



**NEWAYGO COUNTY PARKS AND RECREATION COMMISSION  
NEWAYGO COUNTY, MICHIGAN  
REQUEST FOR BIDS (RFB)  
Ed Henning ADA Cabin Concrete Areas**

Newaygo County Parks Commission requests sealed bids from qualified contractors for general contracting work at Ed Henning County Park. All work, inspections, and permitting are to be completed by **May 7, 2026.**

Newaygo County officially distributes bid documents from the Newaygo County Administration Office. Copies obtained through any other source are not considered official copies. If you have received this document from a source other than the Newaygo County Administration Office, it is recommended that you obtain an official copy.

**1. BID PROCESS**

The following is a schedule of events concerning the Bid process:

- |                             |  |               |
|-----------------------------|--|---------------|
| • Optional Site Walkthrough | <u>March 16, 2026</u>                      | <u>9:00am</u> |
| • Bids Due                  | <u>March 30, 2026</u>                      | <u>8:30am</u> |
| • Bid Opening               | <u>March 30, 2026</u>                      | <u>9:00am</u> |
| • Ideal Project Start       | <u>April 23, 2026 (Weather Permitting)</u> |               |
| • Ideal Project Completion  | <u>May 7, 2026</u>                         |               |

The contractor is responsible for conducting any necessary site inspections to obtain information for submission of their Bid. The scheduled site walkthrough is optional to bid on this project. Additional site inspections will be available at the contractor's request. Park Staff will not accompany vendors on additional site inspections, but the site location is accessible to contractors during daylight hours.

**A complete original of the sealed bid shall be submitted to:**

**NEWAYGO COUNTY CLERK**

1087 E Newell Street, PO Box 885  
White Cloud, MI 49349

**\*\*\* PLEASE MARK YOUR ENVELOPES: BID– Sealed Bids– Ed Henning ADA Cabin Concrete - NEWAYGO COUNTY PARKS**

Bids must be received no later than Monday, **March 30, 2026, at 8:30 am** at the address set forth above. Bids received after Monday, **March 30, 2026, at 8:30 am** may not be considered. The bid is to be completed in a clear, concise form. Additional written materials, such as professional records and certifications, may be attached and submitted to augment the data.

The contractor must initial any corrections.

**NO FAXED OR E-MAILED DOCUMENTS WILL BE ACCEPTED.**

Questions regarding bid specifications or site visits shall be e-mailed to Newaygo County Parks Director Asa Vermeulen at [Asa.Vermeulen@newaygocountymi.gov](mailto:Asa.Vermeulen@newaygocountymi.gov) (subject line "RFB: Ed Henning ADA Cabin Concrete Question"). Newaygo County will make every effort to provide a clear answer to interested parties; however, it makes no guarantees.

Questions must be asked in writing, preferably via e-mail, and responses will be placed on the County's website at <https://www.newaygocountymi.gov/finance/county-procurement/>.

## **2. RESERVATION OF RIGHTS**

The Newaygo County Board of Commissioners reserves the right to reject any bids, to award the Agreement to other than the low bid, to award separate contracts for separate parts of the services required, to negotiate the terms and conditions of all and any part of the bids, to waive irregularities or formalities, to reject all the bids, and in general to make award in the manner as determined to be in the Newaygo County's best interest and its sole discretion.

## **3. RESPONSIVE BIDS**

Companies are expected to examine the requirements and all instructions. Failure to do so will be at the company's risk. Each company shall furnish all the information requested herein. If any person/organization contemplating submitting a bid is in doubt of the true meaning of any part of the specifications or other conditions with the RFB, they are advised to ask to have the portion in question clarified. Refer to Section 1, BID PROCESS.

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

Each change or addendum issued concerning this request will be on file in the Office of Administration. In addition, all changes and addenda will be posted on Newaygo County's website. Refer to Section 1, BID PROCESS, for information on accessing the website. The contractor shall be responsible for making inquiries about any issued changes or addenda. All such changes or additions shall become part of the contract, and such modifications or addenda shall bind all contractors.

