

PO# 2016-5

CITY COUNCIL MINUTES - Draft

June 22, 2015

**J-4 Standard Purchasing Resolutions**

- a) **Standard Purchasing Resolution 2: Low Bidder Meeting Specifications – Carpet Replacement – Police Department and Budget Amendment**

Resolution #2015-06-082-J-4a

RESOLVED, That Troy City Council hereby **AWARDS** a contract for carpet replacement at the Police Department to the low bidder; *United Flooring Center of Troy, MI*, for an estimated total amount of \$35,969.40 at unit prices contained in the bid tabulation opened June 4, 2015.

BE IT FURTHER RESOLVED, That Troy City Council **AMENDS** the 2015/2016 Police Department Capital Budget in the amount of \$36,000.00 in order to complete the project in the 2015/2016 fiscal year.

BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid and contract documents, Insurance Certificates, and all other specified requirements.

# BLANKET ORDER

No. 2016-00000005  
 DATE: 07/08/2015  
 PAGE: 1 of 1  
 FOB DESTINATION

**Ship To**  
 CITY OF TROY  
 Police  
 500 W BIG BEAVER RD  
 TROY, MI 48084

**Bill To**  
 CITY OF TROY  
 Police  
 500 W BIG BEAVER RD  
 TROY, MI 48084

**VENDOR NO. 109373**

**COUNCIL RESOLUTION**  
 2015-06-082-J-4a  
**INSTRUCTIONS**  
 Return to Department

**Vendor**  
 UNITED FLOORING CENTER  
 3806 ROCHESTER RD  
 TROY, MI 48083

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Each	Dispatch Carpet	8,464.3400	\$8,464.34
1	Each	Records Carpeting	5,852.3600	\$5,852.36
1	Each	Detective Bureau & SIU	21,077.8200	\$21,077.82
1	Each	Front Desk Carpet	574.8800	\$574.88
1	Each	CARPET	0.0000	\$0.00
Shall be delivered and installed as per all SPECIFICATIONS of ITB-COT 15-20. Project includes removal of existing carpet and replacement as per commercial warranty and Carpet Manufacturer specifications. Contact Sergeant Haddad to schedule install. 248 524-3556. Project Completion Date is: 7/30/2015.				

Entered By: MaryBeth Murz

\$35,969.40

**Special Instructions:**

Certificate of Insurance and Endorsement shall be on file for duration of project and carpet install. City Council Approval Date: 6/22/2015.

**TERMS & CONDITIONS**

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

**NOTICE:** The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.

*MaryBeth Murz*  
 \_\_\_\_\_

CITY OF TROY  
BID TABULATION  
CARPET - POLICE DEPT

VENDOR NAME:	United Flooring Center	Conventional Carpet, Inc.		
	Troy, MI	Sterling Heights, MI		
Check #	000873655	200404763		
Amount	\$2,000.00	\$2,000.00		

**PROPOSAL: REMOVE/PURCHASE AND INSTALL MOHAWK CARPET. WORK SHALL BE DONE DURING DAYTIME WEEKDAY HOURS IN ACCORDANCE WITH SPECIFICATIONS.**

Est Sq Yds	Area	Cost for Area	Cost for Area	Cost for Area	Cost for Area
296	Dispatch Communications	\$ 8,464.34	\$ 12,300.00		
184	Records	\$ 5,852.36	\$ 7,670.00		
648	Detective Bureau including SIU Office	\$ 21,077.82	\$ 25,770.00		
16	Front Desk Area	\$ 574.88	\$ 578.00		

<b>ESTIMATED GRAND TOTAL:</b>	<b>\$ 35,969.40</b>	<b>\$ 46,318.00</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>ATTENDED MANDATORY PRE-BID MEETING/SITE INSPECTION Y or N:</b>	Yes	Yes		
<b>COMPLETION DATE</b> Can Meet:	Can Meet "as long as carpet tile is available."	Can Meet "only if material is received from the mill."		
Cannot meet, but offers:				
<b>CONTACT INFORMATION</b> Hours	9:00AM - 8:00PM	8am - 5 pm		
24 Hour Phone Number	248-528-1900	586-212-6608		
<b>BIDDER QUESTIONNAIRE</b> Yes or No	Yes	Yes		
<b>EXPERIENCE WITH COMMERCIAL CARPET INSTALLATION (# of years)</b>	50 years	34 years		
<b>REFERENCES</b> Attached:	Yes	Yes		
<b>PAYMENT TERMS</b>	Blank	Net 30 days		
<b>EXCEPTIONS</b>	Blank	Blank		
<b>FORMS</b>	Yes	Yes		

