



Kent County Road Commission

INVITATION TO BID

Bids will be received by the Board of County Road Commissioners of the County of Kent, 1900 4 Mile Road NW, Walker, Michigan 49544 until **Tuesday, June 30, 2026, 8:30 AM deadline**, at which time they will be publicly opened and read.

Bid #26-TRA-01: Traffic Signs and Sign Elements

2026 Requirements, As Needed, with Two, One-Year Renewal Options

All vendors must register and submit their bid on KCRC's Bidnet Direct site located at <https://www.bidnetdirect.com/mitn/kentcountyroads>. Submittals must be completed on the site by **8:30 AM on Tuesday, June 30, 2026**.

If Bidnet Direct is not accessible for you to send KCRC your bid, and you require accommodations, please contact purchasing@kentcountyroads.net or (616) 242-6928. KCRC will work with you to make sure you have the opportunity to submit a bid.

The Board reserves the right to reject any and all bids or to waive irregularities therein, and to accept any bids which, in the opinion of the Board, may be most advantageous and to the best interest of the County. This contract will be considered for award on **Tuesday, July 14, 2026**.

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF KENT

By: Rob VerHeulen, Chair

If you plan to submit a bid, **please acknowledge the receipt of this invitation to bid** by responding through the BidNet Direct site or emailing purchasing@kentcountyroads.net. This allows KCRC to be in contact with you for any future communication throughout the bid process.



Kent County Road Commission

INSTRUCTION TO BIDDERS

Bids will be opened at the offices of the Board of County Road Commissioners of the County of Kent, State of Michigan located at 1900 4 Mile Road NW, Walker, MI 49544.

Refer to the **INVITATION TO BID** for the exact timing and for the identification of the bid as related to furnishing materials, services, equipment, work and/or supplies with the terms, conditions, specifications, drawings, plans, and special provisions as stated herein and hereto attached.

The Kent County Road Commission's process is to open and read the bids, and then refer the bids to Staff for tabulation and analysis. During this period, the files are closed until this action is complete. Copies of the bid tabulations are made available only once the review is complete, upon the request to Purchasing, by email at purchasing@kentcountyroads.net.

1. All bids must be submitted on the Board's bid pricing sheet that was provided. The bid shall be legibly prepared in ink or typed out. Erasures or alterations must be initialed by the respondent.
2. Specifications and plans should not be returned with bid, unless otherwise stated herein.
3. Bids shall be sent to KCRC through the BidNet Michigan Inter-governmental Trade Network (MITN) at <https://www.bidnetdirect.com/mitn/kentcountyroads>. If that is not applicable for the bidder to submit their bid, please contact Purchasing for assistance.
4. KCRC officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN). Copies of documents obtained from any other source are not considered official copies. Only those vendors who obtain documents from either KCRC Purchasing or the MITN system is guaranteed access to receive addendum information, if such information is issued.
5. Bids will not be accepted after the time designated for the opening of the bids. The respondent shall assume full responsibility for delivery of bids prior to the appointed time for the opening and shall assume the risk of late delivery or non-delivery regardless of the manner he/she employs for the transmission thereof.
6. No responsibility shall attach to the Road Commission or their representatives for premature opening or non-receipt of any bid which is not properly addressed, delivered, or identified. A confirmation of receipt of emailed bids received will be sent.
7. It is understood the Board is a governmental unit, and as such, is exempt from the payment of all state and federal taxes, except as allowed by the regulatory agencies to be included in the cost of materials and services.
8. The respondent, by submission of a bid, declares the bid is made without collusion with any other person or entity, and agrees to furnish all items and services in strict adherence with all applicable federal, state and local laws, regulations, codes and ordinances.
9. The Board reserves the right to reject any and all bids, to waive any irregularities therein, and to accept any bid which, in the opinion of the Board, may be most advantageous and to the best interest of the Kent County Road Commission. In case of error, in the extension of prices in the bid or other arithmetical error, the unit prices will govern.

**Specifications for Bid #26-TRA-01:
Traffic Signs and Sign Elements**

It is the intent of the Kent County Road Commission to purchase its 2026 requirements of Traffic Signs and Sign Elements as required from a selected source(s).

