

**CITY COUNCIL MINUTES**

**February 14, 2022**

**Standard Purchasing Resolution 2: Sole Bidder Meeting Specifications – Vehicle Graphic Materials**

Resolution #2022-02-028-J-4b

RESOLVED, That Troy City Council hereby **AWARDS** a two (2) year contract to provide and/or install Vehicle Graphic Materials with an option to renew for two (2) additional years to the sole bidder; *Majik Graphics, Inc. of Clinton Township, MI*, for an estimated total of \$44,999.00 not to exceed budgetary limitations at unit prices contained in the bid tabulation opened January 20, 2022, a copy of which shall be **ATTACHED** to the original Minutes of this meeting; contract to expire December 31, 2025.

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

PURCHASE/SERVICE CONTRACT

Ship To City of Troy  
Motor Pool  
4693 ROCHESTER ROAD  
TROY, MI 48085

Bill To City of Troy  
Motor Pool  
4693 ROCHESTER ROAD  
TROY, MI 48085

No: 2022-90000016  
Date: 02/24/2022

FOB DESTINATION

Entered By: Emily Frontera

Vendor VENDOR NO. 100517  
MAJIK GRAPHICS  
19751 FIFTEEN MILE RD  
CLINTON TWP, MI 48035

CONTRACT DESCRIPTION

Commence Date	Expiration Date	Renewal	Resolution #	Contract #	Amount
02/01/2022	12/31/2023	2 Times Annually	2022-02-028-J-4b	2022-90000016	0.00

Vehicle Graphics

TWO Year Contract to provide and/or install Vehicle Graphic Materials with an option to renew for two (2) additional years on as needed basis for the City of Troy.

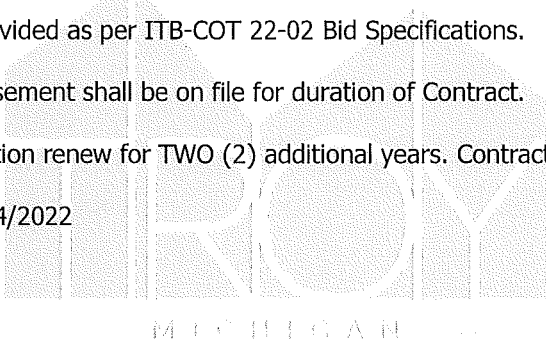
Vehicle Graphic Materials to be provided as per ITB-COT 22-02 Bid Specifications.

Certificate of Insurance and Endorsement shall be on file for duration of Contract.

Two (2) Year Contract with the option renew for TWO (2) additional years. Contract expiring 12/31/2025.

CITY COUNCIL AWARD DATE: 2/14/2022

RESOLUTION #2022-02-028-J-4b



TERMS & CONDITIONS

- Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
  - 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.
  - 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.
  - 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.

  
Emily Frontera  
Purchasing Manager

VENDOR:	MAJIK GRAPHICS, INC.
CITY:	CLINTON TWP., MI
CHECK NUMBER:	9105221829
CHECK AMOUNT:	\$500.00

**PROPOSAL: VEHICLE GRAPHICS**

**1. POLICE VEHICLE GRAPHICS (COMPLETE) INCLUDING INSTALLATION**  
 In accordance with the specifications - new vehicles

ITEM	EST. QTY	UNIT	DESCRIPTION - (Non-Reflective)	COMPLETE FOR THE SUM OF:	EXTENSION
1A.	12	Each	Police Vehicles (Fully Marked Patrol)	\$475.00	\$5,700.00
1B.	7	Each	Police Vehicles (Subdued Marked Traffic)	\$475.00	\$3,325.00
1C.	3	Each	Police Vehicles (K-9)	\$515.00	\$1,545.00
1D.	3	Each	Police Vehicles (Evidence Tech)	\$515.00	\$1,545.00
1E.	3	Each	Police Vehicle (Community Services)	\$515.00	\$1,545.00
1F.	1	Each	Police Vehicle (Service Aide) - reflective	\$630.00	\$630.00
1G.	5	Each	Police Vehicle (Supervisor)	\$515.00	\$2,575.00
<b>Sub -Total</b>					<b>\$16,865.00</b>

**COST FOR REPLACEMENT OF DAMAGED SECTIONS**

ITEM	EST. QTY	UNIT	DESCRIPTION	MATERIAL (Lump Sum/Unit)	LABOR (Lump Sum/Unit)	TOTAL COST (Material+ Labor/Unit)
1H.	14	Each	Front Fender – either side	\$55.00	\$65.00	\$120.00
1I.	14	Each	Rear Quarter Panel – either side	\$45.00	\$65.00	\$110.00
1J.	24	Each	Doors - Front – either side	\$225.00	\$65.00	\$290.00
1K.	24	Each	Doors – Rear – either side	\$140.00	\$65.00	\$205.00
1L.	12	Each	Vehicle Trunk – Letters and Numbers	\$45.00	\$65.00	\$110.00
<b>Sub -Total</b>						<b>\$16,420.00</b>

