



INSTRUCTIONS TO BIDDERS

November 22, 2024

ITB-COT 24-32

Electronic bid proposals for **BANNERS FOR THE CITY OF TROY DOWNTOWN DEVELOPMENT AUTHORITY (DDA)** will be electronically received by the City of Troy, 500 W. Big Beaver Road, Troy, MI 48084 until **THURSDAY, DECEMBER 5, 2024, at 10:00 AM E.S.T., after which time they will be publicly opened and read in the specified Zoom link listed on Page 3 of the Instructions to Bidders. Late bid submittals will not be accepted. The City does not accept bid responses via email or fax transmission. Electronic Bid Submissions Only**

ELECTRONIC PROPOSALS MUST BE ENTERED INTO BIDNET (MITN) PROCUREMENT SYSTEM ON OR BEFORE 10:00AM THURSDAY, DECEMBER 5, 2024.

The bid proposals will be for DDA Banners for the City of Troy to be purchased in accordance with the bid specifications posted on the MITN Purchasing Group website.

All bids shall specify terms and show delivery dates. The City reserves the right to reject any or all bids, to waive any informality in the bid proposal received, and to accept any bid proposal or part thereof, which it shall deem to be most favorable to the interests of the City.

1. Any and all bids submitted must be on the City of Troy bid proposal forms. If more than one bid is submitted, a separate bid proposal form must be used for each. Forms are enclosed or obtainable at the Purchasing Department, Troy City Hall or on the MITN Purchasing Group website at www.bidnetdirect.com/city-of-troy-mi.
- A. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful bidder(s) with tax exemption certificates when requested.

The following exception shall apply to installation projects, when sales tax is charged to the successful bidder(s) for materials to be installed during the project, that cost shall be included in the unit cost bid and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

3. All materials are to be F.O.B. delivered freight paid City of Troy DPW – 4693 Rochester Road, Troy, MI 48085.
4. If further information regarding this bid is required, please contact the Purchasing Department at (248) 680-7291.
5. **VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE.** The only authorized vendor changes to a bid document will be in the areas provided for a bidder's response, including the "Exceptions" section of the bid proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the bid document will be applicable during the term of the contract. The City of Troy 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 changes, 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 changes, modifications or additions made by the City of Troy to the Authorized Version of the bid document, shall be bound by the bid, including any changes, modifications or additions to the Authorized Version. If a bid is awarded to a Vendor who claims that it had no knowledge of the changes, modifications or additions made by the City of Troy to the Authorized Version of the bid, and that Vendor fails to accept the bid award, the City of Troy may pursue costs and expenses to re-bid the item from that Vendor. The Authorized Version of the bid document shall be that bid document appearing on the MITN website with any amendments and updates.

5. Continued

The City of Troy officially distributes bid documents from the Purchasing Department or through the MITN Purchasing Group website. Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Purchasing Department or the MITN Purchasing Group website are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, www.bidnetdirect.com/city-of-troy-mi, and obtain an official copy.

6. A successful bidder furnishing labor on City/public premises does agree to have his/her workers covered by Worker's Compensation, General Liability, and Automobile Liability and to furnish a certificate of insurance showing coverage to the City of Troy within five (5) business days of a verbal request. The "Company Representative" does warrant that by signing the proposal document, the "additional insured endorsement" will be included in the Insurance Coverage supplied to the City as part of the specified requirements.
7. To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/ or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.
8. To the extent permitted by law, the City of Troy and the successful bidder waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, and the architect, architect's consultants, separate contractors, if any, and any of their subcontracts, subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this agreement or other property insurance applicable to the work. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged for this contract.
8. A cashier's check or money order in the **amount of \$1000.00 must accompany the bid** to insure the bid. **BID BONDS ARE NOT ACCEPTABLE. A pdf version of this Cashier's Check or Money Order must be included with your Electronic Bid Submission Response, failure to do so may result in rejection of the submitted proposal as non-responsive or incomplete.**

Upon notification by the Purchasing Department, the *original* cashier's check or money order must be submitted within (3) three business days of the verbal / electronic request.

The bid deposit of the successful bidder will be retained as performance surety through contract completion and successful delivery.

