



INSTRUCTION TO BIDDERS

February 11, 2010

ITB-COT 10-07

Sealed proposals to **FURNISH ONE (1) YEAR REQUIREMENTS OF ALL LABOR AND MATERIALS FOR THE TROY DAZE FESTIVAL ELECTRICAL CONTRACT WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS** will be received by the City of Troy at the office of the City Clerk, 500 W. Big Beaver Road, Troy, MI 48084 until **TUESDAY, MARCH 2, 2010 at 10:00 AM, EST**, after which time they will be publicly opened and read in the Troy City Offices. **The City does not accept bid responses via fax transmission.**

MARK ENVELOPES: **ITB-COT 10-07 ELECTRICAL – TROY DAZE** IN THE LOWER LEFT-HAND CORNER.

The proposals will be for Electrical Work and Materials. 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 with tax exemption certificates when requested.
3. All items, which are to be delivered, shall be F.O.B. delivered freight paid to Boulan Park west of Crooks Road between Big Beaver and Wattles Roads.
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.

5. Continued

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 any amendments and updates. The City of Troy officially distributes bid documents from the Purchasing Department or through the Michigan Intergovernmental Trade Network (MITN) Website. 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. 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.
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 whose prices shall remain firm for the entire contract period.
- Final bid results will be posted on the MITN website after award. Please register to see results – www.mitn.info.



**BID PROPOSAL
CITY OF TROY**

ITB-COT 10-07
PAGE 1 OF 4

The undersigned proposes to **FURNISH ONE (1) YEAR REQUIREMENTS OF ALL LABOR AND MATERIALS FOR THE TROY DAZE FESTIVAL ELECTRICAL CONTRACT WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS**, in accordance with the attached specifications to be considered an integral part of this proposal at the following prices:

COMPANY NAME: _____

PROPOSAL: Electrical work to include Labor and Materials for the Troy Daze Festival

Furnish all labor and materials in accordance with the specifications as follows:

YEAR **MATERIALS ALLOWANCE**

2010 Complete for the sum of \$ _____ \$ _____

NOTE: Materials allowance is to be included in the "Complete for the sum of" bid price and will be used for budget purposes only.

ADDITIONAL PRICING: Furnish additional labor and materials for projects **NOT SPECIFIED** in the attached specifications.

IMPORTANT: A written estimate for all labor and materials must be submitted to the designated City or Troy Daze Representative prior to commencing the work. The designated representative will approve the estimate and schedule the work with the vendor after Troy City Council approval, if needed.

LABOR: Master Electrician

2010 HOURLY RATE: \$ _____ /HR

MATERIALS: AS APPROVED

COMPLETION DATE:

A schedule of work completion is detailed within the specifications for year 2010. The Troy Daze Committee designated representative will provide years 2011 and 2012 work completion details in the year of service.

() Our company can meet the outlined completion schedule for 2010.

() Our company cannot meet this completion schedule but offer:

INFORMATION: For additional general information or questions about this project, please contact Mr. Jeff Biegler at 248-524-3484, between the hours of 8:00 a.m. and 4:00 p.m., Monday – Friday.

EXPERIENCE: Indicate number of years licensed to perform electrical work _____. Include a copy of a valid license with your bid proposal. Attached and Marked _____ for identification.

AWARD: The evaluation and award of this bid shall be a combination of factors including, but not limited to, the following: bid price, professional competence, references, the correlation of the proposal submitted to the needs of the Troy Daze Committee and any other factors considered to be in the Fair's best interest. The "materials allowance" figure is included to secure a budgetary estimate for work to be completed and not used for award purposes.

The City reserves the right to award this bid to the lowest responsible bidder; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations. **The City will only pay for those hours and materials that are documented and invoiced in an acceptable format approved by the designated City or Fair representative(s).**

SITE INSPECTION: Bidders should examine the site to determine the amount of work to be done in accordance with the specifications. If a bidder does not make a site inspection, that bidder accepts full responsibility and risk for any errors or omissions in his/her bid proposal. Contact **Jeff Biegler or Ron Hynd at (248) 524-3484** to arrange a site visit.

