

# Request for Proposal

**2023 City Parking Lot  
Sealing and Striping**

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*City of St. Joseph, Department of Public Works  
1160 Broad Street St. Joseph, MI 49085*

## I. Purpose

This Request for Proposal (“RFP”) is to provide interested area Asphalt Maintenance and Repair Contractors with sufficient information to submit proposals for consideration by the City of St. Joseph (“City”) in connection with its needs for Sealing and Striping of City Owned Parking Lots.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the Bidder will be significant factors in award of this contract. Final decision on selection of the Bidder for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take what other action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at [www.sjcity.com](http://www.sjcity.com), or mailed by contacting the City Clerk.

REQUEST FOR PROPOSAL: City Parking Lot Sealing and Striping.

CLOSING DATE AND TIME: **3:00 pm, September 19, 2023**

## II. Scope of Work & Bid Specifications:

The City of St. Joseph is seeking proposals from qualified firms to clean, seal, and reapply pavement markings in City Parking Lots. The City Hall parking lot work will need to be completed on the weekend. Work at other City lots will need to be coordinated with the City of St. Joseph Department of Public Works to minimize inconvenience to our residents, visitors, and businesses. Special accommodations, such as after-hours or non-peak period work may be required for certain lots. Bidders will be asked to provide proposals for sealing with a non-coal tar-based sealer.

The City reserves the right to add or delete locations from the scope of work. **See Exhibit A**, attached and incorporated as part of this RFP, for the List of City Parking Lots.

Project to be completed between October 1, 2023 and May 31, 2023.

Prep lot by removing all loose debris and cleaning surface per industry standards. Apply a seal coat to the entire lot then have parking spaces re-striped along with the replacement of any insignias or special markings.

The successful bidder must follow industry best practice standards and all state and local laws, rules, and regulations, including applicable codes, OSHA safety requirements, and EPA regulations on this project.

### **III. Issuing Officer (Point of Contact)**

Questions regarding the scope of work to be accomplished may be directed to Greg Grothous, Director of Public Works at (269) 985-0309.

### **IV. Addenda**

In the event it becomes necessary to modify any part of this Request for Proposal, addenda will be issued to all parties who received the original RFP.

### **V. Instructions to Bidders**

Sealed bids are due at the St. Joseph City Clerk's Office no later than **3:00 pm, September 19, 2023**.

Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

Attention: City Clerk  
Re: **City Parking Lot Sealing & Striping**  
700 Broad Street  
St. Joseph, MI 49085

It is the sole responsibility of the bidder to see that its proposal is received within the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will be returned unopened.

### **VI. Incurring Costs**

The City is not liable for any costs related to the bidder's preparation of their proposal.

### **VII. Withdrawal of Proposal**

Any bidder may withdraw its proposal in person, by facsimile, or by letter, any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

## VIII. Opening of Proposals

Proposals will be opened publicly at **3:00 pm, September 19, 2023** in the City Hall Commission Chambers, 700 Broad Street, St. Joseph, Michigan.

## IX. Evaluation of Proposals

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at the September 25, 2023 City Commission meeting.

## X. Negotiations

The City reserves the right to reject any and all proposals and negotiate with any source, in any manner necessary, deemed to be in its best interest.

## XI. Award of Contract / Acceptance of Proposal (Terms and Conditions)

The contents of this RFP and the bidder's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.

The successful bidder must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability** Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability** Insurance, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof. Bidder's insurance shall be primary and any other insurance City may have in effect shall be considered

secondary and/or excess. The stated insurance requirements should not be interpreted to limit the liability of the successful bidder. Coverage shall be maintained throughout the term of the agreement.

All insurance shall include an endorsement that contains a 30-day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

**XII. Nondiscrimination**

The successful bidder shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the agreement.

**XIII. Payment Terms:**

The City shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.

