

COUNTY OF SAGINAW

Request for Proposals Roof Replacement

**Saginaw County Mosquito Control
211 Congress Ave., Saginaw Michigan 48602**



**Optional Pre-Proposal/Site Tour
Tuesday, October 13 2015 @ 10:00am
211 Congress Saginaw MI. 48602**

**Sealed Proposals Due:
Monday, October 19, 2015 @ 2:00pm**

**Sealed Proposals must be delivered to the:
Saginaw County Controller's Office
Attn: Kelly Suppes, Purchasing/Risk Manager
111 S. Michigan Ave.
Saginaw, Michigan 48602
Phone: (989) 790-5505**

I. INTRODUCTION:

Saginaw County is seeking proposals from experienced and qualified Contractor's to replace approximately 25,200sf of roofing at the Saginaw County Mosquito Abatement Commission/Maintenance Facility located at 211 Congress Ave., Saginaw, MI 48602.

II. GENERAL INFORMATION & TERMS AND CONDITIONS:

1. Before submitting a proposal, a pre-proposal/site tour to be held on **Tuesday October 13, 2015 @ 10am.** Contractors must report to the Saginaw County Mosquito Abatement Commission/Maintenance Department, 211 Congress Ave., Saginaw, MI 48602. Attendance is highly recommended to give Contractor's a clear understanding of the conditions under which the work is to be performed. Site tour will be conducted by Director of Maintenance, Bernard Delaney.

2. Submittals, in two (2) copies (one copy shall be marked "original"), bearing the title "**RFP – Mosquito Control roofing project**" will be received **no later than 2:00pm, local time prevailing, on Monday, October 19, 2015** at the:

Saginaw County Courthouse
Controller's Office
Attention: Kelly M. Suppes, Purchasing/Risk Manager
111 S. Michigan Ave., Saginaw, MI 48602

3. Time is of the essence and any Proposal or addenda pertaining thereto received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the Proposer for ensuring that their Proposals are received by the Controller's Office personnel on or before **Monday October 19, 2015 at 2pm.** This is also the designated time and place for opening the Proposals. Proposals and/or any addenda pertaining thereto, received after the announced time and date of receipt, by mail or otherwise, will be returned. However, nothing in this RFP precludes the County from requesting additional information at any time during the procurement process.

4. Nothing herein is intended to exclude any responsible contractor or in any way restrain or restrict competition. On the contrary, all responsible contractors are encouraged to submit Proposals.

5. **AUTHORITY TO BIND FIRM IN CONTRACT:** Proposers MUST provide full firm name and address. Failure to manually sign proposal may disqualify it. Firm name and authorized signature must appear in the space provided on the enclosed "Pricing Sheet".

6. If you desire not to respond to this RFP, please forward your acknowledgment of NO Proposal SUBMITTED to the Saginaw County Purchasing Department. Failure to comply may be cause for removal of your company's name from the vendor list for subject commodity.

7. **MINORITY PROPOSERS:** The County encourages all businesses, including minority and women-owned businesses to respond to all Requests for Proposals.

8. **ADDITIONAL INFORMATION REQUESTED:** Please indicate if your firm has been cited and/or fined within the last five (5) years by any Federal, State or Local regulatory agency. If so, please provide the following information:

- Date
- Identity the agency issuing the citation or fine
- Description of the violation
- Final rulings of agency

9. NONDISCRIMINATION CLAUSE: The Proposer who is selected as the Contractor, as required by law, and/or the Equal Opportunity Employment and Non-Discrimination Policy of Saginaw County, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification.)

The contractor shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394, as amended, and regulations promulgated there under.
- The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated there under.

Breach of this section shall be regarded as a material breach of the agreement.

10. INDEMNIFICATION AND HOLD HARMLESS: The Proposer who is selected as the Contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless the County of Saginaw and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the County of Saginaw and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the Contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.

The Contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Contractor.

11. INSURANCE: The Contractor shall purchase and maintain insurance not less than the limits set forth below. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and with insurance carriers acceptable to Saginaw County.

- Worker's Disability Compensation Insurance including Employers Liability Coverage in accordance with all applicable Statutes of the State of Michigan.
- Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: (A) contractual liability; (B) products and completed operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Endorsement or Equivalent.
- Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

- Additional Insured - Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be “Additional Insured’s”. The County of Saginaw, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- Cancellation Notice - All insurances described above shall include an endorsement stating the following: “It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Saginaw County Purchasing Department, 111 S. Michigan Ave., Saginaw, Michigan 48602.”
- Proof of Insurance - The vendor shall provide to the County of Saginaw at the time the contracts are returned by it for execution, two (2) copies of certificates of insurance for each of the and policies mentioned above. If so requested, certified copies of all policies will be furnished.

