



Request for Proposal

RFP 2026-09

Bay County Mosquito Control
Roof Replacement

JAMES BARCIA
BAY COUNTY EXECUTIVE

REQUEST FOR PROPOSAL – THIS IS NOT AN ORDER OR OFFER

IF FOR ANY REASON YOU CANNOT RETURN THIS BID, PLEASE RETURN THE NON-BIDDERS
FEEDBACK FORM TO ENSURE THAT YOUR FIRM MAY BE RETAINED ON OUR BIDDER LIST

DATE OF REQUEST	August 14, 2026
REFERENCE BID NUMBER	RFP 2026-09
MANDATORY SITE VISITS	August 21, 2026 10:00 AM EST
LOCATIONS:	BAY COUNTY MOSQUITO CONTROL 810 LIVINGSTON ST. BAY CITY, MI 48708
DEADLINE FOR VENDOR QUESTIONS	August 28, 2026 5:00 PM EST
RESPONSES DUE FROM COUNTY	September 4, 2026 5:00 PM EST
PROPOSED DATE/TIME REQUIRED	September 11, 2026 11:00 AM
BID SUBMITTAL	BAY COUNTY FINANCE DEPT. ATTN: NICOLE PUTT BAY COUNTY BUILDING 515 CENTER AVENUE 7 TH FLOOR BAY CITY, MI 48708
MARK BID	“BAY COUNTY MOSQUITO CONTROL ROOF REPLACEMENT - DELIVER TO FINANCE DEPARTMENT IMMEDIATELY”

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INTRODUCTION:

The County of Bay invites bids from qualified firms for the roof replacement of three buildings at the Bay County Mosquito Control facility, located at 810 Livingston Street, Bay City, MI 48708.

PROJECT SUMMARY:

This project involves replacing the roofs of three buildings at the Bay County Mosquito Control facility. The work will cover the office building, mechanics garage, and chemical storage building. All buildings currently have original shingles installed in 2004.

SPECIFICATIONS:

Office Building: 5,440 square feet

Mechanics Garage: 8,500 square feet

Chemical Storage Building: 3,250 square feet

The bidder shall provide pricing for both asphalt shingles and metal roofing options for each building.

Asphalt Shingles

- Asphalt shingles shall come with a warranty of 30+ years.
- Color options to be determined after bid is awarded.
- Asphalt shingles are to be dimensional.
- Removal and disposal of existing shingles.
- The roof deck will be thoroughly inspected prior to installation and replace wood where needed.
- Drip edge, Ice and water shield and synthetic felt are to be replaced and installed per manufactures specification.
- All existing boots and flashing shall be replaced.
- Install proper ridge venting per manufacture specifications.
- Gutters and downspouts are to remain in place if possible and clean upon completion.

Standing Seam Metal Roof

- Remove existing asphalt shingles and gutters if needed.
- Inspect roof deck and replace wood if needed.
- Drip edge, Ice and water shield and synthetic felt are to be replaced and installed per manufactures specification.
- Install 2x4 furring strips.
- Use metal roofing rated as 24 gage or better.
- Apply flashings and ridge vents per manufacture's specifications.
- Gutters and downspouts are to remain in place if possible and clean upon completion.

Fastened Metal Roof

- Remove existing asphalt shingles and gutters if needed.

- Inspect roof deck and replace wood if needed.
- Drip edge, Ice and water shield and synthetic felt are to be replaced and installed per manufactures specification.
- Install 2x4 furring strips.
- Use metal roofing rated as 24 gage or better.
- Apply flashings and ridge vents per manufacture's specifications.
- Gutters and downspouts are to remain in place if possible and clean upon completion.

REQUIREMENT OF BIDDERS:

1. Prevailing wage will be required on this project. Bay County will require certified payroll to be submitted before releasing request for payment.
2. Successful bidder will be required to field verify square footage and conditions.
3. Successful bidder shall provide a dumpster for removal of existing roofing materials.
4. Successful bidder will be required to secure a building permit if required. Permits and associated costs are the contractor's responsibility.
5. Roofing warranty shall be a minimum of 30 years on both materials.
6. All bids shall be good for ninety days after the previous stated Bid date.
7. All State of Michigan and local building codes shall be followed.
8. Each bidder must provide with its formal Bid a written sworn statement certifying that it has not colluded with any competing bidder or County employee or entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Request for Proposal. **(ATTACHMENT A).**
9. Bids will only be accepted on the attached Bid Summary form **(ATTACHMENT B).**
10. Bidder must be present at the **MANDATORY WALK-THROUGH** at the facility on **August 21, 2026 at 10:00 AM.** in order to submit a Bid for this project. Failure to attend the walk-through may result in the rejection of your bid.
11. A Bid-bond will be required in the form of **5%** of the project cost from each bidder.
12. The successful bidder will be required to submit a Performance and payment bond of 100% of the bid.

