

INVITATION FOR BIDS

Project Title: MCGRAFT PARK PARKING LOT RESURFACING

Project Number: H 1716

The City of Muskegon, Michigan will receive sealed bids until 2:00 p.m. local time on Tuesday, August 7, 2018, at the City Clerk's Office, City Hall, 933 Terrace Street, Muskegon, Michigan, at which time and place all bids will be publicly opened and read aloud for the following items of work:

Crushing and shaping of the existing parking lot, asphalt resurfacing, new curb and gutter, drainage improvements, and ADA sidewalk upgrades.

Electronic copies of Plans and Specifications may be obtained on or after Friday, July 20, 2018 from the City of Muskegon website, or by request to the Engineering Department via phone or email; 231.724.6707 or engineering@shorelinecity.com. Printed copies can be obtained by request from the Engineering Department for a cost of \$40. An amount equal to five percent (5%) of the Bid must be submitted with each Bid Proposal in one of three forms acceptable to the City of Muskegon. Contract documents may be examined at the following locations:

- City of Muskegon, Public Services Building
- Grand Rapids Business Exchange

Attention is called to the fact that the City requires: that the Contractor consider hiring local work force insofar as possible; that not less than the salaries and wages set forth in the Specifications must be paid; that 14% minority and 6.9% female are the goals established for participation in each trade; that the Contractor must ensure employees and applicants for employment are not discriminated against based upon their race, creed, color, religion, sex, national origin, handicapped condition nor veteran background; and that all pertinent regulations must be complied with. No bid may be withdrawn within sixty (60) days after bid opening.

The City of Muskegon reserves the right to reject any or all bids or to waive any informalities or irregularities in the bidding.

A Pre-Bid meeting will be held in the Conference Room at the City of Muskegon Public Services Building located at 1350 E Keating Avenue at 10:30am on, Monday, July 30, 2018, at which time and place any questions regarding this Project should be presented. Minutes from the Pre-Bid meeting will become an Addendum to the Contract.

CITY OF MUSKEGON, MICHIGAN
By: Ann Meisch, City Clerk

PUBLISH: 7/20/2018

ADA POLICY

The City will provide necessary appropriate auxiliary aids services, for example, signers for the hearing impaired, audio tapes for the visually impaired, etc., for disabled persons who want to attend the meeting, upon twenty-four hour notice to the City.
Contact:

**Ann Meisch, City Clerk
City of Muskegon, City Hall
933 Terrace Street, Muskegon, MI 49440
(231) 724-6705 or TDD (231) 724-6773**

NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION

Executive Order 11246

1. The Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Adopted Equal Employment Specifications" set forth in Part 3, Section II, of these Documents.
2. The goals and the timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

GOALS FOR PARTICIPATION IN EACH TRADE

TRADE	MINORITY	FEMALE
ALL	14%	6.9%

These goals are applicable to all the Contractor's construction work (whether or not it is Federal or Federally-assisted) performed in the covered area. If the Contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The Contractor's compliance with the Executive Order and regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the Contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from contractor to contractor or from project to project for the sole purpose of meeting the contractor's goals shall be a violation of the Contract, the Executive Order, and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the Contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the contract is to be performed.
4. As used in this Notice, and in the Contract resulting from this solicitation, the "covered area" is the City of Muskegon, County of Muskegon, and State of Michigan.

1.1 CONTRACT BIDDER'S CHECKLIST

THIS FORM IS A REFERENCE TOOL FOR BIDDING CONTRACTORS

The following forms ***MUST*** be completed:

Form	Completed?	
	Yes	No
1. Transmittal Letter for Bid Proposal (must acknowledge addenda received)		
2. Bidder Certification and Agreement		
3. Bid Tabulation		
4. Bid Bond Proposal (must be 5% of total bid)		
5. Non-Collusion Affidavit of Prime Bidder		
6. List of Proposed Sub-Contractors		
7. Disadvantaged Contractor Affidavit (if applicable)		

Actual Completion of All Required Forms is the **Sole Responsibility of the Bidder**

FAILURE TO COMPLETE THE NECESSARY FORMS MAY RESULT IN BID REJECTION.

1.2 TRANSMITTAL LETTER FOR BID PROPOSAL

Bidder/Company Name _____

Name & Title of Head of Company _____

Street Address _____

City, State, ZIP _____

Date _____

**CITY OF MUSKEGON, MICHIGAN
933 TERRACE ST.
MUSKEGON, MI 49443-0536**

RE: Project No. H 1716

Project Title: McGraft Park Parking Lot Resurfacing

Dear Awarding Agent,

Having examined the Bid Specifications and Contract Documents, including all forms and instructions, and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, and having received and reviewed the following Addenda:

I/We hereby propose to furnish all labor, materials and supplies, and to construct the project in accordance with the Contract Documents and at the prices indicated in the attached Bid Proposal. Submitted prices are to cover all expenses incurred in performing the work required under the Contract Document, of which this letter and attached Proposal are a part.