Scope: Sign blanks, signs with retro-reflective facing, signs with legend complete, sign facing material, signposts, and miscellaneous components.

General Specifications

A. Quantities:

1. Quantities will be ordered on an as needed basis through December 31, 2026, with the option of two, one-year renewals (2027 & 2028), as specified in Section E. Renewal Options.
2. No blanket purchase order number will be issued for the year. Each purchase will require a number to be issued at the time of purchase.

B. Delivery:

1. Delivery of material will be accepted from 7:30 AM to 2:00 PM, Monday through Thursday, holidays excepted.
2. **Thirty days after Purchase Order is issued; If delivery is not made within the thirty-day period after receipt of a Purchase Order or items ordered do not meet specifications, supplier will be disqualified from being issued any future orders in 2026.**
3. All signs shall be dated as specified in the specifications. Failure to meet this specification will result in the supplier being disqualified from being issued any future orders.

C. Price:

1. Bid prices shall be F.O.B. Central Complex, 1900 4 Mile Rd NW, Walker, MI 49544.
2. Firm price for 2026 must be bid or bid will be rejected. The terms and conditions for the two, one-year renewal must remain the same as the first year of the contract.
3. Cash Discounts will be considered in the determination of the low bidder provided discounts are based on periods of 30 days after acceptance of goods, or billing on the bidder's invoice, whichever is later. The Road Commission reserves the right to net out the cash discount when evaluating the bid. If no cash discount is indicated in the space provided in the Bid Document, the terms will be considered as net, 30 days.

D. Packaging:

1. Painted and retro-reflective surfaces shall be protected during shipment and handling by interleaving or other suitable means.

E. Renewal Options:

1. The Road Commission reserves the right to renew the contract for two additional one-year terms (2027 & 2028), upon mutual agreement of both parties. Pricing, terms, and conditions of the first year on contract will remain the same for the renewal periods.

F. Revisions:

1. The Kent County Road Commission, upon Board approval, reserves the right to extend an existing contract or purchase when economic indicators deem it to be in the best interest of the road commission. Prices, terms, and conditions of the original contract/purchase must remain the same for any extension.

G. Insurance Requirements:

1. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Kent County Road Commission and its agents and employees from and against all claims, damages, losses and expenses including, but not limited to, attorneys' fees arising out of or resulting from the performance of this Contract including claims, damages, losses and expenses attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the fault, negligent acts, or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage loss or expense is caused in part by the parties indemnified hereunder. This obligation does not include an obligation to indemnify the parties, indemnified hereunder for their sole negligence and shall not be construed to negate or modify other rights or obligations of indemnity that otherwise exist as to the parties or persons described herein, arising out of and during the progress and to the completion of work all in accordance with Public Act 468 of 2012 and the 2020 Michigan Department of Transportation's "Standard Specifications for Construction", Division 1, paragraph 1.07.10 with the following minimum requirements:

Workman's Compensation Statutory Coverage

Bodily Injury and Property Damage Other Than Automobile:

Each Occurrence \$1,000,000

Aggregate \$2,000,000

Bodily Injury Liability and Property Damage Liability Automobile:

Bodily Injury Liability \$500,000 Each Person, Each Occurrence \$1,000,000

Property Damage Liability \$1,000,000 Each Occurrence

Combined Single Limit for Bodily Injury and Property Damage Liability

Each Occurrence \$2,000,000

Insurance Certificate declaring Kent County Road Commission as additional insured, not certificate holder, must be issued and shall become part of the contract.

2. Contractor shall maintain current up-to-date insurance coverage during the term of the contract and failure to do so shall result in termination of said contract.
3. Certificate must be submitted within fifteen days upon notification of award of Contract and prior to Contract signing.

H. Submission of bid will be construed as a conclusive presumption that the Contractor is thoroughly familiar with the bid requirements and specifications and that he/she understands and agrees to abide by each and all of the stipulations and requirements contained therein.

