

BOARD OF COUNTY ROAD COMMISSIONERS  
BOARD OF PUBLIC WORKS

**COMMISSIONERS:**

W.C. Askew, Sr., Reginald D. Boze, Doug Burleson, Gregory H. Kinney, Wayne Nelson

**NOTICE TO BIDDERS**

The Board of County Road Commissioners of Van Buren County is accepting sealed Proposals of Interest at the Road Commission office, 325 W. James St., P.O. Box 156, Lawrence, MI 49064 until **11:00 AM on March 25, 2025**, at which time and place the Proposals will be publicly opened and read as follows:

- Van Buren County Road Commission Bangor Garage Office Remodel

All Proposals of Interest must be in a sealed envelope and plainly marked as to the item bid upon and the name of the bidder. All unmarked Proposals and/or Proposals received after the submitted deadline may be rejected.

Detailed specifications and proposal forms may be obtained at the office of the Road Commission.

The Road Commission reserves the right to reject any or all bids, to waive irregularities in the bidding, and to award the contract in any manner deemed to be in the best interest of the Van Buren County Road Commission.

**AN EQUAL OPPORTUNITY EMPLOYER**  
VAN BUREN COUNTY ROAD COMMISSION

# REQUEST FOR PROPOSALS

## Van Buren County Road Commission Bangor Garage Office Remodel

### 1. Introduction

The Van Buren County Road Commission (VBCRC) is inviting qualified construction contractors and firms to submit proposals for the purpose of remodeling of the office located at the Bangor Garage facility, 66174 M43, Bangor, MI 49013. The Van Buren County Road Commission intends to begin construction on the office remodel project as soon as reasonably possible after award of contract.

To be considered, contractors and firms must submit a complete response to this Request, including completion of the attached Proposal Form.

### 2. Proposal Process

Sealed Proposals will be received by the Van Buren County Road Commission at its offices, 325 West James Street, Post Office Box 156, Lawrence, Michigan 49064 up to **11:00 AM on March 25, 2025** at which time and place the Proposals will be publicly opened and read.

Proposals must be submitted on the Proposal Form provided and shall be placed in a sealed envelope plainly marked "**Van Buren County Road Commission Bangor Garage, Office Remodel**".

NO FAXED OR EMAILED DOCUMENTS WILL BE ACCEPTED.

### 3. Non-mandatory Pre-bid Building Inspection

A non-mandatory pre-bid building inspection meeting will be held as follows:

**9AM on March 11, 2025**

While it is not mandatory that bidders attend, it is strongly recommended.

### 4. Insurance

A. The successful bidder shall provide to the Van Buren County Road Commission proof of insurance as follows:

\$2,000,000 General Liability, each occurrence;

**OR**

\$1,000,000 General Liability, each occurrence **AND** \$1,000,000 Umbrella Coverage, each occurrence

In addition, the following language must appear in the "Additional Insured" area of the Insurance Certificate, without any changes or deviations from this specific language:

**"The Board of County Commissioners of Van Buren County,  
The Board of County Road Commissioners of Van Buren County  
(a/k/a the Van Buren County Road Commission)  
and their officers and employees for claims arising out of, under,  
or by reason of operations covered by the contract, as their interests may appear."**

and/or the successful bidder must provide the Additional Insured Endorsement of their current policy and provide a Form CG 20 37 for Additional Insured Completed Operations.

Insurance as set forth herein shall be in effect for a period of not less than the term of the contract, and shall provide evidence that it cannot be canceled without 10 days' advance written notice by certified mail with return receipt requested to the Managing Director of the Board.

B. The successful bidder shall maintain, during the life of the contract, sufficient insurance to protect against all claims under Workers Compensation, Automobile Liability, and Professional Liability as follows:

- **Workers' Compensation** insurance with the Michigan statutory limits for all its employees assigned to perform services pursuant to the contract.
- **Automobile Liability** insurance on each vehicle owned, hired and/or non-owned while operating on the public highways during the life of this contract in the **minimum amount of \$1,000,000.00 Combined Single Limits.**
- **Professional Liability** insurance in the amount of not less than \$250,000 per occurrence.

