

e) **Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Banquet Wall Replacement – Community Center**

Resolution #2016-03-051-J-04e

RESOLVED, That Troy City Council hereby **AWARDS** a contract to furnish all equipment, material, and labor to replace the banquet room wall dividing room 304 & 305 at the Community Center and provide routine and preventative maintenance for the replacement wall bi-annually to the low bidder meeting specifications, *Urban's Partition & Remodeling Co. of Northville, MI* for an estimated total cost of \$73,000 and \$4,000/year for routine and preventative maintenance, as contained in the bid tabulation opened February 25, 2016, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

BE IT FURTHER RESOLVED, That the contract is **CONTINGENT** upon contractor's submission of properly executed bid and contract documents, including insurance certificates, and all other specified requirements.

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Req # 2016-10000142

PO # 2016-1369

Wall Replacement

# PURCHASE ORDER

No. 2016-00001369  
 DATE: 03/18/2016  
 PAGE: 1 of 1  
 FOB DESTINATION

**Ship To**  
 CITY OF TROY  
 Parks and Recreation  
 3179 LIVERNOIS  
 TROY, MI 48083

**Bill To**  
 CITY OF TROY  
 Parks and Recreation  
 3179 LIVERNOIS  
 TROY, MI 48083

**COUNCIL RESOLUTION**  
 2016-03-051-J-04e

**VENDOR NO.** 136506

**Vendor**  
 URBANS PARTITION AND REMODELING CO  
 19430 GERALD  
 PO BOX 5289  
 NORTHVILLE, MI 48167

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Each	Banquet Wall Replacement Provide and furnish all equipment, material, and labor to replace the banquet room wall divider in Rooms 304/305 at the Troy Community Center as per all bid specifications of RFP-COT 16-07. Contact Brian Goul to schedule install 248 524 3529.	73,000.0000	\$73,000.00

Entered By: MaryBeth Murz

\$73,000.00

**Special Instructions:**

CITY COUNCIL APPROVAL DATE: 3/14/2016. Certificate of Insurance, Performance, Labor and Materials and Payment and 2-year Maintenance Bond shall be on file for duration of project.

**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*  
 \_\_\_\_\_

Banquet Room Wall Replacement

VENDOR NAME:	Urban's Partition & Remodeling Co.
	Northville, MI
Check #	9229609819
Amount	\$2,500.00

**PROPOSAL A:** *To complete the Banquet Room Wall Replacement as per the Scope of Work and Bid Specifications.*

<b>Complete for the Sum of</b>	\$73,000.00
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**PROPOSAL B:** *Provide Routine and Preventative Maintenance for the Replacement Wall which includes but is not limited to inspection of wall and components, lubrication of moving parts, repair/replacement of wall on an as needed basis. Proposers shall attach to their proposal a detailed description of all services to be performed under the Routine and Preventative Maintenance Agreement including hourly rates for labor.*

<b>Complete for the Sum of</b>	NO AWARD
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**CONTACT INFORMATION:**

<b>Hours:</b>	8:00am - 5:00pm M-F
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<b>24 Hour Phone Number:</b>	248-348-1180
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<b>COMPLETION DATE</b>	<b>Can meet:</b>	X
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<b>Cannot meet:</b>	
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<b>PROJECT WILL TAKE __ DAYS:</b>	3 weeks
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<b>QUESTIONNAIRE:</b>	Yes
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<b>INSURANCE</b>	Yes
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<b>SIGNATURE PAGE:</b>	Yes
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<b>PAYMENT TERMS</b>	50% deposit
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<b>EXCEPTIONS:</b>	N/A
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<b>FORMS:</b>	Yes
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# Proposal



## 52328

**PARTITION & REMODELING CO**  
**PO BOX 5289**  
**NORTHVILLE, MI 48167-5289**  
**PH: (248) 348-1180 FX: (248) 348-1297**

