



REQUEST FOR QUOTE

OPEN DATE: JANUARY 17, 2025

DEADLINE DATE: 5:00PM on FEBRUARY 14, 2025

AWARD DATE: Bids will be reviewed by the NCCMH RFQ/P panel, and a contractor selected on, or before, **FEBRUARY 21, 2025**; awards are contingent on final approval of the NCCMH Board.

PURCHASER: NORTH COUNTRY COMMUNITY MENTAL HEALTH (NCCMH), operating under the provisions of the Michigan Mental Health Code (Act 258 of 1974 as amended) provides behavioral health supports and services to qualified individuals in Antrim, Charlevoix, Cheboygan, Emmet, Kalkaska and Otsego counties. NCCMH's procurement activities are conducted in compliance with federal requirements for the use of Medicaid funds.

BIDDER: LICENSED CONTRACTOR IN THE STATE OF MICHIGAN

PROJECT LOCATION: 45 Bridge St. Petoskey, MI 49770

SUBMIT BIDS WITH COVERSHEET AND DOCUMENTATION TO:

CONTRACT MANAGER, SEALED BID, NCCMH

1420 PLAZA DRIVE

PETOSKEY, MI 49770

VIA EMAIL TO: klorance@norcocmh.org

VIA SEALED ENVELOPE: drop off to front desk at the above address, directed to Katie Lorence, Contract Manager, with SEALED BID on the envelope, Monday-Friday 8:30AM TO 5:00PM.

PROJECT ON-PREMISES REVIEW/INSPECTION REQUIRED: Please contact Linda Kleiber, Administration at 231-439-1230, email lkleiber@norcocmh.org, to arrange visiting the property between 8:30am and 5:00pm **by bidder specific appointment time**, through **February 14, 2025**.



STATEMENT OF WORK:

NCCMH owns a residential property located at 45 Bridge Street, Petoskey, MI 49770. This property consists of a single-family home partitioned into three separate apartments. The property requires various repairs, remodels and updates to ensure safety, compliance with building codes, and aesthetic upgrades to improve the functionality and livability of all three living spaces.

OUTCOMES REQUIRED:

The desired outcomes for each apartment unit are outlined below:

Apartment #1:

1. Front Porch: Remove and replace the existing porch to ensure safety and durability.
2. Back Porch: Remove deteriorated paint and repaint. Repair steps and handrail as needed.
3. Entry Way: Remove and replace light fixture.
4. Throughout the apartment: Remove all window treatments. Replace cold air vent duct covers where needed.
5. Living Room: Repair drywall and paint the walls and ceiling.
6. Bathroom:
 - Remodel to increase floor space within the current footprint. The remodel will include a new shower installation and updated layout.
 - Remove and replace the sink and cupboard.
 - Remove and replace the toilet.
 - Remove and replace light fixture.
 - Ensure all plumbing, fixtures, and ventilation meet current standards.
 - Repair drywall and paint the walls and ceiling.
 - Remove and replace flooring.
7. Upstairs Bedroom:
 - Remove and replace the carpet.
 - Repair drywall and paint the walls and ceiling.
8. Stairwell:
 - Repair plaster as needed.
 - Paint to match adjacent areas.

9. Main-Level Bedroom:

- Repair drywall and paint the walls and ceiling.
- Remove and dispose of existing ceiling fan. Install light fixture.
- Remove and replace light fixtures in both closets.

10. Kitchen:

- Repair drywall and paint the walls and ceiling.
- Install latches on kitchen cabinets.
- Paint kitchen cabinets.
- Remove and replace dishwasher.

11. Dining Room:

- Replace flooring with durable, aesthetic materials.
- Repair drywall and paint the walls and ceiling.
- Repair or replace drawers/cupboards as needed.

Apartment#2:

1. Front step:

- Repair and adjust to meet safety and building code requirements.

2. Flooring:

- Remove and replace existing flooring.
- Assess and replace subflooring if necessary.

3. Kitchen:

- Repair countertop and paint cabinets.
- Install kitchen appliances.