## **5. TAXES, TERMS, AND CONDITIONS**

Newaygo County is exempt from paying federal and State Sales Taxes on most transactions. The County's tax number is 38-6006112. Payment terms are subject to County fiscal policy and respective contracts.

## **6. INDEMNIFICATION AND HOLD HARMLESS**

The contractor whose bid is accepted must agree to the following indemnification and hold harmless responsibilities:

The contractor shall, at his or her own expense, protect, defend, indemnify, and hold harmless Newaygo County, its elected and appointed officers, employees, and agents from all claims, damages (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees, that they may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors of sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.

The contractor's indemnification responsibilities shall include the sum of damages, costs, and expenses that are more than the sum paid out on behalf of or reimbursed to Newaygo County or its elected and appointed

officers, employees, agents, or by the insurance coverage obtained and maintained by the selected firm according to the requirements of this RFB and the contract entered.

## 7. EQUAL EMPLOYMENT OPPORTUNITY

The contractor and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. A breach of this covenant may be regarded as a material breach of the contract.

The contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on behalf of the contract, will state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status, or religion.

## 8. INSURANCE REQUIREMENTS

The Contractor whose bid is accepted must meet and agree to maintain the following insurance coverage requirements during the term of the contract. All coverages shall be with insurance companies licensed and admitted to doing business in the State of Michigan.

- A. **Workers' Compensation:** The successful company shall carry Workers' Disability Compensation and Employer's Liability Insurance Coverage, as required by law. If the successful company uses subcontractors and sub-subcontractors for the performance of services required under this Bid, the successful company shall ensure that said subcontractors and sub-subcontractors carry Workers' Disability Compensation and Employer's Liability Insurance coverage, as required by law.
- B. The successful company shall be responsible for ensuring all its tools, equipment, and materials that they, or any of their subcontractors, may use or leave at the worksite. Newaygo County shall not be responsible for any loss or damage to the successful contractor's tools, equipment, and materials.
- C. **Commercial General Liability:** The successful company shall procure and maintain during the term of the contract Commercial General Liability Insurance on an "occurrence basis" with limits of liability of not less than \$1,000,000 per occurrence and aggregate combined single limit for Personal Injury or Bodily Injury and \$1,000,000 per occurrence and aggregate for Property Damage. Coverage shall include the following extensions: (1) Contractual Liability; (2) Products and Completed Operations Coverage; (3) Independent contractors coverage; (4) Broad Form General Liability Extensions or equivalent if not in policy proper.
- D. **Vehicle Liability:** The successful company shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage's including all owned, non-owned, and hired vehicles, of not less than \$1,000,000 per occurrence combined single limit.
- E. **Additional Insured:** Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be "Additional Insured."

The County of Newaygo, all elected and appointed officials, all employees and volunteers, all boards, commissioners or authorities, and board members, including employees and volunteers.

F. **Proof of Insurance Coverage:** The successful company shall provide the County at the time of the signing of the Agreement copies of certificates or policies for Workers' Compensation, Comprehensive General Liability, and Motor Vehicle Liability.

G. **Insurance Renewals:** If any of the above coverage expired during the term of the Agreement, the contractor's insurer shall deliver renewal certification and policies to Newaygo County Administration, 1087 Newell, PO Box 885, White Cloud, MI, 49349, at least thirty (30) days before expiration. Insurance Certificate(s) may be faxed to (231) 689-7205, addressed to the Deputy Finance Director.

H. **Notice of Cancellation:** Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance as described above shall include an endorsement stating the following: It is understood and agreed that thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction or Material Change shall be sent to Newaygo County Administration, 1087 E Newell St., PO Box 885, White Cloud, MI, 49349-0885.

NEWAYGO COUNTY ASSUMES THAT ALL COSTS ARE SHOWN IN THE BID.

