



Chesterfield Township Youth Center Roof

BID NUMBER: RFP-2023-FO-72

Request for Proposals

ISSUED BY: Josh Sonnenberg, Director of Facilities and Operations
facilities@chesterfieldtwp.org

SUBMIT BIDS TO: Charter Township of Chesterfield
Cindy Berry, Clerk
47275 Sugarbush Chesterfield, Mi 48047 (586) 949-0400

PROPOSAL DUE DATE:

September 19, 2023

10:00 AM

NOTICE

**OFFER TO RECEIVE BID FOR THE
CHARTER TOWNSHIP OF CHESTERFIELD**

NAME: Chesterfield Township Youth Center Roof

Bid No. RFP- 2023-FO-72

OVERVIEW:

The Charter Township of Chesterfield is soliciting qualified bids for qualified roofing contractors to remove and replace the roofing and gutters, and install trim metal on all fascia at the Chesterfield Youth Center located at 46000 Sugarbush Road, Chesterfield Township, MI 48047. The installation of the roofing, gutter and trim shall be in accordance with the specification and instructions printed by the manufacturer. The contract shall include all labor, materials and incidentals necessary to complete the work in a neat and acceptable manner.

The Contractor shall perform work in accordance with all stated intents, specifications and stipulations contained or referenced herein. Before submitting a bid, each bidder shall have the opportunity to thoroughly examine the properties and fully understand the conditions that may affect the work proposed. Failure to inspect the sites in no way relieves the successful contractor from the necessity of furnishing materials or performing any labor necessary for the satisfactory completion of the work.

MANDATORY PRE BID WALK THROUGH REQUIRED on site THURSDAY SEPTEMBER 14, 2023 @ 10am

Please contact Josh Sonnenberg, Director of Facilities and Operations, with any questions via email: facilities@chesterfieldtwp.org

1. SUBMISSION AND RECEIPT OF BIDS

Sealed bids will be received by the Charter Township of Chesterfield at the office of the **Township Clerk, 47275 Sugarbush Road, Chesterfield, Michigan, 48047 no later than 10:00 a.m. EST Tuesday September 19, 2023.** The bids will be publicly opened and read aloud immediately following the 10:00 a.m. deadline.

Bids to receive consideration shall be received prior to the specified deadline time. **NO LATE BIDS WILL BE ACCEPTED.** Bids are considered received when in the possession of the Chesterfield Township Clerk's Office. **ALL BIDS MUST BE LABELED: Chesterfield Township Youth Center Roof.** Bids must be typewritten or printed in ink and legibly prepared. Bids having erasures or corrections thereon may be rejected unless explained or initialed by bidder. Bids shall be mailed or delivered to the Township Clerk's Office before the stated deadline. **The digital copy submitted on the thumb drive/usb must be identical to the hard copy.** Digital copies must be in PDF or TIFF format.

2. ADDITIONAL BID INFORMATION

Unless otherwise specified, the Township reserves the right to accept any item in the bids. Bidders may

submit on any item or group of items, provided however, that the unit prices are shown as required. It is the vendor's responsibility to acquire knowledge of any change, modifications or additions to the bid documents. Any vendor who submits a bid and later claims it had no knowledge of any change, modifications or additions made by the Charter Township of Chesterfield to the bid specifications, shall be bound by the bid, including any changes, modifications or additions made by the Charter Township of Chesterfield to the bid specifications, and that vendor fails to accept the bid award, the Charter Township of Chesterfield may pursue costs and expenses to re-bid the item from that vendor.

The Charter Township of Chesterfield officially distributes bid documents from the Township Clerk's Office upon request, on our website: Chesterfieldtwp.org, or through the BIDNET website. Only those vendors who obtain bid documents from the Township Clerk's Office, Township Website, or through the BIDNET website are guaranteed access to receive addendum information, if such information is issued that is not in the original bid documents. Each change or addendum issued in relation to this bid will be on file in the Township Clerk's Office. It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued, unless the addendum is contained in the original bid documents.

3. SPECIFICATIONS

The bidder, if awarded the contract, will be required to furnish the particular item(s) referred to in the specifications or description unless departure or substitution is clearly noted and described in the bid. The Charter Township of Chesterfield reserves the right to determine if equipment/product or service being bid is equal to the specified equipment/product or service requested.

4. ALTERNATE BIDS

Bidders are cautioned that any alternate bid, unless requested by the Township, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this bid, may be considered non-responsive and in the opinion of the Township, may result in rejection of the bid.

5. PRICING

Prices shall be stated in units of quantity/time specified in the bid document. In case of a discrepancy in computing the amount of the bid, the unit price bid will govern.

Complete and submit Appendix A detailing items and total cost submitted for the RFP.

6. QUANTITIES

All quantities stated, unless indicated otherwise, are estimates and the Township reserves the right to increase or decrease the quantity at the unit price bid as best fits it need. In addition, the Township reserves the right to make future purchases at the unit price submitted for all Township departments, including the Public Safety Department.

