

Subject: Request for ADA-Compliant Original Documents for RFP Submissions

Dear RFP Respondents,

As part of Delta County's commitment to accessibility and compliance with ADA standards, we require all submitted documents, especially PDFs, to be accessible and originally created files. Scanned PDFs often do not meet accessibility standards and can hinder our review process.

What We Need from You:

- Please submit **original, accessible documents** that are created electronically, not scanned copies.
- Ensure your documents are ADA-compliant by:
 - Using proper headings and logical structure
 - Including alternative text for images
 - Making hyperlinks descriptive
 - Using accessible fonts and color contrast
- Utilize accessibility checkers (such as Microsoft Word or Adobe Acrobat's accessibility tools) to verify your files.
- Submit your final, accessible PDF by 09/05/25 at 10:00 am.

Helpful Resources:

For detailed guidelines on creating ADA-compliant documents, please see attached step-by-step guides for common applications and visit our website for video tutorials.
<https://www.section508.gov/training-home/#training-videos-library>

Key points from the guides include:

- Using tags, reading order, and alt text
- Ensuring logical document structure with proper headings
- Conducting accessibility checks before submission
- Do not scan original documents

Support & Assistance:

If you need help, contact Delta County IT at <https://deltacountymi.gov/it-support/>

Your efforts help ensure our materials are inclusive and compliant with ADA standards. We further emphasize the importance of NOT scanning original documents. Please provide original documents and not scanned documents.

Thank you for your cooperation.

Sincerely,
Branon Couvillion
Director of Information Technology
Delta County
906-789-5100



DELTA COUNTY ADMINISTRATION OFFICE
310 LUDINGTON ST ESCANABA, MI 49829 (906)
789-5100

REQUEST FOR PROPOSAL (RFP)

Site Preparation and Blacktop Paving – Delta County Multi-Use Building Entrances

Issued by: Delta County, Michigan Date Issued: 8/26/25

Proposal Due Date: 9/5/25 10:00 am

1. Introduction

Delta County is seeking proposals from qualified contractors for site preparation and blacktop paving at three public facilities:

1. The entrance to the Michigan Works building
2. Rear entrance to the Delta County Jail.
3. Entrances to the Multi use garage.

This project includes all work related to ground preparation, grading, installation of base materials, asphalt paving, and associated finish work.

2. Scope of Work

A. General Requirements

- Conduct pre-construction site assessments.
- Coordinate with County representatives for access, security, and timing.
- Comply with all applicable local, state, and federal laws and regulations.

B. Site Locations

Michigan Works Building Entrance

Address: 2800 College Ave,
Escanaba, MI 49829

Work: Site grading, prep, and
blacktop of main entrance area
(pedestrian and limited vehicular
use).

Delta County Jail – Rear Entrance

Address: 2800 College Ave,
Escanaba, MI 49829

Work: Site preparation, drainage review (if necessary), and blacktop installation at secure rear entrance (for service/emergency vehicles).

Multiuse garage entrances

Address: 2800 College Ave,
Escanaba, MI 49829

Work: Site preparation, and blacktop for vehicle access to building.

C. Detailed Tasks

- Removal of existing surface materials (if applicable).
- Excavation and proper grading to ensure drainage.
- Installation of sub-base and base aggregate layers.
- Placement and compaction of hot mix asphalt to County specifications.
- Edge finishing and sealant where necessary.
- Traffic markings or barriers (if required).
- Site cleanup and disposal of waste materials.

3. Proposal Requirements

All submitted proposals must include:

- Company name, address, and contact information.
- Statement of qualifications and experience with similar projects.
- Proposed work plan, schedule, and timeline for completion.
- Itemized cost estimate (labor, materials, equipment, etc.).
- Proof of insurance (general liability and workers' compensation).
- At least two (2) references from similar projects.

4. Project Timeline

- Pre-bid Site Visit 8/29/25: Cory Schroeder 906-241-2083
- Proposal Due Date: 9/5/25 at 10:00 am
- Bid Opening Date: 9/5/25 at 1:00 pm
- Anticipated Award Date: 9/16/25 at 5:15 pm
- Expected Completion: 12/20/25

5. Proposal Submission

Proposals must be submitted by email no later than 10:00 am on 9/5/25 to:

Delta County Administration Office
310 Ludington St.
Escanaba, MI 49829

Email: edesalvo@deltacountymi.gov

Subject Line: Proposal – Site Prep; Blacktop Entrances

6. Selection Criteria

Proposals will be evaluated based on:

- Cost competitiveness
- Contractor experience and qualifications
- Work plan and project timeline
- References and past performance
- Responsiveness to RFP requirements

Delta County reserves the right to accept or reject any or all proposals, waive any informalities, and accept the proposal deemed in the best interest of the County.