



REQUEST FOR PROPOSAL #252603
SUMPTER TOWNSHIP, WAYNE COUNTY, MICHIGAN

August 5, 2025

Sumpter Township Hall
23480 Sumpter Road
Belleville, MI 48111

for
Sumpter Township Police Department
23501 Sumpter Road
Belleville, MI 48111

Purpose

Sumpter Township is seeking bids for membrane-type roof section replacement/repair for the police department.

Timeline

Bid Issued:	Aug. 14, 2025
Deadline for Written Clarifications:	Aug. 26, 2025 @ 4pm
Bids Due:	Sept. 5, 2025 @ 12pm
Public Bid Opening:	Sept. 5, 2025 @ 12:30pm
Commencement of Work:	Oct. 20, 2025

Submission of Proposal

Description of the information and content required for your bid follows. Please complete and add any necessary information on additional sheets and return to:

Sumpter Township Clerk
23480 Sumpter Road
Belleville, MI 48111

Mark the envelope: PD Roof Project
(Contractor Name)
(Contractor Address)
(Contractor Telephone Number)

Late Proposals: All responses must be printed and signed. The bidder assumes the risk of any delay in the mail. Whether sent by mail or means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified.

Returned Proposals: All proposals received after the due date and time will be unopened and made available to the respective contractor for pick-up or return, at their sole cost and expense.

Signed Proposals: Each proposal must be an original and hard copy and signed by an authorized member of the Contractor's firm. This member should be the highest-ranking officer at the local level. NO VERBAL, FAXED, OR EMAILED PROPOSALS WILL BE ACCEPTED. Each Proposal must be submitted on the Proposal forms attached to this RFP.

Copies of Proposals: The Contractor shall submit the original proposal and two (2) completed copies of the signed original proposal.

Opening of Proposals: At a specified location and due date as stated above, all submitted proposals will be publicly opened and read aloud at 12:30pm. All interested parties may attend the bid opening. No decision will be rendered at the bid opening.

Email Clarifications: The township intends to communicate with Contractors via email pertaining to any clarifications and addendums.

Additional Clarification Requests: Prospective Contractors may request that the township clarify information contained in this RFP. All such requests must be made in writing via email. The township will attempt to provide a written response to all written requests for clarification within two (2) business days after the receipt of such request. The township will not respond to any Request for Clarification received after **4pm on Aug. 26, 2025**. Requests for clarification and inquiries must be made via email.

All requests for clarification must be directed to Eric Luke, Director of Public Safety & Chief of Police at eluke@sumpterpd.org with a subject line “**PD roof project.**”

No response will be made to verbal questions. All questions and answers will be posted on the township’s website. It is each Contractor’s responsibility to check the township’s website prior to the RFP due date and time to ensure that it has received all of the information, including but not limited to, all addenda to this RFP.

Restrictions on Communication: From the issue date of this RFP until a Contractor is selected and that selection is announced, a prospective Contractor shall not communicate about the subject of this RFP or any Contractor’s Proposal with the Township, its Board of Trustees, elected officials, or Township Manager except for additional Requests for Clarification in accordance with the paragraph above, or as otherwise required by applicable law.

RFP/Proposal Information Controlling: The township intends that all Contractors shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a Contractor shall be effective unless confirmed by written communication contained in an addendum to this RFP, a Request for Clarification or other written response thereto, or in the Proposal.

Reservation of Award: The contract will be awarded to the responsible bidder whose proposal is within the competitive range and determined to be the most advantageous to Sumpter Township. Price, experience, references, and other factors are considered. Sumpter Township reserves the right to make awards within sixty (60) days after the date of the bid opening during which period bids may not be withdrawn. The Board of Trustees or its designee reserves the right to reject any or all bids, in part or in total, for any objective or subjective reason whatsoever. Late bids will not be opened.