PROPOSAL FORMAT & EVALUATION

Organize proposals into these sections:

1. **Pass/Fail Gate Requirements**
2. **Cost Proposal** (25 points)
3. **Management** (35 points)

4. **Technical** (15 points)
5. **Safety** (10 points)
6. **Community** (20 points)

Pass/Fail Gate Requirements:

- Legal/regulatory compliance
- Audited financial statements (12 months)
- Bonding capacity $\geq$ project value (B+ rated surety)
- EMR $\leq$ 1.1

Cost Proposal:

- Lowest responsive bidder: 25 points
- Qualified bidders within 5%: 10 points

Management:

- Company history, licenses, project list, insurance, references, warranty, quality assurance

Technical:

- Certifications, journeyperson/apprenticeship ratio, apprenticeship program

Safety:

- Safety training, fitness for duty/drug and alcohol program

Community:

- EEO programs, local hiring, employee benefits, school-to-apprenticeship partnership

GENERAL INFORMATION:

1. **CHANGES TO RFP:** All additions, corrections or changes to the solicitation documents will be made in the form of a written Change Form signed by the Purchasing Agent, Nicole Putt, only. Firms shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written, signed Change Form. All written, signed Change Forms issued shall become part of the Agreement documents. Change Forms will be sent to all known potential firms by e-mail.
2. **CONTACT INFORMATION:** To receive future communications related to this RFP, possible firms are asked to immediately send contact information by email to Nicole Putt, Bay County Purchasing Agent, at puttn@baycountymi.gov; failure to do so may limit your ability to submit a complete, competitive Bid.
3. **RIGHT TO WITHDRAW BIDS:** By submitting a Bid in response to this RFP, Firm agrees to be bound by this RFP's terms and conditions. Bids may be withdrawn by the Firm without penalty

at any time before notification that the Firm's Bid has been selected. However, if the Firm withdraws after selection of its Bid but before executing the Contract for any reason ("Late Withdrawal"), Firm shall pay liquidated damages to the County in an amount equal to five percent (5%) of the amount of the Bid ("Liquidated Damages"). The County and Firm intend these Liquidated Damages to constitute compensation and not a penalty. The parties acknowledge and agree that the harm caused to the County by such a Late Withdrawal of a Bid would be impossible or very difficult to accurately estimate at the time of the Late Withdrawal and that the Liquidated Damages are a reasonable estimate of the anticipated or actual harm that might arise from such a Late Withdrawal. Firm's payment of the Liquidated Damages shall be Firm's sole liability and entire obligation and County's exclusive remedy for Late Withdrawal of Firm's Bid.

4. RFP, BIDS AND ACCEPTANCE DO NOT OBLIGATE: The parties agree that they will not consider either distribution of this RFP or receipt of Bids by the County or even notification of Bid acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its legal counsel.
5. TAX-EXEMPT STATUS: The County is a tax-exempt entity. A tax-exempt form will be provided to the successful firm.
6. FOIA: All bids are confidential until the listed bid opening time and date; however, as a public entity, the County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in Bids may be subject to FOIA requests.
7. RESPONSIBILITY: Firms are solely responsible for ensuring their bid is received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

The Bay County Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of Bid shall be made to the Bay County Purchasing Agent, Bay County Building, 7th Floor, Bay City, MI 48708.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this request.

8. INSURANCE: The Firm shall purchase and maintain insurance sufficient to protect it from any and all claims which may arise out of or result from the Firm's services related to this RFP and any resultant contract, whether such service be by the Firm individually or by anyone directly or indirectly employed by Firm, or by anyone for whose acts Firm may be liable, including independent contractors. Insurance policies purchased and maintained shall include, but are not limited to, the following:
 - a. Worker's compensation insurance for claims under Michigan's Workers' Compensation Act or other similar employee benefit act of any other state applicable to an employee in the minimum amount as specified by statute;
 - b. Employer's liability insurance, in conjunction with workers' compensation insurance, for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers' compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each incident;

- c. Motor vehicle liability insurance required by Michigan law including no-fault coverage for claims arising from ownership, maintenance or use of a motor vehicle with liability limits of not less than \$1,000,000 per occurrence. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- d. Commercial General Liability insurance for claims for damages because of bodily injury or death of any person, other than the Firm's employees, or damage to tangible property of others, including loss of use, which provides coverage for contractual liability, with a limit of not less than \$1,000,000 each occurrence and a mandatory \$2,000,000 annual aggregate.

