

Charter Township of AuSable

311 Fifth Street

AuSable, MI 48750

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REQUEST FOR PROPOSAL RELOCATION OF PAVILION

CHARTER TOWNSHIP OF AUSABLE – SUPERINTENDENT

RFP: 01-2017

RESPONSE DUE: August 7, 2017

INTRODUCTION

The Charter Township of AuSable is requesting proposals for the disassembling, relocation and reconstruction of the pavilion located at Shoreline Park in AuSable Township. The scope of this project includes disassembling the pavilion, removal of concrete foundation, transport of the pavilion to McCuaig Park to the designated location, construction of new foundation and reassemble, of the pavilion including a new roof and paint.

Respondents must provide proposals that include all services listed above. The proposals will be evaluated on the basis of price and the criteria listed below.

The removal of the pavilion from Shoreline Park is critical to the Township Hall project and must be completed no later than August 31, 2017. The remainder of the project must be completed no later than October 31, 2017.

MINIMUM REQUIREMENTS

The minimum requirements of this project include

1. Disassembling of pavilion at Shoreline Park
2. Removal of concrete foundation at Shoreline Park
3. Transport of pavilion to the designated location at McCuaig Park
4. Construction of new foundation
5. Reassembly of pavilion including new roof and paint.\
6. Disassembling of pavilion, removal of concrete and transportation of pavilion must be completed by August 31, 2017
7. Completion of the entire project by October 31, 2017

PROPOSAL CONTENT

All proposals are to include the following and with the numerical reference for easier evaluation purposes:

1. Contact information for the respondent
2. Location of respondent corporate offices.
3. Description of the proposed process including timeline to complete this project.
4. Detailed estimate containing all aspects of the project as outlined in the minimum requirements.

CONTRACTUAL OBLIGATIONS

The successful vendor will be required to enter into a written agreement with the Charter Township of AuSable in which the vendor will undertake certain obligations. These obligations include, but are not limited to, the following:

- Inclusion of Proposal - The proposal submitted in response to this RFP will be incorporated as part of the final contract with the selected vendor.
- Indemnification and Insurance - The successful vendor shall indemnify and hold the Charter Township of AuSable and its officers, agents, employees and assigns, harmless from any liability imposed for injury whether arising before or after completion of work hereunder, or in any manner directly or indirectly caused, occasioned or contributed to, or claimed to be caused, occasioned or contributed to, in whole or in part, by reason of any act or omission, including strict liability or negligence of vendor, or of anyone acting under vendor's direction or control or on its behalf, in connection with or incident to, or arising out of the performance of this contract. The successful vendor shall maintain and shall require all of its subcontractors to maintain general aggregate insurance with limits of not less than \$1,000,000 per accident.
- Costs - All costs are to be stated in exact amounts. All costs must be detailed specifically in the vendor cost summary section of the proposal; no additional charges (e.g. for sales tax, transportation, container packing, installation, training, out-of-pocket expenses, etc.) will be allowed unless so specified in the proposal.

EVALUATION OF PROPOSALS

Price will be a significant, but not the only, criteria in evaluating the proposals. Consideration will also be given to the following:

- Ability of the same respondent to provide all aspects of the proposal.
- Compliance of the vendor and proposal with the Minimum Requirements outlined above.
- Responses to requests for additional information submitted to the respondents.
- References. The award will be made to the qualified respondent whose proposal is most advantageous to the Township with price and other factors considered. The Township may reject any and all proposals.

PROJECT CONTACT

Questions about the project may be directed to: Leisa Sutton Superintendent, Charter Township of AuSable, 311 Fifth Street, AuSable, MI 48750 email: superintendent@ausabletownship.net

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DELIVERY OF PROPOSAL

Each proposal must be received by the date and time set for closing receipt of offers. RFP: 01-2017 is due no later than 5:00 PM local time on August 7, 2017. The envelope shall be sealed and identified with the RFP name, the name of the vendor, and the date and time of closing. The envelope(s) must include 2 copies of the proposal. Note: Any deviation from this requirement may result in your proposal being considered non-responsive, thus eliminating your company from further consideration. The Township cautions vendors to assure actual delivery of mailed or hand-delivered proposals directly to the Township, prior to the established deadline. A proposal received by the Township after the established deadline will be returned, unopened, to the vendor. Proposals must be delivered to: Leisa Sutton, Superintendent Charter Township of AuSable 311 Fifth Street, AuSable, MI (989) 739-9169

BID OPENING

Bids will be publicly opened on August 8, 2017 at 10:00am at the Charter Township of AuSable board room.

PROPOSAL COSTS

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the Township to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, providing additional information when requested by the Township, or for participating in any selection interviews. Proposals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for proposal submission. Submitted proposals will become the property of the Charter Township of AuSable after the proposal submission deadline.

ACCEPTANCE

Submission of any proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise in the proposal.

EQUAL OPPORTUNITY

Equal opportunity will be observed and solicitation from minority and women owned firms is encouraged.

TIMELINE

This is a time sensitive project and we intend to enter a contract for immediate implementation.