

---

# The City of Traverse City

Office of the City Manager  
(231) 922-4440

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, Michigan  
49684



---

April 19, 2016

Vendor:

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 **Monday, May 9, 2016 at 2:00 p.m.** for the following:

**Painting of Striping of Various Parking Areas, Crosswalks and Legends**  
(See attached specifications)

If the specifications are obtained from the City's website at [www.ci.traverse-city.mi.us](http://www.ci.traverse-city.mi.us) (services) it is the sole responsibility of the vendor to check the website for updates and addendums prior to the bid being submitted. You may also register on the website to receive notifications when requests for proposals or bids, updates and addendums are posted.

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. If you so desire, you may call for results.

You must indicate on the outside of the sealed envelope that the bid is for the **“Painting of Parking Areas, Crosswalks & Legends Bid.”**

You must submit **TWO (2) sealed bids** 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 Mark Jones, Street Superintendent, at (231) 922-4900 before the bid is submitted.

PLEASE SUBMIT BID TO: Julie Dalton, Purchasing Agent  
City Manager's Office, Governmental Center  
Second Floor, 400 Boardman Avenue  
Traverse City, MI 49684

## INSTRUCTIONS TO BIDDERS

1. All bids must be submitted to Julie Dalton, Purchasing Agent, City of Traverse City, Governmental Center, Second Floor, 400 Boardman Avenue, Traverse City, Michigan, 49684, **no later than 2:00 p.m. on Monday, May 9, 2016.**
2. All bids must be submitted in a sealed envelope and clearly marked "**Painting of Parking Areas, Crosswalks & Legends Bid.** **TELEFAXED AND E-MAIL BIDS ARE NOT ACCEPTABLE.**
3. The bid form(s) **must** be completed and signed by an authorized representative of the Bidder.
4. The City reserves the right to accept or reject any or all proposals, waive irregularities, and to accept the bid which in its opinion is in the best interests of the City.
5. All bids must remain firm for a period of thirty (30) days following the City's receipt of the bid.
6. Payment shall be paid within 30 days of satisfactory completion of project. It is the Vendor's responsibility to submit an invoice to the City of Traverse City.

The City's standard practice is to run checks for the payment of bills received, on the 10<sup>th</sup> and 25<sup>th</sup> day of each month. In order to receive payment on the 10<sup>th</sup> or 25<sup>th</sup> of the month, the Vendor shall submit an invoice for all work completed up to the fifth or twentieth day of the month to the Department of Public Services, 625 Woodmere Avenue, Traverse City, Michigan, 49686. This normally allows enough time for the City to review and approve the Vendor's invoice and process it for payment. Failure of the Vendor to properly submit invoices by the fifth or twentieth day of the month may be cause for the City to postpone payment of the invoice until the next scheduled run of checks.

The City may withhold any portion of payment as necessary from loss on account of:

- Defective work not remedied, or
  - Failure of Vendor to make payments properly to subcontractors for material or labor, or
  - Damage to another Vendor, or
  - Damage to City Property, or
  - "New Requirement" not fulfilled after completion of job (See specification #7).
7. **Proof of pre-qualification by the Michigan Department of Transportation is required. Proof of pre-qualification of the successful bidder by the Michigan Department of Transportation shall be submitted as requested by the City prior to award of the bid.**

## **SPECIFICATIONS FOR STREET MARKINGS**

1. **Bids.** Bids shall include furnishing all materials, labor and equipment to complete the work at locations specified by the City of Traverse City. Bids shall include prices for all markings i.e., curb (blue and yellow), legends, symbols, parking delineations (parking stall lines, blue/white handicap symbols, etc.)
2. **Standards.** All work shall be done in accordance with current Michigan Department of State Highways Specifications and the Michigan Manual of Uniform Traffic Control Devices unless otherwise indicated.
3. **Completion.** Work is to be completed before June 30, 2016, except as noted otherwise.
4. **Experience.** Bidders shall be experienced in this type of work and evidence of bidder's qualifications may be requested.
5. **Insurance.** The Vendor agrees not to change and agrees to maintain the following insurance throughout the period of performance of this Agreement. The Vendor will upon execution of this Agreement provide a certificate of insurance to the City Clerk. The policy shall contain endorsements stating that at least a 10-day notice will be given to the City prior to termination or any change in the policy. Should any required insurance be cancelled, materially reduced or expired, all activities under this Agreement shall immediately cease until substitute insurance in compliance with all requirements hereof has been procured and evidence thereof presented to the City. Upon request by the City Clerk, Vendor shall provide a full copy of any insurance policy for insurance coverage required under this agreement within ten (10) days of request. This time frame may be extended by the City Clerk in cases where the policy has not been issued.

