

**Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications –
Holiday Tree**

Resolution #2025-09-128-J-4b

RESOLVED, That Troy City Council hereby **AWARDS** a contract for the purchase of an 18-foot holiday tree with assorted ornaments and lights to the low bidder meeting specifications, *HDMS LLC DBA Holiday Designs* of *Gainesville Georgia* for an estimated cost of **\$10,500** at prices detailed in the bid tabulation opened September 4, 2025, a copy of which shall be **ATTACHED** to the original Minutes of this meeting; not to exceed budgetary limitations.

PURCHASE ORDER

Ship To

CITY OF TROY
Building Operations
4695 ROCHESTER ROAD
TROY, MI 48085

Bill To

CITY OF TROY
Building Operations
4693 ROCHESTER ROAD
TROY, MI 48085


No. 2026-00000463
DATE: 10/08/2025
PAGE: 1 of 1
FOB DESTINATION

VENDOR NO. 178979

Vendor

HOLIDAY DESIGNS
PO BOX 6105
GAINESVILLE, GA 30504

COUNCIL RESOLUTION
2025-09-128-J-4b
INSTRUCTIONS
Return to Department

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Lump Sum	Holiday Panel Tree 18' per ITB-COT 25-24	10,500.0000	\$10,500.00
				

Entered By: Nellie Bert

\$10,500.00

Special Instructions:

CITY COUNCIL AWARD DATE: 09-29-2025. Contract for a 18-Foot Holiday Tree in accordance with the specifications and completion date of ITB-COT 25-24.

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.



Opening Date - 09/04/2025
Date Reviewed - 09/04/2025

CITY OF TROY
BID TABULATION
HOLIDAY TREE

ITB-COT 25-24
Page 1 of 1

VENDOR NAME:	HDMS LLC DBA Holiday Designs	Kimball Lighting, LLC	Platinum Lawn Service and Landscaping
CITY:	Gainsville, GA	Evergreen, CO	Sterling Hgts., MI
CHECK AMOUNT:	\$750.00	\$750.00	\$750.00
CHECK NUMBER:	5833	328002651	1899406

PROPOSAL: TO FURNISH (1) ONE PANEL HOLIDAY TREE FOR THE CITY OF TROY

COMPLETE FOR THE TOTAL SUM OF:	\$10,500.00	\$11,185.00	\$23,200.00
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Manufacturer Warranty:	Frame - 6 Seasons; Bulbs & Electrical - 3 Seasons; Garland - 5 Seasons	US Made - 5 Year Warranty	5 Season Warranty
Contact Information Provided: Y/ N	Y	Y	Y
Product Lead Time:	6 - 8 Weeks	6 weeks from order date, but can be delivered by 11/1/25	4 weeks if ordered by 9/30
Can Meet Completion Date: Y/ N	Y	Y	Y
No Additional Delivery Charges Initialed Y/ N	Y	Y	Y
References: Y/ N	Y	Y	Y
Payment Terms:	Net 30 from ship date	30 days from delivery	Net 30
Exceptions:	Ornament sizes as quoted are 76.2MM - 3 Inch; 101.6MM - 4 Inch and 152.4MM - 6 Inch	None	Order by 9/30 and should received within 4 weeks, after that delivery time increases
Acknowledgement:	Y	Y	Missing 1 Signature
Forms:	Y	Y	Y

Low Bidder Meeting Specifications

No Bid: Paraclete Services, Inc.

(*Bid Opening conducted via a Zoom Meeting)

ATTEST:

Dennis Trantham

Andrew Chambliss

Nellie Bert

Dina Gates

Emily Frontera

Purchasing Manager



CITY OF TROY BID PROPOSAL

ITB-COT 25-24

Page 1 of 4

The undersigned proposes to **FURNISH A HOLIDAY TREE FOR THE CITY OF TROY** in accordance with the attached bid specifications. The specifications are to be considered an integral part of this bid proposal, at the following prices:

COMPANY NAME: HOLIDAY DESIGNS™

PROPOSAL: FURNISH (1) ONE PANEL HOLIDAY TREE

18' x 10' Panel holiday tree with C7 LED lamps and UV ornament package:

- Assortment of 80mm, 100mm, 140mm ornaments factory attached to each panel.
- 15 panels with 47 lamps each
- Cone topper containing 95 lamps
- Lamps spaced at 6"
- 10 assorted (80mm, 100mm, and 140mm) UV resistant ornaments per panel
- 15 assorted (80mm, 100mm, and 140mm) UV resistant ornaments on the top cone
- All ornaments and lights must be factory attached.