- () Our company visited the site on _____
- () Our company did not visit the site.

REFERENCES:

Please list at least three (3) companies or municipalities for which your company has completed similar work. If your company has done business with the City of Troy, please include the requested information.

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

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

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

DOWNPAYMENTS OR PREPAYMENTS:

Any bid received that requires a down payment or prepayment for services to be performed prior to work completion and acceptance, as being in conformance with specifications will not be considered for award.

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.

CONTACT INFORMATION: Hours of Operation: _____
24 Hr. Phone No. _____

COMPANY NAME: _____

INSURANCE: Insurance Requirements shall be in accordance with the attached SAMPLE INSURANCE CERTIFICATE. The required Insurance Certificate must be submitted to Mr. Stephen Cooperrider, Risk Manager within (5) five business days of a verbal/electronic notification request. The bid cannot be completely awarded without this Insurance Certificate. The Insurance Certificate may be faxed phone: **(248) 526-5129** to the City Offices, 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 bid is reduced by \$ _____ if we lower the requirements 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 SHOULD be attached to the bid 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 bid proposal being completed incorrectly. A bidder **shall complete the above portion that details additional costs** that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

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.

LETTER VERIFICATION: A bidder will be notified to submit a letter or certificate of insurance at the bidder's option from the insurance agent or carrier that the insurance to be supplied will meet specifications. The City **must** receive this letter or certificate within (5) five business days after verbal / electronic notification has been delivered to the bidder or the bidder will be considered non-responsive. This process will occur before presentation of the award recommendation to Troy City Council.

Final Insurance Certificate Submission:

If not already received, 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 an acceptable insurance certificate(s) is not received within this timeframe, 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 10-07 shall remain in full force and effect during the life of the contract.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

COMPANY NAME: _____

SIGNATURE PAGE

PRICES: Prices shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall be firm for the entire contract period.

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 NUMBER: _____

COMPANY _____

ADDRESS _____ CITY: _____ STATE _____ ZIP _____

TELEPHONE NUMBER (____) _____ FAX NUMBER (____) _____

REPRESENTATIVE'S NAME: _____
(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

PAYMENT TERMS _____ WARRANTY _____

DELIVERY: **AS SPECIFIED** EMAIL: _____

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

ACKNOWLEDGEMENT:

I, _____, certify that I have read the ***Instructions to Bidders*** (3 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 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.

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

**CITY OF TROY
BID SPECIFICATIONS
TO SUPPLY ELECTRICAL LABOR AND MATERIALS
FOR THREE YEARS (2010, 2011, 2012) FOR TROY DAZE FESTIVAL**

LABOR REQUIREMENTS

1. Date: September 13-19, 2010; Tentative Dates: September 12-18, 2011; and September 10-17, 2012.
2. Electrical contractor must provide documentation from City run events showing a minimum 5 to 7 years experience setting up and operating a safe electrical distribution system for a fair/festival with an average annual attendance of 90,000 people. Using DTE utility lines and diesel power generators.
3. Attend four Troy Daze Advisory Committee meetings prior to the Festival to become familiar with Booth and Food Concession layout requirements.
4. Layout and design an electrical distribution system using the current National Electrical Code recognized by the City of Troy. Installation will be inspected through services offered by the City's Building Department.
5. Supply labor and materials under the supervision of a master electrician, on the Friday before the Festival to connect the festival headquarters trailer to a 100 amp, 240 volt DTE landline. On the Monday after the festival, disconnect trailer after cleaning of trailer is completed. Contractor will alter fence on South side of property to allow Trailer Company to stage unit. Restore fence and utility wiring to original state when finished.
6. Supply labor and materials under the supervision of a master electrician, on the Friday before the Festival to connect the festival public address trailer to a 30 amp, 240 volt DTE landline. On the Monday after the festival, disconnect trailer after cleaning of trailer is completed. Restore utility wiring to original state when finished.
7. Supply labor and materials under the supervision of a master electrician, on the Friday before the Festival to connect the festival medical trailer to a 30 amp, 240 volt DTE landline. On the Monday after the festival, disconnect trailer after cleaning of trailer is completed. Restore utility wiring to original state when finished.

