

Request For Proposal:
Crystal Lake Township Cemetery Storage Building Roofs
April 25, 2022

The Township of Crystal Lake (CLT) located at 1651 Frankfort Hwy., Frankfort, Michigan is seeking competitive proposals for replacement of asphalt roofing on **two storage buildings** located at Crystal Lake Township North Cemetery and the Crystal Lake Township East Cemetery.

Project Scope

- Tear-off and disposal of old roofing material, drip edge and flashing.
- Replacement of roof sheathing as necessary.
- Apply felt underlayment over roof sheathing.
- Replace roofing with Class 3 architectural grade asphalt dimensional shingles.
- Replacement of soil stack and service entrance flashing/boots.
- Replacement of fascia board as necessary.
- Replace the guy wire supporting the service entrance mast (East Cemetery).
- Removal of brick chimney on the East Cemetery storage building to below the roofline and replacement of sheathing to cover chimney protrusion.
- New drip edge flashing for all four gable and hip roof ends on each of the two buildings.
- Please provide labor charges for roof sheathing replacement per square foot.
- Please provide labor charges for fascia replacement per lineal foot.
- Site clean-up once projects are completed.

Building Descriptions

Crystal Lake Township North Cemetery – 1511 Pilgrim Highway, Frankfort, Michigan

- The storage building is a 36' x 24' concrete structure with a 4/12 pitch gable roof.
- This building has one soil stack on the north side and a service entrance mast on the south side.
- The 1" x 6" fascia board on the south side of the building is rotted and requires replacement.



Crystal Lake Township East Cemetery – 1651 Frankfort Highway, Frankfort, Michigan

- The storage building is a 15' x 18' concrete structure with a 5/12 pitch hip roof.
- The building has a brick chimney that will require removal and sheathing installed over protrusion.
- Replace the guywire on the roof supporting the entrance cable mast with steel cable & turnbuckles.



This RFP will be posted to our website (www.crystallaketwp.org). Please contact Brian Halliday at BuildingsGrounds.CLT@gmail.com or call (248) 410-7332 with any questions related to this request.

Evaluation Criteria

CLT will be evaluating prospective proposals based upon the following criteria:

- Qualifications and experience of the applicant, including appropriate licensing and suitable references.
- Applicant's ability to provide the requested services by July 31, 2022.
- Proof of sufficient workman's compensation and liability insurance must be provided.

Award Process

Please email your proposal to BuildingsGrounds.CLT@gmail.com, drop in the mailbox located near the door at the Township Hall, or submit via mail to:

Brian Halliday
Crystal Lake Township Buildings & Grounds
1651 Frankfort Highway
Frankfort, Michigan 49635

Crystal Lake Township will not be liable for any costs incurred in the preparation and production of a response to this RFP. CLT reserves the right to adjust the timetable as necessary. CLT reserves the right to reject all bids. Crystal Lake Township reserves the right to negotiate the price and schedule with anyone bidding the work to achieve the price and schedule that best suits the Township's needs.

Revision of Request for Proposal: CLT alone may elect to amend this RFP prior to the proposal due date. If it is necessary to revise any part of this RFP, an amendment will be provided to all vendors of record and posted online.

Acknowledgement of the receipt of all issued amendments is required in all proposals. In no case will the RFP be amended within seven days of the proposal due date unless the amendment includes an extension of the time to allow seven days between the amendment and the proposal due date. CLT will not be responsible for any additional costs incurred because of said changes in the RFP.

Disclosure Of Data: According to law, the content of all proposals, correspondence, addenda, memoranda, working papers or any other medium which discloses any aspect of the request for proposals process will be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposals and the proposal(s) not selected, and includes information in those proposals which a bidder may consider to be proprietary in nature. Therefore, CLT makes no representation that it can or will maintain in confidentiality such information.

