

CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
DEPARTMENT OF PUBLIC WORKS

March 12, 2026

REQUEST FOR PROPOSALS

NOTICE TO BIDDERS

It is the intent of the City of Grand Haven to receive bids for Over Band Crack Filling services on designated streets in the City of Grand Haven.

Sealed proposals must be received by the City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan, 49417, ATTN: Ms. Maria Boersma, City Clerk, before **10:15 a.m. local time, Wednesday, April 15, 2026** at which time the proposals will be publicly opened and read aloud. Proposals must be submitted on the official proposal form attached. Sealed proposal envelopes must be clearly marked on the outside "Over Band Crack Fill Bid - 2026".

Copies of the Requests for Proposals (RFP) that contain the minimum specifications and official proposal forms are available at the City Clerk's office at City Hall, 519 Washington Avenue, Grand Haven, Michigan 49417; at the Department of Public Works office, 1120 Jackson Street (*this is not a mailing address*); or online from the City's Web site: www.grandhaven.org.

Any questions regarding this RFP or the minimum specifications shall be directed to **Logan Cuddington, Streets & Utilities Manager, at 616-847-3493.**

The City of Grand Haven reserves the right to reject any or all bids or any parts of the same, to waive any irregularities and to accept any bid in its own best interest.

Logan Cuddington
Streets & Utilities Manager
City of Grand Haven Department of Public Works

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INSTRUCTIONS TO BIDDERS

SPECIAL CONDITIONS: Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.

APPLICABLE LAWS: The revised code of the state of Michigan, Charter of the City of Grand Haven, and all city ordinances insofar as they apply to the laws of competitive bidding, contracts, and the purchases, are made a part hereof.

WORKMEN'S COMPENSATION: In so far as Workmen's Compensation is concerned, the bidder or contractor agrees to furnish, upon request, certified copies of policies and adequate certificates pertaining thereto as evidence that bidder carries Workmen's Compensation Insurance.

INFRINGEMENTS AND INDEMNIFICATIONS: The bidder, if awarded an order or contract, agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract, and s/he further agrees to indemnify and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages sustained by a party or parties, by or from any of the acts of the contractor, his/her servants, or agents.

To this extent the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the City whenever such insurance is deemed necessary, when so required the types and amounts of insurance to be provided will be set forth in the Bid Document.

DEFAULT PROVISIONS: In case of default by the bidder or contractor, the City of Grand Haven may procure the articles of services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby.

In case of an error by the bidder in making up a proposal, the City Manager may reject such a proposal upon presentation of a petition accompanied by a sworn affidavit of error which sets forth the error, the cause thereof and sufficient evidence to substantiate the claim.

PRICING: Prices should be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the bid, the unit prices quoted will govern.

QUANTITIES: When approximate quantities are stated, the City reserves the right to increase or

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decrease the quantity as best fits its needs.

DELIVERY: Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to the destination designated in the Bid Document and to include all delivery and packing charges.

SPECIFICATIONS: Unless otherwise stated by the bidder, the proposal will be considered as being in strict accordance with the specifications outlined in the Bid Document.

References to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

SAMPLES: Samples, when requested, shall be filed prior to the opening of bids and must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.

TAXES: Contractor shall include, and be deemed to have included in his/her bid and contract price, Michigan State Sales and Use Taxes currently imposed by Legislative enactment and as administered by the Michigan Department Treasury, Revenue Division, on the bid date. If the Contractor is not required to pay or bear the burden, or obtains a refund or drawback in whole or in part of any Michigan Sales or Use Tax, interest or penalty thereon, which was required to be and was deemed to have been included in the bid and contract price, the contract price shall be reduced by the amount thereof and the amount of such reduction, whether as a refund or otherwise, shall endure solely to the benefit of the City of Grand Haven.

BID INFORMALITIES AND REJECTION: The City reserves the right to waive any nonconformity, irregularity or informalities in any bid, to negotiate with the selected bidder, and to award the bid in its determination of its best interest.