LABOR REQUIREMENTS: (continued)

8. Supply labor under the supervision of a master electrician on the following days for installation and operation of festival, on Monday, Tuesday, and Wednesday from 8 am - 8pm. Thursday and Friday from 8 am - midnight. Saturday and Sunday from 7 am - midnight.
9. Electrical contractor will be required to stay after fairground closes to meet with Fuel Company for daily fueling of generators. Normal schedule for fueling happens between midnight and 4 am.
10. Camlock and twist-loc connectors are standard and will be used for interconnection of distribution/generator equipment
11. Include in price all labor and materials to provide the following at no extra charge:
 - a. Connect an optional fourth office trailer to a 30 amp, 240-volt breaker.
 - b. Connect a portable show-mobile to a 50-amp 240-volt breaker.
 - c. Connect the storage trailer to a 40-amp 240-volt DTE landline.
 - d. Provide a 100-amp 240-volt 3-phase connection point in the entertainment tent for the lighting rig.
 - e. Provide 2 – 20 amp 120-volt receptacles in the entertainment tent for the sound rig.
 - f. Provide 2 – 20 amp 120-volt GFI receptacles in the entertainment tent on the stage for act use.
 - g. Provide general lighting in the entertainment tent fed from a DTE landline.
 - h. Install 400 watt HID metal halide lights with clear prismatic reflectors/incandescent lights in the following tents:
 - Craft Show
 - Dressing Rooms
 - Kids games/shows
 - Committee
 - i. Install 400 watt HID metal halide lights with clear prismatic reflectors in the following tents:
 - Large exhibitor
 - Ethnicity
 - Photography
 - j. Provide a 20 amp GFI protected receptacle outlet to each of the 60 plus exhibitor spaces under the tents.
 - k. Connect 30 vendor/food concessionaires' trailers as they arrive. (Between 30A 240V to 100 A 240V)
 - l. Install six (6) temporary floodlights on top of existing 30' pole and park shelters (lights provided by City).
 - m. Provide 2 heavy-duty master locks for the storage trailer door for the length of the contract.

LABOR REQUIREMENTS: (continued)

11.
 - n. Supply 3 two-way radios programmed with fair frequencies to be used by contractor during event.
 - n. Supply 20' of 5-channel yellow jacket cable protectors for south driveway.
 - o. Provide a 120 volt 20 amp circuit for the command bus in the City lot
 - q. Provide a 120 volt 20 amp circuit for the explorer bus in the City lot.
 - r. Provide lighting inside the golf cart storage tent in the City lot.
 - s. Install yellow jacket cable protectors over any conductors going through the main food walkways.
 - t. Provide a 120-volt circuit to the auto shows area.
 - u. Provide a 120-volt circuit at the greeters' tent in the main lot.

1. Provide Troy Daze with a Master Electrician at Boulan Park on Friday starting at 5:00 pm until 11:00 pm, to handle emergencies and additional work as requested y the Troy Daze Committee.

2. Provide Troy Daze with a Master Electrician at Boulan Park on Saturday and Sunday, from 8:00 am to 11:00 pm to handle emergencies and additional work as requested by the Troy Daze Committee.

3. Supply labor under the supervision of a Master Electrician, on Monday morning following close of festival from 8:00 am until complete, to remove all lights, panels, and other miscellaneous equipment. Stack all equipment at predetermined locations for removal to storage trailer by City or Troy Daze personnel.

MATERIAL REQUIREMENTS

1. Supply all miscellaneous material needed to provide power to all tents and food booths, i.e. cable (hard used), fuses, circuit breakers, plugs, wire, etc. Supply all miscellaneous material needed to provide lighting to all tents, including cable, light fixtures, etc.

