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**ROBERT LAITINEN, P.S.**  
*Manager*

**STEPHANIE BOILEAU, PE**  
*Engineer*

**KEITH ERICKSON**  
*Road Superintendent*

## **REQUEST FOR PROPOSAL**

CHIPPEWA COUNTY ROAD COMMISSION  
3949 S. MACKINAC TRAIL  
SAULT SAINTE MARIE, MI 49783

January 2024

The Chippewa County Road Commission (CCRC) will accept requests for proposal until **1:00 p.m. on Tuesday, February 14, 2024** for the replacement of the shingled roof, soffit and fascia on the Eckerman Salt/Sand Shed. All proposals received will be publicly opened, read and tabulated at that time. Please submit your proposal to the Road Commission office located at 3949 S. Mackinac Trail, Sault Ste. Marie, MI 49783.

Proposals submitted for consideration are to be in sealed envelopes and plainly marked **"2024 Eckerman Salt Shed – Roof Repair"**. Any proposals received after the specified date and time will be returned unopened. **FAXED AND/OR EMAILED BIDS WILL NOT BE ACCEPTED.**

Proposal specification forms can be obtained at the above address or by calling (906) 635-5295. Office hours are Monday through Friday, 7:00 a.m. to 3:00 p.m. It is also available on our website at [www.chippewacountyroads.org](http://www.chippewacountyroads.org).

Proposals shall become effective upon award. Each proposal will be rated on both fee and qualifications. Items to be considered in selecting the firm are as follows: Understanding of the service, fee structure and clarity of fee structure, proximity to projects and responsiveness to perform, staffing capabilities, experience on similar projects, testing equipment & facilities, completeness of proposal, qualifications & references.

The Chippewa County Road Commission reserves the right to accept or reject any or all bids, waive irregularities in any bid, and award the bid which, in their opinion, is in the best interest of the Road Commission.

### **CHIPPEWA COUNTY BOARD OF ROAD COMMISSIONERS**

Jeremy K. Gagnon, Chairman  
Charles Moser, Vice-Chairman  
Kevin E. Sprague - Member

## **INSTRUCTION TO BIDDERS**

### **1. Project Overview**

#### **a. Description of Project**

Chippewa County Road Commission is proposing the replacement of the roof, soffit and fascia on the Eckerman Salt Shed.

Work items include removal and replacement of the shingled roof, soffit and fascia to extend the usage of the Eckerman Salt Shed.

Contractor must also include an additional hourly rate for incidental structure carpentry repair.

The work included in this proposal consists of furnishing all labor, equipment, and materials for the complete roof project.

#### **b. Location of Project**

The Eckerman Salt Shed is located at 31630 W. M-28, Eckerman, MI. 49790. The work as-proposed will occur on the roof of the Eckerman Salt Shed.

#### **c. Project Oversight**

The Road Commission shall provide general oversight and inspection of the project to ensure that work has been completed in conformance with the provided plans and specifications. Payment shall be assessed as one lump sum, paid upon completion and acceptance of the work.

#### **d. Contractor Selection**

The Contractor will be selected based on a combination of availability/schedule, qualification, and proposed cost.

### **2. Provided Documents**

Included in this bid package are the following documents for use during bidding and construction:

- a. Owner/Contractor Contract

### **3. CCRC Contact Info**

Site visits and requests-for-information (RFI's) may be coordinated with the Fleet/Building Maintenance Manager:

Michael Donajkowski  
3949 S. Mackinac Trail  
Sault Ste. Marie, MI. 49783  
906-379-8678

### **4. Required Submittals**

**A. For Bids to be accepted, the Contractor must provide the following documents in a sealed envelope plainly marked "2024 Eckerman Salt Shed– Roof Repair" by the date and time advertised:**

- a. Completed Bid Sheet (Page 3), including contact information, proposed cost, and proposed schedule for the project;

- b. A 1-page sheet describing at least two (2) past projects of similar scope, with references
- B. Within 15 days of Award, the Contractor shall provide:**
- a. *Roof Replacement Submittals:* The Contractor shall provide a list of items used in repairs required to the Eckerman Salt Shed.
  - b. *Certificate of Insurance:* The Contractor shall provide Liability Insurance with a 1-million-dollar limit for each occurrence, with the Chippewa County Road Commission listed as additional insured.
  - c. *Workers Comp Certificate:* The Contractor shall provide a current Certificate of Workman's Comp covering the entire timeframe until Project completion.
  - d. *Safety Plan:* Prior to start of work, the Contractor shall submit in writing, their company's safety policy for CCRC's approval. The Contractor shall perform field operations including the usage of PPE in accordance with the approved company safety policy or current MIOSHA regulations and accepted safety practices, whichever is stricter.
  - e. *Permits:* The Contractor shall apply for and provide any applicable permit(s) if/when required.
  - f. *Preconstruction Meeting:* Contractor shall coordinate with the Road Commission to schedule a preconstruction meeting prior to commencement of work. Discussion will include final project schedule and plans for maintaining CCRC operations and access during construction.

**RETURN THIS SHEET AND ALL ATTACHMENTS IN SEALED ENVELOPE**

**PROPOSER/BIDDER INFORMATION:**

Company Name: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**PROJECT VALUE:**

MOBILIZATION: \_\_\_\_\_

DEMO: \_\_\_\_\_

ROOF REPLACEMENT: \_\_\_\_\_

TOTAL LUMP SUM: \_\_\_\_\_

ADDITIONAL REPAIRS (HOURLY RATE): \_\_\_\_\_

**SCHEDULE:**

Proposed Working Days and Hours

☐ Monday   ☐ Tuesday   ☐ Wednesday   ☐ Thursday

☐ Friday   ☐ Saturday   ☐ Sunday

\_\_\_\_\_ AM to \_\_\_\_\_ PM

**Tentative Project Schedule**

Critical Step	Date Start:	Date Finish:	# of Working Days:
Mobilization			
Demo			
Roof Repair			
Additional Repairs			
Project Clean-Up			