AWARD: Unless otherwise specified in the Bid Document, the City reserves the right to accept or reject any item in the bid. Unless otherwise stated in the Bid Document, bidders may submit proposals on any item or group of items, provided however that the unit prices are shown as requested.

As soon as the Award is made, an order or contract document will be sent to the successful bidder for execution and bond if necessary. If the contract is not executed and returned to the Purchasing Agent within 10 days of the date of sending, the Bid Survey, if required, it will be declared forfeited as liquidated damages.

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PAYMENTS: Partial payments may be made upon presentation of a properly executed claim voucher, unless otherwise stated in the Bid Document. The final payment will be made by the City when the materials, supplies or equipment have been fully delivered and accepted or the work completed to the full satisfaction of the City. A minimum 10% retainer shall be held by the City pending satisfactory completion of the scope and/or expiration of the warranty period. Increases in contract costs shall be approved in writing, prior to excess expense being incurred. Approval of increases may require formal action by City Council.

BIDDER'S SIGNATURE: Each proposal and bid surety form must be signed by the bidder with his/her usual signature. All signatures should be in full.

Bids by partnership must be signed by one or more of the partners in the following manner: "John Jones and James Smith, D.B.A., Smith-Jones Company, by John Jones, a Partner".

Bids by corporations must be signed with the names of the corporation, followed by the signature and designation of the president, vice-president, or person authorized to bind it in the matter.

SUBMISSION AND RECEIPT OF BIDS: Inquiries involving an expenditure exceeding the limits established in the City Charter usually require advertising over a period of at least five (5) days prior to scheduled bid opening. Proposals of this nature are publicly read at 10 o'clock AM (unless otherwise noted) on the date bids are scheduled to be received.

- a) Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
- b) ***Bidder must use the bid document proposal forms furnished by the City as none other may be accepted.***
- c) ***Proposal forms must be returned intact.***
- d) ***Removal of any thereof may invalidate the bid.***
- e) Specifications and plans referred to in this bid document, by reference only, need not be returned with the bid, however, no excision of material physically incorporated in the bid document will be permitted.
- f) Bids are to be submitted in sealed envelopes and identified as requested in the specifications.
- g) Separate proposals must be submitted on each reference number and proposals shall be typewritten or written in ink.
- h) Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.

INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS: No oral interpretation will be made to any bidder as to the meaning of the bid and/or contract documents or any part thereof. Every request for such an interpretation shall be made in writing to the City of Grand Haven. Any inquiry received within a reasonable time prior to the date fixed for the opening of bids will be given consideration. Every interpretation made to a bidder will be on file at the City Clerk's office at City Hall, 519 Washington Avenue, Grand Haven, Michigan 49417; at the Department of Public Works office, 1120 Jackson Street

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(*this is not a mailing address*); or online from the City's Web site: www.grandhaven.org. All bidders shall be bound by such interpretations, whether or not received by the bidders.

CHANGES AND ADDENDA TO BID DOCUMENTS: Each change or addenda issued in relation to this bid document will be on file at the City Clerk's office at City Hall, 519 Washington Avenue, Grand Haven, Michigan 49417; at the Department of Public Works office, 1120 Jackson Street (*this is not a mailing address*); or online from the City's Web site: www.grandhaven.org.

It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda.

INSURANCE REQUIREMENTS: The Contractor will secure and maintain insurance during the term of the contract from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the City from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The Contractor may not start work until evidence of all required insurance has been submitted and approved by the City. The contractor must cease work if any of the required insurance is canceled or expires. Three (3) copies of certificates of insurance shall be submitted to be approved by the City prior to the execution of the contract. The Certificate shall specifically name the City as an additional insured party. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation or material alteration of the policy. The Contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City. The limits of insurance shall not be less than the following:

- A. Workers Compensation Insurance in the amount required by Michigan Law.
- B. General Liability:
 - Bodily Injury and Property Damage combined
 - Each Occurrence \$1,000,000.00
 - Aggregate \$1,000,000.00
 - Personal Injury \$1,000,000.00
- C. Automobile Insurance for Vehicles
 - Bodily Injury Each Person \$1,000,000.00
 - Bodily Injury Each Accident \$1,000,000.00
 - Property Damage Each Accident \$1,000,000.00

-END OF SECTION-

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SPECIFICATIONS
FOR
OVERBAND CRACK FILL
STAND-ALONE APPLICATION

1. **Description.** Clean cracks in hot mix asphalt (HMA) pavements and place the specified materials into and over the crack. Place temporary pavement markings where over band a material obliterates the existing pavement markings.

