



## Request for Proposals (RFP) – Exterior Concrete Stair Repair

The County of Marquette, Marquette Sawyer Regional Airport (SAW), seeks bids from qualified vendors to provide modification, removal, and replacement of two sets of exterior concrete steps for the building located at 401 F Ave, Gwinn MI, 49041, in accordance with the specifications listed below. Proposals must be submitted no later than **May 14, 2025 at 09:00 a.m. EDT**. Vendors shall submit the documents using the **Proposal Form** contained in this Request for Proposal (RFP) by mail or in person in a sealed envelope, which identifies the proponent and states “**Marquette Sawyer Regional Airport Exterior Concrete Stair Repair**” on the outside of the envelope. Proposals must be delivered to: Airport Services Center, 125 G Avenue, Gwinn, Michigan 49841. Proposals will be publicly opened and read aloud at 125 G Avenue, Gwinn, Michigan 49841 at the date and time specified below.

### PRE-PROPOSAL MEETING

May 06, 2025 at 11:00 a.m. EDT – Airport Services Center, 125 G Ave, Gwinn, MI, 49841

### SCHEDULE OF EVENTS

April 25, 2025 – RFP issued to Vendors

May 06, 2025 – Pre-Proposal Meeting

May 07, 2025– Questions from Vendors due (written only)

May 09, 2025 – Addendum issued (If required)

\*All addendums and RFP documents will be posted on the County of Marquette and Marquette Sawyer Regional Airport’s websites.

May 14, 2025 – DUE DATE FOR Bid – (Bid Opening Immediately After)

09:00 a.m. EDT     *Responses received after the deadline **cannot** be considered and if mailed, will be returned unopened.*

METHOD OF SUBMITTAL: By mail or delivered in person.

Although every effort will be made to follow this schedule, the County reserves the right to modify the dates as necessary and to accommodate special circumstances. All RFP’s are due by the time specified. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. The County is not responsible for delays occasioned by the US Postal Service, the internal mail delivery system of the county, or any other delivery method employed by the Vendor.

## TECHNICAL PROVISIONS

The County of Marquette/ Marquette Sawyer Regional Airport is seeking bids from qualified vendors to provide modification, removal, and replacement of two sets of exterior concrete steps referred to as “East Steps” and “West Steps” in reference to their physical location on the building in relation to cardinal directions, in accordance with the specifications.

### Provide

- For the East Steps, the removal and disposal of the existing steps, cutting back onto the existing landing 24 inches from the beginning of the steps.
- For the East Steps, removal and disposal of the portion of the steps that extends past the width of the landing (beyond 6 feet from the centerline of the staircase) and removal and disposal of the associated railings.
- For the East Steps, replacement of the removed stairs with new installation of concrete that matches the profile of the existing steps in height and depth, with no new nosing, and shall be 12 feet in length and reinstalling the railing that is currently in line with the center of the staircase.
- For the West Steps, the removal and disposal of the existing steps, cutting back onto the existing landing 20 inches from the beginning of the steps.
- For the West Steps, replacement of the removed stairs with new installation of concrete that matches the profile of the existing steps in height and depth, and length, with no new nosing.
- For the West Steps, reinstalling existing railings in same locations upon replacement of stairs, and for one railing that is bent, straightening the railing before installation.

## SPECIAL CONDITIONS

The installation location is in a secure area and will require security badging of a supervisor. Security training takes two visits to the airport; the first visit is to submit an application with all necessary identifications, and the second visit is for the security training. Business must remain accessible during hours of operation.

## PROPOSAL REQUIREMENTS

1. The County of Marquette/Marquette Sawyer Regional Airport shall issue the award for bid within **30 days** from the due date of this Request for Proposal.
2. The contract will go into effect once the order is requested from the customer (Marquette Sawyer Regional Airport) after approval from the Marquette County Board is received.

## RFP POINT OF CONTACT

David Erhart, Assistant Airport Manager  
Telephone: 906.346.3308 Ext. 3131  
Facsimile: 906.346.3309  
Email: derhart@mqtco.org

Marquette Sawyer Regional Airport  
Airport Services Center  
125 G Avenue  
Gwinn, Michigan 49841

## FORM OF RESPONSE

1. Proposal response form
2. Price must be firm for sixty (60) days.

### INSURANCE DOCUMENTS

Respondents must be able to meet the County of Marquette's insurance standards as set forth in the attached description of required coverage.