The successful bidder shall be responsible for payment of all deductibles contained in any insurance required hereunder.

## 5. References

All bidders shall supply a list of at least three (3) business/commercial references including contact names and telephone numbers.

6. Michigan Builder's License

All bidders shall supply a copy of proof of the State of Michigan Builder's license.

7. Bid Surety

A Bid Bond or Certified Check must accompany all bid proposals in an amount not less than five percent (5%) of the amount of the total project bid. The Bid Bond or other security of the successful bidder will be held until the Contract has been successfully awarded.

8. Performance and Payment Bonds

For all bids that exceed \$50,000.00, the successful bidder shall furnish Performance and Payment Bonds in the amount of 25% of the contract amount, in such form and with such sureties licensed to conduct business in the State of Michigan.

9. Completion of Project, Road Commission Work Schedule and Clean Work Area

Work shall be finally complete and ready for owner's acceptance by October 1, 2025, weather/temperature dependant. If Contractor cannot meet this deadline, an expected completion date for the project(s) must be provided as part of the quote.

All Contractor work shall not interrupt the Road Commission's work schedule.

Contractor will inspect the work area, including any adjoining properties, after the daily work shift so as to keep the work/property area clean of any and all debris.

10. Permits, OSHA, and Rules and Regulations

The Contractor is responsible for any permits, permitting processes, and inspections.

Contractor shall perform all work in a safe manner in full legal accordance with OSHA, State, County, and local rules and regulations.

11. Proposal Evaluation

The VBCRC will be selecting a Contractor based upon:

- Contractor's qualifications and capabilities to provide the specified services
- Staff experience/qualifications
- References
- Pricing
- Any other relevant information

The VBCRC reserves the right to request additional information regarding consultant qualifications, and clarification of pricing information. Failure to provide all information requested shall be sufficient reason for the VBCRC to eliminate a consultant from further consideration in the selection process.

The VBCRC reserves the right to reject any or all bids, to waive irregularities in the bidding, and to award the contract in any manner deemed to be in the best interest of the VBCRC.

15. Contacts

The principal contacts for this invitation are as follows:

Greg Brucks, Operations Director  
Van Buren County Road Commission  
325 W. James Street, PO Box 156  
Lawrence, Michigan 49064  
(269) 674-8011, Extension 227  
[GregBrucks@vbcrc.org](mailto:GregBrucks@vbcrc.org)

Nicholas Mead, Fleet & Facilities Supervisor  
Van Buren County Road Commission  
325 W. James Street, PO Box 156  
Lawrence, Michigan 49064  
(269) 674-8011, Extension 292  
[ShopSupervisor@vbcrc.org](mailto:ShopSupervisor@vbcrc.org)

16. Miscellaneous

A. Title VI of the Civil rights Act of 1964

The Van Buren County Road Commission, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to

submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award.

B. Hold Harmless

The successful Consultant agrees to indemnify, defend, and hold harmless the Van Buren County Road Commission and the Board of County Road Commissioners of Van Buren County, its governing body, officers, employees, and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorneys' fees or actions of any kind in nature resulting from personal injury to any person, including bodily injury and death), or damages to any property arising, or alleged to have arisen out of proposer's negligent acts, errors, omissions, for provision of the products and/or services specified under this Contract.

17. Detailed Scope of Work

See attached.

**PROPOSAL FORM**

**Van Buren County Road Commission  
325 W. James Street, Post Office Box 156  
Lawrence, Michigan 49064**

Date: \_\_\_\_\_

**PROPOSAL:**

I, the undersigned, hereby certify that the information provided in this Request for Proposal submitted to the Van Buren County Road Commission is accurate and complete, and that I am duly authorized to submit the same. I hereby certify that I have reviewed all documents and requirements as set forth in the Proposal, and accept their terms and conditions.

