

CITY COUNCIL MINUTES

June 28, 2021

**Budget Amendment and Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Flooring Replacement and the Fire and Police Training Center Offices and Classrooms; Standard Purchasing Resolution 4: Oakland County Purchasing Cooperative – Fire and Police Training Center Classroom Electrical Upgrades (Introduced by: Kurt Bovensiep, Public Works Director)**

Resolution #2021-06-103

Moved by Brooks

Seconded by Erickson Gault

RESOLVED, That Troy City Council hereby **AWARDS** a contract for replacement flooring at the Fire and Police Training Center as per bid specifications to the low bidder meeting specifications, *Flooring Services Inc., of Livonia, MI*, for an estimated cost of \$23,720 with a 10% contingency at unit prices contained in the bid tabulation opened June 10, 2021, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

BE IT FURTHER RESOLVED, That in the best interest of the City, Troy City Council hereby **WAIVES** the bid process and hereby **AWARDS** a contract to *Shaw Service and Maintenance of Southfield, MI*, for Electrical Upgrades at the Fire and Police Training Center classrooms for an estimated cost of \$83,548 with a 10% contingency at prices detailed in the quote and as per the Oakland County Purchasing Cooperative Contract #005446.

BE IT FURTHER RESOLVED, That the Troy City Council hereby **APPROVES** a budget amendment in the amount of \$18,000 for the Building Operations Fire and Police Training Center Capital Project Fund for the 2022 fiscal year.

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

Yes: All-7

No: None

**MOTION CARRIED**

# PURCHASE ORDER

No. 2022-00000006  
 DATE: 07/12/2021  
 PAGE: 1 of 1  
 FOB DESTINATION

**Ship To**  
 CITY OF TROY  
 Building Operations  
 4850 John R  
 TROY, MI 48085

**Bill To**  
 CITY OF TROY  
 Building Operations  
 4693 ROCHESTER ROAD  
 TROY, MI 48085

**COUNCIL RESOLUTION**  
 2021-06-103

**VENDOR NO.** 175705

**Vendor**  
 FLOORING SERVICES INC  
 12815 WAYNE RD  
 LIVONIA, MI 48150

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Lump Sum	FPTC - Fire Department Office Carpet/Cove	2,475.0000	\$2,475.00
1	Lump Sum	FPTC - Police Department Office Carpet/Cove	3,525.0000	\$3,525.00
1	Lump Sum	FPTC - Classroom A Carpet/Cove	5,325.0000	\$5,325.00
1	Lump Sum	FPTC - Classroom B and C Carpet/Cove	12,395.0000	\$12,395.00

Entered By: Emily Frontera

\$23,720.00

**Special Instructions:**

City Council Award Date: June, 28, 2021 Contract to replace flooring at the Troy Fire & Police Training Center as per all Specifications and Scope of Work in accordance with ITB-COT 21-22. CERTIFICATES OF INSURANCE and ENDORSEMENTS and all other specified requirements 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.

*Emily Frontera*

# PURCHASE ORDER

No. 2022-00000007  
 DATE: 07/12/2021  
 PAGE: 1 of 1  
 FOB DESTINATION

**Ship To**  
 CITY OF TROY  
 Building Operations  
 4850 John R  
 TROY, MI 48085

**Bill To**  
 CITY OF TROY  
 Building Operations  
 4693 ROCHESTER ROAD  
 TROY, MI 48085

**COUNCIL RESOLUTION**  
 2021-06-103  
**CONTRACT #**  
 2021-90000023

**VENDOR NO.** 175784

**Vendor**  
 SHAW SYSTEMS  
 22100 TELEGRAPH RD  
 SOUTHFIELD, MI 48033

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Lump Sum	FPTC - New Panel Board, Classrooms A and B Electrical Upgrades per Shaw Proposal ID:S210329003	83,548.0000	\$83,548.00

Entered By: Emily Frontera

\$83,548.00

**Special Instructions:**

City Council Award Date: June, 28, 2021 CERTIFICATES OF INSURANCE and ENDORSEMENTS and all other specified requirements 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.
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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*

Opening Date: 06/10/2021  
 Date Reviewed: 06/10/2021

CITY OF TROY  
 BID TABULATION  
 FLOORING: TRAINING CENTER

ITB-COT 21-22  
 Page 1 of 2

VENDOR NAME:	Flooring Services, Inc.	Global Office Solutions
CITY:	Livonia, MI	Novi, MI
CHECK NUMBER:	2014609598-99	2014713229
CHECK AMOUNT:	\$3,000.00	\$2,000.00

**PROPOSAL: To furnish ALL NECESSARY EQUIPMENT, MATERIAL (including 10% carpet attic stock) AND LABOR TO PROVIDE AND INSTALL FLOORING AT THE POLICE AND FIRE TRAINING CENTER**

DESCRIPTION	TOTAL	TOTAL
<b><i>PROPOSAL A- Fire Department Office: Remove all existing flooring and cove wall base. Install Tarkett 9x36 plank carpet tiles. Price will include complete removal of existing glue-down carpet and disposal in dumpster furnished by bidder. Bidder will move furniture as necessary and reinstall. If additional floor preparations are needed they should be priced out separately. Installation of flooring will be direct glued to floor. NO ALTERNATIVES ACCEPTED; BID AS SPECIFIED.</i></b>		
CARPET Description:	Tarkett 9x36 plank carpet tiles. Style: Geo Knit 10887. Color: Saturated Grey-42703 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar	
Cove Description:	Roppe 4" Standard Toe 123 Charcoal	
Proposal A - Complete for the Sum of:	\$2,475.00	\$1,410.00
<b><i>PROPOSAL B- Police Department Office: Remove all existing flooring and cove wall base. Install Tarkett 9x36 plank carpet tiles. Price will include complete removal of existing glue-down carpet and disposal in dumpster furnished by bidder. Bidder will move furniture as necessary and reinstall. If additional floor preparations are needed they should be priced out separately. Installation of flooring will be direct glued to floor. NO ALTERNATIVES ACCEPTED; BID AS SPECIFIED.</i></b>		
CARPET Description:	Tarkett 9x36 plank carpet tiles. Style: Geo Knit 10887. Color: Saturated Grey-42703 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar	
Cove Description:	Roppe 4" Standard Toe 123 Charcoal	
Proposal B - Complete for the Sum of:	\$3,525.00	\$3,690.00
<b><i>PROPOSAL C- Class Room A: Install Tarkett 9x36 carpet tiles and black transitions. Installation of flooring will be direct glued to floor. NO ALTERNATIVES ACCEPTED; BID AS SPECIFIED.</i></b>		
CARPET Description:	Tarkett 9x36 plank carpet tiles. Style: Geo Knit 10887. Color: Saturated Grey-42703 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar	
Cove Description:	Roppe 4" Standard Toe 123 Charcoal	
Proposal C - Floor Plan Complete for the Sum of:	\$5,325.00	\$5,250.00
<b><i>PROPOSAL D- Class room B and C: Install Tarkett 9x36 carpet tiles and black transitions. Installation of flooring will be direct glued to floor. NO ALTERNATIVES ACCEPTED; BID AS SPECIFIED.</i></b>		
CARPET Description:	Tarkett 9x36 plank carpet tiles. Style: Geo Knit 10887. Color: Saturated Grey-42703 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar	
Cove Description:	Roppe 4" Standard Toe 123 Charcoal	
Proposal D - Complete for the Sum of:	\$12,395.00	\$14,100.00
<b>Grand Total:</b>	<b>\$23,720.00</b>	<b>\$24,450.00</b>

