

CHARTER TOWNSHIP OF INDEPENDENCE, MICHIGAN
SENIOR COMMUNITY CENTER DECK EXTENSION AND RAMP
REQUEST FOR PROPOSAL

6000 Clarkston Road
Clarkston, MI 48348

(SITE VISITS ARE ENCOURAGED)



Bids Due: 2:00 p.m., Thursday, October 18, 2018
Public Bid Opening: 2:05 p.m., Thursday, October 18, 2018
Independence Township Clerk's Office
6483 Waldon Center Drive, Clarkston, MI 48346
Contact Person: Barbara Rollin (248) 625-8231

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REQUEST FOR PROPOSALS

Introduction & Background

Dear Prospective Bidder:

The Charter Township of Independence is requesting proposals for labor, material and the installation of a ADA handicapped accessible ramp on the West side of the existing senior center deck, new aluminum railing to replace all existing wood railing and addition of composite deck materials that matches the existing product on deck which will extend out to the new ramp in Clintonwood Park located at 6000 Clarkston Road, Village of Clarkston, MI 48348. This project will include a new ramp, deck extension, materials, replacement of all wood railings on the deck, removal of old products and includes all work items as listed within this RFP. *Please note this is a Community Development Block Grant Project through Oakland County and the contractor must abide by all Davis Bacon Requirements.*

It is expected that the bidder has visited and made him/herself familiar with project site and its surroundings. Site visits are highly encouraged.

RFP Response Requirements and Timeline
Sealed Proposals

SUBMIT SEALED RESPONSE TO:

Charter Township of Independence
Barbara Pallotta, Clerk
6483 Waldon Center Drive
Clarkston, MI 48346

Late proposals will not be accepted and will be returned unopened to the vendor.

The Township reserves the right to waive irregularities and to accept and/or reject any and all Proposals.

Proposal may NOT be modified, withdrawn, or cancelled for sixty (60) days after the date of opening the bid.

- ✓ **THE VENDOR'S NAME, CONTACT NAME & PHONE NUMBER, AND ADDRESS MUST APPEAR ON THE LEFT CORNER OF THE SEALED ENVELOPE.**
- ✓ **IDENTIFY THE PROJECT NAME UNDER THE ABOVE INFORMATION OF THE SEALED ENVELOPE: CLINTONWOOD PARK SPLASH PAD INSTALLATION**
- ✓ **SUBMIT THREE COPIES (ORIGINAL AND TWO COPIES).**
- ✓ **PROPOSAL MUST INCLUDE SIGNATURE LINE FOR PROPOSER AND SIGNATURE LINE FOR ACCEPTANCE OF THE AUTHORIZED REPRESENTATIVE OF THE TOWNSHIP.**
- ✓ **SUBMIT COPIES OF LICENSES AND INSURANCES IN ACCORDANCE WITH THE TOWNSHIP'S PROCUREMENT POLICY [SEE APPENDIX C]**
- ✓ **THE TOWNSHIP MAY MAKE A SINGLE VENDOR SELECTION BASED ON THE PROPOSALS SUBMITTED OR AWARD PORTIONS THERE OF AS INDICATED ON THE BID FORM.**

Sealed bids should be submitted to the Independence Township Clerk's Office
6483 Waldon Center Drive, Clarkston, MI 48346, no later than Thursday, October 18,
2018, at 2:00 p.m. A public bid opening will take place immediately following the
2:00pm deadline.

RFP Distributed	<i>September 26, 2018</i>
Deadline for Questions submitted in relation to RFP	<i>October 18, 2018</i>
Deadline for RECEIPT of RFP responses	<i>October 18, 2018 – 2:00pm</i>
Vendor Determined and Notified	<i>October 19, 2018</i>
RFP Awarded at Township Board of Trustee Meeting	<i>September 25, 2018</i>
Estimated Date of Project Completion	<i>To be determined</i>

Questions:

Questions regarding the RFP should be directed, via e-mail, to the following contact by
4:00 PM *EST on Wednesday, October 17, 2018:*

Barbara Rollin, Parks, Recreation and Seniors-Senior Division Supervisor
brollin@indtwp.com for 248-625-8231

Responses to all questions received will be shared with all vendors. Vendor names,
where mentioned, will be left out.