**ATTEST:**  
Sara Teets  
Susan Riesterer  
Joseph Haddad  
Enna Bachelor

  
MaryBeth Murz,  
Purchasing Manager



**CITY OF TROY  
 BID PROPOSAL**

The undersigned proposes to FURNISH ALL EQUIPMENT, MATERIAL AND LABOR TO PROVIDE AND INSTALL CARPET AT THE TROY POLICE DEPARTMENT in accordance with the attached specifications, which are to be considered an integral part of this bid proposal, at the following prices:

COMPANY NAME: United Flooring Center

The undersigned as bidder declares that he/she having examined the specifications and the site of the proposed work, and being familiar with all of the conditions surrounding the proposed project, including availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, to complete the project in accordance with the contract documents and at the price stated below. This price is to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is part.

**PROPOSAL: REMOVE/PURCHASE AND INSTALL MOHAWK CARPET. WORK SHALL BE DONE DURING DAYTIME WEEKDAY HOURS IN ACCORDANCE WITH SPECIFICATIONS.**

EST SQ YD	AREA: DISPATCH COMMUNICATIONS	TOTAL COST FOR AREA
296	Furnish all labor, materials, and equipment to remove and properly dispose of existing carpet and install new Mohawk's style: Bending Earth II, color TBD, 2'x2' carpet tile. Remove and reset furniture. Take-up existing carpet tile and dispose on-site. Leave existing base and tuck carpet tile under the toe of base.	\$ 8,464.34
EST SQ YD	AREA: RECORDS	TOTAL COST FOR AREA
184	Furnish all labor, materials, and equipment to remove and properly dispose of existing carpet and install new Mohawk's style: Bending Earth II, color TBD, 2'x2' carpet tile. Remove and reset furniture. Take-up existing carpet tile and dispose on-site. Furnish and install 4" vinyl cove wall base, color to be determined.	\$ 5,852.36
EST SQ YD	AREA: DETECTIVE BUREAU INCLUDING SIU OFFICE	TOTAL COST FOR AREA
648	Furnish all labor, materials, and equipment to remove and properly dispose of existing carpet and install new Mohawk's style: Bending Earth II, color TBD, 2'x2' carpet tile. Remove and reset furniture. Take-up existing carpet tile and dispose on-site. Furnish and install 4" vinyl cove wall base, color to be determined.	\$ 21,077.82
EST SQ YD	FRONT DESK AREA	TOTAL COST FOR AREA
16	Furnish all labor, materials, and equipment to remove and properly dispose of existing carpet and install new Mohawk's style: Bending Earth II, color: Freud, 2'x2' carpet tile. Remove and reset furniture. Take-up existing carpet tile and dispose on-site. Furnish and install 4" vinyl cove wall base, color to be determined.	\$ 574.88
	<b>ESTIMATED GRAND TOTAL:</b>	<b>\$ 35,969.40</b>

**IMPORTANT:** Measurements provided by the City are good faith estimates of the area to be carpeted. It is the vendor's responsibility to notify the City if there is any discrepancy with the estimates given.

**SCHEDULE OF VALUES:**

A unit price schedule shall be attached to your bid document at the time of bid submission that indicates unit prices for all items and the labor to install them for items to be used during the course of the project. These rates will be used to determine the cost for any additional work required.

**A SCHEDULE OF VALUES FORM IS ATTACHED AND MUST BE COMPLETED AND RETURNED WITH THE BID AT THE TIME OF SUBMISSION.**

**NOTE:**

The vendor further declares that he/she has familiarized him/herself with the Troy Police Department, and the conditions under which the carpeting must be installed and completed. Bidder acknowledges that he has carefully examined the specifications, which he understands and accepts as sufficient for the purpose of this carpeting project.