CITY OF TROY  
 BID TABULATION  
 FLOORING: TRAINING CENTER

	VENDOR NAME:	Flooring Services, Inc.	Global Office Solutions
	CITY:	Livonia, MI	Novi, MI
Color Samples Provided:	Y or N	Y	Y
Schedule of Values Forms Attached:	Y or N	Y	Y
Attended Mandatory Pre-Bid Meeting:	Y or N	Y	Y
Meet Delivery/Installation Schedule:	Y or N	Y	Y
Questionnaire Attached:	Y or N	Y	Y
# of Years Experience:		20 years+	15 years+
Hours of Operation:		6PM - 4:30PM	8AM - 5PM
24 Hr. Phone Number:		Will Dyer 248-866-8501	248-449-9100
References:	Y or N	Y	Y
Can meet Insurance:	Y or N	Y	Y
Payment Terms:		Net 30	Net 30 Days
Exceptions:	Y or N	None	None
Acknowledgement:	Y or N	Y	Y
Signed Addendum:	Y or N	Y	Y
Forms:	Y or N	Y	Y

Attest:  
 (\*Bid Opening conducted via a Go-To Meeting)  
 Dennis Trantham  
 Joe Lagarde  
 Heather Chomiak  
 Kristine Kallek  
 Jackie Ahlstrom

Emily Frontera  
 Purchasing Manager



CITY OF TROY  
ELECTRONIC BID PROPOSAL

The undersigned proposes to furnish ALL NECESSARY EQUIPMENT, MATERIAL (including 10% carpet attic stock) AND LABOR TO PROVIDE AND INSTALL FLOORING AT THE POLICE AND FIRE TRAINING CENTER in accordance with the attached specifications, which are to be considered an integral part of this bid proposal, at the following prices:

COMPANY NAME: FLOORING SERVICES, INC.

<b><i>PROPOSAL A- Fire Department Office:</i></b> Remove all existing flooring and cove wall base. Install Tarkett 9x36 plank carpet tiles. Price will include complete removal of existing glue-down carpet and disposal in dumpster furnished by bidder. Bidder will move furniture as necessary and reinstall. If additional floor preparations are needed they should be priced out separately. Installation of flooring will be direct glued to floor. NO ALTERNATIVES ACCEPTED; BID AS SPECIFIED.	
CARPET Description	Tarkett 9x36 plank carpet tiles. Style: Geo Knit 10887. Color: Saturated Grey-42703 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar
Cove Description	Roppe 4" Standard Toe 123 Charcoal
Proposal A - Complete for the Sum of: \$ <u>2,475.00</u>	
<b><i>PROPOSAL B- Police Department Office:</i></b> Remove all existing flooring and cove wall base. Install Tarkett 9x36 plank carpet tiles. Price will include complete removal of existing glue-down carpet and disposal in dumpster furnished by bidder. Bidder will move furniture as necessary and reinstall. If additional floor preparations are needed they should be priced out separately. Installation of flooring will be direct glued to floor. NO ALTERNATIVES ACCEPTED; BID AS SPECIFIED.	
CARPET Description	Tarkett 9x36 plank carpet tiles. Style: Geo Knit 10887. Color: Saturated Grey-42703 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar
Cove Description	Roppe 4" Standard Toe 123 Charcoal
Proposal B - Complete for the Sum of: \$ <u>3,525.00</u>	
<b><i>PROPOSAL C- Class Room A:</i></b> Install Tarkett 9x36 carpet tiles and black transitions. Installation of flooring will be direct glued to floor. NO ALTERNATIVES ACCEPTED; BID AS SPECIFIED.	
CARPET Description	Tarkett 9x36 plank carpet tiles. Style: Geo Knit 10887. Color: Saturated Grey-42703 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar
Cove Description	Roppe 4" Standard Toe 123 Charcoal
Proposal C - Floor Plan Complete for the Sum of: \$ <u>5,325.00</u>	

<b>PROPOSAL D - Class room B and C: Install Tarkett 9x36 carpet tiles and black transitions. Installation of flooring will be direct glued to floor. NO ALTERNATIVES ACCEPTED; BID AS SPECIFIED.</b>	
<b>CARPET Description</b>	Tarkett 9x36 plank carpet tiles. Style: Geo Knit 10887. Color: Saturated Grey-42703 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar
<b>Cove Description</b>	Roppe 4" Standard Toe 123 Charcoal
Proposal D - Complete for the Sum of: \$ <u>12,395.00</u>	
<b>GRAND TOTAL: \$ <u>23,720.00</u></b>	

**IMPORTANT:** Measurements are not being provided. It will be the responsibility of the bidder to take and verify all field measurements as needed.

**COLOR SAMPLES:**

The awarded bidder will provide full size color samples of both carpet and vinyl flooring.

- ( x ) Our Company can provide full size color samples of both carpet and vinyl flooring.
- ( ) Our Company cannot provide full size color samples of both carpet and vinyl flooring.

**SCHEDULE OF VALUES:**

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

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

**NOTE:**

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

**INFORMATION:**

For additional general information or questions concerning this project please contact **Emily Frontera, Purchasing Manager**, at (248) 680-7291, [E.Frontera@troymi.gov](mailto:E.Frontera@troymi.gov) between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Friday.

**DESIGNATED CITY REPRESENTATIVE:**

Joe Lagarde, Division Supervisor (248) 524-1470, [joe.lagarde@troymi.gov](mailto:joe.lagarde@troymi.gov) is the designated City Representative for this project.

**MANDATORY SITE INSPECTION:**

All bidders are required to examine the Troy Police and Fire Training Center building to determine the amount of work to be done in accordance with the bid specifications by attending the **MANDATORY PRE-BID MEETING scheduled for FRIDAY, JUNE 4, 2021 at 10:00 A.M.** EDT, located at 4850 John R Rd. Troy MI 48085. An opportunity to view and inspect the rooms/areas will be provided during the Pre-Bid Meeting.

- ( X ) Our company attended the Mandatory Pre-Bid meeting - BRUCE REEVE - PRESIDENT
- ( ) Our company did not attend the Mandatory Pre-Bid meeting \_\_\_\_\_

**COMPANY: FLOORING SERVICES, INC.**

**BID DEPOSIT AND FORFEITURE:**

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

**LABOR:**

Prevailing wages are not required for this project.

**AWARD:**

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

**COMPLETION DATE:**

The Contractor may move supplies and materials to the work site upon City Council approval and issuance of Purchase Order. Work shall be completed by Friday, September 3, 2021. Schedule will be coordinated with Police and Fire Training Staff. 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/installation schedule  
( ) Our company cannot meet this delivery/installation schedule but offers:

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

**APPROVED ALTERNATES:**

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

**PURCHASE ORDER:**

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

**SUBCONTRACTORS:**

The undersigned agrees to submit a list of proposed subcontractors, if applicable, for approval by the designated City representative within 72 hours after notification of being the low qualified bidder. It will be understood that this may occur prior to bid award, but the bidder's status will not be final until approved by the Troy City Council. All subcontracts will need to be approved by the Purchasing Manager.

