



Department of Management Services  
Purchasing Division  
241 West South Street  
Kalamazoo, MI 49007-4796  
Phone: 269.337.8020  
Fax: 269.337.8500  
[www.kalamazoo-city.org](http://www.kalamazoo-city.org)

**REQUEST FOR QUOTE  
THIS IS NOT AN ORDER**

**PROJECT:** Term Contract for Walk on Mats

**QUOTE REFERENCE NO:** 36027-002.0

**DEPARTMENT CONTACT:** Quentin Pike, Citywide Facilities Manager- Public Works at 269-716-3796  
or [pikeq@kalamazoo-city.org](mailto:pikeq@kalamazoo-city.org)

**DEPT:** Various Departments

**ISSUE DATE:** February 1, 2024

**QUOTE RETURN DATE:** February 15, 2024 @ 4:30 p.m. (End of business day)

**SUBMITTAL INSTRUCTIONS:** Return on or before date above. Mark envelope – Quotation – **Term Contract for Walk on Mats** and due date. This quote may also be faxed to (269) 337-8500 or emailed to [cokpurchasing@kalamazoo-city.org](mailto:cokpurchasing@kalamazoo-city.org).

**STATEMENT OF NO QUOTE**

**If you do not respond to this inquiry within the time set for the quote due date and time noted, it will be assumed that you can no longer supply this commodity/service, and your name will be removed from this bid list.**

- \_\_\_\_\_ Specifications are unclear (explain below).
- \_\_\_\_\_ We are unable to meet specifications.
- \_\_\_\_\_ Our schedule would not permit us to perform.
- \_\_\_\_\_ We do not offer this product or service.
- \_\_\_\_\_ Remove us from your bidders list for this commodity or service.

**REMARKS:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **NAME:** \_\_\_\_\_  
(Type or Print)

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FIRM NAME:** \_\_\_\_\_  
(if any)

**ADDRESS:** \_\_\_\_\_  
(Street address) (City) (State) (Zip)

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SUBMITTAL INSTRUCTIONS FOR QUOTES**

1. **EXAMINATION OF QUOTE DOCUMENT**-Before submitting a quote, bidders shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations. The bidder shall indicate in the quote the sum to cover the cost of all items included on the quote form.
2. **PREPARATION OF QUOTE**-The quote shall be legibly prepared in ink or typed. If a unit price or extension already entered by the bidder on the Request for Quote form is to be altered, it shall be crossed out and the new unit price or extension entered above or below and initialed by the bidder with ink. The quote shall be legally signed and the complete address of the bidder given thereon.
3. **EXPLANATION TO BIDDERS**-Any binding explanation desired by a bidder regarding the meaning or interpretation of the Quote and attachments must be requested in writing, and with sufficient time allowed for a reply to reach all prospective bidders before the submission of their quote. Any information given to prospective bidders concerning the quote will be furnished to all prospective bidders as an amendment or addendum. Receipt of amendments or addenda by a bidder must be acknowledged in the quote by attachment, or by letter or fax received on or before the due date.
4. **CASH DISCOUNTS**-Discount offered for payment of less than thirty (30) days will not be considered in evaluating quotes for award. Offered discounts of less than thirty (30) days will be taken if payment is made within the discount period, even though not considered in evaluation of the quote.
5. **WITHDRAWAL OF QUOTES**-Quotes may be withdrawn by a bidder or authorized representative by written request, but only if the withdrawal is made prior to the close of the business day set for receipt of quotes. Quotes may not be withdrawn for at least ninety (90) days after due date.
6. **UNIT PRICES**-If there is a discrepancy between unit prices and their extension, unit prices shall prevail.
7. **INFORMAL COMPETITION**-The City reserves the right to accept or reject any or all quotes and waive informalities and minor irregularities in the quotes received. The City will consider all quotes and make the purchasing decision most advantageous to the City and its interests.

