



**Request for Proposal  
For  
Sidewalk Installation  
at the Otsego County Courthouse  
Otsego County, Michigan**

**BID 2012-09**

Proposals for installation of a sidewalk at the Otsego County Courthouse, 225 W. Main Street, Gaylord, 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, September 7, 2012**. There is no public bid opening for this project.

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

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to install a sidewalk at the Otsego County Courthouse, 225 W. Main Street, Gaylord, MI 49735. The County is seeking a cost for construction of a sidewalk in front of the Courthouse from S. Otsego Avenue to the center sidewalk leading to the building's front entrance (see Attachment A for aerial photo) and Section III Scope of Services for all further details of the project. The sidewalk would be approximately 140' in length.

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 V** no later than **noon on Friday, September 7, 2012**. Proposals shall be sealed and **clearly marked as BID 2012-09** 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.

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

6. **Licenses:** The winning bidder hold any licenses necessary to work in the State of 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.
10. **Timeline:** Please include a project timeline with your bid response.

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

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**

- 1) Schedule Miss Dig to ensure all utility lines are located and not disturbed.
- 2) Remove topsoil in area where sidewalk will be installed.
- 3) Add gravel base as needed.
- 4) Compacting of subsurface in preparation of sidewalk installation.
- 5) Installation of 4" thick, 4' wide, concrete sidewalk approximately 140' in length.
- 6) Restoration of topsoil, seed (local grass mixture that matches existing grass), and covering.
- 7) Contractor must obtain any necessary permits.

#### **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 upon receipt of invoices and acceptance of the project work.

**SECTION V. BID/PROPOSAL FORM**

**BID 2012-09**

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

**COST \$** \_\_\_\_\_

Visited site to view project \_\_\_\_\_ yes \_\_\_\_\_ no

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

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

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

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

\_\_\_\_\_

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

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

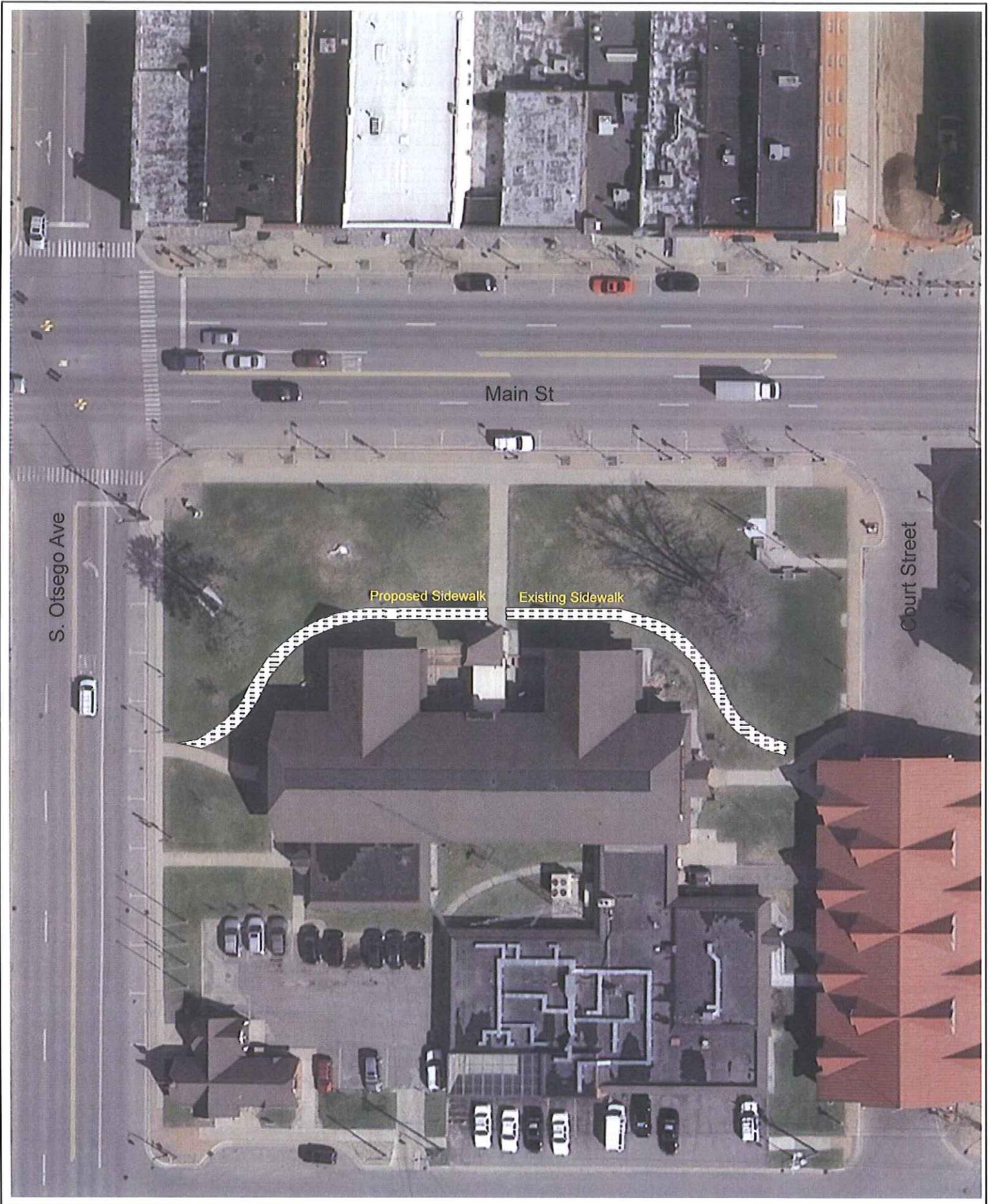
TELEPHONE: \_\_\_\_\_

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

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

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

## ATTACHMENT A



## Sidewalk Project

Scale: 1" = 50'

Date of Photography: Spring, 2010

