



**REQUEST FOR QUALIFICATIONS  
POTHOLE PATCHING ON COUNTY ROADS  
RFQ#127-16**

1.0 INTRODUCTION

Calhoun County is soliciting Statements of Qualifications from reputable contractors to patch potholes on roads located within Calhoun County. Contractors qualifying under this RFQ will be selected to participate in the patching of potholes as delegated by Calhoun County Road Department (CCRD) management staff on a daily basis. Calhoun County may choose to enter into an agreement with the respondents whose submission of information and qualifications most appropriately meets the expectations of the County, as a result of this solicitation, and to be determined by the Administrative Services Office, Purchasing Division. Contractor is an independent contractor, and that neither contractor nor contractor's employees (if applicable) are, or shall be deemed to be, employees of Calhoun County. Work completed by awarded contractors as a result of this solicitation shall be in compliance with the latest Michigan Department of Transportation (MDOT) Standard Specifications for Construction and Michigan Manual of Uniform Traffic Control Device guidelines. Questions regarding this request should be submitted in writing via email to:

Calhoun County  
Leslie R. Obrig, Purchasing Coordinator  
[lobrig@calhouncountymi.gov](mailto:lobrig@calhouncountymi.gov)

Calhoun County is located in southern Michigan, midway between Chicago and Detroit, at the junction of two major interstate freeways, I-94 (east/west) and I-69 (north/south). There are three population areas within the County: the City of Albion in the eastern portion of the County, the City of Marshall in the center and the City of Battle Creek in the northwest corner. The City of Battle Creek is the largest metropolitan area in the County. The remainder of the County is primarily agricultural. There are 19 townships, four incorporated cities and four villages within the boundaries of the County.

Calhoun = 718 sq. mi  
(Source: Wikipedia)  
1,441 square miles combined

Contractors shall submit *three (3) copies and one original* of their Statement of Qualifications no later than **WEDNESDAY, NOVEMBER 30, 2016; 3:00 PM (LOCAL TIME)**, to the following physical location: Administrative Services, Purchasing Division, County Building, 315 West Green Street, Marshall, MI 49068. The sealed envelope containing your response shall be clearly noted **“RFQ#127-16 POTHOLE PATCHING”**. Proposals must be signed and dated by the authorized party.

**LATE RESPONSES WILL NOT BE ACCEPTED.**

*The County reserves the right to accept or reject any or all Statements of Qualification and to waive informalities and irregularities in responses, and to accept any response determined by the County to be in the best interests of the County.*

2.0 SCOPE OF PROJECT

Qualified contractors will be required to provide the following material and services:

- 2.1 Contractor must be able to provide a truck with two ton asphalt hauling capacity minimum.
- 2.2 Contractors shall provide all tools and equipment necessary to patch potholes including, but not limited to, shovels, lutes, leaf blowers, brooms, and hand tamps. (The Calhoun County Road Department will provide hot or cold mix to be picked up at the county's expense.) Contractor must pick up material at the location closest to the job site.
- 2.3 All vehicles used shall be equipped with safety beacons that must be visible 360 degrees and a tarp to keep asphalt hot.
- 2.4 Contractor shall ensure holes are cleared of any liquid or debris prior to filling.
- 2.5 Contractor shall ensure holes shall be tamped or rolled flush with existing pavement after filling.
- 2.6 The County does not guarantee a specific number of projects to be assigned to the Contractor
- 2.7 The Contractor shall keep a daily log of the patching operations to include hours worked at each location and the quantity of material used and shall provide CCRD with a copy of this log on a daily basis. The contractor shall also provide names and phone numbers of responsible persons who can be reached at any time by CCRD. The supervisor of the contractor's personnel will be responsible for the completion of the daily log naming the person performing the work. CCRD will monitor progress and perform daily inspections. Work will be evaluated for quality and consistency. Any work not meeting the above mentioned standards and specifications will be corrected at the contractor's expense.
- 2.8 Contractor shall abide by all federal regulations for working in the road or road right of way and shall comply with all related MIOSHA safety regulations and requirements.

2.9 To the fullest extent permitted by law, the contractor agrees to defend, pay on behalf of, indemnify, and hold harmless Calhoun County, its elected and appointed officials, employees, and volunteers, and others working on behalf of Calhoun County against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Calhoun County, its elected and appointed officials, employees and volunteers, and others working on behalf of Calhoun County by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Contract. The Contractor will not be liable for any damages arising out of an act of negligence by the County, its elected and appointed officials, employees, and volunteers, and others working on its behalf.

### 3.0 STATEMENT OF QUALIFICATIONS:

Statements of Qualifications should include:

- 3.1 List your company's legal name, address, and telephone number. Include parent company information if applicable.
- 3.2 How long has your company been in the business of applying bituminous?
- 3.3 Provide at least three references for work on county road construction projects.
- 3.4 How many employees do you have?
- 3.5 The Contractor will provide a list of equipment that could be used for each assigned project.
- 3.6 Contractor will provide a copy of the Contractor's safety program and damage claim process. Contractor shall state compliance with signage and traffic control in accordance with the Michigan Manual of Uniform Traffic Control Devices, Part 6.
- 3.7 Concluding Statement: The proposer should state the reasons in requesting consideration for providing the County with patching services. (Proposers may include a maximum of one page of additional information not included above, if it is deemed useful and applicable to this project.)
- 3.8 Statement of Qualifications should be signed and dated by authorized representative.
- 3.9 Provide your fixed hourly rate for a 2 person crew, truck and tools and equipment necessary to perform the work. Lunch breaks will not be allowed in the hourly rate.

#### 4.0 EVALUATION CRITERIA

A number of factors will influence the County's decision in selecting the final contractor(s) providing it. In addition to cost considerations, final proposals will be evaluated on the basis of the following factors, not necessarily in order of importance:

- 4.1 Qualifications of firm
- 4.2 References for work on county road construction projects
- 4.3 Equipment list
- 4.4 Concluding Statement
- 4.5 Hourly rate