**QUOTE FORM**

The undersigned having become familiar with and understanding the contract requirements incorporated herein, agrees to provide the services or materials specified meeting or exceeding the specifications and requirements provided. The Contractor hereby agrees to provide walk-on mat services as specified herein:

**6.1 Public Services**

<b>MAT SIZE</b>	<b>EST QTY</b>	<b>AMOUNT</b>	<b>WEEKLY / BI-WEEKLY</b>	<b>TOTAL</b>
<b>415 Stockbridge Avenue, Kalamazoo, MI</b>				
3 x 4	3	\$	Weekly x 52 Changes	\$
4 x 6	3	\$	Weekly x 52 Changes	\$
3 x 10	18	\$	Weekly x 52 Changes	\$
<b>1415 North Harrison Street, Kalamazoo, MI</b>				
3 x 4	18	\$	Weekly x 52 Changes	\$
4 x 6	5	\$	Weekly x 52 Changes	\$
3 x 10	20	\$	Weekly x 52 Changes	\$
<b>City Hall – 241 W South Street, Kalamazoo, MI</b>				
4 x 6	5	\$	Weekly x 52 Changes	\$
3 x 10	6	\$	Weekly x 52 Changes	\$
<b>Switch Station – 248 N Kalamazoo Mall, Kalamazoo, MI</b>				
3 x 4	2	\$	Bi-Weekly x 26 Changes	\$
3 X 10	2	\$	Bi-Weekly x 26 Changes	\$
<b>PUBLIC SERVICES Yearly GRAND TOTAL</b>			\$	

**6.2 -Parks & Recreation – 251 W. Mills Street – Front Office, Team Facility and Maintenance Building**

<b>MAT SIZE</b>	<b>EST QTY</b>	<b>AMOUNT</b>	<b>WEEKLY / BI-WEEKLY</b>	<b>TOTAL</b>
<b>Front Office</b>				
3 x 4	1	\$	Bi-Weekly x 26 Changes	\$
4 x 6	1	\$	Bi -Weekly x 26 Changes	\$
<b>Team Facility</b>				
4 x 6	1	\$	Bi-Weekly x 26 Changes	\$
<b>Parks Maintenance Building</b>				
3 x 4	1	\$	Weekly x 52 Changes	\$
4 x 6	1	\$	Weekly x 52 Changes	\$
3 x 10	3	\$	Weekly x 52 Changes	\$
<b>PARKS &amp; REC Yearly GRAND TOTAL</b>			\$	

**QUOTE FORM**  
**(CONT)**

**6.3 Public Safety**

MAT SIZE	EST QTY	AMOUNT	WEEKLY / BI-WEEKLY	TOTAL
<b>Station 45, 601 North Park Street, Kalamazoo, MI 49007</b>				
3 x 4	1	\$	Weekly x 52 Changes	\$
3 x 10	3	\$	Weekly x 52 Changes	\$
<b>Station 2, 1007 e Alcott Street, Kalamazoo, MI, 49001</b>				
4 x 6	1	\$	Weekly x 52 Changes	\$
3 x 10	6	\$	Weekly x 52 Changes	\$
<b>Station 6, 1414 Howard Street, Kalamazoo, MI, 49008</b>				
3 x 4	5	\$	Weekly x 52 Changes	\$
4 x 6	3	\$	Weekly x 52 Changes	\$
3 x 10	3	\$	Weekly x 52 Changes	\$
<b>Station 7, 2331 Parkview, Kalamazoo, MI, 49008</b>				
3 x 4	4	\$	Weekly x 52 Changes	\$
3 x 10	5	\$	Weekly x 52 Changes	\$
<b>PUBLIC SAFETY Yearly GRAND TOTAL</b>			\$	

**GRAND TOTAL FOR 3 YEAR CONTRACT \$** \_\_\_\_\_

**Service contact person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Bidder/Contractor has examined and carefully studied the bidding documents and attachments, and acknowledges receipt of the following addenda:

Addendum No: \_\_\_\_\_

Dated: \_\_\_\_\_

Bidder shall provide all of the information as requested herein with their bid. **Failure to do so and/or failure to provide post-bid requested information may be cause for rejecting the bid as non-responsive.**

This contract shall be governed by the laws of the State of Michigan.

By my signature below, I certify that the firm bidding on this contract, when making hiring decisions, does not use a past criminal conviction as a bar to or preclude a person with a criminal conviction from being considered for employment with the bidding firm unless otherwise precluded by federal or state law. I further certify that I have read and agree to be bound by the provisions of the City's Non-Discrimination Clause found in Appendix A and as updated by City Ordinance 1856.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_

REFERENCE QUESTIONNAIRE

Please answer the following questions completely.

