

INVITATION TO BID

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|-----------------------------|---|
| BID: | RFP-AD-1113-270 |
| ITEM: | Blue Water Convention Center Ballroom Electrical Lighting & Switching |
| OPTIONAL SITE VISIT: | Tuesday, November 19, 2013 at 10:00 a.m. |
| DEADLINE: | Friday, November 22, 2013 at 1:00 p.m. |
| BID OPENING: | Friday, November 22, 2013 at 1:05 p.m. 200 Grand River Ave., Conference Room A Port Huron, MI 48060 |

1. SUBMISSION AND RECEIPT OF BIDS

Bids to receive consideration shall be received prior to the specified deadline as designated on the bid form. The County reserves the right to postpone the bid opening for its own convenience. Bidders shall use the bid documents furnished as none other may be accepted. Bids are considered received when in the possession of the St Clair County Purchasing Division. All Bids shall be enclosed in a sealed envelope clearly labeled "Bid # RFP-AD-1113-270" and "Proposal for Blue Water Convention Center Ballroom Electrical" as well as the aforementioned bid opening date/time on the outside of the envelope. The envelope shall contain one (1) electronic and three (3) complete hard copies of the Bid and required bid information. Bids shall be sealed when submitted. Separate bids shall be submitted on each bid number and bids shall be typewritten in ink and legibly prepared. Bids having erasures or corrections thereon may be rejected unless explained or initialed by the bidder. **If you are submitting a "No bid", do not follow the above directions but send a letter to the Purchasing Division.** Bids shall be mailed or delivered to St Clair County, Purchasing Division, 200 Grand River, Suite 203, Port Huron, MI 48060 **before** the stated deadline. **Faxed and electronic bids will not be accepted.**

2. RESPONSIVE BIDS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. All bids must be prepared on the form of proposal provided and shall be in conformity with and based upon the requirements of the Drawings and Specifications. Unless otherwise specified, the County reserves the right to accept any item in the bids. Bidders may submit on any item or group of items, provided however, that the unit prices are shown as required. Accordingly, the County reserves the right to declare as non-responsive, and reject any incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is provided. Alterations to the written requirements will negate any response.

3. BIDDER'S RESPONSIBILITY

It is recommended that each bidder attend the site visit on Tuesday, November 19, 2013 at 10:00 a.m. to view the proposed work and fully acquaint themselves with conditions relating to construction and labor so that he may fully understand the facilities, difficulties and restrictions attending the execution of the work under the proposed contract. Bidders shall thoroughly examine and be familiar with the Drawings and Contract Documents. Any apparent omissions, errors or discrepancies in plans or specifications shall be reported to the County in ample time before the date of letting. The failure or omission of any bidder to receive and examine any form, instrument, addendum or other document, or to visit the site and acquaint himself with conditions there existing, shall in no way relieve any bidder from any obligation with respect to his bid, or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

4. PRICES BID

The prices shall cover the costs of any nature, incident to and growing out of the work, in explanation, but not in limitation thereof, the prices stated in the Proposal by the Bidder, shall include the cost of everything necessary for the performance and completion of this contract in the manner and time prescribed, including the furnishing of all material, tools, equipment, transportation, labor, supervision, all costs on account of loss by damage or destruction of the work, unforeseen difficulties encountered, for settlement of damages, for replacement of defective work and materials, and for all else necessary therefore and incidental thereto.

5. NAME, ADDRESS, and LEGAL STATUS of the BIDDER

The name and legal status of the bidder, whether corporation, partnership, or individual, shall be stated in the Proposal. A corporation bidder shall give the state in which incorporated, a partnership bidder shall give all the names of the partners. Partnership and individual bidders will be required to state in the Proposal the names of all persons interested therein.

The place of residence of each bidder, or the office address in the case of a firm or company, with county and state must be given after his signature.

Authorized Corporate Officer of company, with title, to sign in front of two witnesses who will also sign. The Bid Form/Contract Document shall be signed by the Bidder, as follows:

A. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature.

B. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature.

C. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. If the Bid is signed by officials other than the President and Secretary of the company, or the President/Secretary/Treasurer of the company, a copy of the by-law or

resolution of the Board of Directors authorizing them to do so must also be submitted with the Bid Form in the Bid envelope.

