



**Request for Proposal  
for Repaving Employee Parking Lots At  
The Otsego County Courthouse  
225 W. Main Street  
Otsego County, Michigan**

**BID 2010-04**

Proposals for repaving the employee parking lot and Sheriff's parking lot at 225 W. Main Street will be received by Otsego County, Michigan to the attention of John Burt in the Administration Office, 225 West Main Street, Suite 203, Gaylord, Michigan, 49735 by Noon on Friday, July 9, 2010.

Persons interested in submitting a bid for providing this service must sign and return the attached proposal sheet to the Administration Office no later than noon on Friday, July 9, 2010. There will be a public bid opening at 1:00 pm on Friday, July 9, 2010 in Room 212.

The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Vendors located in Otsego County are hereby granted a 5% cost variance for low bid determination.

OTSEGO COUNTY

John M. Burt  
Otsego County Administrator

**SECTION II. INSTRUCTIONS, INFORMATION AND REQUIREMENTS  
FOR REPAVING EMPLOYEE PARKING LOTS AT  
THE OTSEGO COUNTY COURTHOUSE**

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to repave the employee parking lot of the Otsego County Courthouse, at 225 W. Main Street, Gaylord, MI 49735. In addition, the County is requiring a separate price removing and repaving the Sheriff's Deputy parking lot. Contractors are required to bid on both options. Please note that there is a required Option A.

This RFP does not constitute a contract for services performed or to be performed. After selection of the successful firm (referred to as the contractor), Otsego County, and the contractor will negotiate a contract and a complete scope of services.

All proposals submitted become the property of Otsego County and will not be returned. The County is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.

2. **Submittal of Proposals/Bids:** Submittal of proposals/bids shall be on the form attached hereto in **Section IV** no later than noon on Friday, July 9, 2010. Proposals shall be sealed and clearly marked as BID 2010-04 on the outside, and sent to the following:

**John Burt, Otsego County Administrator**  
**225 W. Main Street, Suite 203**  
**Gaylord, Michigan 49735**

3. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.
4. **Inquiries:** Questions regarding the RFP should be directed to John Burt by calling 989-731-7527 or emailing to [jburt@otsegocountymi.gov](mailto:jburt@otsegocountymi.gov).
5. **Insurance Requirements:** Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the state of Michigan and acceptable to the County for the following:

Commercial General Liability Insurance in the amount of \$1,000,000.

Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.

Motor Vehicle Liability Insurance, including Michigan no-fault coverage.

Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.

Otsego County will be named as Additional Insured on all insurance coverage, with the exception of Workers Compensation and Employer's Liability insurance.

Proof of Insurance must be provided by the Contractor to the County by the initiation of this Agreement.

6. **Schedule:** Bidder shall provide a proposed schedule for work to be performed. Estimated schedule must identify parking closure requirements.
7. **Licenses:** The winning bidder must possess all applicable licenses in Michigan.
8. **References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.
9. **Evaluation and Award:** Bids/proposals shall be evaluated and awarded by the County as soon as practicable. Award of the bid will be based on quality, service, completion date, experience and price. Information on each of these categories shall be included in bid responses.
10. **Compliance with the Law:** Contractor shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable County policies.

### **SECTION III. SCOPE OF SERVICE**

The work will be done at the Otsego County Courthouse at 225 W. Main Street, more specifically on the employee parking lot as the base bid and the Sheriff's parking area as an option. Both areas are along First Street. The Employee Parking Lot has an area of approximately 5,300 square feet. The Sheriff's Deputy Parking Lot has an area of approximately 4,300 square feet.

The Contractor shall furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP. Work shall be performed with minimal obstruction to County operations.

#### **CONTRACTOR RESPONSIBILITIES – BASE BID – EMPLOYEE PARKING LOT**

- 1) Remove loose or deteriorated pavement and patch the Employee parking Lot along First Street as designated in Attachment A.
- 2) Thoroughly clean area to be repaved.
- 3) Repaving the entire Employee Parking Lot.
- 4) A minimum of 1.5" of asphalt is required for a wearing course, and lifts can have no greater than 2.5" placed for a wedging course.
- 5) The parking area shall be well blended to prevent a noticeable lip or edge for being created at entrance driveways and sidewalks. The pavement will be brought to the top of the lip for the curb along the Information Center. Also, the concrete sidewalk leading to the west Courthouse entrance will be cut to match the curb line, and the Information Center drive-in entrance will be cut, with pavement being flush with the top of the remaining concrete so that no lip appears (see photos 2, 3, and 4 in Attachment A).
- 6) Pavement shall be contoured to prevent ponding of water.
- 7) Striping is not included in this RFP.
- 8) Site cleanup is to be included in the pricing.
- 9) Contractor is required to obtain appropriate permits for the project.

