

CITY COUNCIL MINUTES

December 05, 2022

**Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications –
Flooring Replacement at Troy Police Department Administration Area**

Resolution #2022-12-184-J-4b

RESOLVED, That Troy City Council hereby **AWARDS** a contract for the flooring replacement and leveling at the Troy Police Administration Area, as per bid specifications, to the low bidder meeting specifications, *United Flooring Center of Troy, MI*, for an estimated cost of \$53,327.92 and a 15% contingency amount of \$7,999.20, at unit prices contained in the bid tabulation opened November 3, 2022, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon submission of proper contract and bid documents, including insurance certificates and all other specified requirements.

PURCHASE ORDER

No. 2023-00000719

DATE: 12/20/2022

PAGE: 1 of 1

FOB DESTINATION

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

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

COUNCIL RESOLUTION

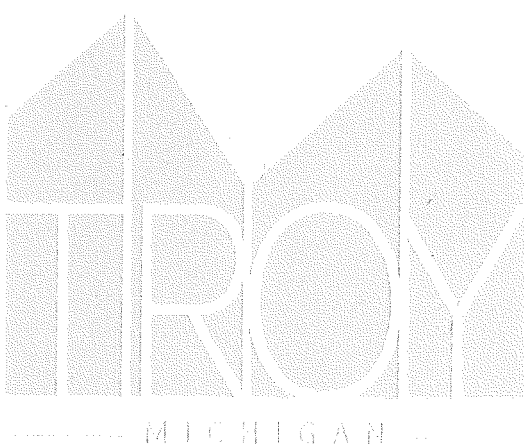
2022-12-184-J-4b

INSTRUCTIONS

Return to Department

VENDOR NO. 109373

Vendor
 UNITED FLOORING CENTER
 3806 ROCHESTER RD
 TROY, MI 48083

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Each	POLICE DEPT-Carpeting-Admin Common Areas & Offices	21,148.4200	\$21,148.42
1	Each	POLICE DEPT-Carpeting for lobby, halls, conference rooms	15,719.3700	\$15,719.37
1	Each	POLICE DEPT-Carpeting for Investigations & offices	13,995.4700	\$13,995.47
1	Each	POLICE DEPT-Carpeting for Admin additional office	2,464.6600	\$2,464.66
				

Entered By: Andrew Chambliss

\$53,327.92

Special Instructions:

CITY COUNCIL AWARD DATE: 12/5/2022. Contract for Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Flooring Replacement at Troy Police Department Administration Area in accordance with the specifications and completion date of ITB-COT 22-39. CERTIFICATE OF INSURANCE and ENDORSEMENTS and BONDS shall be on file through contract completion.

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.

Andrew K. Chambliss



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: December 5, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Dee Ann Irby, Controller
Frank Nastasi, Police Chief
Kurt Bovensiep, Public Works Director
Dennis Trantham, Facilities and Grounds Operations Manager
Andrew Satterfield, Police Captain
Michael Giorgi, Police Lieutenant
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications –
Flooring Replacement at Troy Police Department Administration Area

History

The existing carpeting in the Police Department was installed during the construction phase of the new building in August 2003. In July 2016, the carpeting in the Communications/911 Center, Records Department, Detective Bureau, Special Investigations Area and Front Police Desk was replaced under Resolution #2015-06-082-J-4a.

However, due to budget constraints at the time, other areas of the Police Department were left with the original carpeting from August 2003. The carpeting in these other areas, being visibly worn, has reached “End-of-life” after over 19 years of use. These other areas include the Police Department Administrative Area, Detective Bureau Interview Rooms and adjacent areas.

The replacement carpeting by Mohawk carries a “Limited Commercial Lifetime Warranty” if installed and maintained as prescribed by the manufacturer and is specially designed for high traffic areas. Additionally, we will be utilizing individual “carpet tiles” which makes replacement in specific areas easy in the case of staining or damage that may occur when relocating equipment.

The carpet replacement project is expected to be completed by June 2023.

Purchasing

On November 3, 2022, a bid opening was conducted as required by the City Charter/Code to furnish all equipment, material and labor to provide and install new flooring, and provide as needed leveling services at the Troy Police Department Administration Area. The bid was posted on the MITN Purchasing Group website; www.bidnetdirect.com//city-of-troy-mi. Two hundred nineteen (219) vendors were notified via the MITN website. Six (6) companies attended the Pre-Bid meeting held on October 20, 2022. Three (3) bid responses were received.