**Commercial General Liability.** The Vendor shall acquire and maintain commercial general liability insurance coverage in the amount of \$1,000,000 per occurrence with the City being named as additional insured for all claims arising out of the Vendor's work, including completed operations coverage (if required in the Request for Proposals/Bids). For contracts in excess of TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000), the Vendor shall provide ISO general aggregate endorsement CG 25 03 which provides a project specific aggregate of \$2 million for general liability.

**Automobile Liability.** The Vendor shall acquire and maintain during the life of the service order, automobile liability insurance, including applicable "no-fault" coverage, combined single limit bodily injury and property damage and shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

**Workers Compensation.** The parties shall maintain suitable workers compensation insurance pursuant to Michigan law and the Vendor shall provide a certificate of insurance or copy of state approval for self-insurance to the City Clerk upon execution of this Agreement.

## **SPECIFICATIONS FOR STREET MARKINGS (continued)**

6. Traffic Control. Traffic shall be maintained during the Vendor's operations in accordance with the current Michigan Manual of Uniform Traffic Control Devices. No painting will be done between 8:00 a.m. and 5:00 p.m. on the City's **major streets**.
7. Materials. The paint used for painted traffic markings shall be white, yellow, or blue conventional traffic marking paint. The Vendor shall, upon request, furnish the City with written certification from the manufacturer certifying that the paint used for this work is identical in composition with the paint furnished to and approved by the Michigan Department of State Highways and Transportation in their most recent traffic paint performance tests. Cold polyester paint is not acceptable. Hot paint is not acceptable. All traffic marking paint shall be reflectorized by the application of six pounds of glass beads per gallon of paint.

### **Additional Requirement:**

Pursuant to the Clean Air Act Amendments of 1990, the Michigan Department of Environmental Quality is being required to compile volatile organic compound (VOC) emission inventories for all counties in Michigan. As part of the development of these inventories, the City of Traverse City must be provided with the manufacturer's technical data sheet (TDS), or the product material data sheet (MSDS) and the quantity of paint used when the job is completed.

8. Thickness. Traffic marking paints shall be applied at such a rate as to provide a finished wet paint film thickness of not less than 15 mills.
9. Bid Acceptance and Rejection. The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities and to accept the bid which in the City's opinion is in the best interest of the City of Traverse City.
10. Additions and Deletions. The City reserves the right to change, schedule, add or delete up to 50% of the quantities of work items with no change in bid unit price.
11. Term/Service Order. The bid shall be for a period of one year, with an option of renewal for two additional years, in one-year increments, if the price remains the same and the service remains satisfactory as determined by the City. The City has the right to terminate the contract at any time the bidder does not perform the duties as specified. The successful bidder shall accept a service order from the City to perform this work.

## 2016 QUANTITY "ESTIMATES"

### CURB

Yellow Curb	300 lineal feet
Blue Curb	500 lineal feet

### STOP BARS

Stop Bars – 24"	5,920 lineal feet
-----------------	-------------------

### CROSSWALK BARS AND LINES

Crosswalk Bars 6' x 12"	0 each
Crosswalk Bars 8' x 12"	64 each
Crosswalk Bars 10' x 12"	74 each
Crosswalk Bars 6' x 24"	928 each
Crosswalk Bars 8' x 24"	687 each
Crosswalk Bars 10' x 24"	133 each
Crosswalk Lines 6"	3840 lineal feet
Crosswalk Lines 12"	2304 lineal feet