In accordance with the Instructions to Bidders, all appropriate documents, forms, etc., have been properly completed and are attached hereto, along with the Bidder Certification and Agreement, List of Subcontractors, Non-Collusion Affidavits, and the proper Bid Guaranty.

I/We hereby respectfully submit the attached Bid Proposal for consideration by the City of Muskegon on the above-referenced Project.

Signature of Bidder/Representative

Printed Name and Title

1.3 BIDDER CERTIFICATION AND AGREEMENT

PART I. The Undersigned hereby agrees:

That he/she has examined the Bid Specifications/Contract Documents, including specifications, forms and instructions;

That he/she has received and reviewed the following Addenda:

ADDENDUM NO. I (PRE-BID CONFERENCE MINUTES)

That he/she has examined the Site of the proposed work and is familiar with all of the conditions surrounding the construction of the proposed project and the availability of materials and labor.

PART II. The Undersigned hereby agrees:

That he/she will enter into a contract to furnish the labor, materials, tools and construction equipment necessary for the full and complete execution of the work at and for the prices indicated in his/her official Bid Proposal, if said Proposal is accepted by the City;

That, at the time of execution of said Contract, he/she will furnish requisite bonds with such sureties (or letters of recommendation accompanied by a Bidder's Statement) for the faithful performance of the Contract, for the payment of all materials used therein, and for all labor expended thereon in accordance with the forms and instructions provided;

That he/she will construct the project in accordance with the Contract Documents within the specified time.

PART III. The Undersigned hereby agrees:

To commence work within 10 days after the date of a "Notice of Award" from the City.

To complete the work on, before, or within ten (10) weeks from "Notice to Proceed" To comply with all applicable Adopted Guidelines and requirements, wage rates, labor standards, equal opportunity requirements, subcontract (or) requirements, and any other specifications indicated or referred to within these Contract Documents.

The Undersigned herewith attaches an Affidavit in proof that he/she has not entered into a collusive agreement with any person in respect to this Bid or any other bid, or the submitting of bids for the Contract for which this Bid is submitted.

The Undersigned is prepared to submit a Statement of Bidder's Qualifications, a financial statement, and/or any information requested by the City.

However, once work has commenced the project shall be completed without interruption of normal working days unless authorized in writing by the Engineer.

PART IV

In regard to non-segregated facilities, the Undersigned certifies:

That he/she does not maintain or provide for any employees any segregated facilities at any of his/her establishments;

That he/she does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained;

That he/she will not maintain or provide for employees any segregated facilities at any of his/her establishments, and that he/she will not permit employees to perform their services at any location under his/her control where segregated facilities are maintained.

The Undersigned hereby agrees:

That a breach of this section of the Bidders Certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this Bid.

That he/she will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause (unless already obtained for specific time periods), and that he/she will retain such certifications on file.

[As used in this section of this Bidder Certification, the term “segregated facilities” means any waiting rooms, work areas, restrooms, and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin, because of habit, local custom, or otherwise.]

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

SIGNED: _____ DATED: _____

(Printed name)

(Title)

(Company/Bidder)

(Company/Bidder Street Address)

(Company/Bidder City, State Zip)

