



**Request for Proposal
For Paving or Installing Afton Stone
For the Parking Lot at 222 S. Court Street
Otsego County, Michigan**

BID 2009-11

Proposals for either paving or installing Afton Stone at 222 S. Court 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 17, 2009.

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 17, 2009. There will be a public bid opening at 1:00 pm on Friday, July 17, 2009 in Room 212.

Any questions must be received by Thursday, July 2, 2009 at noon.

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 PAVING OR INSTALLING AFTON STONE FOR THE
222 S. COURT STREET PARKING LOT**

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to either pave or install Afton Stone at 222 S. Court Street, Gaylord, MI 49735. Contractors are welcome to bid on both options or restrict their bids to one option.

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 17, 2009. Proposals shall be sealed and clearly marked as BID 2009-11 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.

Any questions must be received by Thursday, July 2, 2009 at noon.

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.

Copies of subcontractor worker's disability compensation insurance will be required prior to commencement of work.

6. **Licenses:** The winning bidder must possess all applicable licenses in Michigan.
7. **References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.
8. **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.
9. **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 property at 222 S. Court Street is the former site of an apartment building, which has been demolished and is now grass covered (See Photos in Attachment A). The site in question is approximately 8,000 sq ft. The County owns a parking lot immediately north of the property, and would like to utilize 222 S. Court Street as an overflow parking lot.

Contractors are welcome to bid on both options (paving versus Afton Stone) or elect to bid on one option.

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

OPTION 1 – PAVING

- 1) Aggregate base material under pavement shall be a minimum of 6 inches thick and meet Michigan Department of Transportation (MDOT) 22A aggregate specifications.
- 2) Asphalt shall be at least 2 inches of MDOT 13A.
- 3) Gravel base will be six inches wider along edges, other than the border between parking lots, than the asphalt.
- 4) A County representative must approve the aggregate base prior to the placement of the hot mix asphalt.
- 5) The parking area shall be at an equal height as the existing parking area to the north.
- 6) Surface contour should be such that drainage will flow away from the parking area to prevent ponding of water.
- 7) Striping is not included in this RFP.
- 8) Existing Lilac tree on property will remain unharmed. A small Greenbelt area of approximately 2 foot wider than tree crown will be preserved.
- 9) Disposal of any topsoil, or other extracted material.
- 10) Site cleanup is to be included in the pricing.

OPTION 2 – INSTALLATION OF AFTON STONE

- 1) Prepare subsurface and surface as needed. The Afton Stone must be placed on a clean granular subbase material.
- 2) Install Afton Stone to a 5 inch depth.
- 3) Thoroughly roll/compact the surface of the parking area.
- 4) New parking area shall be at an equal height as the existing parking area to the north.
- 5) Existing Lilac tree on property will remain unharmed. A small Greenbelt area of approximately 2 foot wider than tree crown will be preserved.
- 6) Disposal of any topsoil, or other extracted material.
- 7) Site cleanup is to be included in the pricing.

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.

OPTION 1 - PAVING COST \$ _____

OPTION 2 – AFTON STONE \$ _____

Submitted Certificate of Insurance with bid _____ yes _____ no

Submitted proposed plan with bid _____ yes _____ no

Submitted proposed schedule with bid _____ yes _____ no

Submitted references with bid _____ yes _____ no

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

TITLE: _____

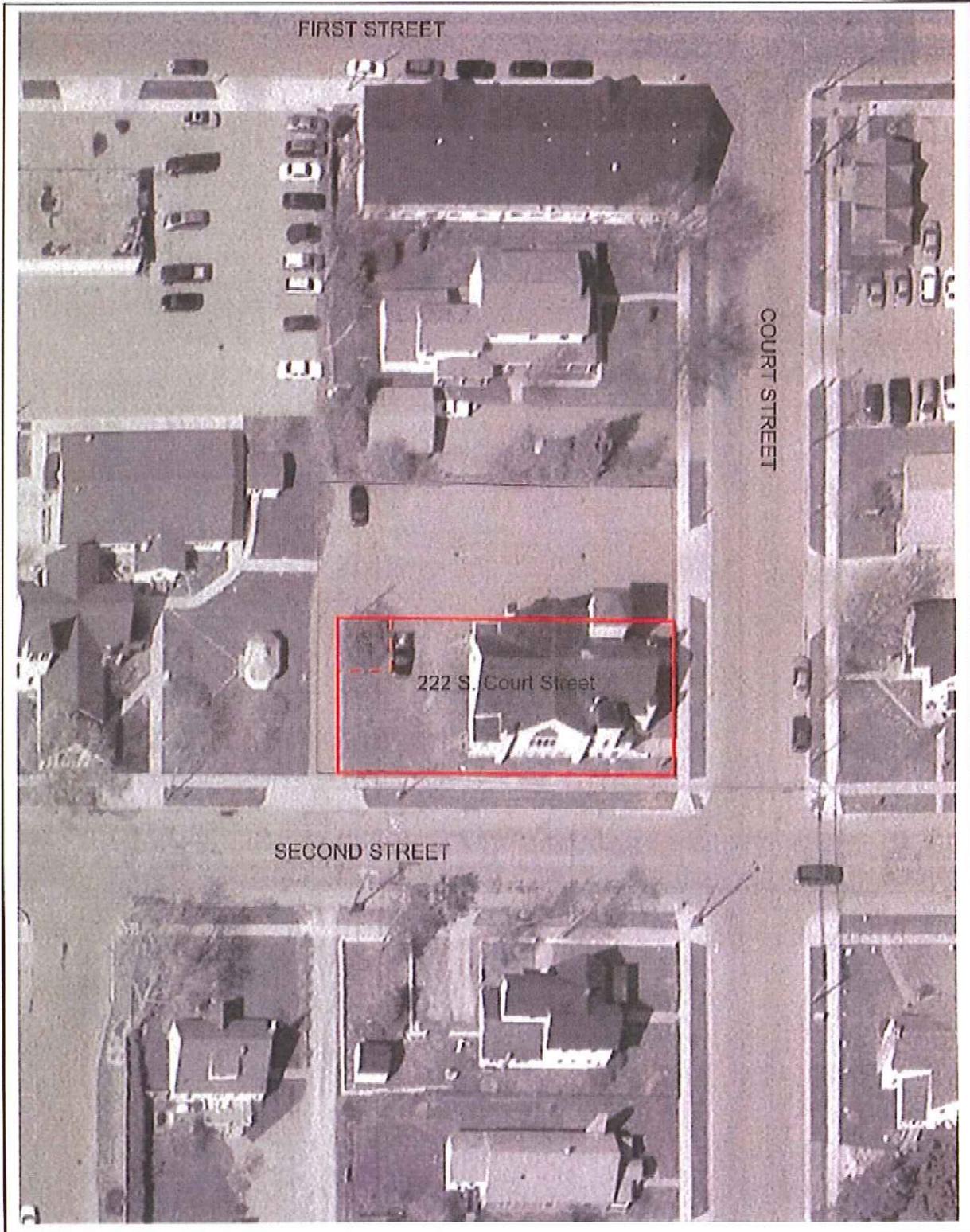
TELEPHONE: _____

EMAIL (if any): _____

FAX: _____

DATE: _____

ATTACHMENT A



Otsego County, Michigan

222 S. Court Street Location Map
RFP 2009-11





Photo 2: 222 S. Court Street looking west



Photo 3: 222 S. Court Street looking southwest



Photo 4: 222 S. Court Street looking northwest



Photo 5: Lilac Tree - Not to be disturbed