



Otsego Lake Township

OTSEGO LAKE TOWNSHIP

Request for Proposal

Re-roof Township Hall

Description of Project:

The Otsego Lake Township Board is seeking bids from qualified contractors to re-roof the township hall.

The contractor shall remove the existing shingles and roof felt. The contractor shall install three rows of "Grace" Ice & Water Shield, or approved equal, at all overhangs and two rows at all valleys. The contractor shall cover the remaining roof with 15# roof felt. Cut and remove the existing roof sheathing as required to install a eleven inch (11") continuous ridge vent at all ridges equal to "Cor-A-Vent" V-400E. The contractor shall install 30 year asphalt shingles equal to "Certainteed" Landmark series. Final color shall be selected by the Owner. The contractor shall be responsible for all dumpsters and final cleanup of the site. The contractor shall be responsible for filling and reseeding any areas disturbed during construction.

Submission of Bid:

Bids shall be submitted in accordance with the "Instructions to Bidders" section below.

Sealed bids shall be clearly labeled "Township Hall Re-roof", will be received by Otsego Lake Township until September 16, 2010 at 1:00 pm. Any Bids received after the time and date for receipt of the RFP's will not be accepted.

All bids will be publicly opened at the Township Board meeting that night, September 16, 2010 at 7:00 pm. Bids are to be delivered to the Office of the Clerk at the Otsego Lake Township Hall, 10584 South Old 27, P.O. Box 99, Waters, MI. 49797.

A submitting Firm assumes full responsibility for timely delivery at the location designated for receipt of the responses.

Facsimile or other electronically transmitted documents will not be accepted.

A pre-bid meeting will be held at the Township Hall on September 2, 2010 at 6:00 pm.

All questions shall be directed to Township Trustee Tim Baker at (989) 619-2338.

Instructions to Bidders:

- 1.01 It is the responsibility of each Bidder before submitting a Bid to:
 - A. Examine and carefully study any Addenda and any other related data;
 - B. Visit the Site and become familiar with and satisfy Bidder as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work;
 - C. Become familiar with and satisfy Bidder as to all state, and local Laws and Regulations that may affect cost, progress, or performance of the Work;

- E. Correlate the information known to Bidder, information and observations obtained from visits to the Site.
 - F. Promptly give Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers and confirm that the written resolution thereof by the Owner is acceptable to Bidder; and
 - G. Determine that the information herein are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work.
- 1.02 The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Request For Proposal, that without exception the Bid is premised upon performing and furnishing the Work required by the Bidding Documents and applying any specific means, methods, techniques, sequences, and procedures of construction that may be shown or indicated or expressly required by the information herein, that Bidder has given Owner written notice of all conflicts, errors, ambiguities, and discrepancies that Bidder has discovered and the written resolutions thereof by the Owner are acceptable to Bidder, and that the information herein are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work.
- 1.03 The Bid form is included with the Bidding Documents.
- 1.04 All blanks on the Bid form shall be completed by printing in ink or by typewriter and the Bid signed. A Bid price shall be indicated for each Bid item listed therein.
- 1.05 A Bid by an individual shall show the Bidder's name and official address.
- 1.06 All names shall be typed or printed in ink below the signatures.
- 1.07 The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Bid form.
- 1.08 The address and telephone number for communications regarding the Bid shall be shown.
- 1.09 The Bid shall contain evidence of Bidder's authority and qualification to do business in the state where the Project is located or covenant to obtain such qualification prior to award of the Contract. Bidder's state contractor license number for the state of the Project, if any, shall also be shown on the Bid form.
- 1.10 Lump Sum
- A. Bidders shall submit a Bid on a lump sum basis for the base Bid as provided for in the Bid form.
- 1.11 All Bids will remain subject to acceptance for the period of time stated in the Bid form, but OWNER may, in its sole discretion, release any Bid prior to the end of this period.

