



**Newaygo County Parks and Recreation Commission  
NEWAYGO COUNTY, MICHIGAN  
REQUEST FOR PROPOSALS (RFP)  
2026 Ed Henning Cabin Electrical Install**

Newaygo County Parks and Recreation Commission requests sealed proposals from qualified contractors for 2 cabin electrical design and installation at Ed Henning County Park located at 500 Croton Dr, Newaygo, MI 49337. All work, inspections, and permitting are to be completed by May 14, 2026.

Newaygo County officially distributes proposal 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. PROPOSAL PROCESS**

The following is a schedule of events concerning the proposal 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 30, 2026 (Weather Permitting)</u> |               |
| • Ideal Project Completion  | <u>May 14, 2026</u>                        |               |

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

**NEWAYGO COUNTY CLERK**  
1087 Newell, PO Box 885  
White Cloud, MI 49349

**\*\* PLEASE MARK YOUR ENVELOPES: Sealed Proposals– 2026 Ed Henning Cabin Electrical Install  
- NEWAYGO COUNTY PARKS**

Sealed proposals must be received no later than Friday, March 30, 2026, at 8:30 am at the above address. Proposals received after Friday, March 30, 2026, at 8:30am may not be considered. The proposal 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 proposal specifications shall be e-mailed to Newaygo County Parks Director Asa Vermeulen at [Asa.Vermeulen@newaygocountymi.gov](mailto:Asa.Vermeulen@newaygocountymi.gov) (subject line “RFP: 2026 Ed Henning Cabin Electrical Install Question”). Newaygo County will make every effort to provide a clear answer to interested parties; however, it makes no guarantees. Contractors may visit the site at any time, as the park areas are accessible. If a gate is closed, they can still be accessed on foot.

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 proposals, to award the Agreement to other than the low proposal, to award separate contracts for separate parts of the services required, to negotiate the terms and conditions of all and any part of the proposals, to waive irregularities or formalities, 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 PROPOSALS**

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 proposal is in doubt of the true meaning of any part of the specifications or other conditions with the RFP, they are advised to ask to have the portion in question clarified. Refer to Section 1, PROPOSAL PROCESS.

## **4. CHANGES AND ADDENDA TO PROPOSAL 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, PROPOSAL PROCESS, on how to access information on the website. It shall be the Contractor’s responsibility to make inquiries as to the changes or addenda issued. 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 proposal 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 which 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 RFP and the Contract entered into.

## 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 hire, 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. 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 Contractor, 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, and religion.

## 8. INSURANCE REQUIREMENTS

The Contractor whose proposal is accepted must meet and agree to maintain during the term of the Contract the following insurance coverage requirements. 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 proposal, 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 which they, or any of their sub-contractors, 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, 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, thereof.

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.

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

## 9. WITHDRAWAL OF PROPOSAL

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

## 10. AWARD

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

- Contractor’s 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
- Staff experience/qualifications
- References
- All employees must be able to be fingerprinted and pass background checks
- Pricing
- 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 proposal. Newaygo County reserves the right to consider proposals for modifications at any time before a contract is awarded. Negotiations for some aspects of this project may be undertaken with the vendor whose proposal is deemed to best meet the specifications and needs of Newaygo County. 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 proposal packet and comply with the negotiated Contract. The contents of this RFP and the successful company's response will become contractual obligations if a contract is entered into. 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. 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 Master Electrician 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 course of the Contract. Such modification may include adding or deleting any tasks this project will encompass and any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the consultant resulting from the requested changes are subject to acceptance by the County. 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 PROPOSAL – in the following order:**

- A. Request for Proposals Cover Sheet & Signature Page of this solicitation; must be filled out and signed by a representative of your company who is authorized to bind your company.
- B. Any supplemental documents/information your company feels necessary for Newaygo County to understand your proposal better.
- C. A list of at least three references and their phone numbers.
- D. A copy of the Master Electrician certification.

- E. A copy of detailed plans, specs, and costs for how the Contractor plans to design and install the 2 cabin electrical install.

