

RFP # 2019-13

**REQUEST FOR PROPOSAL
TO PROVIDE
MDOT SIGNS AND STEEL POSTS**

**FOR
SCHOOLCRAFT COUNTY ROAD COMMISSION**

RELEASE DATE: December 11, 2019

DUE DATE: January 15, 2020

- 1. Statement of Purpose:** Schoolcraft County Road Commission (the “Commission”) is requesting proposals for MDOT Signs and Steel Posts.
- 2. Background Information:** The Commission is located in Manistique, MI. It is responsible for the maintenance of the County road system and certain State Trunkline roads located within or adjacent to the County. The Commission has the authority for construction, reconstruction, operating and maintenance of those roads.
- 3. Instructions:** All bids should include the following information:
 - Product Specifications (Section #4 below)
 - Price: _____
 - Payment Terms: _____
 - Purchase Agreement Type (direct purchase and/or lease): _____
 - Lease Contract and Terms: _____
 - Shipping Terms: _____
 - Delivery Date: _____
 - Signature for Acceptance: (Section #13 below)
- 4. Bid Specifications:**

- Must meet MDOT Specifications
- Must provide MDOT certification
- Must meet Buy America Provisions
- Must meet reflectivity standards
- All work shall be done in accordance with the Michigan Department of Transportation 2012 Standard Specification for Construction. All materials shall meet the requirements of the Michigan Department of Transportation Materials Source Guide.
- Delivery Date No Later Than June 15, 2020
- Please see attached sheet for quantities

5. Requirements for Bid Submission: The Bidder shall submit their bid(s) by certified mail or in person in a ***sealed*** envelope. The envelope should be addressed as shown below:

Attn: Jean Frankovich
 Sealed Bid
 RFP # 2019-13 MDOT Signs and Steel Posts
 Schoolcraft County Road Commission
 332N East Road
 Manistique, MI 49854

6. Deadline for Submission: Bids should be delivered to the Commission at the address specified above no later than 2:00 pm January 15, 2020.

7. Late Bids: Any bids received by the Commission after the deadline will be disqualified and will be returned unopened to the Bidder.

8. Bid Opening: The Commission will open all bids received by the deadline at a public bid opening to be held on January 15, 2020 at 2:00 pm. The following information will be read at the bid opening:

- Name of Bidder
- Price
- Items offered and exceptions, if applicable
- Payment Terms
- Shipping Terms
- Delivery Date

9. The Manner to Compare Bids: The Commission will evaluate all bids and may request to inspect the equipment prior to awarding the bid. The Commission will make its

decision based on the product meeting the requested specifications, price, quality, and the service history of the Company if applicable.

10. Award of Bid: The Commission will award the bid to the bidder who submits a responsive bid that is the most advantageous to the public. A responsive bid is one which is in substantial conformance with the specifications and requirement in the Request for Bids. Examples of nonresponsive bidders are:

- **The bid does not conform with required delivery schedule**
- **A qualification of their price**
- **A qualification of the Commission's standard terms and conditions**
- **Failure to furnish bond surety if applicable**
- **Failure to follow the instructions to bidders**

When applicable, the Commission will consider in the evaluation not only the net cost, but also evaluate the anticipated cost for operating the bid item, including the expenses associated with the administration of the item. Life cycle costing, which is also known as total cost buying, takes into consideration the cost of maintenance on a guaranteed basis for a predetermined active life of the item, as well as the original cost.

There is no obligation to award to a bidder that does not meet the specifications. The Commission reserves the right to award the bid in the best interest of the Commission; the right to waive irregularities in any bid; and the right to reject any or all bids.

The Commission will award the bid at its public Board Meeting to be held on January 22, 2020 at 7:00 am.

11. Bidders List: Failure to answer will result in removal from the Bidder's List.

12. Bid Sheet: The undersigned proposes to furnish any and all materials, labor, and equipment necessary for the delivery of MDOT signs and steel posts as specified in the Request for Proposal for the prices below.

Project: **Safety Sign Upgrade Various County Roads**

Signs Type IIIA, Sft _____

Signs Type IIIB, Sft _____

Signs Type VB, Sft _____

Posts, Each _____

Reflective Panels, Each _____

Sign Backer Plates, Each _____

Total Project Cost Estimate _____

13. Bidder Signature: I hereby swear that I am an agent of the bidder and I am able to act in the name of the bidder and have the authority to sign for the company represented.

By my signature on this document, I hereby state that all the information I have provided is true, accurate and complete.

I hereby state that I have not communicated with, nor otherwise colluded with any other bidder, I have not made any agreement with, nor offered or accepted anything of value from any official or employee of Schoolcraft County Road Commission that would tend to destroy or hinder free competition or otherwise compromise the bid process.

I hereby acknowledge the bidding proposal is an offer of contract extended to the Commission, and, upon acceptance by the Commission as duly reflected in its minutes and executed by signature in the Acceptance Section # 14 of the bidding proposal in the space provided, constitutes a binding contract between the undersigned bidder and the Commission effective immediately upon the date of the Board's meeting which reflects acceptance or the date as stated on this proposal, whichever is later.

Agent Name (printed)

Company Name

Agent Signature

Address

Date

City, State, Zip Code

Phone Number

Tax Identification Number

14. Acceptance Signature: Motion by _____, supported by _____ to accept the bid of MDOT Signs and Steel Posts from _____ in the amount of _____ on this _____ day of _____, 2020. Upon roll call vote,

Chairperson: _____

Vice-Chairperson: _____

Member: _____

Member: _____

Member: _____

Board Chairman

Manager