City of St. Joseph City Parking Lot Sealing & Striping 2023

PROPOSAL FORM

Proposal

Non-Coal Tar

- 1. City Hall \$ \_\_\_\_\_
- 2. Howard Ice Arena \$ \_\_\_\_\_
- 3. City Parking Lot #1 \$ \_\_\_\_\_
- 4. City Parking Lot #2 \$ \_\_\_\_\_
- 5. City Parking Lot #3 \$ \_\_\_\_\_
- 6. City Parking Lot #4 \$ \_\_\_\_\_
- 7. City Parking Lot #5 \$ \_\_\_\_\_
- 8. City Parking Lot #6 \$ \_\_\_\_\_
- 9. City Parking Lot #7 \$ \_\_\_\_\_
- 10. City Parking Lot #8 \$ \_\_\_\_\_
- 11. City Parking Lot #9 \$ \_\_\_\_\_
- 12. City Parking Lot #10 \$ \_\_\_\_\_
- 13. City Parking Lot #11 \$ \_\_\_\_\_
- 14. City Boat Launch \$ \_\_\_\_\_
  
- Total for all locations: \$ \_\_\_\_\_

Total Proposal for All Specified Work: \$ \_\_\_\_\_

## EXHIBIT A

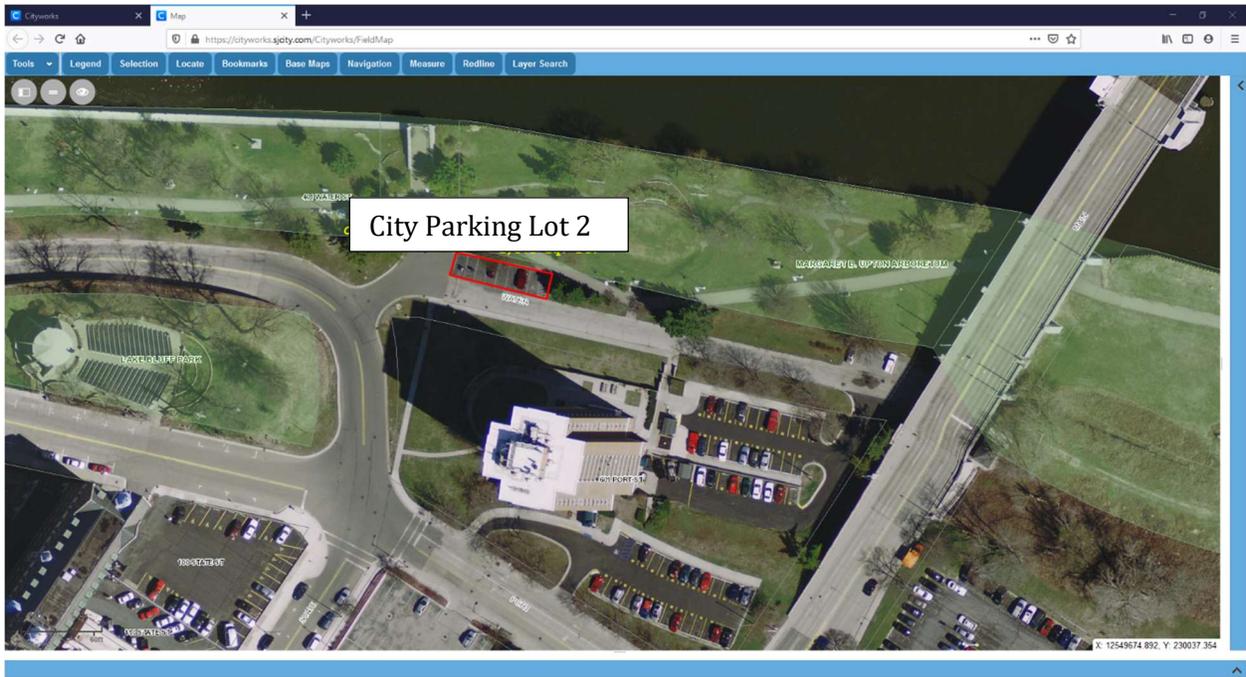
### 2023 Parking Lot Sealing & Striping Project – List of Lots and Treatments

City Parking Lots #1 through #10, cannot all be closed at the same time. City Parking Lot #10 must be completed on a weekend. Closure of All other lots must be coordinated with the Director of Public Works or his designee.

Parking Lot #11, may need to be completed in the evening, weekend or in sections.