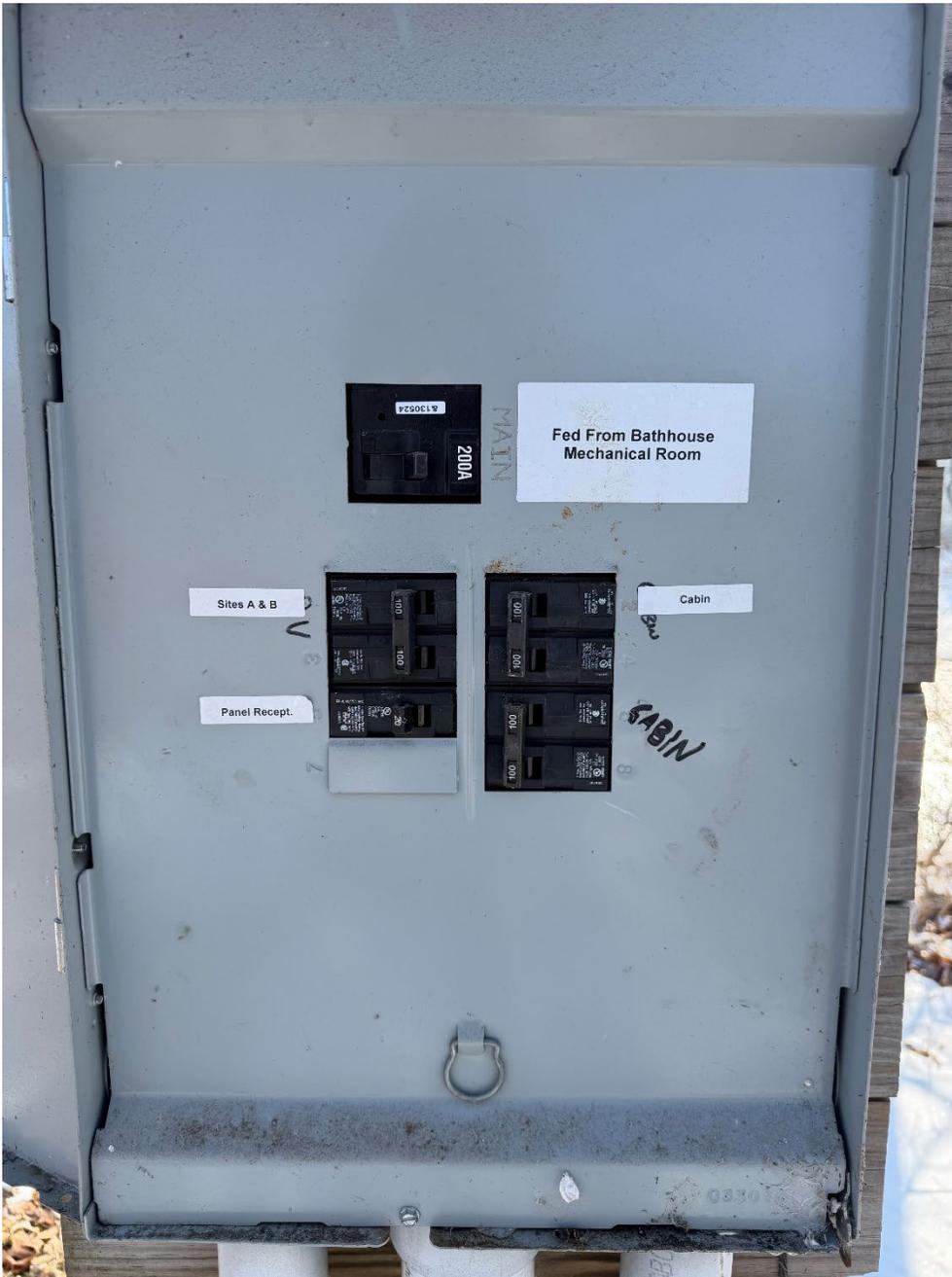
#### 14. DETAILED SCOPE OF WORK

Newaygo County Parks is looking to connect two new cabins to a nearby electrical distribution panel. Initially, the selected contractor will need to inspect and review the current electrical panels to determine the feeds that currently operate nearby cabins. Newaygo County Parks requests detailed proposals that will meet or exceed the following. The Contractor is welcome to modify the below scope items, as this is just a guide for what we want to see installed. Please create a proposal with the following at a minimum.