1. Firm name: \_\_\_\_\_

2. Established: Year \_\_\_\_\_ Number of Employees: \_\_\_\_\_

3. Type of organization:

- a. Individual: \_\_\_\_\_
- b. Partnership: \_\_\_\_\_
- c. Corporation: \_\_\_\_\_
- d. Other: \_\_\_\_\_

4. Former firm name(s) if any, and year(s) in business:

\_\_\_\_\_

\_\_\_\_\_

5. Include at least 3 references of contracts for similar work performed over the last five (5) years. Include: owner, contact person and phone number and description of work performed.

5.1 Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Type of work or contract: \_\_\_\_\_

5.2 Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Type of work or contract: \_\_\_\_\_

5.3 Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Type of work or contract: \_\_\_\_\_

I hereby certify that all of the information provided is true and answered to the best of my ability.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_  
(type or print)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF KALAMAZOO  
LOCAL PREFERENCE POLICY AND CERTIFICATION**

The lowest responsive Kalamazoo County bidder whose bid is not low but falls within 2% of the lowest responsive bid is afforded the opportunity to become the successful bidder if it agrees to reduce its bid to match the lowest responsive bid. The City of Kalamazoo is the sole determiner whether a bidder is responsible, qualifies as a Kalamazoo County bidder, and if its bid is responsive to the City’s specifications, terms and conditions.

If the lowest Kalamazoo County bidder chooses not to match the lowest bid, the next lowest responsive Kalamazoo County bidder whose bid falls within 2% of the lowest bid is given the opportunity to match the lowest responsive bid.

To qualify as a Kalamazoo County bidder, the bidder must meet both the following criteria:

1. Have a physical presence in Kalamazoo County by maintaining a permanent office, factory or other facility in Kalamazoo County with employees working in Kalamazoo County.
2. Have paid real or personal property taxes related to said business to the City of Kalamazoo, County of Kalamazoo or other municipal corporation within Kalamazoo County in the previous tax year, except that a non-profit entity need not meet this requirement.

This local preference policy applies only to purchases for materials, supplies, capital outlay, and services for maintenance, repair or operation of City facilities that are over \$25,000. If more than 50% of the contract is sub-contracted to firms located outside of Kalamazoo County that bid does not qualify for the local preference policy outlined above. The local preference policy will not apply if prohibited by law. The Purchasing Agent has the authority to finally determine if the bidder qualifies as a Kalamazoo County bidder as set forth herein.

The Purchasing Agent may take into account the permanency of the business in Kalamazoo, and whether the business appears to be claiming to be a Kalamazoo County business solely or primarily to qualify as a Kalamazoo County business under this Resolution, and any other material factors.

**CERTIFICATION**

If you qualify as a Kalamazoo County bidder and wish to be considered for the local preference provisions as provided above, please certify that fact by providing the information requested below and attesting to its accuracy.

Firm Name: \_\_\_\_\_

Street Address of Business: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Number of employees working in Kalamazoo County: \_\_\_\_\_

Name the city or township to which business real and/or personal property taxes are paid or provide non-profit status:

\_\_\_\_\_

The above information is accurate:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF KALAMAZOO EX-OFFENDER POLICY CHECKLIST

As part of the City’s commitment to reducing unacceptable poverty, encouraging rehabilitation, reducing recidivism and strengthening families in Kalamazoo, the City has updated its Purchasing Policy to ensure that firms with whom the City does business share in this commitment by utilizing hiring practices that do not unfairly deny people with arrest and conviction records gainful employment. *(Important: This requirement also extends to any subcontractors the bidder intends to use to fulfill the contract for goods or services being sought from the City.)*

**Part I: Proof that the bidder does not inquire about an individual’s past arrest or criminal history on the bidders employment application form**

- Attach a copy of the current application for employment being used by the bidder

**Part II: Certification that the bidder does not use an individual’s past arrest or criminal history to unlawfully discriminate against them by checking *one or more* of the following:**

- That pursuant to federal or state law bidder is precluded from hiring persons with certain criminal records from holding particular positions or engaging in certain occupations by providing a cite to the applicable statute or regulation; if checking this box, provide a citation to the applicable statute or rule upon which the bidder is relying:\_\_\_\_\_
- That bidder conducts criminal history background checks only as necessary, and only after making a conditional offer of employment; that any withdrawal of an offer of employment to an individual because of a past criminal history is job-related and consistent with business necessity after the individual has been provided an individualized assessment opportunity to review and challenge or supplement the history of past criminal conduct being relied upon by the bidder;
- That the use by bidder of criminal history background checks complies with the U.S. Equal Employment Opportunity Commission’s Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions and that the bidder has not had a determination rendered against it in the past 7 years that it discriminated against a person through the use of an individual’s arrest or criminal history.