SPECIAL INSTRUCTIONS

- All bidders are held to bid prices for 60 days or bid award, whichever comes first, except the successful bidder(s) whose prices shall remain firm through contract expiration.
- Final bid results will be posted on the MITN website after award. Please register to see results - www.bidnetdirect.com//city-of-troy-mi.
- **IMPORTANT:** Bids will be received electronically on the MITN Purchasing Group website. Bid openings are being conducted in accordance with City Charter and Code utilizing Zoom. If interested, Bidders can attend bid openings utilizing Zoom. The Bid opening information and meeting code is included below. Please contact Andrew R Chambliss, Buyer, andrew.chambliss@troymi.gov with any questions regarding the bid opening.

Topic: Bid Opening

Time: Dec 5, 2024 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89831565156?pwd=e8GBqAzkBKyl0QIRjgvHAXbOMUze0k.1>

Meeting ID: 898 3156 5156

Passcode: 550807

One tap mobile

+13017158592,,89831565156#,,,,*550807# US (Washington DC)

+13052241968,,89831565156#,,,,*550807# US

Dial by your location

• +1 301 715 8592 US (Washington DC)

• +1 305 224 1968 US

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 646 876 9923 US (New York)

• +1 646 931 3860 US

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 360 209 5623 US

• +1 386 347 5053 US

• +1 408 638 0968 US (San Jose)

• +1 507 473 4847 US

• +1 564 217 2000 US

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

• +1 689 278 1000 US

• +1 719 359 4580 US

Meeting ID: 898 3156 5156

Passcode: 550807

Find your local number: <https://us02web.zoom.us/j/89831565156>



CITY OF TROY
BID PROPOSAL

The undersigned proposes to **CREATE BANNERS FOR THE CITY OF TROY DOWNTOWN DEVELOPMENT AUTHORITY (DDA)** in accordance with the attached bid specifications and drawings that are to be considered an integral part of this bid proposal, at the following prices:

COMPANY NAME: _____

BID PROPOSAL: Provide all labor, materials, supervision, coordination and all related incidentals necessary to furnish the banners planned for the City of Troy Downtown Development Authority Banner project in strict accordance with the Project Specifications.

| Item | Description | Quantity | Unit Price | Extended Price |
|------|--|----------|--------------------|----------------|
| 1 | Cost per unit to have the awarded vendor print (30-inch Width x 72-inch height) double sided, color, canvas (preferred) or heavy-duty vinyl (scrim, pvc flex, etc.) Banner | 160 | \$ | \$ |
| | | | Total Cost: | \$ |

Note: Include all delivery costs, handling, packaging etc., if any.

UNIT PRICES :

Unit prices prevail. The City of Troy Purchasing Department will correct all mathematical errors.

ADDITIONAL INFORMATION:

For additional information or questions concerning this project, please contact Dylan Clark, Management Analyst at (248) 524-1087 or Dylan.Clark@troymi.gov between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday.

BID DEPOSIT AND FORFEITURE:

The bid deposit of the lowest bidder shall be forfeit if, after bid opening, a change in the bid price or other provision of the bid is required by the bidder that is prejudicial to the interest of the City of Troy or fair competition.

AWARD:

The evaluation and award of this bid shall be a combination of factors, including but not limited to: cost, professional competence, equipment, references, and the correlation of the bid proposal submitted to the needs of the City of Troy.

The City of Troy reserves the right to award this bid to the lowest responsible bidder meeting specifications for each proposal; to combine proposals if deemed in the City's best interest to do so; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations, whatever is deemed to be in the City of Troy's best interest

COMPANY NAME: _____

DOWNPAYMENTS AND PREPAYMENTS:

Any bid submitted which requires a down payment or prepayment of any kind prior to delivery of material and acceptance, as being in conformance with specifications will not be considered for award.

DELIVERY:

All materials are to be F.O.B. delivered freight paid City of Troy - DPW 4693 Rochester Road, Troy, MI 48085.

CONTACT INFORMATION:

Hours of operation: _____ 24 Hr. Contact Phone No. _____

LOCAL PREFERENCE:

The City of Troy reserves the right to award a contract to a local business, one that pays City of Troy taxes (real and/or personal), if the bid of a local vendor is within 5% of the lowest responsive and responsible non-local bidder, then the local vendor is given one chance to match the low bid.

PURCHASE ORDER:

After the evaluation team has approved the award, the City of Troy Purchasing Department will send an award letter to the successful bidder(s). A purchase order will be issued in approximately one-week after City of Troy approval. A purchase order issued in conjunction with the Contract Form (provided in the Forms Section) from the City of Troy will create a bilateral contract between the parties, and the successful bidder(s) shall commit to perform the contract in accordance with specifications.

