CHARTER TOWNSHIP OF ALPENA

REQUEST FOR PROPOSAL

Two ADA / BARRIER-FREE FAMILY BATHROOM REMODEL BOTH WITH A SHOWER.

Township Office Building Township
4385 US 23 North
Alpena, Michigan 49707

NOTICE TO CONTRACTORS

The Charter Township of Alpena is requesting sealed proposals from qualified contractors for the remodeling of existing bathrooms at the Charter Township of Alpena Township Office Building, 4385 US 23 North, Alpena, Michigan 49707.

The project is intended to provide a safe, functional, accessible bathrooms for township employees, residents, visitors, and members of the public.

Contractors are encouraged to inspect the project site before submitting a proposal.

Important Dates

RFP Issued: Friday October 23rd, 2026

Pre-Bid/Site Inspection: By Appointment Only

Deadline for Questions: Friday November 13th, 2026

Bid Due Date: Monday November 16th, 2036 4:00pm

Anticipated Award Date: Monday November 23rd, 2026

Anticipated Start Date: TBD

Required Completion Date: TBD

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1. PROJECT INFORMATION

Owner:
Charter Township of Alpena

Project:
Two ADA / Barrier-Free Family Bathroom Remodels, Both to include a shower

Location:
Charter Township of Alpena Township Office Building
4385 US 23 North
Alpena, Michigan 49707

The project consists of remodeling two existing bathrooms within the Township Office Building to provide both to be accessible, safe, and fully operational family restrooms, both to include a shower.

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2. SCOPE OF WORK

The successful contractor shall furnish all labor, materials, equipment, supervision, permits, disposal, and other services necessary to complete the project.

The work is anticipated to include, but is not limited to:

- Inspection and verification of existing conditions.
- Demolition and removal of existing bathroom fixtures and materials as required.
- Modifications necessary to provide required accessibility clearances.
- Installation of proper shower stall
- Installation of an accessible toilet.
- Installation of an accessible lavatory/sink and faucet.
- Installation of required grab bars and wall backing.
- Plumbing modifications and connections, to include upgraded water heater for both remodeled bathrooms and to include existing kitchen and employee bathrooms.
- Closet to enclose water heater
- Door, frame, hardware, and threshold modifications as necessary.
- Electrical modifications, outlets, switches, and lighting as required.
- Exhaust ventilation as required.
- New flooring.
- Wall and ceiling repairs.
- Painting and finishing.
- Accessible mirror and restroom accessories.
- Required accessibility signage.
- Cleanup and disposal of construction debris.
- Required permits and inspections.

- Final corrections and completion of all work necessary for two safe and functional family restrooms.

The contractor shall identify any proposed exclusions or assumptions in the bid.

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3. ACCESSIBILITY AND CODE REQUIREMENTS

The completed restroom shall comply with applicable federal, state, and local accessibility and construction requirements, including applicable provisions of the Americans with Disabilities Act and Michigan barrier-free requirements.

The contractor shall verify the requirements applicable to the project with the appropriate building official before beginning construction.

Any deficiencies identified during inspection that result from the contractor's failure to comply with applicable requirements shall be corrected by the contractor at no additional cost to the Township.

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4. SITE INSPECTION

Contractors are encouraged to inspect the existing bathrooms before submitting a bid.

The contractor shall verify existing:

- Room dimensions
- Plumbing locations
- Electrical service
- Ventilation
- Door and hallway clearances
- Floor and wall conditions
- Existing fixtures
- Accessibility route
- Other conditions that could affect the work

Questions identified during the site inspection should be submitted to the Township by the deadline listed in this RFP.

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5. PERMITS AND INSPECTIONS

The successful contractor will obtain all permits and plan reviews required for the work and coordinate required inspections.

All work shall comply with applicable building, plumbing, electrical, mechanical, accessibility, and other applicable requirements.

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6. CONTRACTOR QUALIFICATIONS

Contractors shall be properly licensed and qualified to perform the proposed work.

The proposal shall include:

- Company name and address
- Contact information
- Applicable license information
- Proof of required insurance

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7. BID SUBMISSION REQUIREMENTS

Each contractor shall submit:

1. Completed Contractor Bid Sheet.
2. Total Base Bid.
3. Proposed project schedule.
4. Insurance information.

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8. BASE BID

The contractor shall provide a lump sum price for a complete and operational project.

Item	Description	Contractor Bid
1	Mobilization, site preparation & protection	$_____
2	Demolition and removal	$_____
3	Plumbing modifications	$_____
4	Accessible toilet and installation	$_____
5	Accessible lavatory and faucet	$_____
6	Grab bars and wall backing	$_____
7	Door, frame, hardware & threshold	$_____
8	Electrical work and lighting	$_____
9	Exhaust ventilation/mechanical work	$_____
10	Flooring and floor preparation	$_____
11	Wall/ceiling repair and painting	$_____
12	Mirror, dispensers, signage & accessories	$_____
13	Other accessibility improvements	$_____
14	Permits and inspections	$_____
15	Cleanup and disposal	$_____
16	Final testing/corrections	$_____
17	Accessible shower stall and accessories and installation	**$_____**
	TOTAL BASE BID	**$_____**

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9. PROJECT SCHEDULE

Proposed Start Date: _____

Proposed Completion Date: _____

10. CHANGE ORDERS

No additional work or costs shall be incurred without prior written approval from the Charter Township of Alpena.

All proposed changes shall be submitted in writing and shall include the reason for the change and the additional or reduced cost.

11. WARRANTY

The contractor shall provide a minimum 18-month warranty on workmanship unless a longer warranty is required by the manufacturer or applicable contract documents.

Manufacturer warranties for installed equipment, fixtures, and materials shall be provided to the Township.

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12. EVALUATION OF BIDS

The Township reserves the right to reject any or all bids, waive minor informalities, request clarification, negotiate with respondents where permitted, or select the proposal determined to be in the best interest of the Township.

The Township is not obligated to select the lowest bid.

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13. BID VALIDITY

Bids shall remain valid for a minimum of **60 days** following the bid deadline unless otherwise agreed to in writing.

14. INSURANCE

The successful contractor shall maintain all insurance required by applicable law and by the Township.

Certificates of insurance shall be provided before work begins.

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15. SUBMISSION OF PROPOSALS

Proposals shall be submitted to:

Charter Township of Alpena
Clerk's Office
4385 US 23 North
Alpena, Michigan 49707

Proposals should be clearly marked and in a sealed envelope

RFP – Two ADA / BARRIER-FREE FAMILY BATHROOM REMODELS BOTH TO INCLUDE A SHOWER

Bid Due: _____

CONTRACTOR BID FORM

Contractor Information

Company: _____

Address: _____

City/State/ZIP: _____

Contact Person: _____

Phone: _____

Email: _____

License No.: _____

Total Bid

TOTAL BID: $_____

Contractor Certification

I certify that I have reviewed the Request for Proposals and understand the requirements of the project.

I certify that I have had an opportunity to inspect the project site and have included all costs necessary to complete the work described in the RFP.

I further certify that the information provided in this proposal is accurate.

Contractor: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____