Insurance required shall be in force until acceptance by the County of the entire completed work and shall be written for not less than any limits of liability specified above. Certificates of insurance, acceptable to the County, shall be provided to the County's Department of Corporation Counsel no less than ten (10) working days prior to commencement of the project.

All coverage shall be with insurance carriers licensed and admitted to do business in Michigan and are subject to the approval of the County.

All Certificates of Insurance and duplicate policies shall contain the following clauses:

"It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage will be mailed to Bay County's Department of Corporation Counsel, 515 Center Avenue, Suite 402, Bay City, MI 48708"; and

"It is understood and agreed that the following are listed as additional insureds: The County of Bay, including all elected and appointed officials, all employees and volunteers, all boards, commissions, departments and/or authorities and their board members, employees and volunteers."

- 9. COST OF DEVELOPING BID: The Firm shall be responsible for all costs incurred in the development and submission of its Bid.
- 10. BID DELIVERY: Bids must be returned no later than **September 11, 2026 @ 11:00 A.M.** in a sealed envelope clearly marked "**Bay County Mosquito Control Roof Replacement**" -- **Deliver to the Bay County Finance Department immediately.** Please provide five (5) printed copies of the submission. The submissions may be hand delivered or sent by mail to Bay County Finance Department, Bay County Building, 7th Floor, Bay City, Michigan 48708.

The County will not accept Bids sent by FAX machine or E-mail.

- 11. NON-DISCRIMINATION: In the performance of the Bid and resultant contract, firm agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Firm shall not discriminate against any employee or applicant for employment to be employed in the submission of this Bid or in performance of the duties necessitated by an award of the proposed contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the contract.

12. **BID OPENING:** There will be a public Bid opening immediately following the deadline to receive Bids in the Bay County Finance Department conference room located in the Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan. All firms are invited to attend and hear the Bids read.
13. **BID REJECTION/ACCEPTANCE:** The County reserves the right to accept or reject any or all Bids, to waive any irregularities and to make the final determination as to the best low qualified Bid.
14. **BID AWARD:** In the event the Bid is awarded directly by the Finance Officer, a Notice of Intent to Award will be used to notify all firms of her intent to award the Bid to the Firm providing the best value to the County.
15. **CONTRACT:** The County's award of any Bid is subject to and conditioned upon execution of a formal agreement for products and services between the successful firm and the County. In submitting a Bid, the firm acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the firm fails to execute the formal agreement within 14 days of its presentment by the County, the County may reject the selected firm, and proceed to accept another qualified Bid, or reject all Bids.

A copy of a firm's suggested terms and conditions may be submitted with firm's Bid, however, neither the County's acceptance of any Bid nor award of any contract pursuant to this RFP shall be construed as any definitive acceptance by the County of Firm's suggested terms and conditions. In the event of a conflict in terms, the order of precedence to resolve the conflict will be as follows: Michigan State law, the terms and conditions of the signed contract, the terms and conditions of the RFP, and last, the Firm's Bid.

16. **DISPUTES:** In the event a firm disagrees with the recommendation of the Bay County Finance Officer concerning this award, the firm may obtain a Bid Protest Form from the Finance Department. This form must be completed and returned to Nicole Putt, Bay County Purchasing Agent, Bay County Purchasing Division, 7th Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708-5128, **within ten (10) working days from the date of the notice of intent to award.**
17. **QUESTIONS:** All questions about this RFP must be received by August 28, 2026, 5:00 p.m. in writing, via email, to:

Nicole Putt
Purchasing Agent
puttn@baycountymi.gov

Responses to any inquires will be issued in one (1) Addendum no later than September 4, 2026 and will be sent to all known firms. Every attempt to answer your inquiries will be made however Bay County reserves the right to not answer any questions received after the August 4, 2026 due date.

Correspondence or inquiries made directly from firms regarding their Bids are to be directed to those County employees designated above for appropriate review and response. In addition, the person listed above will issue all valid responses and changes to this RFP. Contact with other County staff or County Board Commissioner could be reason for disqualification.

Any significant explanation desired by a firm, regarding the meaning or interpretation of the Request for Proposals must be requested with sufficient time allowed for a reply to reach all prospective firms to submit their Bids. Any information given to a prospective firm concerning the Request for Proposal will be furnished to all prospective firms as an amendment or addendum to the Request for Proposal, if such information would be of significance to uninformed firms. The County shall make the sole determination as to the significance to uninformed firms.

