

**VILLAGE OF SPARTA  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSAL**

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

The Village of Sparta is seeking bids from qualified contractors to apply pavement markings at designated crosswalks, railroad crossings, and parking lots.

**NOTICE:**

Service proposals will be received via email until 2:00 PM on April 3, 2025. Late submissions will not be considered.

- Submission Deadline: April 3, 2025, at 2:00 PM

All proposals received by the deadline will be reviewed and evaluated. After tabulation and review, bids will be presented to the Village Council for contract award as required.

**HOW TO SUBMIT 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 “2025 PAVEMENT MARKING 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 a supply source for 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 be a reason for contract termination. The Village reserves the right to award the supplier where the 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 for the tabulation and presentation of 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, prices quoted will be considered based on delivery to the Bid Document destination and 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 variations are not stated in the proposal, the product or service will be assumed to comply fully 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 as excluding proposals on other types of materials, equipment, and supplies. However, if awarded a contract, the bidder must furnish the particular item 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 case of a discrepancy in computing the bid amount, the UNIT PRICE quoted 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 case of a default on the part of the bidder or contractor after such acceptance, the Village of Sparta may take action as it deems appropriate, including legal action for damages or 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 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 save the Village harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages sustained by a party or parties, by or from any of the 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 submitting the bid determined to be in the Village's best interests considering (but not limited to) the following factors: lowest price, terms of the warranty, and prompt and convenient service to the supplier 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 variations to specifications (interpretation of 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 such changes or supplements shall bind all bidders. The bidder's responsibility shall be to inquire about the changes or addenda issued. Information on all changes or addenda issued will be available at the Village Hall and 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 being disqualified.

NAME	COMPANY	NUMBER

**NOTE**

Previous experience and performance may be a factor in making the award.

24. **BONDS/ SECURITY:**

Bonds/ Security for this Bid will be required as follows:

- a.  No bonds are required for this bid.
- b.  a bid bond of 5% of the bid is required. Bid bonds shall be issued by a Surety named in the U.S. Treasury Circular 570 licensed to conduct business in Michigan. Bid Security from each Bidder on the work shall be a bond or bonds written by a single Surety. The bid security of the successful bidder will be retained until the agreement is executed

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The Bid Security accompanying this bid is in the following form:

Surety Bid Bond \_\_\_\_\_

Certified Check \_\_\_\_\_

Bank Drafts \_\_\_\_\_

Cashier's Check \_\_\_\_\_

- a) \_\_\_\_\_ A Performance Bond in the full amount of the total bid will be required before the issuance of the Notice to Proceed.
- b) \_\_\_\_\_ Before issuing the Notice to Proceed, A Payment Bond in the amount of the total bid will be required.
- c) \_\_\_\_\_ The Contractor's Affidavit of Completion will be required before the final payment.

**25. Proposal Timeline and Schedule**

Include a timeline with your key milestones and dates. Often, this is displayed as a simple chart.

For example:

<b>ACTIVITY</b>	<b>ANTICIPATED DATE</b>
RFP Release Date	3/4/2025
Proposal Submission Deadline	4/3/2025
Bid Opening Date	4/3/2025
Contract Award	4/21/2025

**26. SUBMIT COMPLETED PROPOSALS TO:**

- Email Address: [bill@spartami.org](mailto:bill@spartami.org)

# VILLAGE OF SPARTA DEPARTMENT OF PUBLIC WORKS

## SCOPE OF WORK

### 1. General Overview

The Village of Sparta is seeking bids from qualified contractors to apply pavement markings at designated crosswalks, railroad crossings, and selected parking lots within the Village. All pavement markings shall be installed in accordance with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) and Michigan Department of Transportation (MDOT) specifications.

### 2. Scope of Work

The project includes but is not limited to:

Application of crosswalk markings at various intersections within the Village.

- Painting over existing crosswalk and railroad crossing markings after proper surface cleaning.
- Apply railroad crossing markings at designated locations, including “RXR” symbols and stop bars.
- Marking selected parking lots, including parking stalls, handicap-accessible spaces, directional arrows, and fire lanes where required.
- Ensuring all markings are highly visible, durable, and compliant with MUTCD standards.

### 3. Technical Specifications

#### 3.1 Materials

- Paint Type:
  - MDOT-approved traffic paint designed for road surfaces and parking lots.
  - Fast-drying, high-durability waterborne or solvent-based paint (per MDOT specifications).
  - Paint shall be white and yellow (for traffic markings) and blue with appropriate ADA symbols for handicap spaces.
- Glass Beads (Retroreflectivity):
  - All traffic markings (crosswalks, railroad crossings) must be embedded with glass beads per MDOT Section 811 of Standard Specifications to enhance nighttime visibility.

#### 3.2 Application Standards

- Crosswalk Markings: Shall comply with MUTCD Chapter 3B, using standard parallel lines or high-visibility ladder-style markings where specified by the Village.
- Railroad Crossing Markings: Using proper spacing and dimensions, shall comply with MUTCD Figure 8B-6, including “RXR” symbols and stop bars.