**CONDITION OF ITEMS:**

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

**COMPANY:** FLOORING SERVICES, INC.



**WORKMANSHIP AND INSPECTION:**

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

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

**MATERIAL AVAILABILITY:**

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

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

The bidder agrees that supplies or services furnished shall be covered by the most favorable commercial warranties the bidder gives to any customer for such supplies or services. All warranty information and certificates shall be furnished and become the property of the City upon delivery of said items and all rights and remedies stated in the warranties must be honored by the contractor or his manufacturer. All items are new manufacture unless otherwise specifically stated or called for in the bid. All products offered must have passed the first line quality standards as set by the manufacturer and no seconds, blemished articles, or items containing defective workmanship are included. Warranty shall also cover any problems due to manufacturing and/or installation of the floor covering. Entire installation shall meet or exceed manufacturer specifications.

**QUESTIONNAIRE:**

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

**DELIVERY:**

Materials and equipment are to be FOB delivered to The City of Troy Police and Fire Training Center located at 4850 John R Rd. Troy, MI 48085.

**PROGRESS PAYMENTS:**

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

**MANDATORY:**

THE SUCCESSFUL BIDDER MUST HAVE EXPERIENCE WITH COMMERCIAL FLOORING INSTALLATION PROJECTS.

FLOORING SERVICES, INC. has OVER 20 (#) years of experience in the FLOORING field.

**IMPORTANT:**

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

**DESCRIPTIVE LITERATURE:**

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

**COMPANY NAME: FLOORING SERVICES, INC.**

Bid Proposal  
Flooring  
Page 5 of 9

**CONTACT INFORMATION:**

Hours of operation: 6 PM - 4:30 PM \_\_\_ 24 Hr. Phone No. WILL DYER - 248.866.8501

**BID INFORMATION CONTROLLING:**

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

**REFERENCES:**

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

**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.

**COMPANY NAME:** FLOORING SERVICES, INC.

REFERENCES

COMPANY: BARTON MALOW  
ADDRESS: MONROE COUNTY COMMUNITY COLLEGE RENOVATIONS  
PHONE: 248.361.0178 CONTACT: JOE FRINCKE  
EMAIL: JOE.FRINCKE@BARTONMALOW.COM  
VALUE - \$140,000

COMPANY: BARTON MALOW  
ADDRESS: ROMULUS SCHOOLS RENOVATIONS  
PHONE: 248.388.2222 CONTACT: JARED MARENELLI  
EMAIL: JARED.MARENELLI@BARTONMALOW.COM  
VALUE - \$360,000

COMPANY: CONTRACTING RESOURCES - VALUE \$100,000  
ADDRESS: BRIGHTON DISTRICT LIBRARY RENOVATIONS  
PHONE: 810.599.3021 CONTACT: CRAIG DUPPONG  
EMAIL: CDUPPONG@CONTRACTINGRESOURCES.NET

COMPANY: NATIONAL HERITAGE ACADEMIES  
ADDRESS: MULTIPLE LOCATIONS MI+OH YEARLY APP. \$250K/yr  
PHONE: 616.954.2256 CONTACT: ANGELA WILBUR  
EMAIL: AWILBUR@NHASCHOOLS.COM

COMPANY: CITY OF SOUTHFIELD - VALUE \$130,000  
ADDRESS: LIBRARY RENOVATIONS  
PHONE: 248.705.9776 CONTACT: CHARLI OSBORNE  
EMAIL: COSBORNE@SOUTHFIELDLIBRARY.ORG

**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.

COMPANY NAME: FLOORING SERVICES, INC.

**CONTRACT FORMS:**

Bidders should complete and sign the Legal Status of Bidder, Non-Collusion Affidavit, Certification regarding Debarment, the Certification regarding "Iran Linked Business" and the Familial Disclosure Forms and return with your bid proposal. Due to COVID-19 restrictions the City is waiving Notary requirements; but note that all forms must be signed and dated.

**BID DEPOSIT AND FORFEITURE:**

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

**DOWNPAYMENTS AND PREPAYMENTS:**

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

**IMPORTANT:**

The City shall have the right to require by written order, changes in, additions to, or deductions from the work required by the bid documents provided that if changes, additions, or deductions are made, the general character of the work as a whole is not changed thereby. Adjustments in the Contract price, if any, because of any change, addition, or deduction in the work, shall be determined as hereinafter provided, and any claim for extension of time for completion shall be adjusted at the time of ordering the changes, additions, or deductions.

No claim for change, addition, or deduction, or adjusting of price, or extension of time for completion thereof, shall be made or allowed unless done in pursuance of written order from the City specifically authorizing such change, addition, or deduction. Drawings without a written order shall not be considered such authority. Written notice of such claims shall be made to the designated City representative before the commencement of the work. Where the written order diminishes the quality of work to be done, this shall not constitute a basis for a claim for damages or anticipated profits on the work that may be dispensed with.

**COMPANY NAME:** FLOORING SERVICES, 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.

- ( X ) 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.

**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: FLOORING SERVICES, INC.**

**SIGNATURE PAGE**

**PRICES:**

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

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** Will G. Dyer

**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#: 38-2869653

COMPANY: FLOORING SERVICES, INC.

ADDRESS: 12815 WAYNE RD CITY: LIVONIA STATE: MI ZIP: 48150

PHONE: ( ) 248-866-8501 FAX NUMBER: ( ) 734-522-2488

REPRESENTATIVE'S NAME: WILL DYER  
(Print)

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** \_\_\_\_\_

PAYMENT TERMS: net 30 WARRANTY: As specified.

CHECK NUMBER: ATTACHED COMPLETION DATE: BY FRIDAY, SEPTEMBER 3, 2021.

E-MAIL: will.g.dyer@gmail.com

EXCEPTIONS: NONE - ADDENDUM NO. 1 INCLUDED  
Any exceptions, substitutions, deviations, etc. from the City of Troy specifications and this proposal must be stated below and reason for, and are an integral part of this bid offer.

**ACKNOWLEDGEMENT:**

I, Will G. Dyer, certify that I have read the *Instructions to Bidders* (3 Pages) and that the bid proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, [www.mitn.info](http://www.mitn.info) and is an official copy of the Authorized Version.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** Will G. Dyer

**NOTE:**

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

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

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



**VENDOR QUESTIONNAIRE**

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

FIRM NAME: FLOORING SERVICES, INC.

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation **XXXXXX**
- d. Joint Venture
- e. Other \_\_\_\_\_

If applicable:

FORMER FIRM NAME(S)  
\_\_\_\_\_  
\_\_\_\_\_

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

1. Your company is an authorized reseller of Tarkett:

Yes     No

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

Yes    When: \_\_\_\_\_     No

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

\_\_\_\_\_ Years OVER 20 YEARS

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

Yes     No

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

STATE ID # 1472155-000

6. Current Contracts:

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

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



7. Provide an itemized list of your company's equipment to be used to complete this project.  
HAND TOOLS FOR INSTALLATION  
RIDE ON FLOOR SCRAPER

8. If applicable, list all proposed subcontractors to be used in the performance of this contract and the work to be performed by each. Include a complete list and references of all subcontractors and sub-subcontracts.  
SELF PERFORM ALL WORK

9. Provide a project schedule based on starting the work within ten (10) days after receiving "Notification to Proceed".  
TO BE COORDINATED WITH THE CITY OF TROY AS DIRECTED

10. Please describe your recycling program, if any, and/or disposal method for the existing flooring.  
CARPET TO BE DOWNCYCLED WASTE TO ENERGY

11. Personnel who would be assigned to this project:  
 Please provide the name and title of the person(s) who will be supervising the work and will be responsible for "on the job" decisions.