PROPOSAL SUBMITTED TO <b>City of Troy</b>	PHONE (248) 524-3300	DATE <b>February 25, 2016</b>
STREET <b>500 W. Big Beaver</b>	JOB NAME <b>Troy Community Center</b>	
CITY, STATE and ZIP CODE <b>Troy, MI 48084</b>	JOB LOCATION <b>Troy, MI</b>	
ATTENTION	EMAIL	PROJECT MGR <b>Rod</b>

We hereby submit specifications and estimates for:

We shall and will furnish, construct, set in place, finish and deliver to the owner free from all claims, liens and charges, and in good substantial, thorough and workmanlike manner perform in every respect the following work:

Demo existing panels and track. Furnish and install (2) new Moderco single panel partitions and track

Size: 28'10" X 14'11" and 45' X 14'11"

- 1) STC 52
- 2) Crank Down Bottom Seals
- 3) Switch and Curve Track System
- 4) Standard Vinyl Finish as selected from mfg. full range
- 5) **Add** for Standard Fabric finish as selected from mfg. full range. \$2,500.00
- 6) Open, close ceiling and dry wall repair included
- 7) Floor protection and disposal included.

Structural support Exists  
 Shop drawings 2 weeks after acceptance. Panels ship 6-8 weeks after track install. Track in stock.  
 Base price quoted. See above for any adds or deletes.

**We Propose** hereby to furnish material and labor --- complete in accordance with above specifications, for the sum of:  
**Seventy Three Thousand**----- dollars **\$73,000.00**

Payment to be made as follows:

### Purchase Order / Contract Required

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Rod Vasold

Note: This proposal may be withdrawn by us if not accepted within 90 days.

Acceptance of Proposal ~ The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_



RFP-COT 16-07  
Banquet Wall Replacement Project  
Page 15 of 20

## PROPOSAL TERMS AND CONDITIONS

### MANDATORY PRE-PROPOSAL MEETING – SITE INSPECTION:

All bidders *are required* to examine the premises to determine the amount of work to be done in accordance with the specifications. There will be a Mandatory Pre-Proposal Meeting scheduled for February 11, 2016, 1:00 P.M., EST. at the Troy Community Center, 3179 Livernois, Troy, MI 48063 (Room 304/305). An opportunity to inspect the site will be provided during the Pre-proposal meeting.

### PROPOSAL SIGNATURES:

Each authorized representative of the Firm must sign the proposal with their usual signature and shall give their full business address. Proposals submitted by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and designation of the President, Secretary, or other person authorized to bind it in the matter. Each signature represents binding commitment upon the Respondent to provide the services offered to the City if the Respondent is determined to be the most responsive and responsible Respondent.

### WITHDRAWAL:

Proposals may only be withdrawn by written notice prior to the date and time set for the opening of the Proposals. No Proposal may be withdrawn after the deadline for submission.

### NO RFP RESPONSE:

For those businesses who receive this RFP but who do not submit a response, it would help the City if you complete the Statement of No Bid Form.

### PROCUREMENT POLICY:

Procurement for the City will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality as determined to be in the best interest of the City. The Purchasing Manager has the vested authority to execute a contract, subject to Mayoral and/or Council approval where required.

### RETAIN PROPOSALS:

The City reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed between the City of Troy and the consultant selected.

### LAWS:

All applicable State of Michigan and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the award throughout and incorporated herein by reference. The Firm will comply with all federal, state, or local laws, rules, ordinances, regulations, licenses and permits. The firm, including its employees and agents, shall be responsible for knowing the City of Troy policies concerning appropriate behavior of persons on City property and shall comply with all applicable policies.

FIRM NAME: Urban's Partition & Remodeling Co.



RFP-COT 16-07

Banquet Wall Replacement Project Proposal Terms and Conditions (continued)

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**ADDITIONAL INFORMATION:**

For additional information/questions concerning this project, contact Enna A. Bachelor, Buyer, at (248) 524-3576 or [enna.bachelor@troymn.gov](mailto:enna.bachelor@troymn.gov).

