

**City of Grand Haven
Grand Haven Memorial Airpark**

**Request For Proposals
5-5-2025**

NOTICE TO BIDDERS

It is the intent of the Grand Haven Memorial Airpark (Airport) and City of Grand Haven to receive bids for two fuel dispensers/pumps for dispensing of 100LL and Jet-A fuel at the Airport. Besides the installation of the two new dispensers, the projects includes the removing of the old dispensers, importantly the two new dispensers must be able to interface/communicate with a QT Pod 4000 credit card reader and QT Pod display, and bid to include all labor, assembly, transportation, lodging, and mileage.

Sealed proposals must be received by the City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan, 49417, Attn: Maria Boersma, City Clerk, until 10:00 a.m. local time, Wednesday, May 28, 2025, 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 "Airport Fuel Dispenser Replacement."

Copies of the Requests for Proposals (RFP) and detailed plans 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 and at the Grand Haven Memorial Airport, 16446 Comstock St., Grand Haven, Michigan 49417 or online from the City's Web site: www.grandhaven.org.

Any questions regarding this RFP or the minimum specifications shall be directed to Earle Bares, Grand Haven Memorial Airport Manager (616-847-0638).

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.

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INSTRUCTIONS TO BIDDERS

1. **SPECIAL CONDITIONS:** Special conditions included in the Bid Document shall take precedence over any provisions stipulated hereunder.
2. **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.
3. **WORKMEN'S COMPENSATION:** In so far as Workmen's Compensation is concerned, the bidder of contractor agrees to furnish. Upon request, certified copies of policies and adequate certificates pertaining thereto as evidence that bidder carries Workmen's Compensation Insurance.
4. **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 he/she 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.

5. **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.

6. **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.
7. **QUANTITIES:** When approximate quantities are stated, the City reserves the right to increase or decrease the quantity as best fits its needs.
8. **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.

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9. **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.

10. **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.
11. **TAXES:** Contractor shall include and be deemed to have included in his 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.
12. **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.
13. **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 documents will be sent to the successful bidder for execution and bond if necessary. If the contracts are not executed and returned to the Purchasing Agent within 10 days of the date of sending, the Bid Survey, if required, will be declared forfeited as liquidated damages.

14. **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.

Increases in contract cost shall be approved in writing, prior to excess expense being incurred. Approval of increases may require formal action by City Council.

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15. **BIDDER'S SIGNATURE:** Each proposal must be signed by the bidder with his 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.

16. **SUBMISSION AND RECEIPT OF BIDS:** Inquires involving an expenditure exceeding the limits established in the City Charter usually require advertising over a period of at least 5 days prior to scheduled bid opening. Proposals of the 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.
- i) Proposals must be mailed or delivered to the Clerk's Office at Grand Haven City Hall 519 Washington Avenue, Grand Haven, MI. 49417.

17. **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 in the Clerk's office of the City of Grand Haven. In addition, copies will be mailed to each person holding Bid and/or Contract Documents and all bidders shall be bound by such interpretations whether or not received by the bidders.

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18. **CHANGES AND ADDENDA TO BID DOCUMENTS:** Each change or addenda issued in relation to this bid document will be on file in the Clerk's Office of the City of Grand Haven. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of the bid documents. 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. Information on all changes or addenda issued will be available at the office of the City Purchasing Agent. All changes will be approved by City Council.
19. **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 |

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REFERENCES: Please list three (3) references (Shall include name, address, contact person and phone number):

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A.

.....
B.

.....
C.

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NOTE

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

20. **PROJECT COMPLETION DATE:** On or before August 25, 2025

21. **MISCELLANEOUS:** It will be the responsibility of the Bidder to familiarize themselves with the nature and scope of the project specifications, installation and types of materials and incidentals to complete the project.

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SCOPE OF SERVICES

A complete replacement of two current 30 year old Gas Boy dispenser/fuel pumps (100LL and JET-A) from the suction line to the filter/reel. The new dispensers/pumps will interface with a QT Pod 4000. Noting again, besides the installation of the two new dispensers, the projects includes the removing of the old dispensers, importantly the two new dispensers must be able to interface/communicate with the QT Pod 4000 credit card reader and the QT Pod display, and bid to include all labor, assembly, transportation, lodging, and mileage. New pumps to have a minimum flow rate of 20 GPM.

Jet A and 100LL Fuel Pump/Dispenser Replacement Scope of Services:

- (1) Disconnect and removal of the two current Gas Boy dispensers/pumps.
- (2) Install two new dispensers/pumps. One for dispensing of 100LL fuel and other for dispensing Jet-A.
 - a) New or revised fuel pump foundations and mountings
 - b) Update systems/components (related to dispenser only) to current codes if required or as necessary. New bottom 100LL suction line (from upright to pressure regulator valve “52” valve).
 - c) Emergency, shut off, and/or two speed (“slow and fast”) valves as required or necessary. May use current, however replace current pressure regulator valve “52” valves with new valves.
 - d) System interfaces and/or programming as required or necessary including for QT Pod 4000 card reader and QT Pod display.
 - f) Electrical components to meet Class 1 Div 2 (explosion proof).
 - g) All seal-offs, conduit, fittings, hardware, wire, pipe, brackets to be included.
 - h) Dispenser decals {(3)100LL, (3)JET A, (1) “1203”, and (1) “1863“}
- (3) Yellow U-shaped pipe bumpers will need to be modified (cross members in front of dispensers need to be removed – dispensers have a hinge door). Alternatives may be considered.
- (4) State of Michigan meter calibrations (with certified technicians).
- (5) After installation and testing replace ACO-51201R filter elements and o-ring
- (6) All labor, assembly, transportation, lodging, mileage shall be included.

Successful contractor shall coordinate work schedule with Grand Haven Airport Manager, including any closures. Airport Manager will issue NOTAM(s) for the fuel system as required. Airport Manager will advise tenants and users at least two days in advance of work. Airport Manager will conduct safety meeting with contractor prior to work.

Any contaminated fuel, as a result of installation or testing, shall be collected and contractor shall remove fuel from property.

Project to completed in no more than three days (start to finish) and by August 25, 2025.

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PROPOSAL FORM

Maria Boersma, City Clerk
City of Grand Haven
519 Washington Ave.
Grand Haven, MI 49417

Date

Completely in accordance with your notice, instructions and specifications dated 5-5-2025, the undersigned declares that they have carefully examined the requirements of specifications contained herein, and propose to furnish labor and materials to complete project as described in your Request for Proposals. The City of Grand Haven may, at its sole discretion, buy the proposed product that is in the best interest of the City of Grand Haven. Please include any supporting documents with this form.

Grand Haven Memorial Airpark Fuel Dispenser Replacement Project:

Total: _____

All Federal and State taxes have been deducted and all prices reflect the NET PRICE.

(Bidder's Company Name)

(Bidder's Telephone Number)

(Street/Mailing Address)

(City/State/Zip)

(Bidder's Signature)

(Print Bidder's Name)

END OF SECTION