



Wexford County
REQUEST FOR PROPOSALS
Wexford County Civic Center - Ice Arena Dehumidifier

Bid Publication Date: Thursday, December 16, 2021

Bid Submittal Deadline: Wednesday, January 13, 2022 at 2:00 p.m.

Submit in person to: Wexford County Administration Office
2nd Floor, Wexford County Courthouse

Or by mail to: Wexford County Administration Office
437 E. Division St.
Cadillac, MI 49601

1. **Introduction:** Wexford County seeks bids from qualified firms, on a competitive basis, for the removal of an existing ice arena dehumidifier and the installation of a new dehumidifier at the Wexford County Civic Center, located at 1320 N. Mitchell Street, Cadillac, Michigan. The purpose of the project is to efficiently remove moisture from the air through its function as an air exchanger, thus also improving air quality in the ice arena.

This project will be funded with federal dollars from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund established under the American Rescue Plan Act (ARPA). Davis-Bacon wages will not apply.

If, prior to the award, the project is determined as not eligible to be funded through ARPA funds, the Board of Commissioners reserves the right to eliminate this Request for Proposals.

2. **Contractor Qualifications:** Experience working with ice arenas is desired.
3. **Bid Submittal:** Bids must be delivered in a sealed envelope that is marked with the bidder's name and the words "Wex Ice Arena Dehumidifier Project Bid." Any bid received after **2:00 p.m. on Wednesday, January 13, 2022** will not be opened. Proposals must be signed by an official authorized to bind the firm to its provisions.
4. **Bid Opening/Award:** Bids will be publicly opened at **3:00 p.m. January 13, 2022**, in the 2nd floor lobby of the Historic Courthouse. A final decision regarding project award by the Wexford County Board of Commissioners is anticipated on **Wednesday, January 19, 2022**. The County reserves the right to postpone the bid opening for its own convenience.
5. **General scope of work:** Bid responses shall include all charges for delivery, labor, materials, equipment, services, and incidental costs such as permits and disposal fees that are necessary to complete the project as required. All proposals will remain in effect for at least 60 days to allow for review/approval by the Wexford County Board of Commissioners and then remain firm for the length of the contract from date of award by the Board of Commissioners.
6. **Time of Completion:** The bid must contain an estimated start date and completion date. Though the estimated project completion date will be considered when awarding the contract, the County acknowledges that the lead time for materials delivery can be a factor beyond the Contractor's control.
7. **Licensing and Permitting:** Contractor must hold any appropriate licenses and is responsible for obtaining the permits necessary to complete the work. The bid must include cost of obtaining such permits and all labor necessary to complete the project.

8. **Mandatory Pre-Bid Site Visit Meeting:** A pre-bid site visit is mandatory to be considered a qualified bidder. A site visit can be scheduled by contacting Adam Kerr, Maintenance Supervisor, at 231-779-9469 or maintenance@wexfordcounty.org.
9. **Bid Default:** In case of default by the bidder or contractor, Wexford County may procure the articles or services required by this agreement from other sources and hold the successful bidder responsible for any excess costs.
10. **County Liability:** Officers, agents and employees of Wexford County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel, except when such loss or damage is due to the fault or negligence of the County.
11. **Required Bid Specifications:** The specifications are for informational purposes only; their accuracy is not guaranteed. Contractor must verify all details at the site. Contractor is responsible for:
 - 11.1. Removal and proper disposal of existing dehumidification unit; removal and proper disposal of existing metal ductwork.
 - 11.2. Provision and installation of new desiccant dehumidifier unit that will supply an outside air purge of indoor air contaminants that is specified to provide a maximum air volume of 5,800 cfm and moisture removal no less than 72 lb. of H₂O/hour. Unit shall be CDI ARID-Ice Series Model DH-142 or equivalent.
 - 11.3. Unit shall be provided with the following accessories, or equivalent:
 - 11.3.1. 2" Double Wall construction with: 20 ga. mill finish, G-90 galvanized lined interior, 16 ga. mill finish G-90 galvanized exterior, 3.0# fiberglass insulation
 - 11.3.2. DH-142 model rotor with direct fired gas reactivation and reactivation fan, SS reactivation outlet. plenum interior double sloped SS drain pans in reactivation outlet plenum interior.
 - 11.3.3. Unit mounted annunciator panel with flame failure, fault, and rotation fault indication reactivation energy rate bar graph process air flow; fan on indication reactivation air flow; fan on indication call for dehumidification indication low temperature reactivation indication; dew point sensors and hoods
 - 11.3.4. IAQ Ventilation system including: motorized damper operators modulating for return supply dampers for demand control remote operator interface panel; control station DDC temperature and humidity controls CO, CO₂, NO₂.
 - 11.4. Provision and installation of new appropriate ductwork for new dehumidification unit; must include additional sock for supply across the ice rink; existing sock may be used for distribution.
 - 11.5. Provision and installation of new gas line to new unit.
 - 11.6. Provision and installation of the necessary electrical supply to new unit.
 - 11.7. Contractor shall properly set the outdoor air intake for fresh air
 - 11.8. Contractor shall perform start-up and check out on the new unit.