6. **QUALIFICATIONS OF BIDDER**

The County may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the County all such information and data for this purpose as the County may request. Such information may include past performance records, list of available personnel, plant and equipment, description of work to be done simultaneously with the County's project, financial statement, or any other pertinent information. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the County that such bidder is properly qualified and able to carry out the obligations of the Contract and to complete the work contemplated therein. Conditional bids will not be accepted.

7. **OFFICIAL DOCUMENTS**

The County shall accept **NO CHANGES** to the bid document made by the Vendor unless those changes are set out in the "Exceptions" provision of the Authorized Version of the bid document. It is the Vendor's responsibility to acquire knowledge of any change, modifications or additions to the Authorized Version of the bid document. Any Vendor who submits a bid and later claims it had no knowledge of any change, modifications or additions made by the County to the Authorized Version of the bid document, shall be bound by the bid, including any changes, modifications or additions made by the County to the Authorized Version of the bid, and if that Vendor fails to accept the bid award, the County may pursue costs and expenses to re-bid the item from that Vendor.

The County officially distributes bid documents from the St Clair County Purchasing Division via the www.MITN.info website. **Copies of bid documents obtained from any other source are not considered authorized copies.** Only those vendors who obtain bid documents from the MITN website are guaranteed access to receive addendum information, if such information is issued.

8. **INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS**

Any interpretation to a bidder regarding the Bid and/or Contract Documents or any part thereof is valid only if given by the Purchasing Division staff. Any information given by any source other than the Purchasing Division is unofficial. Explanations desired by bidders shall be requested of the County in writing to fnorthey@stclaircounty.org and if explanations are necessary, a reply will be made in the form of an addendum, and posted on the MITN website. All addenda issued to Bidders prior to date of receipt of proposals shall become a part of these specifications and all proposals are to include the work therein described. Each proposal submitted shall list all addenda by numbers which have been received prior to time scheduled for receipt of proposals. All inquiries shall be made within reasonable time prior to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before bids are opened. Inquiries received that are not made in a timely fashion may or may not be considered.

9. CHANGES AND ADDENDA TO BID DOCUMENTS

Each change or addendum issued in relation to this bid will be on file in the Purchasing Division. It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda.

10. SPECIFICATIONS

Unless otherwise stated by bidder, the bids will be considered as being in strict accordance with the County's applicable standard specifications, and any special specifications outlined in the bid document. Reference to a particular trade name, manufacturer's catalogue, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the County, and should not be construed as excluding bids on other types or materials, equipment and supplies unless otherwise stated. However, the bidder, if awarded the contract, will be required to furnish the particular item referred to in the specifications or description unless departure or substitution is clearly noted and described in the bid. **The County reserves the right to determine if equipment/product or service being bid is equal to the specified equipment/product or service requested.**

11. ALTERNATE BIDS

Bidders are cautioned that any alternate bid, unless requested by the County, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this bid, may be considered non-responsive, and at the opinion of the County, may result in rejection of the bid.

12. PRICING

Prices shall be stated in units of quantity specified in the Bid Document. In case of a discrepancy in computing the amount of the bid, the unit price bid will govern. All prices stated in the proposal must be plainly written in legible figures. Illegibility of any figure or word in the proposal may be sufficient cause for rejection of the proposal by the owner. Erasures or changes in the bid must be initialed by the bidder.

13. QUANTITIES

All quantities stated, unless indicated otherwise are estimates and the County reserves the right to increase or decrease the quantity at the unit price bid as best fits its needs.

14. DELIVERY (if applicable)

Bids shall include all charges for delivery, packing, crating, installation, etc., unless otherwise stated in the bid document. All deliveries will be FOB: Delivered. General delivery hours are 8:00 a.m. to 4:00 p.m. Monday-Friday.

15. TAXES, TERMS AND CONDITIONS

The County of St. Clair is exempt from Federal Excise, State Sales Tax, and Personal Property Tax. Please review The State of Michigan's REVENUE ADMINISTRATIVE BULLETIN 1999 – 2 for clarification

<http://www.treas.state.mi.us/lawrules/rabs/1999/rab9902.htm>

The County's tax number is 38-6006420.

Payment terms are Net 30 days upon receipt and acceptance.

16. AWARD

The bid will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation, will be most advantageous to the County, price and other factors considered. The County reserves the right to accept or reject any or all bids, in part or whole and to waive informalities and minor irregularities in bids received. Unless otherwise specified in the bid document the County reserves the right to accept any item in the bid on an individual basis. Bidders may submit bids on any item or groups of items provided unit prices are clearly shown and a notation is made on the bid document clearly indicating Bidder's intent.