- 1.12 OWNER reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. OWNER further reserves the right to reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to be non-responsible. OWNER may also reject the Bid of any Bidder if OWNER believes that it would not be in the best interest of the Project to make an award to that Bidder. OWNER also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.
- 1.13 If the Contract is to be awarded, OWNER will award the Contract to the Bidder whose Bid is in the best interests of the Project.
- 1.14 When OWNER gives a Notice of Award to the Successful Bidder, it shall be accompanied by the required number of unsigned counterparts of the Agreement. Within 15 days thereafter, Successful Bidder shall sign and deliver the required number of counterparts of the Agreement to OWNER. Within fifteen (15) days thereafter, OWNER shall deliver one fully signed counterpart to Successful Bidder.

Evaluation Criteria:

1. Demonstrated performance in providing projects on time and within budget.
2. Overall quality and completeness of the response.
3. Proximity to the project.
4. Bid price.

BID FORM

PROJECT IDENTIFICATION: RE-ROOF TOWNSHIP HALL
WATERS, MICHIGAN

THIS BID IS SUBMITTED TO: Otsego Lake Township Clerk
10584 South Old 27, P.O. Box 99
Waters, MI 49797

- 1.01 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.
- 2.01 Bidder accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders. The Bid will remain subject to acceptance for thirty (30) calendar days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of OWNER.
- 3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:
 - A. Bidder has examined and carefully studied the information in this document and the following Addenda, receipt of all which is hereby acknowledged.

Addendum No. ___, ___, ___, ___,
 - B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Bidder is familiar with and is satisfied as to all state and local Laws and Regulations that may affect cost, progress and performance of the Work.
 - H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site.
 - I. Bidder has given Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered, and the written resolution thereof by Owner is acceptable to Bidder.
 - J. The information provided herein are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

- 4.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.
- 5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Division A – Base Lump Sum Bid

For the re-roof of the Otsego Lake Township Hall. Complete with all appurtenance, as specified herein, the Bidder agrees to perform all of the work of this Contract for the following lump sum bid price.

Total Lump Sum Bid Price: \$ _____

Total bid amount in words

_____ Dollars and _____ cents.

- 6.01 Bidder agrees that the Work will be substantially completed on or before *November 1, 2010*, and final completion and ready for final payment on or before *November 8, 2010*.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the amount of \$ 250.00 per day in the event of failure to complete the Work by the substantial completion date specified above. Bidder also accepts the provisions of the Agreement as to progress payment retainage in the amount of 5% throughout the course of the project.
- 7.01 The following documents are attached to and made a condition of this Bid:
 - A. Bidder Information (Attachment B)
 - B. Subcontractor Information (Attachment C) to be submitted by the three low bidders within 24 hours of the bid.

SUBMITTED on _____, 2010.

State Contractor License No. _____ (If applicable)
If Bidder is:

An Individual

Name (typed or printed): _____
—

By: _____ (SEAL)
(Individual's signature)

Doing business as: _____
—

Business address: _____
—

Phone No. _____ Fax No. _____
—

A Partnership

Partnership Name: _____
— (SEAL)

By: _____
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____
—

Business address: _____
—

Phone No. _____ Fax No. _____
—

A Corporation

Corporation Name: _____
____(SEAL)

State of Incorporation: _____

Type (General Business, Professional, Service, Limited Liability): _____

By: _____
(Signature -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____ (CORPORATE
SEAL)

Attest _____
(Signature of Corporate Secretary)

Business address: _____

Phone No. _____ Fax No. _____

Date of Qualification to do business is _____

Attachment B
Bidder Information

GENERAL

The Bidder must complete the following:

A. Active Projects -

	Year Began	Owner	Contract Price	Project Description
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

B. Completed Similar Projects -

	Year Began	Owner	Contract Price	Project Description
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

C. Name of Bidder's superintendent who will be responsible for the project -

1. _____ (Two alternate names are acceptable)

1. General Experience