Collusive Bidding: The Contractor certifies that its Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same work and is all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Contractor Requirements

- Contractor shall be responsible for obtaining waste containers for the removal of all its waste materials, rubbish and packing materials resulting from their operations. If Contractor fails to clean up within 5 days after completion, township may do so, and the cost thereof shall be charged to the Contractor as a deduction in contract price.
- Contractor shall provide an adequate number of qualified, experienced personnel capable of performing the required work within timeframes set forth in township's schedule. All workers and subcontractors performing work shall be skilled in their respective trades.
- Bidders shall be a reputable, recognized organization with at least 5 years of successful experience in work of this type. References of 3 accounts recently or currently being serviced in comparable work must be furnished. Failure to include these references may be ample cause for rejection.
- Bidders are required to attend a mandatory pre-proposal meeting by contacting Eric Luke, Director of Public Safety & Chief of Police, as outlined in this document. Each bidder shall compare the premises with the specifications and be satisfied as to their ability to meet the conditions affecting the services to be provided before submitting their Proposal. No allowance or extra consideration on behalf of any bidder will subsequently be allowed by reason of error or oversight on the part of the bidder.
- The bidder shall be responsible for all final measurements.

- The contractor must secure all equipment and materials at the site. Contractor shall be responsible for any and all damages to existing building or grounds, sustained as a result of work under this contract, caused by either the installation of its work or in the delivery of materials and equipment for its use. The cost of repairing or replacing such damage shall be borne by the responsible contractor. Repair or replacement work shall be done in a manner and to leave the facilities in the same condition as before the damage occurred to the complete satisfaction of the owner. The contractor is responsible for all damages and losses until the installation has been completed and accepted by the Township.
- Contractor shall identify one person, acceptable to the Township, who shall act as liaison with the Township. This individual should have the authority to make decisions on behalf of the Contractor.
- Satisfactory Workers' Compensation insurance and Property/Casualty/Liability insurance must be maintained and paid by the Contractor at all times work is performed. This insurance must show the Township as additionally insured and must be provided to the Township.
- Commercial Property/Casualty/Liability insurance is required as follows: On an "Occurrence Basis" with limits of liability not less than \$1,000,000 each occurrence, \$3,000,000 aggregate, combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: A) Contractual Liability; B) Products and Completed Operations; C) Independent Contractor's Coverage; D) Broad Form General Liability Extensions or equivalent; E) Deletion of all Explosion, Collapse, and Under group (XCU) Exclusions, if applicable.
- Professional Liability Insurance (Errors & Omissions): of \$1,000,000 each occurrence and \$3,000,000 aggregate.
- Workers' Compensation including Employer's Liability Coverage: of \$1,000,000 each accident, \$500,000 aggregate, in accordance with all applicable Michigan law.

Contractual Information

Familial Disclosure Affidavit: All Contractors must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the

Proposal. The Proposal must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Township and/or any employee of the Contractor and any member of the Township's Board of Trustees. The Township will not accept a Proposal that does not include this sworn and notarized disclosure statement. The Familial Disclosure Affidavit is found as ATTACHMENT A in this document.

Iran Economic Sanctions Act: In accordance with the Michigan Public Act No. 517 of 2012, all Proposals must be accompanied by a sworn and notarized statement certifying that the Contractor is not an Iran Linked Business. The Township will not accept a Proposal that does not include this sworn and notarized statement. The Affidavit of Compliance – Iran Economic Sanctions Act is found as ATTACHMENT B in this document.

Governing Law: The Contract shall be governed by and construed in accordance with the laws of the State of Michigan. The parties hereby agree to the exclusive jurisdiction and venue of courts sitting in Wayne County, Michigan.

General Indemnification: Contractor shall indemnify, defend, and hold harmless the Township, its Board of Trustees, in their official and individual capacities, its administrators, employees, agents, contractors, successors and assignees, from and against any and all claims, counter claims, suite, debts, demands, actions, judgments, liens, costs, expenses, damages, injuries and liabilities, including actual attorney's fees and actual expert witness fees arising out of or in connection with Contractor's performance of the contract and/or from Contractor's violation of any of the terms and conditions of the Contract, including, but not limited to: (i) the negligent acts or willful misconduct of the Contractor, its officers, directors, employees, successors, assignees, contractors and agents; (ii) any breach of the terms of the Contract by the Contractor, its officers, directors, employees, successors, assignees, contractors and agents; (iii) any violation or breach of any applicable Federal, State, or local law, rule, regulations, ordinance, policy and/or licensing and permitting requirements applicable to the Contract; or (iv) any breach of any representation or warranty by the Contractor, its officers, directors, employees, successors, assignees, contractors and agents under the Contract. The Contractor shall notify the Township by certified mail, return receipt requested, immediately upon actual knowledge of any claim, suit, action, or proceeding for which Sumpter Township may be entitled to indemnification under the Contract. This paragraph shall survive the expiration or earlier termination of the Contract.