**INFORMATION:**

For additional general information or questions concerning this project please contact **MaryBeth Murz, Purchasing Manager**, at **(248) 680-7291** between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Friday.

**DESIGNATED CITY REPRESENTATIVE:**

**Joe Haddad, Police Sergeant at (248) 524-3556** is the designated City Representative for this project.

**MANDATORY SITE INSPECTION:**

All bidders are required to examine the Police Department building to determine the amount of work to be done in accordance with the bid specifications by attending the **MANDATORY PRE-BID MEETING** scheduled for **WEDNESDAY, MAY 20, 2015 at 10:00 A.M.** EDT, located at the Troy Police Department, Investigations Conference Room, 2<sup>nd</sup> floor, 500 West Big Beaver Troy, MI 48084. **An opportunity to view and inspect the rooms/areas will be provided during the Pre-Bid Meeting. Floor Diagrams will be available at the meeting.**

- ( X ) Our company attended the Mandatory Pre-Bid meeting 5/20/15
- ( ) Our company did not attend the Mandatory Pre-Bid meeting \_\_\_\_\_

**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 which is prejudicial to the interest of the City of Troy or fair competition.

**LABOR:** Prevailing wages are not required for this project.

COMPANY NAME: United Flooring Center

**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 total bidder meeting specifications; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations.

**COMPLETION DATE:**

The Contractor may move supplies and materials to the work site upon City Council approval and issuance of Purchase Order. Work shall be completed by JULY 30, 2015. The City of Troy is the only party to this contract that may authorize amendment to this schedule.

- Our Company can meet this delivery / installation schedule As long as carpet tile is available.  
 Our company cannot meet this delivery / installation schedule but offers:

The City of Troy is the only party to this contract that may authorize amendment to this schedule.

**APPROVED ALTERNATES:**

The City of Troy's designated department representative or his/her designee will review all items submitted for consideration as approved alternates. Their decision as acceptability will be deemed in the City of Troy's best interest and will be final.

**PURCHASE ORDER:**

After the Troy City Council has approved the award, the successful bidder will receive a purchase order issued from the City of Troy, which will create a bilateral contract between the City of Troy and the successful bidder. The purchase order shall commit the bidder to perform the contract in accordance with the specifications. A contract document will not be issued.

**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. 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 Troy City Council. All subcontracts will need to be approved by the Purchasing Manager.

**CONDITION OF ITEMS:**

All items shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated herein. Verbal agreements to the contrary will not be recognized.

**WORKMANSHIP AND INSPECTION:**

All work under the resulting purchase order shall be performed in a skillful and workmanlike manner. The City may, in writing, require the Contractor to remove any employee from work that the City deems incompetent or careless.

Further, the City may, from time to time, make inspections of the work performed under the purchase order. Any inspection by the City does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

COMPANY NAME: United Flooring Center

**MATERIAL AVAILABILITY:**

Bidders must accept responsibility for verification of material availability, production schedules, and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify the City immediately if items specified are discontinued, replaced, or not available for an extended period of time.

**COMMERCIAL WARRANTY/MANUFACTURER'S RECOMMENDATIONS:**

The bidder agrees that supplies or services furnished shall be covered by the most favorable commercial warranties the bidder gives to any customer for such supplies or services. All warranty information and certificates shall be furnished and become the property of the City upon delivery of said items and all rights and remedies stated in the warranties must be honored by the contractor or his manufacturer.

All items are new manufacture unless otherwise specifically stated or called for in the bid.

All products offered must have passed the first line quality standards as set by the manufacturer and no seconds, blemished articles, or items containing defective workmanship are included.

Warranty shall also cover any problems due to manufacturing and/or installation of the floor covering. Entire installation shall meet or exceed manufacturer specifications.

**QUESTIONNAIRE:**

The attached questionnaire has been completed and returned with bid documents. ( X ) Yes ( ) No

**DELIVERY:**

Materials and equipment are to be FOB delivered inside, freight paid to the work site once the project is to commence – Police Department, 500 West big Beaver, Troy, MI 48083, Attn: Joe Haddad. All delivered materials will be off loaded by the installer and stored in an area designated by the City.

**PROGRESS PAYMENTS:**

Partial payments shall be made at the discretion of the designated City Representative. The City of Troy reserves the right to withhold payments until acceptance of the portion of work completed which is being invoiced.