The County reserves the right to not award a contract for subject bid request.

17. WITHDRAWAL OF BIDS

Bids may be withdrawn in person by a bidder, or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid deadline. No bid may be withdrawn for at least 90 days after bid opening except the successful company whose prices shall remain firm for the entire contract period. In case of error by the bidder in making up a bid, the Purchasing Division staff may, by discretion, reject such a bid upon presentation of a letter by the Bidder which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

18. DEFAULT CONDITIONS

In case of default by the contractor, the County may procure the articles or services from other sources and hold the bidder responsible for any excess cost occasioned thereby. In case of error by the bidder relating to a Contract, the Purchasing Division may, by discretion, upon presentation of a written explanation by the bidder substantiating the error, reject the Contract and award to the next qualified bidder; such error may be subject to default conditions.

19. INFRINGEMENTS AND INDEMNIFICATIONS

The bidder, if awarded a contract, agrees to protect, defend and save the County of St Clair, MI and herein, its officials, employees, departments and agents harmless against; any demand for payment for the use of any patented material, process, or device that may enter into the manufacture, construction, or from a part of the work covered by either order or contract; and from suits or a charge of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by the parties by or from any of the facts of the contractor, the contractor's employees, or agents; from all liability claims, demands, judgements and expenses to persons or property occasioned, wholly, or in part, by the acts or omissions of the bidder, contractor, agents or employee.

20. INSURANCE (REQUIRED FOR WORK ON OR WITHIN COUNTY PROPERTY/FACILITIES)

The contractor, and any and all of their subcontractors, shall not commence work for the County of St Clair under any agreement until they have obtained the insurance required under this paragraph. All coverage's shall be with insurance carriers licensed to do business in the State of Michigan. Please note the County uses the A.M Best Company Carrier Rating System to verify insurance carrier standing (www.ambest.com). Acceptable carriers must hold an A rating or higher to be qualified.

The Contractor shall procure and maintain the following insurance coverage:

Workers' Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.

Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Additional Insured: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating that the following shall be Additional Insureds: St. Clair County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming St. Clair County as additional insured, coverage afforded is considered to be primary and any other insurance St. Clair County may have in effect shall be considered secondary and/or excess.

Cancellation Notice: All coverage as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: County of St. Clair, Attn: Danielle Hazlewood, Risk Management Coordinator, 200 Grand River Ave., Ste. 203, Port Huron, MI 48060.

If any of the above coverages expire during the term of the contract, the contractor shall deliver renewal certificates and/or policies to the County of St. Clair at least Ten (10) days prior to the expiration date.

Proof of Insurance Coverage: The Contractor shall provide St. Clair County at the time that the contracts are returned by him/her for execution, a copy of Certificates of Insurance for all coverage as listed above.

Please direct all questions or inquiries relative to contractor insurance requirements to:
Danielle Hazlewood, Risk Management Coordinator

County of St. Clair
200 Grand River Ave., Ste. 203
Port Huron, MI 48060
Phone: (810) 989-6313
Fax: (810) 985-3463
Email: dhazlewood@stclaircounty.org

21. GENERAL INFORMATION

The County of St. Clair, Michigan is accepting bids for electrical lighting & switching in the Ballroom located at 500 Thomas Edison Parkway, Port Huron, MI 48060.

a) **Public Act 517 of 2012**

Public Act 517 of 2012 states that all public entities must require all companies submitting a bid on an RFP to certify that the company is not an Iran-linked business. Iran-linked businesses may not bid on the contract and each proposer **must** provide certification that they are not an Iran-linked business.

b) **Local Labor and Materials Requirement**

At least 70% of the labor and 70% of the materials for construction of the Ballroom shall be provided by local labor and material suppliers, provided the local content can be sourced within the budget. Local labor shall mean the contractor and the subcontractors' labor force shall reside in St. Clair County, Michigan and local materials shall mean that the contractor and subcontractors shall purchase materials from businesses established and doing business in St. Clair County, Michigan

22. INSTALLATION (if applicable)

All items will be shipped via the bidder's delivery system. No items will be dropped shipped to the County. The bidder will provide complete installation. The work site will be maintained in a clean and safe manner during installation. The bidder will remove all shipping containers, packaging. All installation will be scheduled and coordinated through Mike Taylor of Orion Construction.

23. ORDER OF WORK

The right to prescribe the order in which the work called for under this Contract is to be done will be retained by the County.

