



**ADVERTISEMENT FOR BID PROPOSALS FOR LABOR AND MATERIAL
TO CHIP SEAL/FOGSEAL PARKING LOT AND/OR APPLY PAVEMENT MARKINGS
AT DUCK LAKE PINES PARK
CHARTER TOWNSHIP OF HIGHLAND
Issued May 28, 2026**

Submission Deadline is 4:00pm on June 18, 2026

Objective:

The Charter Township of Highland is currently seeking competitive bid proposals to chip seal/fogseal the parking lot at Duck Lake Pines Park and apply pavement markings, located at 1241 Duck Lake N. Road, Highland, MI.

Project Timeline:

Invitation to Bid Issued:	May 28, 2026
Deadline for email clarification:	June 11, 2026 at 4:00pm
Clarification response posted:	June 12, 2026 by 4:00pm
Sealed Bid Proposal Due Date:	June 18, 2026 at 4:00pm
Opening of Bid Proposals Date:	June 18, 2026 at 4:05pm
Bid Proposals submitted to Board of Trustees:	July 6, 2026 at 6:30pm

All bids shall conform to specifications on file in the Clerk’s Office. Bidders must submit complete and detailed description of goods or services. The Township reserves the right to alter or change specifications and to reject any or all bids received or to waive any informality in bidding. The Township also reserves the right not to open bids at the designated meeting and to extend the bidding period.

Bidders may submit proposals for **Chipseal and Fogseal Only**, **Pavement Markings Only**, or **Both** services. The Owner reserves the right to award one, both, or neither of the work items depending on the bids received and available budget.

Bidders shall clearly indicate on the Bid Form which scope(s) they are bidding. Failure to clearly indicate the bid option(s) may result in the bid being deemed non-responsive.

The Owner intends to award the work based on the lowest responsive and responsible bid(s) for the desired scope. The Owner may choose to award the two items to different contractors if it is determined to be in the Owner's best interest.

If two separate contractors are awarded, the successful bidders shall coordinate scheduling and sequencing of the work with the Owner and each other. The chipseal contractor shall complete all work and allow adequate cure time before the pavement marking contractor begins work, unless otherwise approved by the Owner.

1. **Bid Submission:**

Submit one sealed bid by **4:00 pm on Thursday, June 18, 2026** to:

Charter Township of Highland, Clerk's Office
RE: Duck Lake Pines Park – Parking Lot Chip Seal
205 N. John Street,
Highland, MI 48357

2. **Insurance:**

A copy of your insurance certificate **must** be included with your bid proposal, or it will be rejected. Insurance requirements are described below.

3. **References:**

Bidders shall be a reputable, recognized organization with at least five years successful experience on work of this type. References for three (3) recent projects, for which comparable work has been performed, must be furnished. Failure to include references may be ample cause for rejection of bid proposal.

4. **Bonding:**

The successful bidder, upon award of contract shall be required to provide a performance bond and a payment bond in the amount of one hundred percent (100%) of the contract price. Bonding requirements are described below.

5. **Late Responses:**

The Township may reject any or all bid proposals. Late submissions may not be accepted and may be returned unopened.

6. **Bid Validity:**

Bid proposals must be signed by an authorized representative and remain valid for **at least 90 days**.

7. **Right to Reject / Award Process:**

The Township may reject any bid proposal or waive irregularities in the best interest of the Township. The selected bidder will be notified as soon as possible. All bidders will be notified once an award is

made, subject to confirmation by the Township Board of Trustees.

8. **Bid Preparation Costs:**

The Township is not responsible for any costs incurred in preparing or submitting a bid proposal.

9. **Tax Exemption:**

As a tax-exempt entity, the Township requires bid proposals to exclude sales tax.

10. **Email Clarifications:**

Contractor communication (clarifications and addendums) will occur via email, except for bid proposal delivery.

