

CITY COUNCIL MINUTES

October 2, 2023

Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – City Hall Flooring Replacement for City Clerk’s Office, Assessing Department and Conference Room E

Resolution #2023-10-145-J-4a

RESOLVED, That Troy City Council hereby **AWARDS** a contract to the low bidder meeting specifications, *Luxe Interiors of Ann Arbor, MI*, for an estimated cost of \$28,635 with a 15% contingency for the City Clerk’s Office, Assessing Department and Conference Room E Flooring Replacement at prices contained in the bid tabulation opened September 21, 2023; a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

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

PURCHASE ORDER

No. 2024-00000354

DATE: 10/09/2023

PAGE: 1 of 1

FOB DESTINATION

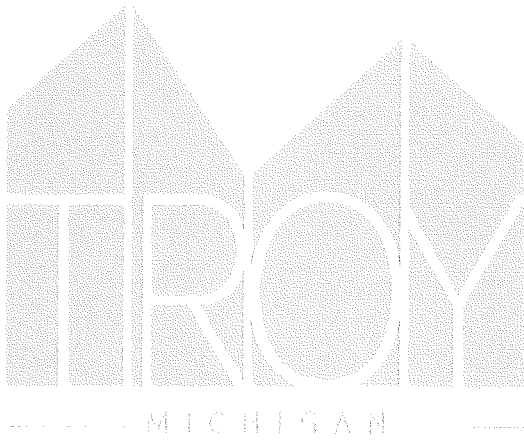
Ship To
 CITY OF TROY
 Building Operations
 500 W BIG BEAVER RD
 TROY, MI 48084

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

COUNCIL RESOLUTION
 2023-10-145-J-4a

VENDOR NO. 177650

Vendor
 LUXE INTERIORS
 2141 S STATE STREET
 ANN ARBOR, MI 48108

| QUANTITY | UNIT | DESCRIPTION | UNIT COST | TOTAL COST |
|---|----------|---|-------------|-------------|
| 1 | Lump Sum | Proposal A: City Clerk's Office Carpet Replacement | 12,557.0000 | \$12,557.00 |
| 1 | Lump Sum | Proposal B: Assessing Department Carpet Replacement | 13,814.0000 | \$13,814.00 |
| 1 | Lump Sum | Proposal C: Conference Room E Carpet Replacement | 2,264.0000 | \$2,264.00 |
|  | | | | |

Entered By: Nellie Bert

\$28,635.00

Special Instructions:

CITY COUNCIL AWARD DATE: CITY COUNCIL AWARD DATE: 10/02/2023 Contract for City Hall Flooring Replacement for Clerk's Office, Assessing Department and Conference Rm E in accordance with the specifications and completion date of ITB-COT 23-27. 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.

Nellie Bert

Opening date: 09/21/2023
 Reviewed date: 09/21/2023

CITY OF TROY
 BID TABULATION
 CLERK'S, ASSESSING, CONFERENCE ROOM FLOORING

ITB-COT 23-27
 Pg. 1 of 1

| | | |
|---------------|----------------|-------------------------|
| Vendor Name: | Luxe Interiors | Flooring Services, Inc. |
| City: | Ann Arbor, MI | Livonia, MI |
| Check Amount: | \$3,000.00 | \$3,000.00 |
| Check #: | 1615517404 | 2017103751 |

FURNISH ALL NECESSARY EQUIPMENT, MATERIAL (including 10% carpet attic stock) AND LABOR TO PROVIDE AND INSTALL FLOORING AT THE CITY OF TROY CLERK'S DEPARTMENT, ASSESSING DEPARTMENT AND CONFERENCE ROOM E