**LABOR COST FOR REMOVAL OF DECALS AND GRAPHICS FROM**

1M.	20	Each	Fully Marked Patrol Cars:		\$145.00	
1N.	4	Each	Subdued Marked Traffic Safety Vehicles:		\$145.00	
1O.	1	Each	Fully Marked PSA Vehicle – (reflective)		\$180.00	
<b>Sub-Total</b>						<b>\$3,660.00</b>

**ADDITIONAL ITEMS**

				*Each		
1P.	4	Each	K-9 Markings (Head on Pillar)	\$18.00	\$30.00	\$66.00
1Q.	4	Each	K-9 Graphics (Name on Pillar)	\$10.00	\$10.00	\$30.00
1R.	4	Each	K-9 Graphics (Caution on Window)	\$18.00	\$30.00	\$66.00
1S.	4	Each	2" Unit Designator (K-9, Evidence Tech, Traffic Safety, Community Services)	\$18.00	\$30.00	\$66.00
1T.	8	Sets	12" Roof Numbers (set of 3)	\$38.00	\$35.00	\$73.00
1U.	16	Each	3" American Flags (Sample shown at site visit)	\$8.00	\$10.00	\$26.00
<b>Sub-Total</b>						<b>\$1,912.00</b>

\* Pricing is per graphic; typically 2 purchased per vehicle

Manufacturer Used:	Avery, 3M, FDC
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**2. FIRE VEHICLE GRAPHICS (COMPLETE) INCLUDING INSTALLATION**  
 In accordance with the specifications - new vehicles

ITEM	EST. QTY	UNIT	DESCRIPTION - (Reflective)	COMPLETE FOR THE SUM OF:	EXTENSION
2A.	2	Each	Staff/ Utility Vehicles	\$245.00	\$490.00

VENDOR: MAJIK GRAPHICS, INC.  
 CITY: CLINTON TWP., MI

COST FOR REPLACEMENT OF DAMAGED SECTIONS						
ITEM	EST. QTY	UNIT	DESCRIPTION - (Reflective)	MATERIAL (Lump Sum/Unit)	LABOR (Lump Sum/Unit)	TOTAL COST (Material+ Labor/Unit)
2B.	2	Each	Doors - Front or Rear – either side	\$140.00	\$65.00	\$205.00
2C.	2	Each	Vehicle Rear Hatch – Letters and Numbers	\$30.00	\$65.00	\$95.00
					<b>TOTAL:</b>	<b>\$300.00</b>
2D.	4	Each	Labor Cost for removal of decals and graphics from Fire vehicles		\$115.00	
<b>Sub-Total</b>						<b>\$1,060.00</b>
<b>Manufacturer Used:</b>				3M		

**3. DEPARTMENT OF PUBLIC WORKS (FLEET OPERATIONS)**  
 GRAPHICS ONLY In accordance with the specifications

ITEM	EST. QTY	UNIT	DESCRIPTION - (Reflective)	COMPLETE FOR THE SUM OF:	EXTENSION
3A.	36	Each	Decals, 8", Department Designated	\$23.00	\$828.00
3B.	4	Each	Decals, 8", Plain	\$23.00	\$92.00
3C.	6	Each	Decals, 12", Department Designated	\$36.00	\$216.00
3D.	6	Each	Decals, 12", Plain	\$36.00	\$216.00
3E.	60	Each	Decals, 16", Department Designated	\$45.00	\$2,700.00
3F.	12	Each	Decals, 16", Plain	\$45.00	\$540.00
<b>Sub-Total</b>					<b>\$4,592.00</b>

5. Computerized "New" Vehicle Layout Design No Charge

**Manufacturer Used:** Avery, 3M, FDC

**ESTIMATED TOTAL COST:** \$44,999.00

<b>CONTACT INFORMATION:</b> Hours of Operation:	8:00 AM - 5:00 PM M-F
24 Hour Phone #:	586-354-8392
MADE SITE INSPECTION: Y or N	Yes, 01/07/2022
REFERENCES: Y or N	Y
ABLE TO PROVIDE INSURANCE: Y or N	Y
PAYMENT TERMS:	NET 30
WARRANTY:	LIFE OF VEHICLE
DELIVERY OF DECALS:	DPW
EXCEPTIONS:	NONE
ACKNOWLEDGMENT: Y or N	Y
ADDENDUM 1 & 2 PROVIDED: Y or N	MISSING SIGN ADDENDUM 2 SIGNATURE
FORMS:	NONE PROVIDED

Attest:  
 (\*Bid Opening conducted via Zoom)  
Laurence Schehr  
Pete Hullinger  
Brian Varney  
Andrew Chambliss  
Heather Chomiak

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 Emily Frontera  
 Purchasing Manager



**CITY OF TROY**  
**REVISED BID PROPOSAL PAGE**

ITB-COT 22-02  
Page 2 of 3

The undersigned proposes to **PROVIDE TWO-YEAR REQUIREMENTS TO INSTALL AND/OR PURCHASE VEHICLE GRAPHIC MATERIAL FOR THE POLICE, FIRE, AND FLEET DEPARTMENTS, WITH AN OPTION TO RENEW FOR TWO ADDITIONAL YEARS**, in accordance with the attached specifications to be considered an integral part of this proposal, at the following prices:

COMPANY NAME: MASIK GRAPHICS, INC.

