



INSTRUCTIONS TO BIDDERS

February 5, 2010

ITB-COT 10-06

Sealed proposals to FURNISH, SET UP, AND TAKE DOWN OF TENTS AND SIDEWALLS FOR THE 2010 TROY DAZE FESTIVAL will be received by the City of Troy at the office of the City Clerk, 500 W. Big Beaver Road, Troy, MI 48084 until THURSDAY, FEBRUARY 25, 2010, at 10:00 AM, EST after which time they will be publicly opened and read in the Troy City Offices. Bid responses are not accepted via fax transmission.

MARK ENVELOPES: ITB-COT 10-06 TENT RENTALS ON THE LOWER LEFT-HAND CORNER.

The proposals will be for Tent Rentals and Sidewalls for the 2010 Troy Daze Festival. The specifications are listed in the bid proposal form on file in the office of the City Clerk.

All bids shall specify terms and show delivery dates. The City reserves the right to reject any or all bids, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City.

1. Any and all bids submitted must be on the City of Troy bid proposal forms. If more than one bid is submitted, a separate bid proposal form must be used for each. Forms are enclosed or obtainable at the Purchasing Department, Troy or on the MITN (Michigan Intergovernmental Trade Network) website at www.mitn.info.
2. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful bidder(s) with tax exemption certificates when requested.
3. All items are to be F.O.B. delivered freight paid to the 2010 Troy Daze Festival, at Boulan Park west of Crooks Road between Big Beaver and Wattles Roads in Troy, MI.
4. If further information regarding this bid is required, please contact the Purchasing Department at (248) 524-3576.
5. VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE. The only authorized vendor changes to a bid document will be in the areas provided for a bidder's response, including the "Exceptions" section of the bid proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the bid document will be applicable during the term of the contract.

The City of Troy shall accept NO CHANGES to the bid document made by the Vendor unless those changes are set out in the "Exceptions" provision of the Authorized Version of the bid document. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the bid document. Any Vendor who submits a bid and later claims it had no knowledge of any changes, modifications or additions made by the City of Troy to the Authorized Version of the bid document, shall be bound by the bid, including any changes, modifications or additions to the Authorized Version. If a bid is awarded to a Vendor who claims that it had no knowledge of any changes, modifications or additions made by the City of Troy to the Authorized Version of the bid, and that Vendor fails to accept the bid award, the City of Troy may pursue costs and expenses to re-bid the item from that Vendor. The Authorized Version of the bid document shall be that bid document appearing on the MITN system with all amendments and updates

5. Continued

The City of Troy officially distributes bid documents from the Purchasing Department or through the Michigan Intergovernmental Trade Network (MITN). Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Purchasing Department or the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, www.mitn.info, and obtain an official copy.

6. A successful bidder furnishing labor on City/public premises does agree to have his workers covered by Worker's Compensation, and furnish a certificate of insurance showing coverage for bodily injury and property damage and worker's compensation to Mr. Stephen Cooperrider, Risk Manager within (5) five business days of a verbal / electronic request after the bid award. The "Company Representative" does warrant that by signing the bid document, the "additional insured endorsement" will be included in the Insurance Coverage supplied to the City as part of the specified requirements. For insurance questions, please contact **Mr. Stephen Cooperrider** at **(248) 526-5127**.
7. To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/ or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.
8. To the extent permitted by law, the City of Troy and the successful bidder waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, and the architect, architect's consultants, separate contractors, if any, and any of their subcontracts, subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this agreement or other property insurance applicable to the work. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged for this contract.

SPECIAL INSTRUCTIONS

- All bidders are held to bid prices for 60 days or bid award, whichever comes first, except the successful bidder(s) whose prices shall remain firm through project completion.
- If your proposal is based on "One Lot Pricing" and is not to be broken up by item, you must indicate this on the bid proposal under the "Exceptions" section.
- Final bid results will be posted on the MITN website after award. Please register to see the results – www.mitn.info.



City of Troy
Troy Daze Festival

ITB-COT 10-06

The undersigned proposes to **furnish Tent Rentals and Sidewalls for the 2010 Troy Daze Festival** in accordance with the specifications attached hereto and to be considered an integral part hereof, at the following prices:

COMPANY NAME: _____

Prices to include Materials & Labor to set up & take down.

