#

REQUEST FOR PROPOSAL

FOR

THE VILLAGE OF LEXINGTON

LIGHT POLE PAINTING

**Project Contacts: Mickey Bender**

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**Project background**

The Village of Lexington DDA is seeking bids for the painting of 74 light poles located in downtown Lexington, MI. We are requesting contractors to bid this project in two phases. The DDA requests the M90/Huron Ave corridor be completed by Memorial Day 2023 and the M/25/ Main St corridor be completed by Memorial Day 2024. This project would need to completed in phases and each phase completed by Memorial Day of the corresponding year. If you would also include an all-inclusive bid for doing all poles at one time.

**Scope of Work**

 We ask for services to include:

* Cleaning and prepping poles for proper adhesion
* Purchase primer and paint for 74 poles. Kem Kromic primer or equivalent and Acrylic DTM gloss finish or equivalent. Gloss black in color.
* Apply two coats of paint unless you have references of single coat paint being adequate
* The poles are located from Lake St. to Simons St. along Main, and from the Vulcan St. to Dallas St. along Huron Ave.
* Keep the streets and sidewalks clean of scraped paint and dripped paint.
* Provide a 12-month warranty of proper adhesion and integrity of paint used on poles.

**Proposal to Include**

 Proposals shall include:

1. An all-inclusive bid for the prep and painting of all light poles.

**Qualifications**

1. Please provide references where services of this type have been performed.

**Bid Envelope**

1. The project bids shall be placed in a sealed envelope marked “Light Pole Bids”.
2. The bid shall include:
	* Total cost per phase. Total cost if done at once.
	* Proposed schedule for completion. Must have job completed by Memorial Day of corresponding year and also must include completed contractor requirements form. (attached)

**Closing**

 The Village of Lexington’s DDA will review the contents of the bids. If the DDA deems that the submitting contractor is qualified then their bid quote shall be considered for the work. The DDA reserves the right to interview the short-listed contractors. It is the intent of the DDA to complete the review process and enter into a contract with a contractor for these services, as soon as practical. The DDA will review the bids and make a decision at a subsequent meeting.

 Please submit your response to the Village of Lexington office, care of the DDA, no later than 1:00pm on September, 14 2022. No faxed copies of submittals will be accepted. The Village of Lexington DDA reserves the right to accept or reject any or all proposals; to waive irregularities or informalities; and to award proposals as deemed in the best interest of the DDA. The Village of Lexington’s DDA shall not be responsible for the cost of preparation of proposals.

**Village of Lexington Contractor Requirement Checklist**

**(Contractors, please Check all line items that can be provided upon request that apply to bid project)**

1. **Insurance**
	1. ( ) Minimum of $1,000,000 liability – Must provide current certificate of insurance.
	2. ( ) Must provide a copy of policy stating the Village of Lexington as an additional insured.
	3. ( ) Workers Compensation - Must provide current certificate of insurance or submit the

 appropriate Sole Proprietor “hold harmless” form attachment A or B.

* 1. ( ) Vehicle liability - Must provide current certificate of insurance for all vehicles used for

 contracted work.

1. **Safety**
	1. ( ) Contractor shall warrant that employees are trained and certified for confined Entry when

 required for the contracted work.

* 1. ( ) Contractor shall warrant that employees are trained and certified for Personal Protection

 Equipment use when required for the contracted work.

1. **Equipment**
	1. ( ) Contractor shall warrant their capability of supplying all required equipment in good

 working condition, including employee safety standards, necessary for contracted work.

1. **Qualification**
	1. ( ) All contractors shall provide a copy of their current State business license. The village will

 determine if licensing is required based on project.

* 1. ( ) All contractors seeking work from the Village shall submit with bids their company contact

 information and billing address.

* 1. ( ) All contractors seeking work from the Village shall submit with their bids the above

 referenced documentation in sections 1, 2 and 3.

* 1. ( ) All contractors seeking work from the Village shall submit with bids a list of sub

 contractors anticipated to work on the project and their company contact information.

 Primary contractors are responsible for ensuring sub-contractors with all contractor

 requirements.

1. **Utility Liability**

 a. Contractor understands that he/she will be held liable for any material and or monetary

 damage caused to any utility, either village, public or privately owned, by the contractor during

 the performance of a contract.

1. **Initiation of Work Payment**
	1. No work is to proceed until all requirements are verified to have been met by the Village Department Manager hiring the contractor.
	2. No work is to proceed until the service contract is signed and filed with the Village Clerk and DDA.
	3. No payments, including advances or progress, are to be made unless all requirements are met and payment is authorized by the DDA.

 **Signature of Contractor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**