Questions must be submitted to **blascyk@highlandtwp.org** by **June 11 at 4:00 pm**, with the subject line "Duck Lake Pines Park – Parking Lot Chip Seal."

All responses will be posted on the Township website. Contractors are responsible for checking the website for all information and addendums before the RFP due date.

CONTRACTOR INSURANCE REQUIREMENTS

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to Highland Township. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIRs are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.
3. Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. Additional Insured: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: Highland Township, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming Highland Township as additional insured, coverage afforded is considered to be primary and any other insurance Highland Township may have in effect shall be considered secondary and/or excess.
5. Cancellation Notice: All policies, as described above, shall include an endorsement stating that is it understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Highland Township, Attention - Clerk, 205 N. John Street, Highland, MI 48357.
6. Proof of Insurance Coverage: The Contractor shall provide Highland Township, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to Highland Township at least ten (10) days prior to the expiration date.

BOND REQUIREMENTS

Performance and Payment Bonds The successful bidder, upon award of the contract, shall furnish a Performance Bond and a Payment Bond, each in the amount of one hundred percent (100%) of the contract price. Bonds shall be issued by a surety company authorized and licensed to do business in the State of Michigan and acceptable to Highland Charter Township. Each bond shall be executed by a duly authorized agent of the surety company and shall name Highland Charter Township as obligee. Bonds shall remain in full force and effect from the date of execution of the contract until final acceptance of the work by the Township and until all obligations have been fulfilled.

Maintenance (Warranty) Bond Concurrent with final payment, the Contractor shall furnish a Maintenance (Warranty) Bond in an amount equal to fifty percent (50%) of the contract price to guarantee correction of defective work and materials for a period of one (1) year from the date of final acceptance. The Maintenance Bond shall be on a form acceptable to the Township, issued by a surety licensed in Michigan, and shall remain in full force and effect until one (1) year after final acceptance or until all warranty obligations have been satisfied.

Acceptable Forms and Conditions Surety companies shall be listed in the United States Department of the Treasury's Circular 570 or otherwise acceptable to the Township. Power of attorney authorizing the agent to sign bonds shall be submitted with each bond. The Township reserves the right to reject bonds from any surety deemed unacceptable. Irrevocable letters of credit may be accepted only if expressly allowed in the Contract Documents.

Form and Timing Original executed bonds with original surety signatures shall be delivered to Highland Charter Township prior to execution of the contract and issuance of the notice to proceed. Bonds must be on forms acceptable to the Township and shall conform to all applicable Michigan statutes and regulations.

Right to Withhold or Call Bonds Highland Charter Township reserves the right to enforce any bond for failure of the Contractor to perform, to pay subcontractors or suppliers, or to correct defective work within the warranty period. Acceptance of any bond does not waive the Township's rights under the Contract Documents or Michigan law.

Contractor/Owner Responsibilities:

- Contractor shall identify one person, acceptable to the Owner, who shall act as liaison with the Owner. This individual should have the authority to make decisions on behalf of the contractor.
- Contractor shall provide Owner minimum 48-hour notice prior to commencing work on site. The Owner shall allow reasonable closures of the parking area to public to allow for completion of the work. Contractor is responsible for placement and maintenance of barricades and signage.
- Contractor shall provide an adequate number of qualified, experienced personnel capable of performing the required work within the time frames set forth in Owner's schedule. All workmen and subcontractors performing work shall be skilled in their respective trades.
- Contractor is responsible for a final prep of the area (this includes ensuring all work areas are clean and uniform).
- Contractor shall furnish labor, equipment and tools to supply and install 2 new courses of Chip Seal over the parking lot and drives plus fog seal as specified at the Duck Lake Pines Park, located at 1241 Duck Lake N. Road, Highland, MI 48357
- Contractor shall be responsible for all final measurements.
- The Owner shall conduct a final inspection of project to assure that all work performed meets specification
- The Contractor must secure all equipment and materials at the site. Contractor shall be responsible for any and all damages to existing building or grounds, sustained as a result of work under this Contract, caused by either the installation of its work or in the delivery of materials and equipment for its use. The cost of repairing or replacing such damage shall be borne by the responsible Contractor. The repair or replacement work shall be done in a manner as to leave the facilities in the same condition as before the damage occurred to the complete satisfaction of the Owner. The Contractor is responsible for all damages and losses until the installation has been completed and accepted by the Owner.
- Contractor shall be responsible for the removal of all its waste materials, rubbish and packing materials resulting from his/her operations.