24. SPECIAL INSTRUCTIONS

All finishes to be installed per manufacturers written instruction. **Any and all alternates must be submitted to the Designer for review and approval prior to purchasing.**

25. SPECIFICATIONS AND PRICING

Vendor will provide assistance in all re-design if possible value add to best suit the needs of the County. **Note – ALL DESIGN, DELIVERY AND INSTALLATION WILL BE DONE BY THE SUCCESSFUL BIDDER AT ZERO (0) ADDITIONAL COST.**

Bid Requirements

Blue Water Convention Center – Ballroom Renovations SCOPE OF WORK – All Subcontractors

Furnish and/or install all materials, labor, equipment, and supervision necessary to complete the following scope of work for the above referenced project. All work must be completed in strict accordance with the preceding contract documents prepared by Orion Construction, architectural/engineering documents prepared by Progressive AE Issued for Bids.

This work will be completed on a lump sum basis, and includes but is not limited to the following items:

- 1) Furnish all necessary taxes, insurance and sales tax. (NOTE: ST. CLAIR COUNTY IS TAX EXEMPT)
- 2) Furnish all permits, fees, assessments, licenses, etc. which may be required for your company to work in the State of Michigan and the City of Port Huron.
- 3) Comply with all federal, state, and local codes and ordinances, including OSHA and MIOSHA.
- 4) This subcontractor will not discriminate against any employee or applicant for employment, to be of national origin, age, sex, height, weight, handicap or marital status. Breach of this covenant may be regarded as a material breach of the contract as provided for in Act 453 of the Public Acts of 1976, as amended, entitled "Michigan Civil Rights Act." This subcontractor will take affirmative action in hiring, training and promoting minority group persons and women to bring about reasonable representative integration of tis employees. For the purposes of this contract, a "minority" is a person who is a citizen or lawful resident of the United States who is:
 - a. African American – A person having origin in any of the black racial groups of Africa; or
 - b. Hispanic – A person of Spanish or Portuguese culture with origins in Mexico or Central America or the Caribbean lands; or
 - c. Asian American – A person having origins in the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands; or
 - d. Native American – A person having origins in any of the original peoples of North America.
- 5) Provide Orion project superintendent with notice of substantial completion, within seven (7) days you will receive your punch list. You will have ten (10) days to complete the said punch list. Upon completion you will furnish to the project superintendent: 1) signed notice of completion, 2) signed completed punch list, 3) all warranties/guarantees, 4) all operating and maintenance manuals, 5) as built drawings and a 1-year signed warranty letter. Final payments will not be made until all closeout documents are received and approved.
- 6) Orion project superintendent must receive a copy of your company's safety manual and contract roster prior to commencement of work.
- 7) Orion Construction must have a copy of your company's certificate of insurance on file prior to commencement of work. Insurance must be maintained through final payments.

- No funds can be released to anyone without a current insurance certificate on file.
- 8) This contractor is responsible for all labor, tools, equipment, incidental hardware and materials to receive unload, hoisting, storage, protect, security and install work of this category as well as materials furnished by other categories required to be installed by this trade category.
 - 9) All work to be completed in strict accordance with the drawings and specifications. Existing conditions are to be field verified and taken into consideration that this subcontract is complete to provide a finish product as intended by the project design and this scope of work.
 - 10) Furnish all layouts as required to complete your scope of work. The project superintendent must be notified in writing of all discrepancies immediately.
 - 11) Any debris generated by this trade is to be cleaned up and removed from the site after each workday. Cleaning shall be of a "broom" clean nature, and as directed by the Project Superintendent. If cleanup is not accomplished it will be completed at your expense. Dumpster to be provided by Orion Construction unless otherwise noted.
 - 12) The Ballroom renovations need to be completed during the work week (M – F) as the Ballroom may be utilized during the weekend for events. Clean-up shall be completed by Friday noon in order to accommodate weekend events if necessary as directed by Orion Construction.
 - 13) Furnish all shop drawings, catalog cuts, submittals, and mix designs for review within five (5) days of award of contract for architect's review/approval.
 - 14) Orion Construction will not be responsible for your inability to properly initiate the proper man power to complete your scope of work. Any and all overtime will be your responsibility.
 - 15) The project schedule is critical. Any negative variance will be considered default of this subcontract. Orion Construction will supplement labor or institute a new subcontractor at this subcontractor's expense at its discretion to meet the project schedule.
 - 16) Orion Construction reserves the opportunity to provide deduct change order eliminating work as outlined on your proposal for any work not under construction:
 - 17) No work will be done on a time and material basis unless specifically approved by Orion Construction's project manager after agreed rates are established. NO EXCEPTIONS.
 - 18) It is this subcontractor's responsibility to continually, throughout the project to do a punch list on your own work. This must be done by your project manager. It is intended that when you are substantially complete there will be no punch list on this project. Any additional fees for incomplete work will be your responsibility.
 - 19) Attendance at weekly progress meetings is mandatory.
 - 20) Safety is number one. It is your responsibility to provide a safe working environment to you employees and the other subcontractors on this site. Any violations for unsafe work conditions will be your responsibility.
 - 21) All communication to the owner will be handled through Orion Construction.
 - 22) Provide continuous coordination with interfacing trade contractor's work of other contract categories as required accomplishing your work of this category.
 - 23) All contractors are responsible for scheduling all inspections for your trade and must be on site during time of inspections.
 - 24) This project must comply with United States Department of Agriculture Equal Opportunity rules and guidelines.
 - 25) The anticipated start date for these contracts will be the week starting Monday,

