



Prepared September 29, 2020

REQUEST FOR PROPOSAL

BAY CITY SIDING

114 WASHINGTON AVE, BAY CITY

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INTRODUCTION AND BACKGROUND PURPOSE OF THE REQUEST FOR PROPOSAL

Mid Michigan Community Action (MMCAA) is requesting and accepting proposals to remove old wood siding and fake fronts and reside the front of the building with vinyl siding located at 114 and 116 Washington Ave, Bay City MI. 48708

ADMINISTRATIVE POINT OF CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

Name: Terry Ellenwood, Facilities Manager
Address: 1574 E. Washington Road
PO Box 768,
Farwell, MI 48622
Email: tellenwood@mmcaa.org
Phone: 989-386-3805 ext 1023
Cell Phone: 989-339-4656

DUE DATES

All proposals are due by 4 PM on October 20, 2020. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

SCHEDULE OF EVENTS

1. Start RFP Distribution to Contractors – September 29, 2020
2. Walk through of the project Monday October 12, 2020 at 9:30AM or at other prearranged date and time.
3. Proposal Due Date – October 20, 2020 at 4PM
4. Anticipated decision and selection of Contractor(s) – October 23, 2020
5. Anticipated commencement date of work – Please indicate when you think you will start the job.

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract(s) resulting from this RFP will be based upon the most responsive bidder(s) whose offer(s) will be the most advantageous to MMCAA in terms of cost and quality.

MMCAA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Contractor
- Accept other than the lowest priced offer
- Award a contract on the basis of initial bids received and time frame to do the job, without discussions or requests for best and final offers
- Award more than one contract
- Award on when the job can be completed.

- **Pricing** should be broken down as to the cost of the project. MMCAA may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue the contract without obligation upon a minimum of two-week notice.

Bidders shall submit bid packages containing several parts as set forth below. Bidders will confine submission to those matters sufficient to respond to this RFP and to provide adequate basis for MMCAA to evaluate a bidder's qualifications.

Successful bidder's submission in response to this RFP will be incorporated into the final agreement between MMCAA and the selected bidder(s). Complete submissions must contain the following:

- **Title Page:** Show the submittal subject, name of firm, local address, telephone number, contact person and date.
- **Company Profile:** Provide an overview of the company including location, number of staff, and describe the services, materials and products the firm provides.
- **Pricing:** Indicate the firm's pricing, caps and other requirements for each requested service, material and/or product that the bidder is responding to.

The detailed requirements for each of the above-mentioned sections are outlined in this RFP. Bid packages should consist of single copies of each required document (no duplicates necessary). Bids submitted that lack any of the required information or documentation may be deemed incomplete and may not be considered for selection, at MMCAA's discretion.

Submissions must be received no later than 4:00 p.m. on October 20, 2020 at the offices of MMCAA. Submissions may be made by mail, e-mail, or fax. Submissions should be addressed to:

Mid Michigan Community Action Agency
Terry Ellenwood, Facilities Manager
1574 E. Washington Road
PO Box 768
Farwell, MI 48622
tellenwood@mmcaa.org
Fax 989-386-3277

SCOPE OF WORK FOR CONTRACTORS

Outlined below is the scope of work that MMCAA requires from the Contractor:

- Contractor will supply all tools, equipment, materials, and cleaning supplies.
- Contractor will provide a copy of liability insurance and workers' compensation policy, including amounts.
- **Contractor will indicate when they can schedule the job to be completed.**
- All debris and other left-over material will be cleaned up and disposed of by contractor.
- Contractor will remove all old wood siding on the front first story of the building. Approximately 755 square feet of wood siding.
- Remove framing from two 2' X 15' fake columns. See photos appendix 1.
- Remove framing from two 2' X 3' cupolas. See photos appendix 2.
- Remove framing from two 6' X 3.5' canopies over the entrance doors. See photos appendix 3.
- Remove entrance can lights, one in each canopy, and take wiring back to the front of the building installing weather tight junction box for entrance light.
- A Z strip or equal will need to be put under the second story stucco finish and over the new siding to provide proper drainage. See photos appendix 4.
- Reside with approximately 750 'square feet of blue vinyl siding. Color choice to be picked by MMCAA, which most likely will be a dark blue. With proper channels around sides, top, bottom, doors, windows, and entrance lights.

The finished product will be a flat wall building with no protrusions that is covered in vinyl siding. Color choice of MMCAA.

DELIVERABLES

Company Profile

Provide the following for your company:

- Official registered name (Contractor's Board, D.B.A., Partnership, etc.), address, main telephone number, toll-free numbers, and facsimile numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been in the industry.

AWARD CRITERIA

Any award made pursuant to this RFP will be based upon the proposal with proper consideration given to operational, cost, and management requirements. Evaluation of offers will be based upon the Contractor's responsiveness to the RFP and the total price quoted for items covered by the RFP. The following elements will be the primary factors in evaluating all proposals and in the selection of a Contractor or Contractors:

- Overall cost of Contractor's proposal.
- Capacity to provide service
- Timing of finished project

MMCAA may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue this RFP without obligation to such prospective Contractors.

**BAY CITY SIDING
114 WASHINGTON AVE, BAY CITY**

APPENDIX

Photo 1



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APPENDIX

Photo 2



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Photo 3



BAY CITY SIDING
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Photo 4