TITLE	NAME	DEGREE / CERTIFICATION	EXPERIENCE / YEARS
PROJECT DIRECTOR	WILL DYER	OVER 25 YEARS IN COMMERCIAL FLOORING INDUSTRY	
PROJECT COORDINATOR	AMY JOHNSTON	OVER 25 YEARS IN COMMERCIAL FLOORING INDUSTRY	

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: Will G. Dyer  
 Company: FLOORING SERVICES, INC.  
 Address: 12815 WAYNE ROAD  
LIVONIA, MI 48150  
 Phone Number: 248-866-8501  
 Representative's Name: WILL G. DYER  
 Date: 6-10-21 (Print)



<b>SCHEDULE OF VALUES</b>
---------------------------

Your company **MUST** complete this form.

<b>PRODUCTS:</b>	<b>UNIT OF MEASURE</b>	<b>UNIT COST</b>
TARKETT GEOKNIT CARPET	SY	\$ 36.00
ROPPE BASE - DEMO, FURNISHED AND INSTALLED	LF	\$ 2.25
		\$
		\$
<b>SERVICES:</b>	<b>UNIT OF MEASURE</b>	<b>UNIT COST</b>
DEMO, MINOR PREP AND INSTALL	SY	\$ 9.00
		\$

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

COMPANY NAME: FLOORING SERVICES, INC.



June 7,2021

Addendum 1  
ITB-COT 21-22  
Flooring – Police & Fire Training Center  
Page 1 of 2

**To All Bidders:**

Please be advised that as a result of the Mandatory Pre-Bid Meeting conducted on Friday, June 4, 2021 at 10:00 AM EST the Purchasing Department for the City of Troy authorized the following clarification(s) and or change(s) to the specifications for ITB-COT 21-22, Flooring Police & Fire Training 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 at the District Court and the Community Center.

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

- Bid Opening date and time Thursday, June 10, 2021, at 10:00 AM E.S.T.
- Each bid must be accompanied by a Certified Check in the amount of \$2,000.00 as security for acceptance of the Contract. BID BONDS ARE NOT ACCEPTABLE.

A pdf version of this Certified Check must be included with your Electronic Bid Submission Response. The original check of the successful bidder must be submitted prior to recommendation for award of bid.

The bid deposit of the successful bidder will be returned upon submission of the specified acceptable Performance, Labor and Materials Payment, and one-year Maintenance Bonds in accordance with the bid specifications.

- All bidders are required to examine the site and verify field measurements to determine the amount of work to be done in accordance with the bid specifications by attending the MANDATORY Pre-bid Meeting that was scheduled for Friday, June 4, 2021 at 10:00 PM EST LOCATED at the Troy Police & Fire Training Center. An opportunity to inspect and measure the site was provided during the Pre-bid Meeting.
- For *ADDITIONAL INFORMATION* or specific questions concerning this project, please contact Emily Frontera at e.frontera@troymi.gov.
- **COMPLETION SCHEDULE:** 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 **FRIDAY, SEPTEMBER 3, 2021.**
- *INSURANCE:* If awarded - Insurance needs to be submitted to the City's Purchasing Manager, and approved before work can begin.
- *SPECIFICATIONS:* As detailed.

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

Evan Jaworowski  
Bruce Reeve  
Brian Reynolds

Dean Flooring LLC  
Flooring Services, Inc.  
Global Office Solutions

Introduced:

Emily Frontera, Purchasing Manager  
Joe Lagarde, Division Supervisor - Facilities

Clarifications were discussed as follows:

- Emily Frontera, Purchasing Manager gave a brief overview of the Instructions to Bidders and the requirements for bid submission.
- Joe Lagarde, Division Supervisor - Facilities gave a brief history of the building and conducted a tour of all the offices and class rooms. He also mentioned that he is the point of contact if the rooms and areas needed to be viewed again. Call him to schedule an appointment.

**CLARIFICATION:**

- Loading dock or fork lift not available at this sit. Bidder to provide pallet jack or lift gate vehicle.
- The two office spaces will require removal of existing flooring and cove, and remove and reinstall of furniture as necessary
- Classrooms will be carpet install only, City staff to remove and replace furniture as well as remove old flooring.
- The awarded bidder must provide a dumpster for carpet that will be removed.
- Storage available on site in east garage.
- Bidder to include 10% carpet attic stock.

I, the undersigned bidder, have read this Addendum 1 and have integrated the clarification(s) and or change(s) into the *Bid Proposal* and *Specifications* for **ITB-COT 21-22, FLOORING POLICE & FIRE TRAINING 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, JUNE 10, 2021 at 10:00 AM EST** in the office of the City Clerk.

COMPANY: FLOORING SERVICES, INC.

NAME OF AUTHORIZED COMPANY REPRESENTATIVE: WILL G. DYER

SIGNATURE: Will G. Dyer

ADDRESS: 12815 WAYNE ROAD \_LIVONIA, MI 48150

6-10-21

DATE:



## 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  
WILL G. DYER, bearing the office title of PROJECT DIRECTOR, 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.

WILL G. DYER being duly sworn deposed, says that he/she  
(Print Full Name)

is FLOORING SERVICES, INC. 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.

Will G. Dyer  
SIGNATURE OF PERSON SUBMITTING BID

Cheri L. Desrosier  
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 9 day of June, 2021 in and for \_\_\_\_\_  
Wayne County.

My commission expires:

7/26/17

CHERI L. DESROSIER  
Notary Public, State of Michigan  
County of Wayne  
My Commission Expires Jul. 26, 2027  
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.**

**FLOORING SERVICES, INC.**

Name of Agency/Company/Firm (Please Print)  
**WILL G. DYER**

Name and title of authorized representative (Please Print)  
*Will G. Dyer*

**6-9-21**

Signature of authorized representative

Date

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



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

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

Vendor	
Legal Name	FLOORING SERVICES, INC.
Street Address	12815 WAYNE ROAD
City	LIVONIA
State, Zip	MI 48150
Corporate I.D. Number/State	1472155-000
Taxpayer I.D. #	38-2869653

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: *Will G. Dyer*

Printed Name of Vendor's Authorized Agent WILL G. DYER

Witness Signature: *Cheri Desrosier*

Printed Name of Witness: CHERI DESROSIER





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

The undersigned, the owner or authorized officer of FLOORING SERVICES, 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 FLOORING SERVICES, INC. \_\_\_\_\_ and any member of the City of Troy City Council or City of Troy management.

**List any Familial Relationships:**

**BIDDER:**  
FLOORING SERVICES, INC.

By: Will G. Dyer

Its: PROJECT DIRECTOR - WILL G. DYER

STATE OF MICHIGAN )

)ss.