**MANDATORY:**

THE SUCCESSFUL BIDDER MUST HAVE EXPERIENCE WITH COMMERCIAL CARPET INSTALLATIONS. PROJECTS.

United Flooring Center has 50 (#) years of experience in the CARPET field.  
(Company Name)

**IMPORTANT:**

Under normal circumstances, it is assumed that the carpet install will need to be scheduled around use of the facility and as per outlined dates.

**DESCRIPTIVE LITERATURE:**

Please attach to your bid proposal any pertinent descriptive material relevant to the item bid.

**CONTACT INFORMATION:** 248-528-1900  
Hours of operation: 9:00 a.m.-8:00 p.m. 24 Hr. Phone No. \_\_\_\_\_

**BID INFORMATION CONTROLLING:**

The City of Troy intends that all bidders have equal access to information relative to the bid, and that the bid contains adequate information. Part of the bid preparation has included discussions with selected prospective bidders; however each bidder shall prepare its bid based only on the information contained in the bid, notwithstanding any information that may have been previously provided. A prospective bidder noting any inconsistency between the information contained in the bid and any information previously provided should request clarification. No information communicated, either verbally or in writing, to or from a bidder shall be effective unless confirmed by written communication contained in the bid, an addendum to the bid, a request for clarification or written response thereto, or in the bid.

**REFERENCES:**

Please submit a list of FIVE CUSTOMERS who have had similar work performed by your company in the last five (5) years in the State of Michigan. Include the name of the company, the address, phone number, contact person, and email:

**COMPANY:** Bridge Community Church  
**ADDRESS:** 5700 Rochester Road, Troy, MI 48085  
**PHONE:** 248-879-9500 **CONTACT:** Margie Lewan  
**EMAIL:** bridgecommunitychurch@comcast.net

**COMPANY:** United Industries  
**ADDRESS:** 33782 Sterling Ponds Blvd., Sterling Heights, MI 48312  
**PHONE:** 248-321-9537 **CONTACT:** Chris Klupp  
**EMAIL:** united1942@sbcglobal.net

**COMPANY:** Michigan State University  
**ADDRESS:** 811 W. Square Lake Road, Troy, MI 48098  
**PHONE:** 248-879-2456 **CONTACT:** Matt Jackson  
**EMAIL:** jacksonm@broad.msu.edu

**COMPANY:** Troy 16 Properties  
**ADDRESS:** 335 E. Big Beaver Road, Troy, MI 48083  
**PHONE:** 248-275-4293 **CONTACT:** Doug Rutley  
**EMAIL:** dougrutley1@gmail.com

**COMPANY:** Focus Hope  
**ADDRESS:** 1355 Oakman Blvd., Detroit, MI 48238  
**PHONE:** 248-525-2767 **CONTACT:** Carl Weber  
**EMAIL:** weberc@focushope.edu

COMPANY NAME: United Flooring Center \_\_\_\_\_



**LOCAL PREFERENCE:**

The City of Troy reserves the right to award a contract to a local business, one which 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.

**CONTRACT FORMS:**

Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit and Certification regarding Debarment forms and return with their bid proposal.

**BID DEPOSIT AND FORFEITURE:**

The bid deposit of the lowest bidder shall be forfeited 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.

**DOWNPAYMENTS AND PREPAYMENTS:**

Any bid submitted which requires a down payment or prepayment for services prior to performance and acceptance, as being in conformance with specifications will not be considered for award. No payments will be made until work/ service is performed to the satisfaction of the authorized City representative.

**IMPORTANT:**

The City shall have the right to require by written order, changes in, additions to, or deductions from the work required by the bid 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 changes, additions, or deductions.

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.

COMPANY NAME: United Flooring Center

**INSURANCE:**

Insurance Requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE**. The required Insurance Certificate must be submitted to the Purchasing Department, within five (5) business days of the verbal/ electronic request. The bid cannot be completely awarded without this Insurance Certificate. The Insurance Certificate may be faxed **(248) 619-7608** to the City Offices, and is the only bid document accepted in this format.