#### **CONTRACTOR RESPONSIBILITIES – OPTION A – SHERIFF'S DEPUTY PARKING LOT**

- 1) Remove existing pavement for the Sheriff's Deputy Parking Lot along First Street as designated in Attachment A.

- 2) Add gravel to the area as needed.
- 3) Repave Sheriff's Deputy Parking Lot. The existing asphalt thickness shall be matched by the Contractor.
- 4) The parking area shall be well blended to prevent a noticeable lip or edge along the entranceway and sidewalk.
- 5) Pavement shall be contoured to prevent ponding of water.
- 6) Striping is not included in this RFP.
- 7) Site cleanup is to be included in this RFP.
- 8) Contractor is required to obtain appropriate permits for the project.

#### **COUNTY RESPONSIBILITIES**

- 1) Provide access to the facility and work areas as necessary for the project; and coordinate with County security services.
- 2) Provide prompt payment for the installation of the project upon receipt of invoices and acceptance of the project work.

**SECTION IV. BID/PROPOSAL FORM**

The undersigned proposes to furnish professional services for Otsego County in accordance with the attached specifications stated herein for the price listed below.

**\*RE-PAVING COST** \$ \_\_\_\_\_

**\*\*COST OF COUNTY OPTION A** \$ \_\_\_\_\_

Submitted proposed schedule with bid \_\_\_\_\_ yes \_\_\_\_\_ no

Submitted references with bid \_\_\_\_\_ yes \_\_\_\_\_ no

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL (if any): \_\_\_\_\_

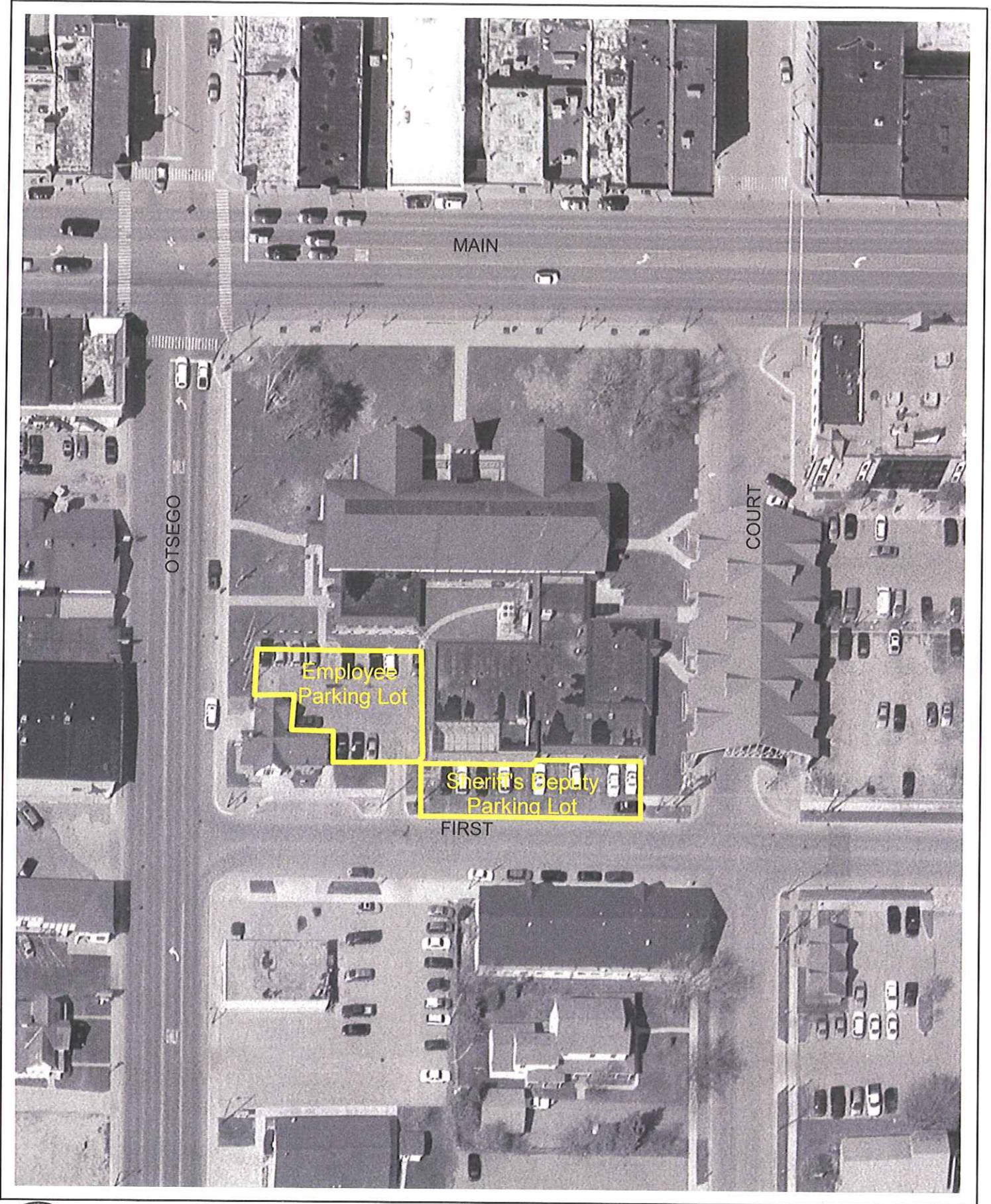
FAX: \_\_\_\_\_

DATE: \_\_\_\_\_

\*Employee parking lot along First Street only.

\*\*Sheriff's Deputy Parking Lot along First Street.

ATTACHMENT A



Courthouse Parking Areas

Scale: 1" = 75'





Photo 1: Employee Parking Lot looking north off of First Street.



Photo 2: Back entrance to Information Center where cement is to be cut.

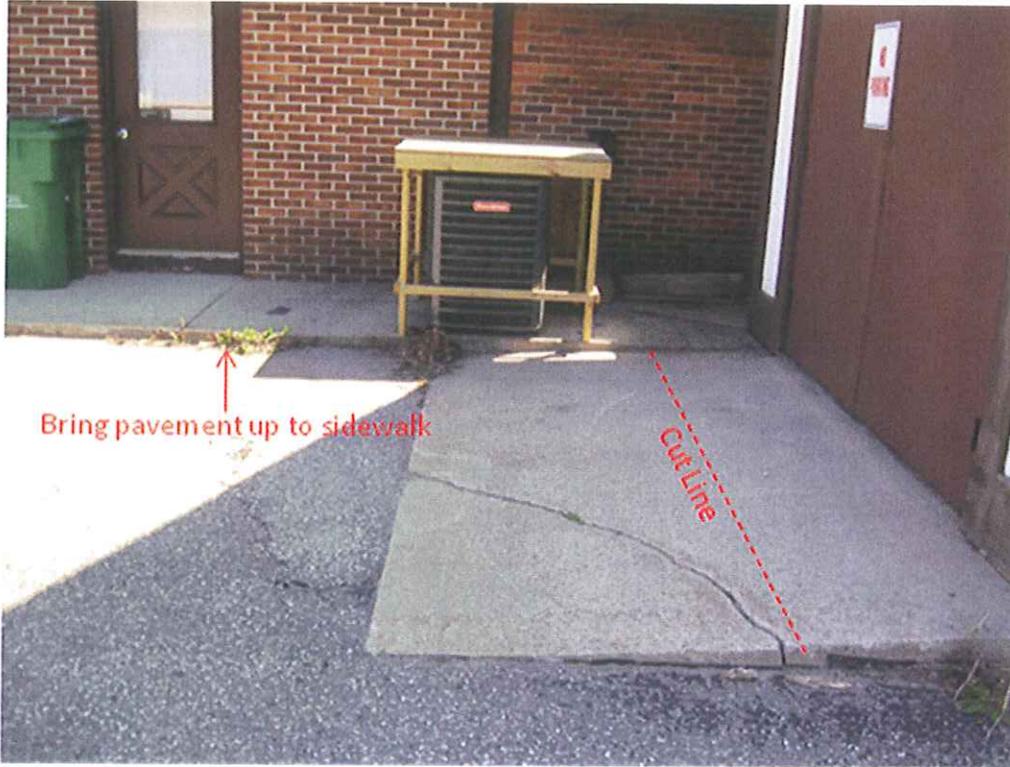


Photo 3: Back entrance to Information Center where cement is to be cut.



Photo 4: Sidewalk at employee entrance on the west side of parking lot. Concrete is to be cut along curb line.



Photo 5: Sheriff's Deputy Parking Lot