

COUNTY OF SAGINAW

Request for Proposals

**COA Eleanor Frank Senior Center
2355 Schust Rd., Saginaw, MI 48603**

Main Parking Lot-Concrete & Asphalt



**Pre-Proposal/Site Tour
Tuesday, September 15, 2026 @ 11:00am**

**Sealed Proposals Due:
Wednesday, September 23, 2026 @ 11:00am**

**Sealed Proposals must be delivered to the:
Saginaw County Administrator's Office
Attn: Kelly Suppes, Purchasing/Risk Manager
111 S. Michigan Ave.
Saginaw, Michigan 48602**

I. INTRODUCTION:

Saginaw County is seeking proposals from experienced and qualified Contractor's to replace the parking lot located at the Eleanor Frank Senior Center at 2355 Schust Rd., Saginaw, MI 48603 (See Attached Drawing)

II. GENERAL INFORMATION & TERMS AND CONDITIONS:

1. Before submitting a proposal, a pre-proposal/site tour to be held on **Wednesday, September 16, 2026 @ 11:00am.** Attendance is highly recommended to give Contractor's a clear understanding of the conditions under which the work is to be performed.

2. Submittals, in two (2) copies (one copy shall be marked "original"), bearing the title "**RFP – Parking Lot Project-Eleanor Frank Senior Center**" will be received **no later than 11:00am, local time prevailing, on Wednesday, September 23, 2026,** at the:

Saginaw County Courthouse
Administrator's Office
Attention: Kelly M. Suppes, Purchasing/Risk Manager
111 S. Michigan Ave., Saginaw, MI 48602

3. Time is of the essence and any Proposal or addenda pertaining thereto received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the Proposer for ensuring that their Proposals are received by the Administrator's Office, Purchasing Department before **Wednesday, September 23, 2026, at 11:00am (local time).** This is also the designated time and place for opening the Proposals. Proposals and/or any addenda pertaining thereto received after the announced time and date of receipt, by mail or otherwise, will be returned. However, nothing in this RFP precludes the County from requesting additional information at any time during the procurement process.

4. Nothing herein is intended to exclude any responsible supplier or in any way restrain or restrict competition. On the contrary, all responsible suppliers are encouraged to submit Proposals.

5. **AUTHORITY TO BIND FIRM IN CONTRACT:** Proposers **MUST** provide full firm name and address. Failure to manually sign proposal may disqualify it. Firm name and authorized signature must appear in the space provided on the enclosed "Pricing Sheet".

6. **MINORITY PROPOSERS:** The County encourages all businesses, including minority and women-owned businesses to respond to all Requests for Proposals.

7. **ADDITIONAL INFORMATION REQUESTED:** Please indicate if your firm has been cited and/or fined within the last five (5) years by any Federal, State or Local regulatory agency. If so, please provide the following information:

- Date
- Identity the agency issuing the citation or fine
- Description of the violation
- Final rulings of agency

8. **NONDISCRIMINATION CLAUSE:** The Proposer who is selected as the Contractor, as required by law, and/or the Equal Opportunity Employment and Non-Discrimination Policy of Saginaw County, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona

fide occupational qualification.)

The Contractor shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394, as amended, and regulations promulgated there under.
- The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated there under.

9. INDEMNIFICATION AND HOLD HARMLESS: The Contractor awarded the contract shall, at its own expense, protect, defend, indemnify, save and hold harmless the County of Saginaw and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the County of Saginaw and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the Supplier or its employees, servants, agents or subcontractors that may arise out of the agreement.

The Contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out on behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Contractor.

10. IRAN LINKED BUSINESS: In accordance with Michigan Public Act 517 of 2012, the Iran Economic Sanctions Act, MCL 129.311, *et seq.*, effective date 4/1/13, all vendors must certify that they are not an "Iran Linked Business" to submit a proposal. The Act prohibits individuals who have economic relations with Iran from submitting proposal on RFPs with the State or any other public entity. The Act also includes penalty provisions for submitting false certifications.

11. NON-COLLUSION: Bidder declares that the proposal is not made in connection with any other Bidder submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

12. LOCAL, STATE AND FEDERAL LAWS: All Bidders shall comply with all Local, State and Federal laws, ordinances, rules and regulations. Ignorance on the part of the Bidder shall not in any way relieve the Bidder from responsibility for compliance with said laws and regulations or any of the provision of these documents

13. INSURANCE: The Contractor shall purchase and maintain insurance not less than the limits set forth below. All coverage shall be with insurance companies licensed and admitted doing business in the State of Michigan.

- Worker's Disability Compensation Insurance including Employers Liability Coverage in accordance with all applicable Statutes of the State of Michigan.
- Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: (A) contractual liability; (B) products and completed operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Endorsement or Equivalent.
- Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of

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.

- Additional Insured - Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured's". The County of Saginaw, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- Cancellation Notice - All insurances described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Saginaw County Administrator's Office, 111 S. Michigan Ave., Saginaw, Michigan 48602."
- Proof of Insurance - The Contractor shall provide to the County of Saginaw at the time the contracts are returned by it for execution, a copy of certificates of insurance for each of the and policies mentioned above. If requested, certified copies of all policies will be furnished.