CONTRACT FORMS:

Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit, Certification regarding Debarment, the Certification regarding "Iran Linked Business" and the Familial Disclosure Forms and return with your bid proposal.

CONTRACT TERMINATION: The City of Troy shall reserve the right to terminate the contract upon written notice due to poor performance. The City of Troy designated representative will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the City of Troy's best interest and will be final. The City of Troy reserves the right to re-award the contract to the next low bidder or re-bid the contract.

TERMINATION FOR CONVENIENCE:

The City may cancel the contract for its convenience, in whole or in part, by giving the contractor written notice 30 days prior to the date of cancellation. If the City chooses to cancel this contract in part, the charges payable under this contract shall be equitably adjusted to reflect those services that are cancelled.

SUBCONTRACTORS:

The undersigned agrees to submit a list of proposed subcontractors, if applicable, for approval by the designated City representative within 72 hours after notification of being the low qualified bidder. The Contractor shall list the name and address of the proposed Subcontractors and sub-subcontractors when required by the City. Approval of a Subcontractor or sub-subcontractors will not be given unless and until it is determined by the City that he/she is qualified to perform the type and magnitude of work proposed and shall have executed a Subcontract or sub-subcontract in a form acceptable to the City. It will be understood that this may occur prior to bid award, but the bidder's status will not be final until approved by the City of Troy.

The Contractor shall abide by the provisions set forth therein. Any item of work performed by other than the Contractor or approved Subcontractors will be considered as unauthorized and shall not be paid for under the provision of the Contract.

COMPANY NAME: _____

COMPLETION SCHEDULE:

The work shall commence upon the contractor's receipt of the final design. A printing proof shall be provided to Dylan Clark, Management Analyst. The designated City representative shall approve the final printing proof prior to the start of the project. His/her decision as to acceptability shall be deemed in the City of Troy's best interest. The City of Troy is the only party to this contract that may authorize amendment of this schedule. The contractor is required to start the project within 5 working days after notification to proceed.

IMPORTANT INFORMATION:

The City shall have the right to require by written order, changes in, additions to, or deductions from the work required by the Contract Documents provided that if changes, additions, or deductions are made, the general character of the work as a whole is not changed thereby. Adjustments in the Contract price, if any, because of any change, addition, or deduction in the work, shall be determined as hereinafter provided, and any claim for extension of time for completion shall be adjusted at the time of ordering the change, addition, or deduction. No claim for change, addition, or deduction, or adjusting of price, or extension of time for completion thereof, shall be made or allowed unless done in pursuance of written order from the City specifically authorizing such change, addition, or deduction. Drawings without a written order shall not be considered such authority. Written notice of such claims shall be made to the designated City representative before the commencement of the work. Where the written order diminishes the quality of work to be done, this shall not constitute a basis for a claim for damages or anticipated profits on the work that may be dispensed with.

REFERENCES:

Please submit a list of THREE (3) CUSTOMERS who have ordered similar product from your company in the last five (5) years. Include the name of the company, the address, phone number, contact person, and email:

COMPANY: _____
ADDRESS: _____
PHONE: _____ **CONTACT:** _____
EMAIL: _____

COMPANY: _____
ADDRESS: _____
PHONE: _____ **CONTACT:** _____
EMAIL: _____

COMPANY: _____
ADDRESS: _____
PHONE: _____ **CONTACT:** _____
EMAIL: _____

COMPANY NAME: _____

SIGNATURE PAGE

PRICES: Prices quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder(s) whose prices are to remain firm for the entire contract period.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

NOTE:

The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addendum as issued.

COMPANY _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE NO. (____) _____ FAX NO. (____) _____

REPRESENTATIVE'S NAME _____
(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

TERMS _____ WARRANTY _____

E-MAIL _____ DELIVERY DATE(S) _____
(After final design approved)

BID CHECK NUMBER _____

EXCEPTIONS:

Any exceptions, substitutions, deviations, etc. from the City specifications and this proposal must be stated below. The reason for the exception(s), deviation(s), or substitution(s) is an integral part of this bid offer:

ACKNOWLEDGEMENT:

I, _____, certify that I have read the ***Instructions to Bidders*** (3 Pages) and that the bid proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, www.bidnetdirect.com/city-of-troy-mi and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

IMPORTANT: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. FUNDS: PRICES QUOTED SHALL BE IN U.S. CURRENCY.



