

## **CHARTER TOWNSHIP OF FLINT**

### **ADVERTISEMENT FOR BIDS**

#### **THE CHARTER TOWNSHIP OF FLINT IS ACCEPTING BIDS FOR: FIRE HYDRANT MAINTENANCE**

Specifications and bid blanks may found on the Township Web site [www.flinttownship.org](http://www.flinttownship.org) or can be picked up in the office of the Township Clerk during regular business hours Monday through Thursday from 8:00 a.m. to 5:30 p.m. located at 1490 South Dye Road, Flint, MI 48532. All bids must be sealed in an envelope and marked outside of the envelope "FIRE HYDRANT MAINTENANCE BIDS" along with the name of the bidder and accompanied by a bid bond equal to 5% of the price bid. Bids not accompanied by the 5% bid bond may be rejected as non-conforming. All Bids must be returned to the Flint Township Clerk's Office, 1490 South Dye Road, Flint, MI 48532, no later than 5:30 pm on Tuesday, June 12, 2018. Sealed bids will be opened at 10:00 am on Wednesday, June 13, 2018 at the above location and will go before the Flint Township Board of Trustees on Monday, June 18, 2018 at 7:00. The Charter Township of Flint reserves the right to accept or reject any or all bids, to waive defects, and to accept the bid which, in the opinion of the Board, is in the best interest of the Charter Township of Flint, and/or to re-award a bid should the successful bidder not be able to comply with the requirements of the Charter Township of Flint. The Charter Township of Flint is an Equal Opportunity Employer.

Kathy Funk  
Flint Township Clerk

**Charter Township Of Flint**  
**REQUEST FOR PROPOSAL (RFP)**  
**Fire Hydrant Maintenance**

**FIRE HYDRANT MAINTENANCE**

Charter Township Of Flint  
1490 S Dye Rd  
Flint, Michigan 48532  
Phone: 810-732-1350 | Fax: 810-732-6919  
Rstewart@flinttownship.org

**RFP ID: 002-2018**  
**Prepared By: Randall V Stewart**  
**Date: May 24, 2018**

**REQUEST FOR PROPOSAL  
FIRE HYDRANT MAINTENANCE  
Flint - Michigan**

**RFP ID:** 002-2018

**SUBMISSION DEADLINE:** June 13, 2018, 10AM

**QUESTION SUBMISSION DEADLINE:** June 5, 2018

Questions may be submitted in written form no later than June 5, 2018 to:

**RFP Contact Name:** Randall V Stewart  
**Contact Address:** 1490 S. Dye Rd.  
Flint, Michigan 48532  
**Telephone Number:** 810-287-1195  
**Email Address:** Rstewart@flinttownship.org

**INTRODUCTION**

Charter Township Of Flint invites and welcomes proposals for their Fire Hydrant Maintenance project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The bid proposal is being requested for Fire Hydrant Maintenance which is or shall be located at Charter Township Of Flint, Flint, Michigan 48532.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding scope of work, contact:

**Name:** Randall V Stewart  
**Title:** Deputy Supervisor  
**Phone:** 810-287-1195  
**Fax:** 810-732-6919  
**Email:** Rstewart@flinttownship.org

**PROJECT OBJECTIVE**

The objective and ultimate goal for this project is to service the fire hydrants by painting, exercising and lubricating the fire hydrants, replacing any parts that may be needed and adjusting the elevation of the hydrants if needed.

### **PROJECT SCOPE AND SPECIFICATIONS**

Project Scope and Specifications are detailed on an attached document.

### **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

#### **MILESTONE**

#### **DATE**

**complete all servicing and repairs**

**May 31, 2019**

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## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Charter Township Of Flint shall award the contract to the proposal that best accommodates the various project requirements. Charter Township Of Flint reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Charter Township Of Flint or to any Bidder offering or submitting a proposal.

### **INTENT TO SUBMIT PROPOSAL**

All invited Bidders are required to submit a "Letter of Intent" no later than June 5, 2018 informing Charter Township Of Flint of their intent to either submit or decline to submit a proposal.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Charter Township Of Flint no later than 10AM on June 13, 2018 for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Charter Township Of Flint.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.

- Overall cost effectiveness of the proposal.

Charter Township Of Flint shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Michigan (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to Charter Township Of Flint

### **Financial Information**

- Provide a copy of the most recent audited financial statement, or an annual report by a certified public accountant.
- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Charter Township Of Flint, along with a brief explanation.

**Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

**Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

**Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

**References**

- Provide 2 references

Bidder agrees that Charter Township Of Flint may contact all submitted references to obtain any and all information regarding Bidder's performance.