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- Parking Lot Markings:
  - Standard 4-inch wide lines for parking stalls.
  - Handicap spaces shall include ADA-compliant blue markings with the international symbol of accessibility.
  - Directional arrows shall be included to regulate traffic flow within the lot.
  - Fire lanes and no-parking zones shall be marked with yellow or red paint as directed.
  - Paint Thickness: Shall be applied per MDOT specifications, ensuring proper coverage and longevity.
- Surface Preparation:
  - No removal of existing markings is required.
  - Surface must be clean and dry before application.
  - The contractor must remove dirt, debris, and loose material before painting.
  - Weather Conditions: Paint shall only be applied when pavement and air temperatures are above 50°F and no rain is forecast within 24 hours of application.

### 3.3 Traffic Control

- The contractor must provide all necessary traffic control per MDOT Work Zone Safety Guidelines.
- Lane closures must be minimized, and proper signage/flaggers must be used when necessary.
- Work shall be scheduled to avoid peak traffic hours and minimize pedestrian and vehicle disruption.

### 4. Project Locations

The Village of Sparta will provide a final list of crosswalks, railroad crossings, and parking lots to be marked upon contract award. Contractors are responsible for verifying site conditions before beginning work.

### 5. Contractor Requirements

- Must be licensed and insured in the State of Michigan.
- Must provide proof of successful completion of similar pavement marking projects within the last five years.
- Must comply with all applicable local, state, and federal safety regulations.

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6. Warranty & Maintenance

- All work shall be warranted for a minimum of one (1) year against premature wear, peeling, or fading.
- If any markings deteriorate within this period, the contractor shall reapply at no additional cost to the Village.

7. Liquidated Damages & Deductions

- Completion Deadline: June 20, 2025
- If the contractor fails to complete the project by the specified deadline, a deduction of \$25 per calendar day will be applied to the total contract amount until the work is completed to the Village's satisfaction.



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**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 from any obligation because of any errors, mistakes, or omissions, subject to the right of withdrawal of the proposal.

Section 5. Anti-Collusion Statement

The bidder certifies that this proposal is fair, genuine, and not collusive or sham and has not in any manner, directly or indirectly, agreed or conspired with any other person, firm, or association to submit a sham proposal to refrain from bidding, or in any way fix the amount of this proposal or that of any other Bidder, or to secure any advantage against the Village. If an officer or employee of the Village is personally or financially interested, directly or indirectly, in this proposal, a notation of such must be made in ANTI-COLLUSION STATEMENT.

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**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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intersection	# Crosswalks	Feet of 4"	Amount
Division and Loomis	1	88	
Gunn and Loomis	1	66	
Loomis and Grove	1	74	
Aspen and Grove	1	54	
Evergreen and Aspen	1	60	
Olmstead and Grove	4	234	
Olmstead and N Union	1	52	
Grove and N Union	1	52	
Alma and N Elm	1	50	
N Elm and Carrie	1	62	
N Union and Carrie	4	252	
N Union and Alma	3	188	
Alma and N State	1	74	
Carrie and N State	1	60	
Ecklund and Division	1	100	
Ida Red and Division	1	122	
Ida Red and Gardner	1	90	
Anderson and Gardner	4	242	
Anderson and Averill	1	70	
Anderson and Kings	1	85	
State and Orchard	1	126	
State and Kings	1	74	
State and Averill	1	156	
Pine and South	1	52	
South and State	1	76	
Park and Averill	1	66	
Park and Gardner	1	60	
Pine and Gardner	2	132	
Pine and Averill	2	126	
Nash and Pleasant	2	104	
Kings and Pine	3	225	

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Anderson and Orchard	4	275	
Pine and Orchard	1	60	
State and Gardner	2	200	
Nash and State	1	70	
South and White	1	50	
South and Anderson	1	138	
Pleasant and South	1	52	
Anderson and Division	1	100	
Pleasant and Division	1	66	
Elmwood and Division	1	65	
Terrace and State	1	70	
W Mark and State	1	80	
Spartan and State	2	220	
E Averill and S Union	2	142	
E Gardner and Maple	4	290	
S State and Pearl	1	48	
Centennial and S State	1	74	
S Union and Centennial	4	245	
Hickory and Maple	2	118	
Hickory and S Elm	1	64	
E Gardner and S Elm	1	66	
E Gardner and Prospect	1	68	
Martindale and Division	1	72	
N Union and Bridge	1	46	
N Union/Civic Center	1	74	
Prospect and E Division	1	82	
Hickory and Prospect	1	60	
Atkinson and Martindale	1	92	
Bobs Parkway and Atkinson	1	92	
Maize Lane and Atkinson	1	96	
Blake and Atkinson	1	100	
Tentree and Blake	1	106	
E Gardner and S union	4	262	
Tentree and Martindale	3	232	
Tentree and Taylor Place	1	100	
Clark and S Union	1	80	
E Spartan and S Union	1	286	
Vine and E Gardner	1	65	
Vine and Pearl	2	118	
Pearl and S Union	2	104	
N Union and Division	1	92	

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Washington and Division	1	80	
S Union and Division	1	92	
Pearl and Washington	1	54	
Maple and Division	1	80	
Averill and Union	1	60	
Averill and Maple	1	70	
Silver Creek and State	1	76	
Elm Division	1	63	
12 Mile and S Union	1	102	
12 Mile and Edward	1	102	
Railroad Crossing Locations		Amount	
Grove and N Aspen			
E Gardner and S Elm			
Parking lot locations		Amount	
201 Market			
Ace Lot			
Union Lot			
Little Balyeat			
Roger's North Lot			
Total:			

Complete specifications and warranty information on the equipment quoted 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)