ADA ASSISTANCE:

The County of Bay will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon two days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

Amber Johnson
Corporate Counsel
Bay County Building
515 Center Ave. 3rd Floor
Bay City, MI 48708-5128
(989) 895-4098

Nicole Putt, Purchasing
Bay County Finance Department
Bay County Building
515 Center Ave. 7th Floor
Bay City, MI 48708
puttn@baycountymi.gov

**SEE ATTACHED
REQUIRED DOCUMENTATION**

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Bid Response Cover Sheet

ALL BIDS MUST INCLUDE THIS COVER SHEET (OR THIS SHEET REPRODUCED ON LETTERHEAD) AS A COVER SHEET OR PAGE ONE (1) OF THE BID

TO: County of Bay
515 Center Ave, 7th Floor
Bay City, MI 48708

FROM: _____

Company Name

☐ an individual,

☐ a corporation

(Please mark appropriate box),

Duly organized under the laws of the state of: _____

The undersigned, having carefully read and considered the Request for Proposal (RFP) for "Replacement of the Mosquito Control Roofs", does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached Bid, including, by reference here, the County's RFP document. Bids must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

BY: _____
(Signature of authorized representative)

(Please Print Name and Title)

PRINCIPAL OFFICE ADDRESS:

Street Address: _____

City: _____

County: _____

State: _____

Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

TIN #: _____

DUNS #: _____

**BAY COUNTY
PURCHASING DIVISION
BIDDERS CHECK LIST**

YES

NO

- | | | |
|---|-------|-------|
| 1. I have read ALL the instructions and specifications. | _____ | _____ |
| 2. I have read and acknowledge the information contained in the "General Information" section of the Bid | _____ | _____ |
| 3. I have filled in ALL of the required documentation. | _____ | _____ |
| 4. I have provided all required information per the guidelines specified within the bid document. | _____ | _____ |
| 5. I am an officer of the company. | _____ | _____ |
| 6. I have the authority to obligate my company. | _____ | _____ |
| 7. I am returning the signed ORIGINAL and specified number of copies required per the bid document: | _____ | _____ |
| 8. I have organized and labeled the bid per instruction. | _____ | _____ |
| 9. I have retained a copy of the submission. | _____ | _____ |
| 10. I have properly labeled the external envelope. | _____ | _____ |
| 11. If successful, the "Insurance Requirement Certificate" from an insurance company licensed to do business in the State of Michigan will be provided within ten working days after Notification of the award. | _____ | _____ |
| 12. I have provided the necessary information for the person responsible for follow-up. | _____ | _____ |

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Date: _____

FIRM QUESTIONNAIRE

Date: _____

Firm Name: _____

Address: _____

County/State/Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Year Firm Established: _____ Years in Business: _____

Type of Organization:

Individual
Partnership

Corporation
Other (please describe)

Please provide contact information for person responsible for RFP communications:

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

City, State, Zip: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

NON-BIDDERS FEEDBACK FORM

Bid #: 2026-09

If you are not submitting a bid for this Bid, please indicate the reason(s) by checking off one or more items below and email this form to purchasing@baycountymi.gov

- _____ Unable to bid at this time, but would like to receive future bid requests.
- _____ Service(s) or material(s) not provided by our firm.
- _____ Service(s) or material(s) we offer do not fully meet all the requirements specified.
- _____ We cannot meet the timetable required.
- _____ Insufficient time allowed for preparation and submission of bid.
- _____ Specifications not clearly understood or applicable as follows: (ex. too vague, too rigid, etc.)
- _____ Other: _____
- _____
- _____

Please remove our name from your bidders list for _____ This commodity group
_____ These item(s) or material(s)
_____ All bids

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Email: _____

Phone: _____ Date: _____

CERTIFICATION

The individual signing below certifies:

1. They are fully authorized to submit this bid, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. The individual has been duly authorized to act as the official representative of the firm, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Bid was developed solely by the Firm indicated below and was prepared without any collusion with any competing firm or County employee.
4. The content of this Bid has not and will not knowingly be disclosed to any competing or potentially competing firm prior to the Bid opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a bid has been made.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Date: _____

BID SUMMARY

Building Name	Shingle Roof Price (\$)	Standing Seam Metal Roof (\$)	Fastened Metal Roof (\$)
Office 5440 sq. ft.			
Garage 8550 sq. ft.			
Chemical Storage 3250 sq. ft.			

All Bids must include materials, labor, removal of old roofing, disposal fees, and warranties.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Company Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Date: _____

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REFERENCES

1	Name of Company:	
Contact:		
Address:		Phone Number:
		Email:

2	Name of Company:	
Contact:		
Address:		Phone Number:
		Email:

3	Name of Company:	
Contact:		
Address:		Phone Number:
		Email: