



## REQUEST FOR PROPOSAL

# CHARTER TOWNSHIP OF WEST BLOOMFIELD POLICE DEPARTMENT PAINTING PROJECT

### RFP #05222017

The Charter Township of West Bloomfield Police Department is requesting proposals from qualified contractors for the Sealed Proposals endorsed **“Police Department Fitness PAINTING Project”**, will be received at the Office of the Township Clerk, 4550 Walnut Lake Road, West Bloomfield Michigan 48325; until **Monday June 12th at 2:30 p.m.** after which time bids will be publicly opened and read. Proposal packages can be obtained at the Township Clerk’s office during normal working hours 8:00 am – 4:30 pm or through the Michigan Intergovernmental Trade Network (MITN) [www.MITN.info](http://www.MITN.info).

**Mandatory Walk through:** **Thursday June 1st at 1:00 p.m.**  
4530 Walnut Lake Road  
West Bloomfield Michigan 48325  
**Sign-in on the Attendance Registry will be required.**  
**PROPOSAL NUMBER:**

**Proposal Submission:** **West Bloomfield Clerk’s Office**  
**4550 Walnut Lake Road**  
**West Bloomfield, MI 48325**

**Deadline for Submissions:** **Monday June 12th at 2:30 p.m.**  
**Contact Person:** Deputy Chief, Curt Lawson

Email: [clawson@wbtownship.org](mailto:clawson@wbtownship.org)  
Phone: 248-975-9200

*A MANDATORY Walk Through* will be held on *Thursday June 1<sup>st</sup> at 1:00 pm*, at Police Department, 4530 Walnut Lake Road, West Bloomfield, MI 48323. The purpose of the mandatory walk through is to allow contractors the opportunity to understand the scope of work and ask any questions. Attendance at the walk through is mandatory in order to submit a proposal. Contractors not in attendance will not be eligible to submit a proposal for this project.

### **Submission of the Proposals**

1. **Submit one (1) original and three (3) copies of your proposal**, all proposals must be submitted in a sealed envelope and must include the following information on the face of

the envelope: contractor's name and address, proposal number, and item description. Failure to do so may result in the premature opening of or failure to open such a proposal. **Send proposals to the attention of the Township Clerk, Debbie Binder, Charter Township of West Bloomfield Clerk's Department and address as directed below:**

For delivery directly to Town Hall: 4550 Walnut Lake Road, West Bloomfield, MI 48323.

US Mail Service: P.O. Box 250130, West Bloomfield, MI 48325.

***DO NOT PUT YOUR PROPOSALS IN THE TOWN HALL DROP BOX.***

**NO LATE PROPOSALS WILL BE ACCEPTED.**

2. Contractors are responsible for submitting proposals before the stated closing time. Delays in the mail will not be considered. Any proposals received after the stated deadline will be rejected. Fax or emailed proposals will not be accepted.
3. Any proposal may be withdrawn by giving written notice to the Township Clerk before the stated closing time. From that time, no proposal may be withdrawn or canceled for a period of 60 days, except the successful bidder whose proposal prices will remain for the entire contract period.
4. The contractor may change or modify his/her proposal up to the established closing time. Any modification must be presented in writing, and submitted in accordance with the above format, and clearly marked "**Proposal Modification.**"

the specifications or other conditions with the RFP, they are advised to contact the following people for clarification: Bidding instructions or submission, contact Catherine Ellerson, Purchasing Agent at [cellerson@wbtownship.org](mailto:cellerson@wbtownship.org) Scope of Services contact Curt Lawson at [clawson@wbtownship.org](mailto:clawson@wbtownship.org). The questions and answers will become public record and will be posted on the MITN web site. In event it becomes necessary to revise any part of the RFP; an Addendum will be posted on the MITN web site.

1. The Township reserves the right to request additional information from one or more bidders during the proposal evaluation process. Any additional information must be supplied within five (5) days after receipt of written notice.
2. Any errors, omissions, or discrepancies in the specifications discovered by a prospective bidder must be brought to the attention of Catherine Ellerson, Purchasing Agent, as soon as possible after discovery. Further, the Contractor will not be allowed to take advantage of errors, omissions, or discrepancies in the specifications.
3. The Township reserves the right to reject any or all proposals, to award the proposal to other than the low bidder, to negotiate terms and conditions, to waive any irregularities and/or informalities, and to accept or reject any item or combination of items. In general, to make award in the manner as determined to be in the Township's best interest and its sole discretion.