### LEGENDS/SYMBOLS

Bicycle Symbol	62 each
Bicycle Sharrow Symbol	24 each
Blue/White Handicap Legend	24 each
Handicap Legends w/Van Access. Blue Hash Lines	20 each
Single Arrows	266 each
Combination Arrows	40 each
"Only" Legends	122 each
Railroad Crossing Symbol	9 each
School Legends	43 each

### PARKING STRIPING

Parking Striping 4" Yellow	36,136 lineal feet
Parking Striping 4" White	30,345 lineal feet
Parking Striping 4" Blue	2,169 lineal feet

Prices should include all materials, labor, equipment and traffic control devices necessary to install the above markings to these specifications. The City would like completion of work on parking areas, handicapped symbols and pedestrian crosswalks by July 1, 2016. Work will begin on school areas crosswalks and "School" legends after August 21, 2016, with the work to be

completed no later than August 31, 2016 (unless otherwise specified by the Street Superintendent). A second painting of the crosswalks may also be completed at this time.

An updated 2016 list of legends, parking areas, and crosswalks can be provided by calling Mark Jones, 231-922-4900, ext. 112, Monday through Friday, 9:00 a.m. to 3:00 p.m.

**Bidder - Please complete and return**

**BID SUMMARY**

**TITLE:        Painting of Striping of Various Parking Areas, Crosswalks and Legends**

**DUE DATE: Monday, May 9, 2016 at 2:00 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 thirty (30) days from the actual date of the opening of the bid.

Having read and clearly understood the instructions to bidders, specifications for street markings, quantity estimated and being thoroughly familiar with the work to be performed, I/we hereby submit the following bid for:

**Striping and Marking Crosswalks and Parking Areas/Legends:**

<u>Item</u>	<u>Est. Quan.</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>
1	300	ln. ft.	Yellow Curb	\$ _____	\$ _____
2	500	ln. ft.	Blue Curb	\$ _____	\$ _____
3	5,920	ln. ft.	Stop Bars 24"	\$ _____	\$ _____
4	0	each	Crosswalk Bars 6' x 12"	\$ _____	\$ _____
5	64	each	Crosswalk Bars 8' x 12"	\$ _____	\$ _____
6	74	each	Crosswalk Bars 10' x 12"	\$ _____	\$ _____
7	928	each	Crosswalk Bars 6' x 24"	\$ _____	\$ _____
8	687	each	Crosswalk Bars 8' x 24"	\$ _____	\$ _____
9	133	each	Crosswalk Bars 10' x 24"	\$ _____	\$ _____

Item	Est. Quan.	Unit	Description	Unit Price	Total
10	3840	ln. ft.	Crosswalk Lines 6"	\$ _____	\$ _____
11	2304	ln. ft.	Crosswalk Lines 12"	\$ _____	\$ _____
12	62	each	Bicycle Symbol	\$ _____	\$ _____
13	24	each	Bicycle Sharrow Symbol	\$ _____	\$ _____
14	24	each	Blue/White Handicap Legends	\$ _____	\$ _____
15	20	each	Handicap Legends w/Van Access. Blue Hash Lines	\$ _____	\$ _____
16	266	each	Single Arrows	\$ _____	\$ _____
17	40	each	Combination Arrows	\$ _____	\$ _____
18	122	each	"ONLY" Legends	\$ _____	\$ _____
19	9	each	Railroad Crossing Symbol	\$ _____	\$ _____
20	43	each	School Legends	\$ _____	\$ _____
21	36,136	ln. ft	Parking Striping 4" Yellow	\$ _____	\$ _____
22	30,345	ln. ft	Parking Striping 4" White	\$ _____	\$ _____
23	2,169	ln. ft	Parking Striping 4" Blue	\$ _____	\$ _____

**GRAND TOTAL** \$ \_\_\_\_\_

These prices include all materials, labor, equipment and traffic control devices necessary to paint the above according to the specifications. Bidder agrees that the bid may not be withdrawn for a period of thirty (30) days from the actual date of the opening of the bid.

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

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_

2. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_

3. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_