



Ken LaBelle, Building Official
2010 South Lincoln
Mt. Pleasant, MI 48858
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REQUEST FOR QUOTATIONS

Boarding Up Vacant Houses For Union Township

- 1.0 CONTACT: All questions pertaining to this quotation shall be addressed to Ken LaBelle, Building Official Union Township.
- 2.0 APPLICABILITY: By submitting a quote (hereinafter referred to as "bid") to Union Township, the firm or individual doing so (hereinafter, "the bidder") automatically agrees to abide by all terms and conditions listed herein, including those terms and conditions within the Michigan Property Maintenance Code 2012 edition.
- 3.1 Union Township's RESERVATION OF RIGHTS:
- 3.2 Reject any or all bids, to waive any informalities in the Solicitation process, or to terminate the Solicitation process at any time, if deemed by Union Township to be in the best interest of Union Township.
- 3.3 Terminate a contract awarded pursuant to this Solicitation at any time for its convenience upon delivery of a 14-day written notice to the apparent or successful bidder.
- 3.4 Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this Solicitation.
- 3.5 Reject and not consider any bid that does not, in the opinion of UNION TOWNSHIP, meet the requirements of this Solicitation, including but not necessarily limited to incomplete bids and/or bids offering alternate (not including "or equal" items) or non-requested items or services.
- 3.6 Union Township reserves the right to:
 - 3.6.1 To make an award to the same bidder (aggregate) for all items; or,
 - 3.6.2 To make an award to multiple bidders for the same or different items.
- 4.0 BIDDER'S RESPONSIBILITY: Each bidder must carefully review and comply with all instructions provided herein, or provided within any named attachments.
- 5.0 DEADLINE: Each bidder shall submit his/her proposed costs, prior to the posted deadline, where provided herein. Whereas this is an informal solicitation process, Union Township reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of Union Township, it is in the best interests of Union Township.

- 6.0 **HOLD PRICES/NON-ESCALATION:** By submitting a bid, each bidder thereby agrees to "hold" or not increase the proposed bid prices for a minimum period of sixty (60) days with no escalation. Quantities listed in this Solicitation are for the purpose of determining best pricing per line item.
- 7.0 **PURCHASE ORDER (PO):** Union Township will procure the applicable goods or services by issuance of a PO. PO's will be issued on an as-needed basis only. By submitting a bid, the successful bidder thereby agrees to confirm receipt of the PO in the manner directed by Union Township.
- 8.0 **AWARD CRITERIA:** If an award is completed pursuant to this Solicitation, and unless otherwise instructed by Union Township, an award shall be made to the responsive and responsible contractor that submits the best value to Union Township using price.
- 9.0 **BID COSTS:** There shall be no obligation for UNION TOWNSHIP to compensate any bidder or prospective bidder for any costs that he/she may incur in responding to this Solicitation.
- 10.0 **ASSIGNMENT OF PERSONNEL:** UNION TOWNSHIP retains the right to demand and receive a change in personnel assigned by the successful bidder to provide services to UNION TOWNSHIP if UNION TOWNSHIP believes that such change is in the best interest of UNION TOWNSHIP and the completion of the work or provision of the items.
- 11.0 **UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this Solicitation (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of UNION TOWNSHIP. Any purported assignment of interest or delegation of duty, without the prior written consent of UNION TOWNSHIP shall be void and may result in the cancellation of the PO or contract with UNION TOWNSHIP.
- 12.1 **LICENSING REQUIREMENTS:** By submitting a bid the successful bidder thereby certifies that he/she possess and will, prior to issuance of a PO by UNION TOWNSHIP, present to UNION TOWNSHIP, proof and/or certification of the following:
- 12.2 If applicable, local business license or permit issued by Union Township.
- 12.3 If applicable, a copy of the bidder's license issued by the State of Michigan licensing authority allowing the bidder to provide the services or products as detailed herein.
- 13.1 **SPECIFICATIONS /SCOPE OF WORK FOR THIS SOLICITATION:**
- 13.2 Secure homes by installing plywood to protect the doors and windows. The houses are located in Union Township.
- 13.3 Scope of work for installing plywood over any opening that is not securable following the scope below.
- The doors shall be secured using ½" plywood, eight carriage bolts 8"-10", 2"X4" lumber, washer, and nut. The plywood shall be primed and painted.
 - The windows, shall be secured using ½" plywood, eight carriage bolts 8"-10", 2"X4" lumber, washer, and nut. The plywood shall be primed and painted.
- 13.4 The final door shall be secured with ½" plywood outside. The screws for the final door will be placed in the door trim. These screws shall be security screws to prevent tampering.