4. Ceiling Light: Install a new ceiling light fixture to improve illumination and aesthetics.

5. Repair or replace screen door to entry way.

6. Repair drywall and paint the walls and ceiling.

Apartment#3:

1. Remove and replace closet door in entryway.

2. Repair handrail leading upstairs.

BIDDER/CONTRACTOR RESPONSIBILITIES - TERMS AND CONDITIONS:

- BIDDER shall investigate and measure the premises, verifying proposed material listing, quantities, and quality.
- BID shall include all material, labor, and equipment required for completion of the project as described. BIDDER shall specify in their BID any hazardous material to be utilized on the project.
- If finished materials are being provided, such as paint, flooring, trim, or other fixtures, the BID shall specify exact product by Manufacturer's Part #, Make/Model and identify line-item pricing as applicable with color/quality.
- **BIDDER MUST STATE PROPOSED CONSTRUCTION SCHEDULE IN BID (IE START AND COMPLETION DATES).**
- If a license is required by law to perform the work, the BIDDER must supply a copy of license with BID.
- BIDDER/CONTRACTOR will provide Certificate of Liability and Workman's Compensation insurance coverage with BID, and will maintain those insurances along with vehicle, equipment, and property insurance throughout the duration of the project. The BIDDER/CONTRACTOR shall maintain insurance in amounts calculated to protect NCCMH from reasonable risk associated with the performance of services under the Agreement.
- BIDDER/CONTRACTOR shall manage and oversee all construction including but not limited to subcontractors, material suppliers, concrete work, or other tasks. BIDDER understands that all subcontractors hired by CONTRACTOR for completion of duties under this RFQ will be subject to the same terms and conditions as stated in this RFQ. CONTRACTOR agrees to inform all subcontractors hired for completion of this project as to the terms of conditions of this RFQ.
- BIDDER will specify any downpayment or net terms within BID. If no down payment is requested at the time of BID, a Net 30-day term after completion and acceptance of work will be assumed, and all payments to BIDDER for project will be based on same.
- PURCHASER understands that in some instances there may be hidden structural concerns not evident at the time of BIDDER inspection prior to BID. The BIDDER is requested to specify a separate standard hourly labor charge, in

addition to the project proposal, to identify labor costs due to unforeseen, project related work.

- Repair or replacement of any materials discovered during project completion will require the CONTRACTOR to submit additional project quotes and obtain written approval to proceed with additional project costs.
- NCCMH shall approve all final finishes, i.e., flooring, cove base, cabinets, countertops, shower or other accessories. Project changes and cost increases must be approved by NCCMH in writing as a Contract or Purchase Addendum.
- Work performed, the vehicles utilized, and equipment required to complete the contract must not excessively disrupt access to the facility/structure etc. by staff. Access to the facility must be coordinated with NCCMH Contract Manager, or designated representative, prior to and during completion of project.
- CONTRACTOR must be knowledgeable of and install all materials in keeping with the material manufacturer's recommended installation practices.
- The CONTRACTOR shall provide the operating manuals and warranty statements for all furnishings and fixtures provided under this contract.
- CONTRACTOR will obtain all permits, perform work in compliance with all governing building codes, and obtain written permit inspection reports where required.
- CONTRACTOR will meet all MIOSHA safety regulations, including but not limited to lead based paint, fall protection, scaffolding requirements, and other applicable safety regulations.
- CONTRACTOR will enclose or fence off any interior or exterior work areas which present any possibility of danger to individuals near or within the work area, such that CONTRACTOR shall preclude undue infiltration of dust and debris, fumes, smoke, or other potential safety hazards to any person occupying the building.
- CONTRACTOR will keep all tools, equipment, and materials contained and monitored such that unauthorized individuals may not access them.
- CONTRACTOR will clean up work area, clear all waste and debris, and/or dispose of same daily and upon completion of project.



- If requested, CONTRACTOR shall submit W9, Electronic Funds, Disclosures of Ownership and consent for Criminal Background Checks.
- CONTRACTOR agrees to comply with project completion dates, weather and availability of project location permitting: Failure to complete the work as scheduled shall demonstrate a material breach of the agreement. The BIDDER may request a written extension to complete the work based on lack of material availability or other extenuating circumstances.
- Upon acceptance of BID, CONTRACTOR shall supply a written statement allowing one (1) year labor warranty from completion of project.

CONTRACTOR FINAL INVOICE PROCEDURE

Upon completion of the project, the CONTRACTOR shall present a final invoice for the project to NCCMH via NCCMH Contract Manager. Invoice shall identify initial contract amounts by project per above, showing deduction for any down payment, and balance due. Final Invoice submitted must be signed and state the date the work was completed and that all sub-contractors (if used) have been paid by the CONTRACTOR.