Vendor Name:	United Flooring Center	Omega Floors	Flooring Services, Inc.
City:	Troy, MI	Harrison Twp., MI	Livonia, MI
Check Amt:	\$1,500.00	\$1,500.00	\$1,500.00
Check #:	001646038	200906758	2016178634

PROPOSAL: TO FURNISH ALL NECESSARY EQUIPMENT, MATERIAL (including 10% carpet attic stock) AND LABOR TO PROVIDE, REMOVE, AND INSTALL FLOORING AT THE TROY POLICE DEPARTMENT

PROPOSAL A - Police Department Administrative Common Office Area and 6 (six) Adjacent Offices: Remove all existing flooring and cove wall base. Install 2'x2' Lateral Surface 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 carpet and cove base, per manufacturer specifications. 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	Mohawk Bending Earth 2'x2'Square Lateral Surface Tile; Color- Basalt #7879; Estimated 355 Sq. Yds.		
COVE Description	Roppe 4" Vinyl Standard Toe; Color Hunter Green #169		
Proposal A - Complete for the Sum of:		\$21,148.42	\$30,630.00
			Not Specified

PROPOSAL B - Police Department Administrative Hallway/Lobby, 4 (four) Adjacent Offices, and 2 (two) Conference Rooms: Remove all existing flooring and cove wall base. Install 2'x2' Lateral Surface 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 carpet and cove base, per manufacturer specifications. 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	Mohawk Bending Earth 2'x2'Square Lateral Surface Tile; Color- Basalt #7879; Estimated 211 Sq. Yds.		
COVE Description	Roppe 4" Vinyl Standard Toe; Color Hunter Green #169		
Proposal B - Complete for the Sum of:		\$15,719.37	\$23,060.00
			Not Specified

PROPOSAL C - Police Detective Bureau Interview Lobby and 8 (eight) Adjacent Offices: Remove all existing flooring and cove wall base. Install 2'x2' Lateral Surface 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 carpet and cove base, per manufacturer specifications. 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	Mohawk Bending Earth 2'x2'Square Lateral Surface Tile; Color- Basalt #7879; Estimated 207 Sq. Yds.		
COVE Description	Roppe 4" Vinyl Standard Toe; Color Hunter Green #169		
Proposal C - Complete for the Sum of:		\$13,995.47	\$20,810.00
			Not Specified

ALTERNATE/OPTIONAL PROPOSAL B(1A) - Police Department Administrative - Additional Administrator Office: Remove all existing flooring and cove wall base. Install 2'x2' Lateral Surface 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 carpet and cove base, per manufacturer specifications. 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	Mohawk Bending Earth 2'x2'Square Lateral Surface Tile; Color- Basalt #7879; Estimated 37 Sq. Yds.		
COVE Description	Roppe 4" Vinyl Standard Toe; Color Hunter Green #169		
OPTIONAL Proposal B (1A) - Complete for the Sum of:		\$2,464.66	Not Specied
			\$2,975.00

Overall Total (Proposal A, B and C):		\$50,863.26	\$74,500.00
			Not Specified

Overall Total (Proposal A, B, Optional B and C):		\$53,327.92 Includes Attic Stock	Not Specied
			Not Specified

Leveling Services Pricing:	Per Sq. Foot	12.0	Not Specied	Not Specified
After-Hours Services Pricing:	Hourly Rate	\$2.00 per Sq. Ft.		
				\$45.00 per Hour

Color Samples Provided:	Y or N	Y	Y	Y
Mandatory Site Inspection attended:	Y or N	Y	Y	Y
Completion Date can be met:	Y or N	Y	Y	Y
Commercial Flooring Years of Experience:		58 Years	20+ Years	20+ Years
CONTACT INFORMATION: Hours of Operation:		10AM - 5PM	8AM - 4PM M-F	6AM - 4PM
24 Hour Phone #:		248-321-0705	586-218-6800	248-866-8501
References:	Y or N	Y	Y	Y
Can meet Insurance:	Y or N	Y	Y	Y
Payment Terms:		Not Specified	30 days net	Not Specified
Exceptions:		None	None	None
Acknowledgement:	Y or N	Y	Y	Y
Vendor Questionnaire Provided:	Y or N	Y	Y	Y
Schedule of Values Provided:	Y or N	Y	Y	Y
Addendum:	Y or N	Y	N	Y
Forms:	Y or N	Y	Y	Y

Attest:

(*Bid Opening conducted via a Zoom Meeting)

Roland Gungab
Michael Giorgi
Dennis Trantham
Andrew Chambliss
Beth Zaccardelli

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, REMOVE, AND INSTALL FLOORING AT THE TROY POLICE DEPARTMENT** in accordance with the attached specifications, which are to be considered an integral part of this bid proposal, at the following prices:

