CITY OF MANISTEE

REQUEST FOR PROPOSALS FOR
CONSTUCTION MAINTENANCE PROVIDER
OF RECORD AGREEMENT

You are hereby invited to submit a proposal and qualifications for possible services as the Construction Maintenance Provider (excluding Mechanical, Electrical and Plumbing) for the City of Manistee.

Primary determinants will include the qualifications of the service contractor, cost, and references for similar work by the contractor.

Interested firms should submit the attached Proposal Form and include the following Information:

- The resumes of key personnel who would be assigned.

- Provide any additional information that you believe would be useful to the City as they review the qualifications.

Section criteria will include, but will not necessarily be limited to those items previously listed, as well as the ability to provide professional personnel with the capability to provide prompt response when necessary. All information submitted or otherwise known to the City of Manistee may be considered. Selection is subjective and at the sole discretion of the City of Manistee.

The City of Manistee reserves the right to reject any and all proposals, to waive informalities or to award to the firm which in its judgment will be in the City's best interest. A contract for services will be negotiated with the selected firm.

The attached proposal form must be received by the City Clerk's Office, 70 Maple Street, P.O. Box 358, Manistee Michigan 49660 not later than 12 noon on March 19, 2012. Submission should be clearly marked **"Construction Maintenance Proposal"** on the lower left of the envelope. Individual firms may be selected to meet and discuss the Proposal in greater detail.

Any questions or comments should be referred to Jon R. Rose, Community Development Director at the above address, by calling (231) 398-2805, or by e-mail at jrose@manisteemi.gov

Proposal Form

City of Manistee
Office of the City Clerk
Attention: Michelle Wright
70 Maple Street
Manistee, MI 49660

The undersigned Contractor has reviewed the specifications for the Construction Service Provider for the City of Manistee and having examined the site; hereby states that s/he will provide all necessary labor, equipment, tools and material to perform the work specifically described on attachments A for the following costs:

Labor Rate

8:00 a.m. to 5:00 p.m. Monday thru Friday	$_____	per hour
Overtime rate	$_____	per hour

Markup on Materials _____ %

Markup on Subcontractors _____ %

Name of Business_____

Name of authorized business representative_____

Signature of authorized business representative_____

Address_____

Phone Number_____

Provide Licenses and license numbers

_____
_____
_____

Provide relevant Certifications and credentials which you believe especially qualify your firm for the contract

_____
_____
_____
_____

Please address ability to provide timely service

_____
_____
_____
_____
_____
_____

Please provide examples of similar experience; governmental or commercial

_____
_____
_____
_____
_____

Please list any skills, knowledge and experience which are relevant.

_____
_____
_____
_____
_____

References

Name	Phone number

Specifications

DEFINITIONS

The OWNER is the City of Manistee, Manistee, Michigan represented by its agent, Mr. Mitchell Deisch, City Manager.

The CONTRACTOR is the successful contractual construction maintenance provider, with whom the OWNER will enter into a contract for the performance of the proposed work.

OBJECTIVE

The City of Manistee is looking to enter into a Contract where the CONTRACTOR will provide staff and Materials for construction repairs/maintenance as specified. In addition the CONTRACTOR and their employees must maintain confidentiality of any documents or information that they may come into contact while providing construction services. The CONTRACTOR and their employees must be honest and report any irregularities if they arise. No Smoking is permitted in City Buildings and the CONTRACTOR and their employees must observe this restriction while working in City Buildings.

SCOPE OF WORK

See Attachment A

EXAMINATIONS OF SITES

Service Providers shall be held responsible to have examined the sites prior to submitting a proposal. For an appointment contact Mark W. Niesen, Facilities Manager 231-398-2806. Due to a tight work schedule appointments are essential. Award of the contract will not be earlier than April 4, 2012 with work to begin shortly thereafter.

V. INSURANCE

The CONTRACTOR shall submit proof of insurance certificate naming the City of Manistee as co-insured to the OWNER prior to commencement of any work.

The required limits of this insurance is as follows:

WORKMAN'S COMPENSATION

Compensation		Statutory
Employer's Liability		$100,000

CONTRACTORS PUBLIC LIABILITY AND PROPERTY DAMAGE

Bodily Injury	Each Person	$250,000
	Each Occurrence	$500,000
Property Damage	Each Occurrence	$100,000
	Aggregate	$300,000

CONTRACTORS AUTOMOBILE LIABILITY

Bodily Injury	Each Person	$250,000
	Each Occurrence	$500,000
Property Damage	Each Occurrence	$100,000
	Aggregate	$100,000

EXCESS LIABILITY UMBRELLA $1,000,000

VI. ASSIGNMENT

The CONTRACTOR shall not assign the contract or sublet it as a whole without the written consent of the OWNER, nor shall the FIRM assign any monies due or to become due to him hereunder, without previous consent of the OWNER.

VII. PAYMENT

Payment shall be on a monthly basis, with any costs over and above the contract to be paid within 30 days of invoice.

VIII. TERM

This contract shall initially run for two years. The Contract may be extended for up to three additional two year terms without being re-advertised. The CITY and the CONTRACTOR will have the opportunity to renegotiate at the end of each contract term. This contract may be terminated by the CITY or the CONTRACTOR for any reason upon 60 days written notice. The contract may be terminated immediately by the CITY for cause.

Attachment A

Scope of Work:

The Construction Maintenance Provider may be called upon to perform work such as:

- Rough and Finish Carpentry
- Drywall Installation and Repair
- Flooring Installation and Repair
- Painting
- Masonry Repair
- Window/Door Repair and Hardware Maintenance

And any other construction services that a general contractor might provide.