Sincerely,

Barbara Rollin
Independence Township Senior Division Supervisor

CG: pp
attachments

INSTRUCTION TO BIDDERS (BID SPECS):

Sealed proposals for labor, materials, and the installation of:

- ADA Ramp (approximately 4.5-foot-wide by 25-foot-long) on the West Side of the Senior Community Center in Clintonwood Park. Ramp material should match existing composite decking material.
- New Powder Coated Aluminum Railing to replace all wood railings and posts.
- ADA compliant handrail on stair and ramp to match railings and posts on deck.
- Deck extension matching existing composite decking material to connect to the new ramp at the Senior Community Center in Clintonwood Park (*Measurements prior to bidding required for deck extension on present deck and ramp must meet all ADA ramp requirements*).
- Installation by no later than 90 days after bid is awarded unless otherwise specified.
- Labor and material must be included.
- All Davis Bacon requirements must be attached with Bid. Bid Specs and CDBG requirements include prevailing wage will be available at the Senior Community Center on 6000 Clarkston Road and the Independence Township Clerk's Office located at 6483 Waldon Center Drive during the bid opening.

Independence Township is tax exempt and the Employer identification number is 38-60006906. *Please note this is a Federally Funded project. The Contractor and Subcontractors on this project must comply with HUD contract provisions 24 CFR part 85.36(I), the Davis-Bacon Act, Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Bid Documents. This municipality is an equal opportunity employer, business owned by women or minorities are strongly encouraged to bid.*

LOCATED IN THE CHARTER TOWNSHIP OF INDEPENDENCE will be received by the Independence Township Clerk's Office, 6483 Waldon Center Drive, Clarkston, MI 48346 until **2:00 pm Thursday, October 18, 2018**, after which time they will be publicly opened and read in the Independence Township Offices. ***Bid responses are not accepted via fax transmission.***

MARK ENVELOPES: **SENIOR COMMUNITY CENTER RAMP AND DECK PROJECT** ON THE LOWER LEFT-HAND CORNER.

All bids shall specify terms and show delivery dates. The Township reserves the right to accept or reject any or all bids, waive or modify proposal requirements, waive informalities, allow correction of errors or omissions, negotiate individually with one or more proponents, request supplemental bids and/or additional information, and to select and award a contract to a qualified contractor as determined by the Township, in its discretion, to be in the best interest of the Township considering all factors. Bids shall be evaluated by the Department Director seeking the bids based on the requirements set forth herein. The Contract shall be awarded by the Township Board, and notice shall be provided to the successful bidder by the Department Director seeking the bid award.

Any acceptance of a bid by the Township shall not be binding on the Township and may be withdrawn for at least ten days after the date of acceptance and until the selected contractor has submitted the signed contract and satisfied all insurance and other acceptance conditions. During the period of time the Township acceptance may be withdrawn, the Township reserves the right to continue to review, evaluate and investigate all bids and contractors, and for any reason approved by the Township, may withdraw the acceptance of a bid.

1. Any and all bids submitted must be on the Independence Township bid proposal forms. If more than one bid is submitted, a separate bid proposal form must be used for each. Forms are enclosed or obtainable at the Independence Township Building Department, Independence Township website (www.indtp.com), and on the MITN (Michigan Intergovernmental Trade Network) website at www.mitn.info
2. Companies are expected to examine the Request to Submit Bids requirements and all instructions. Failure to do so will be at the company's risk. Each company shall furnish all information requested herein. The person signing the bid must initial all erasures or other changes. If any person contemplating submitting a bid is in doubt of the true meaning of any part of the specifications or other conditions with the Request to Submit Bids, they are advised to call CHARTER TOWNSHIP OF INDEPENDENCE, 6483 WALDON CENTER DRIVE CLARKSTON, MICHIGAN 48347-0069 /www.indetwp.com and have the portion in question clarified. If further information regarding this bid is required, please contact the Parks and Recreation Department at (248) 625-8223.
3. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The Township will furnish the successful bidder with tax exemption certificates when requested.
4. **VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE.** The only authorized vendor changes to a bid document will be in the areas provided for a bidder's response, including the "Exceptions" section of the bid proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the bid document will be applicable during the term of the contract. Independence Township shall accept **NO CHANGES** to the bid document made by the Vendor unless those changes are set out in the "Exceptions" provision of the Authorized Version of the bid document. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the bid document. Any Vendor who submits a bid and later claims it had no knowledge of any changes, modifications or additions made by Independence Township to the Authorized Version of the bid document, shall be bound by the bid, including any changes, modifications or additions to the Authorized Version. If a bid is awarded to a Vendor who claims that it had no knowledge of changes, modifications or additions made by Independence Township to the Authorized Version of the bid, and then fails to

