



**CITY OF MARSHALL**  
**REQUEST FOR PROPOSALS- Carpet Replacement at MRLEC**  
**(Marshall Regional Law Enforcement Center)**

<b>PROJECT:</b>	Carpet Replacement at MRLEC (Marshall Regional Law Enforcement Center)
<b>OWNER:</b>	City of Marshall (CITY)
<b>LOCATION OF PROJECT:</b>	Marshall Regional Law Enforcement Center 714 Old 27 North Marshall, MI 49068
<b>PRE-BID WALK THROUGH:</b>	October 2nd, 2025 at 1 P.M. the job location listed above.
<b>PUBLIC OPENING:</b>	October 16, 2025; 1:00 P.M. Eastern Time City Hall – 2 <sup>nd</sup> Floor Council Chambers 323 West Michigan Avenue Marshall, MI 49068
<b>BASIS OF PROPOSAL:</b>	Labor and Materials for the carpet replacement of selected rooms throughout the building.
<b>DOCUMENTS ON FILE:</b>	City of Marshall 323 W. Michigan Ave. Marshall, Michigan 49068  <a href="http://www.cityofmarshall.com/bids.aspx">www.cityofmarshall.com/bids.aspx</a>

## **GENERAL BIDDING INSTRUCTIONS**

The City of Marshall (City) is committed to the concept of competitive bids. All vendors are encouraged to submit bids which conform to the stated specifications, or approved equal to the specification, which in the vendor's opinion would be beneficial to the City in terms of price and performance. The City reserves the right to accept or reject any bid under these terms. Bidder responsiveness, availability and quality of service will be of the utmost importance in this agreement. Any bidder, who is in default to the City at the time of submittal, shall have their bid rejected. The City of Marshall reserves the right to clarify any contractual term with the concurrence of the contractor; however, any substantial non-conformity in the offer, as determined by the City of Marshall shall be deemed non-responsible and the bid rejected.

### **CONDITIONS APPLICABLE TO BID**

- A. Applicable Laws: The Ordinances and Charter of the City and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- B. If the bidder elects to deviate from the specifications stated, all exceptions or other changes must be clearly noted.
- C. The City does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, height, weight or disability in employment or the provisions of service.
- D. The bidder shall not divulge, discuss or compare his bid with other bidders and shall not collude with any other bidder or parties of a proposal whatsoever.
- E. The bid proposal does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.
- F. All work shall be performed in accordance with all MIOSHA Safety Standards in effect for the duration of the project.
- G. Communications regarding this bid may be directed to Facilities Manager, Jake Andrews; 517-554-1283; or by email at [JAndrews@cityofmarshall.com](mailto:JAndrews@cityofmarshall.com).
- H. Bids shall be firm for not less than 90 days from the official bid opening date.
- I. Bids shall include all labor, materials, equipment, debris/trash removal and any other associated fees.

### **CHANGES AND ADDENDA TO BID DOCUMENTS**

Information of change or addendum, issued in relation to this document, will be posted on the city's website at [www.cityofmarshall.com/bids/aspx](http://www.cityofmarshall.com/bids/aspx). In addition, to the extent possible, copies will be emailed to each vendor registered as having received a set of bid documents. It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. Written addenda issued by the City prior to the bid opening shall be binding as if initially written into this bid invitation or specifications. No verbal representation of the City, its employees, or agents shall be binding and bidders shall not rely upon them.

### **INSURANCE**

At its own expense, Contractor shall acquire and continue in effect for the term of the Contract, insurance providing the following coverage:

1. Commercial General Liability Insurance on an occurrence basis. This coverage shall include Personal Injury, Contractual Liability, and Products/Completed Operations insurance. The limit of liability shall be at least \$1,000,000 combined single limit for bodily injury and property damage.
2. Automobile Liability insurance that complies with the requirements of the Michigan No-fault law with Residual Liability limit of at least \$1,000,000 combined single limit for bodily injury and property damage. There shall be coverage for owned, hired, and non-owned vehicles.
3. Worker's compensation insurance as required by Michigan law.
4. Contractor shall ensure that coverage will not be canceled nor any changes made, which alters, restricts or reduces the insurance provided or changes the name of the insured, without first giving thirty (30) days' notice in writing to the City of Marshall Clerk, 323 W. Michigan Ave; Marshall, 49068.
5. Contractor shall name the "City of Marshall, its employees, City Council, City Manager, and Members" as additional insureds on all liability coverages other than workers compensation. The coverage granted to the Owner as an additional insured shall apply on a primary basis. The Owner's coverage shall be excess.
6. Deductibles and retentions shall be clearly stated on any certificate of insurance and shall be the responsibility of Contractor and not the Owner. Neither the issuance of any insurance policy required by this provision, nor the minimum limits specified with respect to any insurance coverage, shall be deemed to limit or restrict in any way the liability of Contractor or its Subcontractors arising under or out of this Contract.
7. BEFORE PERFORMING ANY WORK, Contractor shall provide copies of the applicable insurance certificates to the City of Marshall Clerk with a copy to Owner's Representative. ANY WORK PERFORMED PROIR TO PRESENTMENT OF AN ACCEPTABLE INSURANCE CERTIFICATE MAY NOT BE COMPENSABLE. CONTRACTOR PERFORMS WORK PRIOR TO THE PRESENTMENT OF ACCEPTABLE INSURANCE CERTIFICATE AT THEIR OWN RISK.

## **PAYMENT**

The City pays all invoices on net 30-day terms.

Please submit all invoices to City of Marshall, 323 W. Michigan Ave; Marshall, MI 49068

## **BID RESULTS**

A bid tabulation will be available for review after the bids are opened.

The City of Marshall is subject to the Freedom of Information Act (MCL 15.231 et seq.). The City of Marshall may be required to make available certain information submitted with your bid available to the public if requested. This information may include comparative pricing and other data which the Bidder may normally consider to be proprietary or confidential.

## **AWARD OR REJECTION OF BID**

The Contract will be awarded to the most responsive and responsible bidder complying with these instructions and with the advertisement.

The City reserves the right to reject any or all bids in whole or in part thereof for any reason deemed solely by the City of Marshall to be in its best interest.

## **FEDERAL, STATE AND LOCAL LAWS**

All bidders shall comply with all Federal, State and local laws relative to conducting business in Marshall, Michigan including, but not limited to licensing, labor, health and safety.

## **COLLUSION CLAUSE**

Any evidence of agreement or collusion among bidders and/or prospective bidders acting to illegally restrain freedom of competition by agreement to bid fixed prices, or otherwise, will render their offers void.

## **SUBMITTAL OF BID**

Bids shall be submitted in a sealed envelope, enclosed in a mailing envelope so marked to indicate "MRLEC CARPET REPLACEMENT" All bids must be sealed and hand-delivered or mailed to:

City of Marshall  
RFP: MRLEC CARPET REPLACEMENT  
323 W Michigan Ave  
Marshall MI 49068

Bids will be opened in the 2<sup>ND</sup> Floor Council Chambers of City Hall and read aloud on the date and time specified in this document. Bidders and/or representatives are invited to attend. Bids received after the scheduled opening time are ineligible for consideration and will be returned to the bidder. Faxed or Emailed bids will NOT be accepted.

## **SITE VISIT**

It is strongly suggested that interested parties make a sight visit to familiarize themselves with the scope of work and to ask any questions and make any clarifications to the scope of work.

Site Visit is scheduled for October 2, 2025 at 1 P.M. at:

Marshall Regional Law Enforcement Center  
714 Old 27 North  
Marshall, MI 49068

## **TIMETABLE**

Proposals Due:	October 16, 2025
Proposal Award:	October 20, 2025
Project Start:	November 3, 2025
Project Completion:	December 15, 2025

## **SCOPE OF WORK**

Replace areas of the carpet that is requested throughout the facility

Furnish and install in halls #300, # 301, 302, 103 training room, offices #314, # 316, 318, 320, 313, 315, 217, and #321