Complete for the total sum of:

\$10,500.00

NOTE: Prices are per unit and shall include ALL charges. No additional delivery costs, handling, packaging and service charges, etc. will be accepted.

UNIT PRICES:

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

WARRANTY:

Manufacturer Warranty: FRAME-6 SEASONS, BULBS & ELECTRICAL-3 SEASONS, GARLAND-5 SEASONS

ADDITIONAL INFORMATION:

For questions about the specifications, please contact Mr. Dennis Trantham, Deputy Public Works Director at (248) 524-3503 (dennis.trantham@troymi.gov) between the hours of 8:00 AM and 4:00 PM, Monday through Friday.

APPROVED ALTERNATES:

The City of Troy's designated department representative or his/her designee will review any alternate substitutes or comparable products submitted in writing. Their decision as to acceptability will be deemed in the City of Troy's best interest and will be final.

ESTIMATED QUANTITIES:

Quantities stated are estimated and not guaranteed, but will be used for award purposes. It is the intent to purchase the minimum quantities stated or more. The City of Troy will not be penalized for ordering more or less than the stated quantities.

CONTACT INFORMATION:

Contact Person: LUKE JENSEN Phone No. 770-287-1400

Hours of operation: 7:30-4PM

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.

PRODUCT LEAD TIME: 6-8 WEEKS

COMPLETION DATE:

It is preferred that all product be delivered by November 1, 2025. It will be the successful bidder's responsibility to work with Dennis Trantham, Deputy Public Works Director, to establish an acceptable delivery schedule. The City of Troy is the only party to this contract that may authorize amendment to this schedule.

- (x) Our Company can meet this delivery schedule (**November 1, 2025**)
() Our Company cannot meet this delivery schedule but offers: _____

DELIVERY:

All materials are to be F.O.B. delivered, freight paid, to the City of Troy, Department of Public Works, 4693 Rochester Rd., Troy, MI 48085, Attn: Dennis Trantham. Please call 24 hours prior to delivery at (248) 524-3368 to allow the City representative to meet the truck(s) at the site.

- Initial to acknowledge that delivery is to be FOB – no additional delivery charges: _____

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.

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.

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 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; whatever is deemed to be in the City's best interest.

BID DEPOSIT AND FORFEITURE:

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

COMPANY NAME: HOLIDAY DESIGNS™

CONTRACT FORMS:

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

PURCHASE ORDER:

After the Troy City Council has approved the award recommendation, 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 specifications. A contract document will not be issued.

WARRANTY:

The successful bidder shall provide a warranty to the City guaranteeing that all products supplied under this contract will be free from defects in material and workmanship. The warranty shall meet the following minimum requirements:

Coverage Period

- Products shall be warranted for a minimum of five (5) seasons of normal use from the date of acceptance by the City.

Scope of Coverage

- The warranty shall include replacement or repair, at the manufacturer's or supplier's discretion, of any part found to be defective during the coverage period.

All warranty work must be authorized in advance by the City.

REFERENCES:

The City of Troy requires that your company list at least three (3) clients who have recently purchased Holiday Trees from your company preferably within the State of Michigan:

COMPANY: CITY OF ECORSE MICHIGAN
ADDRESS: 4501 W. JEFFERSON, ECORSE, MI 48229
PHONE: 313-269-1250 CONTACT: DREW COVINGTON
EMAIL: ECORSEPARKSANDREC@ECORSEMI.GOV

COMPANY: VILLAGE OF CASTILE NEW YORK
ADDRESS: 120 S. MAIN STREET, CASTILE, NY 14427-0515
PHONE: 585-493-5340 X 4 CONTACT: KATHRYN SHEARING
EMAIL: CASTILEASSTCLERK@GMAIL.COM

COMPANY: CITY OF BLUE RIDGE GEORGIA
ADDRESS: 480 WEST FIRST STREET, BLUE RIDGE, GA 30513
PHONE: 760-889-0704 CONTACT: DENNY COOK
EMAIL: DCOOK@CITYOFBLUERIDGEGA.GOV

