



# **COUNTY OF MONROE**

## **REQUEST FOR PROPOSALS**

### ***SERVICE DRIVE CONCRETE REPAIRS PROJECT***

**PROPOSALS ISSUED TO  
CONTRACTORS:**

MAY 16, 2019

**PROPOSALS DUE DATE:**

WEDNESDAY, MAY 29, 2019 @ 4:00 P.M.  
MONROE COUNTY FINANCE DEPARTMENT  
125 EAST SECOND STREET  
MONROE, MI 48161



May 16, 2019

Dear Contractor:

The County of Monroe is accepting proposals for the removal of existing concrete sections of service driveway, parking lot, and sidewalk, and the re-installation of new concrete. The surface area has deteriorated and are in need of repairs. The work location is the Service Drive from S. Raisinville Road serving Drain Commission, EMD/911 Center, Cooperative Extension and Mental Health Facilities in the 963-1005 block of S. Raisinville Road.

The work is to be priced on a per square foot basis for the concrete removal, disposal, supply new concrete, place and finish.

The successful contractor will be required to perform all services as outlined in the Scope of Work section of this Request for Proposal and shall include the unit price cost for the project as outlined in this proposal. The cost of all labor, material, equipment, tools, forms, supervision, etc shall be included in the proposal unit cost pricing. This shall be calculated based on the concrete being 6 bag mix, air entrained and batched for this type of installation. Please use the Proposal Form provided to submit your response.

The final date for submitting a proposal for this project is ***Thursday, May 30, 2019 at 4:00 P.M.*** to Annamarie Osment, Monroe County Finance Department, 2<sup>nd</sup> Floor, 125 East Second Street, Monroe, Michigan 48161-2197. Your envelope must be sealed and clearly marked “**Concrete Driveway Repair Proposals**” so that no error in opening may occur. Alternatively, contractors may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to [michael\\_bosanac@monroemi.org](mailto:michael_bosanac@monroemi.org). Indicate the email subject line, a sealed proposal is attached for Concrete Repairs.

The County of Monroe reserves the right to accept or to 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,

A handwritten signature in black ink that reads "Michael G. Bosanac". The signature is written in a cursive style.

Michael G. Bosanac  
Administrator/Chief Financial Officer

**Monroe County  
Service Drive Concrete Repairs Project  
General Specifications for Concrete  
Request for Proposals**

- Project includes concrete driveway as a flat surface, a parking lot, and sidewalk. Price the work for 8" thick and for 6" thick.
- All new work shall be identical to existing, including edge, width, thickness, finish, etc.
- Remove existing concrete in areas where directed by County.
- Remove all debris and old concrete off site and properly dispose of all materials.
- Provide and install forms for concrete.
- Place and finish 6 bag mix concrete with welded wire mesh.
- Finish the concrete to match existing.
- Install expansion joint material every 50 feet and at joints to existing slabs that remain.
- Install ½" steel dowel pins between existing concrete and new concrete to hold together and prevent lifting of slabs at the new and old joint lines.
- Seal new concrete with cure and seal commercial product sealant
- Remove forms, clean up site and remove all debris
- Prevent concrete from spilling over onto adjoining surfaces.
- Protect concrete from vehicular traffic with barricades for 7 days.
- Provide unit pricing based on the above general work requirements.

All contractors are urged to visit the sites in order to familiarize themselves with all conditions that may affect the project and execution of the project. All proposals shall incorporate this inspection and the submittal of a proposal automatically implies that this examination has been done and the contractor is thoroughly familiar with the location, scope, nature and character of the work and the equipment and materials needed for all tasks that are part of the project. The sites are open at all times for your inspection and no appointment is required in order to view the work areas.

Each proposal shall include a proposed schedule that includes dates when the project will start and when the project will be completed. The work must be done in a way to allow continued access to the facilities. The work shall also be protected from damage until the concrete has properly cured. For the access drive work, the work may be done in phases to allow vehicular traffic and to protect the completed work. Safety barricades shall be employed and other safety precautions shall be taken to protect visitors and employees from any hazards related to the work.

The total value of the work involved is approximately \$30,000 to \$35,000 in 2019 and the same amount in 2020. One contractor will be awarded the work for both years.

