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May 19, 2023

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 **Friday, June 2, 2023, at 10 a.m.** for the following:

**SURFACE WATER INTAKE PROTECTION PLAN**  
(specifications attached)

If the specifications are obtained from the City's website link at: [http://www.traversecitymi.gov/bids\\_and\\_rfps.asp](http://www.traversecitymi.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 RFPs are posted by sending an e-mail requesting same to [ksheridan@traversecitymi.gov](mailto:ksheridan@traversecitymi.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 **"Surface Water Intake Protection Plan."** 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. Alternatively, emailed bids *will be* accepted. Please indicate in the subject line of your e-mail that you are submitting a "Sealed Bid" together with the project description, "Surface Water Intake Protection Plan," and submit your emailed bid to [tcmanage@traversecitymi.gov](mailto:tcmanage@traversecitymi.gov) **before Friday, June 2, 2023, at 10 a.m.**

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 Art Krueger, Director of Municipal Utilities, at [akrueger@traversecitymi.gov](mailto:akrueger@traversecitymi.gov)

PLEASE SUBMIT BID TO: Kim Sheridan, Executive Assistant  
City of Traverse City  
400 Boardman Avenue, 2<sup>nd</sup> floor  
Traverse City, MI 49684  
[tcmanage@traversecitymi.gov](mailto:tcmanage@traversecitymi.gov)