



**Request for Proposal for  
The Gaylord Regional Airport Tree Removal Project  
Otsego County, Michigan**

**BID 2019-07**

---

**SECTION I. INTRODUCTION**

Proposals for the tree removal project of Otsego County's Gaylord Regional Airport, located at 1100 Aero Drive, Gaylord, Michigan will be received by Otsego County to the attention of Chris Churches, Director of Planning & Zoning Capital Projects & Grants, 225 West Main Street, Suite 203, Gaylord, Michigan, 49735 until **1:00 p.m. on Friday, August 2, 2019**. Bids will be publicly opened and read at **1:15 p.m. on Friday, August 2, 2019** in Room 212 at 225 W. Main Street, Gaylord, MI.

A **mandatory pre-bid walkthrough** of the tree removal location will be held on **Tuesday, July 30, 2019 at 9:00 a.m.** For questions related to the pre-bid walkthrough or to schedule an alternate time, contact **Matt Barresi, Airport Director**, at [mbarresi@otsegocountymi.gov](mailto:mbarresi@otsegocountymi.gov) or 989-732-4218.

Any questions regarding the bid document or the bidding process must be directed to Chris Churches, [cchurches@otsegocountymi.gov](mailto:cchurches@otsegocountymi.gov) or 989-731-7515 and must be received by **Tuesday, July 30, 2019, 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.

## SECTION II. INSTRUCTIONS, INFORMATION AND REQUIREMENTS

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to receive proposals on behalf of the Gaylord Regional Airport for selection of a contractor to remove existing trees and stumps and replace with smaller, drought tolerant trees (the tree removal, stumping, and replanting is to take place at 1001 Dickerson Road, Gaylord, which is adjacent to the Gaylord Regional Airport).

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 1:00 p.m. on Friday, August 2, 2019. Proposals shall be sealed and clearly marked as BID 2019-07 on the outside envelope, and sent to the following:

**Chris Churches**  
**Director of Planning & Zoning, Capital Projects & Grants**  
**225 W. Main Street, Suite 203**  
**Gaylord, Michigan 49735**

Bids will be publicly opened and read at 1:15 p.m. on Friday, August 2, 2019 in Room 212 at 225 W. Main Street, Gaylord, MI.

3. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.
4. **Visual Inspection:** All Contractors shall visit site and conduct any measurements of the proposed areas prior to submittal of a bid.
5. **Inquiries:** Questions regarding the RFP should be directed to Chris Churches by calling 989-731-7515 or emailing [cchurches@otsegocountymi.gov](mailto:cchurches@otsegocountymi.gov).

Any questions must be received by **Tuesday, July 30, 2019, at noon.**

A **mandatory pre-bid walkthrough** will be held on Tuesday, July 30, 2019 at 9:00 a.m. at 1100 Aero Drive, Gaylord, Michigan. For questions related to the pre-bid walkthrough or to schedule an alternate time, contact **Matt Barresi, Airport Director** at [mbarresi@otsegocountymi.gov](mailto:mbarresi@otsegocountymi.gov) or 989-732-4218.

6. **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.

7. **Licenses:** The winning bidder hold any licenses necessary to work in the State of 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.
11. **Timeline:** PHASE I of the Project is to commence upon board approval on August 13, 2019. Final completion of PHASE I shall before **August 21, 2019**. PHASE II shall be completed in Fall 2019.

## SECTION III. SCOPE OF SERVICE

### CONTRACTOR RESPONSIBILITIES

The Contractor Responsibilities are below:

Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP.

Contractor must obtain any and all permits necessary to complete the work. The cost of the permits should be built into the bid price.

#### **PHASE I:**

All trees, stumps and brush/debris to be removed from area identified on job site in the Tree Project Map, included in Section V. Area encompasses an estimated 250+ trees to be removed. Trees are to be disposed of offsite including any trees that have already fallen. Stumps can be grinded below grade but stumps in the area identified on the Tree Project Map must have stumps removed. Stumps and brush are to be disposed of at a designated area on airport property. If needed, topsoil located on airport property will be utilized to level out the project area.

PHASE I must be completed before August 21, 2019.

#### **PHASE II:**

Install a combination of 30 drought-tolerant trees in early Fall 2019 (Refer to the Tree Project Map for formations).

PHASE II must be completed in the Fall of 2019.

Work shall be performed in a manner which minimizes the impact to normal business operations. The project shall be coordinated with Airport Director Matt Barresi.