COUNTY OF Wayne )

CHERI L. DESROSIER  
Notary Public, State of Michigan  
County of Wayne  
My Commission Expires Jul. 26, 2027  
Acting in the County of Wayne

This instrument was acknowledged before me on the 9 day of June, 2021, by

Cheri L. Desrosier



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: June 18, 2021

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Rob Maleszyk, Chief Financial Officer  
Lisa Burnham, Controller  
Kurt Bovensiepe, Public Works Director  
Dennis Trantham, Facilities and Grounds Operations Manager  
Joe Lagarde, Facilities Division Supervisor  
Emily Frontera, Purchasing Manager

Subject: Budget Amendment and Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Flooring Replacement at the Fire and Police Training Center Offices and Classrooms  
Standard Purchasing Resolution 4: Oakland County Purchasing Cooperative – Fire and Police Training Center Classroom Electrical Upgrades

---

### History

The Fire and Police Training Center was constructed in 2001 and has provided countless hours of training for the City of Troy Fire and Police Department as well as hosting a litany of classes. While the Fire and Police Training Center met the needs of training 20 years ago, the platform of training has evolved leaving our facilities outdated and in need of refreshing to stay relevant and a desirable location for trainers throughout the country.

The Fire Department utilizes the training center on a weekly basis for in-house firefighter training for our 180 volunteer firefighters. Outside classes for specialty training, such as extrication and ice rescue classes and certification courses for Fire Officers and Fire Instructors are held here several times throughout the year. These classes have students from neighboring fire departments and around the state. The training center also hosts two different fire academies for initial firefighter training.

The Police Department hosts numerous certified training courses annually, attended by hundreds of officers from around the state. As the host agency, the Troy Police Department receives complementary seats in the classes. The arrangement results in over \$20,000.00 of free training annually. For example, in 2019 the Troy Police Department hosted 45 courses that 175 Troy Police Officers attended at no cost saving \$25,784.00. These courses range from FBI Crisis Negotiation to De-escalation Training.

In addition to the cost savings for complementary seats in training courses, Troy is a leader in training. Firefighters and Police Officers from across the state come to the City of Troy to better themselves and their professions. The training center is also used for meetings, annual in-house training, community events such as red cross blood drives, food drives, and community meetings. The training center is also the back-up Emergency Operations Center for the City of Troy.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

### Purchasing

On June 10, 2021, a bid opening was conducted as required by City Charter and Code to furnish all equipment, material and labor to provide and install flooring at the Troy Fire and Police Training Center offices and classrooms. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.mitn.info](http://www.mitn.info). Three (3) companies attended the Pre-Bid meeting which was held on June 4, 2021. Two (2) bid response were received. Below is a detailed summary of potential vendors:

<b>Companies notified via MITN</b>	233
Troy Companies notified via MITN	8
Troy Companies - Active email Notification	8
Troy Companies - Active Free	0
<b>Companies that viewed the bid</b>	17
Troy Companies that viewed the bid	0

***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.*

- *Flooring Services Inc. of Livonia, MI* is the low bidder meeting all bid specifications and is being recommended for the replacement and installation of the flooring as specified at the Fire and Police Training Center.
- *Note that Flooring Services, Inc.* references were all positive. The company also has over 20 years of experience and proven skill with commercial flooring installation projects.
- Pricing for the Electrical Upgrades including all labor, materials and equipment has been secured from *Shaw Service and Maintenance of Southfield, MI* through the Oakland County Purchasing Cooperative Contract #005446 per proposal S210329003.
- City Council authorized participation in the Cooperative Purchasing Programs on November 9, 2020 (Resolution #2020-11-165-J-8).

### Financial

Funds are budgeted and available in the amount of \$100,000 In the Building Operations Fire and Police Training Center Capital Project Fund. The acquisition will require a budget appropriation amendment in the amount of \$18,000 for the 2022 fiscal year. Expenditures will be charged to account number 401.264.261.7975.

### Recommendation

City Management recommends awarding a contract to the low bidder meeting specifications *Flooring Services Inc. of Livonia, MI* for the flooring replacement at the Fire and Police Training Center offices and classrooms at prices contained in the attached bid tabulation opened on June 10, 2021 for an estimated total of \$23,720 with a 10% contingency. City Management also recommends awarding a contract to *Shaw Service and Maintenance of Southfield, MI* for the Electrical Upgrades at an estimated cost of \$83,548 with a 10% contingency. It is also requested that City Council approve a budget amendment to the Capital Account in the amount of \$18,000.

CITY OF TROY  
 BID TABULATION  
 FLOORING: TRAINING CENTER

VENDOR NAME:	Flooring Services, Inc.	Global Office Solutions
CITY:	Livonia, MI	Novi, MI
CHECK NUMBER:	2014609598-99	2014713229
CHECK AMOUNT:	\$3,000.00	\$2,000.00

**PROPOSAL: To furnish ALL NECESSARY EQUIPMENT, MATERIAL (including 10% carpet attic stock) AND LABOR TO PROVIDE AND INSTALL FLOORING AT THE POLICE AND FIRE TRAINING CENTER**

DESCRIPTION	TOTAL	TOTAL
<b><i>PROPOSAL A- Fire Department Office: Remove all existing flooring and cove wall base. Install Tarkett 9x36 plank carpet tiles. Price will include complete removal of existing glue-down carpet and disposal in dumpster furnished by bidder. Bidder will move furniture as necessary and reinstall. If additional floor preparations are needed they should be priced out separately. Installation of flooring will be direct glued to floor. NO ALTERNATIVES ACCEPTED; BID AS SPECIFIED.</i></b>		
CARPET Description:	Tarkett 9x36 plank carpet tiles. Style: Geo Knit 10887. Color: Saturated Grey-42703 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar	
Cove Description:	Roppe 4" Standard Toe 123 Charcoal	
Proposal A - Complete for the Sum of:	\$2,475.00	\$1,410.00
<b><i>PROPOSAL B- Police Department Office: Remove all existing flooring and cove wall base. Install Tarkett 9x36 plank carpet tiles. Price will include complete removal of existing glue-down carpet and disposal in dumpster furnished by bidder. Bidder will move furniture as necessary and reinstall. If additional floor preparations are needed they should be priced out separately. Installation of flooring will be direct glued to floor. NO ALTERNATIVES ACCEPTED; BID AS SPECIFIED.</i></b>		
CARPET Description:	Tarkett 9x36 plank carpet tiles. Style: Geo Knit 10887. Color: Saturated Grey-42703 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar	
Cove Description:	Roppe 4" Standard Toe 123 Charcoal	
Proposal B - Complete for the Sum of:	\$3,525.00	\$3,690.00
<b><i>PROPOSAL C- Class Room A: Install Tarkett 9x36 carpet tiles and black transitions. Installation of flooring will be direct glued to floor. NO ALTERNATIVES ACCEPTED; BID AS SPECIFIED.</i></b>		
CARPET Description:	Tarkett 9x36 plank carpet tiles. Style: Geo Knit 10887. Color: Saturated Grey-42703 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar	
Cove Description:	Roppe 4" Standard Toe 123 Charcoal	
Proposal C - Floor Plan Complete for the Sum of:	\$5,325.00	\$5,250.00
<b><i>PROPOSAL D- Class room B and C: Install Tarkett 9x36 carpet tiles and black transitions. Installation of flooring will be direct glued to floor. NO ALTERNATIVES ACCEPTED; BID AS SPECIFIED.</i></b>		
CARPET Description:	Tarkett 9x36 plank carpet tiles. Style: Geo Knit 10887. Color: Saturated Grey-42703 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar	
Cove Description:	Roppe 4" Standard Toe 123 Charcoal	
Proposal D - Complete for the Sum of:	\$12,395.00	\$14,100.00
<b>Grand Total:</b>	<b>\$23,720.00</b>	<b>\$24,450.00</b>