- We can meet the specified insurance requirements.
- We cannot meet the specified insurance requirements.
- We do not carry the specified limits but can obtain the additional insurance coverage of \$ \_\_\_\_\_ at the cost of \$ \_\_\_\_\_.
- Our bid proposal is reduced by \$ \_\_\_\_\_ if we lower the requirements to \_\_\_\_\_.

**Note:** Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

**IMPORTANT:** A Certificate of Insurance on an ACORD Form showing present coverage or a letter from your insurance agent or carrier that the insurance to be supplied will meet specifications **SHOULD** be attached to the bid proposal document at the time of submission of the bid to the Office of the City Clerk.

**NOTE:** Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications may result in this bid proposal being completed incorrectly.

**OTHER:** Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan and acceptable to the City of Troy.

**INSURANCE VERIFICATION:** A bidder shall complete the above portion that details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

**Letter Verification:** If not submitted with the bid documents as requested, the successful bidder will be notified to submit a letter from their *insurance agent or carrier* that the insurance to be supplied will meet specifications. As an alternative, the successful bidder may submit the certificate of insurance meeting specifications at this time at his/ her option. **The City must receive this letter or certificate within five (5) business days after verbal / electronic notification has been delivered to the recommended bidder or the bidder will be considered non-responsive and the bid un-awardable.** This process will occur before presentation of the award recommendation to the Troy City Council.

**Final Insurance Certificate Submission:** After approval by Troy City Council, the City of Troy will provide verbal / electronic notification to submit within (5) five business days an insurance certificate in accordance with specifications, if not previously submitted and approved. The City of Troy reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company will be considered in default of contract and will be debarred from doing business with the City of Troy for a minimum of three (3) years for failing to meet insurance requirements.

COMPANY NAME: United Flooring Center

**SIGNATURE PAGE**

**PRICES:**

Prices quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall remain firm through project completion and final acceptance in accordance with specifications.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** Daniel Reckker

**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 addenda as issued.

TAX ID#: 38-1911865

COMPANY: United Flooring Center

ADDRESS: 3806 Rochester Road CITY: Troy STATE: MI ZIP: 48083

PHONE: (248) 528-1900 FAX NUMBER: (248) 528-3976

REPRESENTATIVE'S NAME: Daniel Reckker  
(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

Daniel Reckker

PAYMENT TERMS: \_\_\_\_\_ WARRANTY: **As specified.**

CHECK NUMBER: \_\_\_\_\_ COMPLETION DATE: **by July 30, 2015.**

E-MAIL: reckkerranch@gmail.com

**EXCEPTIONS:**

Any exceptions, substitutions, deviations, etc. from the City of Troy specifications and this proposal must be stated below and reason for, and are an integral part of this bid offer.

\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT:**

I, Daniel Reckker, 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.mitn.info and is an official copy of the Authorized Version

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** Daniel Reckker

**NOTE:**

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

**IMPORTANT:** All City of Troy purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law. Please include a copy of any relevant MSDS at the time of bid submission.

U.S. FUNDS: All prices are to be quoted in U. S. Currency.



**VENDOR QUESTIONNAIRE**

Please provide the following information and submit with your bid proposal:

FIRM NAME: UC Inc. dba United Flooring Center

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation S Corp
- d. Joint Venture
- e. Other \_\_\_\_\_

If applicable:

FORMER FIRM NAME(S)

\_\_\_\_\_

NOTE: If additional space is needed throughout the questionnaire, please attach additional sheets numbered appropriately for identification.

1. Your company is an authorized reseller of Mohawk Industries Carpet:

Yes ( ) No

2. Has your company been in Chapter 7 during the last ten (10) years?

( ) Yes When: \_\_\_\_\_  No

3. How many years of experience do you have in installing Mohawk brand carpet tiles?

50 Years

4. Will a certified trained installer be performing the installation work on this project?

Yes ( ) No

5. Evidence that your company is licensed to do business in the State of Michigan.

no license needed

6. Current Contracts:

Please provide a list of all open contracts your company currently holds. Include contract name, organization, location, type, size, required date of completion, percentage of completion to date of each job and value of each contract.