***VBCRC Bangor Garage, Office Remodel***

Lump Sum Cost \$ \_\_\_\_\_

Sincerely,

Signature:

\_\_\_\_\_

By: \_\_\_\_\_

PRINT NAME

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

# **Detailed Scope of Work**

Van Buren County Road Commission  
Bangor Garage Office Remodel



12'

Remove Drywall Ceiling

Remove Paneling

New EPOXY floor

OVER EXISTING CONCRETE

New Framing, Insulation, Drywall

New ELECTRICAL

New Trim, windows & Doors

New Primer & Paint

Remove Drywall Ceiling

Remove Paneling

New EPOXY floor

OVER EXISTING CONCRETE

New Framing, Insulation, Drywall

New ELECTRICAL

New Trim, windows & Doors

New Primer & Paint

27' 8"

# DIVIDER WALL

BASE

TRIM

1x4

POPPLK

DOORWAY

1x4"

POPPLK

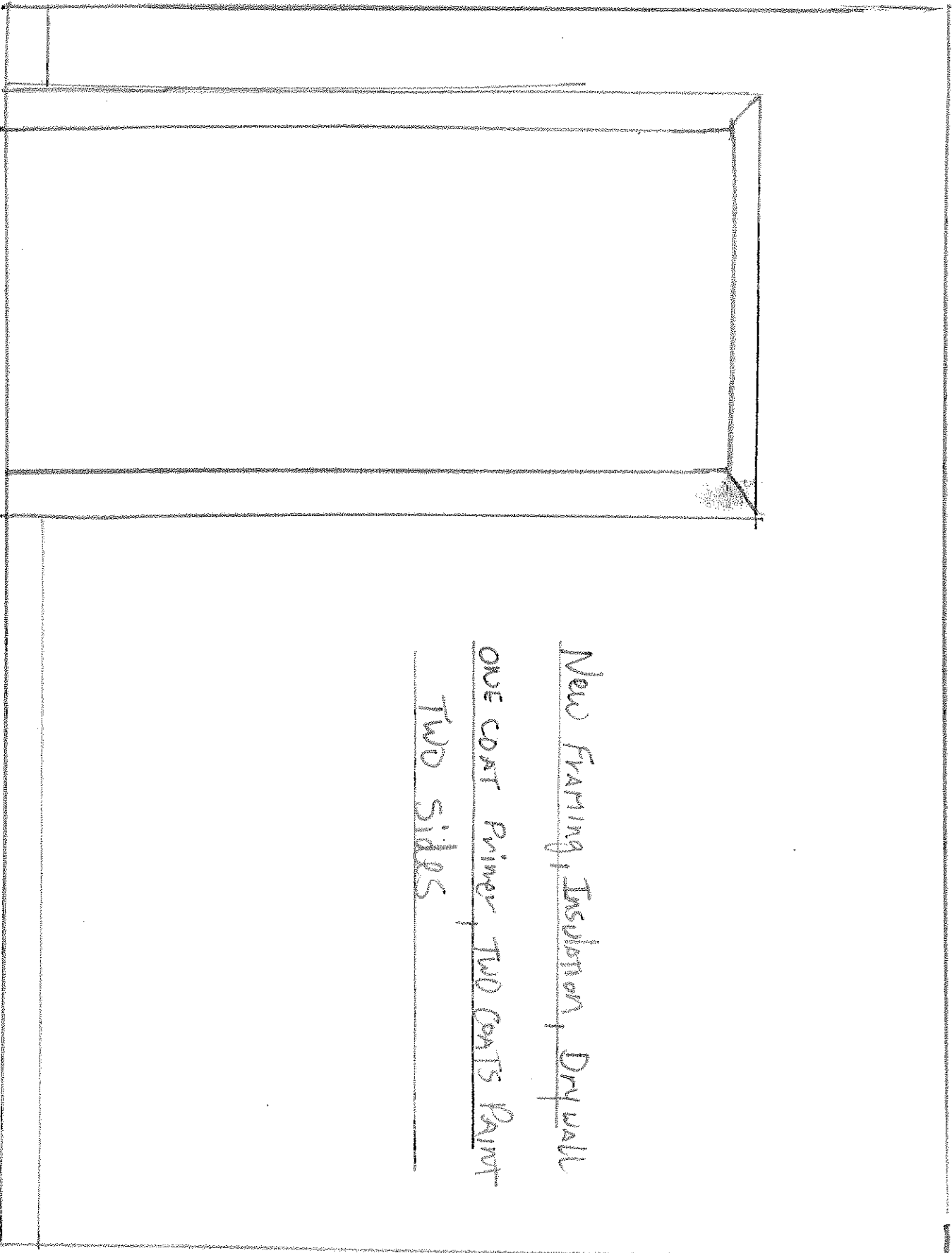
DOOR

STAIRS

3/4"

POPPLK

2" WIDE



NEW FRAMING, INSULATION, DRY WALL

ONE COAT PRIMER, TWO COATS PAINT

TWO SIDES

SOUTH WALL

Trim

1" x 4"