Exclusions:

State any exceptions you have to the terms of this RFP. If the Vendor response varies from the requirements of the RFP, clearly mark those differences. Your Response is a certification that you have thoroughly read the Advertisement for Bids and the anticipated format of this contract and agree with their provisions, other than the exceptions noted in the Response.

SPECIFICATIONS:

CHIP SEAL AND FOG SEAL

1. Scope

Provide all necessary labor, materials, equipment, and incidentals to complete a double-course chip seal on the parking lot and driveways and fog-seal as specified in this Special Provision and in accordance with MDOT Standard Specifications.

2. References

MDOT Standard Specifications for Construction and MDOT Construction Manual Section 505.

3. Materials

- Asphalt emulsion: MDOT approved cationic chip seal emulsion (CSEA or CRS-2M)
- Cover aggregate: Crushed aggregate meeting MDOT chip seal gradation and quality requirements.
- Fog seal: CRS-2 or approved emulsion.

4. Areas of Application

- Double-course chip seal and fog seal: Main entrance drive and parking areas as shown on the photo plan.

5. Preconstruction Submittals

Aggregate gradation and certification, emulsion certificates, distributor and chip spreader calibration reports, proposed application rates for each course and fog seal, proposed schedule and traffic control plan.

6. Application Requirements

- Surface preparation, distributor preparation, distributor and spreader calibration, binder and aggregation application, rolling, and cleanup shall conform to MDOT practices.
- Double course sequence: place and embed first course; clean and remove excess stone; place and embed second course; after embedment and cleanup, apply fog seal
- Contractor to prevent and promptly correct tracking, flushing, or excessive loose chip loss.

7. Inspection, Acceptance, and Correction

Owner will inspect for compliance; Contractor shall correct defective or deficient work at no additional cost.

8. Measurement and Payment

- Lump Sum: Payment for "Chip Seal Treatment — Lump Sum" shall be full compensation for all work shown on the plans and specified herein, including site preparation, double-course chip seal on the parking lot and drive areas and fog seal, all materials (emulsion, aggregate), labor, equipment, rolling, traffic control, cleanup, and warranty obligations.

- No separate payment will be made for materials, placement, or cleanup unless expressly stated in the contract documents.

9. Warranty

Contractor shall warrant the completed chip seal work for one (1) year from date of final acceptance and shall repair any defects in materials or workmanship at Contractor's expense.

10. Records

Contractor shall submit distributor and spreader calibration and application rate records prior to final acceptance.

PAVEMENT MARKINGS:

1. Scope

Furnish all labor, materials, equipment and incidentals to install parking stall striping, traffic markings, and barrier-free (ADA) markings/legends on areas of completed chip seal to restore parking and traffic patterns already established and documented on aerial photo plan.

2. References

MDOT Standard Specifications for Construction (current edition) and MDOT Standard Specifications for Pavement Markings, MUTCD (current edition) for marking layout and accessibility requirements.

3. Materials

- Paint: Use high-solids, fast-drying waterborne traffic paint materials approved by the Owner and suitable for application to chip seal surfaces. Paint shall meet MDOT Type II waterborne paint or equivalent performance characteristics for parking lots.
- Barrier-free stencil materials: Premanufactured ADA symbols and tactile legends or field-applied stencils per MUTCD and MDOT guidance.