Tear out vinyl base and carpet

Move furniture

New carpet adhesive

Cove base adhesive

Prep floors, patch, and materials

Cove base and carpet labor

Site inspection and measurements

Ensure minimal disruption to ongoing operations

Protection of furniture, walls, and fixtures during installation

Cleanup up work areas upon completion

Warranty information for materials and labor

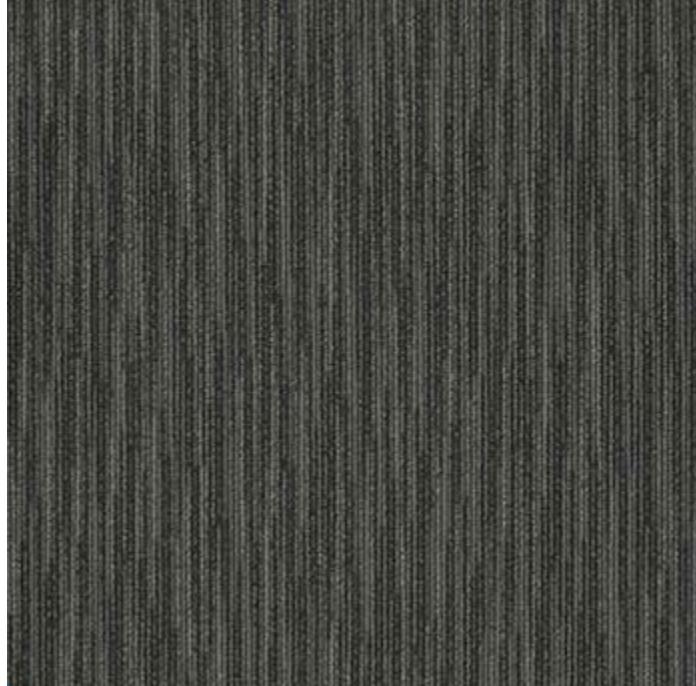
Existing carpet:

Shaw Contract

#5T006 Align Tile 24" x24"

Color: 83585 Carbon

The existing carpet has been discontinued. Proposed carpet shall compliment the existing carpet as some hallways and rooms will adjoin to the replaced carpet.



## BID PROPOSAL FORM

Bid of \* \_\_\_\_\_ hereinafter called Bidder, organized and existing under the laws of or a resident of the State of \_\_\_\_\_, doing business as \_\_\_\_\_.

\* Insert as applicable: "a corporation," "a partnership," or "an individual."

To: City of Marshall, Michigan; hereinafter called Owner.

1. The undersigned, Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Contract Documents to perform and furnish all Work to replace carpeting at the MRLEC ( Marshall Regional Law Enforcement Cener) as specified or indicated in the Contract Documents for the Contract Price and within the Contract Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. Bidder accepts all of the terms and conditions of the Advertisement of Bids and Instructions to Bidders. This Bid will remain subject to acceptance for 45 days after the day of Bid opening. Bidder will sign and submit the Agreement and other documents required by the Bidding Documents within 15 days after the date of the Owner's Notice of Award.
3. In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:
  - a. Bidder has examined and carefully studied the Bidding Documents.
  - b. Bidder has visited the site and become familiar with and is satisfied as to the general local and site conditions that may affect cost, progress, performance, and furnishing of the Work.
  - c. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance, and furnishing of the Work.
  - d. Bidder acknowledges that Owner does not assume responsibility for the accuracy of completeness of information and date shown or indicated in the Bidding Documents. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all such examinations, investigations, studies, and data concerning conditions at or contiguous to the work sites or otherwise which may affect cost, progress, performance, or furnishing of the Work or which relates to any aspect of the means, methods, techniques, sequences and procedures to be employed by Bidder.
  - e. Bidder has given the Owner written notice of all conflicts, errors, ambiguities or discrepancies that Bidder has discovered in the Contract Documents and the written resolution thereof by is acceptable to the Bidder, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work for which this Bid is submitted.

f. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid. Bidder has not solicited or induced any person, firm or corporation to refrain from bidding. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

4. Bidder will complete the above stated Work for the following price: \_\_\_\_\_ per square foot.

In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved by the city to reject any or all proposals. It is further understood and agreed by the same undersigned that any qualifying statements, or conditions made to the above proposal, as originally published, as well as any interlineations, erasures, omissions, or entered wording obscure as to its meaning, may cause the bid to be declared irregular and may be cause for rejection of the bid.