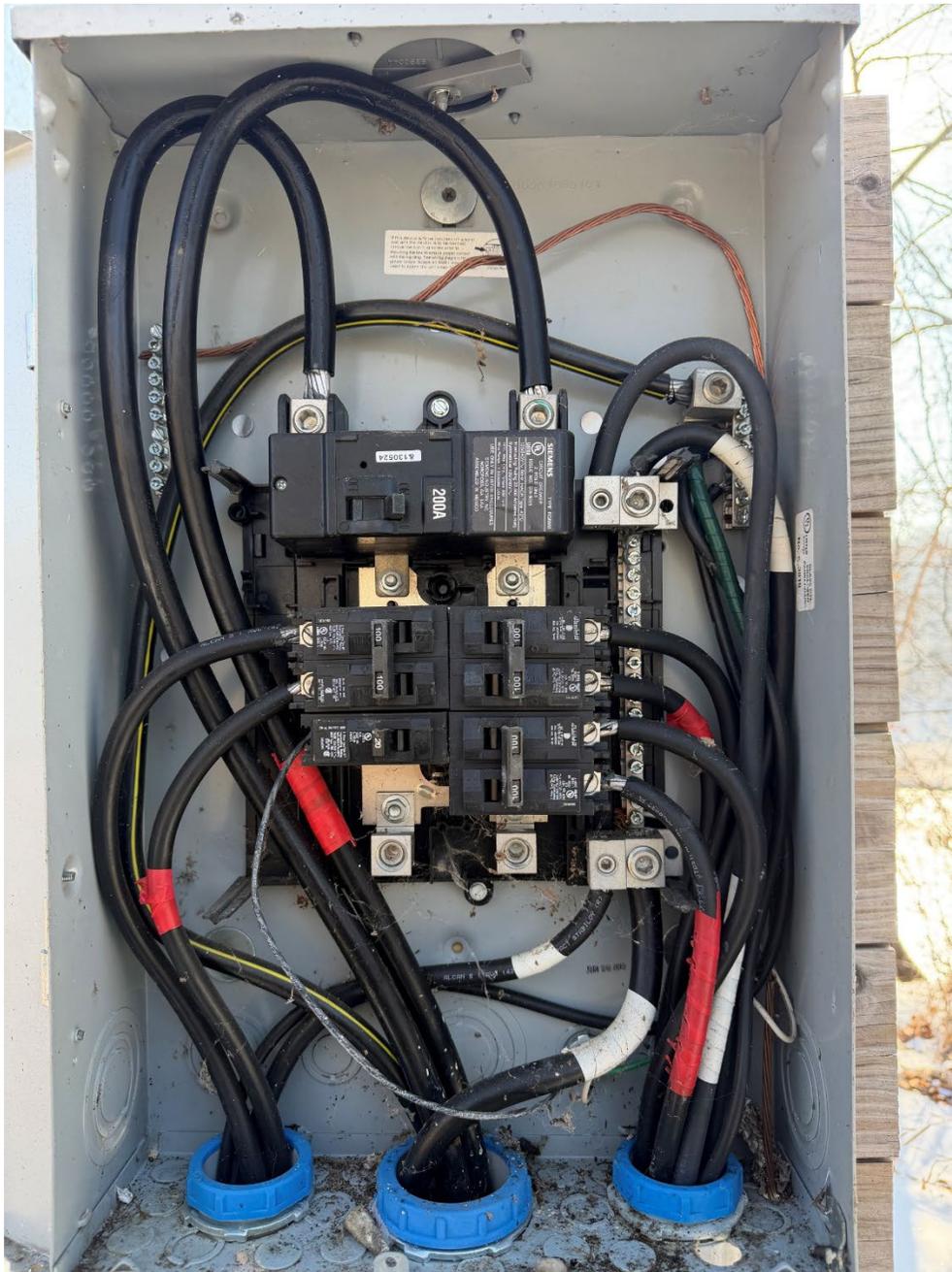
- Review the current electrical system panel by Blue Heron Cabin.
  - New Cabins will replace campsites A & B to the West.
  - See panel photos below for current feeds.
- Requested Service
  - Old A & B pedestals will need to be removed from the ground and placed by the service panel near Blue Heron Cabin for park staff to remove later
    - Any wire removed can also be placed there; old wire does not need to be removed from the ground.
  - Estimated length of wire 200ft if the Westernmost cabin is fed from the junction on the 1<sup>st</sup> cabin. Contractor to determine the final number of wires and layout.
    - Quote for direct bury vs Conduit
  - Delete the 20amp breaker for 120 volt plugs at the distribution panel.
  - Develop plans to remove and replace feeds (including breakers, wires, and pedestals) from campsite service to new cabin service location.
  - Existing lines and breakers may be rearranged in the main panel to accommodate the new lines best without lowering the current capacity of the original lines
    - Re-label the main panel with any changes
  - The Contractor may trench to install the system
    - The Contractor is responsible for and must repair any damage to existing underground private and public lines, paved roadways, and utilities, including electric, existing water, and septic
  - Contractor must have a Master Electrician on staff to assist with the project when needed.
    - The Contractor must show proof of certification.
  - Contractor is responsible for all applicable permits and inspections required for this job.
  - Contractor to secure any required engineering drawings
  - Contractor is responsible for ensuring the new system design and components meet or exceed current applicable Building Codes or requirements for this project.
  - Contractor responsible for scheduling and coordinating all project-specific permits, inspections, and engineering.