ITEM #	EST. QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	One (1)	80' x 100' tent (Entertainment)	\$ _____	\$ _____
2.	One (1)	80' x 240' tent (Booths)	\$ _____	\$ _____
3.	One (1)	10' x 10' tent (Outdoor Stage)	\$ _____	\$ _____
4.	Three (3)	20' x 20' tents (Cable, Info Booth, Outdoor Stage Dressing)	\$ _____	\$ _____
5.	Two (2)	20' x 40' tents, with divider within tent (Magic Caldron-Crafts, Dressing Tent)	\$ _____	\$ _____
6.	One (1)	20' x 40' tent (Waffle Breakfast)	\$ _____	\$ _____
7.	One (1)	60' x 90' tent (Photo/Student Art)	\$ _____	\$ _____
8.	One (1)	40' x 40' tent, with 14' side poles and 25' center pole (Picnic Area)	\$ _____	\$ _____
9.	Two (2)	Erect 20' x 40' tents provided by City (Cart Storage)	\$ _____	\$ _____
10.	Two (2)	Erect 20' x 20' tents provided by City (HQ, Special Children Registration)	\$ _____	\$ _____
11.	As Required	Tent Stakes, with Plastic Covers	<u>\$ No Charge</u>	
12.	As Required	Provide 140 Lineal feet of additional sidewalls	<u>\$ No Charge</u>	
ESTIMATED TOTAL COST				\$ _____

UNIT PRICES: Unit prices prevail. The City of Troy Purchasing Department will correct mathematical errors.

INSURANCE:

Insurance requirements shall be in accordance with the attached SAMPLE INSURANCE CERTIFICATE. The required Insurance Certificate must be submitted to Mr. Stephen Cooperrider, within (5) five business days of the verbal/ electronic request after the bid award. The Insurance Certificate may be faxed to the City Offices at (248) 526-5129, and is the only bid document accepted in this format.

- () We can meet the specified insurance requirements.
- () We cannot meet the specified insurance requirements.
- () We do not carry the specified limits but can obtain the additional insurance coverage of \$ _____ at the cost of \$ _____.
NOTE: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.
- () Our proposal is reduced by \$ _____ if we lower the requirement to \$ _____.
NOTE: Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

IMPORTANT: A Certificate of Insurance on an ACORD Form showing present coverage or a letter from your insurance agent or carrier that the insurance to be supplied will meet specifications SHOULD be attached to the proposal document at the time of submitting the bid proposal to the Office of the City Clerk.

NOTE: Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications may result in this proposal being completed incorrectly.

OTHER: Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan and acceptable to the City of Troy.

INSURANCE VERIFICATION:

A bidder shall complete the above portion, which details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

Final Insurance Certificate Submission:

After approval by Troy City Council, the City of Troy will provide verbal / electronic notification to submit within (5) five business days an insurance certificate in accordance with specifications. If not so received, the company will be considered in default of contract and will be barred from doing business with the City of Troy for a minimum of three (3) years for failing to meet insurance requirements.

_____ being duly authorized to execute contracts for _____
(Print Full Name) (Company Name)

hereby acknowledges that once accepted by the Risk Manager, the specified insurance certificate for ITB-COT 10-06 shall remain in full force and effect during the life of the contract.

ESTIMATED QUANTITIES: Quantities stated are "good faith" estimates based on projected usage. The City will not be penalized for ordering more or less than the stated quantities. The quantities stated will be used for award purposes only.

COMPANY NAME: _____

ADDITIONAL INFORMATION: For additional information or questions concerning this project, please contact the Superintendent of Parks, **Jeff Biegler at (248) 524-1061**.

REFERENCES: The City of Troy requires that your company list at least three (3) clients who have recently had similar work performed by your company.

COMPANY: _____
ADDRESS: _____
PHONE: _____ CONTACT: _____
EMAIL: _____

COMPANY: _____
ADDRESS: _____
PHONE: _____ CONTACT: _____
EMAIL: _____

COMPANY: _____
ADDRESS: _____
PHONE: _____ CONTACT: _____
EMAIL: _____

DOWNPAYMENTS AND PREPAYMENTS: Any bid submitted which requires a down payment or prepayment of any kind prior to delivery of the Tents and acceptance, as being in conformance with specifications will not be considered for an award.