Compliance with Laws: Contractor shall comply with any and all applicable Federal, State and local laws, rules, ordinances, policies and regulations, including

any licensing and permitting requirements, under the Contract. Contractor, including personnel, employees, contractors, consultants and agents shall be responsible for knowing the Township's policies concerning appropriate behavior of persons in Township facilities and on Township properties, and shall comply with all such policies. Contractor represents and warrants to the Township that it shall at all times be in compliance with any and all applicable Federal and State laws, rules, ordinances, policies, regulations, licensing and permitting requirements applicable to the contract. Contractor shall indemnify, defend and hold the Township harmless from any liability resulting from its failure to comply.

Pricing: Prices quoted are to be F.O.B. to Sumpter Township. All purchase prices shall be net; including transportation, insurance, and delivery charges fully prepaid by the successful Contractor to destinations indicated in the Proposal.

Taxes: Sumpter Township is exempt from sales tax. When state taxes are required on construction materials installed by the Contractor, such taxes must be incorporated into the Contractor's Proposal pricing.

Proposal Withdrawal: Contractor may withdraw its Proposal any time before the due date and time. Proposals may not be withdrawn for at least 90 days after the due date and time.

Competition: It is the Township's intent that this RFP permits competition. Accordingly, the use of any patent, proprietary name or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Supplies, material, equipment or products proposed in response to this RFP should be specified and if necessary, followed by the words "or comparable equivalent". The Township in its sole and absolute discretion shall have the right to determine if the proposed equivalent products/brands submitted by the Contractor possess equivalent and/or better qualities. Any and all specifications must be noted on the Proposal Form.

BID PROPOSAL FORM

Sumpter Township Police Station

Membrane-type roof section repair/replacement – RFP #252603

Contractor Company Name: _____

Authorized Representative Name: _____

Signature: _____

Title: _____

Address: _____

eMail: _____

Phone: _____
(Work #) (Cell #)

To furnish labor and materials for a floor refinishing per specifications contained in these bidding documents. Upon acceptance of the proposal, no adjustments to the price may be made for the full term of the contract.

TOTAL: \$ _____

ATTACHMENT A

SWORN AND NOTORIZED FAMILIAL DISCLOSURE STATEMENT

Sumpter Township Board of Trustees shall not accept any bid that does not include this sworn and notarized disclosure statement

The undersigned, owner or authorized officer of _____ (the bidder), pursuant to the familial disclosure requirement provided in the attached invitation to bid, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company, and any member of the Board of Trustees.

Bidder's Company Name: _____

By (signature): _____

Printed Name and Title: _____

STATE OF MICHIGAN

COUNTY OF _____

Subscribe and sworn before me on this _____

Day of _____, 20_____, a Notary Public

In and for _____ County,

Notary Public

My Commission expires _____

ATTACHMENT B

SWORN AND NOTORIZED AFFIDAVIT OF COMPLIANCE IRAN
ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

***Sumpter Township Board of Trustees shall not accept any bid that does not include
this sworn and notarized certification of statement***

The undersigned, owner or authorized officer of _____ (the bidder), pursuant to the compliance certification requirement provided in the attached invitation to bid, hereby certifies, represents and warrants that the bidder (including its officers, directors, and employees) is not an Iran linked business within the meaning of the Iran Economic Sanctions Act, and that in the event the Bidder is awarded a contract as a result of the aforementioned Request for Proposal, the Bidder will not become an "Iran linked business" at any time during the course of performing the work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification is made, whichever is greater, the cost of the Sumpter Township investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

Bidder's Company Name: _____

By (signature): _____

Printed Name and Title: _____

Date: _____

STATE OF MICHIGAN

COUNTY OF _____

Subscribe and sworn before me on this _____

Day of _____, 20_____, a Notary Public

In and for _____ County,

Notary Public

My Commission expires _____