2. Previous list (NOT COMPLETE):

| | |
|--|----|
| TRUSS 30' ALUM. W/6 PAR CAN FIXTURES | 1 |
| PAR 56 STAGE LIGHTING W/MFL LAMPS | 17 |
| 50W HPS LIGHT ON POLE | 1 |
| 3-500W QUARTZ LAMPS ON JB W/30' CORD | 1 |
| 1000W QUARTZ LIGHT | 1 |
| PAR 56 MFL LAMPS | 9 |
| 400W HPS FLOOD W/CORD | 2 |
| TEMP LIGHT STRAND 100' | 3 |
| CABLE 12' 12/3 COPPER SO TAILS TO DUPLEX | 1 |

MATERIAL REQUIREMENTS

2. Previous list (NOT COMPLETE): - continued

| | |
|---|----|
| CABLE 2' COPPER L1430 TO 1030 R | 1 |
| CABLE 8' COPPER MINICAM MALE TO 1050R | 1 |
| CABLE EDISON TO DBL GFI | 1 |
| CABLE EDISON TO DBL DUP | 2 |
| CABLE 50' 12/3 COPPER EDISON TO EDISON | 1 |
| CABLE 50' 12/3 COPPER EDISON TO EDISON YELLOW | 1 |
| CABLE 50' 12/3 COPPER EDISON TO DBL DUPLEX | 1 |
| CABLE PIGTAIL 35' 4/4 COPPER SO TAILS TO MINI FEMALE | 1 |
| CABLE 125' 8/4 SO | 1 |
| CABLE PIGTAIL 60' 10/4 TAILS TO MINI FEMALE | 1 |
| CABLE 25' 12/3 SO COPPER | 2 |
| CABLE 10' 6/4 SO COPPER MINICAM MALE TO 1050R | 1 |
| CABLE PIGTAIL 15' 4/4 COPPER SO TAILS TO MINICAM FEMALE | 1 |
| CABLE 150' 12/3 SO TWIST-TO-TWIST | 1 |
| CABLE 12' 8/4 COPPER SO | 1 |
| CABLE PIGTAIL 25' 6/4 COPPER SO TAILS TO MINICAM MALE | 1 |
| CABLE 25' 6/4 COPPER SO | 1 |
| CABLE 50' 12/3 COPPER SO EDISON TO FEMALE TWIST | 1 |
| CABLE PIGTAIL 50' 10/4 COPPER SO TAILS TO L1430F | 1 |
| CABLE PIGTAIL 50' 12/4 COPPER SO TAILS TO L1430F | 1 |
| CABLE PIGTAIL 50' 8/4 COPPER SO TAILS TO L1430F | 1 |
| CABLE 50' 6/4 COPPER SO | 1 |
| CABLE 50' 12/4 COPPER SO L1430 TO DBL GFI | 1 |
| CABLE PIGTAIL 8/4 COPPER SO TAILS TO TAILS | 1 |
| LAMPS 90WATT INCAND. | 86 |
| LAMPS 100WATT INCAND. | 10 |
| NON CONDUCTIVE MATS 36"X36" | 6 |
| DISTRIBUTION CABINET-SM. 100A W/100' 8/4 SO 4GFI-2L1430 | 1 |
| PANEL 3PH 150A MB 30CKT 9-2P/3-3P BREAKERS | 1 |
| PANEL 1 PH 100A 3R | 2 |
| CABLE 8/4 SER ALUM 300' | 1 |
| POWER POD II W/50' 12/4 SO 24 OUTLET | 1 |
| PANEL 1PH 100A 3R ON STAND W/PILOT LT MINICAM | 1 |
| IN/4RECPT/1L1430/100'12/4D-DUP/150'12/4D-DUP | 1 |
| TOWER 400WMH W/200A 1PH 3R W/PILOT LT L1430 IN/OUT /2EDISON OUT | 1 |
| TOWER 400WMH ONLY CORD AND RECPT | 7 |
| POWER POD I W/25' 10/4 SO L1430 IN/30A 3R PANEL/6 GFI/14-20 OUT | 2 |
| POWER POD II W/50' 12/4 SO 24 OUTLET | 1 |
| CABLE 50' 4/5 COPPER SO MINICAM IN TO MINICAM OUT | 1 |
| CABLE 25' 2/4 COPPER SO MINICAM MALE TO CAM FEMALE | 1 |
| CABLE 100' 12/4 COPPER SJO L1430 TO DBL GFI | 1 |
| CABLE 50' 12/4 COPPER SJO L1430 TO L1430 | 1 |
| CABLE 50' 12/4 COPPER SO 2-MALE TO TAILS | 1 |
| CABLE 40' 10/4 Sopper TAILS TO TAILS | 1 |
| CABLE 50' 10/4 COPPER MINICAM IN TO MINICAM OUT | 1 |

