



**Macatawa Area  
Coordinating Council**  
*A Cooperative Effort Among Units of Government*

Request for Proposals for Roofing Replacement  
& Building Maintenance

Request for Proposals

The Macatawa Area Coordinating Council, MACC Holdings, Inc., referenced in this document as (MACC) is soliciting Request for Proposals (RFP) from qualified contractors to provide roofing and exterior building maintenance services for MACC building. MACC requires the assistance of a contractor to perform roof replacement and exterior maintenance repair as needed.

RFP Schedule

Release Date:	September 25 <sup>th</sup> , 2020
Pre-Bid Conference	September 30 <sup>th</sup> , 2020 at 1 p.m.
Deadline for Written Questions	October 2 <sup>nd</sup> , 2020 on or before 5 p.m.
Response to Questions Posted on Web	October 6 <sup>th</sup> , 2020 on or before 5 p.m.
Proposal due Date and Time	October 12 <sup>th</sup> , 2020 on or before 3 p.m.
Bid Proposal Opening (Zoom)	October 14 <sup>th</sup> at 3 p.m.
Estimated MACC Award Date	October 19 <sup>th</sup> , 2020
Anticipated Agreement Start Date	October 23 <sup>rd</sup> , 2020

The opening of the proposal(s) will be held virtually through zoom. The link to the Zoom meeting will be posted on the MACC's website and provided via email to all received Bidders at least 24 hours in advance of the meeting.

MACC reserves the right to modify this RFP at any time. The bidder is responsible to contact MACC prior to submitting a proposal to determine if any amendments were made to the RFP. Documents, amendments, addenda, etc. will be posted to MACC's website at [www.the-macc.org](http://www.the-macc.org).

## Request for Proposal Process

### Instructions to Bidders

MACC is seeking professional contractors for the installation of a new roof and exterior building maintenance services.

MACC is soliciting submissions under this Request for Proposal in a fair and open process. Written submissions in response to this RFP should be submitted to the following:

Macatawa Area Coordinating Council  
301 Douglas Avenue  
Holland, MI 49424  
[Tkent@the-macc.org](mailto:Tkent@the-macc.org)

**Pre-Bid Meeting** - A pre-bid meeting/walk through to view the properties to be covered by this agreement will take place on September 30<sup>th</sup> at 11:00 a.m. This meeting will take place at the MACC office building located at the address above. Social distancing practices will be followed to ensure the safety of all meeting participants.

**Final Date for Inquiries/Answers to Inquires** - Verbal or telephone inquiries directed to MACC will not be answered. The final date for inquiries shall be October 2<sup>nd</sup>, 2020. Answers to all questions received in an e-mail will be posted on MACC's website at [www.the-macc.org](http://www.the-macc.org) before 5:00 p.m. October 6<sup>th</sup>, 2020. No questions, submitted in any form will be answered after the Final Date for Inquiries listed on the cover of this RFP.

To be considered, please submitted eight (8) copies of your proposal and qualifications to the above-mentioned address no later than 4 p.m. on October 12<sup>th</sup>, 2020. Awards shall be made publicly by an award of bid by the **Macatawa Area Coordinating Council MACC Holdings, Inc.** No oral, written or other form of amendment will be accepted by the MACC after this time, unless requested by the MACC. MACC reserves the right to reject any or all submissions, to waive any requirements of the RFP and to modify or amend, with the consent of the respondent, submissions. All submissions become the property of MACC. It is the responsibility of the respondent to monitor MACC's website for updates and responses to questions ([www.the-macc.org](http://www.the-macc.org)).

The preparation of an RFP response shall be at the expense of the respondent. MACC will not reimburse firms for any costs associated with the preparation or submittal of a response. By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.

### Contact information

It is MACC's preference that all questions be delivered via email with the subject line titled "**MACC Roofing and Building Maintenance Contractor Bid**" and addressed to [tkent@the-macc.org](mailto:tkent@the-macc.org).

## Proposal Format

Responses should include completion of the attached Appendices, as well as the requirements of a complete proposal submission. Your response must be placed in a sealed envelope and clearly labeled with the title **“MACC Roofing and Building Maintenance Contractor Bid”** and the firm’s name and business address, and mailed or delivered to MACC address listed above.

Submissions which, in the sole judgement of the MACC, fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from the requested information, or contain errors may be rejected.

Submissions should provide a straightforward and concise delineation of the respondent proposal and commitment to satisfy the requirements of the RFP.