## 9. WITHDRAWAL OF BID

Bids may be withdrawn in person by a contractor or authorized representative, provided their identity is made known, and a receipt is signed for the Bid, but only if the withdrawal is made before the stated Bid deadline. In case of an error by the contractor, Newaygo County may, at its discretion, reject such a Bid upon presentation of a letter by the contractor that sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

## 10. AWARD

This document is a Request for Bid. All Bids will be evaluated by a review committee composed of representatives of, but not limited to, Newaygo County Administration, Newaygo County Park Staff, and the Board of Commissioners. The Bid will be evaluated on the following (not in any relevant order and not necessarily ranked equally):

1. Contractors' qualifications and capabilities to provide the specified service and any other factors Newaygo County may consider relevant to the implementation and maintenance of the proposed solution.
2. Staff experience/qualifications
3. Past performance
4. Cost reasonableness
5. Cost competitiveness
6. References
7. Any other relevant information

Applicants should be prepared to present additional information, including supplemental documentation, and may be requested to attend interviews or public meetings before the award. The price proposed shall be considered firm and cannot be altered after receipt, per the terms of this Bid. Newaygo County reserves the right to consider Bids for modifications at any time before a contract is awarded. Negotiations for certain

aspects of this project may be undertaken with the vendor whose Bid is deemed to best meet Newaygo County's specifications and needs. An award for this request will be made by the Newaygo County Board of Commissioners.

Newaygo County will not pay for any information herein requested, nor is it liable for any costs incurred by the contractor. The successful company shall commence work only after the transmittal of a fully executed contract or after receiving written notification to proceed from Newaygo County. The successful company will perform all services indicated in the Bid packet and comply with the negotiated contract. The contents of this RFB and the successful company's response will become binding obligations upon the entry into a contract. Failure of the successful company to accept these obligations may result in the cancellation of the award.

## **11. MINIMUM QUALIFICATIONS**

Contractors shall demonstrate they have the resources and capability to perform the services as described herein. The following criteria shall be met to be eligible for this contract. Failure to meet the minimum qualifications is ample cause for the contractor to be deemed non-responsive:

1. The contractor shall have at least three (3) years' experience with similar work.
2. The contractor shall designate a single point of contact.
3. The contractor must be able to meet all insurance requirements as outlined in Section 8, Insurance Requirements.
4. The contractor must have a Michigan General Contractor license on staff and provide proof of certification

## **12. SCOPE OF SERVICES**

1. The County reserves the right to modify the scope of services during the contract. Such modification may include adding or deleting tasks that this project will encompass, as well as any other necessary changes. Any pricing or payment terms proposed by the consultant as a result of the requested changes are subject to the County's acceptance. Changes may be increases or decreases.
2. Payment terms are subject to County fiscal policy and respective contracts.
3. The successful company shall not assign the award of the contract or any payment without the prior written approval of Newaygo County.
4. See section 14 for a detailed list of tasks required to be completed by the contractor.

## **13. REQUIRED CONTENTS OF THE BID – in the following order:**

1. The enclosed Bid Form (completed by the contractor).
2. A narrative that describes:
  - a. A brief company overview and history
  - b. The qualifications of key staff who will work on this project.
  - c. A detailed plan of how your company will complete the requested project requirements.
3. Attach at least three references who are familiar with similar work performed by your company.
4. A copy of the General contractor license.
5. The Bid should include all costs necessary to perform the work listed in ~~section 14~~ – **the attached** detailed scope of work. This should include all supervision, labor, material, and equipment needed.