13.5 Contractor shall not drill in the trim of the windows or doors.

13.6 Responses may be hand delivered to:

Charter Township of Union
2010 South Lincoln
Mt. Pleasant, MI 48858

14.0 INSURANCE: The following table details the standard liability policies with the required limits and waivers of subrogation required by UNION TOWNSHIP of all contractors performing work on UNION TOWNSHIP property.

Professional Liability	Required Limits
UNION TOWNSHIP and its affiliates must be named as an Additional Insured and be a Certificate Holder. This is required for vendors who render observational services to UNION TOWNSHIP such as appraisers, inspectors, attorneys, engineers or consultants.	\$300,000
Business Automobile Liability	Required Limits
UNION TOWNSHIP and its affiliates must be named as an additional insured and as the certificate holder. This is required for any vendor that will be using their vehicle to do work on UNION TOWNSHIP properties.	\$500,000 combined min limit, per occurrence
Workers Compensation and Employer's Liability	Required Limits
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than one person. A Waiver of Subrogation in favor of UNION TOWNSHIP must be included in the Workers' Compensation policy. UNION TOWNSHIP and its affiliates must be a Certificate Holder.	Statutory \$500,000
Commercial General Liability	Required Limits
This is required for any vendor who will be doing hands on work at UNION TOWNSHIP properties. UNION TOWNSHIP and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000

15.0 Invoicing: Invoices shall be sent to: Charter Township of Union, 2010 South Lincoln, Mt. Pleasant, MI 48858. Contractor shall invoice UNION TOWNSHIP within 60 days after the delivery of the goods or service. If contractor fails to invoice within 60 days UNION TOWNSHIP reserves the right to not pay the invoice. Upon the Award of Contract, Contractor shall receive a request from UNION TOWNSHIP to process all payments electronically to insure prompt and efficient payment of all invoices.

16.0 WARRANTY: All services and goods provided pursuant to this RFQ and the resulting contract shall be covered by the most favorable commercial warranties given to any customer for same or similar supplies or services, but in any event such goods and services shall be warranted for at least a period of one (1) year.

Quote Form
RFQ Closes March 29, 2017 at 11:00AM

Cost for Boarding Up Vacant Houses including materials \$_____each

Cost for Labor only for Boarding Up Houses (no materials) \$_____each

2. Sub-Contractors: Proposer shall identify his sub-contractors if any:

a) _____

b) _____

Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such bid is genuine and not collusive and that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against UNION TOWNSHIP, or any person interested in the proposed contract; and that all statements in said bid are true. Initials_____

In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act. Initials_____

In submitting this bid, it is understood if written notice of the acceptance of this bid is mailed, e-mailed, or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver the products and/or services described herein. By signature hereon the bidder certifies he has the right and authority to bind the company.

Submitted by: _____ Date: _____

(Signature) (Printed name and title)

(Business address,)

(Phone)

(E-mail)

Proposers Certification

By signing below, Proposer certifies that the following statements are true and correct:

1. He/she has full authority to bind Proposer and that no member of Proposer's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency;
2. Items for which bids were provided herein will be delivered as specified in the bid,
3. Proposer proposes to furnish and deliver in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this bid, all materials and supplies, which are described on the bid worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by UNION TOWNSHIP,
4. Proposer agrees that this bid shall remain open and valid for at least a period of 60 days from the date of the Bid Opening and that this bid shall constitute an offer, which, if accepted by UNION TOWNSHIP and subject to the terms and conditions of such acceptance, shall result in a contract between UNION TOWNSHIP and the undersigned Proposer,
5. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this bid,
6. Proposer, nor the firm, corporation, partnership, or institution represented by the Proposer, or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Texas or the Federal Antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business,
7. Proposer has not received compensation for participation in the preparation of the specifications for this RFP, and
8. The individual or business entity named in this bid is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate,

SIGNED: _____

(Print Name)

(Print Company Name)

(Company Phone & Fax & Email Address)

(Date)