



## REQUEST FOR PROPOSAL

**The Barry County Commission on Aging (BCCOA) is seeking proposals from licensed, insured contractors to bid on two different sizes of a five (5) stall garage with nine foot (9') side walls, to be built on their property. Construction can be pole barn or stick construction, according to the bidder's preference. Bids should be clearly marked "sealed bid" and addressed to the attention of Tammy Pennington, Executive Director. Sealed bids must be returned to the BCCOA no later than 2:00 p.m. on Friday, August 13, 2010.**

### BID SPECIFICATIONS

#### WORK TO BE COMPLETED:

- 1. Location of Garage:** A 22' X 60' OR 24' x 60' garage shall be built adjacent to the parking spaces located at the southeast edge of the COA parking lot.
- 2. Exterior Siding:** All four (4) sides of the garage shall be clad in vinyl siding. Siding shall be Double 4" Clapboard with woodgrain finish, .042" thickness or better. Color shall be a tan color to closely match the storage building located to the west of the COA building. Siding should be comparable or better to *CertainTeed Wolverine American Legend* brand.
- 3. Electricity:** There shall be electricity installed in accordance with recommendations from Consumers Energy. Five (5) LED light sockets shall be installed to run off a light switch installed by the entry door. An electrical outlet shall be installed on each side wall. Two (2) outlets shall be evenly spaced along the back wall.
- 4. Roofing:** Shingles shall be Fiber glass composition, Class A Fire Resistant, UL Wind Resistant Self-Sealing, 230 lb. per square foot or better. Singles should be comparable or better to *CertainTeed XT 25*, with a minimum 25 year limited warranty. Color shall closely match the shingle color on the storage building located to the west of the COA building.  
  
A small overhang/roof shall be installed above the entry door to provide adequate protection from rain and inclement weather. Overhang should be roofed to match the new roofing materials.
- 5. Entry Doors:** There shall be a 36" insulated steel entry door with lock set installed on the west side of the garage. No windows are required in these doors. They shall be painted white or a tan color to closely match the existing storage building located to the west of the COA building.
- 6. Garage Doors:** Five (5) new metal, overhead, single-stall garage doors shall be installed in an evenly-spaced manner along the parking lot side of the building.

No windows are required in these doors. All doors shall be matching, in white or a tan color to closely match the garage and/or to match the existing storage building. Electric garage door openers shall be installed for each door.

**7. Concrete Work:** There shall be concrete poured and finished to tie the new entry door and the new garage door to the existing parking lot. A concrete floor shall be poured to cover the entire floor space of the new garage.

**8. Floor Drains:** A minimum of two (2) floor drains shall be installed in the concrete floor of the garage. Drainage shall be tied to the existing storm sewer system located on site, in accordance with building code and health department regulations.

### **GENERAL REQUIREMENTS:**

**1. Exterior Painting:** Apply paint containing no lead by weight. Verify the color of paint with the Executive Director, unless otherwise specified. Follow manufacturer's instructions for installation. Sufficiently coat surfaces with paint to provide a complete and uniform coverage.

**2. Clean-Up:** The successful bidder shall at all times keep the premises free from accumulation of waste material or rubbish caused by his/her operations. All waste materials must be hauled away from the site, unless given expressed weekly permission by the BCCOA Executive Director.

**3. Utilities:** The successful bidder shall identify and protect the integrity of all underground utilities, including telephone cables, sprinkling system, electric, gas and water supplies. Any damage to existing utilities caused by the bidder's operations shall be repaired at the expense of the bidder.

### **GENERAL CONDITIONS:**

**1. Completion of Work:** All work will be performed according to the bid selected by the BCCOA and to meet all local building codes.

**2. Subcontracting:** The successful bidder may award subcontracts only to fully licensed and insured contractors. The successful bidder will be fully responsible for the satisfactory completion of any work by subcontractors.

**3. Permits and Inspections:** It shall be the full responsibility of the successful bidder to obtain necessary permits through the local governing body and to arrange for all inspections.

**4. Safety of Persons and Property:** The successful bidder shall take all reasonable precautions for the safety of and shall provide all reasonable protection to prevent damage, injury or loss to:

- a. all employees on the job;
- b. all materials and equipment; and

- c. other property at the site or adjacent thereto, roadways, structures, and utilities.

**5. Change in Work:** Any changes in work to be performed must first be mutually agreed upon in writing by the bidder and the BCCOA Executive Director.

**6. Payment:** The successful bidder may request up to one-half (1/2) of the bid amount agreed upon at the time that work at the site begins. This request shall be in writing and is the responsibility of the bidder. The successful bidder may request a payment equal to up to one-quarter (1/4) of the bid amount agreed upon near completion of the garage structure, excluding cement and finish work. This request shall be in writing and is the responsibility of the bidder.

The BCCOA may decline payment in whole or part if the representative finds that the work is not being performed in accordance with the specifications; defective work has not been remedied; failure of the contractor to make payments to subcontractors, or for labor, material or equipment; and/or for failure to comply with all other provisions of the contract.

**7. Insurance:** The successful bidder agrees to indemnify and hold harmless the BCCOA against loss or expense by reason of the liability imposed by law for damages because of bodily injuries, including death at any time resulting from the work being performed on the site. The successful bidder is required to carry and show proof of sufficient insurance, including liability and worker's compensation for all contracts associated with the BCCOA.

**8. Warranty:** The successful bidder shall warranty all work performed from defects or faulty labor for a period of one (1) year from acceptance by the BCCOA.

If awarded this contract, the undersigned agrees to start work on or before ninety (90) days of signed contract, unless prior authorization has been granted by the BCCOA Executive Director.

**Bidder's Total Proposed Price for 22' x 60' (5) Stall Garage: \$**\_\_\_\_\_

**Bidder's Total Proposed Price for 24'x 60' (5) Stall Garage: \$**\_\_\_\_\_

Contractor's Signature\_\_\_\_\_

Company\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Telephone\_\_\_\_\_

Cell Phone\_\_\_\_\_

Date:\_\_\_\_\_ License # \_\_\_\_\_

**Please describe any portions of the job you plan to subcontract, and to whom:**

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\_\_\_\_\_  
\_\_\_\_\_

**Please describe any deviations you would propose to make to the RFP, if applicable:**

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*Please note that the BCCOA is exempt from paying sales tax.*