



COUNTY OF MONROE

REQUEST FOR PROPOSALS

PUBLIC HEALTH FACILITY LAB AREA RENOVATION PROJECT

**PROPOSALS ISSUED TO
CONTRACTORS:**

July 10, 2017

PROPOSALS DUE DATE:

MONDAY, JULY 24, 2017 @ 4:00 P.M.
MONROE COUNTY FINANCE DEPARTMENT
125 EAST SECOND STREET
MONROE, MI 48161



MONROE COUNTY

FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2197
Telephone: (734) 240-7250 · Fax (734) 240-7266

July 10, 2017

Dear Contractor:

The County of Monroe is accepting proposals for a small renovation project within the facility at, 2353 South Custer Road, Monroe, Michigan 48161. We invite you to submit a proposal to perform the work and supply the materials required for this project.

The work to be performed must be closely coordinated with the County and the Health Department. As part of this project, a schedule will be confirmed by the County of Monroe with the selected contractor and the schedule must be maintained. Initially, as a bidder you must include a schedule stating how long it will take to complete the project. Enclosed are sketches showing the building, the area of renovation and the details of the renovation with notes related to the work to be performed. Additionally, we include a scope of work section to describe in more detail and define the project requirements further. All proposals shall be submitted on the Proposal Form enclosed to assist the County in evaluating all proposals.

Final date for submitting a proposal is **Monday, July 24, 2017 at 4:00 P.M.** to Annamarie Osment, Monroe County Finance Department, 125 East Second Street, Monroe, Michigan 48161-2197. Contractors may submit proposals by the deadline via e-mail as a separate Microsoft Word or PDF document attachment to annamarie_osment@monroemi.org, or delivery by hand or mail. Proposal envelopes must be sealed and clearly marked "**Public Health Renovation Project Proposal**" so that no error in opening may occur. If sent electronically, indicate in the transmission line a sealed proposal is attached.

Contractors may visit the site and inspect the work area and conditions on the following dates and times: Monday-Friday, mornings between 8:30 a.m. and 10:00 a.m. and afternoons between 2:00 p.m. and 5:00 p.m. Please contact Ms. Jamie Dean at telephone number (734)-240-7810 to confirm the time you plan to visit the site.

The County of Monroe reserves the right to accept or reject any and all proposals, to waive any irregularities and to make an award that is determined by the County of Monroe to be in the best interest of the County.

Sincerely,

Michael G. Bosanac
Administrator/Chief Financial Officer

Monroe County Public Health Lab Area Renovation Project

2353 South Custer Road, Monroe, Michigan 48161

Scope of Work

Your proposal must include all labor, material, equipment, supervision, transportation costs, insurances, permits and every other cost to complete the work. The general tasks to be completed on the project are as follows:

1. Mobilize equipment, material and tradesmen to the site.
2. Layout the work to be performed and verify all conditions in the field to commence work.
3. Remove the following existing equipment and built-ins that are in the room:
 - A. The center island cabinetry base and top
 - B. All wall base cabinets and upper wall cabinets
 - C. The existing sink and plumbing fixtures including the safety eye wash unit; the eye wash unit shall be re-installed as part of the renovation work and a new sink (triple basin) and fixtures will be provided as part of the renovation finish work
 - D. The exhaust system complete including the ductwork through the ceiling to the underside of the roof deck. The exhaust motor at the roof has previously been removed.
 - E. The electrical power pole located next to the end of the existing center island.
 - F. Hold all removed cabinetry for the County to dispose of or for the contractor to dispose of as directed by the County.
 - G. Remove existing floor finish covering and prep as needed to receive new Armstrong 24" x 24" slip resistant flooring low maintenance rubber flooring in sheet squares or equal with color to be selected by County. Supply and install 4" cover rubber wall base at building walls and along the underside of the base cabinets.
4. Repair and replace any missing acoustical ceiling tiles from the exhaust ductwork removal work.
5. Repair the office walls where needed and where finishes will be exposed after the new cabinetry is installed. Paint walls with two (2) coats of Sherwin Williams best interior latex satin paint.
6. Purchase and install commercial grade laminate covered base and upper wall cabinetry with the following basic specifications:
 - A. Interiors: Particle Board – in highly durable laminate finish. Finished to match the cabinet exterior as needed. Exposed edges finished with matching PVC or wood veneer edgebanding.
 - B. Interior Shelving: Adjustable shelving, ¾" thick, laminate covered in matching laminate to interior. Edgebanding on edges facing front.
 - C. Doors and Drawer Fronts: Slab ¾" high pressure plastic laminate with matching .018" or 3mm PVC edgebanding.