I. "The KCRC, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award."

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, code of Federal Regulations, Part 21 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulation, including employment practices when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Kent County Road Commission to be pertinent to ascertain

compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State highway department, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Non-compliance:** In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the Kent County Road Commission shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - (a) Withholding of payments to the contractor under the contract until the contractor complies, and/or
 - (b) Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Kent County Road Commission may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Kent County Road Commission to enter into such litigation to protect the interests of the County, and, in addition, the contractor may request the State highway department to enter into such litigation to protect the interests of the State and/or the United States to enter into such litigation to protect the interests of the United States.

Technical Specifications

A. Standard Specifications:

Where the Standard Specifications are referred to, the Michigan Department of Transportation, the 2020 Standard Specification for Construction shall be used.

1. All material shall comply with the current Michigan Department of Transportation's "Standard Specifications for Construction" and in particular the following sections, plus all referenced specifications therein:
 1. Signs Section 919.02
 2. Steel Sign Posts Section 919.04
 3. Plywood Section 919.02
2. All material shall comply with the current Michigan Department of Transportation's (and that of the Michigan State Police) "Michigan Manual of Uniform Traffic Control Devices" plus all referenced specifications therein.

B. Signs:

1. Aluminum material in sign blanks and finished signs shall have a minimum thickness of .080".
2. Retro-reflective Signs and Sign Face Material

The retro-reflective sheeting specified herein is intended for use on surfaces of highway signs and other traffic control devices and to assure their optimum visibility by day and at night when exposed to a light source and whether dry or totally wet by rain.

The Road Commission will select colors and preferred options.

Sheeting used by the Road Commission must be from the Michigan Department of Transportation's Qualified Product List (QPL). Tests to determine acceptability of the sheeting will be performed in accordance with MDOT Test Methods MTM 702 and MTM 703. The right is reserved to make check tests of materials as may be deemed necessary.

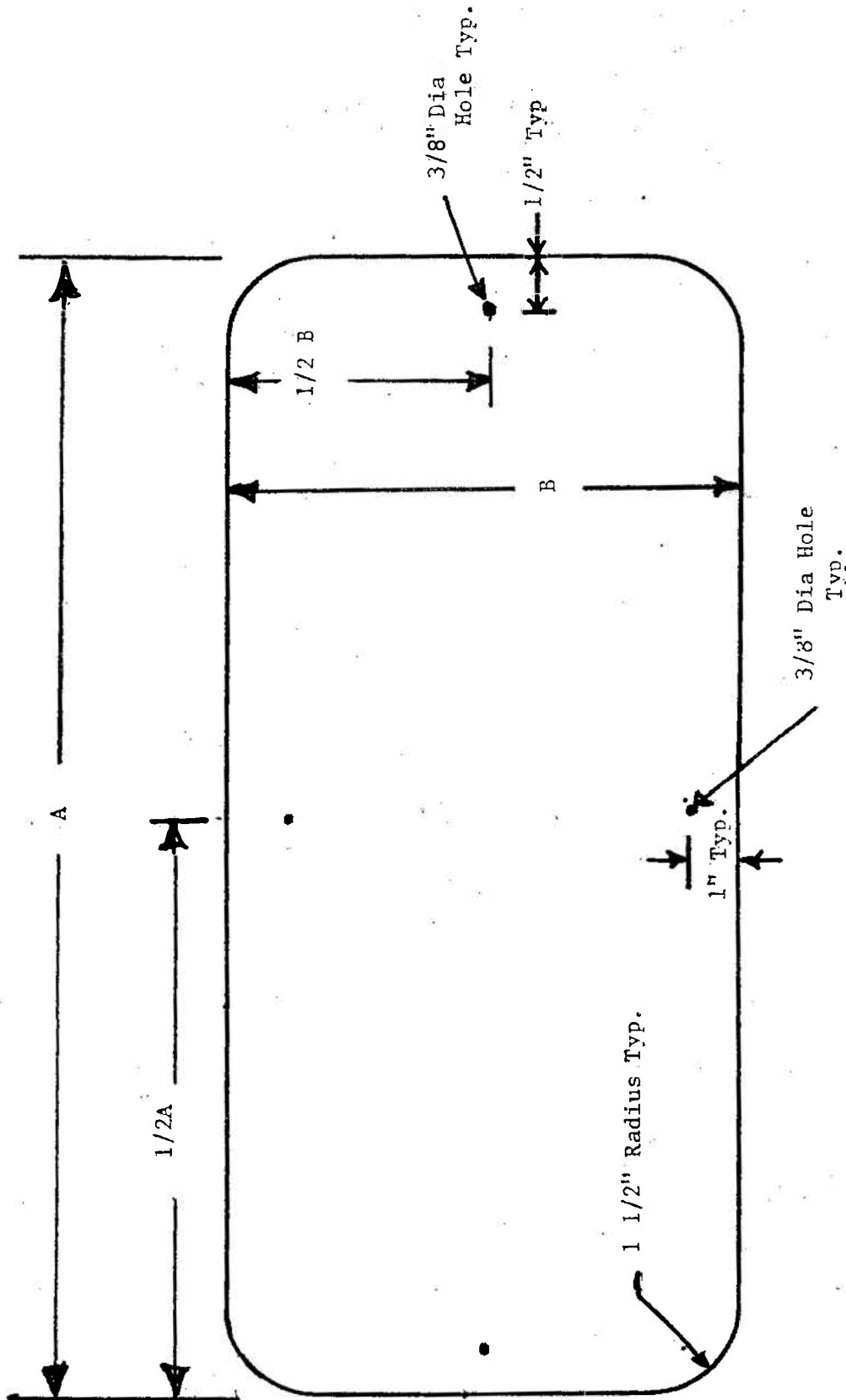
Bidder shall specify brand name and manufacturer of sheeting to be supplied or used to fabricate sign faces and finished signs. Award of bid may be based on this information.