14. STATE OF MICHIGAN PREVAILING WAGE RATES: All Saginaw County construction projects in excess of \$50,000 must provide the State of Michigan with prevailing wage and fringe benefit rates for all relevant classes of construction. The official rates can be found at www.michigan.gov.

15. RIGHT OF REJECTION: The County reserves the right to reject any or all proposals, to waive any informalities or irregularities in proposals, and/or to negotiate separately the terms and conditions of all or any part of the proposals as determined to be in the County's best interests in its sole discretion.

16. STANDARD FORMS: Any preprinted contract forms the vendor proposes to include as part of the contract resulting from this RFP must be submitted as part of the proposal. Any standard contract provisions not submitted as part of the proposal and subsequently presented for inclusion may be rejected. The County reserves the right to accept or reject in whole or in part any form of contract submitted by a vendor and/or to require that amendments be made thereto, or that an agreement drafted by the County be utilized.

17. ADVICE OF OMISSION OR MISSTATEMENT: In the event it is evident to a vendor responding to this RFP that the County has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, the responding vendor shall advise Kelly Suppes, Purchasing/Risk Manager, at (989) 790-5505 in the Administrator's Office of such omission or misstatement.

18. COST OF PREPARATION: The County will not pay any costs incurred in the proposal preparation, printing or demonstration process. All costs shall be borne by the vendors.

19. NOTIFICATION OF WITHDRAWAL OF PROPOSAL: Proposals may be withdrawn prior to the date and time specified for proposal submission with a formal written notice by an authorized representative of the vendor. Proposals submitted will become the property of the County after the proposal submission deadline.

20. RIGHTS TO PERTINENT MATERIALS: All responses, inquires, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the vendors that are submitted as part of the proposal shall become the property of the County after the proposal submission deadline.

21. BONDING: The Contractor awarded the bid will be required to provide a Payment and Performance Bond for this project. All Costs for the Bond must be included in your bid. **The P&P bond requirement only applies if your bid exceeds \$50,000.00.**

22. FIRM PRICING FOR COUNTY ACCEPTANCE: Proposal price must be firm for County acceptance for ninety (90) days from Proposal opening date.

23. REFERENCES: All Contractors' must submit at least three (3) references of past projects within the past three (3) years similar in nature both historically and technically to this proposed project. This list shall include company name, person to contact, address and telephone number.

24. BASIS FOR AWARD: Contract award will be made to the lowest responsive and responsible Contractor on a total cost basis. The County reserves the right to negotiate with the lowest responsive and responsible Contractor if all Proposals exceed budget.

25. CONTRACT APPROVAL: The Saginaw County Board of Commissioners must approve the contract resulting from this solicitation. This process typically takes one-two weeks from the date the successful Contractor is identified. The County will prepare a formal contract specific to this solicitation for execution by the successful Contractor.

26. FURTHER INFORMATION: Questions about the Specifications or Proposal process shall be directed to Kelly M. Suppes, Purchasing/Risk Manager, at (989) 790-5505, or by email at ksuppes@saginawcountymi.gov.

III. SCOPE OF WORK:

The County solicits interested and qualified commercial Contractor's to submit proposals for entering into an agreement for the purposes of a Parking Lot Construction Project located at 2355 Schust Rd., Saginaw, MI 48603 (See Attached Map)

The Scope of Work is as follows:

Base Bid Project: coordinate, schedule, excavate & dispose of mill-out existing pavement and re-asphalt:

- Demo existing concrete patches in parking lot
- Demo and replace damaged drain grate with approximately 7 l/f of curbing; demo and replace at the NE location of the lot.
- Demo and replace 8'x8' section of concrete around the catch basin in the parking lot.
- Demo existing asphalt and replace with 6" of concrete to match the existing concrete where there was an existing island (approx. 380 sq ft).
- Remove and replace approximately 15'x5' of damaged sidewalk/curbing on the main walkway to the building from the lot.
- Cold mill 2" of the entire lot of existing asphalt and dispose of millings.
- Clean entire milled surface and apply SS-1 binding tack before new asphalt is applied.
- Installation of 2" of commercial performance grade 64-28 asphalt to include rolling and tamping of all edges to a standard of 95% completion.
- Stripe lot to ADA compliance standards along with 9' spacing on general spaces as applicable to layout
- Coordinate with COA Director, Brandi Buck, to accommodate scheduling for lot closure.
- All accumulated debris of construction materials to be completely removed from the site by the Contractor.

1. SCHEDULE

The intent is to award and proceed with the project shortly after bids are received, subject to project being within County Budget allocated at this time. Selection of Contractor and notice to proceed will be made shortly after County review of the bid results.

Each Contractor must provide with their bid forms a schedule of project dates from date of award to completion.

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit system to be installed according to manufacturer's written instructions and warranty requirements.