- 11.9. Contractor must use care to protect and maintain interior and exterior surfaces and finishes. Contractor must provide necessary touch-up of finishes as required by the Maintenance Supervisor.
- 11.10. Manufacturer specifications must be submitted with bid.
- 11.11. Contractor must include the manufacturer's full warranty and minimum two (2) year installation warranty.
- 11.12. Throughout the project, Contractor must provide adequate temporary protection against wind, rain, and other temporary forces until such protection is no longer required for the protection of the building and its contents.
- 11.13. Scheduling: Contractor must work with the Maintenance Supervisor to coordinate the project's scheduling to cause the least possible disruption to the Civic Center.
- 11.14. Contractor must clean job site of all work-related debris.
- 11.15. Contractor must repair and/or replace any damage incurred by Contractor to lawns or landscaping during the course of the project.
- 11.16. Contractor must follow applicable Michigan Occupational Safety & Health Administration regulations and other applicable regulations.
- 11.17. Contractor must follow applicable CDC recommendations and any applicable County policies regarding COVID-19.

12. Bid Submittal Requirements

- 12.1. Bids must be submitted using the most recent bid specifications. To be notified of addendums to the bid specifications, please contact the County Administration office at 231-779-9453 or administration@wexfordcounty.org and provide an email address.
- 12.2. Proof of Insurance: The successful bidder agrees to provide proof of insurance as follows:
 - 12.2.1. Workers Compensation Insurance including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
 - 12.2.2. Commercial General Liability Insurance on an "occurrence basis" with limits of liability not less than \$1 million per occurrence and aggregate. Coverage shall include the following extensions: (a) Contractual Liability Coverage; (b) Products and Completed Operations Coverage; (c) Independent Contractors Coverage; (d) Broad Form General Liability Extensions or equivalent, if not already included.
 - 12.2.3. Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1 million per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
 - 12.2.4. Additional Insured: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be Additional Insureds: Wexford County, all elected and appointed officials, all employees and volunteers, all boards, commissioners, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming Wexford County as additional insured, coverage afforded is considered to be primary and any other insurance Wexford County may have in effect shall be considered secondary and/or excess.
 - 12.2.5. Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed that a ten (10) day notice for non-payment of

premium is required and a thirty (30) day notice is required for non-renewal, reduction, and/or material change, shall be sent to: County Administrator, Wexford County, 437 E. Division St., Cadillac, MI 49601.

12.2.6. **Proof of Insurance Coverage:** The Contractor shall provide Wexford County at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements.

12.3. **Surety Performance Bond:** As required by Michigan law (the Michigan Contractor's Bond for Public Buildings or Works Act, Public Act 213 of 1963), the contractor whose bid is accepted must provide a performance bond at its own expense with a company acceptable to the County in the full amount (100%) of the award. The bond shall be made payable to Wexford County. NOTE: Performance Bond will only be required if the awarded bid for this project is \$50,000 or greater.

All bidders shall include a letter from their bonding agent (labeled Exhibit A) and submit it with their bid documents, indicating that upon award of the contract, they will be able to secure required insurances plus a performance bond.