### 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 IV. BID/PROPOSAL FORM**

**BID 2019-07**

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

No.	Description	Total Price
1.	Remove all trees, stumps, and brush/debris from the area identified on the Tree Project Map before August 21, 2019, and install a combination of 30 drought-tolerant trees in Fall 2019.	\$

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

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

\_\_\_\_\_

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

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

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

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

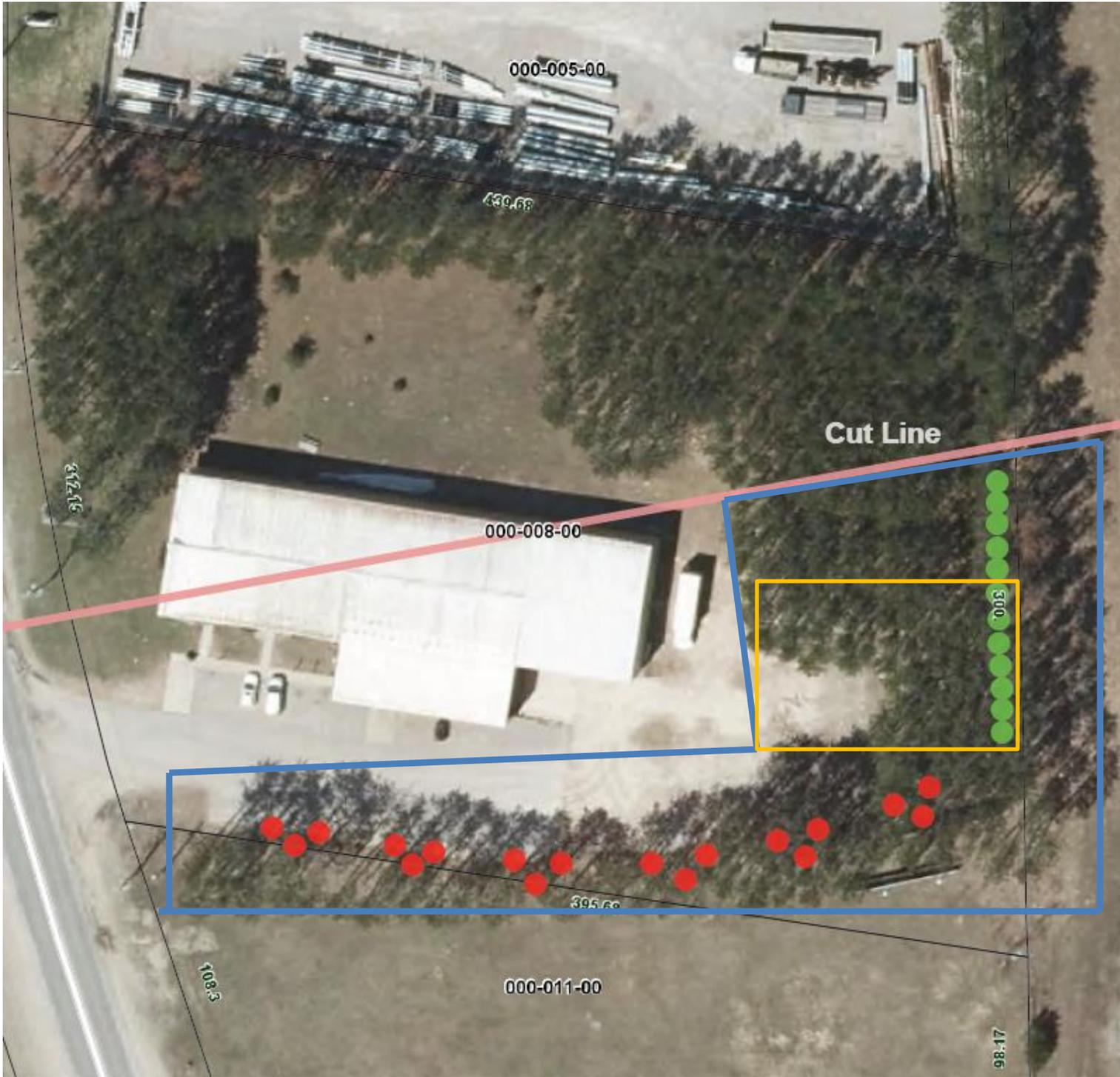
FAX: \_\_\_\_\_

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

Visited site to view project \_\_\_\_\_ YES \_\_\_\_\_ NO

**SECTION V. TREE PROJECT MAP**

(located on the following page)



PROJECT MAP

Area of trees involved to be removed if determined to be a hazard to aviation: 

Area of trees that will have stumps removed: 

Trees to be planted in row: 

Trees to be planted in groups: 

Total of 30 Trees to be planted