Poplar

Window  
Jamb

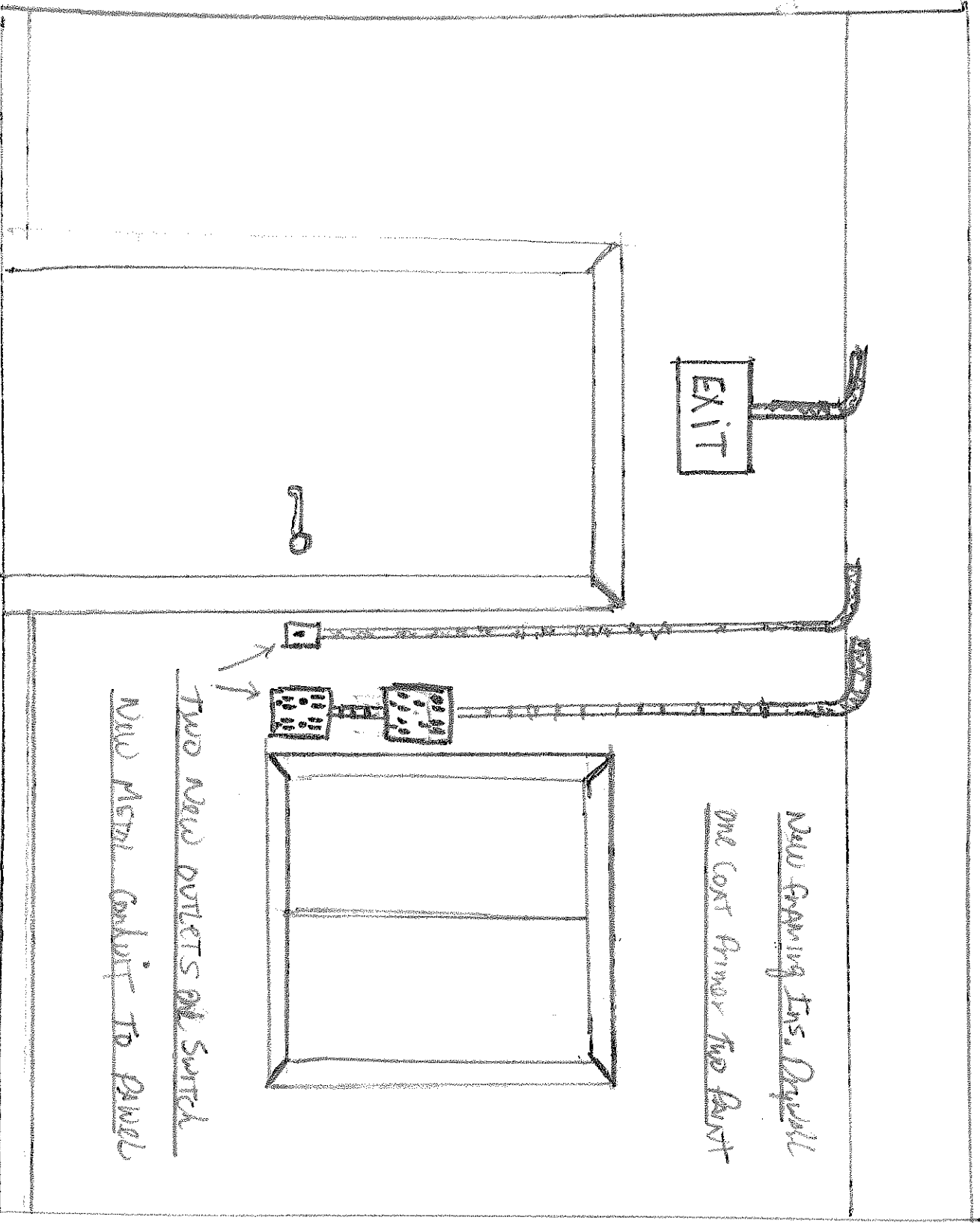
3/4" Poplar

Base

Trim

1" x 4"

Poplar



WEST WALL

WINDOW

TRIM

1x4"

