

Charter Township of Canton



Request For Proposal (RFP)

for

SPORTS FIELD LIGHTING REPLACEMENT

Contact: Brad Sharp

Phone: 734 394-5363

E-mail: brad.sharp@canton-mi.org

Date Issued: 12/21/2017

Due Date & Time: 3:00 p.m., Thursday, January 4, 2018

The deadline established for the receipt of your sealed proposal is **1/4/2018** at 3:00 p.m. The proposal is to be submitted to the Clerk's Office, 1150 S. Canton Center Road, Canton, Michigan 48188. Address the proposal to:

Canton - Clerk's Office
SPORTS FIELD LIGHTING REPLACEMENT
DUE 1/4/2018 at 3:00 P.M.
1150 Canton Center S
Canton MI 48188

GENERAL REQUIREMENTS & INSTRUCTIONS

- 1. SUBMISSION OF OFFERS:** All offers should be submitted in a sealed envelope or package. The invitation title, opening date and time, company name, address and telephone number shall be clearly displayed on the outside of the sealed envelope or package. The delivery of responses to the Clerk's Office prior to the specified date and time is solely and strictly the responsibility of the offeror. Any submittal received in the Clerk's Office after the specified date and time will not be considered. Responses shall be submitted on the forms provided by Canton. Additional information may be attached to the submittal. Facsimile submissions are NOT acceptable. No offer may be modified after acceptance. No offer may be withdrawn after opening for a period of sixty days unless otherwise specified. Proposal must include all costs. **All offers must include the original and at least two (2) copies.**
- 2. EXECUTION OF OFFER:** Offer shall contain a manual signature in the space(s) provided of a representative authorized to legally bind the offeror to the provisions therein.
- 3. EXECUTION OF ACCEPTANCE:** Canton Township legally recognizes acceptance of formal offer when a written contract is signed by both parties. Offerer is not to assume that the Canton Board of Trustees resolution approving the bid or proposal is a binding contract.
- 4. OPENING & RECORDING:** Opening shall be public in the Clerk's Office immediately following the advertised deadline date and time for receipt of submittals.
- 5. INTEGRITY:** Canton Township does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
- 6. TABULATION:** Bid results will be posted on the Township's website at www.canton-mi.org Please click on Doing Business, Bids & Proposals and then click on Bid Results.
- 7. BOARD AWARDS:** As the best interest of Canton may require, Canton reserves the right to make award(s) by an individual item, group of items, all or none, or a combination thereof; on a geographical basis and/or on a countrywide basis with one or more supplier(s) or provider(s); to reject any and all offers or waive any irregularity or technicality in offers received. Offerors are cautioned to make no assumptions. Any or all awards made as a result of this invitation shall conform to applicable ordinances and policies of Canton Township. Bid awards will be posted on the Township's website at www.canton-mi.org.

8. **BRAND NAME OR EQUAL:** If items requested by this invitation have been identified in the specifications by a brand name “OR EQUAL” description, such identification is intended to be descriptive and not restrictive and is to indicate the quality and characteristics of products that will be acceptable. Offers proposing “equal” products will be considered for award if such products are clearly identified in the offer and are determined by Canton to meet fully the salient characteristic requirements listed in the specifications.
9. **PRICING:** Unless otherwise specified prices offered shall remain firm for a period of at least sixty (60) days; all pricing of goods shall include FOB Canton Township, all packing, handling, shipping charges and delivery to any point(s) within Canton to a secure area or inside delivery.
10. **PAYMENT TERMS:** Canton Township will remit full payment on all undisputed invoices within thirty (30) days from receipt by the appropriate person(s) of the invoice or receipt of all products or services ordered.
11. **INCURRED EXPENSE:** This invitation does not commit Canton to make an award nor shall Canton be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a reply, or any cost or expense incurred by any respondent prior to the execution of a purchase order or contract agreement.
12. **QUESTIONS/ ADDENDA:** Any questions concerning the conditions or specifications shall be directed to the designated contact person. Addenda items will be posted on the township website, on the Purchasing Division page under Requests for Bids, Proposals and Qualifications. It is the bidder’s responsibility to check and verify that addenda have been issued. Failure to acknowledge addenda may result in the offer not being considered.
13. **CLARIFICATION/CORRECTION OF ENTRY:** Canton reserves the right to allow for the clarification of questionable entries and the correction of OBVIOUS MISTAKES.
14. **INSURANCE:** The successful bidder is required to furnish evidence of the following insurance requirements in accordance with Canton’s Risk Management Policy O:02. Work may not commence until the Certificates of Insurance have been received. The coverage requirements are as follows:

Workers’ Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers’ Compensation Insurance, including Employers’ Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent.