December 2, 2013.

SCOPE OF WORK
Ballroom Electrical Lighting & Switching

BASE BID A - Ballroom Electrical Lighting & Switching

This is a Design Assist / Design Build project. The Contractor is expected to work with the Orion project superintendent with issues, ideas, layouts, loads etc.

Furnish and Install new lighting per Progressive A/E drawings

Demo and dispose of existing light fixtures and trim rings

System is to include all 2x2 lay-in fluorescent lighting, lighting switches, wiring etc....

Remove and replace all existing incandescent can trims

Provide and install all new lamps for existing and new fixtures

Modify existing switching as required to provide 3 switching capability for each fixture, switching to be set up in each of the 5 Ballrooms independently

All wiring by this contractor

Contractor is to provide all layout associated with this scope of work

Work is to be performed per plans for a complete and functional job meeting all code requirements.

Provide necessary fasteners, clips, angles, braces, and supports, etc. for completion of this scope.

The contractor MUST walk with the project superintendent to review all finishes for acceptance

Provide all necessary cutting and patching, including fire-stop where required.

Any required backing material shall be furnished and supplied by Contractor.

Contractor is responsible for all necessary lifting, work platforms, etc. to complete this scope of work

Examine all conditions before bidding and painting

Provide necessary barricades to keep a safe work area

Work to include all work inside Ballrooms.

Voluntary Alternates

ALTERNATE 1 – Electrical Lighting & Switching for all areas outside the “Limit of Construction” identified on drawing E111-1

26. CONTRACT TERMINATION

The County reserves the right, upon thirty days written notice, to terminate the contract for subject bid award for failure of vendor to comply with terms and conditions set forth herein. Nonperformance on the part of the vendor shall constitute breach of contract and shall nullify any and all contractual obligations between the seller and the purchaser.

Please contact Faye Northey, Purchasing Division, with any questions regarding this document at fnorthey@stclaircounty.org or by phone at 810-989-6375

**COUNTY OF ST CLAIR
200 GRAND RIVER AVE., SUITE 203
PORT HURON, MI 48060**

PROPOSAL FOR

PROJECT: BLUE WATER CONVENTION CENTER BALLROOM ELECTRICAL LIGHTING AND SWITCHING. BIDS WILL BE OPENED AT 1:05 PM, FRIDAY, NOVEMBER 22, 2013 AT THE COUNTY OF ST CLAIR ADMINISTRATIVE BUILDING, 200 GRAND RIVER AVE., CONFERENCE ROOM A, PORT HURON, MICHIGAN 48060. ALL BIDS MUST BE DEPOSITED WITH THE COUNTY PURCHASING DIVISION BY 1:00 PM, FRIDAY, NOVEMBER 22, 2013.

To the Board of Commissioners Members of the County of St Clair

The undersigned has examined the plans, specifications and the location of the work described herein and is fully informed as to the nature of the work and the conditions relating to its performance and understands that the quantities shown are approximate only and are subject to either increase or decrease.

The undersigned hereby proposes to furnish all necessary machinery, tools, apparatus and other means of construction, do all the work, furnish all the materials, except as otherwise specified herein, and for the lump sum prices named in the bid sheet, to complete the work herein described in strict accordance with the plans and in strict conformity with the requirements of the County of St Clair, and such other special provisions and supplemental specifications as may be a part of this proposal.