2. REGULATORY REQUIREMENTS

- A. The Contractor shall comply with all applicable Federal, State and local laws, ordinances, rules and regulations pertaining to the performance of the work specified herein.
- B. The Contractor shall obtain all permits, licenses, and certificates, or any such approvals of plans or specifications as may be required by Federal, State and local laws, ordinances, rules, and regulations, for the proper execution and completion of the work specified herein.

3. DELIVERY, STORAGE, AND HANDLING:

- Deliver only new products in the manufacturer's original containers, dry, undamaged, with seals and labels intact.
- Store products in weather protected environment, clear of ground and moisture.

4. WARRANTY:

- Provide the Contractor warranty for workmanship and materials including any detailed documentation.

5. USE OF PREMISES:

- The Contractor is to repair or replace to the full satisfaction of the County or reimburse the County for damages to County-owned facilities caused by the Contractor, as a result of the performance of the work specified herein.
- During the progress of the work specified herein, the Contractor shall keep the premises free from the accumulation of waste materials, rubbish, and other debris resulting from the work. At the completion of the work, the Contractor shall remove all waste materials, rubbish, and debris from and about the premises as well as all tools, appliances, construction equipment, machinery, and surplus materials. The Contractor shall leave the site clean and ready for use by the County.

6. SAFETY AND PROTECTION:

- The Contractor and its Subcontractors shall be solely and completely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The Contractor shall take all necessary protection to prevent injury to all employees on the work site and other persons including, but not limited to, the general public who may be affected thereby.
- The Contractor and its Subcontractors, performing services for the County of Saginaw are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations.
- Under no circumstances shall any tools of any kind or materials being used be left unattended. The County will work with Contractor for lock up of items.
- If the work to be performed under this contract requires the use of any product which contains any ingredient that could be hazardous or injurious to a person's health, a Material Safety Data Sheet (MSDS) must be submitted to the Maintenance Director prior to commencement of work.
- The Contractor's employees shall wear appropriate safety gear, uniforms, and footwear that comply with all legal requirements including, but not limited to, OSHA (Occupational Safety and Health Administration) requirements.

7. PERMITS:

- It shall be the responsibility of the successful Contractor to secure any necessary permits.

8. WORKMANSHIP AND INSPECTION:

- All work under the resulting contract shall be performed in a skillful and workmanlike manner, and according to applicable manufacturer's specifications and or applicable code.
- Work must be scheduled in cooperation with the Project Director Representative to ensure minimal disturbance of work activities.
- The County may, at its sole discretion, require the Contractor to remove any employee from work that the County deems incompetent or careless. Further, the County may, from time to time, make inspections of the work performed under this contract. Any inspection by the County does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

PROPOSERS DATA SHEET
(Please type or print clearly in ink only)
RFP-Eleanor Frank Senior Center Parking Lot

****TO BE COMPLETED BY PROPOSERS AND SUBMITTED WITH PROPOSAL****

QUALIFICATIONS OF PROPOSERS: The Contractor shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the County.

Indicate the length of time you have been in business as a company installing this type of equipment required for this contract.

_____ Years _____ months

Provide a minimum of three (3) references that may substantiate your past performance and experience in similar construction projects.

Name, Address, Phone Number, Scope of Services Performed and Contact Person

1.

2.

3.

PRICING SHEET

(Please type or print clearly in ink only)
RFP-Eleanor Frank Senior Center Parking Lot

****TO BE COMPLETED BY PROPOSERS AND SUBMITTED WITH PROPOSAL****

1. Base Project: Total cost for Parking Lot Repair/Replacement (concrete, sidewalk, curbing, drain gate, catch basin, asphalt, striping)

Base bid \$ _____
(include cost for State of Michigan Prevailing wages and payment & performance bond if project cost exceeds \$50,000)

2. Contractor Company Name:

3. Company Address: _____

4. Company Phone: _____

5. Contact Name/Title: _____

6. Contact Phone/Fax: _____

7. Contact Email Address: _____

8. Name and title of person authorized to sign on behalf of company:

9. Signature/date: _____

SIGNATURE SHEET

(Please type or print clearly in ink only)
RFP-Eleanor Frank Senior Center Parking Lot

****TO BE COMPLETED BY PROPOSERS AND SUBMITTED WITH PROPOSAL****

My signature certifies that the Proposal submitted complies with all Terms and Conditions as set forth in this RFP. My signature also certifies that the accompanying Proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Complete Legal Name/Address of Contractor:

Fed ID No.: (Attach Form W9)

Signature:

Contact Name (type/print):

Title:

Telephone:

() _____ Email: _____

Date: _____

Concrete
Contractors

SCHUST RD

SCHUST RD

concrete
set replacement

STORM drain
Grate replacement

concrete
fill in

sidewalk
repair

Saginaw Charter
Township



Asphalt
Contractor
2" Mill & Replace

SCHUST RD

SCHUST RD

Remove
Concrete
Repairs

New
Concrete
Set

TO BE Filled
w/ Concrete

Saginaw Charter
Township