**CONTRACT AWARD:**

The evaluation and award of this proposal shall be a combination of factors including, but not limited to: the completion of all information requested and detailed in the RFP, evaluation of the fee proposals, professional competence, references that include evidence of completion of at least three (3) projects of similar scope and size, understanding of the project, ability to meet deadlines, and the correlation of the proposal submitted to the needs of the City of Troy and all criteria selection factors considered to be in the best interest of the City of Troy. The intent of the award is to contract with one firm for this project.

The City of Troy reserves the right to award to the firm providing the best value proposal, in whatever manner is deemed to be in the City's best interest; to award the proposal which matches the City's needs; to reject a proposal which contains major deviations from specifications; to accept a proposal which has only minor deviations from specifications; or whatever is deemed to be in the City's best interest.

**ERRORS AND OMISSIONS:**

Proposers are not permitted to take advantage of any errors and omissions in the specifications since full instructions will be given should they be called to the attention of the Purchasing Office.

**DOWN PAYMENTS OR PRE-PAYMENTS:**

All proposals submitted with terms or any provisions in the proposal, which requires a down payment or pre-payment of any kind will not be considered for an award. The designated City Representative will make payment approval of all items upon acceptance of the work being invoiced.

**CONTRACT FORMS:**

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

**INVOICING AND PAYMENT:**

The City of Troy reserves the right to select the invoicing option deemed to be in its best interest at the time of implementation of the contract. No additional costs will be incurred for the invoicing option selected. Detailed billing will be required which minimally includes the project name, service(s) provided, hours worked, cost per hour, and a detailed breakdown of additional allowable expenses.

Termination of service will be unacceptable for non-payment of a bill without the successful bidder contacting the designated City representative to resolve the problem. The City will have 45 days to resolve any billing problem from written notice to terminate services.

**PURCHASE ORDER:**

After the Troy City Council has approved the award, the City of Troy Purchasing Department will issue an award letter to the successful proposer. The successful proposer once notified, will be required to sign the Contract Form. The purchase order issued in conjunction with the Contract Form from the City of Troy will create a bilateral Contract between the parties, and the successful bidder shall commit to perform the Contract in accordance with the Specifications and Scope of Work.

FIRM NAME: Urban's Partition & Remodeling Co.



RFP-COT 16-07

Banquet Wall Replacement Project Proposal Terms and Conditions (continued)

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**COMPLETION SCHEDULE:**

The work shall commence when scheduled with City staff upon City Council approval. The designated City representative shall approve the work schedule 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 entire project must be complete by June 1, 2016.

**COMPLETION DATE:** A work schedule shall be provided to the Recreation Department Director and approved prior to the start of work.

The project must be completed by JUNE 1, 2016.

(X) Our Firm CAN meet the completion date specified ( ) Our firm CANNOT meet the completion date specified

Project will take 3 weeks days to complete

**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 for that portion of work completed which is being invoiced.

**RIGHT TO REQUEST ADDITIONAL INFORMATION:**

The City reserves the right to request any additional information it deems necessary from any firm responding to this RFP after the documents have been received.

**QUALIFICATIONS OF BIDDERS:**

The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Troy that it has the necessary facilities, abilities, and financial resources to provide the services specified herein. The bidder may also be required to give a past history in order to satisfy the City of Troy in regard to the bidder's qualifications. The City of Troy may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Troy all information for this purpose that may be requested.

**ASSIGNMENTS:**

The proposer agrees not to assign or transfer this service or any part thereof without the written consent of the City of Troy, acting through the Purchasing Manager or authorized representatives. Any unauthorized assignment may subject the proposer to immediate termination.