2. **Materials.** The City of Grand Haven will select the material from the following alternates:
 - 2.1 Must meet MDOT specifications. The contractor must provide written documentation that the product they are using is approved by MDOT.
 - 2.2 Due to our MS4 permit, material with coal tar emulsion will not be permitted.

3. **Materials Acceptance Criteria**
 - 3.1 General note: In accordance with our MS4 permit, we are prohibited from using coal tar emulsions to seal asphalt surfaces on roadways, parking lots or bridges we own or operate.
 - 3.2 The contractor must provide the City written documentation that all of the products used are in compliance with our permit.

4. **Pre-Construction.** The City of Grand Haven's representative will hold a meeting before beginning of the work to discuss the following:
 - 4.1 The contractors detailed work schedule
 - 4.2 The traffic control plan
 - 4.3 Required project documentation
 - 4.5 Inspection of the condition and adequacy of equipment

5. **Construction Equipment**
 - 5.1 **Compressed Air System.** Furnish and use a compressed air system that produces a continuous, high volume high pressure stream of clean dry air to prepare cracks. Equip the air compressor with a moisture separator to remove all oil and water from the air supply. Provide a compressor that can produce a minimum of 100 psi and continuous 150 cfm air flow.

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5.2 **Melter Applicator.** Provide a melter applicator consisting of a boiler kettle equipped with pressure pump, hose and applicator wand. Equip the hose with a shutoff control. Place a mechanical full sweep agitator in the kettle to provide continuous blending. Equip the unit with thermometers to monitor the material temperature and the heating oil temperature. Provide thermostatic controls that allow the operator to regulate material temperature up to 425 degree Fahrenheit.

5.3 **Application Wand.** Apply the material by either a wand followed by a “V” or “U” shaped squeegee or a round application head having a concave underside. Apply 4 inches wide for the standard coverage. With the prior written approval from the City of Grand Haven, application width may be increased to the maximum of 6 inches to provide complete and uniform coverage over multi-crack areas. Apply sealant at a thickness of 1/8 to 3/16 inch.

5.4 **Heat Lance.** Use of a heat lance is allowed to assure that no residual moisture is present in the crack or on the pavement surface where the over band is to be applied. Do not attempt to seal soaked pavement cracks by drying the pavement surface with a heat lance.

6. **Crack Preparation.** Clean cracks using compressed air and other tools necessary to remove all loose dirt, vegetation and foreign material. Clean cracks no more than 10 minutes ahead of the filling operation.

7. **Application.** Apply the material to dry and thoroughly clean cracks. Apply as follows unless otherwise specified:

7.1 **Stand Alone Over Band Crack Fill.** When another surface treatment will be applied to the pavement, fill all visible cracks in the roadbed.

7.2 **Micro-Surfacing Preparation.** When preparing the pavement for a micro-surface overlay, fill all visible cracks in the roadbed.

7.3 **Chip Seal Preparation.** When preparing the pavement surface for a single or double chip seal, limit filling to cracks more than 1/8 inch wide or 3 feet long. Seal cracks with varying widths, portions of which are 1/8 inch or greater, along their entire length.

8. **Mixing Procedure.** When using field mixed material, add the polyester fibers to the polymer modified asphalt cement and thoroughly mix in the kettle. Do not exceed 400 degree Fahrenheit in the field mix or prepackaged material.