| Proposal A: City of Troy Clerk's Department | | |
|--|--------------------|--------------------|
| Remove all existing flooring and cove wall base. Install Tarkett 18x36 carpet tiles. | | |
| <u>Carpet Description:</u> Tarkett 18x36 carpet tiles. Style: Substance 11449. Color: Pure Parchment 76207 Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar | | |
| <u>Cove Description:</u> Roppe 4" Standard Toe Black | | |
| PROPOSAL A TOTAL: | \$12,557.00 | \$15,700.00 |
| Proposal B: City of Troy Assessing Department | | |
| Remove all existing flooring and cove wall base. Install Tarkett 18x36 carpet tiles. | | |
| <u>Carpet Description:</u> Tarkett 18x36 plank carpet tiles. Style: Tailored Madras 11284. Color: Ceramic 14707. Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar | | |
| <u>Cove Description:</u> Roppe 4" Standard Toe 665 Horizon | | |
| PROPOSAL B TOTAL: | \$13,814.00 | \$11,835.00 |
| Proposal C: City of Troy Conference Room E | | |
| Remove all existing flooring and cove wall base. Install Tarkett 18x36 carpet tiles. | | |
| <u>Carpet Description:</u> Ceramic 14707. Backing: Ethos w/Omnicoat Installation pattern: Vertical Ashlar | | |
| <u>Cove Description:</u> Roppe 4" Standard Toe 665 Horizon | | |
| PROPOSAL C TOTAL: | \$2,264.00 | \$2,430.00 |
| GRAND TOTAL PROPOSALS A, B AND C: | \$28,635.00 | \$29,965.00 |

| | | | |
|--------------------------------------|--------|------------------------------|--------------|
| Can Provide Full Size Color Samples: | Y or N | Y | Y |
| Schedule of Values Completed: | Y or N | Y | Y |
| Attended Pre-Bid Meeting: | Y or N | Y | Y |
| Can Meet Completion Date: | Y or N | Y | Y |
| Questionnaire Completed: | Y or N | Y | Y |
| Years of Experience: | | 10 Years | 30+ Years |
| Contact Information: Name: | | Terry Farha | Will Dyer |
| Hours of Operation | | 10am-6pm M-Th; 10am-2pm Sat. | 7-5 |
| 24 Hr. Phone No.: | | 734-320-9411 | 248-866-8501 |
| References: | Y or N | Y | Y |
| Insurance: | Y or N | Y | Y |
| Payment Terms: | | 30 Days | Net 30 |
| Exceptions: | | None | None |
| Acknowledgement: | Y or N | Y | Y |
| Addendum: | Y or N | Y | Y |
| Forms: | Y or N | Y | Y |

Attest:
 (*Bid Opening conducted via a Zoom Meeting)
 Laura Campbell
 Nellie Bert
 Jackie Ahlstrom
 Bryan Pompa

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 CITY OF TROY CLERK'S DEPARTMENT, ASSESSING DEPARTMENT AND CONFERENCE ROOM E** in accordance with the attached specifications, which are to be considered an integral part of this bid proposal, at the following prices:

COMPANY NAME: Luxe Interiors

| | |
|--|---|
| <p>PROPOSAL A- City of Troy Clerk's Department: Remove all existing flooring and cove wall base. Install Tarkett 18x36 carpet tiles. Price will include take up of existing glue-down carpet and disposal in dumpster furnished by bidder. 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 | Tarkett 18x36 carpet tiles. Style: Substance 11449. Color: Pure Parchment 76207 Backing: Ethos w/Omnicoat installation pattern: Vertical Ashlar |
| Cove Description | Roppe 4" Standard Toe Black |
| <p>Proposal A - Complete for the Sum of: \$ 12,557.00</p> | |
| <p>PROPOSAL B- City of Troy Assessing Department: Remove all existing flooring and cove wall base. Install Tarkett 18x36 carpet tiles. Price will include take up of existing glue-down carpet and disposal in dumpster furnished by bidder. 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 | Tarkett 18x36 plank carpet tiles. Style: Tailored Madras 11284. Color: Ceramic 14707. Backing: Ethos w/Omnicoat installation pattern: Vertical Ashlar |
| Cove Description | Roppe 4" Standard Toe 665 Horizon |
| <p>Proposal B - Complete for the Sum of: \$ 13814.00</p> | |
| <p>PROPOSAL C- City of Troy Conference Room E: Remove all existing flooring and cove wall base. Install Tarkett 18x36 carpet tiles. Price will include take up of existing glue-down carpet and disposal in dumpster furnished by bidder. 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 | Tarkett 18x36 plank carpet tiles. Style: Tailored Madras 11284. Color: Ceramic 14707. Backing: Ethos w/Omnicoat installation pattern: Vertical Ashlar |
| Cove Description | Roppe 4" Standard Toe 665 Horizon |
| <p>Proposal C - Complete for the Sum of: \$ 2264.00</p> | |

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 cove base.

- Our Company can provide full size color samples of both carpet and cove base.
 Our Company cannot provide full size color samples of both carpet and cove base.