D. Drawers: Dovetail – 5/8" solid wood sides, dovetailed joints featuring 1/2" side mounted 100lb rated slides. Full extension ball bearing drawer slides.

E. Hardware: Salice brand 120° opening self-close hinges or equal. Brushed stainless steel wire style U-shaped handles.

7. See room layout for sizes and dimensions of cabinetry. The County shall select the laminate color from samples provided by contractor or contractor's cabinet supplier. A single color will be selected for all cabinets including both upper and lower cabinets. The back splash will be a contrast color and the countertop color a separate selection.
8. Install Formica or equal laminate counter tops with radius front edge and back splash edge. Caulk edge at wall.
9. Supply and install full length and height laminate back splash wall covering to the bottom side of upper wall cabinets.
10. Install underside of upper wall cabinets task lighting where indicated on drawings. Lamps shall be T-8, 4 feet long with light control to operate task lighting. Lighting to be full length of underside of upper cabinets.
11. Supply and install triple basin stainless steel sink with large gooseneck faucet, new commercial grade fixtures including rinse hose.
12. Remove all debris from premises and clean site complete when project is finished and prior to acceptance by County.
13. Protect the site at all times from damage due to the work taking place. Protect all materials on site and employ all required safety precautions and safety signage notifications for the type of work being performed.
14. Obtain all necessary building permits, schedule inspections as required by the Monroe Charter Township Building Department and pay for the same.
15. Invoice the County upon completion of the work or by progress completed if the work is over thirty (30) days in duration.

The selected contractor must provide a certificate of workman's compensation insurance and general liability insurance covering the contractor's operations. The County of Monroe must be named as an additional insured on the general liability certificate.

Your proposal shall include a schedule proposed for completing the work. Once the work begins, the project shall be completed as expeditiously as possible and shall not be delayed except by weather. The work is to commence as soon as award of contract is made to the successful contractor and weather conditions permit the work to proceed.

General Information/Requirements

A. Receiving Office

Proposals will be accepted until 4:00 P.M. on Monday, July 24, 2017 by Annamarie Osment, Monroe County Finance Department, 125 E. Second St., Monroe, Michigan 48161. Sealed proposals may be submitted by mail, express carrier or hand delivered. Envelopes must be marked "**Public Health Renovation Project Proposal**" so that no error in opening may occur. Alternatively, firms may submit proposals electronically by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to annamarie_osment@monroemi.org. Indicate on the cover of the transmission in the subject field a sealed proposal is attached.

B. Return of RFP

In the event that any contractor decides not to submit a proposal, the contractor should return his RFP to the County of Monroe with a cover letter stating his disinterest prior to the closing date.

C. Economy of Preparation

Proposals should be prepared simply and economically providing straight-forward, concise descriptions of contractor capabilities to perform the work. All pricing is to be in the proposal cost for the services to be performed, the methods to be employed, the cost of all materials and services. You must also provide the tentative schedule. This is a turnkey project with the contractor responsible for coordinating all aspects of the project including material deliveries, storage of materials and equipment, coordinating the use of disposal services and containers for debris and final cleanup of the job site.

D. Time Period of Evaluation

Selection of the contractor will be made as soon as possible after the closing date of receipt of proposals. However, proposals submitted shall remain valid for thirty (30) days after due date.