### PAYMENT TO CONTRACTOR

1. Payment will be made within 30 days after installation and completion of the sets of stairs. The cost must include delivery fees.

The County will award the bid to the lowest responsive bidder. A responsive bidder is one that does not vary from specifications and terms required. The County reserves the right to wave irregularities in the bid proposals.

**PROPOSAL FORM**  
Marquette Sawyer Regional Airport  
Exterior Concrete Stair Repair

Description		Unit Cost	Total	Lead Time
Remove and replace two sets of exterior concrete stairs at 401 F Avenue, Gwinn, MI 49841				

Proponent Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

LUMP SUM AMOUNT FOR BID: \$\_\_\_\_\_

WRITTEN AMOUNT: \_\_\_\_\_ dollars

## ADDENDUM ACKNOWLEDGEMENT FORM

Proponent Name: \_\_\_\_\_

Proponents must acknowledge by signature, receipt of addenda if issued.

*(ADDENDUM TO CONTRACT: CONTRACTORS, listing County of Marquette insurance requirements are part of the RFP and do not need to be recorded on proposal form)*

Addendum No. 1: \_\_\_\_\_

Addendum No. 2: \_\_\_\_\_

## INSURANCE REQUIREMENTS

### LIABILITY INSURANCE

The Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, volunteers, or subcontractors.

### INSURANCE REQUIREMENTS

The insurance coverage required shall be at least as broad as:

1. Commercial General Liability ("occurrence" form).
2. Automobile Liability, "any auto".
3. Workers' Compensation insurance as required by the laws of the state of Michigan and Employer's Liability insurance.

### LIMITS OF INSURANCE

The Contractor shall maintain limits on said policy of no less than:

1. Commercial General Liability: \$3,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.
2. Automobile Liability: \$3,000,000 combined single limit per accident for bodily injury and property damage.
3. Worker's Compensation and Employer's Liability: Shall be those limits as required by the Worker's Disability Compensation Act for the state of Michigan and Employer's Liability limits of \$500,000 per occurrence.

### DEDUCTIBLES

Any deductibles or self-insured retentions must be declared to and approved by the County.

### OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages:
  - a. The County, its officers, agents, employees, elected and appointed officials, and volunteers shall be covered as additional insureds as respects: liability arising out of activities

performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the County, its officers, agents, employees, elected and appointed officials, and volunteers.

- b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, agents, employees, elected and appointed officials, and volunteers. Any insurance or self-insurance maintained by the County, its officers, agents, employees, elected and appointed officials, and volunteers shall be excess of the Contractor's insurance and shall not contribute to it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, agents, employees, elected and appointed officials, and volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages:

- a. Contractor hereby releases County from any claim for recovery for any loss or damage which is insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance. It is further agreed that this waiver shall apply only when permitted by the applicable policy of insurance.
- b. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County.

#### ACCEPTABILITY OF INSURERS

Unless otherwise approved by the County, insurers must be identified as authorized and eligible by the Michigan Insurance Bureau. In addition, insurance is to be placed with insurers with a Best's rating of A or better.

#### CERTIFICATES/ENDORSEMENTS OF INSURANCE

Contractor shall furnish the County with certificates of insurance and with any and all original endorsements affecting coverage required by this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies, at any time.

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

The said certificates and endorsements shall be forwarded with the contract number to the individual identified below:

CONTRACT NUMBER \_\_\_\_\_

Molly Strohm, Risk Manager  
234 West Baraga Avenue  
Marquette, MI 49855  
(906) 225-8165 or Fax (906) 225-8155

#### ACCEPTANCE OF CERTIFICATE

Acceptance of any certificate(s) and/or endorsement(s) of insurance by the County does not waive the insurance requirements provided in the foregoing paragraphs. Should the County sustain any loss or be required to pay any claim as a result of the Contractor's failure to obtain or maintain insurance as is required by this contract,