4. Surface Preparation

- Allow chip seal to cure and adequately settle minimum 7 days after placement or as directed by the Owner (longer if weather/cure conditions require).
- Clean marking areas of loose aggregate, dust, oil, and debris using mechanical sweepers or compressed air; ensure surface is dry at time of application.
- Perform a field adhesion test in a small inconspicuous area (minimum 10 sq ft) for the selected material and obtain Owner approval prior to full application.

5. Weather and Temperature Limits

Apply markings only when pavement temperature and ambient conditions meet manufacturer recommendations and no precipitation is expected for at least 2 hours (or longer as recommended); typical ambient temperature above 50°F for waterborne paint unless product allows lower temperatures.

6. Layout and Dimensions

- Layout parking stalls, crosswalks and barrier free spaces per aerial phot plan, MUTCD and ANSI A117.1 accessibility requirements. Include hatchings, wheel stops, and signage as required.
- Parking stall width, stall stripe width (typically 4 in.), and stall length shall follow existing onsite patterns.

7. Application

- Paint: Apply marking paint using a pre-measured striping machine or hand wand with straightedge guide. Apply two full coats or to the thickness/coverage specified by the manufacturer to achieve opacity and adhesion.
- ADA Symbols and Legends: Use preformed thermoplastic or two-component paint systems to ensure crisp edges and durability; dimensions per MUTCD and plan details.

8. Protection and Cure

Prevent vehicular traffic on newly applied markings until material has cured and is not subject to marring or pick-up; use temporary barricades or cones needed.

9. Inspection and Acceptance

- Owner will inspect for line straightness, width, color, coverage, edge definition, and adhesion. Any runs, sags, missed areas, poor adhesion, or excessive bleed shall be removed and replaced at Contractor expense.
- Adhesion test: If adhesion failures occur, Contractor shall remove failed markings and reinstall using approved material or primer.

10. Measurement and Payment

Payment included in the Contract Lump Sum for "Pavement Markings". Lump sum payment shall be full compensation for layout, materials, application, cleanup, protection, and warranty.

11. Warranty

Contractor shall guarantee markings for a period of one (1) year from final acceptance against premature loss of adhesion, excessive peeling, or fading beyond normal wear; Contractor shall restore defective markings at no cost to Owner.

12. Special Considerations for Chip Seal

- Use paint specifically approved for use on chip seal surfaces; follow manufacturer guidance.
- Consider pre-treating small areas (prime or sandblasting) where adhesion is suspect.
- For newly placed chip seal, allow sufficient time for aggregate embedment and binder cure to minimize lift of chip when applying markings.

13. Submittals

Product data sheets for marking materials, manufacturer recommendations for application on chip seal, proposed layout plan and adhesion test results.

Bid Proposal Form-Duck Lake Pines Park – Parking Lot Chip Seal

Company Name: _____

Name: _____

Signature: _____

Date: _____ RFP valid for a minimum of 90 days

Title: _____

Address: _____

Work Phone: _____

Cell Phone: _____

To furnish labor and materials for Chip Sealing the Parking Lot at Duck Lake Pines Park per specifications contained in these bidding documents. Upon acceptance of the proposal, no adjustments to the price may be made for the full term of the contract.

OPTION A

Chip Seal and Fog Seal (Lump Sum) _____

Pavement Markings (Lump Sum) _____

TOTAL: \$ _____

or

OPTION B

Chip Seal and Fog Seal Only (Lump Sum) _____

or

OPTION C

Pavement Markings Only (Lump Sum) _____

Submission Checklist

- Bid Proposal Form
- Bidders shall be a reputable, recognized organization with at least five years' successful experience on work of this type.
- References of three (3) accounts now being serviced, for which comparable work has been performed, must be furnished. Failure to include references may be ample cause for rejection.
- INSURANCE CERTIFICATE INCLUDED
- ATTACHMENT B - SIGNED AND INCLUDED

ATTACHMENT B

SWORN AND NOTARIZED AFFIDAVIT OF COMPLIANCE IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012

All bidders must submit the following certification statement in compliance with Public Act No. 517 of 2012 (the "Iran Economic Sanctions Act") and attach this form to the bid.