## Criteria Used for Basis of Award

Submissions will be evaluated on the basis of experience in providing desired services and the following other factors:

1. Knowledge of subject matter.
2. Past performance reputation in the field. Provide a list of project examples and contact information to project example.
3. Professional expertise, including accreditation, licensing and/or membership in appropriate professional associations.
4. Available and anticipated ability of the firm to accommodate and successfully provide the requested contracted services on the timely basis.
5. Availability of personnel and other resources to do the work on the schedule set forth by MACC.
6. Designated professional and support staff and location of office(s).
7. Strength of assurances of performance provided.
8. Financial stability and strength of the submitting firm.
9. References in general.
10. Insurance provided.
11. Other factors as demonstrated to be in the best interest of the MACC.

The members of the Review Committee shall utilize the criteria set forth above in making an award pursuant to this RFP and you are urged to provide sufficient information from the above criteria to be evaluated in our submission. Proposals determined to be incomplete or non-responsive will be disqualified. MACC is not bound by the lowest cost proposal, but may accept the proposals that is considered the best value for the MACC. MACC reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation.

**Proposal Period** - Proposal prices are firm for one hundred (120) days.

**Assignment/Subcontractor** - The Contractor may not assign or subcontract any of the award contract without prior written consent of the MACC.

**Security/Bonding** - Contractor is responsible for the security of the facility during the performance of

these services and shall ensure that all facility exterior doors remain locked during hours of operation and upon departure from the MACC office. The Contractor shall provide evidence that all its employees are covered by a blanket fidelity bond, a copy of which must be given to the MACC.

**Taxes** - The MACC is tax exempt. All taxes shall be excluded from the proposal.

**Changes** - Changes in the contract requirements and corresponding changes in compensation may be implemented upon mutual agreement of the MACC and the Contractor. The MACC reserves the right to add or delete services at any time upon reasonable notice to the Contractor.

**Payment** - Payment will be made to the Contractor within fourteen days upon receiving the invoice for all completed services and after approval by the MACC. The invoice shall state the date the service was performed and the amount of the service rendered. Should it be found that an additional service is needed, a separate invoice shall be submitted providing the service to be rendered including the date of service. The contractor shall receive approval from the MACC prior to the commencement of the identified additional service.

**Additions/Deletions** - The MACC may, by written change notice, add or delete facilities, areas, or the service requirements. Such changes shall be negotiated on the basis of a prorated price consistent with the Contractor's response to this RFP.

**Insurance** – The Contractor shall, at its expense, obtain and maintain at all times during the duration of the contract Commercial General Liability insurance, including Contractual Liability Insurance within a combined bodily injury and property damage limit of not less than two million (\$2,000,000) insuring against all liability of the Contractor and its representatives arising out of and in connection with the Contractor's use or occupancy of the premises. The Contractor shall provide a Certificate of Insurance to the property owner, naming the MACC as additional insured, and maintained an active Certificate of Insurance during the term of the agreement. Reference Appendices 4.

## Scope of services -

### Project 1

#### Job: New Roof

Provide Labor, Material, and Supervision to roof the entire building. Including the following:

- Removal of the existing layer of roofing on the entire building to deck.
- Protect siding and surrounding area with tarps and plywood as needed.
- Clean and haul away all roofing debris (dumpster included).

To furnish and install:

- Furnish and install 30 year Certified Landmark Limited Lifetime algae resistant architectural shingles (or equivalent).
- Prefinished aluminum drip edge on all rakes and eaves.
- Ice and water shield 6' up all eave edges and 3' through valleys and by sidewalls.
- Synthetic underlayment on remaining exposed roof deck.
- Galvanized valleys shingled closed, galvanized pipe vent boots.
- CertainTeed Ridge vent on all main ridges (or equivalent).
- CertainTeed Hip and Ridge cap shingles (or equivalent).
- Color of new shingles to match existing shingles

## Project 2

Job: Exterior Finishes, Replacement of Damaged/Rotted Cedar Siding

Provide Labor, Material, and Supervision for the replacement of damaged/rotted cedar siding and exterior painting. Including the following:

- Pressure wash and scrape loose and peeling paint.
- Replace rotted and damaged cedar siding.
- Replace 1x6 corner cedar siding as needed.
- Caulk where necessary and prime bare wood with XIM Peel Bond primer or equal grade primer.
- Finish paint exterior siding, trim, columns and windows with Sherman Williams 100% Acrylic Resilience exterior paint.
- Repaint hollow metal entrance door on both sides.
- Clean and haul away all cedar siding material.
- Color of paint and or stain to match existing colors.