PAPER

BASE

TRIM

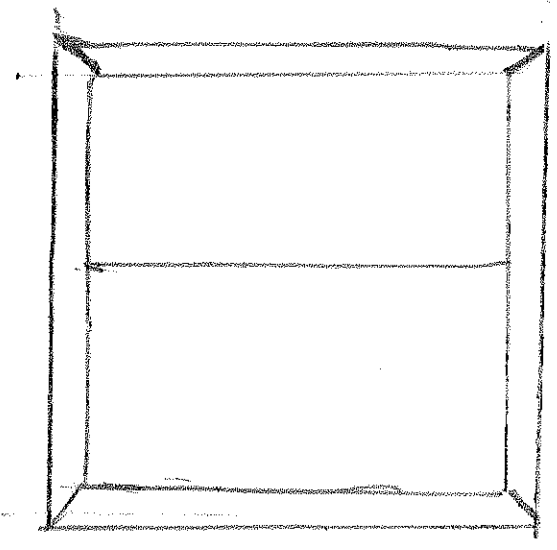
1x4

PAPER

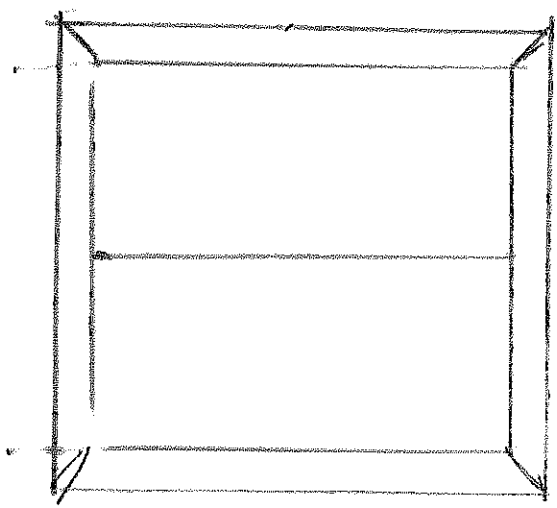
ATTIC INSULATION R35