Motor Vehicle Liability: The Contractor, or its subcontractors, shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault

Coverage, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Additional Insured: Commercial General Liability Insurance as described above, shall include an endorsement stating that the following shall be ***Additional Insured:*** The Charter Township of Canton, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

Cancellation Notice: The Insurance coverage described above, shall include an endorsement stating the following: “It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Mike Sheppard, 1150 Canton Center S., Canton MI, 48188.

Indemnification: To the fullest extent permitted by law, the (name of contractor) agrees to defend, pay on behalf of, indemnify, and hold harmless the Charter Township of Canton, its elected and appointed officials, employees and volunteers, and others working on behalf of the Charter Township of Canton against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the Charter Township of by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this agreement.

15. PUBLIC ACT 517 OF 2012: In accordance with Public Act 517 of the Public Acts of 2012, any Iran linked business is not eligible to submit a bid on a request for proposal with a public entity in Michigan. An “Iran linked business” includes the following:

- (1) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tanker or products used to construct or maintain pipelines used to transport oil or liquefied gas for the energy section of Iran; and
- (2) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

For purposes of this prohibition, “person” includes an individual, corporation, company, limited liability company, business association, partnership, society, trust, or any other non-governmental entity, organization or group. It also includes a governmental entity or instrumentality of a governmental entity, or any successor, subunit, parent company or subsidiary of, or company under common ownership or control with and of the foregoing.

REQUEST FOR PROPOSAL

Sports Field Lighting Replacement

1.0 INTRODUCTION

The Canton Sports Center is located at 46555 Michigan Avenue in Canton Michigan. The facility has 12 lighted sports fields that are used 7 nights a week from mid-April through mid-October. Refer to Exhibit A for an aerial view of the fields. The Township has chosen to issue this Request for Proposal (RFP) to seek a company(s) to provide for design, removal and replacement of five (5) sports field light poles. The work is to be done prior to the opening of the 2018 season on April 9th.

2.0 SCOPE OF WORK

2.1 Project Overview:

- a. The Township is seeking the services of a qualified company that is fully capable of design, removal and installation of light poles and associated electrical wiring, cross arms and light fixtures.

The Township also reserves the right to negotiate a contract for services for only a portion of the proposals deemed in the best interest of the Township.

- b. The intent of the RFP is to award a contract for service to the successful respondents.
- c. As part of the Work, the company shall furnish and assume full responsibility for everything required for the orderly progress and proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated into the Work including, but not limited to, drawings, materials, equipment, labor including subcontractor, transportation, construction equipment and machinery, tools, and other facilities and incidentals.
- d. The company shall perform and complete assigned work including all design, demolition, construction services, supervision, administration services, coordination of all Subcontractors, tests, inspections, and other items that are necessary to and appropriate for the finishing, equipping and functioning of the facilities and structures, together with all additional, collateral and incidental work and services required for completion of the provision of the Work.
- e. Company shall not have any public or private interest and shall not acquire directly or indirectly any such interest which conflicts in any manner with the performance of its services under this Contract.

- f. Company shall employ only persons duly licensed by the State of Michigan to perform the Work required under this Contract for which applicable Michigan Law requires a license.
- g. The Township provides no guarantee of work. Award of a contract does not prevent the Township from obtaining the services of another Contractor for any other project if the Township so desires and/or is in the public interest to do so.

