



CHIPPEWA COUNTY REQUEST FOR QUOTATIONS

2027 CHIPPEWA COUNTY PLAT BOOK

ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS

July 14 2026

Project Representative: Robert W. Laitinen, P.S., County Surveyor
Chippewa County Road Commission Building
3949 S. Mackinac Trail
Sault Ste. Marie, MI 49783

Phone: (906) 440-2244

Fax: (906) 635-5297

E-mail: rwlaitinen@gmail.com

CHIPPEWA COUNTY NOTICE OF RECEIVING QUOTATIONS

Chippewa County seeks quotations from qualified firms, on a competitive basis, for the preparation, publication and production of the 2027 Chippewa County Plat Book. Qualified firms and individuals may secure a copy of the bid specifications from:

Chippewa County Courthouse
319 Court St.
Sault Ste. Marie, MI 49783-2194

Proposals received on or before 12:00 noon Wednesday, August 5, 2026 will be considered. Chippewa County reserves the right to reject any or all proposals submitted.



CHIPPEWA COUNTY REQUEST FOR QUOTATIONS

2027 CHIPPEWA COUNTY PLAT BOOK

I. INTRODUCTION

Chippewa County seeks quotations from qualified firms, on a competitive basis, for preparation, publication and production of the 2027 Chippewa County Plat Book.

A. Bid Submittal and Project Representative

To be considered, firms must submit a complete, sealed response to this Request for Quotations (RFQ), using the format provided. Also include a sample of the product expected to be produced and a proposed contract. Requests for information or interpretation of the intent of the RFQ and any/all other inquiries must be addressed to:

Robert W. Laitinen, P.S., County Surveyor
Chippewa County Road Commission Building
3949 S. Mackinac Trail
Sault Ste. Marie, MI 49783
(906) 440-2244

Contact with any other Chippewa County personnel regarding this RFQ will be considered grounds for elimination from the selection process.

B. Submittal Requirements and Deadline

Each proposal must be submitted on the approved form in a sealed envelope, plainly marked "PROPOSAL - 2027 CHIPPEWA COUNTY PLAT BOOK" on the exterior. Also include a sample of the product expected to be produced and a proposed contract. An official authorized to bind the firm to its provisions must sign proposals. To be considered a valid response to this Request for Quotations, the proposal must remain valid for at least ninety (90) days. Chippewa County is not liable for any cost incurred by the firm prior to the issuance of a contract. Proposals must be received on or before 12:00 noon Wednesday, August 5, 2026 to be considered.

C. Right of Refusal

Chippewa County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

D. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

E. Independent Price Determination

By submitting a proposal you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

F. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I. E. 1, 2 and 3, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I. E. 1, 2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I. E. 1, 2 and 3, above.

G. Insurance Requirements. The successful firm will be required to provide and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFQ. The firm is responsible for insuring the protection of all persons and property at all times. Documentation of the above insurance must be provided by the successful bidder prior to contract execution. Chippewa County must be included as a separate named insured.

The firm will be required to furnish appropriate certificates of insurance prior to commencement of any work undertaken on behalf of the County.

The effective dates and expiration dates of all policies should coincide with the term of the contract. If any of the insurance expires during the contract period, it will be necessary for a current certificate of insurance to be issued and filed with the County Controller.

Minimum insurance requirements are as follows:

1. Commercial general liability insurance of limits not less than \$1,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products and/or completed operations, personal injury and contract liability.

2. Automobile liability including statutory no-fault coverages, including all owned, non-owned, and hired autos within limits of a minimum of \$1,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's insurance counselor.
3. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the County Clerk stating that the firm has no employees and will not hire any while working for Chippewa County as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the County Clerk.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The firm will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations as may be required.

- H. County Liability. Officers, agents and employees of Chippewa County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on behalf of the County. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFQ. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel during this engagement, except when such loss or damage is due to the fault or negligence of the County.

