish labor and materials to complete the roofing replacement as described in your Request for Proposals. 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 Municipal Airport Maintenance Hangar Roofing Replacement:

15 – 20 year warranty

Labor: Black:_____ White:_____

Materials: Black:_____ White:_____

Total: Black:_____ White:_____

20-30 year Warranty

Labor: Black:_____ White:_____

Materials: Black:_____ White:_____

Total: Black:_____ White:_____

30 – 40 year warranty

Labor: Black:_____ White:_____

Materials: Black:_____ White:_____

Total: Black:_____ White:_____

Performance Surety:

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

All Federal and State taxes have been deducted and all prices reflect the NET PRICE.

(Bidder's Company Name)

(Bidder's Telephone Number)

(Street/Mailing Address)

(City/State/Zip)

(Bidder's Signature)

(Print Bidder's Name)

Skydive Hangar:

Approximately 3,900sq.ft. of arched metal roof.



Maintenance Hangar:

Approximately 900sq.ft. flat roof.