CITY OF TROY  
 BID TABULATION  
 FLOORING: TRAINING CENTER

	VENDOR NAME:	Flooring Services, Inc.	Global Office Solutions
	CITY:	Livonia, MI	Novi, MI
Color Samples Provided:	Y or N	Y	Y
Schedule of Values Forms Attached:	Y or N	Y	Y
Attended Mandatory Pre-Bid Meeting:	Y or N	Y	Y
Meet Delivery/Installation Schedule:	Y or N	Y	Y
Questionnaire Attached:	Y or N	Y	Y
# of Years Experience:		20 years+	15 years+
Hours of Operation:		6PM - 4:30PM	8AM - 5PM
24 Hr. Phone Number:		Will Dyer 248-866-8501	248-449-9100
References:	Y or N	Y	Y
Can meet Insurance:	Y or N	Y	Y
Payment Terms:		Net 30	Net 30 Days
Exceptions:	Y or N	None	None
Acknowledgement:	Y or N	Y	Y
Signed Addendum:	Y or N	Y	Y
Forms:	Y or N	Y	Y

Attest:  
 (\*Bid Opening conducted via a Go-To Meeting)  
 Dennis Trantham  
 Joe Lagarde  
 Heather Chomiak  
 Kristine Kallek  
 Jackie Ahlstrom

Emily Frontera  
 Purchasing Manager



# Proposal & Scope of Work

Date: 4/16/2021

Proposal ID: S210329003

TO: Dennis Trantham

FROM: Mark A Fetters

City of Troy  
4695 Rochester Road  
Troy, MI 48085

PROJECT: City of Troy Training Room

### Shaw Service and Maintenance Contacts

<b>Mark Fetters, Service Manager</b>	Direct (248) 228-2019   Cell (248) 345-9538   <a href="mailto:mfetters@shaws.com">mfetters@shaws.com</a>
<b>Dispatch</b>	Direct (248) 228-2028
<b>After Hours Emergency Number</b>	(877) 370-7076
<b>Service Email</b>	<a href="mailto:service@shaws.com">service@shaws.com</a>

Included	Excluded		Included	Excluded	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Payment & Performance Bonds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical Permit Costs & Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overtime Costs
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fire Division Inspection Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Temperature Controls
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Building Permit Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Patching &/or repair of holes in walls or floors

This Proposal is based upon Shaw Service & Maintenance's Standard Terms and Conditions (see Page 2) unless otherwise indicated below.

### SCOPE OF WORK:

#### POWER:

The current panel boards in the facility do not have room for added circuits. It is recommended to add (1) New Branch Circuit Panel board as a sub panel to support the new outlets outlined in the scopes for Classroom A and Classroom B.  
Furnish and install (1) new 100 Amp 3 Phase 4 Wire Panel in Electrical room  
Furnish and install conduit and wire for (1) New Feeder in Electrical Room.

**Labor** : \$2,970.00  
**Equipment** : \$379.00  
**Material** : \$1,644.00  
**POWER Offering Price** : \$4,994.00

#### CLASSROOM A:

Cut and remove concrete for (2) trenches ~20'  
 Furnish and install (8) floor boxes (4 duplex outlets in 2 trenches)  
 Furnish and install (6) Wall outlets (surface mount as necessary)  
 Repair concrete where trenched.  
 Repair drywall where removed to access floor.

**Labor** : \$18,977.00  
**Equipment** : \$1,044.00  
**Material** : \$4,946.00  
**Subcontractor** : \$1,103.00  
**CLASSROOM A Offering Price** : \$26,649.00

#### CLASSROOM B:

Cut and remove concrete for (5) trenches ~20'  
 Furnish and install (20) floor boxes (4 duplex outlets in 5 trenches)  
 Furnish and install (8) Wall outlets (surface mount as necessary)  
 Repair concrete where trenched.  
 Repair drywall where removed to access floor.

**Labor** : \$38,943.00  
**Equipment** : \$1,994.00  
**Material** : \$8,921.00  
**Subcontractor** : \$2,048.00  
**CLASSROOM B Offering Price** : \$51,905.00

### EXCLUSIONS & ASSUMPTIONS:

Work is expected to be performed during Monday through Friday during normal working hours excluding holidays.  
 Quoted as Time and Material Not to Exceed  
 Pricing per Oakland County contract 5446



# Proposal & Scope of Work

*Mark A Fetters*

---

**Shaw Service & Maintenance**

## Standard Terms & Conditions

1. Payment terms are monthly progress payments net 30 days due.
2. The offering price is valid for 30 days. Shaw Service & Maintenance reserves the right to extend this term without notice.
3. Subcontract terms and conditions are subject to review and approval prior to award of a subcontract to Shaw Service & Maintenance.
4. Terms are pending approval by Shaw Service & Maintenance credit manager.
5. This Proposal is based on the schedule and time durations presented at time of bid. A change in schedule shall constitute a change in scope of work.
6. All equipment furnished is F.O.B. shipping points with freight allowed to jobsite.
7. The price includes a warranty as specified in the Bid Documents. No other warranty is expressed or implied.