E. Addenda and Supplements to RFP

In the event of changes in the RFP, contractors will be notified in writing. Questions concerning the proposal submittal, award and administration of the contract should be directed to:

Annamarie Osment
125 E. Second Street
Monroe, MI 48161
Telephone: (734)-240-7268
Facsimile: (734)-240-7266
E-mail annamarie_osment@monroemi.org

F. Rejection of Proposals

The County of Monroe reserves the right to accept or reject any or all proposals received as a result of this request. The County of Monroe shall not be obligated to award a contract solely on the basis of any response made to this Request for Proposal, nor does the County intend to, nor will it be obligated to pay for the information solicited or obtained.

G. Proposal/Contract Award

The County of Monroe may award a single contract or purchase order to the lowest responsible qualified bidder. The award will be for all the components of the project listed within this RFP. The County will reserve all rights to award a contract or contracts as it determines who will best serve the County.

H. Incurred Contractor Costs

The County of Monroe will not be liable for any costs incurred by contractors or other respondents to this RFP, prior to issuance of an agreement, contract or other similar acquisition documents.

I. Inspection of Work Site(s)

The County may wish to visit and review the contractor's facility and previous work completed prior to award of contract. The contractor shall note this and be prepared to allow for this visit and/or meeting to review contractor capabilities prior to award.

J. Qualification

The selected contractor shall have a proven record of performing work of a similar nature to the project described herein. This record shall be for a minimum of five (5) years. The contractor may be required to submit the names of five (5) references and include the name of the entity, contact person, telephone number and a brief description. Include an outline describing company's profile and ability to perform the work.

K. Other Provisions

The contractor shall list any other criteria or requirements to delineate responsibility for any additional items/tasks to be completed by either the County or Contractor. These shall be in addition to those previously detailed or explained in this RFP.

L. Contract Terms

The contract term shall be only for the duration of the schedule to purchase materials, complete the project and accept the work. The contract may be modified or amended to best meet the goals of the project subject to written amendment and agreeable to both the County and the contractor.

M. Cancellation

Neither party upon award of contract except for non-performance on the part of the contractor or issues of non-payment on the part of the County may cancel the contract.

N. Law, Rules and Regulations

The work shall comply with all federal, state and local codes, rules and regulations including all ordinances and other statutory provisions pertaining to this class of work. Such Rules, Codes, Regulations and Ordinances shall be considered a part of these specifications. Any conflict between the RFP requirements and the aforementioned rules shall be noted by the contractor at the time the proposal response is submitted.

O. Prime Contractor Responsibilities

The selected contractor will be required to assume full responsibility for all services offered in his proposal. Further, the County of Monroe will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor shall be responsible for the coordination and supervision of all sub-contractors and trades employed in this contract. The contractor shall list the names of all sub-contractors to be employed under this contract.

P. Insurance

Responsibility for Damage Claims.

The contractor shall indemnify and save harmless the County and all his officers, agents and employees' representatives all suits, actions, or claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property by or from the said contractors or their employees or by or in consequence of any neglect in safeguarding the work or through the use of unacceptable materials in the work or by or on account of any act or omission, neglect, or misconduct of the said contractor or by or on account of any claims or amounts recovered by any infringement of patent, trademark or copyright, or from any claims or amounts arising or recovered under the Workmen's Compensation Law or any other law, Ordinance, order or decree.

The finalist contractor, at its expense, must maintain during the term of any subsequent contract the following insurance:

- A. Broad form General Liability Insurance (Occurrence Basis only) with minimum limits of \$1 million dollars per occurrence and \$2 million dollars aggregate.
- B. Workers' Compensation and Employer's Liability Insurance, Michigan statutory limits of liability.

Each contractor shall take out and maintain during the life of this contract Workmen's Compensation Insurance for all employees employed at the site of the project and, in case any of the work is sublet, the contractor shall require the sub-contractor to provide such insurance. Proof of compliance with the Workmen's Compensation Laws and Social Security laws shall be filed with and kept in full force and effect on file with the County at all times, until all the work on the project provided to be done under this contract has been fully and finally completed. This shall be an absolute responsibility and duty of the contractor, who agrees to indemnify and save harmless the County from any contributions or taxes or liability thereof.

