

FY 2025 Bob King Park Pickleball Project

Request for Proposals (RFP) Packet





June 4, 2025

City of Hastings, Michigan

 **Deadline: June 30, 2025**

**Notice to Bidders**

**City of Hastings, Michigan**

**FY 2025 Bob King Park Pickleball Project**

**Project Description**

**The City of Hastings is seeking bid proposals to reconfigure the existing tennis courts at Bob King Park into eight (8) pickleball courts. Furthermore, the following items are requested:**

1. Contractor shall clean the space containing two (2) existing tennis courts, shot blast to remove existing coatings, fill cracks, color coat, stripe eight (8) pickleball courts in accordance with the specifications of the United States Amateur Pickleball Association (USAPA) game lines.
2. Contractor to supply and install eight (8) pickleball posts and nets.

**Project Location**

**Bob King Park**

**124 West Woodlawn Avenue**

**Hastings, MI 49058**

**Bids shall include all labor and materials as follows:**

1. Thoroughly clean and prep courts to the recommended standards.
2. Check asphalt slab for flatness and make necessary connections.
3. Application of two coats of acrylic color coat at the rate of ½ (one-half) gallon per square guard and in accordance with manufacturer specifications on existing pickleball court space.
4. Stripe courts using 100% recycled acrylic paint in accordance with the manufacturer’s specifications.
5. Install new Herculan TC Pro urethethane coating.

**Notes:**

1. All bidders must provide specification sheets.
2. All bidders shall include a timeline for completion.
3. The tennis courts shall remain open to the public until 24 hours prior to the commencement of the project.
4. This is a lump sum project not-to-exceed bid. The city has the right to refuse any and all bids. The City Council will make the final, binding decision as to the award of the contract or the rejection of any or all proposals.
5. All bidders must provide three (3) references for similar projects including name, address, email, and telephone number as well as the project location.
6. Proposals must state whether any of offeror’s owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the City of Hastings or has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting there from. If so, the complete name and address of each such person and their connection to the City of Hastings must be disclosed in the response.

All inquiries regarding this bid request must be submitted to Rob Neil at rneil@hastingsmi.gov and received by June 30, 2025. For calls, please contact Rob at (269) 838-8395.

**City of Hastings**

**Invitation to BID**

All contractors must be licensed by the State of Michigan and submit proof of liability insurance acceptable to the City of Hastings (see Appendix B).

Before submitting a bid, each bidder shall; (1) examine the Bid Documents thoroughly; (2) visit the site to become familiar with local conditions that may in any manner affect cost, progress or performance of the work; and, (3) study and carefully correlate bidder’s observations with the Bid Documents.

Modifications proposed by bidders may be considered; however, final determination as to suitability and compliance with the Technical Specifications will be with the city.

Any bidder may withdraw his / her bid, either personally or by written request, at any time prior to the scheduled closing time for receipt of bids. Each bid shall be considered binding and in effect for a period of forty-five (45) days after the date of opening set forth in the Invitation to Bid.

An “agreement” between the City and Contractor will be executed only after the required Certificates of Insurance and copies of valid licenses are submitted.

The City of Hastings does not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap unrelated to an individual’s ability to perform the job.

 The City of Hastings, hereinafter called the Owner, reserves the right to reject any or all proposals and to waive any formality or technicality in any Proposal in the interest of the Owner.

The City strongly suggests that interested bidders visit the site location and review the current construction, location, and condition of the facility prior to submitting a bid.

All SEALED BIDS must be received by noon on Monday, June 30. The timeline for the completion of the scope of work will be mutually agreed upon by the City and selected Contractor. SEALED BIDS may be mailed or dropped off at city hall at the address below.

City of Hastings

c/o City Clerk

201 E. State Street

Hastings, MI 49058

Please clearly label envelope or exterior of sealed bids with “**FY 2025 Bob King Park Pickleball Project.” Questions or clarifications on this request can be directed to DPW Streets Superintendent Rob Neil at** **rneil@hastingsmi.gov****.**

**Appendix B**

**Minimum Insurance Requirements for Contractors**

**Summary Statement**

The provision of adequate insurance by persons and businesses working for the City ofHastings or on street right-of-way is essential to protect the public from the costs of injury or damage and to protect the City of Hastings from unnecessary liability resulting from the acts of persons and businesses working for the City of Hastings. Minimum insurance requirements are needed to provide this protection

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Terms of a written contract or provide labor and/or material to accomplish work for the City of Hastings or for others on or over street right-of-way or other City of Hastings property shall carry insurance and bonds to protect the public and the City of Hastings from exposure to unnecessary financial risks.

**Memo/Risks**

Persons or businesses which provide professional services to the City of Hastings under the terms of a written contract or provide labor and/or material to accomplish work for the City of Hastings or for others on or over street right-of-way or other City of Hastings property shall carry insurance and bonds to protect the public and the City of Hastings from exposure to unnecessary financial risks. Prior to signing of contracts, issuance of purchase orders or permits, or other authorization to begin work, certificates of insurance evidencing the purchase of insurance in amounts not less than required by this Administrative Memo or bid specifications, whichever is greater, shall be filed with the Clerk for the City of Hastings.

Such certificates shall:

1. Show that the insurance is currently in force and termination date of each policy.
2. State the limits of liability of the policies covered by the certificate.
3. Be issued to the City of Hastings as the certificate holder.
4. Provide that the City of Hastings will receive not less than ten (10) days written notice of the cancellation of any listed policy.
5. Be issued in the name of insurance company authorized to conduct business in the State of Michigan.

**Insurance Requirements** The limits of liability insurance for the insurance required shall provide coverage for not less than the following amounts or greater where required by law. Please see attachment C for detailed coverage limits.