

IONIA COUNTY BUILDINGS AND GROUNDS

100 Library Street, Ionia, Michigan 48846
Don Ransom, Physical Plant Director
Office: 616-527-5345

Request for Bids For the replacement of a portion of the flat roof at the Ionia County Sheriff's Department

Sealed bids are being accepted for the replacement of a portion of the flat roof at the Ionia County Sheriff's Department Building located at 133 E. Adams Street, Ionia, MI., 48846

Sealed bids will be accepted until noon on Wednesday, August 4, 2010 at the Ionia County Administration Office, Ionia County Courthouse, 3rd Floor, 100 W. Main Street, Ionia, MI 48846.
Late bids will not be accepted.

All bids must be submitted on the attached Bid Form. Bids shall be submitted on or before the projected date in a sealed envelope, and shall be identified with the project name, bidder's name, bidder's address, and bidder's telephone number.

The County reserves the right to reject any or all bids and/or waive any irregularities, requirements, or conditions in any or all bids and to make the award in any manner deemed in the best interest of Ionia County. Once bids are opened, they become the property of Ionia County and may be subject to disclosure under the Freedom of Information Act. The cost of responding to this Bid Request will be solely the responsibility of the firm submitting the proposal.

MANDATORY BIDDERS WALK THROUGH:

The mandatory walk through will be Wednesday, July 21, 2010 at 10:30 a.m. at the Ionia County Sheriff's Department Building located at 133 E. Adams Street, Ionia, MI.,

DESCRIPTION OF WORK:

Remove gravel and dispose
Remove old roofing and insulation and dispose
Add 4" ISO insulation (2 layers 2"-I90)
Install 60 mil EPDM rubber to area needed (fully adhered on deck)
Install 60 mil EPDM rubber to cover block wall in area to be repaired
New term bar around windows
Tie into upper ballasted roof
Remove existing metal over block wall and re-install

If the trade Contractor observes that any of the bid documents are at variance therewith in any respect, the Contractor shall promptly notify Don Ransom, Physical Plant Director.

PROTECTION OF FACILITY AND ENVIRONMENT:

The building and surrounding areas will be treated respectfully. Existing conditions are to be carefully respected and no material or building element shall be removed or disfigured unless specifically indicated. The contractor agrees to no smoking on or in the building or around the work area.

The Contractor agrees to protect the exterior and grounds around the building and surrounding areas. Any damages that occur are the responsibility of the Contractor and its sub-contractor(s). The Contractor assumes any/all liability.

The Contractor and its sub-contractor(s) shall cooperate to ensure proper and adequate protection of County property, visitors and employees from hazards that may arise as a result of the scope of work to be performed under this Request for Bid.

PERMITS AND LICENSES:

The Contractor shall secure, from the proper departments, all permits necessary for proper execution of the work prior to starting work on the project site. All fees for securing the permits shall be paid by the Contractor, including all inspection costs.

MATERIALS, TIME WORK IS TO BE PERFORMED, AND BUILDING SECURITY:

The Contractor shall provide the necessary materials, equipment, and labor to complete this project in accordance with the bid documents and in a professional and workmanlike manner. The schedule for completion of the project shall be arranged with Physical Plant Director Don Ransom.

CLEAN UP:

The Contractor shall immediately clear all rubbish caused by the Contractor's operation or the workmen, and shall remove all such rubbish to proper disposal site(s).

INSURANCE:

The Contractor will maintain, at their expense during the term of this project, the following insurance, and will supply copies of said insurance to the County:

- A. **Workers' Compensation Insurance:** The Contractor and its subcontractor(s), shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

- B. **Commercial General Liability Insurance:** The Contractor and its subcontractor(s), shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. The County of Ionia shall be "Named Insured" on said coverage. Thirty (30) days Notice of Cancellation shall apply to this policy.

- C. **Motor Vehicle Liability**: The Contractor and its subcontractor(s) shall procure and maintain, during the life of this contract, Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- D. **Additional Insured**: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be ***Additional Insureds***: The County of Ionia, all elected and appointed officials, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.
- E. **Cancellation Notice** : Workers' Compensation Insurance, Commercial General Liability insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following : "It is understood and agreed that thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material change shall be sent to: Don Ransom, County of Ionia, 100 Library Street, Ionia, MI., 48846.

HOLD HARMLESS AGREEMENT:

To the fullest extent permitted by law, the Contractor agrees to defend, pay in behalf of, and hold harmless the County of Ionia, its elected and appointed officials, employees, volunteers, and others working on behalf of the County of Ionia 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 the County of Ionia, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which rises out of or is in any way connected or associated with this request for bids.

EQUAL EMPLOYMENT OPPORTUNITY:

The Contractor ensures that employees and applicants for employment are not discriminated against because of their race, color, religion, sex, age, handicap or national origin. The Contractor agrees to comply with the Equal Employment Opportunity Act.

GUARANTEE:

The Contractor shall fill out the information on the Bid Form for the complete maintenance and warranties that are provided with this job. The Contractor shall promptly make corrections as deemed necessary by the County. If the County finds it must have work corrected, the difference in value, together with a fair allowance for the damages, shall be deducted from any payments due to the Contractor.

If the Contractor and its sub-contractor(s) are unable to proceed with the work, or fails to correct, replace, and/or re-execute faulty or defective work because of any action by one or more of their employees or labor organizational conflicts, the County reserves the right to take over this contract and proceed with all materials, tools, and appliances of the Contractor on the County's premises to complete the remainder of this contract. Under such circumstances, the County shall have the right to withhold any or all payments to the Contractor until such costs have been paid in full, and the contract completed.

EXTENSIONS OR CHANGES TO THE CONTRACT:

Any changes or extension(s) to the contract must be in writing, and must be signed as acknowledged by both parties to be in effect with the County of Ionia for performing their services.

PAYMENT:

Payment will be made on the first County check release date after work is completed to the County's satisfaction. A mandatory walk-through will be completed before final payment is made.

Having carefully examined the general bidders conditions, general requirements, advertisement for bids, instructions to bidders, proposed specifications, and understanding the scope of work involved in this work category, and those that interface with it (them), the Contractor does hereby propose to furnish all labor, materials, insurance, taxes, tools, equipment and services to complete all work required.

BIDDER MUST COMPLETE

AMOUNT OF BID IN FIGURES: _____

AMOUNT OF BID IN WRITING: _____

NAME OF BIDDER: _____

ADDRESS: _____

E-MAIL ADDRESS _____

PHONE NUMBER: _____

NAME OF BIDDER'S INSURANCE COMPANY: _____

DATE OF THIS PROPOSAL: _____

NAME, ADDRESS AND TELEPHONE NUMBER OF AT LEAST TWO (2) REFERENCES:

WORK TO COMMENCE:

The Contractor must commence work _____ working days after the signing of the contract.

COMPLETION OF WORK:

The Contractor hereby agrees that work will be completed to the County's satisfaction in _____ days from date work begins.

GUARANTEE:

The Contractor shall guarantee and provide a warranty for ___ year(s) from date of County acceptance. Necessary service calls, adjustments, repairs, and replacement will be provided by the Contractor during normal working hours of the trade at no cost to the owner, except in the event of vandalism, abuse, misuse, accident or acts of God. All material installed by the Contractor will be warranted by the manufacturer for a period of ___ year(s) from the date of County acceptance.

The Contractor shall promptly make corrections as deemed necessary by the County. If the County finds it must have work corrected, the difference in value, together with a fair allowance for the damages, shall be deducted from any payments due to the Contractor.

ADDITIONAL INFORMATION:

The County will need a complete description of the work to be performed on this project.