- C. Comprehensive Automobile Liability (including hired and non owned vehicles) with Michigan no-fault coverage, with minimum limits for bodily injury of \$500,000 each person and \$1 million dollars each accident and with minimum limits for property damage of \$500,000 each accident.

Insurance policies must name the finalist contractor as the insured, along with the County of Monroe as additional insured, and must not be canceled or materially changed without at least 30 days prior notice from the contractor to the County. The contractor must submit certificates evidencing the insurance to the County at the time the contractor executes the contract, and at least 15 days prior to the expiration dates of expiring policies.

Certificates of Insurance acceptable to the County shall be filed with the County prior to commencement of the work. The Vendor agrees that its insurance carriers waive subrogation against the County, its agents or employees with respect to any loss covered by the Vendor's insurance.

Q. Workmanship

All employees of the contractor shall be thoroughly experienced in the particular class of work upon which employed and the work and finished product shall be of a first class quality. Employees of the Contractor shall perform work that conforms to standard, state of the art practices for this class and type of work. Once the project installation begins by execution of a purchase document all work by the contractor shall be completed in the most expedient manner possible.

The contractor assumes full responsibility to carefully examine the work requirements before submitting a proposal. All proposals shall take into consideration all such conditions as may affect the work under this contract. The contractor shall verify all conditions, etc. in order to achieve full understanding of the scope, nature and character of the work. The submission of a proposal automatically implies that the contractor is thoroughly familiar with the work to be performed and the County's requirements and expectations. No claims for extra compensation may be made after submittal of a

proposal and acceptance by the County of the proposal.

R. Owner's Representative

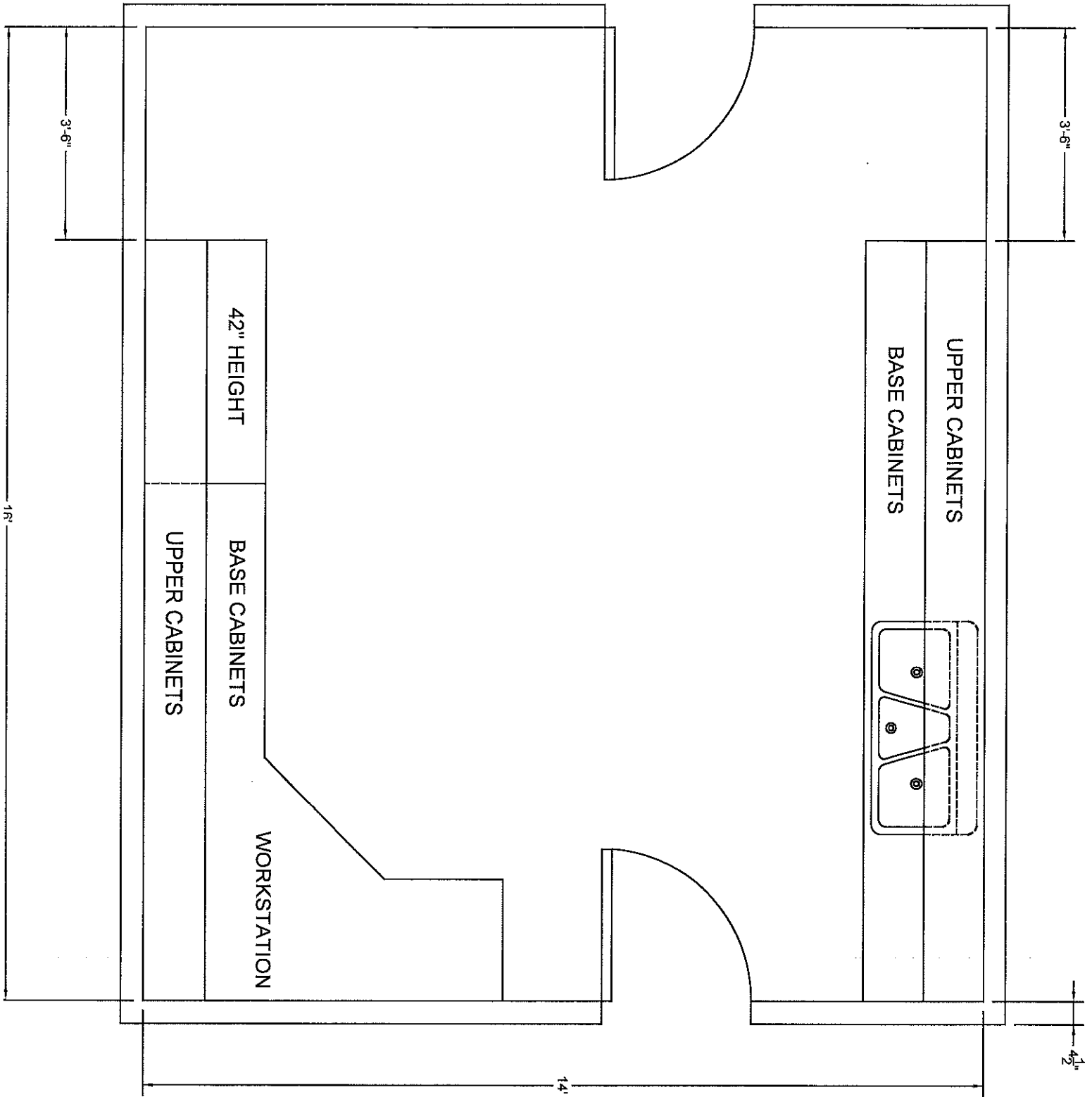
The contractor shall allow at any time during the contract the access of the County's Representative to view, inspect or otherwise observe the work in progress. The only exception to this is when safety of the representative would be at issue.

