

**VILLAGE OF SPARTA  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSAL**

**SERVICES(S) AND OR ITEM(S) REQUIRED:**

The Village of Sparta is requesting proposals to clean, prepare, seal coat, and restripe two (2) municipal parking lots.

**NOTICE:**

Proposals for service will be received electronically until April 20, 2026, at 12 pm and shall be submitted via email to the Director of Public Works.

After evaluation and review, proposals may be presented to the Village Council for contract award as required.

**HOW TO SUBMIT A PROPOSAL:**

Proposals must be submitted via email by the deadline.

- Email Submission: Proposals shall be sent to [bill@spartami.org](mailto:bill@spartami.org) with the “Parking Lot Sealing and Striping RFP”.

**Email Submission Requirements:**

- Email attachments must not exceed 10 MB in size.
- All documents must be submitted in PDF format.

**PURPOSE OF PROPOSAL:**

The Village of Sparta intends to secure the service(s) defined by considering (but not limited to) the lowest price, terms of the warranty, and prompt and convenient service by the supplier to the Village. Any failure by the supplier or contractor to comply with the following conditions and specifications shall constitute grounds for termination of the contract. The Village reserves the right to award the contract to the supplier whose service meets the specifications, terms, and conditions. The Village Council considers the bid in the Village’s best interest.

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### GENERAL CONDITIONS, INSTRUCTIONS, AND INFORMATION

1. SUBMISSION AND RECEIPT OF BIDS:
  - a. Proposals must be received before the specified deadline. Submissions must be considered on time.
  - b. Use the proposal form furnished by the Village.
  - c. Ensure all corrections or changes are initialed, and proposals are signed in ink.
2. SPECIAL CONDITIONS: Special conditions in the Bid Document shall precede any provisions.
3. WORKERS' COMPENSATION: Insofar as Workers' Compensation is concerned, the bidder or contractor agrees to furnish, upon request, certified copies of policies and adequate certificates as evidence that the bidder carries workers' compensation Insurance.
4. WARRANTIES FOR USAGE: Whenever a proposal seeks a supply source for a specified period for materials or services, the quantities or usage shown are estimates ONLY. These quantities are for the bidder's information ONLY. They will be used to tabulate and present the proposal, and the Village reserves the right to increase or decrease amounts as required. No guarantee or warranty is given or implied by the Village regarding the total amount that may or may not be purchased from any resulting contracts.
5. DELIVERY: Quotations should include all charges for delivery, packing, crating, containers, etc. Unless otherwise stated by the bidder, quoted prices will be based on delivery to the destination specified in the Bid Document and will include all delivery and packing charges.
6. SPECIFICATIONS: Unless otherwise stated by the bidder, the proposal will be considered in strict accordance with the specifications outlined in the Bid Document.
7. VARIATIONS TO SPECIFICATIONS: For evaluation purposes, the bidder MUST indicate any variances from our specifications, terms, and conditions, no matter how slight. If the proposal does not specify variations, the product or service will be assumed to fully comply with our specifications, terms, and conditions.

References to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the Village's requirements. They should not be construed to exclude proposals for other types of materials, equipment, and supplies. However, if awarded a contract, the bidder must furnish the specific item specified in the specifications or description, unless a departure or substitution is noted and described in the proposal.
8. SAMPLES: Samples, when requested, shall be filed before the opening of bids and must be furnished free of expense to the Village and, if not destroyed, will, upon request, be returned at the bidder's expense.
9. PRICES TO BE FIRM: By submitting the proposal, the bidder warrants that the price, terms, and conditions quoted in the request will be eligible for acceptance for sixty (60) days from the date of the proposal opening unless otherwise stated by the Village or the Bidder.