The undersigned further proposes to do such extra work as may be authorized by the County. Prices for which are not included in the itemized bids, compensation shall be made on the basis agreed upon before such extra work is begun.

CHECKLIST FOR BIDDERS

MISTAKES OR OMISSIONS MAY RESULT IN THE REJECTION OF YOUR BID

All information required by the terms of the bid documents must be furnished. Important items for you to check are included in, but not limited to, those listed below. This checklist is furnished only to assist you in submitting a proper bid.

Check as you Read

- _____ Where required, have you entered a lump sum price for each bid item?

- _____ Are decimals in the prices in their proper place? Are your figures legible?

- _____ Is your bid properly signed?

- _____ **Have you included one (1) ORIGINAL, three (3) COPIES & one (1) electronic copy of all required pages (PAGES 12 thru 17) in the envelope?**

- _____ **Did you check the MITN website for any addendums which may have been posted? Addendums may be posted at any time.**

COUNTY OF ST CLAIR
BIDDER'S GENERAL QUESTIONNAIRE

Please give the following information regarding your proposal for this bid:

1. Number of years' experience in this work: _____

2. List below or attach a list of the number and types of equipment to be used if awarded this bid:

3. List the municipalities that you have contracted with for this type of work during the past three (3) years.

4. Name of your bank and other financial references:

5. Comments:

SIGNED: _____

TITLE: _____

NAME AND ADDRESS OF FIRM: (Print or Type)

Zip: _____

Phone No. _____ Date: _____

LEGAL STATUS BIDDER

Fill out the appropriate section and strike out the other two.

Corporation: State in which incorporated: _____

Official title of person signing proposal: _____

Address of signer: _____

Names and Titles of the corporation's officers:

| | |
|-------|-------|
| _____ | _____ |
| Name | Title |
| _____ | _____ |
| Name | Title |
| _____ | _____ |
| Name | Title |
| _____ | _____ |
| Name | Title |

Partnership:

| Name of Members | Address |
|-----------------|---------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Individual:

| Official Name | Address |
|---------------|---------|
| _____ | _____ |
| _____ | _____ |

(The Bidder shall fill out the appropriate form and strike out the other two)

**COUNTY OF ST CLAIR – PURCHASING DIVISION
BALLROOM ELECTRICAL LIGHTING AND SWITCHING**

BID SHEET

| NO. | DESCRIPTION | LUMP SUM AMOUNT |
|------------|--|------------------------|
| 1 | <i>BASE BID A– Ballroom Electrical Lighting & Switching</i> | \$ |
| 2 | <i>ALTERNATE 1 – Electrical Lighting & Switching for all areas outside the “Limit of Construction” identified on drawing E111-1</i> | \$ |
| 3 | <i>TOTAL ALL CATEGORIES–</i> | \$ |

27. FIRM PRICE GUARANTEE

The price stated in this proposal is guaranteed for a period of no less than 90 days from the date hereon, and if authorized within that period, we agree to complete the work at said price.

28. GUARANTEE

All labor and materials are fully guaranteed for _____ years (minimum 1).

29. REFERENCES (Provide at least 3)

| Company | Contact Person | Phone # |
|----------------|-----------------------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

30. ACKNOWLEDGEMENT OF OFFICIAL DOCUMENTS

I _____, certify that I have read the Official Documents of the invitation to bid and that the bid proposal documents included addendums contained herein were obtained directly from the County of St Clair Purchasing Office or MITN website, www.mitn.info and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE _____

31. AUTHORIZATION OF SPECIFICATIONS:

The undersigned herein submits this proposal and agrees to enter into an agreement with the County of St Clair in accordance with the Contract Documents. In submitting this completed and signed proposal, it is understood that the right is reserved by the County of St Clair to reject any or all bids and to make such award that, in the opinion of the County, is in the best interest of the County of St Clair.

NAME OF BIDDER: _____

BUSINESS ADDRESS OF BIDDER: _____

BUSINESS PHONE NO: _____ FAX NO _____

WEBSITE _____ EMAIL _____

AUTHORIZED SIGNATURE: _____ TITLE OF SIGNER: _____

PRINTED SIGNATURE NAME: _____ DATE: _____

NOTE: All items set forth herein shall be bid in full accordance with these bidding and/or contract documents and accompanying plans, complete.

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the County of St. Clair, MI’s Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by the County of St. Clair, MI as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the County of St. Clair, MI’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date