COMPANY NAME: HOLIDAY DESIGNS™

SIGNATURE PAGE

PRICES:

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

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: 86-2962394

COMPANY: HDMS LLC DBA HOLIDAY DESIGNS™

ADDRESS: PO BOX 6105 CITY: GAINESVILLE STATE: GA ZIP: 30504

PHONE: (770) 287-1400 FAX NUMBER: ()

REPRESENTATIVE NAME: LUKE JENSEN

(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

PAYMENT TERMS: NET 30 FROM SHIP DATE WARRANTY: ATTACH DETAILED WARRANTY INFO

BID CHECK INCLUDED: YES E-MAIL: INFO@HOLIDAYDESIGNS.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 proposal offer.

ORNAMENT SIZES AS QUOTED ARE 76.2MM - 3INCH, 101.6MM - 4INCH AND 152.4MM - 6INCH

ACKNOWLEDGEMENT:

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

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

IMPORTANT:

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 to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. FUNDS:

All prices are to be quoted 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 GEORGIA for whom LUKE JENSEN, bearing the office title of MEMBER, 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:

_____	_____
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**CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT**

TO WHOM IT MAY CONCERN:

LUKE JENSEN, being duly sworn deposed, says that he
(Print Full Name)

is MEMBER. 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 3RD day of SEPTEMBER, 20 25

In and for HALL County.

My commission expires:

01-04-2027





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.

[X] I am able to certify to the above statements.

HOLIDAY DESIGNS™

Name of Agency/Company/Firm (Please Print)

LUKE JENSEN - MEMBER

Name and title of authorized representative (Please Print)

Signature of authorized representative

9/3/2025

Date

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



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

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

Vendor	
Legal Name	HDMS LLC DBA HOLIDAY DESIGNS™
Street Address	2055 ATLAS CIRCLE
City	GAINESVILLE
State, Zip	GEORGIA, 30501
Corporate I.D. Number/State	86-2962394 GEORGIA
Taxpayer I.D. #	86-2962394

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: _____

A handwritten signature in black ink, appearing to be 'LUKE JENSEN', written over a horizontal line.

Printed Name of Vendor's Authorized Agent: LUKE JENSEN

Witness Signature: _____

A handwritten signature in black ink, appearing to be 'Liev E. Wheeler', written over a horizontal line.

Printed Name of Witness: LIEV WHEELER

G:\ BidLanguage_IranLinkedBusiness

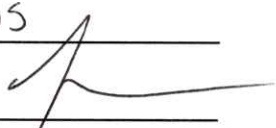


Proposer's Sworn and Notarized Familial Disclosure
(to be provided by the Proposer)

The undersigned, the owner or authorized officer of HOLIDAY DESIGNS™ (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 HOLIDAY DESIGNS™ and any member of the City of Troy City Council or City of Troy management.

List any Familial Relationships:

NONE KNOWN

BIDDER: HOLIDAY DESIGNS
By: LUKE JENSEN 
Its: MEMBER

GEORGIA
STATE OF ~~MICHIGAN~~

)ss.

COUNTY OF HALL, GEORGIA)



This instrument was acknowledged before me on the 3RD day of SEPT, 2025, by

Liev E. Wheeler



121 E E Butler Parkway
Gainesville, GA 30501
770-536-1100

Date: 9/03/2025

005833

REMITTER HDMS LLC DBA HOLIDAY DESIGNS

Official Check

Branch: 0001

**PAY
TO THE
ORDER OF**

EXACTLY **750 AND 00/100 DOLLARS

\$750.00

CITY OF TROY

BID # ITB-COT-25-24 I8 FT TREE



Thonde Lgt MP



121 E E Butler Parkway
Gainesville, GA 30501
770-536-1100

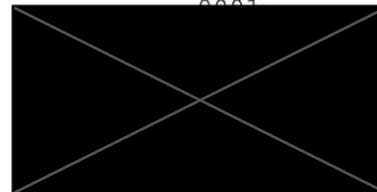
005833

Official Check

DATE: 9/03/2025

REMITTER: HDMS LLC DBA HOLIDAY DESIGNS
PO BOX 6105
GAINESVILLE, GA 30504

TO: CITY OF TROY



NON-NEGOTIABLE



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: September 19, 2025

To: Frank A. Nastasi, City Manager

From: Robert J. Bruner, Deputy City Manager
Chris Wilson, Assistant City Manager
Kyle Vieth, Controller
Kurt Bovensiep, Public Works Director
Dennis Trantham, Deputy Public Works Director
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Holiday Tree