City of Troy
City Manager's Office
SCOPE OF WORK

The City of Troy City Manager's Office seeks a qualified vendor to create 160 banners for the Troy DDA (Downtown Development Authority) using city-provided designs. The TDDA, as established by State Statute, Act 197 of 1975, engages in long-range planning, support and improvement of the DDA District.

Size: 30-inch width X 72-inch height

Material: Canvas (preferred) or heavy-duty vinyl (scrim, pvc flex, etc.)

Made to withstand winter conditions and reuse over multiple years

Style: 3-inch pole pockets and bracket gromets on each corner

Print: Double-sided, color

Quantity: 160

Example of previous DDA canvas banner:





Design: Mockups below. Final design will be provided.





Legal Status of Bidder:

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

A corporation duly organized and doing business under the laws of the State of _____ for whom _____, bearing the office title of _____, whose signature is affixed to this proposal, is duly authorized to execute contracts.

A partnership, all members of which, with addresses, is:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

| | |
|-------|-------|
| _____ | _____ |
|-------|-------|



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

_____, being duly sworn deposed, says that he/she
(Print Full Name)

is _____. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

SIGNATURE OF PERSON SUBMITTING BID

NOTARY'S SIGNATURE

Subscribed and sworn to before me this _____ day of _____, 20__ in and for
_____ County.

My commission expires:



**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three-year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

I am able to certify to the above statements.

Name of Agency/Company/Firm *(Please Print)*

Name and title of authorized representative *(Please Print)*

Signature of authorized representative
Date

I am unable to certify to the above statements. Attached is my explanation.



**VENDOR CERTIFICATION
THAT IT IS NOT AN
“IRAN LINKED BUSINESS”**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS”, as defined by law.

| | |
|------------------------------------|--|
| Vendor | |
| Legal Name | |
| Street Address | |
| City | |
| State, Zip | |
| Corporate I.D. Number/State | |
| Taxpayer I.D. # | |

The undersigned, with: 1.)full knowledge of all of Vendors business activities, 2.)full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor’s Authorized Agent:

Printed Name of Vendor’s Authorized Agent:

Witness Signature: _____

Printed Name of Witness: _____



Proposer's Sworn and Notarized Familial Disclosure
(to be provided by the Proposer)

The undersigned, the owner or authorized officer of _____ (the "Proposer"), pursuant to the familial disclosure requirement provided in the Request for Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employees of _____ and any member of the City of Troy City Council or City of Troy management.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)

)ss.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 2024, by



STATEMENT OF NO BID
CITY OF TROY

BID NUMBER: ITB-COT 23-36
TITLE: DDA Banners

Please Send or Fax To:
City of Troy Purchasing Department
500 W. Big Beaver Rd.
Troy, MI 48084

FAX NUMBER: **(248) 619-7608**

We, the undersigned, have declined to bid on the subject bid for the following reasons:

| Check All That Apply | REASON |
|--------------------------|--|
| <input type="checkbox"/> | Our company does not handle the type of product / service |
| <input type="checkbox"/> | We cannot meet the specifications nor provide an approved alternate – please explain below |
| <input type="checkbox"/> | Our company is not interested in bidding at this time |
| <input type="checkbox"/> | Job is too small |
| <input type="checkbox"/> | Job is too large |
| <input type="checkbox"/> | Cannot be competitive |
| <input type="checkbox"/> | Liability Issues such as insurance, bonding, indemnification, hold harmless |
| <input type="checkbox"/> | Insufficient time to respond – please explain below |
| <input type="checkbox"/> | Our company's schedule would not permit performance of the specifications |
| <input type="checkbox"/> | Other – describe below |

REMARKS: _____

COMPANY INFORMATION:

COMPANY NAME: _____
SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____
TITLE: _____
COMPANY: _____
ADDRESS: _____
FAX NUMBER: _____ TELEPHONE NUMBER: _____

IMPORTANT NOTE: To qualify as a respondent to the bid, the vendor must submit a bid or return this completed form.

VENDOR REGISTRATION: The City of Troy uses the MITN Purchasing Group website for vendor registration, bid and tabulation posting, award information and other processes. Final bid results will be posted on the MITN Purchasing Group website after award. Please register to see results - www.bidnetdirect.com/city-of-troy-mi.