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 City of Troy Clerk's Department, Assessing Department, and Conference Room E 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 Clerk and Assessing Departments purpose of this flooring project.

DESIGNATED CITY REPRESENTATIVE:

Joe Lagarde, Division Supervisor (248) 524-1470, joe.lagarde@troymi.gov is the designated City Representative for this 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 between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Friday.

MANDATORY SITE INSPECTION:

All bidders are required to examine the Clerk's Department, Assessing Department and Conference Room E to determine the amount of work to be done in accordance with the bid specifications by attending the **MANDATORY PRE-BID MEETING scheduled for Monday, September 18, 2023 at 10:00 A.M. EDT**, located at 500 W. Big Beaver Road, Troy, MI 48084 - Lower Level Conference Room. **An opportunity to view and inspect the rooms/areas will be provided during the Pre-Bid Meeting.** If a bidder does not attend the pre-bid meeting, that bidder will be considered non-responsive and no longer eligible for award.

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

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.

Upon award to the lowest bidder, the bid deposit will be retained as a performance surety until successful completion of all contract requirements.

LABOR:

Prevailing wages are not required for this project.

COMPANY NAME: Luxe Interiors

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, December 29, 2023. Schedule will be coordinated with the Clerks and Assessing Office Staff and the Facilities Division to coincide with the replacement of office furniture. The schedule may include evenings and weekends to limit the disruption of departmental duties. The City of Troy is the only party to this contract that may authorize amendment to this schedule.

- 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.

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.

COMPANY NAME: Luxe Interiors

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, City Hall 500 W Big Beaver Rd, Troy, MI 48084. All delivered materials will be off loaded by the installer and stored in an area designated by the City.

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.

Luxe Interiors has 10 (#) 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 any pertinent descriptive material relevant to the item bid.

CONTACT INFORMATION:

Name: Terry Farha

Hours of operation: Monday Thru Friday 10 AM to 6PM. Saturday 10 AM to 2PM 24 Hr. Phone No. 734-320-9411

COMPANY NAME: Luxe Interiors

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: Multicultural Academy
ADDRESS: 5550 Platt Rd Ann Arbor, MI 48108
PHONE: 734-677-0732 **CONTACT:** Khalil Samaha
EMAIL: drksamaha@usa.net

COMPANY: City of Ann Arbor-Leslie Golf Course
ADDRESS: 2120 Traver Rd. Ann Arbor, MI 48105
PHONE: 734-794-6245 **CONTACT:** Douglas Kelly
EMAIL: dkelly@a2gov.org

COMPANY: Huron-Clinton Metroparks
ADDRESS: 31300 Metro Parkway Harrison Twp. MI 48045
PHONE: 810-644-6102 **CONTACT:** Joe Hall
EMAIL: joe.hall@metroparks.com

COMPANY: Charter Township of Ypsilanti
ADDRESS: 222 S. Ford Blvd Ypsilanti MI 48197
PHONE: 734-686-6769 **CONTACT:** Chief Copeland
EMAIL: ecopeland@ypsitownship.org

COMPANY: Literati Book Store
ADDRESS: 124 E. Washington Ann Arbor, MI 48108
PHONE: 734-585-5567 **CONTACT:** Tom Wolan
EMAIL: tom@literatibookstore.com

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: Luxe Interiors

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.

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: Luxe Interiors

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

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

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

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

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

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

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

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

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

INSURANCE VERIFICATION:

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

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

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

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

COMPANY NAME: Luxe Interiors

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.

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: Terry Farha 

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#: 93-3145911

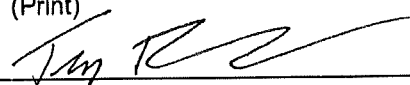
COMPANY: Luxe Interiors

ADDRESS: 2141 S. State Street CITY: Ann Arbor STATE: MI ZIP: 48108

PHONE: (734) 320-9411 FAX NUMBER: ()

REPRESENTATIVE'S NAME: Terry Farha

(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: 

PAYMENT TERMS: 30 Days WARRANTY: As specified.

BID CHECK NUMBER: 1615517404 COMPLETION DATE: FRIDAY, DECEMBER 29, 2023

E-MAIL: tfarha@umcesp.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, Tarek Farha, 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 Purchasing Group website, www.bidnetdirect.com//city-of-troy-mi and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: 

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: Luxe Interiors

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- 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?

4 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.