2.2 General Scope:

The selected company shall be responsible for replacement of five (5) sports field light poles and fixtures. The poles to be replaced are shown on the map in Exhibit A as light pole numbers LP-16, LP-40, LP-41, LP-42 and LP-52. The scope of work is to include but not limited to the following:

- Assistance with selection of replacement poles and associated electrical parts. The existing poles are 70 feet long, concrete poles installed 10 feet below grade. The poles are approximately 30 years old. No upgrades have been performed on the electrical system supplying power to the lights except light fixture replacements.
- Purchase and delivery of the selected poles, parts and fixtures.
- Demolition of existing poles. All materials to be removed and disposed of offsite.
- Install new pole to match height of the existing poles.
- Install new electrical power supply in accordance with the style of light fixtures and poles as well as in accordance with current Building Codes.
- Install new cross arms and fixtures (1500W, 240v, Metal Halide) as per the existing poles. The existing fixture count is as follows:
 - LP-16 – 8 fixtures
 - LP-40 – 2 fixtures
 - LP-41 – 2 fixtures
 - LP-42 – 3 fixtures
 - LP-52 – 4 fixtures
- Align light fixtures to best meet the lighting needs of the fields.
- Restoration of damages to the site.

The company's team shall be fully licensed and insured with all appropriate agencies to design, remove and replace sports field lighting and poles.

All work shall be performed within very strict timelines set forth by Township staff with the intent to limit the impact to facility users.

2.3 Timeframe:

The Township is proposing a very strict timeframe for the proposed new equipment replacement project. The project shall meet the following schedule:

- RFP Issued: December 21, 2017
- Proposals Due: January 4, 2018
- Potential date for Presentation/Meeting
(If selected for interview): January 8, 2018
- Proposal Award: January 23, 2018
- Proposed Project Completion: April 6, 2018

2.4 Project Budget:

Budget: To Be Determined.

The respondent is to provide a cost estimate of the anticipated work. The actual cost will be negotiated upon selection of the Company.

2.5 Experience Requirements:

It's very important that the company performing the work on Township property have a significant amount of experience in safely removing and installing sports field lighting and poles as well as appropriate electrical licensing.

3.0 SUBMITTALS

3.1 Format:

All proposals should include the following:

- Transmittal Letter: Including brief introduction of your firm and your interest in this contract; give main contract name, phone number, fax number and email address, if available.
- Details of company's team proposed means and methods to perform work.
- Details on pricing: Including labor rates, material mark ups, design fees and/or any other relevant cost items if applicable.
- Any suggested options or improvements that may save the Township money in short or long term.

Final contract including costs will be negotiated upon selection of the Contractor.

- References: List at least three organizations where you have performed similar work. Also, please provide any local businesses where the Township can visit to see the equipment the company is recommending.

4.0 EVALUATION CRITERIA

All proposals shall be evaluated by a committee comprised of appropriate Canton Township personnel using a standard evaluation scoring as follows:

Criteria Score	Maximum
1. Proposers' means and methods to perform work:	30
2. Proposers' ability to meet the project deadline:	30
3. Proposers' estimated budget:	20
4. Quality of contractor's proposal and possible presentation:	10
5. Proposers' references (minimum of 3):	<u>10</u>
Total maximum score:	100

5.0 QUESTIONS

For questions regarding the material contained in the RFP, please contact Brad Sharp at 734-394-5363 or brad.sharp@canton-mi.org.

Amendments will be issued for clarification on the Township website should the Township deem it necessary to do so.



Charter Township of Canton

REQUEST FOR PROPOSAL

for

Sports Field Lighting Replacement

Canton Sports Center
46555 Michigan Avenue
Canton, MI 48188

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

FAX _____

E-MAIL _____

DATE _____

PROPOSER'S NAME _____

(Please print or type)

SIGNATURE _____

THE FOREGOING IS A TRUE STATEMENT OF FACTS:

I/we hereby certify under penalty of law that we are not an Iran linked business as defined in PA 517 of 2012.