### Project 3

Job: Maintenance and repair of the main building entrances

Provide Labor, Material, and Supervision for the maintenance and repair of the office building entrances.

Including the following:

- North Entrance – Installation of new weather stripping, bottom sweep/seals and adjust doors as needed.
- South Entrance – Installation new pivots at top and bottom of two doors. Installation of new sweeps and weather stripping for two doors.

## Project 4

### Job: Construction of Air Lock

Provide Labor, Material, and Supervision for the construction of an air lock double door entrance at the south building entrance. Including the following:

- Installation of new aluminum double door entrance at the interior location. New interior door to match existing design as close as possible.
- Push/pull hardware with no lock system to be included.
- Caulk/sealed and paint the opening.



## Proposal Cover Page

Bidder's Business Name	
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Telephone:		E-mail:	
Street Address:			
City/State/Zip:			

Name of Subcontractor Business Name (1)	
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Telephone:		E-mail:	
Street Address:			
City/State/Zip:			

Name of Subcontractor Business Name (2)	
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Telephone:		E-mail:	
Street Address:			
City/State/Zip:			

Name of Subcontractor Business Name (3)	
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Telephone:		E-mail:	
Street Address:			
City/State/Zip:			

- This proposal and the pricing structure contained herein will remain firm for a period of 120 days from the date and time of the bid opening.
- No personnel currently employed by the MACC participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named Business(es).

To the best of my acknowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name (Print):	Title:
Authorized Signature:	Date:

**Qualifications and Experience Form**  
**Roof Replacement**  
**& Building Maintenance**

Bidders Business Name:	
Subcontract Business Name (1):	
Subcontract Business Name (2):	
Subcontract Business Name (3):	

Provide a statement of qualifications, including any applicable licenses or certificates. Describe the history of the Bidder's organization and the organization of all subcontractors, specific to the work outlined in the RFP.

## Bid

Project*	Bid Price	Expected Project Start Date
New Roof		
Exterior Finishes/Paint/Power Wash/Replacing Damaged Siding		
Maintenance of Building Door Entrances		
Installation of new Aluminum Double Door		
Total		

\*Reference details of each project as outlined with the RFP, scope of services.

**MACATAWA AREA COORDINATING COUNCIL**

**Liability and Insurance Coverage Requirements**

**STANDARD INSURANCE REQUIREMENTS FOR CONSTRUCTION WORK  
FOR THE MACATAWA AREA COORDINATING COUNCIL**

**1. Insurance**

The contractor, prior to commencing work, shall provide at its own cost and expense, proof of the following insurance to MACC from insurance companies licensed in the State of Michigan, which insurance shall be evidenced by certificates and/or policies as determined by the MACC. Each certificate or policy must provide for insurance coverage beyond the time for the completion of the work to be performed. All such notices shall name the Contractor and identify the contract number.

Workers Compensation Insurance to cover employee injuries and illnesses compensable under the Worker's Compensation Statues of the State of Michigan.

General Liability Insurance to cover bodily injury and personal injury to persons other than employees and for damage to tangible property of others.

This insurance shall indicate on the Certificate of Insurance the following coverages:

- A. All Premises and Operations;
- B. Independent Contractor and Subcontractor;
- C. Products and Completed Operations;
- D. Broad Form Contractual;
- E. Broad Form Liability Endorsement; and,
- F. Personal Injury.

Additional coverages and limits may be required based upon the particular services contracted. If such additional coverages and limits are required for a specific contract, those requirements will be described in the "Special Conditions" of the contract specifications.

All contracts involving the use of explosives, or where demolitions and/or excavation may be involved, shall provide the above coverage with elimination of the explosion, collapse, and underground damage (XCU) exclusion from the policy, or proof that XCU is covered.

Automobile Liability Insurance and such statutory no-fault coverages as required to cover bodily injury and property damage for coverages including (a) owned automobiles, (b) hired automobiles, and (c) non-owned automobiles.

Owner's and Contractors' Protective Liability Insurance to protect the MACC, including all authorities, committees, divisions, departments, and offices of the MACC and the

individual members, employees and agents thereof, including the MACC's architect, engineer and their representatives, for their contingent liability for work performed by the Contractor or Subcontractors. This insurance shall name the Macatawa Area Coordinating Council as the insured and such coverage shall remain in effect until the contract is completed.

