



Request for Bids (RFB) for
711 & Annex Parking Lot Project
Alpena Building, Grounds & Maintenance
RFP # 001-2025

RFP SUMMARY: The County of Alpena is seeking contractors to conduct work on our parking lot, located between and beside the Annex Building (719 W. Chisholm Street, Alpena MI) and the Omni Office Building (711 W. Chisholm Street, Alpena MI)

RFP ISSUE DATE	August 28, 2025
BID SUBMISSION DUE DATE	September 8, 2025
PRE-BID CONFERENCE	A pre-bid conference/walk through will be held on Tuesday, September 2 at 12:00PM EST. It is highly recommended that all proposers attend, however, attendance will not play a part in the choosing of a vendor. Meet at the entrance of the Upper-Annex Building, in the lobby, at the above time and date for those interested in meeting with our Superintendent and conducting a walk through of the site with discussion and to have questions answered.
DEADLINE FOR QUESTIONS	The deadline for questions is Thursday, September 4, at 12:00PM EST. Questions and/or inquiries must be submitted via email to Nick Akins at akinsn@alpenacounty.org , please cc County Administrator, Jesse Osmer, at osmeri@alpenacounty.org
BID SUBMISSION PROCESS	Please submit all bids by the deadline in a sealed envelope to the County Commissioners Office, located at 720 W. Chisholm Street, in the basement – Executive Assistant, Kimberly MacArthur will be available, otherwise ask for the County Administrator.
RFB OFFICIAL CONTACT	Nick Akins – Building, Grounds & Maintenance Superintendent akinsn@alpenacounty.org / (989) 590-2010

1. Summary

The County of Alpena is looking to have their parking lot located between and beside the Annex Building the Omni Office Building, (711/719 W. Chisholm Street) improved, specifically, to have the following work done: Filling of cracks and potholes; Application of two (2) coats of sealcoat; Application of detail line painting; Removal of concrete island, fortifying lamp posts, and repaving with new asphalt; Full removal of debris for disposal and basic cleanup of site after work is complete.

2. General Requirements

Contractor should have the following:

- *Licensed accordingly*
- *Able to provide appropriate proof of insurance*
- *Previous experience in the field of work being requested*
- *No outstanding debt owed to the County*

3. Contract Management

The County of Alpena is interested in maintaining the right to monitor performance during the life of the contract. The County of Alpena retains the right to check in on the project as it progresses and ask for updates throughout the process.

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7. Bid Content

BID CHECKLIST	
BID SUBMISSION REQUIREMENTS	
Clear list of services description to be provided (can be inc. w/ cost)	✓
Clear list of cost of said services to be provided (can be inc. w/ serv. dsptn.)	✓
Projected start and end date	✓
Project Lead Contact Name, Number, and Email	✓
Copy of Insurance (if applicable)	✓
Copy of Licenses (if applicable)	✓

8. Selection Process, Award, and Protest Procedures

Selection Schedule

The quotes will be reviewed on September 8 at 2:00PM EST in the Commissioners Meeting Room. The quotes will be reviewed by either the Chairman of the Board or Chairman of Facilities, along with the County Administrator and Superintendent. The selected vendor will be put forth for consideration at the Finance, Ways & Means on September 9 at 9:30AM. The selected vendor will be notified by 3:00PM on September 9.

Protest and Appeals Process

Any suspicion of impropriety in the treatment of your quotes, or consideration of your services, should be brought to the attention of the County Administrator by way of email at osmerj@alpenacounty.org