REQUEST FOR PROPOSAL

SCOPE OF SERVICES

The Township of Morton is accepting proposals from qualified firms experienced in roof replacement. The successful bidder shall provide all labor and materials necessary for replacing the roofing at the Fire Station #2, located at Hayes Street on Mecosta, Michigan.

It is the Township's intent to contract with an experienced and licensed contractor to provide the following:

A. Remove all existing roof material down to plywood. Provide dumpster to dispose of removed material.

B. Remove any deteriorated deck panels and replace with new plywood sheathing.

C. Repair any rotten or damaged facia and install new treated wood to match existing.

D. Apply all new roofing materials as described under Material Specifications.

E. Provide tarps covering ground to catch roofing materials. Clean up to include making sure all nails have been picked up. Protect all building surfaces and materials against damage.

PROJECT CONDITIONS

A. All work shall be completed in accordance with the instructions, specifications and standard trade practices.

B. The contractor shall field verify all quantities, measurements, dimensions, and existing conditions. The contractor shall review the contents of the specifications and verify discrepancies (if any) prior to submitting this proposal document. There will be no change orders based on mistaken quantity, count, measurements or dimensions.

C. The contractor will be responsible for coordinating his work with Township Clerk Stephanie McNeal and any other contractors involved with the project.

MATERIAL SPECIFICATIONS

Shingle and related material specifications are as follows:

1. Class "A" heavyweight, three-tab fiberglass, mineral surface-based asphalt shingles complying with ASTMD-3018 bearing all U.L. Class "A" external fire exposure label and not weighing less than 235 pounds per square.

- Square butt three-tab style for new work, of uniform thickness, 12-1/4 inches by 36 inches.

- Self-sealing type, with factory applied adhesive.

- Meet Underwriters' Laboratories, Inc. requirements for Class "C" wind resistant shingles.

- Colors to be selected from the manufacturer's collection to closely match shingle color of Morton Township Hall, 290 West Main Street, Mecosta.
  A photograph, spec sheet, brochure or actual sample shall be submitted to show the shingle pattern and color being quoted.

- Acceptable manufacturers include but are not limited to:

  Certain-Teed Products Corp., Valley Forge, PA
  Owens-Corning Fiberglass, Toledo, OH
  Manville, Denver, Co
  Jim Walter Corp./Celotex Corp., Tampa, FL
  Tamko, Tuscaloosa, AL
  GAF/Elk, Ennis, TX

2. Ice and water barrier material, preferably from the same manufacturer as the shingle.

3. Base felt underlayment meeting 1516, ASTM D2178 Type 1 standard.

4. Vented ridge

5. Ridge cap

6. New pipe vent boots

***Please offer a price for steel roofing also. Same specs other than using raised rib steel panels and accessories for steel roof.
A photograph, spec sheet, brochure or actual sample shall be submitted to show the steel panel pattern and color being quoted.

CODES AND STANDARDS

A. The Contractor shall perform all work in accordance with applicable local, State and Federal laws, rules, regulations, zoning and building codes, as well as M.I.O.S.H.A. guidelines in effect at the time of the project and holds the Township harmless against any claims arising from the violation thereof.

B. Any permits for the installation or construction of the work included under this contract which are required by any of the legally constituted authorities having

jurisdiction, shall be obtained and paid for by the Contractor, each at the proper time. Contractor shall also arrange for and pay all costs in connection with any inspections and examinations required by these authorities.

BIDDERS RESPONSIBILITY

A. It shall be the responsibility of the bidder to become familiar with the premises specified and the work to be performed according to the specifications.

B. By submitting a proposal, the bidder acknowledges that he/she has examined the site, investigated and satisfied himself/herself as to the conditions affecting the work, including, but not restricted to, those bearing upon transportation, disposal, handling and storage of materials, availability of labor, gas, water and electric power. Any failure of the bidder to acquaint himself/herself with the available information will not relieve him/her for responsibility for properly estimating the cost of successfully performing the work.