see attached

UC Inc. dba United Flooring Center  
Open Commercial Contracts

Contract Name	Organization	Location	Type	Size	Required date of Completion	% of Completion	Value
Petrona Company	Same	Troy MI	Carpet	2445 sf		29.00%	\$ 12,806.00
Focus Hope	Same	Detroit MI	Carpet, VCT	27387 sf		39.00%	\$ 82,902.00
Lifetime Athletic	Same	Bloomfield Hills MI	Mats		Fall, 2015	43.00%	\$ 1,875.00
Lifetime Fitness	Same	Shelby Twp MI	Mats		Fall, 2015	40.00%	\$ 2,250.00
Lifetime Fitness	Same	Rochester Hills MI	Mats		Fall, 2015	44.00%	\$ 2,475.00
Troy 16 Properties	Same	Troy MI	Carpet	492 sf	Done	100.00%	\$ 1,184.70
Lifetime Fitness	Same	Commerce MI	Mats		Fall, 2015	41.00%	\$ 2,250.00
Beast	Same	Royal Oak MI	Wood	278 sf		0.00%	\$ 4,737.52
Bridge Comm Church	Same	Troy MI	VCT	1507 sf		0.00%	\$ 5,697.41
Open Residential Files						100.00%	\$ 57,756.82
Open Residential Files						Various	\$ 161,330.91


7. Provide an itemized list of your company's equipment to be used to complete this project.  
Mostly hand tools and furniture moving equipment will be needed.
8. If applicable, list all proposed subcontractors to be used in the performance of this contract and the work to be performed by each. Include a complete list and references of all subcontractors and sub-subcontracts.  
Cornerstone Floors LLC - installation of carpet tile - references: MSU & United Industries  
Donnie Lacasse - installation of carpet tile - references: Troy 16, Focus Hope, Bridge Community Church
9. Provide a project schedule based on starting the work within ten (10) days after receiving "Notification to Proceed".  
To be coordinated with on-site rep from Police Department.
10. Please describe your reclamation program and / or disposal method for the existing carpet.  
Police Department to dispose / give away
11. Personnel who would be assigned to this project:  
Please provide resumes, licenses, and/or list any additional training classes taken to increase expertise in this field for the people listed in this section who will be assigned to this project. Include the name and title of the person(s) who will be supervising the work and will be responsible for "on the job" decisions.

TITLE	NAME	DEGREE / CERTIFICATION	EXPERIENCE / YEARS
Installer	Dave Collins (Cornerstone Floors)		35 + years
Installer	Donnie Lacasse		25 + years

*Note: Please provide copies of all resumes, certifications, and licenses, etc. submitted for individuals in this section with the titles listed above.*

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative:



Company:

United Flooring Center

Address:

3806 Rochester Road  
Troy, MI 48083

Phone Number:

248-528-1900

Representative's Name:

Daniel Recker  
(Print)

Date:

06/03/2015



**SCHEDULE OF VALUES**

Your company **MUST** complete this form.

<b>PRODUCTS:</b>	<b>UNIT OF MEASURE</b>	<b>UNIT COST</b>
Bending Earth carpet tile	sy	\$ 19.44
Enpress PSA Mohawk Adhesive	4 gallon pail	\$ 117.00
4" Vinyl cove wall base	lf	\$ 0.86
base adhesive	1 gallon	\$ 22.00
<b>SERVICES:</b>	<b>UNIT OF MEASURE</b>	<b>UNIT COST</b>
Rip up carpet	sy	\$ 1.70
Install carpet tile	sy	\$ 4.00

**Note:** Individual equipment prices and labor costs to install those items are requested if the quantity changes during the project.



**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 Michigan  
for whom Daniel Reckker, bearing the office title of Operations Manager  
, whose signature is affixed to this proposal, is duly authorized to execute contracts.

---

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

XXXXXXXX

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**AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:**

XXXXXXXX

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CITY OF TROY

OAKLAND COUNTY, MICHIGAN

NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

Daniel Jerome Recker, being duly sworn deposed, says that he/she

(Print Full Name)

is Operations Mgr. 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.

Daniel Jerome Recker

SIGNATURE OF PERSON SUBMITTING BID

Leslie M Therrian

NOTARY'S SIGNATURE

Subscribed and sworn to before me this 3<sup>rd</sup> day of June, 2015 in and for \_\_\_\_\_  
Oakland County.