accept the bid award, Independence Township may pursue costs and expenses to re-bid the item from that Vendor. The Authorized Version of the bid document shall be that bid document appearing on the MITN System with any amendments and updates.

5. Independence Township officially distributes bid documents from the Clerk's Office, Independence Township website (www.indtwp.com), and through the Michigan Intergovernmental Trade Network (MITN). Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Purchasing Department or the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, register on the MITN website, www.mitn.info, and obtain an official copy or from the Township website. Each change or addendum issued in relation to the Request to Submit Bids will be posted on the MITN system website, Independence Township Building Department, and Independence Township website (www.indtwp.com). It shall be the contractor's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda.

6. The price proposed shall be considered firm for 60 days or bid award, whichever comes first;
except for the successful bidder whose prices shall remain firm through project completion. The contents of this Request to Submit Bids and the vendor's response will become contractual obligations if a contract ensues. Failure of the successful contractor to accept these obligations may result in cancellation of the award. Withdrawal of bids before the bid opening may be permitted at the sole discretion of the Township. Mistakes discovered before bid opening may be corrected by receipt of all of the following materials in the office designated in the invitation for bids prior to the time set for bid opening:
 - a. A sealed envelope containing the requested correction of the bid.
 - b. Any support materials required by the invitation for bids.
 - c. The sealed envelope must be clearly marked with the following statement:
"CORRECTION OF BID ORIGINALLY SUBMITTED ON _____, 20____,
RELATING TO SENIOR COMMUNITY CENTER HANDICAPPED RAMP AND
DECK PROJECT FOR PURPOSES OF BID OPENING ON **September 20,**
2018.

The Township Board reserves the right and discretion to reject any such corrected bid for any reason or for no reason.

7. A bid or a request for proposal, or other solicitation, before receiving Township Board approval, may be cancelled, or any or all bids or proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is in the best interests of the Township, as determined by the Department Director, Township Supervisor or

Township Clerk. The solicitation may be cancelled and that any bid or proposal may be rejected in whole or in part when it is in the best interest of the Township.

8. The Township is not liable for any costs incurred by firms regarding this Request to Submit Bids.
9. A successful bidder furnishing labor on Township/public premises does agree to have his workers covered by Worker's Compensation, General Liability, and to furnish a certificate of insurance showing coverage to the attention of Township Clerk, within five (5) business days of a verbal request. The "Company Representative" does warrant that by signing the proposal document, the "additional insured endorsement" will be included in the Insurance Coverage supplied to the Township as part of the specified requirements.
10. To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless Independence Township, its elected and appointed officials, employees and volunteers and others working on behalf of Independence Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from Independence Township, its elected and appointed officials, employees, volunteers or others working on behalf of Independence Township, by reason of personal injury, including bodily injury or death and/ or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.
11. To the extent permitted by law, Independence Township and the successful bidder waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, and the architect, architect's consultants, separate contractors, if any, and any of their subcontracts, subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this agreement or other property insurance applicable to the work. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether the person or entity had an insurable interest in the property damaged for this contract.
12. A Bid Bond, cashier's check, certified check, or money order in the amount of 5% of the proposed bid amount must accompany the bid to insure the bid. The vendors supplying unsuccessful proposals will have their bid surety returned after the bid award. The bid deposit of the successful bidder will be retained as a performance surety until successful completion of all contract requirements.