Corporation number for the state of Michigan is 803091922

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.

No contracts at this time

7. Provide an itemized list of your company's equipment to be used to complete this project.
Cart to haul carpet, razor blades, flooring equipment

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.
N/A


9. Provide a project schedule based on starting the work within ten (10) days after receiving "Notification to Proceed".
As soon as product ordered and delivered we will contact director to setup time to start
Job will be done in two phases as there is alot of moving involved. Will have to probably schedule two weekends to get done

10. Please describe your recycling program, if any, and/or disposal method for the existing flooring.
All old materials will be properly disposed in a dumpster supplied by contractor

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 |
|------------------------------|--------------|---|--------------------|
| Director Of Opeartions | Tarek Farha | | 15 Years |
| Vice President of Operations | Eric McCroan | CFI certified Installer. Former Manufacturer Rep. | 23 Years |

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: 

Company: Luxe Interiors

Address: 2141 S. State Street Ann Arbor

Phone Number: 734-320-9411

Representative's Name: Tarek Farha

Date: 09/20/2023 (Print)



| |
|---------------------------|
| SCHEDULE OF VALUES |
|---------------------------|

Your company **MUST** complete this form.

| PRODUCTS: | UNIT OF MEASURE | UNIT COST |
|---|------------------------|------------------|
| Materials Substane C.I. | Sq.ft. | \$ 3.19 |
| Tailored Madras | Sq.ft | \$ 4.16 |
| Cove Base (Installed) | Linear Foot | \$ 4.00 |
| Glue | 4 Gal Pail | \$ 110.00 |
| SERVICES: | UNIT OF MEASURE | UNIT COST |
| Installation Standard Prep Included | sq.ft | \$ 1.30 |
| Take Up | sq.ft | \$ 1.00 |
| Contents Manipulation Work Spaces and File Cabinets | Lump Sum | \$3950.00 |

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

COMPANY NAME: Luxe Interiors



September 19, 2023

Addendum 1
ITB-COT 23-27
Flooring – Clerk, Assessing & Conference Room E
Page 1 of 2

To All Bidders:

Please be advised that as a result of the Mandatory Pre-Bid Meeting conducted on Monday, September 18, 2023 at 10:00 AM EDT the Purchasing Department for the City of Troy authorized the following clarifications /or changes to the specifications for ITB-COT 23-27, Flooring – Clerk, Assessing & Conference Room E. The clarifications and or changes will be considered an integral part of the original proposal document. The Pre-Bid Meeting was conducted at Troy City Hall – Lower Level Conference Room.

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

- **BID OPENING: Thursday, September 21, 2023, at 10:00 AM EDT.**
- Each bid must be accompanied by a Cashier's Check in the amount of \$3,000.00 as security for acceptance of the Contract. **BID BONDS ARE NOT ACCEPTABLE.**
A pdf version of this Cashier's 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 check will be retained as a performance surety until successful completion of all contract requirements.
- 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 Monday, September 18, 2023 at 10:00 AM EDT LOCATED at City Hall Lower Level Conference Room. An opportunity to inspect and measure the three areas 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 to be complete by **December 29, 2023.**
- **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:

Amy Johnston
Terry Farha
Eric McCrean

Flooring services, Inc.
Luxe Interiors
Luxe Interiors



Introduced by:

Emily Frontera, Purchasing Manager
Nellie Bert, Buyer
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 conducted a tour of all three areas requiring flooring. He is the point of contact if the rooms and areas need to be viewed again. Call him to schedule an appointment.

CLARIFICATION:

- Note: Specific cove color selected for Assessing Department and Conference Room E which can be found in the Roppe color chart.
- The awarded bidder must provide a dumpster for carpet that will be removed.
- Facilities will coordinate with IT for the removal of any electrical and networking communications.
- City Staff will remove any personal items on desks and on any surrounding surface areas
- Bids should include all necessary equipment, material and labor to provide and install flooring at the city of Troy Clerk's Department, Assessing Department and Conference Room E.
- Include in quantity an Attic Stock of 10% for all areas.

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 23-27, FLOORING – CLERK, ASSESSING & CONFERENCE ROOM E**. 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, September 21, 2023 at 10:00 AM EDT.**

COMPANY:

Luxe Interiors

NAME OF AUTHORIZED COMPANY REPRESENTATIVE:

Tanel Falha

SIGNATURE:

Tanel Falha

ADDRESS:

2141 S. STATE ST.
Ann Arbor MI 48108

DATE:

9/20/23



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
Tarek Farha, bearing the office title of Vice President, whose
signature is affixed to this proposal, is duly authorized to execute contracts.