12. RIGHT OF REJECTION: The County reserves the right to reject any or all proposals, to waive any informalities or irregularities in proposals, and/or to negotiate separately the terms and conditions of all or any part of the proposals as determined to be in the County’s best interests in its sole discretion.

13. STANDARD FORMS: Any preprinted contract forms the vendor proposes to include as part of the contract resulting from this RFP must be submitted as part of the proposal. Any standard contract provisions not submitted as part of the proposal and subsequently presented for inclusion may be rejected. The County reserves the right to accept or reject in whole or in part any form contract submitted by a vendor and/or to require that amendments be made thereto, or that an agreement drafted by the County be utilized.

14. ADVICE OF OMISSION OR MISSTATEMENT: In the event it is evident to a vendor responding to this RFP that the County has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, the responding vendor shall advise Kelly Suppes, Purchasing/Risk Manager, at (989) 790-5505 in the Purchasing Department of such omission or misstatement.

15. COST OF PREPARATION: The County will not pay any costs incurred in the proposal preparation, printing or demonstration process. All costs shall be borne by the vendors.

16. NOTIFICATION OF WITHDRAWAL OF PROPOSAL: Proposals may be withdrawn prior to the date and time specified for proposal submission with a formal written notice by an authorized representative of the vendor. Proposals submitted will become the property of the County after the proposal submission deadline.

17. RIGHTS TO PERTINENT MATERIALS: All responses, inquires, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the vendors that are submitted as part of the proposal shall become the property of the County after the proposal submission deadline.

18. TAXES: Saginaw County does not pay Federal excise and State sales taxes. Our tax exemption number is #38-6004887.

19. FIRM PRICING FOR COUNTY ACCEPTANCE: Proposal price must be firm for County acceptance for ninety (90) days from Proposal opening date.

20. REFERENCES: All Proposers must submit at least three (3) references of past projects within the past three (3) years similar in nature both historically and technically to this proposed project. This list shall include company name, person to contact, address and telephone number.

21. SUPPORTING DOCUMENTATION: All proposals must include detailed product information, supplier information, data sheets and any other supporting documentation to provide the County with as much information as possible in order to provide for a decision as to award of contract.

22. WARRANTY: All proposal responses must include a warranty statement which includes length of warranty, what items are covered, warranty limitations, response time when service is requested, and provide whether there are any expenses which will be incurred by the County during the warranty period, including, but not limited to travel expenses for technician(s).

23. SUBCONTRACTOR'S: All proposal responses must include a list of any subcontractor's who will be working on this project, including a description of work to be performed. All Subcontractors' are subject to the same terms and conditions of the Contract.

24. PROJECT TIMELINE: All proposal responses must include a project timeline showing project status starting with award to completion.

25. BASIS FOR AWARD: Contract award will be made to the lowest responsive and responsible Proposer on a total cost basis. The County reserves the right to negotiate with the lowest responsive and responsible Proposers if all Proposals exceed budget.

26. CONTRACT APPROVAL: The Saginaw County Board of Commissioners must approve the contract resulting from this solicitation. This process typically takes one-two weeks from the date the successful Contractor is identified. The County will prepare a formal contract specific to this solicitation for execution by the successful Contractor.

27. ADDENDA: In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all prospective Contractors who have attended the mandatory pre-bid conference. Addenda will be submitted electronically. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. Deadlines for submission of RFP's may be adjusted to allow for revisions.

28. FURTHER INFORMATION: Questions about the Proposal process shall be directed to Kelly M. Suppes, Purchasing/Risk Manager, at (989) 790-5505, or by Internet E-mail to ksupes@saginawcounty.com.

III. SCOPE OF WORK:

The County solicits interested and qualified commercial Contractor's to submit proposals for entering into an agreement for the purposes of Roof replacement project Saginaw County Mosquito Control 211 Congress, Saginaw, MI 48602

- Remove existing membrane roof upper and lower and haul away.
- Install substrate\ insulation deck
- Furnish and install new .40 mil membrane and fasten down.
- Furnish and install new flashing at all curbs, walls and pipes

- Furnish and install perimeter metal edge, and provide a 15 year manufacture warranty.
- All Areas to be completed and all Debris Removed by Specified Time. Work to be performed during normal working hours.

**It is the responsibility of each contractor to assure that their proposal as submitted is complete as outlined in this RFP and that all items proposed meet minimum specifications. All proposals submitted must include all costs for labor, materials, supplies, permits, equipment, insurance, travel, etc. for the work as outlined in this RFP.