**PROPOSAL: VEHICLE GRAPHICS**

**1. POLICE VEHICLE GRAPHICS (COMPLETE) INCLUDING INSTALLATION**  
In accordance with the specifications - new vehicles

<u>ITEM</u>	<u>EST. QTY</u>	<u>DESCRIPTION - (Non-Reflective)</u>	<b>COMPLETE EXTENSION FOR THE SUM OF:</b>	
1A.	12 Each	Police Vehicles (Fully Marked Patrol)	\$ 475.00	\$ 5700.00
1B.	7 Each	Police Vehicles (Subdued Marked Traffic)	\$ 475.00	\$ 3325.00
1C.	3 Each	Police Vehicles (K-9)	\$ 515.00	\$ 1545.00
1D.	3 Each	Police Vehicles (Evidence Tech)	\$ 515.00	\$ 1545.00
1E.	3 Each	Police Vehicle (Community Services)	\$ 515.00	\$ 1545.00
1F.	1 Each	Police Vehicle (Service Aide) - reflective	\$ 630.00	\$ 630.00
1G.	5 Each	Police Vehicle (Supervisor)	\$ 515.00	\$ 2575.00

**COST FOR REPLACEMENT OF DAMAGED SECTIONS**

<u>ITEM</u>	<u>EST. QTY</u>	<u>DESCRIPTION</u>	<b>MATERIAL</b> (Lump Sum/ Unit)	<b>LABOR</b> (Lump Sum/ Unit)	<b>TOTAL COST</b> (Material+Labor/ Unit)
1H.	14 Each	Front Fender - either side	\$ 55	\$ 65	\$ 120.00
1I.	14 Each	Rear Quarter Panel - either side	\$ 45	\$ 65	\$ 110.00
1J.	24 Each	Doors - Front - either side	\$ 225	\$ 65	\$ 290.00
1K.	24 Each	Doors - Rear - either side	\$ 140	\$ 65	\$ 205.00
1L.	12 Each	Vehicle Trunk - Letters and Numbers	\$ 45	\$ 65	\$ 110.00

**LABOR COST FOR REMOVAL OF DECALS AND GRAPHICS FROM**

1M.	20 Each	Fully Marked Patrol Cars:	\$ 145.00
1N.	4 Each	Subdued Marked Traffic Safety Vehicles:	\$ 145.00
1O.	1 Each	Fully Marked PSA Vehicle - (reflective)	\$ 180.00

**ADDITIONAL ITEMS**

1P.	4 Each	K-9 Markings (Head on Pillar)	\$ 18.00	\$ 30.00	\$ 66.00 Vehicle
1Q.	4 Each	K-9 Graphics (Name on Pillar)	\$ 10.00	\$ 10.00	\$ 30.00 Vehicle
1R.	4 Each	K-9 Graphics (Caution on Window)	\$ 18.00	\$ 30.00	\$ 66.00 Vehicle
1S.	4 Each	2" Unit Designator (K-9, Evidence Tech, Traffic Safety, Community Services)	\$ 18.00	\$ 30.00	\$ 66.00 Vehicle
1T.	8 Sets	12" Roof Numbers (set of 3)	\$ 38/Set	\$ 35/Set	\$ 73.00
1U.	16 Each	3" American Flags (Sample shown at site visit)	\$ 8.00	\$ 10.00	\$ 26.00

Manufacturer Used: AVERY, 3M, FDC

**2 FIRE VEHICLE GRAPHICS (COMPLETE) INCLUDING INSTALLATION**

In accordance with the Specifications – new vehicles

<u>ITEM</u>	<u>EST. QTY</u>	<u>DESCRIPTION - (Reflective)</u>	<b>COMPLETE FOR THE SUM OF:</b>	<b>EXTENSION</b>
2A.	2 Each	Staff/ Utility Vehicles	\$ <u>245.00</u>	\$ <u>490.00</u>

**COST FOR REPLACEMENT OF DAMAGED SECTIONS**

<u>ITEM</u>	<u>EST. QTY</u>	<u>DESCRIPTION - (Reflective)</u>	<b>MATERIAL (Lump Sum / Unit)</b>	<b>LABOR (Lump Sum /Unit)</b>	<b>TOTAL COST (Material+Labor/ Unit)/</b>
2B.	2 Each	Doors - Front or Rear -- either side	\$ <u>140.00</u>	\$ <u>65.00</u>	\$ <u>205.00</u>
2C.	2 Each	Vehicle Rear Hatch – Letters and Numbers	\$ <u>36.00</u>	\$ <u>65.00</u>	\$ <u>95.00</u>
2D.	4 Each	Labor Cost for removal of decals and graphics from Fire vehicles		\$ <u>115.00</u>	