4. Any acceptance of a proposal shall not be binding on the Township and may be withdrawn for at least ten (10) days after the date of the acceptance and until the Contractor has submitted the signed Contract, proof of insurance, and satisfied all other acceptance conditions. During the period of time that Township acceptance may be withdrawn, the Township reserves the right to continue to review, evaluate and investigate all proposals and Contractors, and for any reason approved by the Township, may withdraw the acceptance of a proposal.
5. The Township reserves the right to conditionally or subsequently accept a proposal from and award a contract to the next most qualified Contractor if the successful Contractor does not execute the Contract, provide the insurance, and satisfy any other conditions of proposal acceptance established within the time required.
6. The evaluation and award of this proposal will be based on a combination of factors including, but not limited to the proposal prices, past performance, compliance with specifications, and any other factors considered to be in the Township's best interest. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the Township.

### **Bid Bond**

Contractor must submit a Bid Bond executed by a surety company acceptable to the Township and licensed to do business in the State of Michigan; or in the form of a cashier's check or irrevocable bank letter of credit, payable to the Township in the amount of 5% of proposal. Checks, bonds or letters of credit will be returned promptly after the Township and the selected Contractor have executed a Contract or the expiration of the 60 day period during which proposals may not be withdrawn. If no Contract has been awarded by that date, any Bidder may withdraw its Proposal and Bond. All fees associated with these bonds are to be paid by the contractor.

### **Insurance**

A certificate of insurance naming the Township as an additional insured must be provided by the successful contractor prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the Township and remain in force during the entire contract period.

## **Project Detail: Police Department Painting Project**

### *INTERIOR OF BUILDING:*

Two coats of Sherman William Pro Paint or equivalent on walls and ceilings in the following areas:

#### **INSIDE**

- Rear stairway north entrance (2 story)
- Rear stairway south entrance (2 story)
- Briefing Room
- Main Halls
- Administration Sergeant Office
- Records
- Hall way leading to DB

#### **OUTSIDE**

- Atrium front and rear
- Trim around building (strip below roof line)
- Trim outside administrative office windows
- (4) Rolling Garage Doors
- (1) Rolling Garage Door – Out Building.

**BIDDER INFORMATION**

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Firm Established:** \_\_\_\_\_ **Years in Business:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_ **State of Organization:** \_\_\_\_\_

**Representative's Name & Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The above individual is authorized to submit this proposal and declares that he/she have informed themselves fully in regard to the conditions to be met in the performance of the work, and having read and examined all the specifications pertaining to the work, proposes to furnish all materials, tools, equipment, transportation, labor, supervision and all else necessary, for the satisfactory and complete performance of the work for West Bloomfield Township.

The bidder agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

The bidder affirms that this proposal has not been prepared in collusion with any other bidder and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor and the bidder has full authority to execute any resulting contract awarded as result of, or on the basis of the proposal.

By submission of this proposal the Bidder agrees that at the time of submittal: (1) Bidder has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, and that (2) Bidder had no notice or knowledge of any "Conflict of Interest" that would be created by an award of a contract to Bidder A. "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by West Bloomfield Township. Bidders shall identify any interest, and the individuals involved, on separate paper with the response and shall understand that West Bloomfield Township, at its discretion may reject their proposal.

**West Bloomfield Township**  
Vendor Questionnaire

Please provide the following information and submit with your proposal:

Firm Name: \_\_\_\_\_

Established: \_\_\_\_\_ State: \_\_\_\_\_

Type of Organization:

Individual       Partnership       Corporation       Joint Venture  
 Other \_\_\_\_\_

1. How many years has your company been providing this type of service? \_\_\_\_\_

2. Please provide a list of at least three (3) references who have had similar work performed by your company \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How many employees does your company employ? \_\_\_\_\_ Full time \_\_\_\_\_ Part time

4. Provide a timeline detailing the project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Would you subcontract any of the services being requested? \_\_\_\_\_

6. Explain Installation process \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Explain details regarding your warranty on products and installation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



The foregoing questionnaire is a true statement of facts:

Signature of Authorized Company Representative: \_\_\_\_\_

Representative's Name: (print) \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

## ATTACHMENT A - INSURANCE REQUIREMENTS

The Contractor, or their subcontractors, shall not commence work under this agreement until they have obtained the insurance required below. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage shall be with insurance carriers with an AM Best rating of A or higher, and acceptable to West Bloomfield Township.

**Workers' Compensation Insurance:** The Contractor 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.

**Commercial General Liability Insurance:** The Contractor 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 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions.

**Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**Pollution Liability:** The Contractor shall procure and maintain during the life of this contract, a Pollution Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage, including, but not limited to mitigation, transportation, storage, and removal of all hazardous waste.

**Additional Insured:** Commercial General Liability, Motor Vehicle Liability, and Pollution Liability insurance, as described above, shall include an endorsement stating that the following shall be ***Additional Insured:*** West Bloomfield Township.

**Cancellation Notice:** All policies of insurance, as described above, shall include an endorsement reading as follows: "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: \_\_\_\_\_."