Builder's Risk Insurance is to be provided when required and maintained by the Contractor at its own cost and expense until the contract is accepted by MACC and/or its designee. This coverage shall be written for 100% of the completed value of the contract, covering the MACC as the insured, with a deductible of not more than \$1,000. Builder's Risk Insurance shall include the following:

For Construction of New Buildings: "Builder's Risk Form", All Risk Form, with an extension of building coverage to include personal property of others in the care, custody and control of the insured, and shall include a flat premium endorsement.

For Additions or Repairs of Existing Buildings or Structures: "Builder's Risk Completed Value Form", covering the Contractor's interest in improvements, repairs, additions, and alterations to completed buildings, and subject to the coverages described in item (a) above.

Excess/Umbrella Liability Insurance policy wording shall be at least as broad as the primary or underlying policy/policies and shall apply both to the Contractor's general liability and to its automobile liability insurance. The Contractor is granted the option of arranging coverage under a single policy for the full limit required or by a combination of underlying policies with the balance provided by an Excess or Umbrella Liability policy equal to or greater than the total limit(s) requested.

If at any time any of the foregoing policies shall be or become unsatisfactory to the MACC as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the MACC, the Contractor shall upon notice to that effect from the MACC promptly obtain a new policy as herein required. Upon failure of the Contractor to furnish, deliver, and maintain such insurance as above provided, this contract, at the election of the MACC, may be forthwith declared suspended, discontinued or terminated.

Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability under the contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the Contractor concerning indemnification.

**2. Limits of Liability**

The required limits of liability for insurance coverages shall not be less than the following:

<b>Workers Compensation</b>	<b>Statutory</b>
<b>Comprehensive General Liability</b>	
Bodily Injury -Each Occurrence	\$1,000,000
Bodily Injury - Aggregate (Completed Operations)	\$1,000,000
Property Damage - Each Occurrence	\$1,000,000
Property Damage -Aggregate	\$1,000,000
Or Combined Single Limit	\$2,000,000
<b>Comprehensive Automobile Liability</b>	
Bodily Injury	\$ 500,000
Property Damage -Each Occurrence	\$ 500,000
Or Combined Single Limit	\$1,000,000
<b>Owner's and Contractor's Protective Liability</b>	
Bodily Injury -Per Person	\$1,000,000*
Property Damage -Each Occurrence	\$ 500,000
Property Damage -Aggregate	\$ 500,000
Or Combined Single Limit	\$2,000,000
<b>Builder's Risk -Installation Floater</b>	Cost to replace at time of loss
<b>Excess\Umbrella Liability</b>	\$2,000,000

\* Excess\Umbrella Liability coverage and Owner's and Contractor's Protective Liability coverage must have combined limits of \$2,000,000 or more.

All liability coverages sited must have a total liability limit of at least \$2,000,000.

**3. Insurance - Other Requirements**

Notice of Cancellation or Intent Not to Renew

Written notice shall be given to the MACC of cancellation or of intent not to renew any insurance policies required by the contract. If any of the insurance requirements are not complied with at their renewal dates, payments to the Contractor may be withheld until those requirements have been met, or at the option of the MACC, the MACC may pay the renewal insurance premium and withhold such payments from any monies due to the Contractor.

All insurance policies and/or certificates of insurance coverage shall be approved by the MACC prior to the inception of any work.

Other coverages and/or higher limits of liability may be required by the MAC based on specific

needs.

If such other coverages and/or higher limits of liability are required for a specific contract, those coverages and/or higher limits of liability will be described in the “Special Conditions” of the contract specifications.

All property losses shall be adjusted with and made payable to the MACC.

The MACC shall be listed as an Additional Named Insured on the following insurance coverages provided by the Contractor.

- |     |                                     |    |  |
|-----|-------------------------------------|----|--|
| Yes | <input checked="" type="checkbox"/> | No | a. General Liability                             |
| Yes | <input checked="" type="checkbox"/> | No | b. Automobile Liability                          |
| Yes | <input checked="" type="checkbox"/> | No | c. Owner’s and Contractor’s Protective Liability |
| Yes | <input type="checkbox"/>            | No | d. Other _____                                   |



## **BUILDING MAINTENANCE CONTRACT**

NOW COMES, \_\_\_\_\_, a Michigan \_\_\_\_\_, whose address is \_\_\_\_\_, Michigan 49\_\_\_\_\_, the "Contractor", and the Macatawa Area Coordinating Council, a Michigan nonprofit corporation, whose address is 301 Douglas Avenue, Holland, Michigan 49424, the "MACC", and state:

### **Recitals**

WHEREAS, the MACC has awarded a bid to the Contractor for certain projects at its facility at 301 Douglas Avenue, Holland, Michigan;

AND WHEREAS, the total work to be performed has been summarized in the attached Request for Proposals which is attached hereto as Exhibit A;

AND WHEREAS, the Contractor submitted a bid of \$\_\_\_\_\_ and the MACC and the Contractor have agreed to such contract amount and such bid is attached hereto as Exhibit B;

AND WHEREAS, the project owner is the MACC and its address is as specified above;

AND WHEREAS, the parties have agreed to the terms as are set forth herein, and this contract shall be referred to herein as the "Agreement".