AWARD: The evaluation and award of this bid shall be a combination of factors, including but not limited to: cost, professional competence, references, and the correlation of the proposal submitted to the needs of the 2010 Troy Daze Festival Committee and any other factors considered to be in the City's best interest.

The City of Troy reserves the right to award this bid to the lowest responsible bidder(s) meeting specifications for each tent or to combine items; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations; to award the contract in any manner deemed to be in the City's best interest.

SET UP AND TEAR DOWN SCHEDULE: The two largest tents shall be set up on **Friday, September 10, 2010**, and all other tents are to be set up on **Monday, September 13, 2010** after 8:00 AM and completed by 5 PM. All tents shall be taken down on **Monday, September 20, 2010**, after 12:00 Noon and completed by 7 PM that day.

- Our company can meet this schedule
- Our company cannot meet this schedule but offers:

Tents and sidewalls shall not be delivered to Boulan Park on the west side of Crooks Road until Jeff Biegler, Superintendent of Parks, approves the delivery schedule prior to award.

CONTACT INFORMATION: Hours of operations: _____ 24 Hr Phone # _____
Contact Name: _____

SUBCONTRACTORS: The undersigned agrees to submit a list of proposed subcontractors, if applicable, for approval by the designated City representative within 72 hours after notification of being the low qualified bidder. It will be understood that this may occur prior to bid award, but the bidder's status will not be final until approved by the Troy City Council.

- Our Company will not use subcontractors
- Our Company will use subcontractors, as listed below:

COMPANY NAME: _____

SIGNATURE PAGE

PRICES: Prices shall remain firm for 120 days or bid award, whichever comes first, except the successful bidder(s) whose prices shall remain firm through project completion.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

TAX ID: _____

COMPANY: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ FAX NUMBER: (____) _____

REPRESENTATIVE NAME: _____
(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

DELIVERY REQUIREMENTS: SET UP DATE: FRIDAY, SEPTEMBER 10, 2010
& MONDAY, SEPTEMBER 13, 2010
TEAR DOWN DATE: MONDAY, SEPTEMBER 20, 2010

PAYMENT TERMS: _____ EMAIL: _____

Please check this box, if this bid proposal is based on an all or non-award – “One Lot Pricing” not to be broken up by item.

EXCEPTIONS: Any exceptions, substitutions, deviations, etc. from the City of Troy specifications and this proposal must be stated below. The reasons for exception(s), substitution(s), deviation(s), etc. are an integral part of this bid offer.

ACKNOWLEDGEMENT:

I, _____, certify that I have read the **Instructions to Bidders** (2 Pages) and that the bid proposal documents contained herein were obtained directly from the City’s Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE _____

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

IMPORTANT: All City of Troy purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA “Right to Know” Law. Please include a copy of any relevant MSDS at the time of bid submission.

U.S. FUNDS: All prices are to be quoted in U. S. Currency.



**City of Troy
Magic of Fall/Troy Daze Festival
Tent Specifications**

The City of Troy desires to enter into a contract to supply and service tents for the annual Troy Daze Festival.

Required are tents based on the following specifications:

1. All tents are to be delivered to Boulan Park on the west side of Crooks Road between Big Beaver and Wattles Roads in Troy, Michigan. Two large tents (80'x240', and 80'x100') are to be set up on Friday, September 10, 2010. Troy Daze Committee members will determine and layout tent locations. Remainder of tents to be set up on Monday, September 13, 2010 after 8:00 am and completed by 5:00 pm.
2. All tents are to be taken down on Monday, September 20, 2010 beginning after noon and completed by 7:00 pm.
3. Prices to include all materials and labor necessary for the set up and take down.
4. Tents are to be guaranteed to be free from rain leaks due to cuts, rips, or other openings that are not a manufactured part of the tent and to pass all occupancy reviews by the Troy Fire Department for the duration of the festival.
5. Vendor shall supply designated Troy Daze Committee member(s) with emergency telephone number and emergency contact. Upon receipt of an emergency call, vendor shall offer a maximum response time of 2 hours.
6. Sizes are shown on pricing sheet. Quantities required may be more or less than quantities indicated on pricing sheet.
7. Adjustments to quantities are to be allowed up to one (1) week before the Festival.
8. *Tent vendor shall provide tent pole layout for each style and size of tent immediately after award of contract.*
9. **IMPORTANT: All tent stakes shall have plastic stake covers.**
10. All tents are to have sidewalls that may be raised or lowered as necessary. Tent vendor shall install sidewalls at time of tent erection. Troy Daze Committee members will indicate where openings into tents are to be located.
11. If the Festival is canceled due to inclement weather or circumstances beyond the City's control, the contractor will be paid a prorated rental rate based on the number of days the tents were set-up.

