

# Hutchins Lake Improvement Association, Buoy Placement

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## **Hutchins Lake Improvement Association (“HLIA”) Request for Proposal:**

The HLIA invites proposals for the installation, removal and repair of Hutchins Lake “No Wake” and “Swim” buoys. Interested parties are invited to submit a proposal to provide the work described herein. BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) -- NO EXCEPTIONS.

### **History**

Each year it is necessary to install “no wake” and “swim” buoys at various locations in Hutchins Lake. The HLIA intends to contract with a party to put the buoys in the lake at the beginning of the summer season each year and then remove them at the end of the season. In addition, the buoys may need repair and the HLIA intends to contract with a party to perform that service as well. Finally, during the winter season the buoys need to be stored, and the HLIA intends to contract with a party for that service as well.

### **Scope:**

Proposals shall include a lump sum quote for the installation, removal and storage of fifteen (15) lake buoys each year. The proposals shall also include an hourly rate for time and materials to repair buoys that have been dislodged, damaged or deteriorated. Bidders must demonstrate they have the means to install, remove and stage buoys and are responsible to follow all Federal, State and local boating rules while performing task.

### **Buoy Installation:**

- Buoys shall be inspected, and made ready for service prior to placement.
- Buoy Ground Tackle (Chains, wire rope, attachment points and anchoring system shall be inspected and made ready for service prior to placement.
- Buoys shall be placed according to coordinates unless otherwise prescribed by the HLIA Board.

### **Buoy Removal:**

- Buoys shall be removed and marked to location of placement.
- Buoys shall be inspected, cleaned and made for service prior to storage for winter.
- Inspection Report shall be given to HLIA Board prior to its December Board Meeting. Inspection report shall include any abnormalities and overall conditions of buoys.

### **Buoy Storage:**

- Buoys shall be stored in a safe and secure location and made available for inspection or removal.

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- The awarded bidder is responsible for transportation and storage of buoys. Any theft or damage of buoys when in storage will require the awarded bidder to replace the assets.

**Contract period:** This contract shall be in force for an initial term of one year, with automatic one-year renewals after the first term if the HLIA does not provide notice to terminate the contract at least 30 days prior to the end of any annual term, and then up to a total of five (5) years from April 1, 2017 to April 1, 2021, subject to the HLIA's right to terminate the contract as provided below. The HLIA Board reserves the right to extend this contract for up to 5 additional one-year terms, based upon a vote of the board.

**Questions:** Any questions pertaining to these bid documents must be submitted in writing and emailed to Loren Barnes, Board President, Hutchins Lake Improvement Association by February 1<sup>st</sup>, 2017. ([Lorenpaul84@yahoo.com](mailto:Lorenpaul84@yahoo.com))

## **Protection:**

### **Damage:**

- Damage to contractor's equipment: The contractor is liable for any and all damage, from any source, to any equipment or materials used in carrying out the terms of the contract.
- Damage to personal property: The contractor is liable for any and all damage, to personal property for the terms of the contract.

### **Liability:**

- Liability insurance is the responsibility of the awarded bidder and the Hutchins Lake Improvement Association shall not be held liable for damages or injuries associated with the activities prescribed, and awarded bidder shall indemnify the HLIA, its officers, directors and its members from any liability or loss caused by awarded bidder in performance of its work under the resulting contract.

## **Time Restrictions:**

1. Deployment of all fifteen (15) buoys and associated ground tackle shall begin no earlier than April 15<sup>th</sup> and shall be completed on or before May 15<sup>th</sup> of each year, unless other time frames are authorized in writing by the Board.

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2. Retrieval of all fifteen (15) buoys and associated ground tackle shall begin no earlier than September 10th and shall be completed on or before October 31st of each year, unless other time frames are authorized in writing by the Board.

**Payment schedule:** The contract is awarded on the basis of a total five (5) year cost. Payments will be made on or before July 1st (provided the contractor's bill is received by June 1st) and December 1st (provided the contractor's bill is received by November 1st) of each year the contract is in effect for a total of ten (10) payments.

**Non-performance clause:** The HLIA may immediately terminate the contract to the awarded bidder if the awarded bidder breaches the contract awarded hereunder. Also, should it be found that the quality of services being performed is not satisfactory to the HLIA Board, or that the requirements of the specifications are not being adequately met, the HLIA Board may inform the contractor, and give the contractor an opportunity to correct the offending condition. The time allowed to correct the condition shall be specified and will be reasonable depending on the nature of the non-performance.

If after the opportunity period for correction has expired and the HLIA Board decides that the performance is still not satisfactory, the Board may terminate the contract without notice.

**Bids Due:** Responsive bids must be received at Hutchins Lake Improvement Association, PO Box 656, Fennville, MI 49408, Attn: Buoy Bid, no later than February 13<sup>th</sup>, 2017. Bids will be opened by a subcommittee of the HLIA Board and bidders are welcomed to attend the public bid opening of this bid. Bid Opening location will be announced prior to bid opening.

### **Proposal Only**

This RFP is only an invitation for proposal and no contractual obligation on behalf of the HLIA whatsoever shall arise from the RFP process unless and until a formal contract is signed between the HLIA and the bidder.

This RFP does not commit the HLIA to pay any cost incurred in the preparation or submission of any proposal or to procure or contract for any services.

