



Request for Proposal For Replacement of the Community Center Gym Floor Otsego County, Michigan

BID 2020-02

SECTION I. INTRODUCTION

Proposals for the replacement of the Community Center gym floor located at 315 S Center Ave in Gaylord, Michigan will be received by Otsego County to the attention of Chris Churches, Director of Capital Projects and Grants. Bids shall be delivered to the Administration Office, located at 225 West Main Street, Suite 203, Gaylord, Michigan, 49735. Bids will be received until **10:00am on Friday, March 6th, 2020**. Bids will be publicly opened and read at **10:05am on Friday, March 6th, 2020** in Room 212 at 225 W. Main Street, Gaylord, MI.

Any questions must be received by Friday, February 28th at noon. A site walkthrough is required and can be arranged by contacting Chris Churches, Director of Capital Projects and Grants, at 989-731-7515 or emailing to cchurches@otsegocountymi.gov

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 for the selection of a contractor to install a new fixed resilient, first grade maple wood gym floor at the Otsego County Community Center located at 315 S Center Ave in Gaylord, Michigan.

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 10:00am on Friday, March 6th, 2020. Proposals shall be sealed and clearly marked as BID 2020-02 on the outside, and sent to the following:

**Attn: Chris Churches
225 W. Main Street, Suite 203
Gaylord, Michigan 49735**

Bids will be publicly opened and read at 10:05am on Friday, March 6th, 2020 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. **Inquiries:** Questions regarding the RFP should be directed to Chris Churches, Director of Capital Projects and Grants by calling 989-731-7515 or emailing to cchurches@otsegocountymi.gov.

A site walk through is required and can be arranged by contacting Chris Churches.

Any questions must be received by Friday, February 28th 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:
- a. Workers Compensation and Employers' Liability, Michigan Statutory Limits of Liability.
 - b. Commercial General Liability Insurance.
 - c. Motor Vehicle Liability Coverage, and Michigan No-Fault Coverages including all owned, non-owned, and hired vehicles.

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

Limits of Liability for General Liability, and Vehicle Liability shall be within the following guidelines based on contract amount:

- Projects up to \$750,000: Minimum of \$1,000,000 per occurrence and aggregate.
 - Projects \$750,001 to \$1,750,000: Minimum of \$2,000,000 per occurrence and aggregate.
 - Projects \$1,750,001 to \$2,750,000: Minimum of \$3,000,000 per occurrence and aggregate.
 - The required amounts continue to escalate by adding \$1,000,000 to the beginning and ending project range and to the minimum insurance requirement.
 - A Waiver of Subrogation is required on the certificate of liability insurance.
 - The certificate of liability insurance is required to have a 30-day notice of cancellation.
6. **Bid and Performance Bonds:** Bid bonds are required for construction or repair projects in the amount of \$100,000 or more. Bid bonds and performance bonds are required for construction or repair projects in the amount of \$250,000 or more. Bid bonds shall be in the amount of 10% of the total contract price. Performance bonds will be in the amount of 100% of the total contract price. Bond requirements cannot be waived.
7. **Lien Waivers:** For construction or repair projects in the amount of \$50,000 or more, the contractor is required to provide partial lien waivers, verifying all subcontractors and suppliers have been paid for their work to date, for payment requests beyond 25% of the total contract price. The final 10% of the contract price can be paid prior to receipt of lien waivers. The contractor will provide final lien waivers within 30 days of contract completion. In the event that a contractor does not provide the required lien waivers, the contract will not be eligible for future County projects without the consent of the County Infrastructure Committee.

8. **Licenses:** The winning bidder shall hold any licenses necessary to work in the State of Michigan.
9. **References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.
10. **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.
11. **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.
12. **Timeline:** Construction is to commence on **July 1st, 2020**. Final project completion shall occur no later than **August 15th, 2020**.

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.

CONTRACTOR RESPONSIBILITIES

The Contractor Responsibilities are below.

Note: Contractor must obtain any and all permits necessary to complete the work proposed. The cost of any needed permits, and any information or documentation required to obtain the permits, should be included in the bid price.

The contractor shall be responsible for the following:

1. Provision of all necessary equipment and labor to remove the existing gym floor.
2. Provision of all necessary equipment and labor to install a new fixed resilient, first grade maple wood gym floor.
3. Provision of all necessary equipment and labor to paint the new gym floor. Paint marking layout and dimensions should match those which are on the gym currently (basketball court striping, volleyball striping, etc.). See Attachment A for more information.

A site walk-through is mandatory and can be arranged by contacting Chris Churches at 989-731-7515.

COUNTY RESPONSIBILITIES

- 1) Provide access to the facility and work areas as necessary for the project.
- 2) Provide prompt payment upon receipt of invoices and acceptance of the project work.

SECTION IV. BID/PROPOSAL FORM

BID 2020-02

The undersigned proposes to furnish and provide Otsego County with all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP in accordance with the attached specifications stated herein for the price listed below.