COMPANY NAME: UNITED FLOORING CENTER

<p>PROPOSAL A- Police Department Administrative Common Office Area and 6 (six) Adjacent Offices: Remove all existing flooring and cove wall base. Install 2'x2' Lateral Surface 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 carpet and cove base, per manufacturer specifications. 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.</p>	
CARPET Description	Mohawk Bending Earth 2'x2'Square Lateral Surface Tile; Color- Basalt #7879; Estimated 355 Sq. Yds.
Cove Description	Roppe 4" Vinyl Standard Toe; Color Hunter Green #169
<p>Proposal A - Complete for the Sum of: \$ <u>21,148.42</u> * includes attic stock</p>	
<p>PROPOSAL B- Police Department Administrative Hallway/Lobby, 4 (four) Adjacent Offices, and 2 (two) Conference Rooms: Remove all existing flooring and cove wall base. Install 2'x2' Lateral Surface 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 carpet and cove base, per manufacturer specifications. 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.</p>	
CARPET Description	Mohawk Bending Earth 2'x2'Square Lateral Surface Tile; Color- Basalt #7879; Estimated 211 Sq. Yds.
Cove Description	Roppe 4" Vinyl Standard Toe; Color Hunter Green #169
<p>Proposal B - Complete for the Sum of: \$ <u>15,719.37</u> * includes attic stock</p>	
<p>PROPOSAL C- Police Detective Bureau Interview Lobby and 8 (eight) Adjacent Offices: Remove all existing flooring and cove wall base. Install 2'x2' Lateral Surface 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 carpet and cove base, per manufacturer specifications. 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.</p>	
CARPET Description	Mohawk Bending Earth 2'x2'Square Lateral Surface Tile; Color- Basalt #7879; Estimated 207 Sq. Yds.
Cove Description	Roppe 4" Vinyl Standard Toe; Color Hunter Green #169
<p>Proposal C - Complete for the Sum of: \$ <u>13,995.47</u> * includes attic stock</p>	

IMPORTANT: Measurements are broad estimates. It will be the responsibility of the bidder to take and verify all field measurements as needed. Also, measurements will include 'attic stock' in case carpet replacement is required.

COLOR SAMPLES:

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

- 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 Department, 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 **Andrew Chambliss, Buyer**, at (248) 619-7609, andrew.chambliss@troymi.gov between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Friday.

DESIGNATED CITY REPRESENTATIVE:

Lt. Mike Giorgi, (248) 885-1978, gorgimp@troymi.gov is the designated City Representative for this project.

MANDATORY SITE INSPECTION:

All bidders are required to examine the Troy Police Department Administrative Area and Rooms to determine the amount of work to be done in accordance with the bid specifications by attending the **MANDATORY PRE-BID MEETING** scheduled for **THURSDAY, October 20, 2022 at 1:00 P.M.** EST, located at 500 W. Big Beaver Rd. Troy MI 48084. **Meet at the Troy Police Department Lobby. An opportunity to view and inspect the rooms/areas will be provided during the Pre-Bid Meeting.**

- Our company attended the Mandatory Pre-Bid meeting
- Our company did not attend the Mandatory Pre-Bid meeting

COMPANY: UNITED FLOORING CENTER

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, June 30, 2023. Schedule will be coordinated with Police 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:

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: UNITED FLOORING CENTER

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.

COMMERICAL 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 Department located at 500 W. Big Beaver Rd. Troy, MI 48084.

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.

UNITED FLOORING CENTER has 58 (#) years of experience in the FLOORING field.
(Company Name)

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: UNITED FLOORING CENTER

CONTACT INFORMATION:

Hours of operation: 10am - 5pm 24 Hr. Phone No. 248-321-0705

BID INFORMATION CONTROLLING:

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

REFERENCES:

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

COMPANY: ST. PETER CHURCH
ADDRESS: 95 MARKET STREET MT. CLEMENS MI 48043
PHONE: 586-468-4578 CONTACT: JILL BARRETT
EMAIL: jbarrett@spmcconline.com

COMPANY: FIRST PRESBYTERIAN CHURCH
ADDRESS: 4328 LIVERNOIS TROY MI 48098
PHONE: 248-689-0112 CONTACT: ED LEAFDALE
EMAIL: firstprestroy@gmail.com

COMPANY: PROPERTY MANAGEMENT BY DESIGN
ADDRESS: PO BOX 102 BIRMINGHAM MI 48012
PHONE: 248-203-9404 CONTACT: CAITLIN
EMAIL: general@mgotbdesign.com

COMPANY: CAPUCHIN RETREAT
ADDRESS: 62460 MT. VERNON RD WASHINGTON MI 48094
PHONE: _____ CONTACT: lealie
EMAIL: info@capretreat.org

COMPANY: CITY OF TROY FIRE
ADDRESS: 500 W BIG BEAVER ROAD TROY MI 48064
PHONE: 248-524-3300 CONTACT: LT PETER HULLINGER
EMAIL: _____

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: UNITED FLOORING CENTER

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.