22100 Telegraph  
 Southfield, MI 48033  
 Phone: (248) 228-2000  
 Fax: (248) 228-2080

2021 CITY OF TROY ELECTRICAL SERVICES BULLETIN  
 SPREADSHEET

<b>PROJECT:</b>	CITY OF TROY ELECTRICAL SERVICES	<b>SHAW PROJECT #:</b>	S210329003
<b>QUOTE FOR:</b>	CLASSROOM B FLOOR BOXES AND WALL OUTLETS	<b>SHAW MMS RFC #:</b>	
<b>DATED:</b>	4/15/2021	<b>SHAW REVISION #:</b>	
<b>DESCRIPTION:</b>	PER WRITTEN SCOPE ABOVE		
<b>PLANS ISSUED:</b>	n/a		
<b>SPECS. ISSUED:</b>	"		
<b>SKETCHES ISSUED:</b>	"		
<b>QTY ELEC/TECH DWGS ISSUED:</b>	0		
<b>MATERIAL</b>	Estimated conduit,wire		\$535
	Panelboard	0	\$850
		0	
		0%	\$0
	<b>MI USE TAX @</b>	6%	\$83
	<b>MARKUP</b>	12%	\$176
	<b>MATERIAL TOTAL</b>		\$1,644
<b>DIRECT INSTALLATION LABOR COST - PER ATTACHED SHEETS</b>			
	0 HOURS @ Straight	\$ 82.00	\$0
	0 HOURS @ "	\$ 97.00	JOURNEYMAN ELECTRICIAN \$0
	24 HOURS @ "	\$ 119.00	SERVICE ELECTRICIAN \$2,856
	0 HOURS @ Time & 1/2	\$ 105.00	\$0
	0 HOURS @ "	\$ 130.00	JOURNEYMAN ELECTRICIAN \$0
	0 HOURS @ "	\$ 151.00	SERVICE ELECTRICIAN \$0
	0 HOURS @ Double	\$ 130.00	\$0
	0 HOURS @ "	\$ 164.00	JOURNEYMAN ELECTRICIAN \$0
	0 HOURS @ "	\$ 189.00	SERVICE ELECTRICIAN \$0
<b>SUPERVISION - 4% OF DIRECT LABOR HOURS (DETAILING, LOGISTICS)</b>			
	1.0 HOURS @ Straight	\$ 119.00	\$114
		0%	INCREASE RATES FOR NON DAY SHIFT/FUTURE RATES \$0
	<b>LABOR TOTAL</b>		\$2,970
<b>DJE EQUIPMENT - LARGE OR SPECIAL TOOLING</b>			
	MAN LIFTS / SNORKEL LIFTS / SCAFFOLDING / FALL PROTECTION		\$0
	RIGGING / HOISTING / LULL / FORKLIFT		\$0
	PARKING FEES / MILEAGE / FUEL		\$0
	MEGGER, PHASE ROTATION METER		\$35
	CONCRETE		\$0
	CHIPPING TOOLS		\$0
	PERMIT		\$0
<b>ENGINEERING / DOCUMENT MAINTENANCE</b>			
	4 HOURS	\$ 86.00	SERVICE ENGINEER/FIELD DETAIL/SURVEY \$344
	0 HOURS	\$ 80.00	BIM COORDINATOR/PLOTS/DWGS \$0
	0 HOURS	\$ 65.00	ADMINISTRATIVE ASSISTANT \$0
<b>DIRECT JOB EXPENSES / SMALL TOOLS / SAFETY / CONSUMMABLES / FIRST AID</b>			
	AS PERCENT @	0.0%	OF LABOR ABOVE TOTAL \$0
	or AS ITEMIZED ON THE DJE CHECKLIST SHEET (Page 2 of 2)		\$0
	<b>DIRECT JOB EXPENSES TOTAL</b>		\$379
			\$1,994
		0%	\$0
<b>SUBCONTRACTORS</b>			
			\$0
	x		\$0
	x		\$0
	x		\$0
	<b>SUBCONTRACTOR TOTAL</b>		\$0
	<b>FEE ON SUBS @</b>	5%	\$0
<b>PLM BOND / INSURANCE COSTS</b>			\$0
<b>TOTAL PRICE FOR THIS QUOTATION</b>			<b>\$4,994</b>





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 Southfield, MI 48033  
 Phone: (248) 228-2000  
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2021 CITY OF TROY ELECTRICAL SERVICES BULLETIN  
 SPREADSHEET

<b>PROJECT:</b>	CITY OF TROY ELECTRICAL SERVICES	<b>SHAW PROJECT #:</b>	S210329003
<b>QUOTE FOR:</b>	CLASSROOM A FLOOR BOXES AND WALL OUTLETS	<b>SHAW MMS RFC #:</b>	
<b>DATED:</b>	4/15/2021	<b>SHAW REVISION #:</b>	
<b>DESCRIPTION:</b>	PER WRITTEN SCOPE ABOVE		
<b>PLANS ISSUED:</b>	n/a		
<b>SPECS. ISSUED:</b>	"		
<b>SKETCHES ISSUED:</b>	"		
<b>QTY ELEC/TECH DWGS ISSUED:</b>	0		
<b>MATERIAL</b>	Estimated conduit,wire, receptacles		\$2,378
	Duplex Floor Box assemblies	0	\$1,788
		0	
		0%	\$0
	<b>MI USE TAX @</b>	6%	\$250
	<b>MARKUP</b>	12%	\$530
	<b>MATERIAL TOTAL</b>		<b>\$4,946</b>
<b>DIRECT INSTALLATION LABOR COST - PER ATTACHED SHEETS</b>			
0 HOURS @ Straight	\$ 82.00		\$0
60 HOURS @ "	\$ 97.00	JOURNEYMAN ELECTRICIAN	\$5,820
104 HOURS @ "	\$ 119.00	SERVICE ELECTRICIAN	\$12,376
0 HOURS @ Time & 1/2	\$ 105.00		\$0
0 HOURS @ "	\$ 130.00	JOURNEYMAN ELECTRICIAN	\$0
0 HOURS @ "	\$ 151.00	SERVICE ELECTRICIAN	\$0
0 HOURS @ Double	\$ 130.00		\$0
0 HOURS @ "	\$ 164.00	JOURNEYMAN ELECTRICIAN	\$0
0 HOURS @ "	\$ 189.00	SERVICE ELECTRICIAN	\$0
<b>SUPERVISION - 4% OF DIRECT LABOR HOURS (DETAILING, LOGISTICS)</b>			
6.6 HOURS @ Straight	\$ 119.00		\$781
	0%	<b>INCREASE RATES FOR NON DAY SHIFT/FUTURE RATES</b>	\$0
	<b>LABOR TOTAL</b>		<b>\$18,977</b>
<b>DJE EQUIPMENT - LARGE OR SPECIAL TOOLING</b>			
MAN LIFTS / SNORKEL LIFTS / SCAFFOLDING / FALL PROTECTION			\$0
RIGGING / HOISTING / LULL / FORKLIFT			\$0
PARKING FEES / MILEAGE / FUEL			\$0
MEGGER, PHASE ROTATION METER			\$0
CONCRETE			\$750
CHIPPING TOOLS			\$200
PERMIT			\$150
			\$0
<b>ENGINEERING / DOCUMENT MAINTENANCE</b>			
4 HOURS	\$ 86.00	SERVICE ENGINEER/FIELD DETAIL/SURVEY	\$344
0 HOURS	\$ 80.00	BIM COORDINATOR/PLOTS/DWGS	\$0
0 HOURS	\$ 65.00	ADMINISTRATIVE ASSISTANT	\$0
<b>DIRECT JOB EXPENSES / SMALL TOOLS / SAFETY / CONSUMMABLES / FIRST AID</b>			
AS PERCENT @	0.0%	OF LABOR ABOVE TOTAL	\$0
or AS ITEMIZED ON THE DJE CHECKLIST SHEET (Page 2 of 2)			\$0
<b>DIRECT JOB EXPENSES TOTAL</b>			<b>\$1,444</b>
			<b>\$25,367</b>
	0%		\$0
<b>SUBCONTRACTORS</b>			
MANTICORE CONCRETE CUTTING			\$450
DRYWALL REPAIR			\$600
x			\$0
x			\$0
<b>SUBCONTRACTOR TOTAL</b>			<b>\$1,050</b>
<b>FEE ON SUBS @</b>	5%		\$53
<b>PLM BOND / INSURANCE COSTS</b>			\$0
<b>TOTAL PRICE FOR THIS QUOTATION</b>			<b>\$26,469</b>





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/15/2021

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 have ADDITIONAL INSURED provisions or 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).