**TERMINATION OF AWARD:**

Should the proposer fail, neglect or refuse to perform his duties under the proposal, the City shall have the right to terminate award of the proposal upon seven (7) days written notice given to the proposer and his surety and to proceed to complete the work. The proposer shall pay any additional costs incurred by the City. The proposal shall provide that the City reserves the right to cancel award of the proposal at any time upon thirty (30) days prior written notice of its intent to terminate any award. The selected proposer shall provide the City at least ninety (90) days prior written notice of its intent to terminate any services, which will give the City time to find a new service provider. No service charge, handling fees or other penalties for cancellation will be assessed by either party.

**PREVAILING WAGE:**

This project is NOT subject to prevailing wage.

**DESIGNATED CITY REPRESENTATIVE:**

Mr. Brian Goul, Assistant Recreation Director is the designated City Representative for this project. 248 524 3484 or [goulb@troymi.gov](mailto:goulb@troymi.gov).

FIRM NAME: Urban's Partition & Remodeling Co.



RFP-COT 16-07

Banquet Wall Replacement Project Proposal Terms and Conditions (continued)

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**MICHIGAN CONSTRUCTION LIEN ACT:**

The bidder agrees that, if awarded the Contract he/she will abide by all requirements of the Michigan Construction Lien Act (P.A. 1980, No. 497) as amended and effective March 1, 1982, and to provide full and complete Sworn Statements on Owner-approved forms.

**PUBLIC ACT 57:**

Public Act 57 requires contractors to provide certain notices to governmental entities concerning improvements on real property; to allow for modifications of contracts for improvement of real property; to provide for remedies; and to repeal acts and parts of acts. This contract shall comply with all applicable provisions of Public Act 57 [a copy of the act is attached for reference (2 pages)].

**BOND SUBMITTAL:**

Subsequently, upon notice of award to the successful bidder of this project, the Contractor(s) shall qualify for, sign, and deliver to the City of Troy an executed Performance Bond, and an executed Labor and Materials Payment Bond, and an executed two-year Maintenance Bond secured by a surety company, acceptable to the City of Troy by being licensed to do business in Michigan, and be included on the U. S. Treasury Department Surety List and/or have a rating of A (-) or better by A. M. Best, and/or Standard and Poors, on standard AIA forms, each in the amount of one hundred percent (100%) of the contract sum. Attorneys-in-fact who sign such bonds must attach a certified copy of their Power of Attorney when the bonds are submitted.

**MATERIAL AVAILABILITY:**

Bidders must accept responsibility for verification of material availability, production schedules, and other pertinent data prior to submission of their bid, and confirm delivery times. 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.

**DELIVERY:**

Materials are not to be delivered to the site until work is to commence. Secure storage space will not be available for long-term storage. All materials are to be F.O.B. delivered, freight paid to the work location in the City of Troy in accordance with specifications.

**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.

**CONTACT INFORMATION:**

Hours of operation: 8:00 AM - 5:00 PM M-F 24 Hr. Contact Phone No. 1-800-248-348-1180

**ASSIGNMENTS:**

The successful bidder(s) agrees not to assign or transfer this contract or any part thereof without written permission of the City of Troy. Any unauthorized assignment may subject the contract to immediate termination.

**PERMITS:**

The contractor shall obtain and pay for all permits, licenses, inspections, approvals and fees required by the state of Michigan or agency having jurisdiction over the installation, alteration or construction of work included. Only the permits issued by the City of Troy for this project will have the costs waived.

FIRM NAME: Urban's Partition & Remodeling Co.





RFP-COT 16-07  
 Banquet Wall Replacement Project  
 Page 19 of 20

**SIGNATURE PAGE**

**PRICES**

Price quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall remain firm until successful completion of all specified requirements for this project.

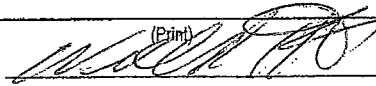
**NOTE:** The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this offer and is in receipt of all addendum as issued.

FIRM Urban's Partition & Remodeling Co.