BID DEPOSIT AND FORFEITURE:

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

DOWNPAYMENTS AND PREPAYMENTS:

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

IMPORTANT:

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

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

COMPANY NAME: UNITED FLOORING CENTER

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

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

- We can meet the specified insurance requirements.
- We cannot meet the specified insurance requirements.
- We do not carry the specified limits but can obtain the additional insurance coverage of \$ _____, at the cost of \$ _____.

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

- Our proposal is reduced by \$ _____ if we lower the requirement to \$ _____.

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

IMPORTANT: A Certificate of Insurance on an ACORD Form showing present coverage as well as the required endorsements SHALL be attached to the proposal document at the time of submission of the proposal to the Office of the City Clerk.

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

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

INSURANCE VERIFICATION:

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

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

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

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

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) additional business 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: UNITED FLOORING CENTER

SIGNATURE PAGE

PRICES:

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

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Dan Recker

NOTE:

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

TAX ID#: 38-1911865

COMPANY: UNITED FLOORING CENTER

ADDRESS: 3806 ROCHESTER CITY: TROY STATE: MI ZIP: 48083

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

REPRESENTATIVE'S NAME: DAN RECKER
(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: Dan Recker

PAYMENT TERMS: _____ WARRANTY: As specified.

BID DEPOSIT CHECK #: 1646038 COMPLETION DATE: **BY FRIDAY, JUNE 30, 2023.**

E-MAIL: reckkerd@gmail.com

EXCEPTIONS:

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

ACKNOWLEDGEMENT:

I, DAN RECKER, 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: Dan Recker

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.



October 20, 2022

Addendum 1
ITB-COT 22-39
Flooring – Troy Police Department Administration
Page 1 of 3

To All Bidders:

Please be advised that as a result of the Mandatory Pre-Bid Meeting conducted on Thursday, October 20, 2022 at 1:00 PM Eastern Time, the Purchasing Department for the City of Troy authorized the following clarification(s) and or change(s) to the specifications for ITB-COT 22-39, Flooring – Troy Police Department Administration. 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 Troy Police Department.

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

- **Bid Opening date and time have changed. Bid Opening is now Thursday, November 3, 2022, at 10:00 AM Eastern Time.**
- All bidders are required to examine the site to determine the amount of work to be done in accordance with the bid specifications and attend the MANDATORY Pre-bid Meeting that was scheduled for Thursday, October 20, 2022 at 1:00 PM Eastern Time, at the Troy Police Department as detailed. An opportunity to walk and inspect the project site was provided after the pre-bid meeting.
- **Bid Deposit:** A cashier's check, certified check or money order in the amount of **\$1,500.00 payable to the City of Troy, Michigan**, must accompany the bid to insure the bid. **A PDF version of this Certified Check must be included with your Electronic Bid Submission Response.** Company checks and/or bid bonds will not be accepted for bid security.
- **Contract Forms:** Bidders shall complete and sign all required contract forms as specified in the bid document and include with your Electronic Bid Proposal.
- **Project Completion:** Project to be complete, to the satisfaction of the City, by **Friday, June 30, 2023. Please note in the Exceptions Area concerns or issues relating to material lead times and completion date.**
- **For ADDITIONAL INFORMATION** or specific questions concerning this project, please contact Andrew Chambliss, Buyer at Andrew.Chambliss@troymi.gov between 8:00am and 4:00pm, Monday through Friday. All questions or requests for clarification must be submitted in writing prior to Monday, October 24, 2022, end of business day.
- **INSURANCE:** If awarded – Insurance, Endorsements and executed bonds shall 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:

Jessica Parker & Scott Lorber – Michigan Floor Coverings
Mel Butsicaris – Omega Floors
Amy Johnston – Flooring Services Inc.
Dan Reckker – United Flooring Center
Drew Butler – Hartz Contracting
Marie Knezek – Garrison Construction Group

Introduced By: Andrew Chambliss, Buyer
Dennis Trantham, Facilities & Grounds Operations Manager
Joe Lagarde, Facilities & Grounds Division Supervisor
Michael Giorgi, Police Lieutenant
Roland Gungab, Budget Analyst
Andrew Chambliss, Buyer

