

ADDENDUM NO. 1

**TO SPECIFICATIONS FOR THE
CITY OF TRAVERSE CITY**

**Elevator Service, Examination & Maintenance at the Hardy Parking Structure, Old Town
Parking Structure, and Carnegie Building**

ISSUED: June 12, 2026

This Addendum is issued prior to receipt of bids to provide for certain changes and clarifications, and shall be taken into consideration in preparing the Proposal. All other conditions remain the same.

ADDENDUM #1:

The complete bid package is available as described in the Advertisement For Bids.

Bidders are reminded that they are responsible for acknowledgement of all addenda with sealed bid. Bidders will receive addenda by tracking the project in accordance with the Advertisement For Bids. Additionally, addenda may be emailed to known bidders or interested parties.

OTHER:

All proposals shall include the replacement **Bid Summary Addendum #1** which includes the added work to replace obsolete door operators at the Old Town Parking Structure in their proposals.

All other conditions of this Invitation for Bids remain the same.

Bidders must acknowledge receipt of this amendment. Acknowledgement must be shown in the spaces provided herein or on the bid form in the Invitation for Bids, and must be receipted before the time set for receiving bids, **June 30, 2026, 10 A.M.** local time, at the place of bid opening at the office of **The City Engineer, 400 Boardman Avenue, Traverse City, MI. 49684.**

Alternatively, emailed bids will be accepted. Please indicate in the subject line of your email that you are submitting a “Sealed Bid” together with the project description “Elevator Service, Examination & Maintenance at the Hardy Parking Structure, Old Town Parking Structure, and Carnegie Building” and submit your emailed bid to tcmanage@traverscitymi.gov before **June 30, 2026, 10 A.M.**

Receipt of this addendum must be noted in the place provided on the Legal Status of Bidder and dated with the above referenced bid date.

FAILURE TO ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WILL CAUSE REJECTION OF BID.

Dated: _____

Sincerely,

Nicole VanNess
Parking Director

ACKNOWLEDGED:
Bidder: _____
By: _____
Title: _____

ADDENDUM #1 – BID SUMMARY

BIDDER: PLEASE COMPLETE AND RETURN

DUE: JUNE 30, 2026 10:00 AM

TITLE: Elevator Service, Examination & Maintenance at the Hardy Parking Structure, Old Town Parking Structure, and Carnegie Building

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 the City's standard Purchase Order / Service Order / Contract, the terms of which are not negotiable, 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.

Please bid on both #1 and #2 options below.

PARKING SERVICES – HARDY & OLD TOWN – Bid should indicate if the costs are by location or for both locations.

1. Limited Examination, Lubrication and Safety Testing Agreement, with the understanding that necessary lubricants, cleaning materials and minor adjustments are part of the agreement. Replacement parts and labor are not.

	1 st year	2 nd year	3 rd year
Total annual cost for each of three years	\$ _____	\$ _____	\$ _____
Hourly rate for emergencies during regular work hours	\$ _____	\$ _____	\$ _____

Hourly rate for emergencies after regular work hours \$ _____ \$ _____ \$ _____

Hourly rate for holidays & Sundays \$ _____ \$ _____ \$ _____

2. Full Maintenance, Examination, Lubrication and Safety Testing Agreement, with the understanding that necessary lubricants, cleaning materials, replacement of all components worn due to normal wear (unless specifically excluded), and labor are included, with the overtime premium outside the coverage).

	1 st year	2 nd year	3 rd year
Total annual cost for each of three years	\$ _____	\$ _____	\$ _____
Hourly rate for emergencies during regular work hours	\$ _____	\$ _____	\$ _____
Hourly rate for emergencies after regular work hours	\$ _____	\$ _____	\$ _____
Hourly rate for holidays& Sundays	\$ _____	\$ _____	\$ _____

CARNEGIE BUILDING

1. Limited Examination, Lubrication and Safety Testing Agreement, with the understanding that necessary lubricants, cleaning materials and minor adjustments are part of the agreement. Replacement parts and labor are not.

	1 st year	2 nd year	3 rd year
Total annual cost for each of three years	\$ _____	\$ _____	\$ _____
Hourly rate for emergencies during regular work hours	\$ _____	\$ _____	\$ _____
Hourly rate for emergencies after regular work hours	\$ _____	\$ _____	\$ _____
Hourly rate for holidays & Sundays	\$ _____	\$ _____	\$ _____

2. Full Maintenance, Examination, Lubrication and Safety Testing Agreement, with the understanding that necessary lubricants, cleaning materials, replacement of all components worn due to normal wear (unless specifically excluded), and labor are included, with the overtime premium outside the coverage).

	1 st year	2 nd year	3 rd year
Total annual cost for each of three years	\$ _____	\$ _____	\$ _____
Hourly rate for emergencies during regular work hours	\$ _____	\$ _____	\$ _____

Hourly rate for emergencies after regular work hours \$ _____ \$ _____ \$ _____

Hourly rate for holidays& Sundays \$ _____ \$ _____ \$ _____

ADDENDUM #1 – REPLACE DOOR OPERATORS OLD TOWN

Old Town Parking Structure – Elevators 1 & 2

Furnish labor and material to replace obsolete door operators; including but not limited to, removal of the current door operator, replace with new door operator package, testing for operation, and coordinating State of Michigan inspection.

Total not-to-exceed cost for door operator replacement \$ _____

Warranty included (If yes, list time. If no, indicate N/A) _____

Total cost for door operator warranty _____

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone Fax

City, State, Zip

EMAIL ADDRESS:

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. _____
Contact Person: _____ Telephone: _____

2. _____
Contact Person: _____ Telephone: _____

3. _____
Contact Person: _____ Telephone: _____

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: _____
Email Address _____