Manufacturer Used: 3M

**3. Department of Public Works (Fleet Operations) – GRAPHICS ONLY** in accordance with the specifications

<u>ITEM</u>	<u>EST. QTY</u>	<u>DESCRIPTION - (Reflective)</u>	<b>COMPLETE FOR THE SUM OF:</b>	<b>EXTENSION</b>
3A.	36 Each	Decals, 8", Department Designated	\$ <u>23.00</u>	\$ <u>828.00</u>
3B.	4 Each	Decals, 8", Plain	\$ <u>23.00</u>	\$ <u>92.00</u>
3C.	6 Each	Decals, 12", Department Designated	\$ <u>36.00</u>	\$ <u>216.00</u>
3D.	6 Each	Decals, 12", Plain	\$ <u>36.00</u>	\$ <u>216.00</u>
3E.	60 Each	Decals, 16", Department Designated	\$ <u>45.00</u>	\$ <u>2700.00</u>
3F.	12 Each	Decals, 16", Plain	\$ <u>45.00</u>	\$ <u>540.00</u>

**4. GENERAL DECAL COSTS/ EACH (SECTION DELETED) — MATERIAL**  
(\$/ Sq. Inch)

<u>ITEM</u>	<u>DESCRIPTION</u>	
4A.	LETTERS / NUMBERS	\$ _____
4B.	STRIPES	\$ _____
4C.	SHIELD MARKINGS	\$ _____

**5. Computerized "New" Vehicle Layout Design** **No Charge**

Manufacturer Used: AVERY, 3M, FDC

**IMPORTANT:** As new models are purchased; the amount of graphics may change depending upon the size of the vehicle. If more or less letters, numbers, stripes, shields are required, the base bid price for a vehicle installation may be amended by the unit prices bid in Items 4A-4C.

**TRAVEL TIME:** Travel time will not be paid on this contract.

**UNIT PRICES:** Unit prices prevail. The City of Troy Purchasing Department will correct all extension errors.

**QUANTITIES:** All quantities stated are annual good faith estimates. If a quantity range has been provided in the specifications, the award will be based on the quantity listed above in the bid proposal pricing section. The City of Troy will not be penalized for usage that is greater than or less than the quantities provided, due to the number of accidents and additional body-work that may be required.

MAJIK GRAPHICS, INC.

COMPANY NAME: MASIK GRAPHICS, INC.

**CONTACT INFORMATION:**

Hours of operation: m-f 8:00 am - 5:00 pm 24 Hr. Contact Phone No. 586-354-8392

**DOWNPAYMENTS AND PREPAYMENTS:** Any proposal 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.

**BID DEPOSIT AND FORFEITURE:** The bid deposit of the lowest bidder shall be forfeited if, after bid opening, a change in bid price or other provisions of the bid is required by the bidder that is prejudicial to the interest of the City of Troy or fair competition.

**COMPLETION:** All work requested must be completed within five (5) business days upon request.

**SCREENS:** All screen artwork produced for this contract will become the property of the City of Troy at the conclusion of the contract. The information can be provided in the following formats:

Troy Fire Department Logo only	JPG Files
Troy Fire Department Vehicle Photos	JPG Files
Troy Police Department Photos	JPG Files or Microsoft
Troy Motor Pool – Athena Logo only	JPG or TIF File

**NOTE:** Since the City owns the rights to the artwork being used by the contractor(s), no additional charges for screen work or setup fees will be allowed by any vendor.

**AWARD:** The evaluation and award of this bid shall be a combination of factors, including but not limited to cost, examination of equipment, professional competence, references, and the correlation of the proposal submitted to the needs of the City of Troy. The City of Troy reserves the right to award this bid to the lowest total responsible bidder meeting specifications; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations; to accept or reject individual bid items.

**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.

**SITE INSPECTION:** All bidders should examine the equipment to determine the amount of work to be done in accordance with the specifications. The bidder accepts full responsibility and risk for any errors or omissions in this bid offer for failure to comply. Appointments may be made with **Fleet Operations Manager – Brian Varney** at (248) 524-3390 between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday.

- Our company made site inspections on 1/7/22
- Our company did not visit the sites.

**UNAUTHORIZED USE:** Unauthorized reproduction, display, etc. of a City of Troy decal is prohibited. The designated City representative must provide written authorization to the successful bidder to use a City decal for any purpose other than this contract.

**APPROVED ALTERNATES:** The City of Troy Designated Representative will review any alternates submitted. Descriptive literature, which includes specifications, must be provided for items to be considered as alternates to the item(s) specified. A sample must be submitted for testing if requested by the City of Troy Designated Representative. His/her decision as to acceptability will be considered in the City's best interest and will be final.

COMPANY NAME: MASIK GRAPHICS, INC.



**REFERENCES**

The City of Troy requires that your company list at least three (3) clients who have recently had similar work performed by your company. Please, print.

COMPANY: CLINTON TOWNSHIP POLICE DEPT  
ADDRESS: 37985 S. Groesbeck Hwy, Clinton Twp, MI  
CONTACT: Tony Maisano PHONE: 586-493-7866  
EMAIL: maisanda@clintontwp-mi.gov

COMPANY: CHESTERFIELD TOWNSHIP POLICE DEPT.  
ADDRESS: 46525 Continental Dr., New Baltimore, MI  
CONTACT: Clint Bowerson PHONE: 586-949-4245  
EMAIL: cbowerso@chesterfieldpolice.org

COMPANY: MACOMB COUNTY SHERIFF DEPT.  
ADDRESS: 43565 Elizabeth Rd., Mt. Clemens, MI  
CONTACT: Jeff McPherson PHONE: 586-469-7363  
EMAIL: jeffrey.mcpherson@macombcountymi.gov

COMPANY NAME: MAJIK GRAPHICS, INC.