SPECIAL INSTRUCTIONS

Final bid results will be posted on the Independence Township website (www.indtwp.com) and the MITN website after award – please register to see the results www.mitn.info.

Scope of Services

The successful bidder shall have included in their base bid, all equipment and labor necessary to install the ADA Handicapped Accessible Ramp along the West Side of the Senior Community Center deck in Clintonwood Park. All bids must be similar or equal to the specs listed below:

Deck and Railing - Bidder to take off all old wood railing and replace with powder coated aluminum railing.
Bidder to extend the present deck out to meet the new ramp with matching composite decking material to match what is on present deck.
Bidder to provide posts, mounts, facia and all supplies needed.

BID FORMS

CHARTER TOWNSHIP OF INDEPENDENCE BID PROPOSAL

We _____ have carefully examined the specifications and propose to provide the complete installation of material ADA handicapped accessible ramp on the West side of the existing senior center deck, new aluminum railing to replace all existing wood railing and addition of composite deck materials that matches the existing product on the current deck.

Complete Project Base Bid as specified Lump Sum = \$_____.

Name of
Company_____

Signature of Representative

_____ Date_____

Title of
Representative_____

**It is understood that the Charter Township of Independence reserves the right to accept or reject any or all bids not deemed in the best interest of the District as determined by the District.*

SIGNATURE PAGE

PRICES: Prices shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall remain firm until project completion, which shall commence seven (7) calendar days from notice to start work and be completed within ten (10) calendar days. Independence Township may terminate this contract for convenience with written notice at least thirty (30) days in advance.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

TAX ID:

COMPANY:

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____

PHONE:(____) _____ FAX NUMBER: (____) _____

COMPANY REPRESENTATIVE'S NAME: _____
(PRINT)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

PAYMENT TERMS: _____

COMPLETION: AS SPECIFIED _____

E-MAIL: _____

CHECK NUMBER: _____

EXCEPTIONS: Any exceptions, substitutions, deviations, etc. from Independence Township specifications and this proposal must be stated below. The reasons for the exception(s), substitution(s), deviation(s), etc. are an integral part of this bid offer.

ACKNOWLEDGEMENT:

I, _____, certify that I have read the **Instructions to Bidders** and that the bid proposal documents contained herein were obtained directly from the Independence Township Building Department, Township website (www.indtwp.com), or MITN website, www.mitn.info and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

NOTE: All items of work noted in the specifications that are not specifically noted in the proposal shall be considered as included in the contract and shall be completed at no extra cost to Independence Township.

DOWN PAYMENTS OR PREPAYMENTS:

Any proposal submitted which requires a down payment or prepayment for services prior to performance and acceptance as being in conformance with specifications will not be considered for award.

BID DEPOSIT AND FORFEITURE:

The bid deposit of the lowest bidder shall be forfeit if, after bid opening, a change in the bid price or other provision of the bid is required by the bidder which is prejudicial to the interest of Independence Township or fair competition. Upon award to the successful bidder, the bid deposit will be retained as a performance surety until successful completion of all contract requirements.

ADDITIONAL INFORMATION:

For additional information or questions concerning this project, please contact the: Independence Township Parks and Recreation Director

SITE INSPECTION: (Recommended)

All bidders *are recommended to* examine the site to determine the amount of work to be done in accordance with the specifications.