## 14. DETAILED SCOPE OF WORK

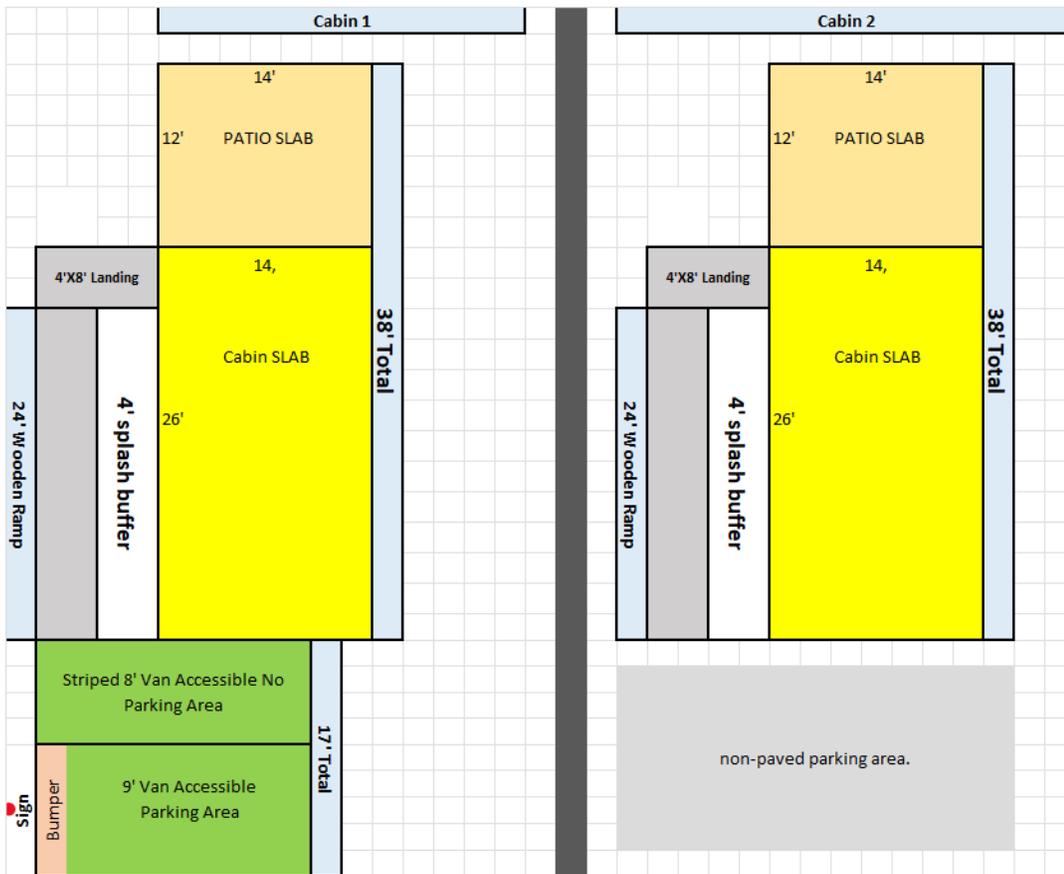


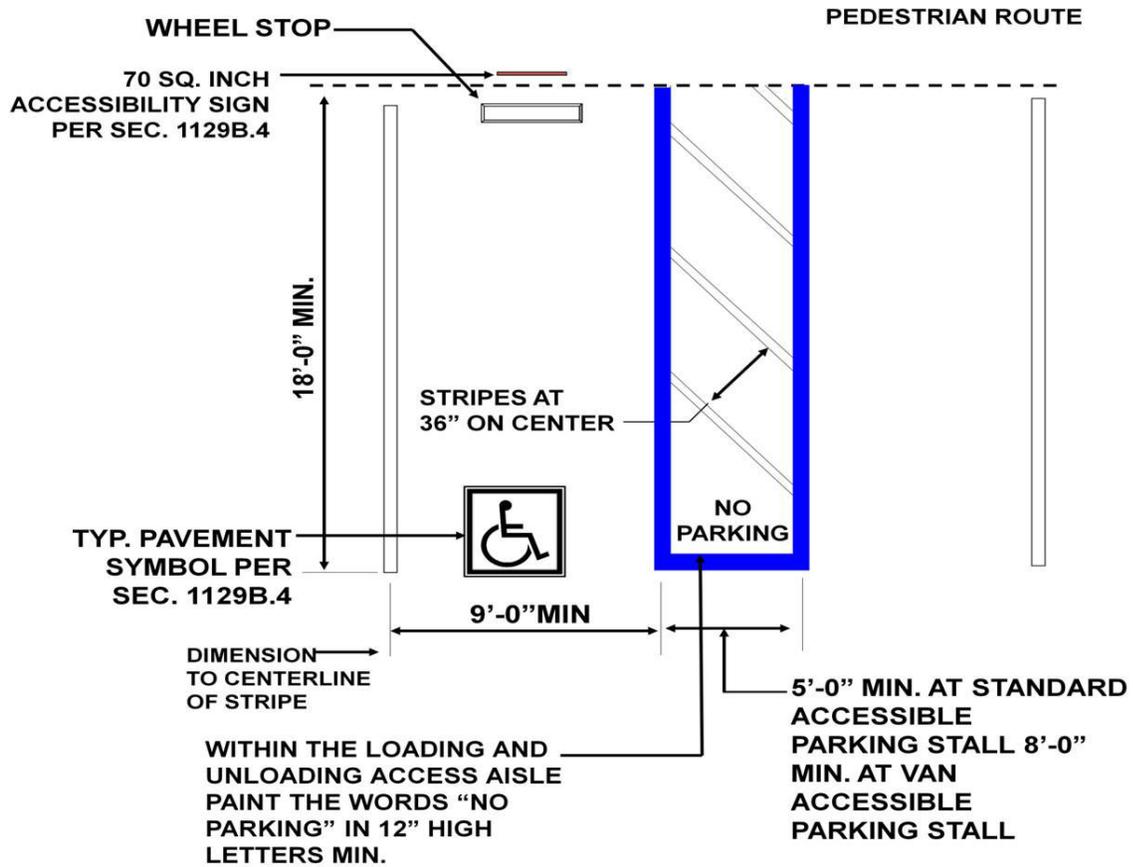
Figure 1- Project Sketch

## Tasks

All the following tasks should be quoted as one job, and must contain all of the following specifications:

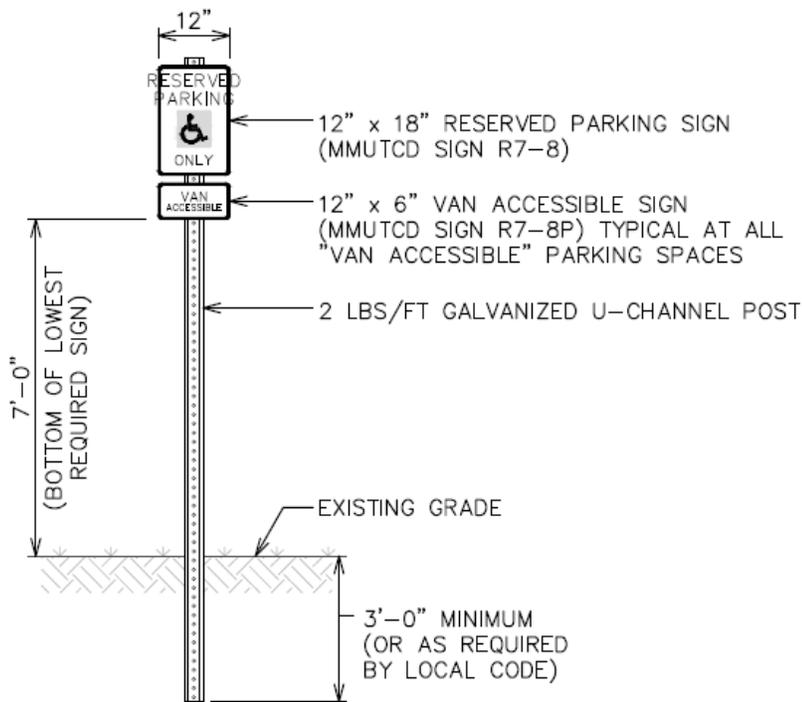
- **Concrete:** Excavate and install 2(two) 26' X 14' concrete slabs and 1(one) 17' X 22' ADA Parking area (See Figure 1 above)
  - Install 4" (minimum thickness, 4000 psi) concrete slab with a medium broom finish
  - Finished slabs should reflect dimensions in Figure 1.
  - Parking area slope shall not exceed a maximum cross slope of 2% and a maximum longitudinal slope of 2%
  - Distance from finished grade and all slab surfaces shall not exceed a height of ¼" in any area
    - Contractor may backfill with excavated material if needed
  - The finished grade shall be sloped away from all slab areas
  - Excavate a minimum of 4" - 8" from the slab area
    - Compact the subgrade
    - Install 4" of class II sand base and compact it (if needed)
      - Sand base material shall meet the Michigan Department of Transportation specifications for gradation and other specified material requirements.
- Install **ADA-accessible striping** to the newly accessible parking areas (see figures below)