NOV FINISH INSULATION DRYWALL

ONE COAT PAPER TWO COATS PAINT



DIVIDER WALL

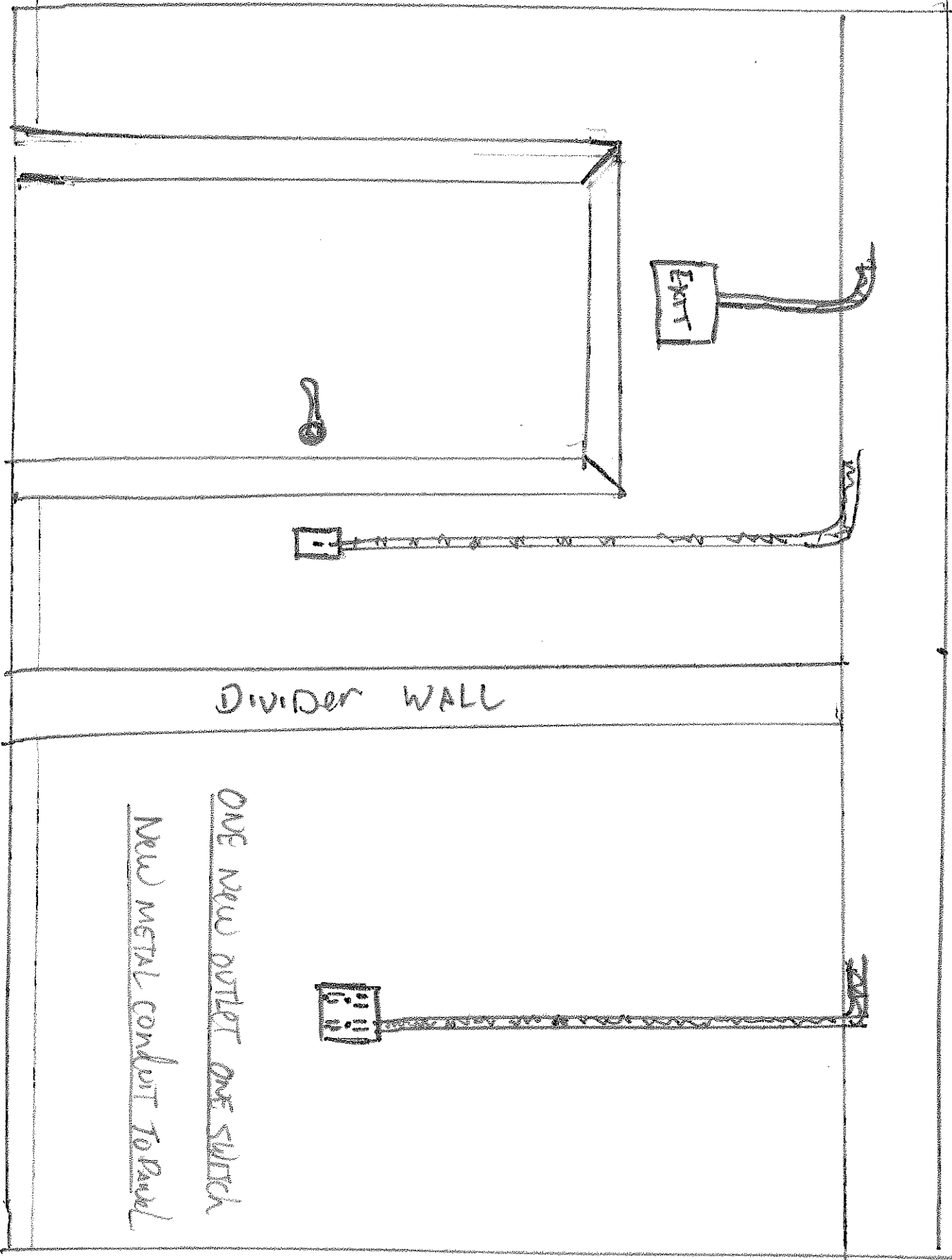


NORTH WALL