Insurance requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE** and **ENDORSEMENT**. The required Insurance Certificate and Endorsement must be submitted to the city within 5 days of the verbal/ electronic request after the bid award. The Insurance Certificate and Endorsement may be faxed to the Purchasing Office at (248) 619-7608, and is the only bid document accepted in this format.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to business in the State of Michigan and acceptable to the City of Troy. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR's) are the responsibility of the Contractor.

- 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 \$ \_\_\_\_\_.  
**NOTE:** Please note the amendments on a sample insurance certificate and attach it to your bid proposal.
- Our proposal is reduced by \$ \_\_\_\_\_ if we lower the requirement 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 as well as the required endorsements **SHALL** be attached to the proposal document at the time of submission of the proposal 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 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 in accordance with all applicable statutes of the State of Michigan and acceptable to the City of Troy.

**INSURANCE VERIFICATION:**

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

**WORKERS' COMPENSATION INSURANCE,** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**COMMERCIAL GENERAL LIABILITY INSURANCE** on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

**AUTOMOBILE LIABILITY,** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

COMPANY NAME: MAJIK GRAPHICS, INC.

**ADDITIONAL INSURED:**

Commercial General Liability and Automobile Liability, as described in the attached SAMPLE shall include an Additional Insured Endorsement stating the following shall be **Additional Insureds**: The City of Troy including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and council members, including employees and volunteers thereof. It is understood and agreed by naming the City of Troy as additional insured, coverage afforded is considered to be primary and any other insurance the City of Troy may have in effect shall be considered secondary and/or excess.

**CANCELLATION NOTICE:**

All policies, as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be mailed to:

City of Troy  
Purchasing Manager  
500 West Big Beaver  
Troy, MI 48084

**PROOF OF INSURANCE COVERAGE:**

The Contractor shall provide the City of Troy, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above all shall be furnished, if so requested.

If any of the applicable coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Troy at least ten (10) days prior to the expiration date.

**LETTER VERIFICATION:**

The recommended bidder will be notified to submit a letter from the *insurance agent or carrier* that the insurance to be supplied will meet specifications. As an alternative, the recommended 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 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's Purchasing Manager will review the insurance certificates and endorsements to ensure all acceptable documents have been received and allow (5) business additional days after verbal / electronic notification to submit final insurance certificate(s) in accordance with specifications. 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 barred from doing business with the City of Troy for a minimum of three (3) years for failing to meet insurance requirements.

COMPANY NAME: MAGIK GRAPHICS, INC.

**SIGNATURE PAGE**

**PRICES:** Prices shall remain firm for 60 days or bid award, whichever comes first; except for the successful bidder whose prices shall remain firm for the entire contract period. The contract period shall commence on the date of award and continue for two (2) calendar years, with the option to renew for two additional years through mutual consent, within 90 days of contract termination under the same pricing structure, terms, and conditions. A request by City staff to determine a successful bidder's interest in renewing a contract in no way obligates the City.

**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 addenda as issued.

TAX ID #: 38-3293202

COMPANY: MAJIK GRAPHICS

ADDRESS: 19751 15 MILE RD. CITY: CLINTON TWP. STATE: MI ZIP: 48035

TELEPHONE: 586-792-8055 FAX NUMBER: —

REPRESENTATIVE'S NAME: MARCELLA HURST

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:**   
(PRINT)

PAYMENT TERMS: NET 30 WARRANTY: LIFE OF VEHICLE

EMAIL: majikmarcia@yahoo.com DELIVERY OF DECALS: DPW

CHECK NUMBER: 9105221829

**EXCEPTIONS:**

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

**ACKNOWLEDGEMENT:**

I, MARCELLA HURST, 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](http://www.bidnetdirect.com/city-of-troy-mi) and is an official copy of the Authorized Version.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** 

**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 SDS at the time of bid submission.

**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:** All prices quoted are to be in U. S. currency.



January 7, 2022  
Addendum 1  
ITB-COT 22-02  
Vehicle Graphics  
Page 1 of 3

**To All Bidders:**

Please be advised that the City of Troy Purchasing Department has authorized the following CHANGES to the **Bid Proposal Page** for Bid Proposal **ITB-COT 22-02, Vehicle Graphics**. The CHANGES will be considered an integral part of the original proposal documents. **Please be sure to use the revised bid proposal page with your bid submission.**

I, the undersigned Bidder, have read this addendum and have integrated the changes into the Bid Proposal documents for **ITB-COT 22-02, Vehicle Graphics**. All other items in the original proposal document remain the same. This addendum should be attached to the Electronic Bid Submission Response at the time of submission on or before **Thursday, January 20, 2022 at 10:00 A.M., EDT.**

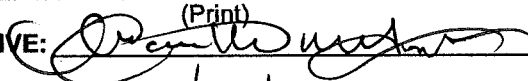
COMPANY:

MASIK GRAPHICS, INC.