7. DELIVERY

Bids shall include all charges for delivery, packing, crating, etc. All deliveries will be FOB: Delivered. General delivery hours are 8:00 a.m. to 4:00 p.m Monday-Friday.

8. TAXES, TERMS AND CONDITIONS

The Charter Township of Chesterfield is exempt from Federal Excise, State Sales Tax and Personal

Property Tax. The Township's tax I.D. number is 38-6006891.

9. AWARD

The bid will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation, will be most advantageous to the Township, with price and other factors considered. **The Charter Township of Chesterfield reserves the right to accept any bid, to reject any or all bids, or waive irregularities in any bid in the best interest of the Township.** Bidders may submit bids on any item or groups of items provided unit prices are clearly shown and a notation is made on the bid document clearly indicating bidder's intent.

Complete and submit Appendix B Vendor Questionnaire.

10. CONTRACT & CHANGE ORDERS

Once the Contract is awarded, the prices offered by the successful bidder shall remain firm for the duration of the contract. No different or additional items will become part of this contract with the exception of a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract.

All change orders to the contract will be in writing and at the discretion and approval of the Township. No change order will be binding unless signed by an authorized representative of the Township and Bidder.

11. WITHDRAWALS OF BIDS

Bids may be withdrawn in person by a bidder, or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid deadline. No bid may be withdrawn for at least 90 days after bid opening. In case of error by the bidder in making up a bid, the Township may, by discretion, reject such a bid upon presentation of a letter by the bidder which sets forth the error, the cause thereof and sufficient evidence to substantiate the claim.

12. DEFAULT CONDITIONS

In case of default by the contractor, the Charter Township of Chesterfield may procure the articles or services from other sources and hold the bidder responsible for any excess cost occasioned thereby. In case of error by the bidder relating to a Contract, the Township may, by discretion upon presentation of a written explanation by the bidder substantiating the error, reject the Contract and award to the next qualified bidder. Such error may be subject to default conditions.

13. INFRINGEMENTS AND INDEMNIFICATIONS

The bidder, if awarded a contract, agrees to protect, defend and save the Township and herein, its officials, employees, departments, and agents, harmless against; any demand for payment for the use of any patented material, process, or device that may enter into the manufacture, construction, or from a part of the work covered by either order or contract; and from suits or a charge of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by the parties by or from any of the facts of the contractor, the contractor's employees, or agents; from all liability claims, demands, judgments and expenses to persons or property occasioned, wholly, or in part, by the acts or omissions of the bidder, contractor, agents or employee.

14. BONDING

Bonding is not necessary for this project.

15. LICENSSED AND INSURED: An active, and good standing, License along with proper Insurance is required for all work on or within Township Properties.

16. GENERAL INFORMATION All invoices shall be sent to:
Chesterfield Township | Attn: Accounts Payable | 47275 Sugarbush Rd, Chesterfield, MI 48047

17. SPECIFICATIONS AND PRICING:

Scope of Work

- Remove and dispose of all existing roofing materials
- Remove and dispose of all existing gutter and metal flashings
- Repair any bad decking with plywood at a cost per sheet
- Provide and install a Limited Lifetime dimensional shingle installation
- Provide and install 5" seamless gutters with all necessary downspouts & splash guards
- Provide and install minimum .019 metal on all fascia boards and gable trims
- Remove and repair any bad fascia wood at a cost per foot
- Clean up all job related debris
- Provide the township with the maximum warranty allowed by the manufacturer

18. FIRM PRICE GUARANTEE: Price will cover the cost of the outlined scope of work and will not be subject to increase.

19. WARRANTY

Please state your warranty: _____

20. REFERENCES (Provide three)

<u>Company</u>	<u>Contact Person</u>	<u>Phone #</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

21. CONTRACT TERMINATION

The Township reserves the right, upon thirty (30) days written notice, to terminate this contract for failure of vendor to comply with terms and conditions set forth herein. Nonperformance on the part of the vendor shall constitute breach of contract and shall nullify any and all contractual obligations between the seller and the purchaser.

22. APPROVAL ACCEPTANCE/ACCEPTANCE OF SPECIFICATIONS

The undersigned herein submits this proposal and agrees to enter into an agreement, if awarded the contract, with the Charter Township of Chesterfield in accordance with the contract documents.

NAME OF BIDDER _____

BUSINESS ADDRESS OF BIDDER _____

BUSINESS TELEPHONE NUMBER OF BIDDER _____

AUTHORIZED SIGNATURE _____

TITLE OF SIGNER _____

DATE OF SIGNATURE _____

EMAIL _____

Internal Use:

_____ Warranty filled out (section 19)
Initial

_____ References listed (section 20)
Initial

_____ Approval Acceptance and Specifications Completed (section 22)
Initial

_____ Appendix A Pricing Sheet is completed and attached
Initial

_____ Appendix B Vendor Questionnaire is completed and attached
Initial