Clarifications were discussed as follows:

- Andrew R Chambliss, Buyer, gave a brief overview of the Instructions to Bidders and the requirements for bid submission.
 - The pre-bid meeting sign in sheet is also included with the Addendum (1 page)
 - Anticipated City Council Award Date is November 14, 2022
 - An additional room that was not specified in Proposal B will be added as an addendum to the original bid proposal. The additional administrative room will be added as Proposal B(1A). The City of Troy will determine during the evaluation process if budget will allow this to be included in the bid award.
 - The City of Troy recognizes there might be a need for excessive leveling in areas of the project. The bid document will be revised to allow vendors an opportunity to provide pricing for leveling per square foot.
- Roland Gungab, Budget Analyst, gave an overview of the scope of work, specifications, drawings and site.
- Michael Giorgi, Police Lieutenant – gave an overview of the scope of work and lead site visit.

The following questions were asked as project details and site overview were discussed:

QUESTION: Will the bid instructions being read, be provided in the addendum?

ANSWER: The overview of bid instructions will be provided with the addendum.

QUESTION: Do you have a specialized installation method in mind?

ANSWER: There isn't a specialized installation method specified

QUESTION: Will there be a need for work done after hours?

ANSWER: We will make a revision of the bid pricing page to allow vendors to provide their rate for work done after hours.

QUESTION: Additional site visits?

ANSWER: Coordination of additional site visits shall be coordinated with Roland Gungab, Budget Analyst, at email address Roland.Gungab@troymi.gov or call 248-524-3473.



Please be advised that the City of Troy Purchasing Department has authorized the following ANSWERS TO QUESTIONS regarding Bid Proposal **ITB-COT 22-39, Flooring – Troy Police Department Administration**. The CHANGES will be considered an integral part of the original proposal documents.

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 22-39, FLOORING – TROY POLICE DEPARTMENT ADMINISTRATION**. All other items in the original bid proposal remain the same. This Addendum 1 should be attached to the electronic bid submission, on or before **Thursday, November 3, 2022 at 10:00 AM EDT**.

COMPANY: UNITED FLOORING CENTER
NAME OF AUTHORIZED COMPANY REPRESENTATIVE: DAN RECKLER
SIGNATURE: *Dan Reckler*
ADDRESS: 3806 ROCHESTER RD
TROY MI 48083

DATE: 11/2/2022



CITY OF TROY
ELECTRONIC BID PROPOSAL & PRICING

Revised Bid Proposal Page this addendum includes the revised bid proposal which shall be used at time of submitting proposals.

The Revision includes the Pricing for Leveling (pricing required), After Hours fees (pricing required) and addition of an Admin Office space (pricing optional) and to be awarded as budgets allow.

PRICING REQUIRED:

LEVELING:

The City of Troy recognizes that some additional leveling work might be required to complete the project. We are asking for vendors to provide a rate per square foot for any excessive leveling work that might be required. Any additional work must be approved by the Designated City Representative prior to it being performed.

- Our Company can provide leveling services \$ 12 Per Square Foot.
- Our Company cannot provide additional leveling services.

AFTER-HOURS SERVICES:

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. The City of Troy recognizes that some work may be required to be performed outside of normal business hours. We are asking for vendors to provide an after-hours hourly rate. All after hours work must be approved by the Designated City Representative prior to it being scheduled.

- Our Company can provide services outside of normal business hours \$ 2 Hourly Rate per sq ft
- Our Company cannot provide after-hours services.

ALTERNATE/OPTIONAL PROPOSAL:

<p>PROPOSAL B(1A) - Police Department Administrative - Additional Administrator Office: Remove all existing flooring and cove wall base. Install 2'x2' Lateral Surface 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 carpet and cove base, per manufacturer specifications. 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.</p>
<p>Mohawk Bending Earth 2'x2'Square Lateral Surface Tile; Color- Basalt #7879; Estimated 37 Sq. Yds.</p>
<p>Roppe 4" Vinyl Standard Toe; Color Hunter Green #169</p>
<p>Proposal B(1A) - Complete for the Sum of: \$ <u>2,464.66</u> * includes attic stack</p>



VENDOR QUESTIONNAIRE

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

FIRM NAME: UNITED FLOORING CENTER

TYPE OF ORGANIZATION: (Circle One)

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

If applicable:

FORMER FIRM NAME(S)

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

1. Your company is an authorized reseller of 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?

58 Years

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

Yes () No

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

no license needed

6. **Current Contracts:**

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

See attached

7. **Provide an itemized list of your company's equipment to be used to complete this project.**

mostly hand tools, carts, furniture moving equipment
will be needed

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

Cornerstone Floors, LLC - installation of carpet tiles

References: United Industries Paul Gronow 33782 Sterling Ponds Blv
City of Troy Fire Lt Peter Hullinger Sterling Hgts MI 48312

9. **Provide a project schedule based on starting the work within ten (10) days after receiving "Notification to Proceed".**

to be coordinated with on-site staff from office

10. **Please describe your recycling program, if any, and/or disposal method for the existing flooring.**

off-site in dumpster provided by United Flooring

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.