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## General Lake Information:

Hutchins Lake is a public lake that is located in Fennville, Michigan. Information about the lake:

**Coordinates:** +42° 34' 47.28", -86° 7' 48.00"

**Elevation:** 636 Feet

**Surface Area:** 380 Acres

**Maximum Depth:** 34 Feet

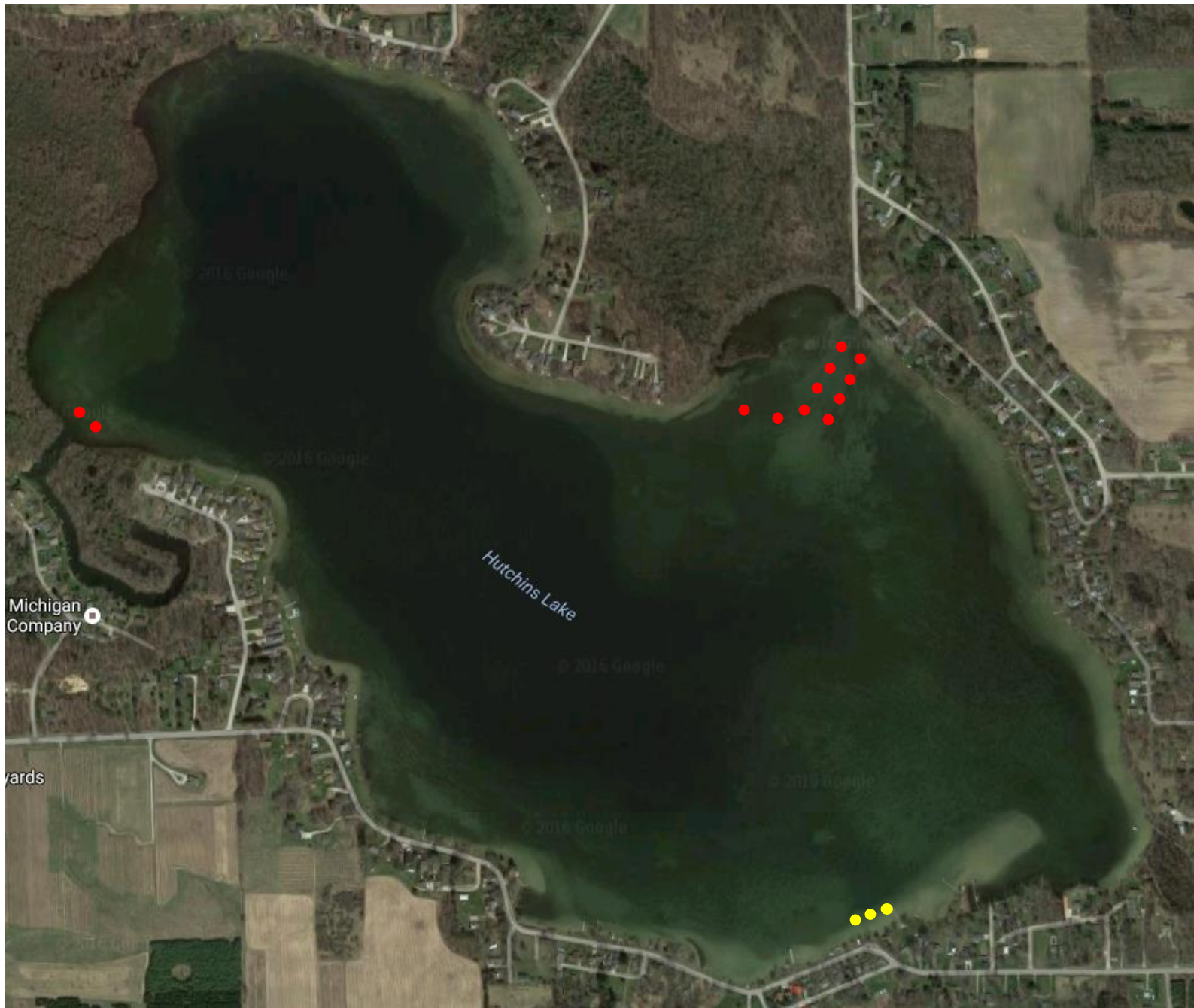
**Mean Depth:** 10.1 Feet

**Lake Volume:** 3,865 Acre-Feet

**Shoreline Length:** 4.7 Miles

**Shoreline Development Factor:** 1.7

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	Degrees Minutes		Decimal (Google Maps)		Notes
	Latitude	Longitude	Latitude	Longitude	
1	42 35.075,	-86 07.481	42.584583,	-86.124683	Boat Ramp Buoy
2	42 35.078,	-86 07.489	42.584633,	-86.124817	Boat Ramp Buoy
3	42 35.051,	-86 07.485	42.584183,	-86.124750	Boat Ramp Buoy
4	42 35.049,	-86 07.509	42.584150,	-86.125150	Boat Ramp Buoy
5	42 35.034,	-86 07.500	42.583900,	-86.125000	Boat Ramp Buoy
6	42 35.029,	-86 07.522	42.583817,	-86.125367	Boat Ramp Buoy
7	42 35.013,	-86 07.533	42.583550,	-86.125550	Boat Ramp Buoy
8	42 35.004,	-86 07.522	42.583400,	-86.125367	Boat Ramp Buoy
9	42 35.002,	-86 07.581	42.583367,	-86.126350	Boat Ramp Buoy
10	42 35.010,	-86 07.617	42.583500,	-86.126950	Boat Ramp Buoy
11	42 35.007,	-86 08.418	42.583450,	-86.140300	Channel Buoy
12	42 35.005,	-86 08.415	42.583417,	-86.140250	Channel Buoy
13	42 34.579,	-86 07.480	42.576317,	-86.124667	Swim Buoy
14	42 34.578,	-86 07.489	42.576300,	-86.124817	Swim Buoy
15	Between	13 & 14			Swim Buoy

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Bid submittal Address:

Hutchins Lake Improvement Association

PO Box 656

Fennville, MI 49408

Attn: Buoy Bid