FINAL CLEANUP/RESTORATION

The work shall not be considered as completed, nor will final payment be made until the area has been restored to a neat, orderly appearance acceptable to the Township representative. Equipment, excess material, rubbish, etc., resulting from the Contractor's operation must be removed from the site.

GENERAL CONDITIONS

1. PROPOSAL SUBMITTAL
The Contractor Questionnaire and Bid Form must be completed and submitted to the attention of the Township Clerk no later than 4:00 P.M. on September 20, 2019 using one of the following options:

A. By facsimile transmission to 231-972-2002

B. By email to clerk@mortontownship.org

C. For delivery directly to the Township Office, 290 W. Main St., Mecosta, Michigan 49332

D. By US Mail Service to P.O Box 2, Mecosta, Michigan 49332.

It is the responsibility of the Bidder to ensure that the proposal arrives on time and at the right place. Any proposals received after the above date and time will be disqualified.

2. PUBLIC INFORMATION
All submitted proposals and information included therein or attached thereto shall become public record upon delivery to the Township.

3. CLARIFICATION OF RFP
Any significant explanation desired by a Bidder, regarding the meaning or interpretation of the RFP must be requested with sufficient time allowed for a reply to reach all prospective bidders before the submission of their bids. **For questions regarding the bid process contact Stephanie McNeal at 231-972-7178.**

Any information given to a prospective Bidder concerning the RFP will be furnished to all prospective Bidders as an amendment or an addendum to the RFP, if such information would be of significance to uninformed Bidders. Morton Township will make the sole determination as to the significance to uninformed Bidders.

4. RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES
The Township reserves the right to reject any or all proposals, to award the contract, not award the contract, split the award after review of the proposals, and award more than one contract. The Township reserves the right to reject low proposals or to accept a higher proposal, to negotiate terms and conditions, to waive any irregularities and/or informalities, and to accept or reject any item or combination of items. The Township reserves the right to award the project to the Bidder it deems to best serve the overall interests of the Township and reserves the right to accept or reject any or all proposals received in response to the Request for Proposals.

5. RESPONSIVE PROPOSALS
Companies are expected to examine the RFP requirements and all instructions. Failure to do so shall be at the company's risk. The proposal shall substantially conform to the terms, conditions and specifications of this Request for Proposal; otherwise, it may be declared non-responsive and rejected. Bidder shall provide a straight forward, concise description of the capabilities to satisfy the requirements of the Request for Proposals.

6. PROPOSED PRICE
The prices proposed shall be held firm for 90 days or final award of contract, whichever comes first. The terms and provisions of this RFP and the Contractor's response shall become contractual obligations if a contract ensues. Failure of the successful Contractor to accept these obligations may result in cancellation of the award.

7. EXECUTION OF CONTRACT
If a bidder does not execute a Contract acceptable to the Township within 10 days after being notified of selection, the Township may give notice to the firm of the Township's intent to select the next most qualified firm or call for new proposals, whichever the Township deems most appropriate.

8. LIABILITY FOR COSTS
The Township is not liable for any costs incurred by firms about this RFP.

9. TAX EXEMPTION

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.

10. INDEMNIFICATION AND HOLD HARMLESS

The Contractor shall, at its own expense, protect, defend, indemnify and hold harmless Morton Township, its elected and appointed officials, employees and volunteers and others working on behalf of the Township, against any and all claims, damages (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees, that may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors of sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.

11. WARRANTY

Any materials provided and labor shall carry standard warranty coverage. Bidder shall state terms and conditions of warranty for all work and products in its proposal. Products shall be free from defects in material and workmanship from the date of their original purchase, for normal commercial use and for applicable warranty period specified.

12. INSURANCE REQUIREMENTS

The Contractor shall secure and maintain insurance as specified below from an insurance agency authorized to do business in the State of Michigan, whose rating is satisfactory to the Township. The Contractor will need to provide proof of adequate liability insurance for the type of construction being done and successful bidder shall supply a copy of insurance certificate to the Township upon notification of contract award with a minimum of $500,000 prior to any purchase of materials or the start of any work.

13. PERMITS AND FEES

All necessary permits, inspections and registration fees required by Morton Township Building Department are the responsibility of the selected vendor.