## **General Information/Requirements**

### **A. Receiving Office**

Sealed written proposals will be accepted until **4:00 P.M. on Thursday, May 30, 2019** by Annamarie Osment, Monroe County Finance Department, 2<sup>nd</sup> Floor, 125 East Second Street, Monroe, Michigan 48161. Your envelope must be sealed and clearly marked **“Concrete Repair Proposals”** so that no error in opening may occur. Alternatively, contractors may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to [annamarie\\_osment@monroemi.org](mailto:annamarie_osment@monroemi.org). Indicate on the cover of the transmission 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 and all requested information is to be in the proposal and outlined in narrative text explaining the services to be performed, the equipment to be provided, the cost of the equipment and services and the tentative schedule. This is a turnkey project with the contractor responsible for coordinating all aspects of the project.

### **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**  
E-mail [annamarie\\_osment@monroemi.org](mailto: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 prior to award of contract. The contractor shall note this and be prepared to allow for this visit and/or meeting to review contractor's 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 the 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, construct and accept the work. Payment will be made by the County to the contractor within thirty (30) days of receipt of invoice for the work completed.

**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. Manufacturer's Directions**

All manufactured articles, materials, equipment etc. shall be applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer, unless herein specified to the contrary. All materials shall be new and installed for the purpose of which they were manufactured.

**O. Brand Name Specification**

Where applicable a brand name or equal specification as used in this solicitation, the brand name specification is for the purpose of describing the standard of quality, performance and characteristics desired and not intended to limit or restrict competition. Should a contractor object to the specified product the burden of proof to demonstrate an equal to the specified product falls upon the challenging contractor to show his product to be equal to or better than the one specified. Contractors may submit proposals from manufacturers not specified herein.

**P. 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. All safety precautions shall be taken by the contractor to ensure a safe work environment for employees performing the work on behalf of the contractor and to protect the site to prevent visitors from being injured.

**Q. 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 prime contractor shall be responsible for the coordination and supervision of all subcontractors and trades employed in this contract. The contractor shall list the names of all subcontractors to be employed under this contract.

**R. Insurance**

**Responsibility for Damage Claims.**

The Contractor and his surety 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. So much of the money due the said contractor under and by virtue of his contract, as shall be considered necessary by the owner may be retained or in case no money is due his surety shall be held until such suit or suits, action or actions, claim or claims for injuries or damages as aforesaid shall have settled and satisfactory evidence to that effect furnished to the Owner.

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

- A. Workers' Compensation Insurance which meets Michigan statutory requirements.

Each vendor 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 vendor 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 vendor, who agrees to indemnify and save harmless the County from any contributions or taxes or liability.

- B. Comprehensive General Liability Insurance with minimum limits of bodily injury of \$500,000 each person and \$1 million dollars aggregate and with minimum limits for property damage of \$500,000 each occurrence and \$1 million dollars aggregate.
- 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 as additional insured, and must not be canceled or materially changed without at least 30 days prior notice from the contractor or contractor's agent 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 contractor agrees that its insurance carriers waive subrogation against the County, its agents or employees with respect to any loss covered by the contractor's insurance.

**S. Workmanship**

All tradesmen 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 conform 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, locations, existing equipment 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.

**T. 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.

**U. Guaranty/Warranty**

The contractor shall and hereby does warrant all work performed by him or subcontractors employed by him and agrees to deliver warranties to the County for the work for which guarantees are required. All warranty terms for all products and services shall be defined in the proposal response. All workmanship covering the project shall be covered with a one (1) year unconditional warranty.



**V. Freedom of Information Act**

Information submitted in vendor 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 vendor's proposal which is company confidential must be clearly identified in the proposal itself.

**END OF RFP**

**PROPOSAL FORM  
CONCRETE REPAIRS PROJECT**

We, the undersigned, after having examined the project sites and considered all conditions that will affect the work, propose to provide the Concrete Repairs Project complete in accordance with the Request For Proposal dated May 16, 2019 to the County of Monroe for the following sums:

**Area 1 Service Drive**

Total \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Unit Cost/ Cost Per Square Foot of Concrete Service Drive removed, replaced and finished complete \$\_\_\_\_\_/Square Foot

**Area 2 Parking Lot**

Total \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Unit Cost/ Cost Per Square Foot of Concrete Parking Lot removed, replaced and finished complete \$\_\_\_\_\_/Square Foot

**Area 3 Sidewalk**

Total \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Unit Cost/ Cost Per Square Foot of Concrete Sidewalk removed, replaced and finished complete \$\_\_\_\_\_/Square Foot

**Grand-total** \_\_\_\_\_ **Dollars (\$\_\_\_\_\_)**

Comments:

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Start Time: \_\_\_\_\_

Completion Time: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Contractor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_



500 Year Flood Hazard Area  
 100 Year Flood Hazard Area

**Monroe County Facilities  
 West Campus B**

Mapping prepared by: Monroe County Planning Department ©2017  
 Aerial photography date: 2015