### **NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. Work and Work Schedule. The Contractor agrees to perform the work described in the attached Request for Proposals. As a part of its work, Contractor shall prepare all required preparatory work. Prior to the start of work, the Contractor shall submit a work schedule. Such work schedule must be approved, and any modification to such work schedule, must be approved in writing by the MACC's representative, Tyler Kent. Work shall generally be scheduled between 8:00 a.m. and 5:00 p.m. It is hereby acknowledged that no work shall be permitted, however, on Saturdays, Sundays or during other hours unless such work time has been authorized by the MACC's representative.

2. Supervision of Site and Restoration of Other Surfaces. The Contractor shall supervise the site and shall take all actions which are necessary to protect the adjacent walls, glass, landscaping, paving, vehicles and other items of tangible personal property during the course of its work. In addition, the Contractor shall provide barricades, fences and/or protective shields, and shall take all necessary precautions so as to prevent accidents and injury to persons and property.

3. Consideration. The MACC hereby agrees to pay and the Contractor hereby agrees to accept as consideration for the work to be performed the amount of \$\_\_\_\_\_ as the total contract amount. Payment shall be made in increments within fourteen days after invoicing after satisfactory completion of work as provided for in this Agreement, provided that ten (10%) of any payment which is due shall be held by the MACC until the project has been fully and satisfactorily completed and after all

punch list items have been satisfactorily completed. In addition, prior to the release of any payment, the Contractor may be required to provide a waiver of lien.

4. Insurance and Bonding. The Contractor agrees to provide and maintain insurance during the course of its work in amounts which are not less than those provided in the Certificate of Insurance which is attached hereto as Exhibit C. The Contractor hereby agrees that the MACC shall be an additional insured on the Contractor's insurance during the term of this Agreement. The Contractor shall provide to the MACC a certificate for such insurance which shall provide that the insurance coverage shall not be canceled or reduced during the term of the Agreement. If the consideration for this contract exceeds \$50,000, then a labor and materials bond and also a performance bond shall be required in amounts which equal the contract amount.

5. Completion. The Contractor agrees that the work shall be performed and completed in accordance with the project schedule which is attached to the request for proposal.

6. Other Documents. It is hereby acknowledged that the following documents are incorporated by reference into this Agreement and shall be binding upon the parties: The request for proposal, the signed bid and the Contractor's Certificates of Insurance. To the extent of any conflict between the documents referenced in this paragraph or in this Contract, this Agreement shall be controlling.

7. Liability. The Contractor agrees to hold the MACC harmless from any liability which arises out of any accident or incident relating to the work which is to be performed in accordance with this contract.

8. Workmanship and Warranty. The Contractor agrees to perform work in a good and workmanship like manner. All work shall be performed in accordance with the specifications of the MACC. Contractor guarantees its workmanship for a one-year period. Any work which is not performed in accordance with the requirements of the MACC or which is defective shall be redone so as to meet the specifications of the MACC.

9. Discrimination. Contractor and its subcontractors shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

10. Nonperformance. In the event that the Contractor has not completed the work to be performed pursuant to this Agreement by \_\_\_\_\_ 2020, then the MACC shall have the right to contract with a third party for the performance of the work to be performed as required by this Agreement, and to deduct such consideration which is paid to a third party from this contract's amount.

11. Assignment and Delegation. Contractor may not assign or subcontract any rights or obligations under this Agreement without the prior written consent of the MACC.

12. Notices. All notices or other communications required or permitted to be given to a party to this Agreement shall be in writing and shall be (a) personally delivered; (b) sent by registered or certified



**REQUEST FOR PROPOSAL  
(DESCRIPTIONS AND SPECIFICATIONS OF THE TASKS TO BE PERFORMED)**

**SIGNED BID**

**CONTRACTOR'S CERTIFICATE(S) OF INSURANCE**

**(A Certificate of Insurance with coverage extending up to or beyond the contract completion date must be provided prior to the beginning of work.)**