



Request for Proposal For Cleaning the Community Center Otsego County, Michigan

BID 2020-06

SECTION I. INTRODUCTION

Proposals for the cleaning of the Community Center located at 315 S Center Ave in Gaylord, Michigan will be received by Otsego County to the attention of Tom Pratt, Director of Parks and Recreation. 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, Thursday, August 27th, 2020**. Bids will be publicly opened and read at **10:05am on Thursday, August 27th, 2020** in Room 212 at 225 W. Main Street, Gaylord, MI.

Any questions must be received by Monday, August 24th at noon. A site walkthrough is required and can be arranged on August 19th between 9am and 3pm by contacting Tom Pratt, Director of Parks and Recreation, at 989-448-6655 or emailing to tpratt@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 perform cleaning of the Community Center Gymnasium 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 Thursday, August 27th, 2020. Proposals shall be sealed and clearly marked as BID 2020-06 on the outside, and sent to the following:

**Attn: Tom Pratt, Director of Parks and Recreation
225 W. Main Street
Gaylord, Michigan 49735**

Bids will be publicly opened and read at 10:05am on Thursday, August 27th, 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 Tom Pratt, Director of Parks and Recreation, by calling (989) 448-6655 or emailing to tpratt@otsegocountymi.gov.

A site walkthrough is required and can be arranged on August 19th between 9am and 3pm by contacting Tom Pratt, Director of Parks and Recreation, at 989-448-6655 or emailing to tpratt@otsegocountymi.gov

Any questions must be received by Monday, August 24th 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 no later than **September 7th, 2020**. Final project completion shall occur no later than **September 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 Community Center's gymnasium gym floor was replaced in Spring 2020. As a result of the construction, the gymnasium area requires cleaning. The Contractor Responsibilities are below.

The contractor shall be responsible for cleaning the following areas and equipment:

1. All vertical and horizontal walls inside the gymnasium
2. All pads lining the wall of the gymnasium
3. All basketball hoops and padding along with poles attaching hoops to ceiling
4. All bleachers and floor within bleacher section
5. All carpet throughout the whole facility
6. All doors within the gymnasium
7. All glass structures throughout the gymnasium
8. All removable and non-removable structures on the north balcony
9. All horizontal steel beams within the gymnasium (4ft up from bottom of beam)
10. All window sills
11. All light fixtures
12. Heating system that's within the steel rafters
13. Scoreboard
14. The draw divider that divides the gym into two sections along with supporting pole

Other important information:

- Gym floor is brand new.
- Gym floor must be covered in thick plastic or tarps before any hard-removable platforms are placed on the floor.
- Scaffold must be put on a hard surface and not directly on gym floor.

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.

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 2020-06

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.	Provision of all necessary equipment and labor to clean the Community Center Gymnasium as described in Section III above.	1	LS	N/A	\$

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
PHOTOS OF GYMNASIUM**





