All shipments of sheeting material must be accompanied by a written certification from the manufacturer or supplier that the materials used meet these specification requirements.

Each sign face and finished sign shall be marked with a year of purchase and supplier's logo so as to check if the specified effective performance life is met.

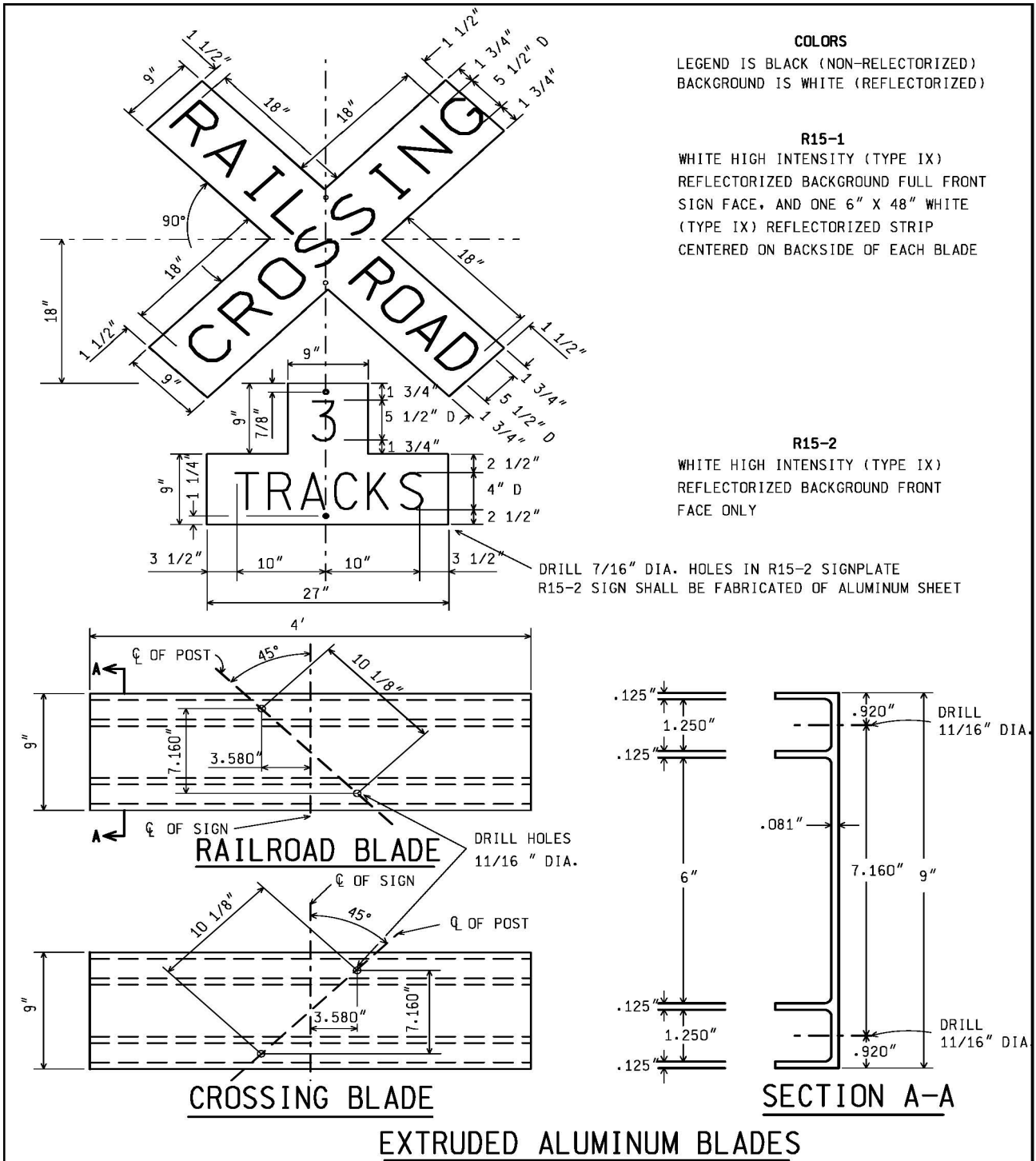
C. Posts:

1. Steel posts for signs and delineators shall conform to the requirements specified in ASTM A 1 or from new billet steel conforming to the requirements of technical specifications A 702.
2. Street sign posts shall be standard rib back channel type - 3#/ft galvanized as specified, with one tapered end.
3. Delineator posts shall be standard channel type - 1.12#/ft painted green and galvanized, as indicated on the bid form.



DRILLING DIAGRAM FOR STREET SIGN BLANK

NOTE: Aluminum Street Sign Blanks with White Type IV Sheeting shall have ALL 3/8" dia. drilled holes



<p>PREPARED BY DESIGN DIVISION DRAWN BY: <u>DHD</u> CHECKED BY: <u>AJJ</u></p>	<p>DEPARTMENT DIRECTOR Kirk T. Stuedle</p> <p>APPROVED BY: <u>Randy V. Puffin</u> DIRECTOR, BUREAU OF FIELD SERVICES</p>	<p>MICHIGAN DEPARTMENT OF TRANSPORTATION BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR</p> <p>RAILROAD CROSSING SIGN</p>	
	<p>APPROVED BY: <u>Mark A. Van Pelt</u> DIRECTOR, BUREAU OF HIGHWAY DEVELOPMENT</p>	<p>08/08/11 F.H.W.A. APPROVAL</p>	<p>07/20/11 PLAN DATE</p>

**Bid Pricing Sheet for
Bid #26-TRA-01: Traffic Signs and Sign Elements**

Aluminum Street Sign Blanks: White Type IV Sheeting on one side drilled as shown on drilling diagram

Dimensions are given in width x height.

Price Each

18" x 6"	_____
24" x 6"	_____
30" x 6"	_____
36" x 6"	_____
42" x 6"	_____
24" x 9"	_____
30" x 9"	_____
36" x 9"	_____
42" x 9"	_____
48" x 9"	_____

Aluminum Sign Blanks – (no sheeting)

Dimensions are given in width x height.

Price Each

12" x 6" Rectangle	_____
12" x 18" Rectangle	_____
36" x 12" Rectangle	_____
12" x 48" Rectangle	_____
24" x 18" Rectangle	_____
30" x 24" Rectangle	_____
30" Diamond	_____
36" Diamond	_____
48" x 24"	_____
48" x 48" Square	_____
18" x 18"	_____
24" x 24"	_____
36" x 24"	_____

Aluminum Sign Blanks – (no sheeting), contd.
Dimensions are given in width x height.