NAME OF REPRESENTATIVE:

MARCETTA M. HURST

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

<sup>(Print)</sup>  


DATE:

1/20/22



January 12, 2022  
Addendum 2  
ITB-COT 22-02  
Vehicle Graphics  
Page 1 of 3

To All Bidders:

Please be advised that the City of Troy Purchasing Department has authorized the following ANSWERS TO QUESTIONS AND CHANGES to the Bid Proposal Page for Bid Proposal **ITB-COT 22-02, Vehicle Graphics**. The CHANGES will be considered an integral part of the original proposal documents. **Please be sure to use the revised bid proposal page with your bid submission.**

**QUESTION:** Would you be able to provide pictures of the Service Aide vehicles?

**ANSWER:** You will find pictures of one of our Service Aide Vehicles provided within this addendum. We have also provided a picture of a second traffic officer vehicle.

**QUESTION:** Seeking clarification on Line Items 1B & 1N Semi Marked Traffic Safety Vehicles. Were you intending to request subdued graphics instead of semi-marked graphics?

**ANSWER:** We no longer have semi-marked cars (graphics on one side only) in our fleet. We now have vehicles with subdued graphics, which are darker and muted. The Bid Proposal Page has been revised to reflect this.

**QUESTION:** Are the roofs of the service aide vehicles marked?

**ANSWER:** The roof of the service aide vehicles do not have any graphics.

**QUESTION:** Seeking clarification on Section 3 Department of Public Works (Fleet Operations) decals. What sample image corresponds with this section?

**ANSWER:** The round graphic on the sample page corresponds to this section.

**QUESTION:** Do you have specifications for Section 4 General Decal Costs?

**ANSWER:** The City of Troy Police and Fire Department no longer uses stripes for their vehicles. Letters/numbers and shield markings will be bid on by panels on the vehicle. Therefore Section 4 will be eliminated.

I, the undersigned Bidder, have read this addendum and have integrated the changes into the Bid Proposal documents for **ITB-COT 22-02, Vehicle Graphics**. All other items in the original proposal document remain the same. This addendum should be attached to the Electronic Bid Submission Response at the time of submission on or before **Thursday, January 20, 2022 at 10:00 A.M., EDT.**

COMPANY: MAJIK GRAPHICS, INC.

NAME OF REPRESENTATIVE: MARCETTA HURST

SIGNATURE OF AUTHORIZED REPRESENTATIVE: <sup>(Print)</sup>

DATE: 1/19/22



**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 MARCETTA HURST, 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:

MARLETTA M. THURST, being duly sworn deposed, says that he/she  
(Print Full Name)

is PRESIDENT. 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:  
\_\_\_\_\_





**VENDOR CERTIFICATION  
THAT IT IS NOT AN  
"IRAN LINKED BUSINESS"**

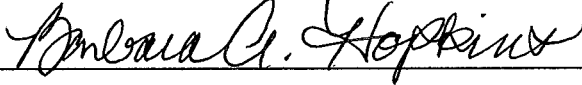
Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

<b>Vendor</b>	
Legal Name	MAJIK GRAPHICS, INC.
Street Address	19751 15 MILE RD.
City	CUNTON TOWNSHIP
State, Zip	MI 48035
Corporate I.D. Number/State	38-3293202
Taxpayer I.D. #	38-3293202

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: MARCEITA M. HURST

Witness Signature: 

Printed Name of Witness: Barbara A. Hopkins



**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:

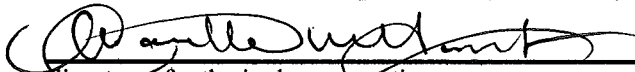
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (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.**

MAGIK GRAPHICS, INC.  
Name of Agency/Company/Firm (Please Print)

MARCEITA M. HURST, PRESIDENT  
Name and title of authorized representative (Please Print)

  
Signature of authorized representative

1/25/22  
Date

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



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

The undersigned, the owner or authorized officer of MATIK GRAPHICS, INC. (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 MATIK GRAPHICS, INC. and any member of the City of Troy City Council or City of Troy management.

**List any Familial Relationships:**

**BIDDER:**

MATIK GRAPHICS, INC.

By: [Signature]

Its: President

STATE OF MICHIGAN )

)ss.

COUNTY OF MACOMB )

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2022,

by \_\_\_\_\_



500 West Big Beaver  
 Troy, MI 48084  
 troymi.gov

# CITY COUNCIL AGENDA ITEM

Date: February 14, 2022

To: Mark Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
 Lisa Burnham, Controller  
 Frank Nastasi, Police Chief  
 Laurence Schehr, Police Lieutenant  
 Richard Riesterer, Fire Chief  
 Peter Hullinger, Assistant Fire Chief  
 Kurt Bovensiep, Public Works Director  
 Brian Varney, Fleet Operations Manager  
 Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2 - Sole bidder Meeting Specifications - Vehicle Graphic Materials

### History

The Police, Fire and Fleet Departments are responsible for the maintenance of City vehicles and emergency equipment as per Troy City Council's ongoing objective to enhance the health and safety of the community. This maintenance includes the installation and/or purchase of vehicle graphic materials for the Police, Fire and Public Works Departments. In 2018, City Council approved a two (2) year contract with an option to renew for two (2) additional years. The existing contract has expired, necessitating Vehicle Graphics to be re-bid.

