



# BAY CITY HOUSING COMMISSION

315 14<sup>th</sup> Street

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Bay City, Michigan 48708

(989) 892-9581

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tdd (800) 545-1833 ext 561

May 25, 2021

## ASPHALT MAINTENANCE AND PAINTING AT FOUR PARKING LOTS

The Bay City Housing Commission (BCHC) is requesting pricing for asphalt maintenance services at Smith Manor, Pine Towers, Maloney Manor and Maplewood Manor.

### Scope of Work. At each parking lot the following work will be included:

- Clean parking lot free of loose material and clean/pre-treat oil spots
- Any deteriorated tire blocks need to be removed and replaced (BCHC has some attic stock)
- Apply oil spot primer/sealer, clean out all debris and fill *all* cracks
- Seal coat entire lot with one coat medium grade sealer
- Stripe ALL parking lines with YELLOW paint **including barrier-free spaces.**
- Only handicap parking symbol will be BLUE paint.
- Paint pre-determined pavement markings such as crosswalks and curbs

### Site Locations, staging and unique markings needed:

#### **Smith Manor, 600 N. VanBuren Street** (to be done in two segments):

- Sealing includes front entry canopy driveway
- Paint all existing markings such as: crosswalks, staff parking ID

#### **Maloney Manor, 210 Fitzhugh** (to be done in two segments)

- Paint pre-determined markings such as: crosswalks, "No Parking", one stopbar, And add two (2) directional arrows for traffic control.

#### **Pine Towers, 306 S. Walnut Street** (to be done in two segments)

- Paint pavement markings including crosswalk, one stopbar; 2 (two) directional arrows and yellow curb paint.

#### **Maplewood Manor, 1200 N. Madison Avenue** (one segment)

- Small parking lot off 1<sup>st</sup> Street only with repeat of current pavement markings

**Prevailing wage rates** are not required for this project however, documentation of payroll and fringe using a weekly payroll report (Form WH-347 and WH-348 Statement of Compliance) is required for each week of work. <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/wh347.pdf>

**Site inspection.** No formal pre-bid inspection is scheduled. All sites are open and available at the vendor's convenience. Any questions please contact Karl Opheim, Assistant Director at (989) 892-9581 x107.

**Voluntary alternate.** Bidders may submit voluntary alternate proposals for different or enhanced equipment or materials for our consideration.

## Asphalt Maintenance Service RFP, Page 2

**Liability and Worker's Compensation Insurance requirements.** No work under any contract or any other agreement may begin without liability and workman's compensation insurance in force and Certificate(s) of Insurance has been obtained by BCHC as required by policy including the Certificate of Insurance on file with the Executive Director. All policies shall name the Bay City Housing Commission as an **additional named insured on a primary and non-contributory basis**. A completed IRS W-9 is also required by the Housing Commission.

Workers' Compensation and Occupational Disease Insurance: In accordance with federal and Michigan Workers' Compensation laws. Such coverage must specifically identify coverage as required by state law. The employer's liability limit must be a *minimum* of \$100,000 per accident and \$100,000 per disease, per employee with policy limit of \$500,000.

2. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$ 1,500,000 per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.

3. Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.

**Proposal Submission, Due Date and Time.** We request all quotes be submitted **no later than Wednesday, June 16, 2021 at 12:00 p.m. Noon** on Proposal Form and a Non-Collusive/Non-Debarred Statement (pages 3 and 4) to:

Asphalt Maintenance and Painting RFP  
Bay City Housing Commission  
315 14<sup>th</sup> Street  
Bay City, Michigan 48708

Submission by means of electronic mail (**karl@baycityhousing.com**) is acceptable however a signed copy of each submission is required within four business days. Venders may submit their quote on their letterhead agreement; however our Proposal Form must be submitted as well.

The Bay City Housing Commission reserves the right to reject any or all quotations, to waive any informality in the quote process, or to terminate this quote process at any time received serving its best business interest.

**Warranty.** All materials, equipment and workmanship as described in this specification shall be guaranteed for a period of one (1) year from the date of completion for all materials and labor. Any notification to repair or replace any defective materials or workmanship shall be from the Owner, in writing to the Contractor.

**Payment** shall be made within 30 days of your invoice date upon inspection and approval of completed services at each location. Please note invoices received and approved by the 10<sup>th</sup> of the month will be paid by the 30<sup>th</sup> of the month.

**PROPOSAL SUBMISSION FORM (Paste or type on bidder's Letterhead)**

Bid to: BAY CITY HOUSING COMMISSION  
315 14<sup>th</sup> Street, Bay City, Michigan, 49708

For: Asphalt Maintenance and Painting Parking Areas at Smith Manor,  
Pine Towers, Maloney Manor and Maplewood Manor

I, the undersigned, having familiarized myself with the local conditions, the Request for Proposal Documents and any Addenda issued, hereby proposes to furnish all labor, materials, equipment and services required to provide such services described in the Scope of Work in accordance therewith, for the sum of:

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

Individual properties price breakdown is as follows:

Smith Manor \$ \_\_\_\_\_ Pine Towers \$ \_\_\_\_\_

Maloney Manor \$ \_\_\_\_\_ Maplewood Manor \$ \_\_\_\_\_

Acknowledgement of Addenda (if applicable) No: \_\_\_\_\_ Date: \_\_\_\_\_

Completion time: Calendar days \_\_\_\_\_

1. In submitting this bid, it is understood that the right is reserved by the Bay City Housing Commission to reject any or all bids. If written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract on the prescribed form.
2. The bidder represents that he/she ( ) has, ( ) has not, participated in a previous contract subject to the Equal Opportunity clauses prescribed by Executive Orders 10925, 11114, or 11246, or the Secretary of Labor, and that he/she ( ) has, ( ) has not, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards.

I understand that the information contained in this proposal is to be relied upon by the Bay City Housing Commission, and such information is warranted by the bidder to be true. The bidder agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the bidder, as may be required. Attach additional sheets if necessary.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_, 2021

Print/Type Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**This form must be submitted with your bid. Bids are due Wednesday, June 16, 2021 at 12:00 p.m. Noon** at Bay City Housing Commission, 315 14th Street, Bay City, Michigan 48708 or to [Karl@baycityhousing.com](mailto:Karl@baycityhousing.com). Both Proposal form and Non-Collusive Affidavit form need to be submitted.

(PASTE or TYPE ON BIDDER'S LETTERHEAD,  
and SUBMIT WITH QUOTE)

**NON-COLLUSIVE AFFIDAVIT**

I am \_\_\_\_\_  
(print or type name and position)

(a partner or officer of the firm of, etc.) the party making the foregoing proposal or bid, that such-proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Bay City Housing Commission or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

**NON-DEBARRED CERTIFICATION**

This is to certify that the below signed bidder has not been debarred, suspended or otherwise prohibited from contacting or entering into construction or modernization agreement with any federal, state or local agency including the U.S. Department of Housing and Urban Development.

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

Bidder, if the bidder is an individual  
Partner, if the bidder is a partnership  
Officer, if the bidder is a corporation