

**DELTA COUNTY BOARD
OF COMMISSIONERS
310 Ludington Street, Suite 222
Escanaba, Mi 4982**

Delta County Service Center Parking lot seal coating

1.1 Purpose

Delta County is requesting sealed proposals to clean and fill cracks and potholes, seal parking lots, and restripe all areas.

1.2 Scope of Work

Clean parking lots and prepare them for crack and pothole repairs.

Repair cracks and potholes and seal all parking areas.

Repaint all parking areas and handicap parking areas.

There are four areas that need to be done. Michigan Works- West lot, Delta County Sheriff and Health Department – South lot, Jail employee parking lot -North , and Jail fenced in area – North. These should be priced separately. Bids will be awarded for all four areas combined.

1.3 Work Hours

Work must be done in a way to minimize disruption to the Health Department, Michigan Works, and Jail operations.

1.4 Required Meeting with Maintenance Director

All bidders on the project are required to meet with the County Maintenance Director to go over scope of work, prior to submitting their bid.

1.5 Required Submission Documents

- Vendor Experience and Qualifications (1 page)
- Proof of Liability Insurance (1 page)
- Timeline of work if selected (1 page)
- Cost proposal (1 page)

1.6 Schedule of Events

Proposals must be received, in a sealed envelope in the Administrative Office, Delta County Courthouse, 310 Ludington St, Suite 222 Escanaba MI 49829, no later than December 19th, 2022 at **4:00pm**. Please mark all sealed bids with: Service Center Seal Coating bid. Proposals will be opened at the December 20th, 2022 Board of Commissioners Meeting, in the Delta County Service Center Board Room at 5:15pm. Proposals received after 4:00pm on December 19th,

2022 will not be opened or eligible for consideration. The Delta County Board of Commissioners will make a selection based on its current approved procurement policy.

1.7 Amendments to Proposals

Amendments to our withdrawals of proposals will only be allowed if acceptable request are received prior to the deadline. No amendments or withdrawals will be accepted after the deadline unless they are in response to the County's request.

1.8 Required Review

Defects: Vendors shall carefully review the RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable material must be made in writing and received by Emily DeSalvo, Delta County Administrator, 310 Ludington Street Suite 222, Escanaba, MI 49829. Telephone conversations are not considered official and must be confirmed in writing by the interested party.

If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP.

1.9 Disclosure of Proposal Contents

All proposals and other material submitted become the property of Delta County and may be returned only at the County's option. Information contained in the proposals will be disclosed and discussed during the evaluation process. Under Michigan's "Right to Know" laws, Public records are required to be open to reasonable inspection. All proposal information including detailed price and cost information will be held in confidence prior to the public opening of bids.

Trade secrets and other proprietary data contained in proposals may be held confidential if the vendor request in writing that the County does so, and the information is eligible for exclusion under Michigan's Freedom of Information Act. Material considered confidential by the vendor must be clearly identified and the vendor must include a brief statement that sets out the reason for confidentiality.

1.10 Subcontractors

Subcontractors may be used to perform portions of the work under this contract. If a vendor intends to use subcontractors the vendor must identify, in their proposal, the names of the subcontractors and the portion of the work the subcontractors will perform. Response Format and Content.

1.11 Preparation Costs

The County or City is not responsible and will not pay for any costs associated with the preparation, submittal, or presentation of any proposal.