The County's Representative for this contract will be Michael Bosanac or his designee who will coordinate with other County employees for the completion of the work. Any approvals, questions, demands etc. from the contractor shall be forwarded to this person for direction to the contract. No other County Representative shall bind the County to additional costs or make any changes to the Project Scope.

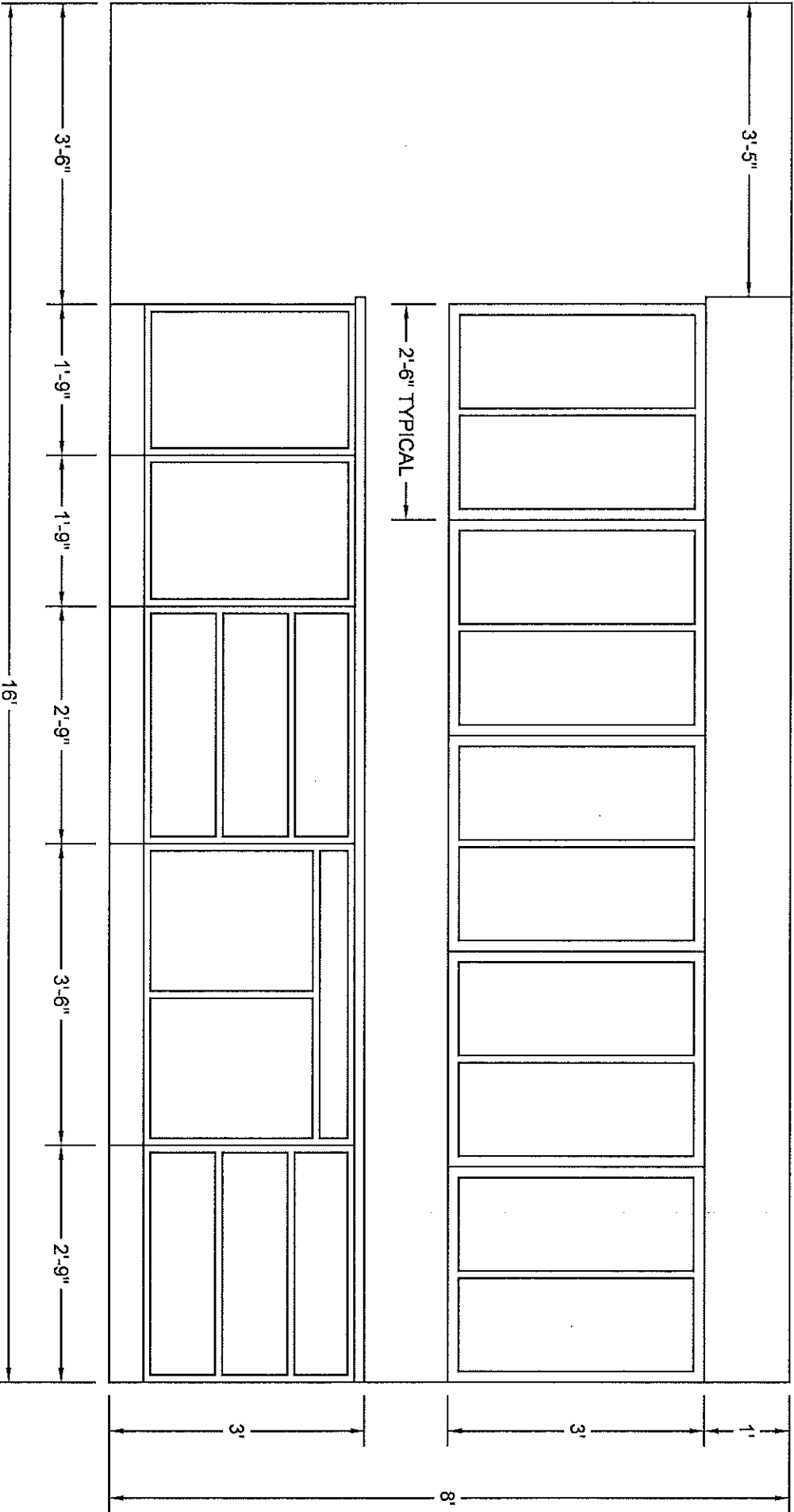
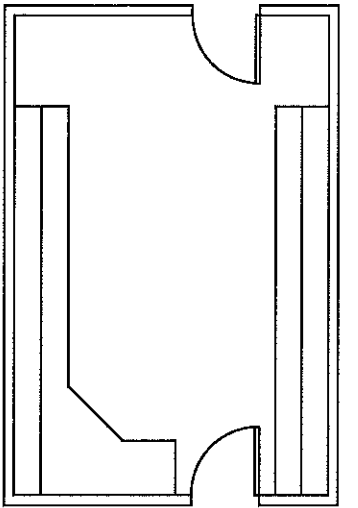
S. Freedom of Information Act

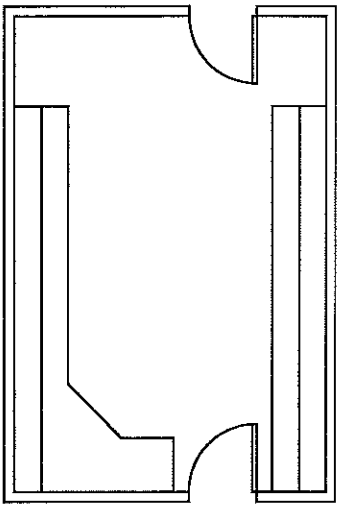
Information submitted in contractor proposals becomes public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the contractor's proposal which is company confidential must be clearly identified in the proposal itself.

