



**MARQUETTE
SAWYER**
REGIONAL AIRPORT
Connect to what matters

 Airport Administrative Office 906-346-3308
Water/Wastewater Dept. 906-346-3137
Maintenance Dept. 906-250-1928
 Airport Services Center. 125 G Ave.
Gwinn, MI 49841
 flymarquette.com

Request for Proposal (RFP) -Customer Service Desk – Countertop Plans & Specs

The County of Marquette, Marquette Sawyer Regional Airport seeks bids for new customer service desk and countertops. Bids must be submitted in a sealed envelope stating “**Marquette Sawyer Regional Airport, Customer Service Desk – Countertop Plans**” using the attached **Proposal Form and Specification Form**, no later than 12:00 p.m. local time, December 2, 2025 at which time bids will be publicly opened and read aloud. Bids shall be submitted to Marquette Sawyer Regional Airport, 125 G Avenue, Gwinn, MI 49841.

PRE-PROPOSAL MEETING

November 14, 2025 at 1:00 p.m. EDT – Airport Services Center, 125 G Ave, Gwinn, MI, 49841

SCHEDULE OF EVENTS

November 7, 2025 – RFP issued to Vendors

November 14, 2025 – Pre bid meeting.

November 20, 2025– Questions from Vendors due (written only)

November 26, 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.

December 2, 2025 – DUE DATE FOR Bid – (Bid Opening Immediately After)

12:00 p.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.

- Basis of design: “Customer Service Desk” by FWB Construction, Inc., dated 08/28/25

TECHNICAL PROVISIONS

- Overall length: 144" (12'-0") across the customer face



- Three sections (left–center–right): 48 3/4" – 46 1/2" – 48 3/4"
- Center section is set back 8" from the customer face (privacy/ADA transaction surface)
- Heights (customer transaction edge): 42" – 30" – 42" (center at 30" for accessible service)
- Typical depth at casework: 28 3/4" (see sections)
- Edge/overhang details include 1 1/4" face dimension(s) where indicated on sections
- Fixed panel joints: maintain 1/8" gap around each fixed panel (clean reveals)

Note on scope: the drawing notes "TOP BY OTHERS". If this package is for a single vendor, include the top in their scope and match finishes below; otherwise coordinate with the top fabricator.

Provide

- Decorative finish (verticals/Euro fronts): High-Pressure Laminate, Wilsonart 5044-60 "Beach Walk", "Laminated Euro" style
- Core: Plywood core as indicated in sections (casework/structural substrate)
- Interiors: White melamine at cabinet interiors
- Exposed corners: Provide stainless-steel corner guards at all exposed corners (continuous, field fit)

Countertop (select one approach to align with "TOP BY OTHERS" note)

Option A – HPL Top to match casework

- Top: 1" nominal build-up on 3/4" plywood core, HPL finish Wilsonart 5044-60 on top surface, balancing sheet underside.
- Edge: Square eased edge, HPL-wrapped (no drip groove), match "Laminated Euro" look.
- Seams: Minimize; locate over casework partitions.

Option B – Solid Surface (if higher durability desired)

- Top: 1/2" solid-surface sheet on marine-grade plywood subdeck as needed.
- Color: Light neutral to coordinate with Wilsonart 5044-60.
- Edge: Square eased, coved splash only where detailed (none shown in basis drawing).
- Provide integral ADA writing shelf at 30" section to match setback.

(Choose A or B in the procurement docs; the drawing's finish callouts suggest HPL throughout.)

FEATURES

- Lockable drawers at employee side; provide cam locks; keying schedule to owner's standard (keyed alike unless noted)
- Adjustable shelves where shown; white melamine interior
- Removable back panels for service access (both the general back and at key locker bays)

- Key locker: style TBD; keyed alike per note; coordinate size and count with owner before fabrication
- Grommets: install where needed for cabling; coordinate exact locations with user equipment layout
- Wire way: continuous wire management channel; maintain clear access via removable panels

ADA COMPLIANT

- Provide 30" high center transaction surface with 8" setback to support accessible use; ensure knee/toe clearances per ADA (27" min knee clear, 30" min width, 17–19" depth typical). Field-verify compliance with local authority.

INSTALLATION

- Fabricate to shop drawings derived from the above dimensions; respect indicated scales on the drawing (plan/sections at 1/2" = 1'-0" typical; wall detail at 3/4" = 1'-0")
- Maintain crisp 1/8" reveals at fixed panel joints; align grain/pattern continuously across sections
- Anchor casework to floor/walls per substrate; shim to level; scribe to walls as needed (see wall detail)
- Protect all stainless corner guards and finished faces during install; remove protection at turnover.

Submittals

- Product data: HPL (Wilsonart 5044-60), core, melamine, locks, corner guards.
- Shop drawings: plan, elevations, sections showing exact grommet locations, key locker model, and any seam placements.
- Samples: 6" × 6" HPL finish; solid-surface (if Option B), stainless corner guard sample.
- Hardware schedule: locks/keying, pulls, drawer slides.
- O&M sheets for finishes and hardware; keying chart; extra keys; touch-up kit for HPL.
- As-built drawing noting final grommet locations and wire way routing.

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, Airport Manager
Telephone: 906.346.3308 Ext. 3138

Facsimile: 906.346.3309
Email: derhart@mqtco.org

Marquette Sawyer Regional Airport
Airport Services Center
125 G Avenue
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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 upon Purchase Order processing. 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.

SELECTION

The County of Marquette will award the bid to the firm having a combination of price, value, and ability to provide the most advantageous value to the County. The County reserves the right to reject any and all proposals and to waive irregularities in the proposals.



PROPOSAL FORM
Marquette Sawyer Regional Airport
Customer Service Desk – Countertop

Description	Unit Cost	Total	Lead Time
Customer Service Desk - Countertop			

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: _____