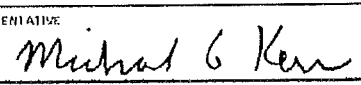
PRODUCER FEDERATED MUTUAL INSURANCE COMPANY HOME OFFICE: P.O. BOX 328 OWATONNA, MN 55060		CONTACT NAME: CLIENT CONTACT CENTER PHONE (A/C, No, Ext): 888-333-4949 FAX (A/C, No): 507-446-4664 E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM	
INSURED FLOORING SERVICES INC 12815 WAYNE RD LIVONIA, MI 48150-1244		INSURER A: FEDERATED MUTUAL INSURANCE COMPANY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	INSURER(S) AFFORDING COVERAGE NAIC # 13835

COVERAGES CERTIFICATE NUMBER: 80 REVISION NUMBER: 0

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 VWP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	6072557	04/19/2021	04/19/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (ea occurrence) \$100,000 MED EXP (Any one person) EXCLUDED PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPIOP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	N	6072557	04/19/2021	04/19/2022	COMBINED SINGLE LIMIT (ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION	N	N	6072560	04/19/2021	04/19/2022	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	6072561	04/19/2021	04/19/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

CERTIFICATE HOLDER 149-713-0 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: 
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**ADDITIONAL REMARKS SCHEDULE**

AGENCY FEDERATED MUTUAL INSURANCE COMPANY		NAMED INSURED FLOORING SERVICES INC 12815 WAYNE RD LIVONIA, MI 48150-1244	
POLICY NUMBER SEE CERTIFICATE # 80.0			
CARRIER SEE CERTIFICATE # 80.0	NAIC CODE	EFFECTIVE DATE: SEE CERTIFICATE # 80.0	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

PROJECT: CITY OF TROY FLOORING AT 52-2 DISTRICT COURT & TROY COMMUNITY CENTER BANQUET, PRE-SCHOOL AND KIDS CORNER ROOMS; TROY, MI.  
 ADDITIONAL INSURED ALSO INCLUDES THE MEMBER, ALL ELECTED AND APPOINTED OFFICIALS, ALL EMPLOYEES AND VOLUNTEERS, AGENTS, ALL BOARDS, COMMISSIONS, AND/OR AUTHORITIES AND BOARD MEMBERS, INCLUDING EMPLOYEES AND VOLUNTEERS.  
 THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED ON GENERAL LIABILITY SUBJECT TO THE CONDITIONS OF THE ADDITIONAL INSURED - OWNERS, LESSEES, OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION ENDORSEMENT.  
 THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED ON GENERAL LIABILITY SUBJECT TO THE CONDITIONS OF THE ADDITIONAL INSURED - OWNERS, LESSEES, OR CONTRACTORS - COMPLETED OPERATIONS ENDORSEMENT.  
 THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED SUBJECT TO THE CONDITIONS OF THE ADDITIONAL INSURED BY CONTRACT ENDORSEMENT FOR BUSINESS AUTO LIABILITY.  
 INSURANCE PROVIDED BY THE GENERAL LIABILITY COVERAGE IS PRIMARY AND NONCONTRIBUTORY OVER OTHER INSURANCE.  
 FOR NON-PAYMENT OF PREMIUM, 10 DAYS NOTICE WILL BE PROVIDED TO THE CERTIFICATE HOLDER IN THE EVENT THAT THE ISSUING COMPANY CANCELS THE POLICY BEFORE THE EXPIRATION DATE OF THE POLICY.  
 FOR REASONS OTHER THAN NON-PAYMENT OF PREMIUM, 30 DAYS NOTICE WILL BE PROVIDED TO THE CERTIFICATE HOLDER IN THE EVENT THAT THE ISSUING COMPANY CANCELS THE POLICY BEFORE THE EXPIRATION DATE OF THE POLICY.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED BY CONTRACT ENDORSEMENT

This endorsement modifies insurance provided under the following:

### BUSINESS AUTO COVERAGE PART

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

A. WHO IS AN INSURED for "bodily injury" and "property damage" liability is amended to include:

Any person or organization other than a joint venture, for which you have agreed by written contract to procure bodily injury or property damage "auto" liability insurance arising out of operation of a covered "auto" with your permission. However, this additional insurance does not apply to:

- (1) The owner or anyone else from whom you hire or borrow a covered "auto". This exception does not apply if the covered "auto" is a "trailer" connected to a covered "auto" you own.
- (2) Your "employee" if the covered "auto" is owned by that "employee" or a member of his or her household.
- (3) Someone using a covered "auto" while he or she is working in a business of selling, servicing, repairing, parking or storing "autos" unless that business is yours.
- (4) Anyone other than your "employees", partners (if you are a partnership), members (if you are a limited liability company), or a lessee or borrower or any of their "employees", while moving property to or from a covered "auto".
- (5) A partner (if you are a partnership), or a member (if you are a limited liability company) for a covered "auto" owned by him or her or a member of his or her household.

B. The coverage extended to any additional insured by this endorsement is limited to, and subject to all terms, conditions, and exclusions of the Coverage Part to which this endorsement is attached.

In addition, coverage shall not exceed the terms and conditions that are required by the terms of the written agreement to add any insured, or to procure insurance.

C. The limits of insurance applicable to such insurance shall be the lesser of the limits required by the agreement between the parties, or the limits provided by this policy.

D. Additional exclusions. The insurance afforded to any person or organization as an insured under this endorsement does not apply:

1. To "loss" which occurs prior to the date of your contract with such person or organization;
2. To "loss" arising out of the sole negligence of any person or organization that would not be an insured except for this endorsement.
3. To "loss" for any leased or rented "auto" when the lessor or his or her agent takes possession of the leased or rented "auto" or the policy period ends, whichever occurs first.

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**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  
LIQUOR 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.

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

**ADDITIONAL INSURED - OWNERS, LESSEES OR  
CONTRACTORS - SCHEDULED PERSON OR  
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
CITY OF TROY 500 W BIG BEAVER RD TROY MI 48084	See IL-F-40-0008
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. 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", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

FLOORING SERVICES INC  
12815 WAYNE RD  
LIVONIA MI 48150

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.



**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  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
CITY OF TROY 500 W BIG BEAVER RD TROY MI 48084	See IL-F-40-0009

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. 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 Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

FLOORING SERVICES INC  
12815 WAYNE RD  
LIVONIA MI 48150

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

## **EXTENSION ENDORSEMENT**

**Extension - CG 20 10 - CITY OF TROY**

ANY COVERAGE PROVIDED BY THIS ENDORSEMENT APPLIES ONLY TO PROJECT: CITY OF TROY FLOORING AT 52-2 DISTRICT COURT & TROY COMMUNITY CENTER BANQUET, PRE-SCHOOL AND KIDS CORNER ROOMS; TROY, MI. ADDITIONAL INSUREDS ALSO INCLUDE: THE MEMBER, ALL ELECTED AND APPOINTED OFFICIALS, ALL EMPLOYEES AND VOLUNTEERS, AGENTS, ALL BOARDS, COMMISSIONS, AND/OR AUTHORITIES AND BOARD MEMBERS, INCLUDING EMPLOYEES AND VOLUNTEERS.

## **EXTENSION ENDORSEMENT**

**Extension - CG 20 37 - CITY OF TROY**

ANY COVERAGE PROVIDED BY THIS ENDORSEMENT APPLIES ONLY TO PROJECT: CITY OF TROY FLOORING AT 52-2 DISTRICT COURT & TROY COMMUNITY CENTER BANQUET, PRE-SCHOOL AND KIDS CORNER ROOMS; TROY, MI. ADDITIONAL INSUREDS ALSO INCLUDE: THE MEMBER, ALL ELECTED AND APPOINTED OFFICIALS, ALL EMPLOYEES AND VOLUNTEERS, AGENTS, ALL BOARDS, COMMISSIONS, AND/OR AUTHORITIES AND BOARD MEMBERS, INCLUDING EMPLOYEES AND VOLUNTEERS.