Base  
Trim  
1x4  
Paper

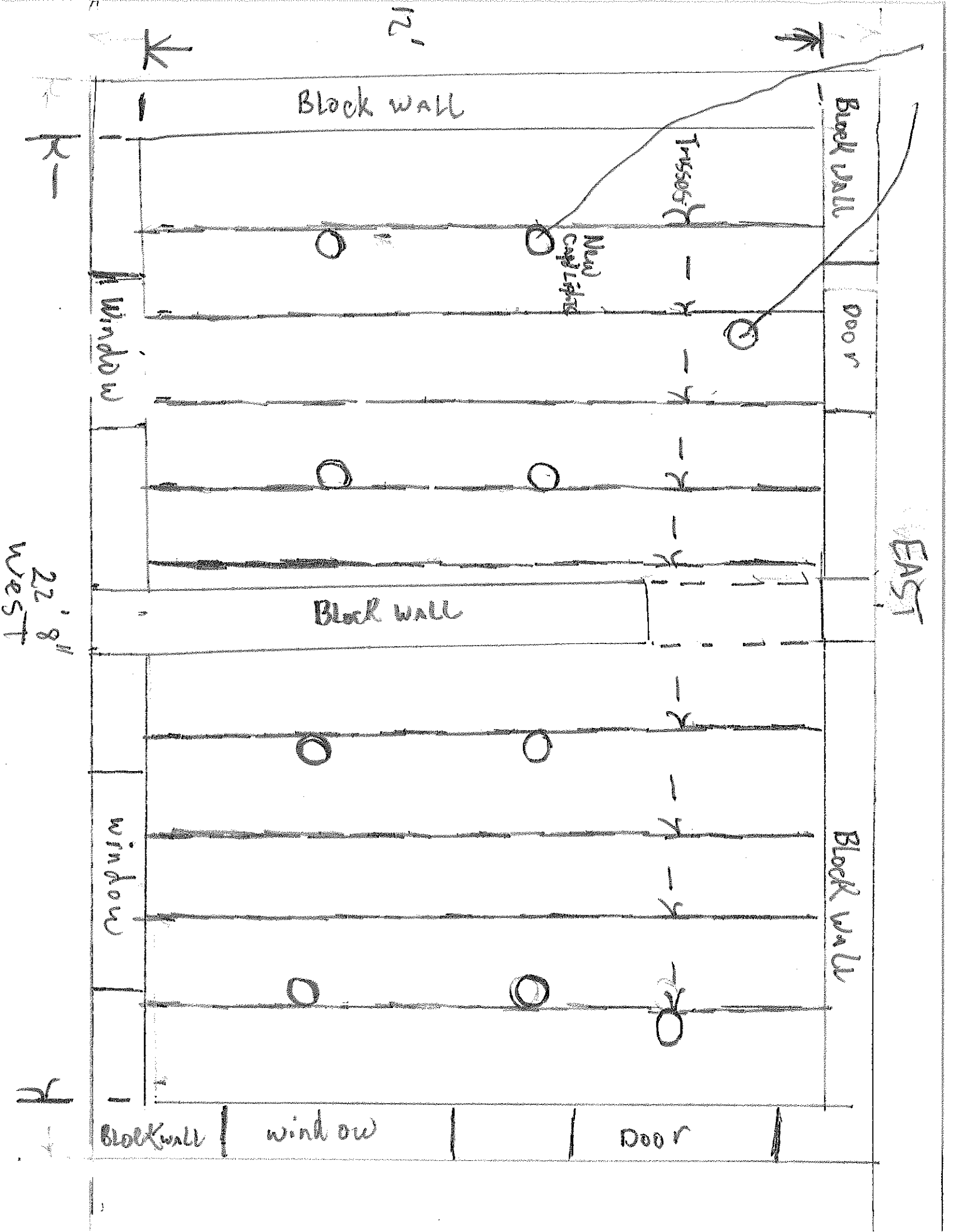
New Framing, Insulation, Drywall  
ONE COAT Primer, Two COATS PAINT