## PHOTOS OF EXISTING SERVICE

Panel by Blue Heron Cabin (Photo 1):



Panel by Blue Heron Cabin (Photo 2):



**Bathroom Mechanical Room Panel (Upper):**



**Mechanical Room Panel (Lower):**



**Cabin Electrical Example:**



# Ed Henning Cabin Area Map



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



**Cabin 1 Staked**



**Cabin 2 Staked**



PROPOSAL COVER SHEET & SIGNATURE PAGE

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

PROPOSAL FOR: **2026 Ed Henning Cabin Electrical Install** – NEWAYGO COUNTY PARKS

FORWARD PROPOSAL TO: NEWAYGO COUNTY CLERK’S OFFICE

ATTN: JASON VANDERSTELT

PO BOX 895

1087 NEWELL ST

WHITE CLOUD, MI. 49349

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): \_\_\_\_\_
- Attach a brief company history and qualifications of key staff who will be doing the work.
- Attach any supplemental documents/information your company feels necessary for Newaygo County to understand your proposal better.
- Attach at least three references.
- Attach a copy of the Master Electricians Certification.
- Attach a copy of detailed plans, specs, and costs for how the Contractor plans to design and install the new electrical upgrades.
- Attach a copy of insurance and a copy of workman’s compensation.

THE UNDERSIGNED AGREES TO THE PERFORMANCE OF THE WORK AS STATED IN THE SCOPE OF WORK FOR THE FOLLOWING PROPOSAL SUM (PROVIDE THE AMOUNT IN BOTH WORDS AND FIGURES: THE AMOUNT IN WORDS GOVERNS IN THE EVENT OF DISCREPANCIES); PLEASE SUBMIT ONLY ONE PROPOSAL FOR ONLY ONE OF THE FOLLOWING JOB OPTIONS:

PROPOSAL EXECUTION

1. THE UNDERSIGNED AFFIRMS THAT THE PROPOSAL 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 PROPOSAL WILL NOT BE WITHDRAWN FOR A PERIOD OF 60 DAYS AFTER THE INDICATED DATE FOR THE RECEIPT OF PROPOSALS.

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 May 14, 2026**
- 

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

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

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

BY \_\_\_\_\_

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

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