MATERIAL REQUIREMENTS

2. Previous list (NOT COMPLETE): - continued

| | |
|---|---|
| CABLE 50' 4/4 COPPER MINICAM FEMALE TO TAILS | 1 |
| CABLE 75' 4/5 COPPER MINICAM IN TO MINICAM OUT | 1 |
| INDUSTRIAL STRAND LIGHTS 200' | 2 |
| INDUSTRIAL STRAND LIGHTS 150' | 1 |
| INSUSTRIAL STRAND LIGHTS 100' | 2 |
| CABLE 100' 10/4 COPPER L14-30 MALE TO L14-30 FEMALE | 1 |
| CABLE 75' 10/4 COPPER L14-30 MALE TO L14-30 FEMALE | 2 |
| CABLE 50' 10/4 COPPER L14-30 MALE TO L14-30 FEMALE | 1 |



CITY OF TROY
SOLE PROPRIETOR WORKER'S COMPENSATION RELEASE FORM

I, _____, as an Independent Contractor performing work and/or services for the City of Troy, acknowledge that I am a Sole Proprietor business and will not employ any person(s) in the work to be performed for the City of Troy under this contract (_____).

I, am familiar with the requirements of the Workers' Disability Compensation Act, and as a Sole Proprietor with no employees, I further acknowledge that I am not subject to the Workers' Disability Compensation Act of the State of Michigan.

In consideration of being awarded this contract, I agree to give up any and all claims against the City and to hold harmless the City of Troy for any and all injuries or illness that I may sustain during the course or as a result of this contract.

I hereby agree to notify the City of Troy in writing prior to hiring any person(s), full time or part time, to assist in this contract and to secure workers' compensation insurance prior to any person beginning work or assisting in the performance of work under this contract or otherwise become subject to the Workers' Disability Compensation Act of Michigan.

Signature Date

Print

Witness (other than relative)

Signature Date

Print

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: 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 <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <u>Additional Insured wording - see below</u> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC | 0001 | XX-XX-XX | XX-XX-XX | EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG. \$ 1,000,000 |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS | 0002 | XX-XX-XX | XX-XX-XX | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO | | | | AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$ |
| | EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | 0003 | XX-XX-XX | XX-XX-XX | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> 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, board, Commissioners 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: A

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 <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. |
| AUTHORIZED REPRESENTATIVE | |



**STATEMENT OF NO BID
CITY OF TROY**

BID NUMBER: **ITB-COT 10-07**
TITLE: ELECTRICAL WORK – TROY DAZE

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 |
|-----------------------------|--|
| | Our company does not handle the type of product / service |
| | We cannot meet the specifications nor provide an approved alternate – please explain below |
| | Our company is not interested in bidding at this time |
| | Job is too small |
| | Job is too large |
| | Cannot be competitive |
| | Liability Issues such as insurance, bonding, indemnification, hold harmless |
| | Insufficient time to respond – please explain below |
| | Our company’s schedule would not permit performance of the specifications |
| | 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.