No.	Description	Qty	Unit	Unit Price	Total Price
1.	Replacement and re-striping of the Community Center gym floor as described above.	1	LS	\$	\$

OVERALL TOTAL: \$

AS REQUIRED ABOVE, PLEASE ATTACH THE NAMES OF THREE (3) COMMERCIAL ACCOUNTS FOR WHICH SIMILAR WORK WAS PREVIOUSLY PERFORMED

Visited site to view project _____ YES _____ NO

I acknowledge the receipt of the following addendums (list all issued):

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____

EMAIL (if any): _____

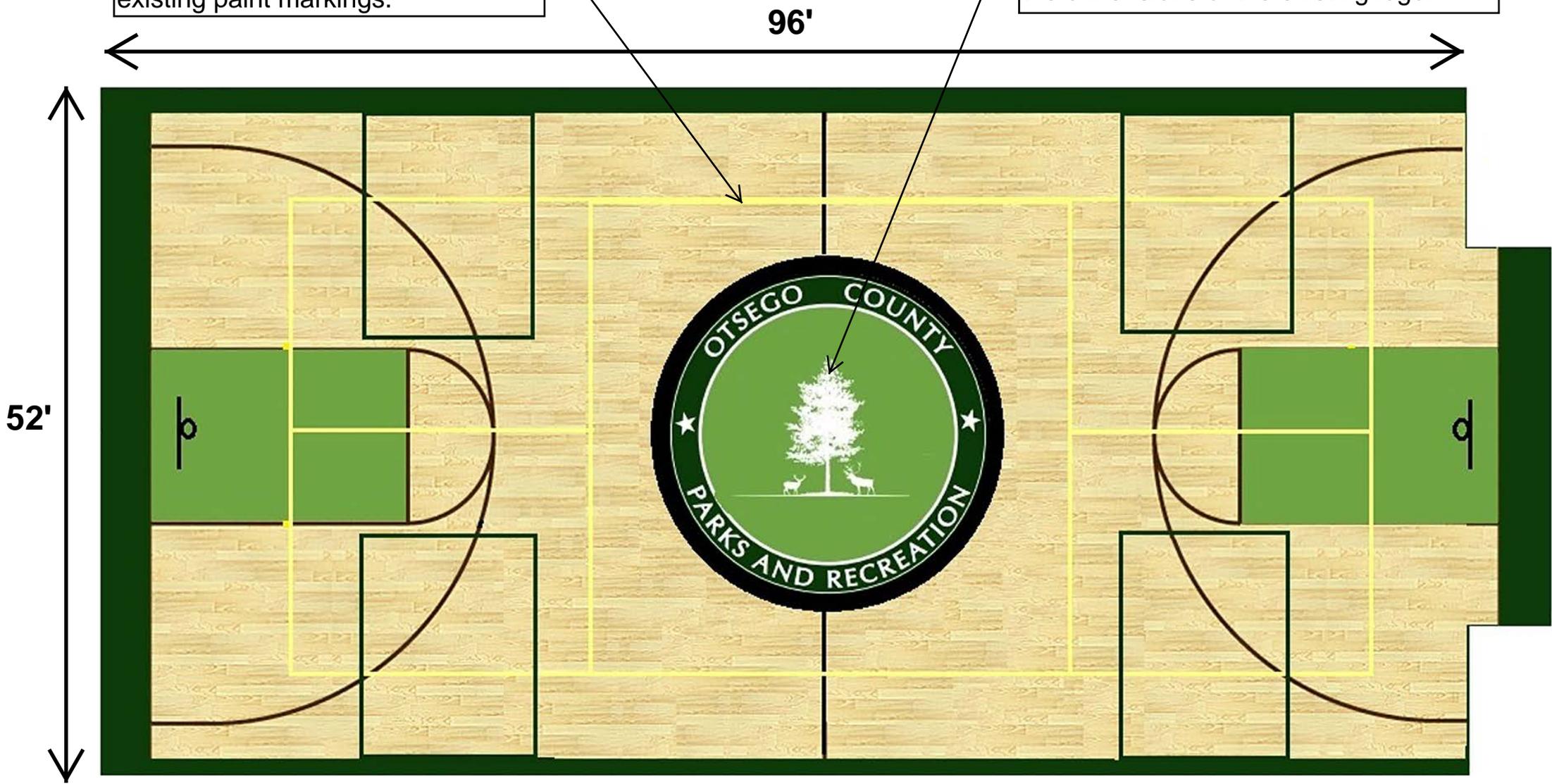
FAX: _____

DATE: _____

ATTACHMENT A

All new paint markings are to match the dimensions and layout of the existing paint markings.

Existing logo is to be repainted with new logo. New logo dimensions are to match the dimensions of the existing logo.



NOTE: DIMENSIONS PROVIDED ARE FOR INFORMATION ONLY. CONTRACTOR SHALL FIELD VERIFY ANY AND ALL MEASUREMENTS NEEDED TO COMPLETELY REPLACE AND REPAINT GYM FLOOR.