<u>TITLE</u>	<u>NAME</u>	<u>DEGREE / CERTIFICATION</u>	<u>EXPERIENCE / YEARS</u>
<u>Installer</u>	<u>Dame Collins</u>	<u>(Cornerstone Floors)</u>	<u>39+ years</u>

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative:
Company:

Dan Recker
UNITED FLOORING CENTER

Address:

3806 ROCHESTER RD
TROY MI 48063

Phone Number:

248.528.1900

Representative's Name:

DAN RECKER
(Print)

Date:

11/21/2022



SCHEDULE OF VALUES

Your company **MUST** complete this form.

PRODUCTS:	UNIT OF MEASURE	UNIT COST
Carpet tile w/ freight	per sf	\$ 3.00
Carpet adhesive	4 gal bucket	\$ 175.00
Wall base	per linear ft	\$.93
Adhesive (wall base)	4 gal bucket	\$ 93.00
SERVICES:	UNIT OF MEASURE	UNIT COST
Carpet installation labor	per sf	\$ 1.78
Wall base labor	per linear ft	\$ 1.33

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

COMPANY NAME: UNITED FLOORING CENTER



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

A **corporation** duly organized and doing business under the laws of the State of MICHIGAN for whom Dan Recker, bearing the office title of Operations Mgr. 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:

Daniel J. Recker, being duly sworn deposed, says that he/she
(Print Full Name)

is Operations Manager. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

Daniel J. Recker
SIGNATURE OF PERSON SUBMITTING BID

Leslie M. Therrian
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 2nd day of November, 2022
in and for Oakland County.

My commission expires:
2/25/25

LESLIE M. THERRIAN
NOTARY PUBLIC, STATE OF MI
COUNTY OF OAKLAND
MY COMMISSION EXPIRES Feb 25, 2025
ACTING IN COUNTY OF Oakland



CERTIFICATION REGARDING

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

I am able to certify to the above statements.

UNITED FLOORING CENTER

Name of Agency/Company/Firm (Please Print)

DAN RECKER, OPERATIONS MANAGER

Name and title of authorized representative (Please Print)

Dan Recker

Signature of authorized representative

11/2/22
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	U.C., Inc dba United Flooring Center
Street Address	3806 Rochester Road
City	Troy
State, Zip	MI, 48083
Corporate I.D. Number/State	800161812
Taxpayer I.D. #	38-1911865

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: Dan Recker

Printed Name of Vendor's Authorized Agent: DAN RECKER

Witness Signature: Leslie M Therrian

Printed Name of Witness: Leslie M. Therrian



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

The undersigned, the owner or authorized officer of UNITED FLOORING CENTER(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 UNITED FLOORING CENTER and any member of the City of Troy City Council or City of Troy management.

List any Familial Relationships:

BIDDER:

Dan Rezkler

By: DAN REZKLER

Its: OPERATIONS MANAGER

STATE OF MICHIGAN)

)ss.

COUNTY OF OAKLAND)

This instrument was acknowledged before me on the 2nd day of November, 2022, by

Leslie M Therman

LESLIE M. THERRIAN
NOTARY PUBLIC, STATE OF MI
COUNTY OF OAKLAND
MY COMMISSION EXPIRES Feb 25, 2025
ACTING IN COUNTY OF Oakland



**STATEMENT OF NO BID
CITY OF TROY**

N.A.

BID NUMBER: ITB-COT 22-39
TITLE: Flooring – Police Department

Please Send or Fax To:
 City of Troy Purchasing Department
 500 W. Big Beaver Rd.
 Troy, MI 48084

FAX NUMBER: (248) 619-7608

We, the undersigned, have declined to bid on the subject bid for the following reasons:

Check All That Apply	REASON
	Our company does not handle the type of product / service
	We cannot meet the specifications nor provide an approved alternate – please explain below
	Our company is not interested in bidding at this time
	Job is too small
	Job is too large
	Cannot be competitive
	Liability Issues such as insurance, bonding, indemnification, hold harmless
	Insufficient time to respond – please explain below
	Our company's schedule would not permit performance of the specifications
	Other – describe below

REMARKS: _____

COMPANY INFORMATION:

COMPANY NAME: _____
 SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____
 TITLE: _____
 COMPANY: _____
 ADDRESS: _____

 FAX NUMBER: _____ TELEPHONE NUMBER: _____

IMPORTANT NOTE: To qualify as a respondent to the bid, the vendor must submit a bid or return this completed form.