History

The Troy Parks and Recreation Advisory Board, through its Green Space Sub-Committee, has long emphasized that the development of the Civic Center campus should be more than just open land; it should be a premier community gathering space that reflects both the natural landscape and the forward-looking vision of our city. In their Final Report, the Committee stated, “All of our parks should be considered as regional community centers with the development of the Troy Civic Center being the central legacy showpiece and evidence of our planning for tomorrow” (p. 25). This guiding principle has shaped many recent projects and was further validated by the results of the 2020 Parks and Recreation Master Plan surveys, which revealed that residents strongly desire additional winter recreation opportunities, with particular interest in the development of an ice-skating facility.

The opening of the new pavilion and rink at Stine Community Park on June 13, 2024, marked an important milestone in fulfilling this community’s wish. During the summer and fall of 2024, the rink swiftly became a center of community activity, as roller skaters filled the area and residents of all ages gathered to enjoy a new recreational spot in the heart of the City of Troy Civic Center Campus. When winter came, the transformation of the rink into a seasonal attraction was truly impressive. The space was turned into a winter wonderland, offering ice skating under illuminated landscape lighting and decorated trees that matched those at the municipal facilities on the Civic Center campus. This new feature has rapidly become a popular destination for residents.

Although the rink has been successful, one noticeable element was missing during the winter celebrations: a central holiday tree. While the lights and decorated trees around the park created a warm, festive atmosphere, there was no single focal point to serve as the highlight of the event. Including a decorated holiday tree at the rink would fill this gap, improve the overall experience, and help establish a seasonal tradition that could become a signature feature of Troy’s Civic Center Campus.



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

For this reason, City staff recommends the purchase of an 18-foot-tall by 9-foot-wide natural branch artificial panel tree. The panels are fully lit and decorated with assorted ornament sizes for the 2025 holiday season. The addition of this feature will elevate the rink's role as a centerpiece of community life and provide a signature holiday attraction for both residents and visitors.

Purchasing

On September 4, 2025 a bid opening was conducted as required by the City Charter/Code for the purchase of a Holiday Tree with assorted ornaments and lights. The bid was posted on the MITN Purchasing Group website; www.bidnetdirect.com//city-of-troy-mi. Two hundred fifty-one (251) vendors were notified via the MITN site. Three (3) bid responses and one (1) no bid were received. Below is a detailed summary of potential vendors for the bid opportunity:

Companies notified via MITN	251
Troy Companies notified via MITN	2
Troy Companies - Active email Notification	2
Troy Companies - Free	0
Companies that viewed the bid	28
Troy Companies that viewed the bid	1

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.

Active MITN 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.

Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City.

Inactive MITN member 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.

After a review of the bid proposals *HDMS LLC dba Holiday Designs of Gainesville, GA* is the low bidder meeting specifications and is being recommended for award.

Financial

Funds are budgeted and available in the Parks Civic Center Maintenance operating account for the 2026 fiscal year. Expenditures will be charged to account number 101.770.756.740.125.

Recommendation

City Management recommends awarding a contract for the purchase of an 18' holiday tree from the low bidder meeting specifications *HDMS LLC DBA Holiday Designs of Gainesville, Georgia* for an estimated cost of \$10,500, at prices detailed in the attached bid tabulation opened September 4, 2025; not to exceed budgetary limitations.

CITY COUNCIL AGENDA ITEM



Stock image of proposed tree. The tree will extend to the ground without the elevated base.