1. City Hall – *Seal and Stripe (Must be done on the weekend)*
2. Howard Ice Arena – *anytime prior to November 1*
3. City Parking Lot #1– *Seal and Stripe*
4. City Parking Lot #2 – *Seal and Stripe*
5. City Parking Lot #3 – *Seal and Stripe*
6. City Parking Lot #4 – *Seal and Stripe*
7. City Parking Lot #5 – *Seal and Stripe*
8. City Parking Lot #6 – *Seal and Stripe*
9. City Parking Lot #8 – *Seal and Stripe*
10. City Parking Lot #9 – *Seal and Stripe*
11. City Parking Lot #10 – *Seal and Stripe*
12. City Parking Lot #11 – *Seal and Stripe*
13. City Boat Launch – *anytime after October 1*

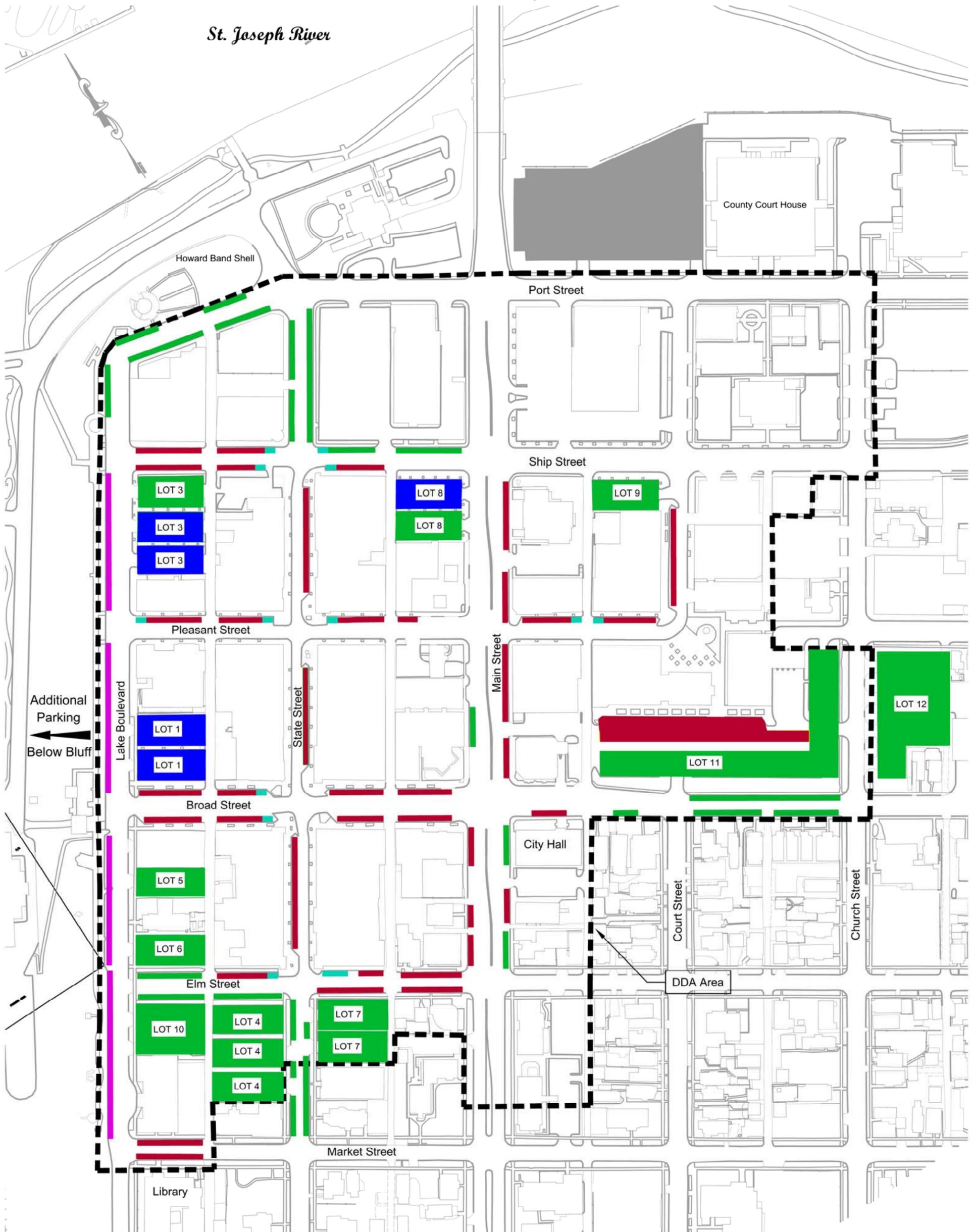
PARKING LOT PHOTOS ATTACHED





# Downtown Area Parking Map

December 15, 2022



## LEGEND

- All Day
- Three Hour - Memorial Day to Labor Day ( All Day Any Other Time)
- Two Hour - Memorial Day to Labor Day ( All Day Any Other Time)
- Two Hour
- 30 Minute
- County Parking Lot - Available after 5 PM & on weekends

