

**Village of Lake Odessa  
Downtown Development Authority  
839 Fourth Avenue  
Lake Odessa, Michigan 48849**

**Request for Proposals**

The Village of Lake Odessa's Downtown Development Authority is seeking proposals for the installation of eight (8) brick columns to be installed on the edge of a downtown parking lot within the Village. These columns will be of the following dimensions: 24" by 24" and will be 4' tall, with caps on the top. These columns will be of a cement base, with excavation being performed for these columns by Village staff. Please see below a representative picture of how these finished columns are expected to look.

Proposals should include final pricing (materials and labor) and should be sent to:

**Village of Lake Odessa  
Downtown Development Authority  
Parking Lot Fence Project  
839 Fourth Avenue  
Lake Odessa, Michigan 48849**

Questions may be directed to the Village Manager, Patrick Reagan, by phone at (616) 374-8698 or by email to: [manager@lakeodessa.org](mailto:manager@lakeodessa.org).

The contractor awarded shall be able to prove, maintain, and hold proper liability and property insurance for their work, with the Village – including naming the Village's officers, employees, and appointed Board members -- as additional insured on the policy. The selected firm shall not hold the Village of Lake Odessa, its employees, officers, appointees, or volunteers liable for any personal injury incurred by their respective employees, agents or consultant, contractors or subcontractors while working on this Project. The firm agrees to hold the Village harmless from any such claim by its employees, agents, consultants, contractors or subcontractors, unless a Court having jurisdiction finds there is gross negligence of an employee of the Village while acting within the scope of their employment.

The successful firm shall furnish to the Village a certified copy of the policy or policies covering the work as required in the specifications as evidence that the insurance required will be maintained in force for the entire duration of the contract with the Village. The Village of Lake Odessa must be listed as an additional insured.

The successful firm shall be responsible for maintaining satisfactory standards of its employee's competence, conduct, courtesy, appearance, honesty, and integrity. It shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary. The successful firm shall provide adequate competent supervision at all times during the performance of the contract. The firm or designated representative shall be readily available to meet with City personnel. The successful firm shall provide the telephone numbers where its representative(s) can be reached. The firm agrees that it will abide by all applicable laws, rules and regulations of the State of Michigan.

**Proposals will be accepted until May 8, 2020, with work expected to begin in late May-early June, 2020. Project completion shall be no more than three weeks (21 days) after project commencement.**

The Village of Lake Odessa Downtown Development Authority reserves the right to accept or reject any and all proposals considered in the best interest of the Village.