12. All tents have to be treated with flame resistant material registered and approved by the California State Fire Marshal for such use. Trade name of flame resistant material used: Gala Fire Chief. Registered application concern No. F-76.2 and Weblon F-69, which meet CPA 1-84 specifications. Flame retardant process will not be removed by washing. Flame spread 0-25. The original copy of certificate has been filed with the State of California Fire Marshall.

13. Insurance requirements shall be in accordance with the attached SAMPLE INSURANCE CERTIFICATE. The required Insurance Certificate must be submitted to Mr. Stephen Cooperrider, within (5) five business days of a verbal / electronic request after the bid award. The contract cannot be completely awarded without this Insurance Certificate. The Insurance Certificate may be faxed (248-526-5129) to the City offices and is the only bid document accepted in this format.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER <p style="text-align: center;">Complete</p> <p style="text-align: center;"><u>Sample Certificate</u></p>	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE	
INSURED <p style="text-align: center;">Complete</p>	INSURER A: <u>XYZ Company</u> INSURER B: <u>ABC Company</u> INSURER C: INSURER D: INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	0001	XX-XX-XX	XX-XX-XX	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$
	<input checked="" type="checkbox"/> Additional Insured- City of Troy - use wording below				PERSONAL & ADV INJURY	\$ 1,000,000
					GENERAL AGGREGATE	\$ 1,000,000
					PRODUCTS - COMP/OP AGG.	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY	0002	XX-XX-XX	XX-XX-XX	COMBINED SINGLE LIMIT (Ea accident)	\$ 500,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS					
<input checked="" type="checkbox"/> NON-OWNED AUTOS						
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
						\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	0003	XX-XX-XX	XX-XX-XX	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$ 100,000
					E.L. DISEASE - EA EMPLOYEE	\$ 100,000
					E.L. DISEASE - POLICY LIMIT	\$ 500,000
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Additional Insured: City of Troy including Architects and Engineers, all elected and appointed officials, all employees and volunteers, boards, commissions and/or authorities and their board members, employees, and volunteers additional insured on ISO form B or broader.

CERTIFICATE HOLDER	Y	ADDITIONAL INSURED; INSURER LETTER: <u>A</u>	CANCELLATION
City of Troy 500 W. Big Beaver Rd. Troy, MI 48084		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.	
		AUTHORIZED REPRESENTATIVE	



STATEMENT OF NO BID
CITY OF TROY

BID NUMBER: **ITB-COT 10-06**
TITLE: **TENT RENTALS**

Please Send or Fax To:
City of Troy Purchasing Department
500 W. Big Beaver Rd.
Troy, MI 48084

FAX NUMBER: (248) 619-7608

We, the undersigned, have declined to bid on the subject bid for the following reasons:

Check All That Apply	REASON
<input type="checkbox"/>	Our company does not handle the type of product / service
<input type="checkbox"/>	We cannot meet the specifications nor provide an approved alternate – please explain below
<input type="checkbox"/>	Our company is not interested in bidding at this time
<input type="checkbox"/>	Job is too small
<input type="checkbox"/>	Job is too large
<input type="checkbox"/>	Cannot be competitive
<input type="checkbox"/>	Liability Issues such as insurance, bonding, indemnification, hold harmless
<input type="checkbox"/>	Insufficient time to respond – please explain below
<input type="checkbox"/>	Our company's schedule would not permit performance of the specifications
<input type="checkbox"/>	Other – describe below

REMARKS: _____

COMPANY INFORMATION:

COMPANY NAME: _____
 SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____
 TITLE: _____
 COMPANY: _____
 ADDRESS: _____

 FAX NUMBER: _____ TELEPHONE NUMBER: _____

IMPORTANT NOTE: To qualify as a respondent to the bid, the vendor must submit a bid or return this completed form.

VENDOR REGISTRATION: The City of Troy uses the MITN website for vendor registration, bid and tabulation posting, award information and other processes. Final bid results will be posted on the MITN website after award. Please register to see results - www.mitn.info.