VENDOR REGISTRATION: The City of Troy uses the MITN Purchasing Group website for vendor registration, bid and tabulation posting, award information and other processes. Final bid results will be posted on MITN Purchasing Group website after award. Please register to see results – www.bidnetdirect.com/city-of-troy-mi.



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Purchasing (continued)

Below is a detail summary of potential vendors:

Companies notified via MITN	219
Troy Companies notified via MITN	10
Troy Companies - Active email Notification	10
Troy Companies - Active Free	0
Companies that viewed the bid	32
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.

- The bid responses were reviewed and *United Flooring Center of Troy, MI* is the low bidder meeting all bid specifications and is being recommended for the replacement and installation of new flooring and to provide as needed leveling services at the Troy Police Administration Area.
- United Flooring Center has 58 years of experience and has satisfactorily provided flooring services to the City.

Financial

Funds are budgeted and available in the Police Department Buildings and Improvements Capital Fund under Project number 2023C0010 for the 2023 fiscal year with a total available budget of \$50,000. Estimated total cost for this project is \$61,327.12. Additional funds are available in the Police Department Capital Fund to cover the shortfall of \$11,327.12 in the unused portion of Project Number 2023C0016. Expenditures will be charged to account number 401.301.11.305.7975.010.

Recommendation

City management recommends awarding a contract to the low bidder meeting specifications *United Flooring Center of Troy, MI* for the flooring replacement and leveling services at the Troy Police Department Administration Area, at prices contained in the attached bid tabulation, opened November 3, 2022 for an estimated cost of \$53,327.92 and a 15% contingency amount of \$7,999.20, for an estimated total cost of \$61,327.12.

Vendor Name:	United Flooring Center	Omega Floors	Flooring Services, Inc.
City:	Troy, MI	Harrison Twp., MI	Livonia, MI
Check Amt:	\$1,500.00	\$1,500.00	\$1,500.00
Check #:	001646038	200906758	2016178634

PROPOSAL: TO FURNISH ALL NECESSARY EQUIPMENT, MATERIAL (including 10% carpet attic stock) AND LABOR TO PROVIDE, REMOVE, AND INSTALL FLOORING AT THE TROY POLICE DEPARTMENT

PROPOSAL A - Police Department Administrative Common Office Area and 6 (six) Adjacent Offices: Remove all existing flooring and cove wall base. Install 2'x2' Lateral Surface 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 carpet and cove base, per manufacturer specifications. 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	Mohawk Bending Earth 2'x2'Square Lateral Surface Tile; Color- Basalt #7879; Estimated 355 Sq. Yds.		
COVE Description	Roppe 4" Vinyl Standard Toe; Color Hunter Green #169		
Proposal A - Complete for the Sum of:	\$21,148.42	\$30,630.00	Not Specified

PROPOSAL B - Police Department Administrative Hallway/Lobby, 4 (four) Adjacent Offices, and 2 (two) Conference Rooms: Remove all existing flooring and cove wall base. Install 2'x2' Lateral Surface 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 carpet and cove base, per manufacturer specifications. 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	Mohawk Bending Earth 2'x2'Square Lateral Surface Tile; Color- Basalt #7879; Estimated 211 Sq. Yds.		
COVE Description	Roppe 4" Vinyl Standard Toe; Color Hunter Green #169		
Proposal B - Complete for the Sum of:	\$15,719.37	\$23,060.00	Not Specified

PROPOSAL C - Police Detective Bureau Interview Lobby and 8 (eight) Adjacent Offices: Remove all existing flooring and cove wall base. Install 2'x2' Lateral Surface 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 carpet and cove base, per manufacturer specifications. 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	Mohawk Bending Earth 2'x2'Square Lateral Surface Tile; Color- Basalt #7879; Estimated 207 Sq. Yds.		
COVE Description	Roppe 4" Vinyl Standard Toe; Color Hunter Green #169		
Proposal C - Complete for the Sum of:	\$13,995.47	\$20,810.00	Not Specified