Price Each

30" x 12"

9" x 12"

12" x 12"

36" x 9" center drilled

Finished Signs on Aluminum with Type IV Sheeting

Price Each

30" Stop (R1-1)

36" Stop (R1-1)

36" Yield (R1-2)

36" RR Advance (W10-1)

30" Stop Ahead Symbol (W3-1A)

36" Warning Sign (Blank with Border)

30" Warning Sign (Blank with Border)

24" x 30" Speed Limits (R2-1)

24" x 24" No Right or Left Turn Symbol (R3-1 or R3-2)

30" x 30" No Right or Left Turn Symbol (R3-1 or R3-2)

12" x 12" No Parking Symbol (R8-3A)

12" x 18" No Parking Symbol (Blank Bottom) (R7-31)

30" x 18" Wrong Way (R5-9)

18" x 24" No Parking Symbol (Blank Bottom)

18" x 18" Road Ends Panel (ER-1)

36" x 24" Wrong Way (R5-9)

30" x 30" Do Not Enter (R5-4)

36" x 36" Do Not Enter (R5-4)

24" x 30" Keep Right Symbol (R4-7)

12" x 36" One Way (R6-1)

48" x 9" RR Cross Buck (R15-1) (See spec sheet Sign-130-A)

Finished Signs on Aluminum with Type IV Sheeting, contd. Price Each
30" x 30" Speed Reduction _____(W3-5) _____
30" x 30" Right/Left Lane Must Turn Rt/Lt (R3-7) _____
36" x 36" Right/Left Lane Must Turn Rt/Lt (R3-7) _____
12" x 36" Obstruction Panel (OM-3) _____

Finished Signs on Aluminum with Engineer Grade Sheeting Price Each
24" x 30" Natural Beauty _____

Finished Signs on Aluminum with Type XI Sheeting Price Each
36" School Warning (S1-1) fluorescent yellow green _____
36" Stop Ahead (W3-1A) fluorescent yellow _____
36" Signal Ahead (W3-3) fluorescent yellow _____
40" x 30" No Passing Zone W14-3 fluorescent yellow _____
18" x 24" Chevron (W1-8) fluorescent yellow _____
24" x 30" Chevron (W1-8) fluorescent yellow _____

Finished Signs on HDO Plywood with Type XI Sheeting Price Each
48" x 24" Double & Single Arrow (W1-7, W1-6)
fluorescent yellow _____

Steel Sign Posts-Street Sign Posts – Rib Backed Price Each
12' 3# U - Galvanized _____
14' 3# U – Galvanized _____
16' 3# U – Galvanized _____
18' 3# U – Galvanized _____

Delineator Posts Price Each
7' 1.12# - Galvanized _____

Sheeting Manufacturer (Enclose Warranty)_____

Firm Price Period as Specified _____

Cash Discounts will be allowed for prompt payment as follows: _____% cash discount if paid within 30 days from delivery and acceptance of goods or completion of service. (See Cash Discounts under General Specifications, C3)

Delivery – (Thirty Days Maximum) _____

Company Name _____

Company Address _____

Telephone Number _____ Fax Number _____

Email Address _____

Authorized Signature and Title _____
Written
typed/printed

Date _____

Federal Employer ID# or SS#: _____

**Bid Pricing Sheet #2 (Simplified Form) for
Bid 26-TRA-01: Traffic Signs and Sign Elements**

Please complete this form. This form to be used as a simplified tabulation reading at the bid letting. Detailed analysis will be made using Bid Pricing Sheet #1 before award(s) for Board to review.

<u>Item</u>	<u>Price Each</u>
30" Diamond Aluminum Sign Blank	_____
30" Stop Finished Sign on Aluminum (R1-1) Type IV	_____
36" Stop Ahead Finished Sign on Aluminum (W3-1) Type XI	_____
14' 3# per foot Steel Post - galvanized	_____

Payment Terms: _____ % (30 days) Net _____