Note: If applicable, CONTRACTOR is required to submit a copy of any building permit and/or final inspection report showing completion of the project along with the invoice to receive final payment.

GENERAL TERMS OF AGREEMENT FOR MEDICAID REIMBURSEMENT:

APPLICABLE LAW

BIDDER/CONTRACTOR will comply with applicable federal and state laws, guidelines, rules, and regulations when carrying out the term of this agreement including laws pertaining to the Health Insurance Portability and Accountability Act, Whistleblower's Act, Debarment and Suspension, Pro-Children Act, Hatch Political Activity Act.

ANTI-LOBBYING ACT

The BIDDER/CONTRACTOR will be aware and comply with the Anti-Lobbying Act, 31 USC 1352 as revised by the Lobbying Disclosure Act of 1995, 2 USC 1601 et seq, and



Section 503 of the Department of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act (Public Law 104-209).

NON-DISCRIMINATION

Pursuant to the Michigan Civil Rights Act, Title VI of the Civil Rights Act of 1964, and Executive Order 11478, the BIDDER/CONTRACTOR will not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex (gender), sexual orientation, height, weight or marital status.

BIDDER/CONTRACTOR further agrees that pursuant to the Michigan Persons with Disabilities Civil Rights Act, the Elliott-Larsen Civil Rights Act, 1976 PA, as amended, and Disabilities Civil Rights Act, 1976 PA 220, as amended, the BIDDER/CONTRACTOR will not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of contract.

BIDDER/CONTRACTOR will not discriminate against minority and women owned businesses and that it will proactively seek out minority and women owned businesses and businesses owned by persons with disabilities in contract solicitations.

DEBARMENT AND SUSPENSION

Assurance is hereby given that the BIDDER/CONTRACTOR will comply with Federal Regulation 45 CFR Part 76 and BIDDER/CONTRACTOR certifies to the best of its knowledge and belief that its employees and subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or PIHP.
2. Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a



public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and.

4. Have not within a three-year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default.

GOVERNMENTAL IMMUNITY

Nothing herein shall be construed as a waiver of any governmental immunity that has been provided to North Country Community Health (NCCMH) or its employees by statute or court decisions.

FUNDING CONTINGENCY

North Country Community Mental Health cannot guarantee funding during the term of this Agreement. NCCMH's existence and primary sources of funding are subject to federal, state and county legislative action. If federal, state or county legislation or rules are passed which provide for the eventual termination of NCCMH or, which in the determination of NCCMH reduces NCCMH funding, then NCCMH may elect to immediately terminate this Agreement with no further liability to the BIDDER/CONTRACTOR except for payment for those services which have been provided by the BIDDER/CONTRACTOR as of the date of the Agreement termination.

Any questions regarding this RFQ, reimbursement procedures, or project scope should be directed in writing to Katie Lorence, Contract Manager, via email at **klorence@norcocmh.org**. All questions and corresponding answers will be posted on the norcocmh.org website as they arise. It is the responsibility of the BIDDER to regularly check the website for updates.



NCCMH RFQ COVERSHEET: RFQ # 25_02 BRIDGE ST.

BIDDER CORPORATE IDENTIFICATION	BIDDER PROJECT MANAGER
Company:	Name:
Address:	Address:
CEO/President:	
Telephone:	Telephone:
Fax:	
Website:	Email:
Federal Tax Identification (FEIN):	

SUBMIT WITH THIS COVER SHEET:

- Your bid
- Signed acceptance of RFQ terms, conditions, and certification of bid proposal
- Certificate of current General Liability Insurance
- Certificate of Workman’s Compensation Insurance
- Copy of Contractor License, if applicable

BIDDER/CONTRACTOR CERTIFICATION:

The BIDDER/CONTRACTOR certifies to the best of their knowledge and belief that the information in this bid proposal is true and correct, and that the BIDDER/CONTRACTOR accepts the terms and conditions of RFQ #25_02 BRIDGE STREET, and this document has been duly authorized by the governing body/individual of the bidding company indicated above. Further, the bidder certifies that, if the proposal/quote is approved, the project will be conducted in accordance with the project proposal and conditions included in the Request for Quote.

AUTHORIZED BIDDER/CONTRACTOR SIGNATURE

DATE