My commission expires:

2/25/19

LESLIE M. THERRIAN  
NOTARY PUBLIC, STATE OF MI  
COUNTY OF OAKLAND  
MY COMMISSION EXPIRES Feb 25, 2019  
ACTING IN COUNTY OF Oakland



**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.***

United Flooring Center

\_\_\_\_\_  
Name of Agency/Company/Firm (Please Print)

Daniel Reckker

\_\_\_\_\_  
Name and title of authorized representative (Please Print)

\_\_\_\_\_  
Signature of authorized representative

06/03/2015

\_\_\_\_\_  
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.

<b>Vendor</b>	
Legal Name	UC Inc.
Street Address	3806 Rochester Road
City	Troy
State, Zip	Michigan 48083
Corporate I.D. Number/State	151783 Michigan
Taxpayer I.D. #	38-1911865

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:

Daniel Reckker

Witness Signature:

Printed Name of Witness:

Katherine Lambert



# CERTIFICATE OF LIABILITY INSURANCE

UNITF-3

OP ID: DH

DATE (MM/DD/YYYY)

06/03/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Brown &amp; Brown of Detroit</b> P.O. Box 8029 35735 Mound Road Sterling Heights, MI 48311-8029 Brian Pilarski	CONTACT NAME: <b>Brian Pilarski</b>	FAX (A/C, No): <b>586-977-6780</b>	
	PHONE (A/C, No, Ext): <b>586-977-6300</b>	E-MAIL ADDRESS: <b>bpilarski@BBDetroit.com</b>	
INSURED <b>UC, Inc. DBA United Flooring</b> 3806 Rochester Road Troy, MI 48084	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: <b>Westfield Insurance Co.</b>		<b>24112</b>
	INSURER B: <b>Hartford Ins Co of the Midwest</b>		<b>002612</b>
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR L WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	BOP4037980	05/01/2015	05/01/2016	EACH OCCURRENCE \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ <b>5,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PERSONAL & ADV INJURY \$ <b>1,000,000</b>
A	AUTOMOBILE LIABILITY		BOP4037980	05/01/2015	05/01/2016	GENERAL AGGREGATE \$ <b>2,000,000</b>
	<input checked="" type="checkbox"/> ANY AUTO					PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS					Emp Ben. \$ <b>1,000,000</b>
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
	UMBRELLA LIAB					BODILY INJURY (Per person) \$
	EXCESS LIAB					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> OCCUR					PROPERTY DAMAGE (PER ACCIDENT) \$
	<input type="checkbox"/> CLAIMS-MADE					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N <input type="checkbox"/>	35WECIR0662	01/01/2015	01/01/2016	EACH OCCURRENCE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					AGGREGATE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					\$
						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
						E.L. EACH ACCIDENT \$ <b>1,000,000</b>
						E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>
						E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City of Troy including architects and engineers, all elected and appointed officials, all employees and volunteers, boards, commissions and/or authorities and their board members, employees, and volunteers are included as an additional insured for general liability as required by written contract.

**CERTIFICATE HOLDER**

CITYTRO

City of Troy  
500 W. Big Beaver Rd.  
Troy, MI 48084

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

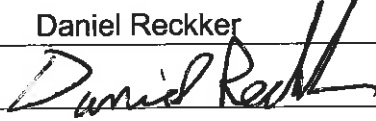
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**Addendum 1**  
**ITB-COT 15-20**  
**Carpet Replacement – Police Department**  
Page 4 of 4

I, the undersigned bidder, have read this Addendum 1 and have integrated the clarification(s) and or change(s) into the *Bid Proposal and Specifications* for ITB-COT 15-20, CARPET REPLACEMENT AT THE TROY POLICE DEPARTMENT at 500 West big Beaver. All other items in the original bid proposal remain the same. This Addendum 1 should be attached to the top of the Bid Proposal packet at the time of submission, on or before **Thursday, June 4, 2015 at 10:00 AM EDT** in the office of the City Clerk.

COMPANY: United Flooring Center

NAME OF AUTHORIZED COMPANY REPRESENTATIVE: Daniel Reckker

SIGNATURE: 

ADDRESS: 3806 Rochester Road

Troy, MI 48083

DATE: 06/03/2015