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10. **DEFAULT PROVISION:** If the bidder or contractor defaults, the Village of Sparta may procure the services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred.
11. **PRICING/ UNIT PRICES:** Prices should be stated in units of the quantity specified in the bidding specifications. In the event of a discrepancy in the bid amount calculation, the quoted UNIT PRICE will govern.
12. **PRICE CHANGES DURING CONTRACTS (when applicable):** Consideration will be given to awarding bids for yearly contracts.
13. **SAFETY STANDARDS:** The bidder warrants that its employees' work conditions will comply with the Occupational Safety and Health Act of 1970 standards, amendments, and applicable regulations. Failure to comply with this condition will be considered a breach of contract.
14. **TAXES:** The Village of Sparta is generally exempt from the State and Federal Government's taxes. This exemption is not extended to contractors for the Village of Sparta.
15. **FAILURE TO QUOTE:** If you do not quote, please return the quotation sheet, state the reason, and request that your name be retained on our mailing list; otherwise, your name may be removed from our proposal mailing list.
16. **SIGNATURE REQUIRED:** All quotations and proposals MUST be signed with the firm name and by an officer or employee having the authority to bind the company or firm by his signature
17. **SIGNED PROPOSAL CONSIDERED AN OFFER:** This signed proposal shall be considered an offer by the bidder or contractor, which shall be deemed acceptable upon approval by the Village Council of the Village of Sparta. In the event of a default by the bidder or contractor after such acceptance, the Village of Sparta may take such action as it deems appropriate, including legal action for damages or for specific performance.
18. **LIABILITY, INSURANCE, LICENSES, and PERMITS:** Where bidders are required to enter or go onto Village of Sparta property to deliver materials or perform work or services as a result of a bid award, the bidder will assume the whole duty, obligation, and expense of obtaining all necessary licenses, permits, and insurance when required. The bidder shall be liable for any damages or loss to the Village occasioned by the bidder (or his agent) or any person the bidder has designated in the completion of his contract as a result of his bid. A general liability policy in the amount of the successful contractor will provide \$ 1,000,000. The policy shall name the Village of Sparta as an additional insured.
19. **INFRINGEMENTS AND INDEMNIFICATIONS:** The Bidder, if awarded an order or contract, agrees to protect, defend, and save the Village harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form as part of the work covered by either order or contract. They further agree to indemnify and hold the Village harmless from any suits or actions of any nature or description brought against it, for or on account of any injuries or damages sustained by any party or parties arising from any acts of the contractor, their servants, or agents.

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To this extent, the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amounts of which will be determined by the Village whenever such insurance is deemed necessary. When required, the types and amounts of insurance will be outlined in the Bid Document.

- 20. RESERVATIONS FOR REJECTION AND AWARD: The Village of Sparta reserves the right to accept or reject any or all bids or parts of bids, to waive irregularities and technicalities, to accept variances to the terms of the specifications or the general conditions, or to request re-bidding on the required materials. The Village also reserves the right to award the contract on material it deems best serves its interests. The Village will award the contract to the bidder whose bid is determined to be in the Village's best interests, considering (but not limited to) the following factors: lowest price, warranty terms, and prompt and convenient service to the Village. It further reserves the right to award the contract on a split order basis, lump sum, individual item basis, or such combination as shall best serve the Village's interest unless otherwise stated. The Village also reserves the right to waive deviations from specifications (as interpreted by appropriate Village personnel).
  
- 21. CHANGES AND ADDENDUM TO BID DOCUMENTS: Each change or addendum issued concerning this bid document will be on file in the DPW Office of the Village of Sparta and posted on the Village website. All such modifications or additions shall become part of the contract and bind all bidders. The bidder's responsibility is to inquire about any issued changes or addenda. Information on all issued changes or addenda will be available at the Village Hall and on the website.
  
- 22. CONTRACT: Bidders MUST enter into a formal agreement with the Village of Sparta for contractual services.
  
- 23. REFERENCES: Please list three (3) references wherein your company has provided this type of service for the Village of Sparta. Failure to list references may result in your company's disqualification.

NAME	COMPANY	NUMBER

**NOTE**

Previous experience and performance may be factors in the award decision.

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24. Proposal Timeline and Schedule

<b>ACTIVITY</b>	<b>ANTICIPATED DATE</b>
RFP Release Date	2/16/2026
Proposal Submission Deadline	3/25/2026
Bid Opening Date	3/25/2026
Contract Award	4/20/2026

25. HOW TO SUBMIT PROPOSALS

Email Submission Only

- Email proposals to: [bill@spartami.org](mailto:bill@spartami.org)
- Subject line: "Parking Lot Sealing and Striping RFP."
- Proposals shall be submitted in PDF format
- Email attachments shall not exceed 10 MB

Late proposals will not be accepted.

