



May 14, 2019

Bidder:

The City of Traverse City will receive sealed bids in the Office of the City Manager, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Tuesday, June 4, 2019, at 2:30 PM** for the following:

Hardy Parking Garage Pedestrian Tower Roof Replacement
(specifications attached)

If the specifications are obtained from the City's website link at: http://www.traverscitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFBs are posted by sending an e-mail requesting same to ksheridan@traverscitymi.gov.

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City.

The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for the **“Hardy Parking Roof Replacement.”**

You must submit **TWO (2) SEALED COPIES** of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Telefaxed or E-Mail bids will not be accepted.

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

If you have any questions, please contact Parking Director, Nicole VanNess, at (231) 922-0241, OR Facilities Supervisor, Greg Shered, at (231) 883-7273, before the bid is submitted.

PLEASE SUBMIT BID TO: Kim Sheridan, Purchasing Agent
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684

GENERAL REQUEST FOR BID INFORMATION

The City of Traverse City will receive sealed bids in the Office of the City Manager, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684 until **Tuesday, June 4, 2019 at 2:30 PM.**

You must submit **TWO (2) sealed formal quotes/bids** to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Telefaxed or Email bids will not be accepted.

Bid inquiries should be directed to Parking Director, Nicole VanNess, nicole@downtowntc.com, (231) 922-0241 OR Facilities Supervisor, Greg Sherred, sherredg@downtowntc.com, (231) 883-7273.

BACKGROUND

Parking Services has budgeted the replacement of three original roofs on the pedestrian stair/elevator towers at the Hardy Parking Garage, 303 East State Street in 2002 as part of their 2019-2020 Capital Improvements. The contract is anticipated to be awarded around July 1, 2019. All work must be completed no later than September 30, 2019.

BID REQUIREMENTS

The Bidder shall provide a quote that includes the total cost of replacement including labor, equipment and parts. The bids shall include specifications on all replacement materials.

REQUIREMENTS - REPLACEMENTS

- Replace (3 qty.) three EPDM roofs on the pedestrian stair/elevator towers.
- Remove and dispose of all existing EPDM materials on deck and curb.
- Remove any bad Celotex and repair.
- Install new ½" hi-density ISO board.
- Install new 60 mil EPDM membrane.
- Termination bar at top of parapet will be caulked.
- Southeast stairwell will receive copping metal flashing over parapet stone.

Final payment will not be submitted until final inspection approval is returned from the state of Michigan.

Bidder - Please complete and return:

BID SUMMARY

TITLE: HARDY PARKING ROOF REPLACEMENT

DUE DATE: TUESDAY, JUNE 4, 2019 AT 2:30 PM

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse city's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which

reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

BID SUMMARY:

Total cost of (3) Roof Replacements (Materials and Labor) \$_____

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone Fax

City, State, Zip

Sole proprietorship/partnership/corporation

If corporation, state of corporation