### Purchasing

On January 20, 2022, bids were received as required by City Charter and Code for two (2) year requirements of Vehicle Graphic Materials and installation with an option to renew for two (2) additional years. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.bidnetdirect.com//city-of-troy-mi](http://www.bidnetdirect.com//city-of-troy-mi). Two hundred and twenty-nine (229) vendors were notified via the MITN website. One (1) sole bid response was received.

Below is a detailed summary of potential vendors for the bid opportunity:

Companies notified via MITN	229	<p><i>MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.</i></p> <p><b>Active MITN</b> members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.</p> <p><b>Active MITN non-paying</b> members are responsible to monitor and check the MITN website for opportunities to do business with the City.</p> <p><b>Inactive MITN member</b> status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.</p>
Troy Companies notified via MITN	5	
Troy Companies notified Active email Notification	5	
Troy Companies notified Active Free	0	
Companies that viewed the bid	8	
Troy Companies that viewed the bid	1	



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

### **Purchasing (continued)**

*Majik Graphics, Inc. of Clinton Township, MI* was the sole bidder meeting specifications and is being recommended for the installation and/or purchase of vehicle graphic materials at the unit prices identified in the attached bid tabulation. *Majik Graphics, Inc.* has successfully provided vehicle graphics for the City of Troy and meets all requirements.

### **Financial**

Funds are budgeted and available in the operating accounts of the Police and Fire Departments, and Fleet Division of the Public Works Department respectively.

### **Recommendation**

City management recommends awarding a two (2) year contract to provide and install Vehicle Graphic Materials for the Police, Fire and Public Works Departments; with an option to renew for two (2) additional years to the sole bidder meeting specifications; *Majik Graphics, Inc. of Clinton Township, MI* at unit prices contained in the attached bid tabulation for an estimated total cost of \$44,999. This estimate may increase but will not exceed budgetary limitations. The award is contingent upon the contractor's submission of properly executed bid documents including insurance certificates and all other specified requirements.

VENDOR:	MAJIK GRAPHICS, INC.
CITY:	CLINTON TWP., MI
CHECK NUMBER:	9105221829
CHECK AMOUNT:	\$500.00

**PROPOSAL: VEHICLE GRAPHICS**

**1. POLICE VEHICLE GRAPHICS (COMPLETE) INCLUDING INSTALLATION**  
 In accordance with the specifications - new vehicles

ITEM	EST. QTY	UNIT	DESCRIPTION - (Non-Reflective)	COMPLETE FOR THE SUM OF:	EXTENSION
1A.	12	Each	Police Vehicles (Fully Marked Patrol)	\$475.00	\$5,700.00
1B.	7	Each	Police Vehicles (Subdued Marked Traffic)	\$475.00	\$3,325.00
1C.	3	Each	Police Vehicles (K-9)	\$515.00	\$1,545.00
1D.	3	Each	Police Vehicles (Evidence Tech)	\$515.00	\$1,545.00
1E.	3	Each	Police Vehicle (Community Services)	\$515.00	\$1,545.00
1F.	1	Each	Police Vehicle (Service Aide) - reflective	\$630.00	\$630.00
1G.	5	Each	Police Vehicle (Supervisor)	\$515.00	\$2,575.00

**Sub -Total** **\$16,865.00**

**COST FOR REPLACEMENT OF DAMAGED SECTIONS**

ITEM	EST. QTY	UNIT	DESCRIPTION	MATERIAL (Lump Sum/Unit)	LABOR (Lump Sum/Unit)	TOTAL COST (Material+ Labor/Unit)
1H.	14	Each	Front Fender – either side	\$55.00	\$65.00	\$120.00
1I.	14	Each	Rear Quarter Panel – either side	\$45.00	\$65.00	\$110.00
1J.	24	Each	Doors - Front – either side	\$225.00	\$65.00	\$290.00
1K.	24	Each	Doors – Rear – either side	\$140.00	\$65.00	\$205.00
1L.	12	Each	Vehicle Trunk – Letters and Numbers	\$45.00	\$65.00	\$110.00

**Sub -Total** **\$16,420.00**

**LABOR COST FOR REMOVAL OF DECALS AND GRAPHICS FROM**

1M.	20	Each	Fully Marked Patrol Cars:		\$145.00	
1N.	4	Each	Subdued Marked Traffic Safety Vehicles:		\$145.00	
1O.	1	Each	Fully Marked PSA Vehicle – (reflective)		\$180.00	

**Sub-Total** **\$3,660.00**

**ADDITIONAL ITEMS**

				*Each		
1P.	4	Each	K-9 Markings (Head on Pillar)	\$18.00	\$30.00	\$66.00
1Q.	4	Each	K-9 Graphics (Name on Pillar)	\$10.00	\$10.00	\$30.00
1R.	4	Each	K-9 Graphics (Caution on Window)	\$18.00	\$30.00	\$66.00
1S.	4	Each	2" Unit Designator (K-9, Evidence Tech, Traffic Safety, Community Services)	\$18.00	\$30.00	\$66.00
1T.	8	Sets	12" Roof Numbers (set of 3)	\$38.00	\$35.00	\$73.00
1U.	16	Each	3" American Flags (Sample shown at site visit)	\$8.00	\$10.00	\$26.00