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## PARKING LOT SEALING AND STRIPING SPECIFICATIONS

### 1. PROJECT DESCRIPTION

The Village of Sparta is soliciting proposals for the cleaning, preparation, crack sealing, seal coating, and restriping of two (2) municipal parking lots.

The project locations and approximate quantities are as follows:

- Union Parking Lot East: 1,250 square yards
- Balyeat Parking Lot South: 6,333 square yards
- Total Estimated Area: 7,583 square yards

The Contractor shall furnish all labor, materials, equipment, traffic control, and incidentals necessary to complete the work in accordance with these specifications.

### 2. CONTRACT DOCUMENTS

The following documents shall be considered part of the Contract:

- Request for Proposals (RFP)
- Technical Specifications
- Bid Form
- Insurance Requirements
- Exhibit A – Union Parking Lot East (1,250 SY)
- Exhibit B – Balyeat Parking Lot South (6,333 SY)

In the event of conflict, written specifications shall govern over scaled drawings.

### 3. USE OF EXHIBITS

Exhibits A and B are provided for reference and bidding purposes and include:

- Approximate lot limits
- Existing parking stall layout
- ADA spaces and access aisles
- Drive lanes and circulation
- Existing striping configuration

Contractor shall:

- Verify field dimensions and conditions
- Verify number and layout of parking stalls

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- Confirm square yardage prior to mobilization
- Restripe to match existing layout unless otherwise directed

Any discrepancies between field conditions and the exhibits shall be reported to the Village prior to bid submission.

No layout changes shall be made without written authorization from the Village.

## **4. SCOPE OF WORK**

The Contractor shall perform the following work:

1. Surface cleaning and preparation
2. Crack sealing (as directed)
3. Seal coating of asphalt surfaces
4. Pavement striping
5. Protection of utilities and drainage structures
6. Traffic control and site protection
7. Final cleanup and reopening to traffic

The Village reserves the right to award seal coating and striping separately or together.

## **5. SURFACE PREPARATION**

### Cleaning

- Mechanically sweep and/or power-blow all asphalt surfaces.
- Remove debris, loose aggregate, dirt, and vegetation.
- Oil-contaminated areas shall be treated with manufacturer-approved oil spot primer.

### Protection

- Protect concrete, curbs, sidewalks, landscaping, and structures from overspray.
- Prevent seal coat material from entering catch basins or drainage structures.
- Mask valve boxes, manholes, and other utility appurtenances.

## **6. CRACK SEALING**

- Seal all working cracks, longitudinal cracks, transverse cracks, and edge cracks as directed.
- Cracks  $\geq$  1/4 inch shall be cleaned with compressed air or heat lance.
- Material shall meet ASTM D6690 Type II or Type III.
- Install per manufacturer recommendations.

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- Excessive overbanding will not be permitted.

Crack sealing may be paid on a per-linear-foot basis or on a lump-sum basis, as specified in the Bid Form.

### 7. SEAL COAT REQUIREMENTS

#### Material

Contractor shall use one of the following:

- Refined tar-based emulsion sealer, OR
- Asphalt emulsion sealer with polymer additive

Material type and manufacturer shall be identified in the bid submission.

#### Application Rate

- Minimum total finished application rate: 0.20 gallons per square yard.
- Application may be two coats or as required to achieve the minimum total rate.
- Sand additive shall be included per manufacturer recommendations.

#### Weather Limitations

Seal coat shall not be applied when:

- Pavement is wet or damp
- Ambient or pavement temperature is below 50°F and not rising
- Rain is forecast within the manufacturer's required cure period

#### Cure Time

Areas shall remain closed until fully cured, and no tracking occurs. Typical minimum cure time is 24 hours, subject to weather conditions.

### 8. STRIPING

#### General

- Restripe to match the existing layout shown in Exhibits A and B unless otherwise directed.
- Layout shall be straight, uniform, and properly aligned.

#### Materials

- Waterborne traffic marking paint suitable for asphalt.

