



**CHARLEVOIX COUNTY**  
**CHARLEVOIX COUNTY ROAD COMMISSION BOARD**  
**2018 ANNUAL ASPHALT EMULSION BID**

**NOTICE TO BIDDERS**

The Charlevoix County Road Commission invites qualified contractors to bid on the annual requirement for Asphalt Emulsion. Bids must be on Road Commission furnished forms (available at the main office, 1251 Boyne Ave., Boyne City, MI 49712-0039, phone (231) 582-7330 plainly marked as to contents and presented at the main office before the 11AM, Friday, February 23, 2018 bid opening.

The Road Commission reserves the right to accept or reject any or all bids, but will only award in the best public interest.

**ROAD COMMISSION BOARD**  
**CHARLEVOIX COUNTY**

**Russell MaGee**  
**Denny Way**  
**Keith Ogden**

**Chairman**  
**Vice-Chairman**  
**Member**

# **INSTRUCTIONS, CONDITIONS AND SPECIFICATIONS**

## **NON-DISCRIMINATION**

The contractor, including any sub-contractors, shall not under this contract discriminate against any qualified person with a disability or any person based on race, color, national origin, sex, age or limited English proficiency. The Road Commissions non-discrimination requirements apply to all road construction projects regardless of funding source. Federally funded projects (including those with any past federal participation) will included a more detailed explanation of the various sections of the 1964 Civil Rights Act, showing titles, section numbers and codes.

## **HOLD HARMLESS AGREEMENT**

The Bidder shall hold harmless the Charlevoix County Road Commission against all claims for damages to public or private property, for injuries to persons, or for other claims arising out of the performance or non-performance of the contracted work, whether during the progress or after the completion thereof. By signing this bid, the Bidder accepts and agrees to all provisions of the hold harmless and insurance requirements.

## **INSURANCE: WORKERS COMPENSATION**

To protect the Charlevoix County Road Commission against claims that might arise from the contractors work, the contractor must provide proof of the following minimum insurance coverage:

### **Commercial General Liability**

**\$2,000,000      General Aggregate Limit other than Products/Completed Operations**

**\$2,000,000      Products/Completed Operations Aggregate Limit**

**\$1,000,000      Personal & Advertising Injury Limit**

**\$1,000,000      Each Occurrence Limit**

**\$ 500,000      Fire Damage Limit (any one fire)**

The contractor must list the Charlevoix County Road Commission, its commissioners, officers, employees and agents as additional insured on the Commercial Liability policy.

If a motor vehicle is used to provide services under this Contract, the Contractor must have vehicle liability insurance for bodily injury and property damage as required by law on any auto used in the Contractor's business.

The Contractor must list the Charlevoix County Road Commission, its commissioners, officers, employees and agents as additional insured on the vehicle liability policy.

Workers disability compensation insurance must meet statutory requirements.

**Note:** The Contractor must provide proof of above insurance coverage within 14 days of tentative bid award (tentative bid award means the Road Commission has chosen a particular bidder as offering a bid in the best public interest, but will only award after the bidder/contractor complies with the insurance requirements, and signs the contract within 14 days).

The proof certificates(s) must be prepared by the insurance provider, not the contractor, and the certificate must state that the insurance will not be cancelled, reduced, or not renewed for at least thirty days after project begins.

## **MARK ENVELOPES**

All bids shall be in sealed envelopes plainly marked as to contents, and shall exhibit bidders name.

## **BID DEADLINE**

Late bids shall not be accepted.

## **BID PRICE**

**Bid prices shall be F.O.B. Charlevoix County or delivered and unloaded at the Boyne City garage storage tank for HFRS-2 and AE-90. All bids shall be firm until December 31, 2018.**

**Bituminous Materials - 2018  
James Vanek, Staff Engineer**

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**RIGHT TO REJECT**

The Charlevoix County Road Commission reserves the right to reject any or all bids and to award the bid deemed in the best public interest.

**PAYMENT**

Payment shall be within 30 days of invoice, providing all deliveries invoiced have met all contract specifications.

Before payment is made, "*Bill of Lading*" & computer generated weigh tickets shall be submitted for all loads delivered to Charlevoix County.

**TAXES**

The Charlevoix County Road Commission is exempt from Federal Excise, State and Local taxes; therefore bid shall not include taxes.

**OVERSIGHT**

There shall be no extra payment for Bidders oversight, or for increased cost of "short load" material transportation.

**GENERAL NOTES:**

- Bids shall be FOB, Charlevoix County.
- Bituminous materials shall conform to current MDOT specifications.
- Bidder shall state terms, demurrage and cost for returned loads.

# 2018 BITUMINOUS MATERIALS BID SHEET

ITEM	PRICE PER GALLON
HFRS-2	\$
AE-90	\$
<b>MINIMUM LOAD (Gallons):</b>	
<b>DEMURRAGE:</b>	
<b>COST FOR RETURNED LOADS:</b>	
<b>PAYMENT TERMS:</b>	

## BIDDER INFORMATION

<b>BIDDERS NAME</b>	_____
<b>ADDRESS</b>	_____ _____
<b>TELEPHONE</b>	_____
<b>FAX NUMBER</b>	_____
<b>SUBMITTED BY</b>	_____
<b>TITLE</b>	_____
<b>DATE</b>	_____