VENDOR NAME:	HDMS LLC DBA Holiday Designs	Kimball Lighting, LLC	Platinum Lawn Service and Landscaping
CITY:	Gainsville, GA	Evergreen, CO	Sterling Hgts., MI
CHECK AMOUNT:	\$750.00	\$750.00	\$750.00
CHECK NUMBER:	5833	328002651	1899406
PROPOSAL: TO FURNISH (1) ONE PANEL HOLIDAY TREE FOR THE CITY OF TROY			
COMPLETE FOR THE TOTAL SUM OF:	\$10,500.00	\$11,185.00	\$23,200.00
Manufacturer Warranty:	Frame - 6 Seasons; Bulbs & Electrical - 3 Seasons; Garland - 5 Seasons	US Made - 5 Year Warranty	5 Season Warranty
Contact Information Provided: Y/ N	Y	Y	Y
Product Lead Time:	6 - 8 Weeks	6 weeks from order date, but can be delivered by 11/1/25	4 weeks if ordered by 9/30
Can Meet Completion Date: Y/ N	Y	Y	Y
No Additional Delivery Charges Initialed Y/ N	Y	Y	Y
References: Y/ N	Y	Y	Y
Payment Terms:	Net 30 from ship date	30 days from delivery	Net 30
Exceptions:	Ornament sizes as quoted are 76.2MM - 3 Inch; 101.6MM - 4 Inch and 152.4MM - 6 Inch	None	Order by 9/30 and should received within 4 weeks, after that delivery time increases
Acknowledgement:	Y	Y	Missing 1 Signature
Forms:	Y	Y	Y
Low Bidder Meeting Specifications			

No Bid: Paraclete Services, Inc.

(*Bid Opening conducted via a Zoom Meeting)

ATTEST:
Dennis Trantham
Andrew Chambliss
Nellie Bert
Dina Gates

Emily Frontera
Purchasing Manager



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/17/2025

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 ACRISURE INS PRTRS SERV OF NY LLC 16163815 90 SOUTH RIDGE ST UL-2 RYE BROOK NY 10573	CONTACT NAME:	
	PHONE (914) 937-1230 (A/C, No, Ext):	FAX (914) 937-1124 (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Hartford Underwriters Insurance Company	
	INSURER B: Hartford Accident and Indemnity Company	
INSURED HDMS, LLC 2055 ATLAS CIR GAINESVILLE GA 30501-6135	NAIC# 30104	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	
	INSURER G:	

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y-YYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY	X		16 SBA AM7ZPL	09/24/2024	09/24/2025	EACH OCCURRENCE \$2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
	<input checked="" type="checkbox"/> General Liability						MED EXP (Any one person) \$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$4,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$4,000,000
B	AUTOMOBILE LIABILITY	X		16 UEC GB7488	09/24/2024	09/24/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)
A	UMBRELLA LIAB EXCESS LIAB	X		16 SBA AM7ZPL	09/24/2024	09/24/2025	EACH OCCURRENCE \$1,000,000
	<input type="checkbox"/> OCCUR CLAIMS-MADE						AGGREGATE \$1,000,000
	DED RETENTION \$ 10,000						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	16 WEC AM7ZPU	09/24/2024	09/24/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$1,000,000
							E.L. DISEASE -EA EMPLOYEE \$1,000,000
							E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Employment Practices Liability Insurance			16 SBA AM7ZPL	09/24/2024	09/24/2025	Each Claim Limit \$25,000 Annual Aggregate Limit \$25,000

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

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

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

Susan L. Castaneda

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**ADDITIONAL REMARKS SCHEDULE**Page 2 of 2

AGENCY ACRISURE INS PRTRS SERV OF NY LLC		NAMED INSURED HDMS, LLC	
POLICY NUMBER SEE ACORD 25		2055 ATLAS CIR GAINESVILLE GA 30501-6135	
CARRIER SEE ACORD 25	NAIC CODE	EFFECTIVE DATE: SEE ACORD 25	

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM**FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Notice of Cancellation will be provided in accordance with Form SL9013, attached to this policy. Coverage is primary and noncontributory per the Business Liability Coverage Form SL 00 00, attached to this policy. The Business Liability Coverage Part includes a Blanket Additional Insured By Contract Endorsement, Form SL 30 32. Notice of Cancellation will be provided in accordance with Form WC990394, attached to this policy. Certificate holder is an additional insured per the Commercial Auto Broad Form Endorsement HA9916, attached to this policy. Coverage is primary and non-contributory per the Commercial Auto Broad Form Endorsement HA9916, attached to this policy. Notice of Cancellation will be provided in accordance with Form IH0313, attached to this policy