2. REGULATORY REQUIREMENTS:

- The Contractor shall comply with all applicable Federal, State and local laws, ordinances, rules and regulations pertaining to the performance of the work specified herein.
- The Contractor shall obtain all permits, licenses, and certificates, or any such approvals of plans or specifications as may be required by Federal, State and local laws, ordinances, rules, and regulations, for the proper execution and completion of the work specified herein.

3. DELIVERY, STORAGE, AND HANDLING:

- Deliver only new products in the manufacturer's original containers, dry, undamaged, with seals and labels intact.
- Store products in weather protected environment, clear of ground and moisture.

4. WARRANTY:

- Provide the equipment manufacturer standard warranty including any detailed documentation.

5. USE OF PREMISES:

- The Contractor is to repair or replace to the full satisfaction of the County, or reimburse the County for damages to County-owned facilities caused by the Contractor, as a result of the performance of the work specified herein.
- During the progress of the work specified herein, the Contractor shall keep the premises free from the accumulation of waste materials, rubbish, and other debris resulting from the work. At the completion of the work, the Contractor shall remove all waste materials, rubbish, and debris from and about the premises as well as all tools, appliances, construction equipment, machinery, and surplus materials. The Contractor shall leave the site clean and ready for use by the County.

6. SAFETY AND PROTECTION:

- The Contractor and its Subcontractors shall be solely and completely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The Contractor shall take all necessary protection to prevent injury to all employees on the work site and other persons including, but not limited to, the general public who may be affected thereby.

- The Contractor and its Subcontractors, performing services for the County of Saginaw are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations.
- Under no circumstances shall any tools of any kind or materials being used be left unattended. The County will make arrangements for lock up of items.
- If the work to be performed under this contract requires the use of any product which contains any ingredient that could be hazardous or injurious to a person's health, a Material Safety Data Sheet (MSDS) must be submitted to the Maintenance Director prior to commencement of work.
- The Contractor's employees shall wear appropriate safety gear, uniforms, and footwear that comply with all legal requirements including, but not limited to, OSHA (Occupational Safety and Health Administration) requirements.

7. PERMITS:

- It shall be the responsibility of the successful Contractor to secure any necessary permits.

8. WORKMANSHIP AND INSPECTION:

- All work under the resulting contract shall be performed in a skillful and workmanlike manner, and according to applicable manufacturer's specifications and or applicable code.
- Work must be scheduled in cooperation with the Project Director Representative to ensure minimal disturbance of work activities.
- The County may, at its sole discretion, require the Contractor to remove any employee from work that the County deems incompetent or careless. Further, the County may, from time to time, make inspections of the work performed under this contract. Any inspection by the County does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

PROPOSERS DATA SHEET

(Please type or print clearly in ink only)

RFP-SAGINAW COUNTY MOSQUITO CONTROL ROOFING PROJECT

211 Congress Ave, Saginaw MI

****TO BE COMPLETED BY PROPOSERS AND SUBMITTED WITH PROPOSAL****

QUALIFICATIONS OF PROPOSERS: The Contractor shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the County.

Indicate the length of time you have been in business as a company providing the type of service required for this contract.

_____ Years _____ months

Provide a minimum of three (3) references that may substantiate your past work performance and experience in the type of work required for this contract.

Name, Address, Phone Number, Scope of Services Performed and Contact Person

1.

2.

3.

PRICING SHEET

(Please type or print clearly in ink only)

RFP-SAGINAW COUNTY Mosquito Control Roofing project 211 Congress.

****TO BE COMPLETED BY PROPOSERS AND SUBMITTED WITH PROPOSAL****

1. Total Cost to Provide Labor & Materials as described herein:

\$ _____

2. Company Name: _____

3. Company Address: _____

4. Company Phone: _____

5. Fax: _____

6. Contact Name/Title: _____

7. Contact Phone/Fax: _____

8. Name and title of person authorized to sign on behalf of your company:

9. Signature/date:

SIGNATURE SHEET

(Please type or print clearly in ink only)

RFP-SAGINAW COUNTY MOSQUITO CONTROL ROOFING PROJECT

211 Congress Ave, Saginaw, MI.

****TO BE COMPLETED BY PROPOSERS AND SUBMITTED WITH PROPOSAL****

My signature certifies that the Proposal as submitted complies with all Terms and Conditions as set forth in this RFP. My signature also certifies that the accompanying Proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Complete Legal Name of Firm:

Order from Address:

Remit to Address:

Fed ID No.:

Signature:

Name (type/print):

Title:

Telephone: (____) _____ Fax No.:(____) _____

Email: _____

Date: _____