The performance bond shall serve as security for the faithful performance of this contract including any maintenance or warranty provisions and for the payment of all persons performing labor or furnishing materials in connection with this contract. Premiums for the performance bond shall be paid by the contractor.

If at any time the County shall be dissatisfied with any surety or surety bond or performance bond, or if for any other reasons such bond shall cease to be adequate security for the County, the contractor shall within ten (10) days after notice from the County to do so, substitute an acceptable bond in performance and sum and signed by other sureties which are acceptable to the County. The premiums on such substitute bond shall be paid by the contractor.

The performance bond shall remain in full force and effect during the life of the contract and during the term of any warranty or maintenance required by the specifications. The contractor may not commence work until the performance bond has been received and approved by the County.

12.4. **Surety Payment Bond:** If subcontractors are to be used on the project, Contractor must provide a Materials & Labor Payment Bond insuring that the Contractor's subcontractors will be paid according to their subcontract.

12.5. **Project Scheduling:** After a contract has been negotiated and signed by both parties, the project's scheduling can take place. The desired start date is April 4, 2022; desired completion date is no later than June 1, 2022. Project can have an earlier start date if agreed upon by the Maintenance Supervisor, Owner's Representative, and Contractor.

13. Questions: Any questions regarding the bid specifications shall be directed to Adam Kerr, Maintenance Supervisor, at 231-779-9469 or maintenance@wexfordcounty.org.

Any questions regarding non-specifications portion of the RFP shall be directed to Janet Koch, County Administrator and Owner's Representative at administration@wexfordcounty.org or 231-779-9453.

All questions must be asked before 4:00 pm Thursday, January 6. All questions and accompanying responses will be tabulated and emailed to those who signed up to receive addenda (see section 12.1) on January 7.

Contact with personnel of Wexford County other than the above stated persons regarding this RFP will be considered grounds for elimination from the selection process.

14. Acceptance and Rejection of Bids: The Contractor chosen by Wexford County shall not discriminate against any worker, employee, or applicant for employment because of race, color, religion, height, weight, marital status, national origin, ancestry, sex, age, (except where requirements as to age is based upon a bona fide occupational qualification), or disability (that is unrelated to the individual's ability to perform duties of a particular job or position) pursuant to 1976 PA 453, as amended, MCL 37.2101 et seq. (Elliot-Larsen Civil Rights Act).

Wexford County reserve the right to reject any or all proposals, or any part thereof, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

Wexford County also reserves the right to reduce or eliminate this Request for Proposals without prior notice, and to issue post-bid addendums to clarify or request additional information including pricing.

The undersigned hereby agrees that if the foregoing proposal shall be accepted by County, the successful bidder will, within ten (10) consecutive calendar days after receiving notice of the acceptance of such bid proposal, provide proof of insurance and enter into a contract to furnish labor, equipment, and tools necessary to completely execute the work at the pricing provided in the attached cost proposal.



**Wexford County
BID SUBMISSION FORM
Wexford County Civic Center - Ice Arena Dehumidifier**

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Submit in person to: Wexford County Administration Office
2nd Floor, Wexford County Courthouse

Or by mail to: Wexford County Administration Office
437 E. Division St.
Cadillac, MI 49601

1. **Wex Ice Arena Dehumidifier** \$ _____

Includes, but is not limited to, the following:

- a) Removal and disposal of existing dehumidification unit
- b) Provision and installation of new desiccant dehumidification unit; CDI ARID-Ice Series Model DH-142 or equivalent.
- c) Provision, installation of new ductwork, new duct sock, new gas line, and electrical connection to wire the new unit.

2. Dehumidifier manufacturer/brand _____

3. Length of manufacturer's warranty _____

4. Estimate start date _____ Estimated completion date _____

5. Receipt of the following addenda are acknowledged:

Addendum No. 1..... Date received _____

Addendum No. 2..... Date received _____

6. Mandatory Pre-Bid Site Visit completed on this date _____

Contractor Information:

Company Name _____ Office phone _____

Address _____ Cell phone _____

Email _____

Typed or printed name and title of official authorized
to find the firm to the provisions of the RFP

Signature of official authorized to bind
the firm to the provisions of the RFP

Date _____

Failure to complete this form may be considered grounds for elimination from the selection process.