**Sub-Total** **\$1,912.00**

\* Pricing is per graphic; typically 2 purchased per vehicle

**Manufacturer Used:** Avery, 3M, FDC

**2. FIRE VEHICLE GRAPHICS (COMPLETE) INCLUDING INSTALLATION**  
 In accordance with the specifications - new vehicles

ITEM	EST. QTY	UNIT	DESCRIPTION - (Reflective)	COMPLETE FOR THE SUM OF:	EXTENSION
2A.	2	Each	Staff/ Utility Vehicles	\$245.00	\$490.00

VENDOR: MAJIK GRAPHICS, INC.  
 CITY: CLINTON TWP., MI

COST FOR REPLACEMENT OF DAMAGED SECTIONS						
ITEM	EST. QTY	UNIT	DESCRIPTION - (Reflective)	MATERIAL (Lump Sum/Unit)	LABOR (Lump Sum/Unit)	TOTAL COST (Material+ Labor/Unit)
2B.	2	Each	Doors - Front or Rear – either side	\$140.00	\$65.00	\$205.00
2C.	2	Each	Vehicle Rear Hatch – Letters and Numbers	\$30.00	\$65.00	\$95.00
					<b>TOTAL:</b>	<b>\$300.00</b>
2D.	4	Each	Labor Cost for removal of decals and graphics from Fire vehicles		\$115.00	
<b>Sub-Total</b>						<b>\$1,060.00</b>
<b>Manufacturer Used:</b>				3M		

3. DEPARTMENT OF PUBLIC WORKS (FLEET OPERATIONS) GRAPHICS ONLY In accordance with the specifications						
ITEM	EST. QTY	UNIT	DESCRIPTION - (Reflective)	COMPLETE FOR THE SUM OF:	EXTENSION	
3A.	36	Each	Decals, 8", Department Designated	\$23.00	\$828.00	
3B.	4	Each	Decals, 8", Plain	\$23.00	\$92.00	
3C.	6	Each	Decals, 12", Department Designated	\$36.00	\$216.00	
3D.	6	Each	Decals, 12", Plain	\$36.00	\$216.00	
3E.	60	Each	Decals, 16", Department Designated	\$45.00	\$2,700.00	
3F.	12	Each	Decals, 16", Plain	\$45.00	\$540.00	
<b>Sub-Total</b>						<b>\$4,592.00</b>

5. Computerized "New" Vehicle Layout Design No Charge  
 Manufacturer Used: Avery, 3M, FDC

**ESTIMATED TOTAL COST: \$44,999.00**

<b>CONTACT INFORMATION:</b>	Hours of Operation:	8:00 AM - 5:00 PM M-F
	24 Hour Phone #:	586-354-8392
	MADE SITE INSPECTION: Y or N	Yes, 01/07/2022
	REFERENCES: Y or N	Y
	ABLE TO PROVIDE INSURANCE: Y or N	Y
	PAYMENT TERMS:	NET 30
	WARRANTY:	LIFE OF VEHICLE
	DELIVERY OF DECALS:	DPW
	EXCEPTIONS:	NONE
	ACKNOWLEDGMENT: Y or N	Y
	ADDENDUM 1 & 2 PROVIDED: Y or N	MISSING SIGN ADDENDUM 2 SIGNATURE
	FORMS:	NONE PROVIDED

SOLE BIDDER

Attest:  
 (\*Bid Opening conducted via Zoom)  
Laurence Schehr  
Pete Hullinger  
Brian Varney  
Andrew Chambliss  
Heather Chomiak

\_\_\_\_\_  
 Emily Frontera  
 Purchasing Manager







COMMERCIAL LINES POLICY  
COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Merchants Mutual Insurance Company  
Buffalo, New York

Named Insured: MAJIK GRAPHICS INC

Policy Number: CMP9156221

Policy Period: 08/17/21 to 08/17/22

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Additional Insured(s):

1 CITY OF TROY  
500 W BIG BEAVER RD  
TROY, MI 48084-5254

TYPE: STATE OR POLITICAL SUBDIVISION PERMITS - CG 2012

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2 SIGNATURE ASSOCIATES  
ONE TOWN SQUARE, SUITE 1200  
SOUTHFIELD, MI 48076-3708

TYPE: OWNERS, LESSEES OR CONTRACTORS - CG 2010

LOCATION OF COVERED OPERATIONS:  
19751 15 MILE RD, CLINTON TWP MI

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3 TROUT HENSHAW LLC  
19751-19775 ED 15 MILE ROAD  
CLINTON TWP, MI 48035

TYPE: OWNERS, LESSEES OR CONTRACTORS - CG 2010

LOCATION OF COVERED OPERATIONS:  
19751 15 MILE RD, CLINTON TWP MI

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s):</b>	<b>Location And Description Of Completed Operations</b>
As required by contract	As required by contract
<b>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</b>	

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the additional insured and included in the "products-completed operations hazard".

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**PRIMARY AND NONCONTRIBUTORY –  
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

**(1)** The additional insured is a Named Insured under such other insurance; and

**(2)** You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.