- Stripe accessible areas with commercial-grade road striping paint (Must follow ADA guidelines)
  - No Parking area, and parking stall striping must be 4" wide Blue
  - Contractor shall install a 36" X 36" blue handicapped symbol within the accessible stalls.
  - Within the loading and unloading access aisle, paint the words "No Parking" in 10" high letters minimum
  - Striping shall be at 36" on center
- Install **ADA-accessible signage** (see figures below)
  - Install accessible van parking signs- one at each parking space
    - Signpost shall be installed a minimum of 3' below the existing grade
    - The 12" X 6" Van Accessible and 12" x 18" Reserved parking sign shall be installed onto the post
      - The bottom of the lowest sign shall be 7' from the existing grade
      - Signs shall be mounted onto the post with galvanized or cadmium-plated 5/16" diameter steel bolts, nuts, and washers. The contractor shall supply and install 1/16" nylon washers between bolt heads and sign face to protect the finish.
      - Signs shall conform to the current "Michigan Manual on Uniform Traffic Control Devices (MMUTCD)" published by the Michigan Department of Transportation (MDOT) and Michigan State Police (MSP).
  - The contractor shall supply all signage materials
- Install commercial-grade parking bumpers at each parking stall
  - Parking bumper must be secured with 1/2" rebar extending through the slab into the ground
  - Contractor shall supply the bumper and rebar
  - Bumper must be painted blue
- All excavated material will be stored on-site at the direction of the Parks Director.
- Contractor is responsible for attaining any applicable permits or permissions to perform the work described in this document
- Contractor may need fill material to build up low areas and must include price in bid.
- Contractor shall be responsible for contacting MISS DIG and wait for markings to be completed before starting
- Contractor must leave and secure the jobsite in a safe condition whenever the area is unattended
- Contractor shall leave the finished jobsite in a clean manner that is aesthetically pleasing to park users
  - Any disturbed grass will be regraded and reseeded before the job will be considered complete
  - Trash, dirt and debris shall be cleaned up and removed from the property after construction is complete



**FIGURE 11B18B – SINGLE PARKING STALLS**

Figure 2- Parking Stall Specs. (use Standard **VAN** Accessible Parking Stall specs.)



NOTES:

1. ONE REQUIRED AT EACH ACCESSIBLE PARKING SPACE.
2. WHERE ACCESSIBLE SPACES FACE EACH OTHER WITHOUT WALKWAY, THERE SHALL BE ONE POST WITH SIGNS MOUNTED ON BOTH SIDES.
3. SIGNS SHALL BE MOUNTED TO POST WITH GALVANIZED OR CADMIUM PLATED 5/16" DIAMETER STEEL BOLTS, NUTS AND WASHERS. THE CONTRACTOR SHALL SUPPLY AND INSTALL 5/16" NYLON WASHERS BETWEEN BOLT HEADS AND SIGN FACE TO PROTECT FINISH.
4. SIGNS SHALL CONFORM TO THE CURRENT "MICHIGAN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD)" PUBLISHED BY THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND MICHIGAN STATE POLICE (MSP).