A **partnership**, all members of which, with addresses, is:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

AN **INDIVIDUAL**, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

_____ 



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

JAYEL FARHA, being duly sworn deposed, says that he/she
(Print Full Name)

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

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

[Signature]
SIGNATURE OF PERSON SUBMITTING BID

[Signature]
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 20th day of September, 2023 in and for _____
Washtenaw County.

My commission expires:

December 14, 2028

ABDOULAYE HAROUNA
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF WASHTENAW
My Commission Expires Dec. 14, 2028
Acting in the County of Washtenaw



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.

Luxe Interiors

Name of Agency/Company/Firm (Please Print)

Tarek Farha Vice President

Name and title of authorized representative (Please Print)

Signature of authorized representative

9-20-23

Date

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



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

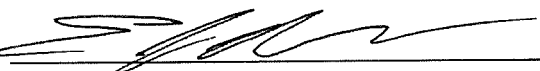
Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

| Vendor | |
|-----------------------------|----------------------|
| Legal Name | Luxe Interiors |
| Street Address | 2141 S. State Street |
| City | Ann Arbor |
| State, Zip | MI |
| Corporate I.D. Number/State | 803091922 |
| Taxpayer I.D. # | 93-3145911 |

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

Signature of Vendor's Authorized Agent: 

Printed Name of Vendor's Authorized Agent: Tarek Farha

Witness Signature: 

Printed Name of Witness: Eric McCroan

G:\ BidLanguage_IranLinkedBusiness



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: September 27, 2023

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Deputy City Manager
Megan E. Schubert, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Dee Ann Irby, Controller
M. Aileen Dickson, City Clerk
Kelly M. Timm, City Assessor
Kurt Bovensiep, Public Works Director
Dennis Trantham, Deputy Public Works Director
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – City Hall Flooring Replacement for City Clerk’s Office, Assessing Department and Conference Room E

History

- The flooring in the City Clerk’s Office, Assessing Department and Conference Room E at City Hall has reached the end of life and needs to be replaced.
- Both the City Clerk’s Office and Assessing Department are customer facing departments that engage with residents daily.
- The replacement of the flooring was identified in the Facilities Condition Assessment and Analysis that was conducted in 2018 as a capital renewal item.
- Given the high volume of public interaction both departments have, work will be coordinated to limit the disruption to services with most of the work being completed after hours and on the weekend.

Purchasing

On September 21, 2023, a bid opening was conducted as required by City Charter and Code to provide and install flooring for the City Clerk’s Office, Assessing Department and Conference Room E. The bid was posted on the MITN Purchasing Group website; www.bidnetdirect.com/city-of-troy-mi. Two (2) bids were received. The following information is a detailed summary of potential vendors:

| | |
|--|-----|
| Companies notified via MITN | 223 |
| Troy Companies notified via MITN | 12 |
| Troy Companies - Active email Notification | 11 |
| Troy Companies - Active Free | 1 |
| Companies that viewed the bid | 16 |
| 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.



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Purchasing (continued)

A Mandatory Pre-Bid Meeting was held on Monday, September 18, 2023 in order to view the Clerk's Office, Assessing Department and Conference Room E, take field measurements and ask questions. Two (2) companies attended the Pre-Bid Meeting:

Flooring Services, Inc
Luxe Interiors

Livonia, MI
Ann Arbor, MI

Luxe Interiors, of Ann Arbor, MI is the low bidder meeting specifications and is being recommended for award.

Financial

Funds are budgeted and available in the City Hall Capital Fund under project number 2024C0006 for the 2024 fiscal year. Expenditures will be charged to account number 401.265.265.975.165.

Recommendation

City Management recommends awarding a contract to the low bidder meeting specifications, *Luxe Interiors of Ann Arbor, MI* for the City Clerk's Office, Assessing Department and Conference Room E Flooring Replacement at prices contained in the bid tabulation opened September 21, 2023 for an estimated cost of \$28,635 with a 15% contingency.

NOTEPAD:HOLDER CODE
INSURED'S NAME Michigan Building Cleaning AndMICH110
OP ID: SMPAGE 2
Date 09/28/2023

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