END OF RFP

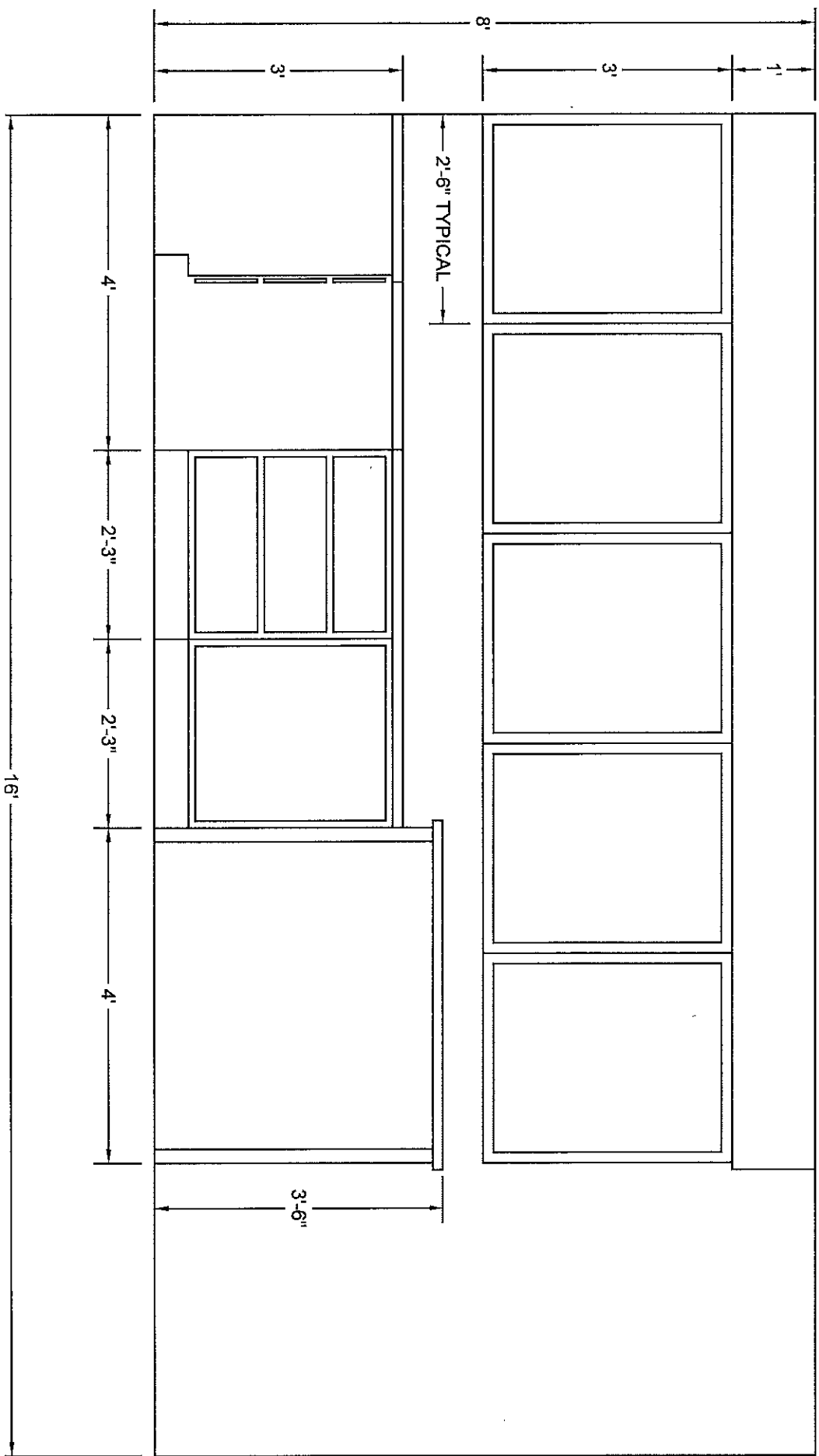


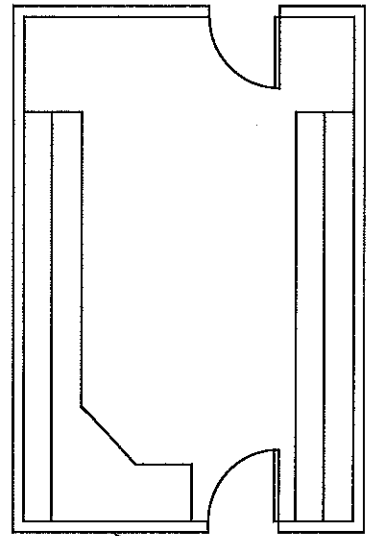