ALTERNATE/OPTIONAL PROPOSAL B(1A) - Police Department Administrative - Additional Administrator Office: Remove all existing flooring and cove wall base. Install 2'x2' Lateral Surface 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 carpet and cove base, per manufacturer specifications. 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	Mohawk Bending Earth 2'x2'Square Lateral Surface Tile; Color- Basalt #7879; Estimated 37 Sq. Yds.		
COVE Description	Roppe 4" Vinyl Standard Toe; Color Hunter Green #169		
OPTIONAL Proposal B (1A) - Complete for the Sum of:	\$2,464.66	Not Specied	\$2,975.00

Overall Total (Proposal A, B and C):	\$50,863.26	\$74,500.00	Not Specified
Overall Total (Proposal A, B, Optional B and C):	\$53,327.92 <i>Includes Attic Stock</i>	Not Specied	Not Specified
Leveling Services Pricing:	Per Sq. Foot	Not Specied	Not Specified
After-Hours Services Pricing:	Hourly Rate		

Color Samples Provided:	Y or N	Y	Y	Y
Mandatory Site Inspection attended:	Y or N	Y	Y	Y
Completion Date can be met:	Y or N	Y	Y	Y
Commercial Flooring Years of Experience:		58 Years	20+ Years	20+ Years
CONTACT INFORMATION: Hours of Operation:		10AM - 5PM	8AM - 4PM M-F	6AM - 4PM
24 Hour Phone #:		248-321-0705	586-218-6800	248-866-8501
References:	Y or N	Y	Y	Y
Can meet Insurance:	Y or N	Y	Y	Y
Payment Terms:		Not Specified	30 days net	Not Specified
Exceptions:		None	None	None
Acknowledgement:	Y or N	Y	Y	Y
Vendor Questionnaire Provided:	Y or N	Y	Y	Y
Schedule of Values Provided:	Y or N	Y	Y	Y
Addendum:	Y or N	Y	N	Y
Forms:	Y or N	Y	Y	Y

Low bidder meeting specifications

Attest:
 (*Bid Opening conducted via a Zoom Meeting)
 Roland Gungab
 Michael Giorgi
 Dennis Trantham
 Andrew Chambliss
 Beth Zaccardelli

Emily Frontera
 Purchasing Manager



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/01/2022

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).

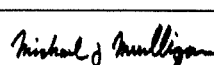
PRODUCER AUTOMATIC DATA PROCESSING INSURANCE AGCY INC 1 ADP BLVD MS 625 ROSELAND, NJ 07068 (877) 677-0428	CONTACT NAME: PHONE (A/C, No, Ext): (877) 677-0428 FAX (A/C, No): (877) 677-0430 E-MAIL ADDRESS: spcblcadp@travelers.com	
	INSURER(S) AFFORDING COVERAGE INSURER A : TRAVELERS COMMERCIAL CASUALTY COMPANY NAIC #	
INSURED U C INC 3806 ROCHESTER RD TROY, MI 48084	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 280947359561503 **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY <input 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 <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UB-2L804764-22	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							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)
RE: PROJECT DESCRIPTION: INSTALL CARPET TILE FLOORING AT THE CITY OF TROY POLICE DEPARTMENT FROM DECEMBER 2022 - JUNE 2023
PROJECT NUMBER: ITB-COT 22-39

CERTIFICATE HOLDER THE CITY OF TROY 500 WEST BIG BEAVER TROY, MI 48084	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/04/2022

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.

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PRODUCER Brown & Brown of Detroit, Inc. 5250 Corporate Drive Suite #200 Troy MI 48098	CONTACT NAME: Danielle Duval PHONE (A/C, No, Ext): (586) 977-6300 FAX (A/C, No): (586) 977-6780 E-MAIL ADDRESS: Danielle.Duval@bbrown.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED UC, Inc. DBA United Flooring 3806 Rochester Road Troy MI 48084	INSURER A: Hartford Underwriters Insurance Company NAIC # 30104	
	INSURER B: Nutmeg Insurance Company 39608	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: CL225358257

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.

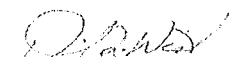
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		35SBAAL3U08	05/01/2022	05/01/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY	Y		35UECGB1442	05/01/2022	05/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$						
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Project: ITB-COT ~~13-12~~ Flooring - ~~512~~ Dept. 22-2A

City of Troy including architects and engineers, all elected and appointed officials, all employees and volunteers, boards, commissions and/or authorities and their board members, employees, and volunteers are included as an additional insured for general liability and auto liability as required by written contract. This insurance is on a primary & non-contributory basis per form. 30 day notice of cancellation, 10 days for non-payment is provided.

CERTIFICATE HOLDER**CANCELLATION**

City of Troy 500 W. Big Beaver Rd. Troy MN 48084	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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