The Charter Township of Highland shall not accept any bid that does not include this sworn and notarized certification of statement.

The undersigned, the owner or authorized officer of _____ (the Bidder), pursuant to the compliance certification requirement provided in the Hartland Consolidated Schools Request for Proposal, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, and that in the event the Bidder is awarded a contract as a result of the aforementioned Request for Proposal, the Bidder will not become an "Iran linked business" at any time during the course of performing the work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification is made, whichever is greater, the cost of the Hartland Consolidated Schools investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

BIDDER'S FIRM NAME: _____

BY (SIGNATURE): _____

PRINTED NAME & TITLE: _____

DATE: _____

STATE OF MICHIGAN COUNTY OF _____

Subscribe and sworn before me on this _____

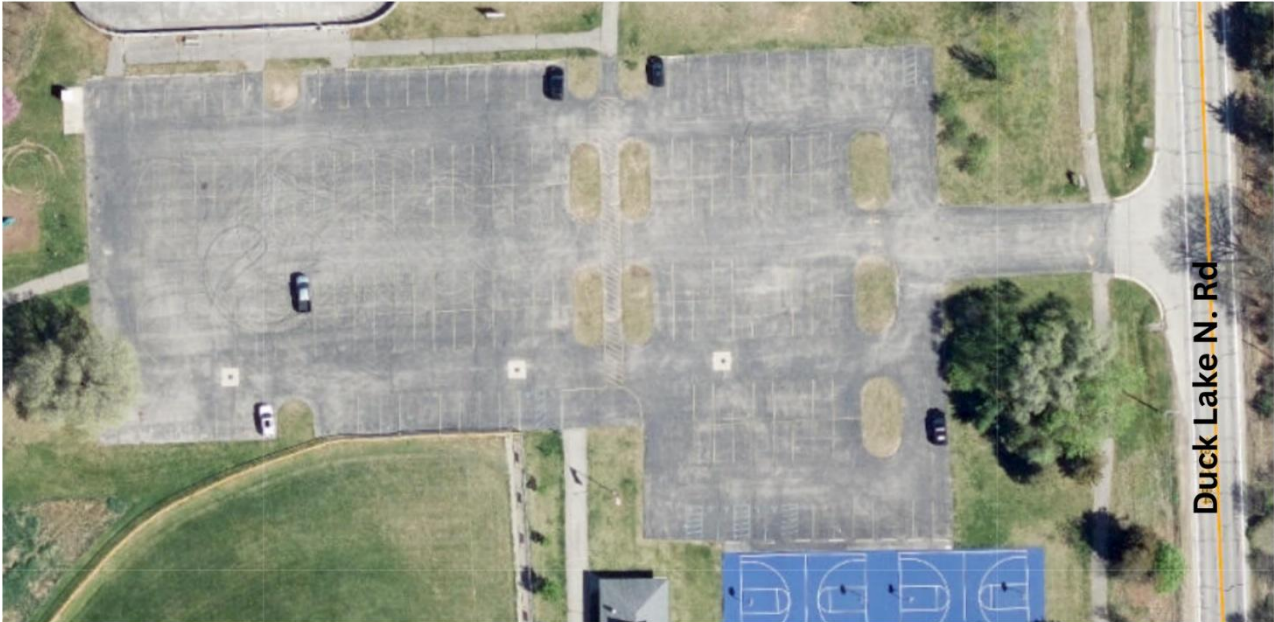
Day of _____, 20____, a Notary Public

In and for _____ County,

Notary Public

My Commission expires _____

PHOTO PLAN AND EXCERPT FROM ORIGINAL PAVING PLANS:



Parking Lot and Drive entrance only. No chipseal of existing trails or court surfaces.

Approximately 90,000 square feet (contractor to verify area)

North