SIGNATURE OF BIDDER \_\_\_\_\_

BY \_\_\_\_\_ TITLE \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

EMAIL \_\_\_\_\_

#### CLARIFICATIONS AND EXCEPTIONS

Any and all exceptions that Bidder takes to the attached Scope of Work and Contract Documents shall be listed below even though the exceptions may be covered elsewhere in the bid materials. Bidder shall indicate to which items the exceptions apply or indicate no exceptions.

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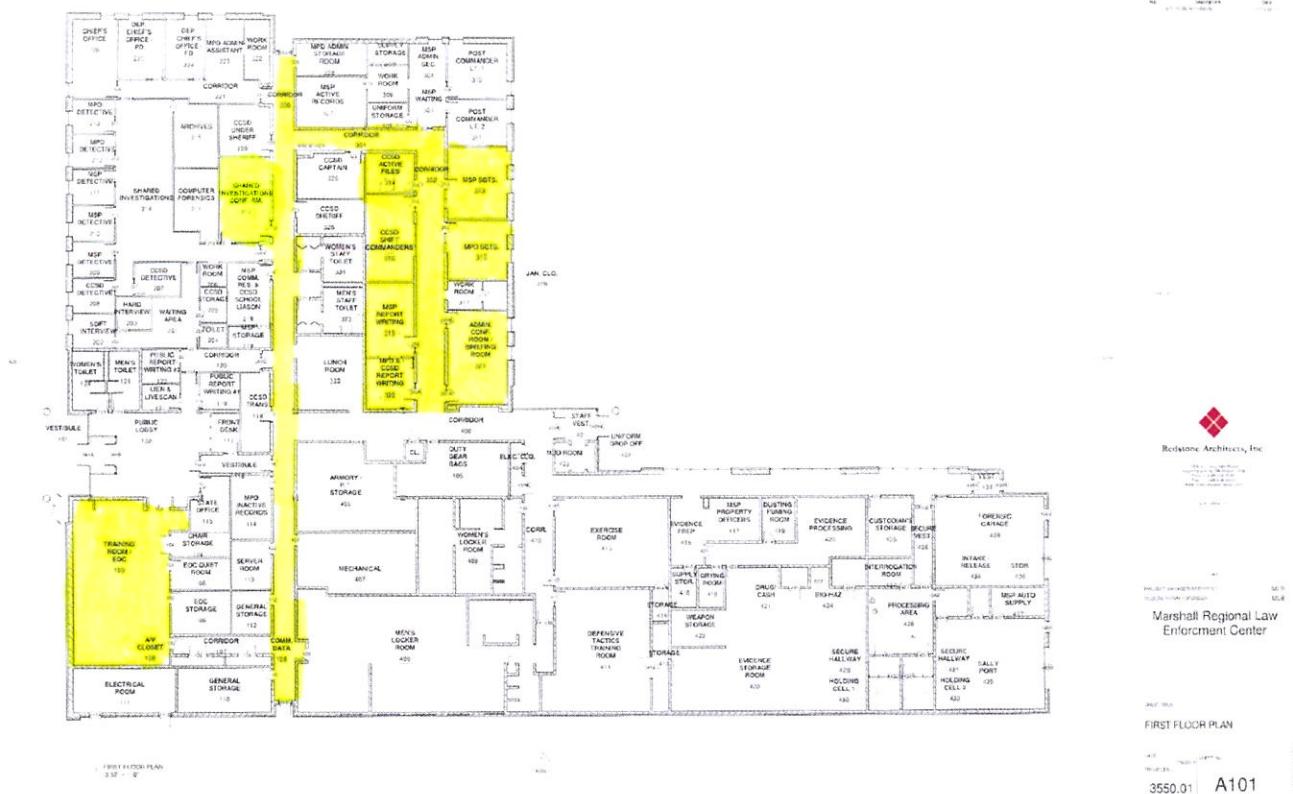
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#### ADDENDA

All Addenda are incorporated, by reference, into the Contract. Failure of any Bidder to receive any Addenda shall not relieve the Bidder of any obligation with respect to his or her bid. All Addenda and modifications to the Contract Documents shall be inserted and in this location behind this Page and

herein below listed and further coordinated as instructions in each Addendum.

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**Bidder is responsible for all measurements.**