EAST WALL

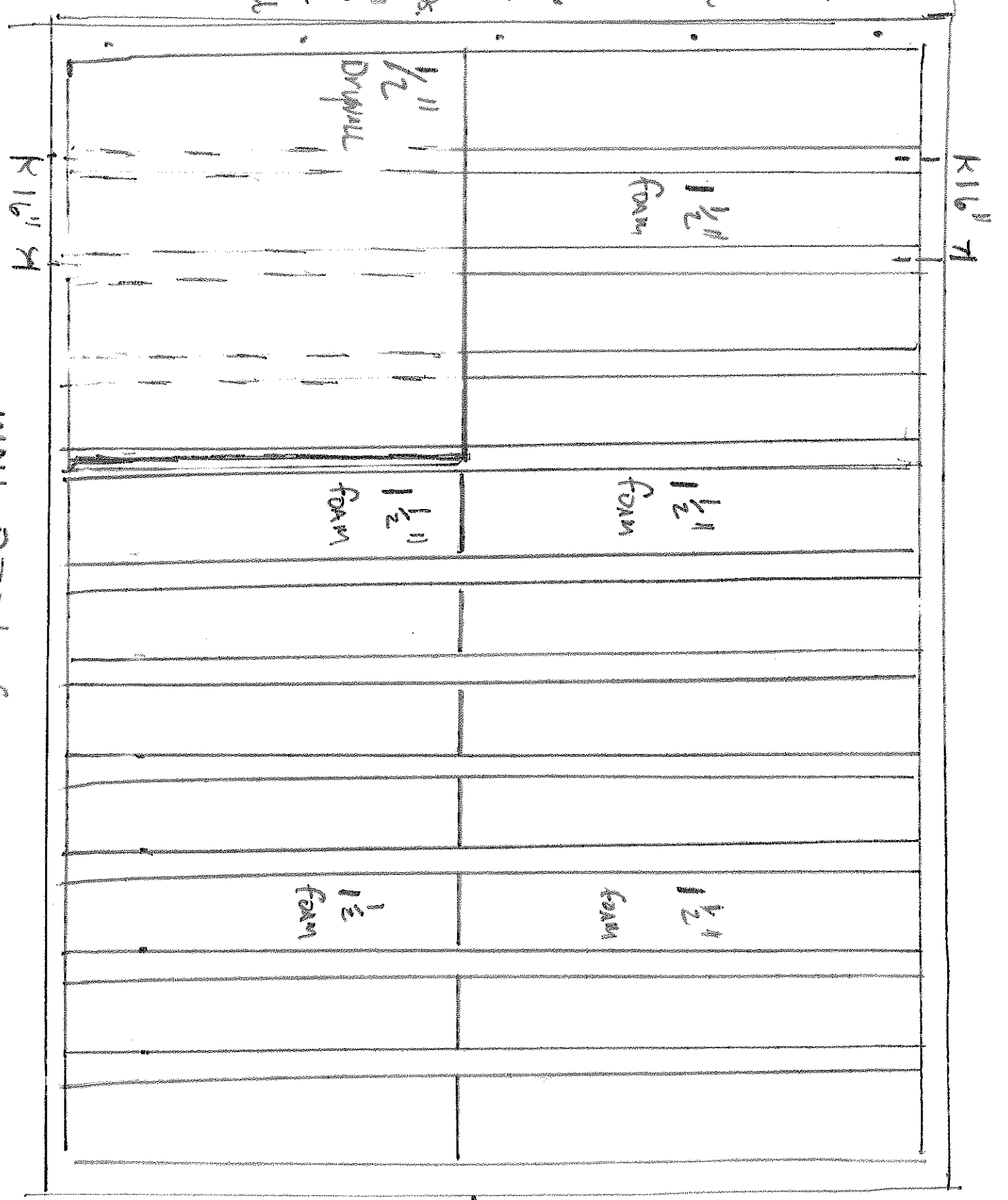


- Door
- Trim 1x4"
- Poplar
- Base
- Trim
- 1x4"
- Poplar

ONE NEW OUTLET ONE SWITCH  
NEW METAL CONDUIT TO PANEL



Treated  
 2x4"  
 STUDS  
 ANCHOR  
 T D  
 Block  
 WALLS  
 16" OC  
 1 1/2"  
 FURROWS  
 BETWEEN  
 STUDS  
 1/2" DRYWALL  
 GIVE +  
 SCREW



WALL DETAIL CONTINUED