1.5 BID TABULATION

Project Engineer: Fred Pease

Project Number: H-1716

Project description: McGraft Park Parking Lot Resurfacing

Bids opened: 8/21/2018

Contractor Estimate

Line Item	Pay Code	Description	Units	Quantity	Unit Price	Total
1	1500001	Mobilization, Max	LSUM	1		\$0.00
2	2030011	Dr Structure, Rem, Modified	Ea	2		\$0.00
3	2040021	Curb, Rem	Ft	443		\$0.00
4	2040055	Sidewalk, Rem	Syd	23		\$0.00
5	2080020	Erosion Control, Inlet Protection, Fabric Drop	Ea	6		\$0.00
6	2090001	Project Cleanup	LSUM	1		\$0.00
7	3020001	Aggregate Base	Ton	20		\$0.00
8	3050002	HMA Base Crushing and Shaping	Syd	3498		\$0.00
9	3050010	Material, Surplus and Unsuitable, Rem, LM	Cyd	316		\$0.00
10	3060021	Maintenance Gravel, LM	Cyd	25		\$0.00
11	4037001	Dr Structure, Adj, Add Depth, Modified	Ft	1.5		\$0.00
12	4037030	Dr Structure Cover, Modified	Lb	330		\$0.00
13	4037050	Dr Structure Cover, Adj, Case 1, Modified	Ea	3		\$0.00
14	5010031	HMA, 3C	Ton	310		\$0.00
15	5010034	HMA, 36A	Ton	310		\$0.00
16	8027001	Curb and Gutter, Conc, Det F4, Modified	Ft	472		\$0.00
17	8030010	Detectable Warning Surface	Ft	5		\$0.00
18	8030034	Sidewalk Ramp, Conc, 4 inch	Sft	57		\$0.00
19	8030044	Sidewalk, Conc, 4 inch	Sft	149		\$0.00
20	8110231	Pavt Mrkg, Waterborne, 4 inch, White	Ft	1093		\$0.00
21	8110293	Pavt Mrkg, Waterborne, for Rest Areas, Parks, & Lots, 4 inch, Blue	Ft	156		\$0.00
22	8117050	Pavt Mrkg, Waterborne, Handicap, Sym, Blue	Ea	2		\$0.00
23	8120022	Barricade, Type III, High Intensity, Lighted, Furn	Ea	2		\$0.00
24	8120023	Barricade, Type III, High Intensity, Lighted, Oper	Ea	2		\$0.00
25	8120170	Minor Traf Devices	LSUM	1		\$0.00
26	8120250	Plastic Drum, High Intensity, Furn	Ea	25		\$0.00
27	8120251	Plastic Drum, High Intensity, Oper	Ea	25		\$0.00
28	8120350	Sign, Type B, Temp, Prismatic, Furn	Sft	74		\$0.00
29	8120351	Sign, Type B, Temp, Prismatic, Oper	Sft	74		\$0.00
30	8160062	Topsoil Surface, Furn, 4 inch	Syd	300		\$0.00
31	8167011	Hydroseeding	Syd	300		\$0.00
32	8030030	Curb Ramp Opening, Conc	Ft	10		\$0.00

TOTAL BID AMOUNT:

\$0.00

1.6 BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned,

_____ as PRINCIPAL, and
(Name of Principal)

_____ as SURETY are held and firmly bound unto
(Name of Surety)

The City of Muskegon, Michigan, in the penal sum of _____

_____ dollars, (\$ _____) lawful money
of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our
heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has

submitted the Accompanying Bid, dated _____, 20____,

for _____.

NOW, THEREFORE, if the Principal shall not withdraw said Bid within the period specified for
withdrawal; and shall within ten (10) days after the prescribed forms are presented for signature enter into
a written Contract with the City of Muskegon in accordance with the Bid as accepted, and give bond with
good and sufficient surety or sureties, as may be required for the faithful performance and proper
fulfillment of such Contract; or

In the event of the withdrawal of said Bid within the period specified for withdrawal, or the failure to
enter into such contract and give such bond within the time specified; and if the Principal shall pay the
City of Muskegon the difference between the amount specified in said Bid and the amount for which the
City of Muskegon may procure the required work or supplies or both, if the latter be in excess of the
former.

THEN the above obligation shall be void and of no effect; otherwise shall remain in full force and virtue

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument

Under their several seals this _____ day of _____, 20____
the name and corporate seal of each corporate party being hereto affixed and these presents signed by its
undersigned representative, pursuant to authority of its governing body.

In presence of

_____ (SEAL)
(Individual Principal)

Business Address including Zip Code

Partnership

Business Address including Zip Code Attest:

By: _____

(SEAL)

Corporate Principal

Business Address including Zip Code Attest:

By: _____

Affix
Corporate
Seal

Countersigned

By

Attorney-in-fact, State of _____

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the _____, Secretary of the Corporation named as Principal in the within Bond; that

_____, who signed the said Bond on behalf of the

Principal was then _____ of said Corporation; that I know his/her signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed, and attested to for and in behalf of said Corporation by authority of this governing body.

Affix
Corporate
Seal

By: _____

Title: _____

1.7 NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____)
) ss.
County of _____)

_____, being first duly sworn,
deposes and says that:

1. He/She is _____
(owner, partner, officer, representative, agent)

of _____, the Bidder that has submitted the attached Bid to the
City of Muskegon;

2. He/She is fully informed respecting the preparation and contents of the attached Bid
and of all pertinent circumstances thereto;

3. Such Bid is genuine and is not a collusive or sham Bid;

4. Neither said Bidder nor any of his/her officers, partners, owners, agents,
representatives, employees or parties in interest, including this affiant, has in any way colluded,
conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to
submit a collusive or sham Bid in connection with the Contract for which the attached Bid has
been submitted, or to refrain from bidding in connection with such Contract; nor has in any
manner, directly or indirectly, sought by agreement, collusion, communication or conference with
any other Bidder, firm or person to fix the price or prices in the attached Bid or any other bid; nor
to fix any overhead, profit or cost element of the Bid price or the bid price of any other bidder;
nor to secure through any collusion, conspiracy, connivance or unlawful agreement any
advantage against the City of Muskegon or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Bid are fair and proper, and are not tainted
by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any
part of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signature

Printed Name and Title

Subscribed and sworn to before me

This _____ day of _____, 20____

Title

My Commission expires _____

1.8 LIST OF PROPOSED SUBCONTRACTORS

Project Number: H 1716

Project Name: McGraft Park Parking Lot Resurfacing

To be submitted by each Bidder with Bid Proposal in accordance with Para. 8, Part 1, Section 1. Before a subcontract is executed by the successful Bidder, the subcontractor must be approved by the City of Muskegon and the required documents executed in accordance with the Contract Documents.