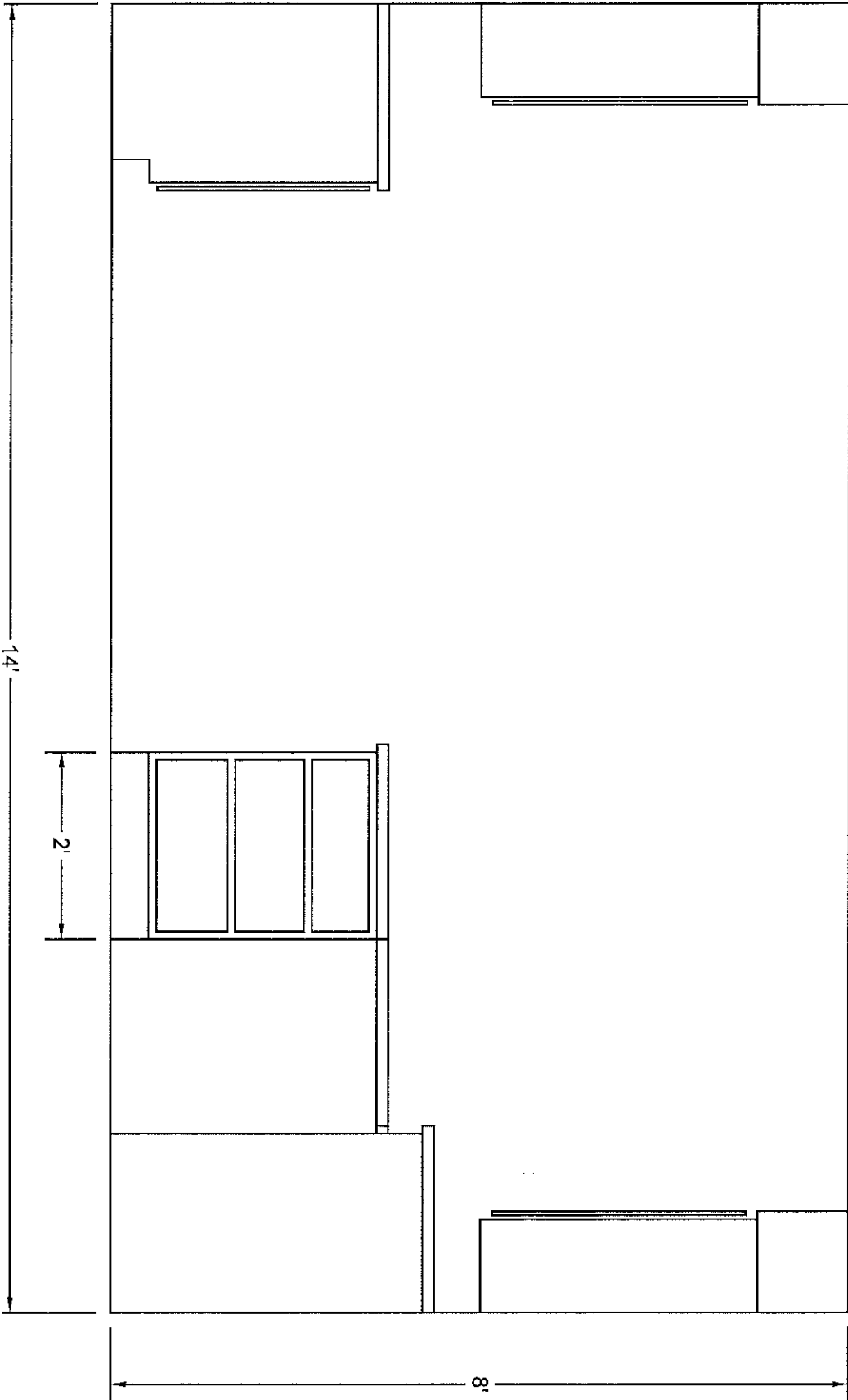
ELEVATION 1





ELEVATION 2





ELEVATION 3