## ACCESSIBLE PARKING SIGN DETAIL

NOT TO SCALE

Figure 3- Accessible Parking Sign Detail

# Ed Henning Cabin Area Map



**Cabin Area with Rear right Pad Stake & Electrical Panel**



## Cabin 1 Staked



## Cabin 2 Staked



### Required Documentation:

All contractors must submit a tax-exempt quote to be considered for this job. Newaygo County Parks and Recreation may request the following documentation be completed or submitted. Only submit this documentation if it is specifically requested by Newaygo County staff:

- W-9 Form- Request for Taxpayer Identification Number and Certification
- Submit Proof of Liability Insurance (Newaygo County must be listed as additionally insured on the policy)
- Submit Proof of Worker Compensation Insurance
- Complete a Independent Contractor Form (only if Sole Proprietor)
- Complete a Contractor Agreement

## BID FORM

CONTRACTOR NAME: \_\_\_\_\_

BID FOR: **Sealed Bids– Ed Henning ADA Cabin Concrete - NEWAYGO COUNTY PARKS**

FORWARD BID TO: NEWAYGO COUNTY CLERK'S OFFICE  
ATTN: JASON VANDERSTELT  
PO BOX 885  
1087 E NEWELL STREET  
WHITE CLOUD, MI. 49349

THE UNDERSIGNED AGREES TO THE PERFORMANCE OF THE WORK AS STATED IN THE SCOPE OF WORK FOR THE FOLLOWING BID SUM (PROVIDE THE AMOUNT IN BOTH WORDS AND FIGURES: THE AMOUNT IN WORDS GOVERNS IN THE EVENT OF DISCREPANCIES).

ADDITIONALLY, THE UNDERSIGNED, HAVING EXAMINED THE SCOPE OF THE WORK, INCLUDING THE INSTRUCTIONS TO CONTRACTORS, GENERAL CONDITIONS AND GENERAL REQUIREMENTS, AND BEING FAMILIAR WITH ALL CONDITIONS AFFECTING THIS PROPOSED PROJECT, HEREBY PROPOSES TO FURNISH THE PRODUCTS AS LISTED, DELIVERY OF, AND SERVICES NECESSARY TO PERFORM AND COMPLETE THE WORK AS INDICATED FOR THIS REQUEST IN ACCORDANCE WITH THE DOCUMENTS FOR THE SUMS AND UNDER THE CONDITIONS AS FOLLOWS:

- TOTAL PROJECT COST (Not-To Exceed Amount): \_\_\_\_\_
  - Amount in words: \_\_\_\_\_
- A narrative that describes:
  - A brief company overview and history
  - The qualifications of key staff that will work on this project
- Attach at least three references who are familiar with similar work performed by your company.
- Attach a copy of the General Contractor License.
- Attach a copy of detailed plans, specs, and costs for how the contractor plans to design and complete the requested work.

### BID EXECUTION

1. THE UNDERSIGNED AFFIRMS THAT THE BID WAS DEVELOPED WITHOUT ANY COLLUSION, UNDERTAKING, OR AGREEMENT, EITHER DIRECTLY OR INDIRECTLY, WITH ANY OTHER CONTRACTOR OR CONTRACTORS TO MAINTAIN THE PRICES OF THE INDICATED WORK OR PREVENT ANY OTHER CONTRACTOR OR CONTRACTORS FROM PROPOSING THE WORK.
  2. IT IS AGREED THAT THIS BID WILL NOT BE WITHDRAWN FOR A PERIOD OF 60 DAYS AFTER THE INDICATED DATE FOR THE RECEIPT OF BIDS.
  3. PLEASE PROVIDE A COPY OF INSURANCE AND A COPY OF WORKMAN'S COMPENSATION.
  4. PLEASE FILL IN THE ATTACHED SHEET WITH YOUR DETAILED PRICING BREAKDOWN.
  5. THE FINAL CONTRACT MUST BE SIGNED BEFORE SERVICES CAN BE PROVIDED.
  6. ALL WORK, INSPECTIONS, AND PERMITTING ARE TO BE COMPLETED NO LATER THAN APRIL 30, 2026.
-

CONTRACTORS FIRM NAME \_\_\_\_\_

CONTRACTORS ADDRESS \_\_\_\_\_

CONTRACTORS EMAIL \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

BY \_\_\_\_\_

NAME AND TITLE \_\_\_\_\_

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_