#### Line Width

- Standard parking lines: 4 inches
- ADA markings and hatch areas: 6–12 inches as applicable

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### Colors

- White – standard stalls and lines
- Blue – ADA stalls and access aisles
- Yellow – directional or no-parking areas (if applicable)

Striping shall only occur on clean, dry surfaces.

### **9. TRAFFIC CONTROL**

Contractor shall provide all cones, barricades, signage, and traffic control necessary to secure the site.

Traffic control shall comply with MMUTCD requirements where applicable.

Contractor shall coordinate work to minimize disruption and maintain access where feasible.

### **10. MEASUREMENT AND PAYMENT**

Payment shall be based on the following:

- Seal Coating – per square yard
  - Union Parking Lot East: 1,250 SY
  - Balyeat Parking Lot South: 6,333 SY
- Crack Sealing – per linear foot or lump sum (as specified in Bid Form)
- Striping – per linear foot, per lot lump sum, or as specified in Bid Form

Final payment quantities will be field verified.

### **11. WARRANTY**

The Contractor shall provide a one (1) year warranty covering defects in workmanship, including:

- Peeling due to improper surface preparation
- Premature seal coat failure due to improper application
- Striping failure due to improper installation

Normal wear from traffic and snow removal is excluded.

### **12. COMPLETION DEADLINE**

All striping work for both parking lots shall be fully completed no later than:

June 15, 2026

For purposes of this Contract, “completed” shall mean:

- All seal coating work is complete

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- All striping complete
- All traffic control removed
- Parking lots reopened for public use

Time is of the essence.

**13. LIQUIDATED DAMAGES**

If the Contractor fails to complete the work by the specified completion date, the Contractor shall pay the Village of Sparta liquidated damages in the amount of:

\$250 per calendar day

for each calendar day beyond the completion deadline until the work is fully completed and accepted.

Liquidated damages are not a penalty but are intended to compensate the Village for administrative costs, public inconvenience, loss of use, and operational disruption resulting from delayed completion.

Liquidated damages may be deducted from amounts due to the Contractor.

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**The proposal must be submitted on this form.**

**PROPOSAL FORM**

Section 1. ARTICLE(S) and SERVICE

Having carefully examined the bid specifications contained herein, having carefully read the "REQUEST FOR PROPOSAL, GENERAL CONDITIONS, INSTRUCTIONS, AND INFORMATION: The Bidder proposes to provide the specified material(s), article(s), good(s), and service(s) at the prices listed in this proposal subject to all instructions, conditions, specifications and all attachments hereto.

Section 2. Variances

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Section 3. Proposal

The proposal shall contain a completed price schedule and all information requested within this Request for Proposals, including any project variances. The contract will be awarded based on the criteria listed in the specifications, the variances, and the results of the completed price schedule.

Section 4. Bidder Certification

The bidder certifies that the proposal is correct and complete and that all information given or furnished is accurate, complete, and submitted as intended. The bidder waives any right to refuse to execute the contract if awarded to him and to be relieved of any obligation arising from any errors, mistakes, or omissions, subject to the right to withdraw the proposal.

**In submitting this Bid, Bidder represents, as outlined in the agreement, that:**

- a. The bidder has examined and carefully studied the Bidding Documents and the following Addenda, receipt of all of which is at this moment acknowledged:

Addendum Number

Addendum Date

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The complete specifications and warranty information for the services requested above are attached. All changes to the specifications are also attached. All Federal and State taxes have been deducted, and all prices reflect the NET PRICE.

\_\_\_\_\_  
(Bidder's Company Name)

\_\_\_\_\_  
(Bidder's Telephone Number)

\_\_\_\_\_  
(Bidder's Mailing Address)

\_\_\_\_\_  
(Bidder's E-mail Address)

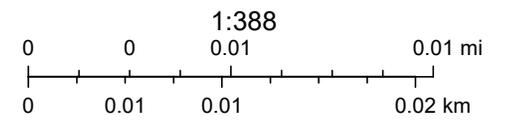
\_\_\_\_\_  
(Bidder's Signature)

\_\_\_\_\_  
(Print Bidder's Name)

# EXHIBIT A



2/13/2026



# EXHIBIT B