1.	NAME OF FIRM	_____
	FIRM ADDRESS	_____

2.	NAME OF FIRM	_____
	FIRM ADDRESS	_____

3.	NAME OF FIRM	_____
	FIRM ADDRESS	_____

4.	NAME OF FIRM	_____
	FIRM ADDRESS	_____

5.	NAME OF FIRM	_____
	FIRM ADDRESS	_____

6.	NAME OF FIRM	_____
	FIRM ADDRESS	_____

7.	NAME OF FIRM	_____
	FIRM ADDRESS	_____

1.9 DISADVANTAGED CONTRACTOR AFFIDAVIT

Project Number: H 1716

Project Name: McGraft Park Parking Lot Resurfacing

Please provide the name(s) of all Disadvantaged subcontractors from whom you solicited bids for this project and additional information below.

Disadvantaged Contractor:	Contact Person:	Contact Method/Date:	Decision (Yes or No):
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Of the Disadvantaged Contractors listed above, please indicate why they will not be used on this project.

Disadvantage Contractor:	Decision/Reason:
1. _____	_____ _____
2. _____	_____ _____
3. _____	_____ _____
4. _____	_____ _____

1.10 STATEMENT OF BIDDER'S QUALIFICATIONS

(To be submitted by the Bidder upon specific request of City of Muskegon unless in connection with Letters of Recommendation in lieu of Performance Bond as provided in Section 1. The Statement of Bidder's Qualifications as follows must accompany the four Letters.)

1.10.1 SUMMARY OF BIDDER'S INFORMATION TO BE PROVIDED:

Each of the following items must be responded to in writing, and the information provided thereby must be clear and understandable. Upon completion, the Statement must be signed by the Bidder in front of a Notary Public and notarized. The Bidder may supply such additional information as desired after responding to each of these items:

1. NAME OF BIDDER (Company, individual, etc.)
2. PERMANENT MAIN OFFICE ADDRESS OF BUSINESS INCLUDING ZIP CODE.
3. DATE BUSINESS WAS ESTABLISHED.
4. IF A CORPORATION, WHERE WAS IT INCORPORATED?
5. NUMBER OF YEARS ENGAGED IN CONTRACTING BUSINESS UNDER PRESENT NAME? FIRM OR TRADE NAME? UNDER A PREVIOUS NAME?
6. SCHEDULE OF OUTSTANDING CONTRACTS, showing amount of each contract and the anticipated completion date of each.
7. GENERAL CHARACTER OF WORK PERFORMED BY YOUR COMPANY.
8. HAS THIS COMPANY EVER FAILED TO COMPLETE ANY WORK AWARDED IT?
If so, WHERE AND WHY?
9. HAS THIS COMPANY EVER DEFAULTED ON A CONTRACT?
If so, WHERE ANY WHY?
10. LIST THE PROJECTS RECENTLY COMPLETED BY YOUR COMPANY, stating approximate cost of each and the month/year completed. Indicate which, if any, have provided your company with a Letter of Recommendation.
11. INDICATE EXPERIENCE IN CONSTRUCTION WORK SIMILAR TO THIS PROJECT.
12. LIST YOUR MAJOR EQUIPMENT AVAILABLE FOR THIS CONTRACT.
13. INDICATE BACKGROUND AND EXPERIENCE OF THE PRINCIPAL MEMBERS OF YOUR ORGANIZATION, INCLUDING OFFICERS.
14. INDICATE CREDIT AVAILABLE TO YOUR COMPANY.
15. LIST BANK REFERENCES. If a detailed financial statement is available attach it to this statement.

16. ARE YOU WILLING TO COMPLETE A DETAILED FINANCIAL STATEMENT AND FURNISH ANY OTHER INFORMATION REQUIRED AND REQUESTED BY THE CITY OF MUSKEGON?
17. INCLUDE THE FOLLOWING STATEMENT: “The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the City of Muskegon in verification of the recitals comprising this Statement of Bidder’s Qualifications.”
18. INCLUDE THE FOLLOWING AT THE END OF YOUR STATEMENT:
- Dated this _____ day of _____, 20____.
- COMPANY/BIDDER NAME
- SIGNATURE
- PRINTED NAME AND TITLE OF PERSON SIGNING
19. INCLUDE OFFICIAL NAME AND DATA FOR NOTARY PUBLIC TO NOTARIZE DOCUMENT.