ADDRESS 19430 Gerald CITY Northville STATE MI ZIP 48167

TELEPHONE NUMBER (248) 348-1180 FAX NUMBER (248) 348-7858

REPRESENTATIVE'S NAME William R. Urban

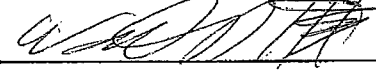
SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE:   
(Print)

TERMS: 50% deposit EMAIL: Rod@urbanspartition.com

COMPLETION: AS SPECIFIED IN SCOPE OF WORK and PROJECT TIMELINE  
 WARRANTY: PROVIDE DETAILED WARRANTY INFORMATION WITH PROPOSAL RESPONSE

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

**ACKNOWLEDGEMENT:** I, William R. Urban, certify that I have read the **Instructions to Bidders** (4 Pages) and that the 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 FIRM REPRESENTATIVE: 

**IMPORTANT:** All City of Troy purchases require a **MATERIAL SAFETY DATA SHEET**, where applicable, in compliance with the MIOSHA "Right to Know" Law.

**NOTE:** 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.





**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 MI  
for whom William R. Urban, bearing the office title of President  
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:

William R. Urban

(Print Full Name)

, being duly sworn deposed, says that he/she

is President

(State Official Capacity in Firm)

The party making the foregoing proposal or bid,

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 24 day of FEB, 2019 in and for \_\_\_\_\_ County.

My commission expires:

ELIZABETH ANN MARTINEZ  
Notary Public, State of Michigan  
County of Oakland  
My Commission Expires Aug. 03, 2020  
Acting in the County of Wayne



**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.

**Urban's Partition & Remodeling Co.**

Name of Agency/Company/Firm (Please Print)

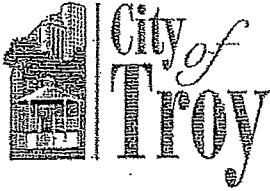
**William R. Urban**

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.

<b>Vendor</b>	
Legal Name	Urban's Partition & Remodeling Co.
Street Address	19430 Gerald
City	Northville
State, Zip	MI. 48167
Corporate I.D. Number/State	38-2074226
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: \_\_\_\_\_

*William R. Urban*  
William R. Urban

Printed Name of Vendor's Authorized Agent: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Printed Name of Witness: \_\_\_\_\_

*ELEANORA MARTINEZ*  
ELEANORA MARTINEZ





February 18, 2016  
Addendum 1  
RFP-COT 16-07  
Banquet Room Wall Replacement  
Page 1 of 4

To All Bidders:

Please be advised that as a result of the Mandatory Pre-Bid Meeting conducted on Thursday, February 11, 2016 at 1:00 PM EST the Purchasing Department for the City of Troy authorized the following clarification(s) and or change(s) to the specifications for RFP-COT 16-07, BANQUET ROOM WALL REPLACEMENT at the City of Troy Community Center. The clarification(s) and or change(s) will be considered an integral part of the original proposal document. The Pre-Bid Meeting was conducted onsite at the Community Center.

Items from the bid documents to be aware of and should be REVIEWED:

- Bid Opening date and time **Thursday, February 25, 2016, at 10:00 AM E.S.T.**
- When submitting bids, mark Envelopes with the Bid Number, Name, and the Opening Date. Bids shall be submitted to the City Clerk's Office located in City Hall.
- For questions regarding items contained in the bid documents, please contact the Purchasing Department at (248) 680-7291.
- A cashier's check, certified check, or money order in the amount of **\$2,500.00 must accompany the bid proposal** to insure the bid. **BID BONDS ARE NOT ACCEPTABLE.** The successful bidder of this project will have their bid surety returned upon submission of the specified acceptable Performance, Labor and Materials, Payment, and two-year Maintenance Bonds, and Insurance Certificate and Endorsement in accordance with bid specifications. All other bidders will have their bid deposits returned once it has been determined that the firm is longer being considered for award.
- All bidders **are required to** examine the premises to determine the amount of work to be done in accordance with the specifications. There will be a **Mandatory Pre-Proposal Meeting scheduled for February 11, 2016, 1:00 P.M., EST. at the Troy Community Center, 3179 Livernois, Troy, MI 48083 (Room 304/305).** An opportunity to inspect the site will be provided during the Pre-proposal meeting.
- For **ADDITIONAL INFORMATION** or specific questions concerning this project, please contact MaryBeth Murz, Purchasing Manager at (248) 680-7291.
- **COMPLETION SCHEDULE:** The work shall commence when scheduled with City staff upon City Council approval. The designated City representative shall approve the work schedule 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 entire project must be complete by **June 1, 2016.**
- **INSURANCE:** If awarded – Certificate of Insurance and Endorsement needs to be submitted to the City's Purchasing Manager, and approved before work can begin. (Pages 11-12 of 20).
- **SIGNATURE PAGE** – Sign all three areas 1) Price Clause, 2) Company Info, & 3) Acknowledgement.
- **EXCEPTIONS:** Any exceptions, substitutions, deviations to the bid proposal need to be stated including the reason (Page 19 of 20).
- **SCOPE OF WORK:** As detailed.



Attendance at the Mandatory Pre-Bid Meeting, everyone signed in. The following Companies were represented and in attendance:

Pizzo Development Group, LLC.  
Urbans Partition and Remodeling Co.

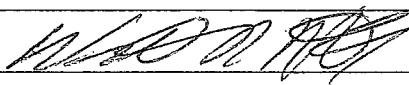
Introduced: MaryBeth Murz, Purchasing Manager, City of Troy  
Sara Teets, Purchasing Assistant, City of Troy  
Brian Goul, Assistant Recreation Director, City of Troy

Clarifications were discussed as follows:

- Sealed Proposals for the **TROY COMMUNITY CENTER BANQUET WALL REPLACEMENT PROJECT** will be received by the City of Troy at the office of the City Clerk, 500 W. Big Beaver Road, Troy, MI 48084 until **THURSDAY, FEBRUARY 25, 2016 at 10:00 AM E.S.T.**, after which time they will be publicly opened in the Troy City Offices. Late proposal submittals will not be accepted or considered for award. Bid responses will not be accepted via fax transmission.
- **COMPLETION SCHEDULE:** The work shall commence when scheduled with City staff upon City Council approval. The designated City representative shall approve the work schedule 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 entire project must be complete by **June 1, 2016**.
- Brian Goul gave a brief overview of the plans detailing that this is a removal and replacement of the wall, track and trolley system at the City of Troy Community Center Banquet Room 304/305.
- It is the bidder's responsibility to field verify all measurements. Potential proposers were given the opportunity to view and inspect the existing wall in Rooms 304/305.
- The existing wall and panels was originally installed in 2002. The wall and track has had many repairs and is in dire need of replacement.
- The wall replacement will include a new track system. If drywall is damaged during install drywall repair will be included and walls shall be restored to original condition.
- Since this is a Request for Proposal; different plans for the track lay-out will be accepted and reviewed.
- Provide wall covering options with proposal. Also include sound-rating of proposed wall panels.
- The awarded proposer shall also be responsible for the disposal and haul-away of existing wall panels and tracks.
- An additional opportunity to ask any other questions was given. There were none. Attendees were reminded that further questions should be emailed directly to the Purchasing Manager.

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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 RFP-COT 16-07, , BANQUET ROOM WALL REPLACEMENT at the City of Troy Community Center. 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, February 25, 2016 at 10:00 AM EST in the office of the City Clerk.

COMPANY: Urban's Partition & Remodeling Co.  
NAME OF AUTHORIZED COMPANY REPRESENTATIVE: William R. Urban  
SIGNATURE:   
ADDRESS: 19430 Gerald  
Northville, MI  
DATE: 2/25/16