AWARD:

Bids shall be evaluated by the Department Director seeking the bids based on the requirements set forth in the invitation for bids, which may include, but not be limited to, the following factors determining acceptability of the bid submission: completeness, correctness, accuracy, inspection, testing, quality, workmanship, experience, delivery, warranty, and suitability for a particular purpose. Bids which do not comply with all criteria set forth in the invitation to bid may be subject to disqualification and rejection. Except with respect to permitted corrections or withdrawal of bids, bids are evaluated and accepted as submitted. Bid factors are non-negotiable and shall not be altered through discussion or negotiation. The contract shall be awarded by the Township Board, and notice shall be provided to the successful bidder by the Department Director seeking the bid award. The award shall be made to the responsive and responsible bidder whose proposal is determined to be the most advantageous to and in the best interests of the Township, as determined by the Township Board in its discretion, taking into consideration price, criteria set forth in the invitation for bids, and any other information deemed relevant by the Township Board. Nothing in this Policy or in the award process shall prevent the Township Board from acting in the Township's best interest when making the bid award including, without limitation, awarding the bid to other than the low bidder using a quality-based selection process. The Township reserves the right, in its sole discretion, to reject all bids, decline to award the bid to any bidder, determine not to re-bid the procurement contract, or to re-bid the procurement contract for any reason or no reason at all.

PURCHASE ORDER AND/OR AGREEMENT:

After the Township Board has approved the award recommendation; the successful bidder will receive a purchase order issued from Independence Township, which will create a bilateral contract between Independence Township and the successful bidder. The purchase order shall commit the bidder to perform the contract in accordance with specifications. Unless otherwise specified herein, a contract document will not be issued.

COMPLETION DATE:

Work shall commence within ten (10) calendar days of any necessary Permits being issued by the Building Department or other appurtenant agencies.

() We can meet this completion schedule

() We cannot meet this completion schedule but offer: _____

DISPOSAL SITE:

The successful bidder shall dispose of all wreckage and debris at a dump site of the bidder's choice but shall be in accordance with all current Federal, State, and Local Laws, Ordinances, etc.

EQUIPMENT:

The Contractor shall secure, at his/her own expense, all personnel, materials, equipment, transportation, and tools required to perform the work and services stated in this bid document. The Contractor further agrees that all persons performing services under this contract shall be authorized or permitted under Federal, State and local law to perform such services.

FINAL PAYMENT:

Final payment on the Contract amount will be made only after final inspection by Independence Township Building Department and acceptance of all work performed. The Contractor agrees that the demolition and all services in connection with the demolition must be performed to the satisfaction of Independence Township and that failure to do so shall constitute breach of the contract.

INSURANCE

INSURANCE:

Insurance Requirements shall be in accordance with Township requirements listed in Appendix C. The required Insurance Certificate must be submitted to Township Clerk's Office, within 5 business days of a verbal/electronic request. The bid cannot be completely awarded without this Insurance Certificate. The Insurance Certificate may be faxed to the Township Clerk's Office (248-625-2585) and is the only bid document accepted in this format.

() We can meet the specified insurance requirements.

() We cannot meet the specified insurance requirements.

() We do not carry the specified limits but can obtain the additional insurance coverage of

\$ _____ at the cost of \$ _____.

Note: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

() Our bid proposal is reduced by \$ _____ if we lower the requirements to \$ _____.

Note: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

IMPORTANT:

A Certificate of Insurance on an ACORD Form showing present coverage or a letter from your insurance agent or carrier that the insurance to be supplied will meet specifications SHOULD be attached to the bid document at the time of submission of the bid proposal to the Clerk's Office.

NOTE:

Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets Charter Township of Independence specifications may result in this bid proposal being completed incorrectly.

OTHER:

Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan, and acceptable to Independence Township.

INSURANCE VERIFICATION:

A bidder shall complete the above portion that details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

Letter Verification: The successful bidder will be notified to submit a letter from their insurance

agent or carrier that the insurance to be supplied will meet specifications. As an alternative, the

successful bidder may submit the certificate of insurance meeting specifications at this time at

his/her option. ***The Township must receive this letter or certificate within 5 business days***

after verbal/electronic notification has been delivered to the recommended bidder or the

bidder will be considered non-responsive and the bid un-awardable. This process will

occur before presentation of the award recommendation to the Township Board.

Final Insurance Certificate Submission: After approval by the Township Board, Independence Township will provide verbal / electronic notification to submit within 5 business

days an insurance certificate in accordance with specifications. Independence Township reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company

will be considered in default of contract and will be barred from doing business with Independence Township for a minimum of three (3) years for failing to meet insurance requirements.