II. SPECIFICATIONS

- VENDOR will develop, assemble and deliver products to CHIPPEWA COUNTY.
- VENDOR will compile the maps and content using the latest records and data available from the appropriate County Officials and available resources.
- VENDOR will work with 4-H representatives of the MSU Extension of Chippewa County, who will sell the advertising for the Plat Book.
- CHIPPEWA COUNTY may supply various information to be included in Plat Book, such as cover photos and fillers.
- Plat Book will be printed in full color
- Plat Book will have spiral binding
- Plat Book to show property ownership of land parcels using latest records and data available in the unincorporated areas of Chippewa County in the State of Michigan which are 2 (two) acres or larger.
 1. Paper:
 - Size: 8-1/2" x 11"
 - Cover stock: minimum 100# semi-gloss
 - Internal pages: minimum 60#
 2. Pages:
 - Table of Contents
 - Map Legend
 - Key Map/Index Map Page
 - CHIPPEWA COUNTY Information Page(s)

II. SPECIFICATIONS (continued)

- Municipal Maps
(Brimley, Drummond, DeTour, Kinross, Paradise, Pickford, Rudyard, Trout Lake and City of Sault Ste. Marie)
- County Road Map
- County Road Map Index
- Watershed Map
- Landowners Index and Initialed Parcels Index
- Land Description and Measurement Page(s)
- Government Directory
- Business Directory
- Land ownership Maps
 - Each Map will have two (2) separate pages
 - Individual Township Road Map Page with 3D Aerials and Parcel Lines
 - Individual Township Landowner Map Page
 - Banner Map Header Includes Township Locator and Township and Range numbers
 - Order of Land Ownership Maps will be Geographically ordered beginning in the NW corner of county
 - Subdivision Parcels will not be mapped. Subdivision boundaries will be shown with the Subdivision name centered and italicized.
 - Government Lot configuration and numbering will be shown in parenthesis at the upper right of Government Lot.
 - Political Township Boundaries will be highlighted and notated in the margins.
 - Monumented Chippewa County Remonumentation Corners will be shown with a special designation.
- Wall Maps:
 - Printed in full color
 - Paper:
 - 90#
 - Low Glare
 - Professional Grade premium Photo matte
- eBooks:
 - Digital version (PDF) of the Plat Book available for desktop and laptops.
- Proof Book:
 - Prior to final publication, Chippewa County will be provided with a digital and hard copy Proof Book to review and submit revisions within fifteen (15) business days.
- Chippewa County will be compensated for additional revenue generated from VENDOR on-line sales on a calendar quarterly basis.

III. DETERMINATION OF THE BEST BID.

- A. Any purchase resulting from this RFQ will be made from respondent whose bid is most advantageous to the County. In determining which bid is most advantageous and/or best, the County will consider:
1. the ability, capacity and skill of the respondent to provide the item/services required.
 2. whether the bidder can fulfill the purchase and provide service promptly without delay or interference.
 3. the character, integrity, reputation, judgment, experience and efficiency of the bidder.
 4. the quality of performance of previous engagements with the bidder.
 5. previous and existing compliance by the bidder with applicable laws and ordinances.
 6. the sufficiency of the financial resources and ability of the bidder to provide the requested product / services.
 7. the number and scope of conditions attached to the bid.
 8. any potential conflicts of interest between bidders and the County governing body and staff.
- B. If all bids received are reasonably equivalent other than with respect to cost, bidders whose business is located within Chippewa County will be given preference as follows:
1. If bids are taken for items or services for a cost between \$250 and \$2,500, the bid of the Chippewa County vendor may not exceed the lowest bid by more than 5.0%.
 2. For bids exceeding \$2,500, the bid of the Chippewa County vendor must not exceed the lowest bid by more than 3.0%.

IV. BID AWARD

Selection of a firm and awarding of a contract will be based upon evaluation by the County of the criteria listed above.



CHIPPEWA COUNTY

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BID SUBMISSION FORM

Failure to complete this form may result in elimination from the selection process.

Proposals must be received on or before 12:00 noon Wednesday, August 5, 2026 to be considered.

Firm/Individual Name _____

Address _____ Phone (_____) _____

Experience and Specific Qualifications (Please list 3 previous projects with references):

PROJECT NAME	DATE	LOCATION	CLIENT CONTACT, TITLE	PHONE NO.
1)				
2)				
3)				

PRICING:

PRODUCT	INITIAL QUANTITY	PRICE EACH	TOTAL PRICE
Plat Books: 8-1/2" x 11"	1,000	\$	
Reorder Price - 100 book minimum		\$	
Premium Wall Maps Additional purchase is optional One Free to CHIPPEWA CO.		\$	
eBooks - Purchase is optional		\$	
Shipping - Initial Order only			NC
Total Price of all Products			\$

VENDOR ONLINE SALES:

PRODUCT	Revenue to Chippewa County for each item sold
Interactive Android or iOS compatible Smart Phone or Tablet applications	\$
Wall Map	\$
eBook	\$
Plat Book	\$

A list of any other applicable costs must accompany the submitted bid.

Signature of official authorized to bind the firm to the provisions of the RFQ:

Signature: _____
Typed or printed name and title

Date _____