9. **Required Project Documentation.** Provide the City of Grand Haven’s representative, on a daily basis, a report with the following information:

9.1 Beginning and ending locations for the day, including the lanes and direction

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9.2 Date, air temperature, a.m. and p.m. weather

9.3 Quantity of materials used for the day including lot number

9.4 Traffic control typically used and check on the traffic control conducted

9.5 Unique or different situations on the project

9.6 Signature of the contractor's authorized representatives

10. **Weather Limitations.** Material shall be placed when the air temperature is between 45 degree Fahrenheit and 85 degree Fahrenheit. No material shall be placed unless the pavement is dry and cracks are free of moisture.

11. **Protecting the Work.** The contractor must allow the material to cool sufficiently before opening to traffic. Blotting material such as sand, aggregate, sawdust or paper is prohibited. Any damage by traffic to the treated pavement areas shall be repaired by the contractor at no expense to the City of Grand Haven. If the existing pavement markings are obliterated as a result of crack treatment work, temporary pavement markings shall be placed before the roadway is opened to traffic at the contractor's expense.

12. **Acceptance of Work.** When work is complete on the project, or on a route or a job included in the project, schedule an inspection of the work with a representative of the City of Grand Haven. The representative will note all deficiencies including areas exhibiting adhesion failure, cohesion failure, missed cracks or other factors that show the work in not acceptable. Re-do work identified by the City of Grand Haven's authorized representative as not acceptable. Notify the City's representative upon completion of required corrective work or upon completion of work on the route, job or project if corrective work is not required.

13. Measurement and Payment

Contract Item (Pay Item)	Pay Unit
Over Band Crack Fill, Roadbed.....	Roadbed Mile

Over Band Crack Fill includes preparing and filling cracks; providing the required documentation; and all corrective action and temporary traffic markings required. Over Band Crack Fill Roadbed will be measured along the roadway centerline and will include the traffic lanes, bike lanes and parking lanes.

-END OF SECTION-

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PROPOSAL FORM

Ms. Maria Boersma, Clerk
 519 Washington Avenue
 Grand Haven, MI 49417

_____ Date

Dear Ms. Maria Boersma:

Completely in accordance with your notice, instructions and specifications of the Request for Proposals dated **April 15, 2026**; we propose to furnish the labor and materials to complete Over Band Crack Fill as described in your Request for Proposals as follows:

2026 Crack Sealing

Street Name	From to:	Price	Length of Street
Washington	RR Tracks to 5th		850
Washington	Ferry to Beacon		1,250
Waverly	Beacon to Ferry		1,245
Waverly	Sheldon to Cutler		600
6th	Clinton to Madison		1,920
Memory Lane	Harbor to Prospect		410
Windrift	Harbor to Dead End		190
Elliott	2nd to Beacon		2,580
Lafayette	Harbor to 5th		2,200
Ferry	Grant to Robbins		4,620
Sheldon	Robbins to Taylor		2,640
Washington	Albee to Hopkins		1,360
Harbor	Columbus to 2nd		1,400
Howard	4th to 2nd		985
Fulton	Beechtree to US 31		3,800
Grant	RR Tracks to 7th		350
Grand	Harbor to Sheldon		4,200

Total: _____

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REFERENCES: Please list three (3) references (Municipal Government) wherein your company has provided Over Band Crack Sealing services of this type being proposed for the City of Grand Haven. Failure to list references may result in your company being disqualified.

MUNICIPALTY _____
ADDRESS _____
CONTACT PERSON _____
PHONE NUMBER _____
EMAIL _____

MUNICIPALTY _____
ADDRESS _____
CONTACT PERSON _____
PHONE NUMBER _____
EMAIL _____

MUNICIPALTY _____
ADDRESS _____
CONTACT PERSON _____
PHONE NUMBER _____
EMAIL _____

NOTE

Previous experience and performance may be a factor in making the award.

PROJECT COMPLETION: The successful bidder will be required to complete all work, labor, material and any additions in the scope of this RFP on or before **September 11, 2026** or \$200.00 per day will be accessed to the contractor for each day past this deadline.

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BIDDERS INFORMATION:

(Bidder's Company Name)

(Bidder's Telephone Number)

(Street/Mailing Address)

(City/State/Zip)

(Bidder's Signature)

(Print Bidder's Name)

-END OF SECTION-