Signature of Authorized Company

Representative: _____

Company _____

Address: _____

Date: _____

Representative's Name _____
(Please Print)

REQUEST FOR PROPOSAL

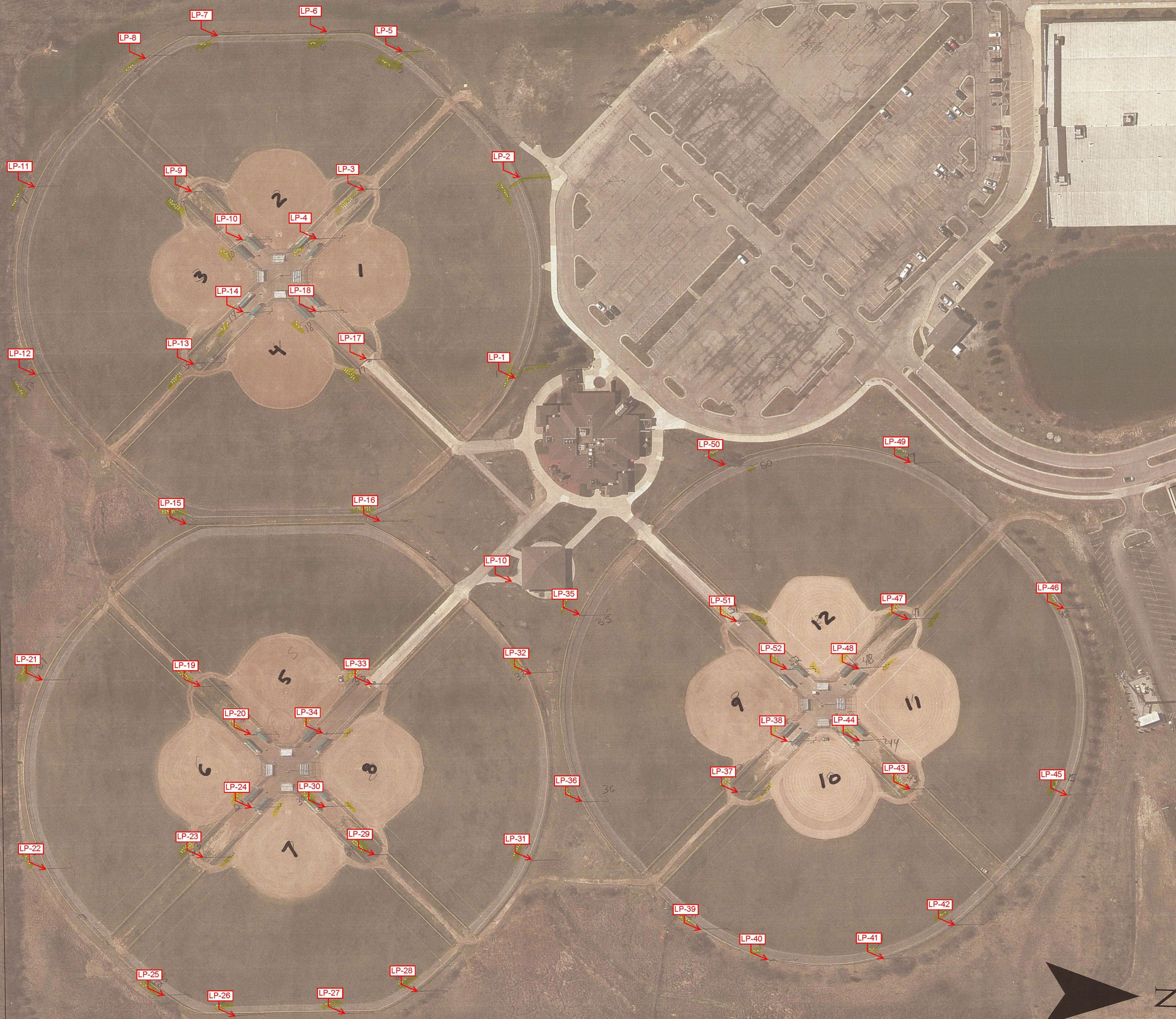
for

Sports Field Lighting Replacement

Canton Sports Center
46555 Michigan Avenue
Canton, MI 48188

Exhibit A

Site Map



Canton Sports Center
Michigan Ave, Canton, Michigan
Concrete Light Pole Evaluation
MSG - OP171524