



CHIPPEWA COUNTY HEALTH DEPARTMENT REQUEST FOR QUOTATIONS

CCHD Office/Clinic Renovations

I. INTRODUCTION

The Chippewa County Health Department seeks bids from qualified firms, on a competitive basis, for interior renovations of the Chippewa County Health Department, located at 508 Ashmun Street, Suite 120, Sault Ste. Marie, MI.

A. Bid Submittal and Project Representative

To be considered, firms must submit a sealed response to individual projects listed or all of the projects listed using the format provided. Requests for information or interpretation of the intent of the RFQ and any/all other inquiries must be addressed to:

Karen Senkus, Health Officer
CCHD
508 Ashmun Street, Ste. 120
Sault Ste. Marie, MI 49783
(906) 253-3103

Douglas Welton
CCHD
508 Ashmun Street, Ste. 120
Sault Ste. Marie, MI 49783
(906) 635-3580

Contact with any other Chippewa County or Health Department personnel regarding this RFQ will be considered grounds for elimination from the selection process.

B. Submittal Requirements and Deadline

Each proposal must be submitted timely in any of the following ways:

Dropped off in person or mailed to the health department:

Chippewa County Health Department
508 Ashmun Street, Suite 120
Sault Ste. Marie, MI 49783

Emailed to: ksenkus@chippewacountymi.gov

Submissions must be clearly marked “CCHD Office/Clinic Renovations”.

If submitted via email, the submission **MUST** be sent as an attachment to the email or the submission will be VOID.

Proposals must be signed by an official authorized to bind the firm to its provisions. To be considered a valid response to this Request for Quotations, the proposal must remain valid for at least sixty (60) days. The Chippewa County Health Department is not liable

for any cost incurred by the firm prior to the issuance of a contract. **Proposals must be received by 4:00 PM, Wednesday, November 5, 2025 to be considered.**

C. Right of Refusal

The Chippewa County Health Department reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

D. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

E. Independent Price Determination

By submitting a proposal, you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor.
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

F. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to the language in Section E. items 1,2,3 above or;
2. (S)he is not the person within the organization responsible for the decisions as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to the language in Section E. items 1,2 and 3, above.

G. Insurance Requirements

The successful firm will be bonded and insured and required to provide and maintain public and professional liability, property damage and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may

result from this RFQ. The firm is responsible for always insuring the protection of all persons and property. Documentation of the above insurance must be provided by the successful bidder prior to contract execution. **Chippewa County must be included as a separate named insured.**

The firm will be required to furnish appropriate certificates of insurance prior to commencement of any work undertaken on behalf of the Chippewa County Health Department/Chippewa County.

The effective dates and expiration dates of all policies should coincide with the term of the contract. If any of the insurance expires during the contract period, it will be necessary for a current certificate of insurance to be issued and filed with Chippewa County.

Minimum insurance requirements area as follows:

1. Commercial general liability insurance limits of not less than \$1,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products, and/or completed operations, personal injury, and contract liability.
2. Worker's Compensation and Employer's Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the Chippewa County Health Department stating that the firm has no employees and will not hire any while working for Chippewa County as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the Chippewa County Health Department/Chippewa County.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The firm will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state, and municipal laws, ordinances and regulations as may be required.

H. County Liability

Officers, agents and employees of Chippewa County/Health Department will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on behalf of the County/Chippewa County Health Department. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, Health Department, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFQ. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel during this engagement, except when such loss or damage is due to the fault or negligence of the Chippewa County Health Department/County.

II. SPECIFICATIONS

The Chippewa County Health Department seeks quotes for interior renovation projects at the Chippewa County Health Department, located at 508 Ashmun Street, Suite 120, Sault Ste. Marie, MI.

Projects can be bid on individually or as a complete project itemized in one RFQ or in any combination.

The quote submitted must clearly state the projects being bid.

Quotes should include price differential for work done over the Christmas and New Year holiday season.

Project A: Painting of interior walls and trim around doors and windows. Area includes lobby, reception area, entrance ways, individual offices, exam rooms, meeting rooms, general purpose areas, general office space, bathrooms, hallways and medical lab.

Quote received must include repairs to walls and needed supplies, cost of paint and supplies, removal of baseboards, removal of cabinetry/shelving if applicable, moving of office and medical furniture and equipment to complete project and all related labor costs.

Project B: Removal, disposal and replacement of flooring (tile and carpet) throughout the interior of the health department.

Tile/commercial flooring and carpet to be removed. Tile/vinyl flooring to be installed throughout the following areas: lobby/entrance ways, clinic space including individual offices and exam rooms, medical lab and restrooms.

Commercial carpet to be installed throughout the remainder of the building, including the following areas: meeting rooms, hallways, general purpose and office space, individual offices.

Quote received must include removal of carpet and old flooring; cost of new flooring, padding, barriers, etc. and supplies needed to complete the tear-out and installation; installation of baseboards, moving of office and medical equipment and furniture to complete project and all related labor costs.

Total square footage of health department interior: 13,655.16

Flooring installed should be non-skid, luxury vinyl flooring such as Pergo DuraCraft, 6mm thickness; carpeting should be a commercial loop carpet.

Project C: Removal of sinks in former medical exam rooms; plumbing can be rendered unusable.

Removal, disposal and replacement of sinks and countertops in all three restrooms.

Project D: Build one wall with a door access to separate office space on the north end of the interior of the building. Replace two doors along the north end of the interior of the building with heavy-duty locking doors.

Project E: Removal and replacement of window dressings for office windows (20 windows).

Project F: Removal and replacement of kitchen cabinets and countertop.

Projects must be guaranteed to be completed and fully billed by September 15, 2026.

Proposals must provide sufficient information to allow a determination that the specified requirements can be met.

III. DETERMINATION OF THE BEST BID

- A. Any purchase resulting from this RFQ will be made from respondent whose bid is most advantageous to the Chippewa County Health Department/Chippewa County. In determining which bid is most advantageous and/or best, the following will be considered:
1. The ability, capacity, and skill of the respondent to provide the service required.
 2. Whether the bidder can fulfill the purchase and provide service according to the timeline stated.
 3. The character, integrity, reputation, judgement, experience, and efficiency of the bidder.
 4. The quality of performance of previous engagements with the bidder.
 5. Previous and existing compliance by the bidder with applicable laws and ordinances.
 6. The sufficiency of the financial resources and ability of the bidder to provide the service requested.

7. The number and scope of conditions attached to the bid.
 8. Any potential conflicts of interest between bidders and the County/Health Department governing body and staff.
- B. If all bids received are reasonably equivalent other than with respect to cost, bidders whose business is located within Chippewa County will be given preference. The bid may be awarded to a Chippewa County vendor whose bid does not exceed the lowest bid by more than 3%.

IV. BID AWARD

Selection of a firm and awarding of a contract will be based upon evaluation by the County of the criteria listed above.