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position

I hereby state that all the information I have provided is true, accurate and complete. I hereby state that I have the authority to submit this bid which will become a binding contract if accepted by the City of Kalamazoo. I hereby state that I have not communicated with nor otherwise colluded with any other bidder, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the City of Kalamazoo that would tend to destroy or hinder free competition.

The firm's identification information provided will be used by the City for purchase orders, payment and other contractual purposes. If the contractual relationship is with, or the payment made to, another firm please provide a complete explanation on your letterhead and attach to your bid. Please provide for accounts payable purposes:

Tax Identification Number (Federal ID): \_\_\_\_\_

Remittance Address: \_\_\_\_\_

Financial Contact Name: \_\_\_\_\_ Financial Contact Phone Number: \_\_\_\_\_

Financial Contact Email Address: \_\_\_\_\_

I hereby state that I have read, understand, and agree to be bound by all terms and conditions of this bid document.

SIGNED: \_\_\_\_\_ NAME: \_\_\_\_\_  
(Type or Print)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_  
(If any)

ADDRESS: \_\_\_\_\_  
(Street address) (City) (State) (Zip)

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**FOR CITY USE ONLY - DO NOT WRITE BELOW**



**SPECIFICATIONS AND REQUIREMENTS**

**1. INTENT**

It is the intent of this term contract to have walk-on mat rental services provided on a regularly scheduled basis for the unit prices as stated on the Bid and Award page for the City of Kalamazoo. Award shall be made on an aggregate basis, NOT SPLIT, subject to availability of funds.

**2. CONTRACT PERIOD AND EXTENSIONS**

- 2.1 The contract shall be in effect for a three (3) year period commencing on or about April 1, 2024 and continuing through March 31, 2027.
- 2.2 The City may opt to extend this contract for a two (2) year period. All extensions shall be upon mutual agreement of both parties.

**3. DELIVERY PICKUP AND SCHEDULE**

Selection of day shall be by mutual agreement between the Contractor and the using divisions.

**4. PRICES**

Prices quoted shall be unit price per each mat change at the scheduled times and sizes as specified on the Bid and Award page. **Pickup and delivery charges shall be included in the unit prices bid.**

Bid prices shall remain firm for the entire contract term. Only at time of renewals may the Contractor negotiate price increases equivalent to cost increases which he/she has encountered within the past contract period. Such cost increases must be verified in writing before increases will be allowed. No increases over the base bid prices will be permitted to compensate the Contractor for inefficiency or in errors of judgment, increases in labor costs or profit. In the event a cost increase is not approved, the City reserves the right to terminate this contract.

**5. TYPE OF MAT**

Mats shall be moisture absorbent with live rubber back, (Per-Formo-Mats), and shall meet acceptable industry standards.

**6. SERVICE REQUIREMENTS**

**NOTE:** Requirements and schedule are based on mat changes for one year.

**6.1 PUBLIC SERVICES**  
**WATER DIVISION**

**415 Stockbridge Avenue, Kalamazoo, MI 49001**

<b>QTY</b>	<b>SIZE</b>	<b>CHANGE SCHEDULE</b>
3	3 x 4	One time each week (52 changes)
3	4 x 6	One time each week (52 changes)
18	3 x 10	One time each week (52 changes)

**WASTEWATER DIVISION**

**1415 N. Harrison Street, Kalamazoo, MI 49007**

<b>QTY</b>	<b>SIZE</b>	<b>CHANGE SCHEDULE</b>
18	3 x 4	One time each week (52 changes)
20	3 x 10	One time each week (52 changes)
5	4 x 6	One time each week (52 changes)

**BUILDINGS & GROUNDS**

**241 W. South Street, Kalamazoo, MI 49007**

<b>QTY</b>	<b>SIZE</b>	<b>CHANGE SCHEDULE</b>
6	3 x 10	One time each week (52 changes)
5	4 x 6	One time each week (52 changes)

**BUILDINGS & GROUNDS**

**248 N Kalamazoo Mall, Kalamazoo, MI 49007**

<b>QTY</b>	<b>SIZE</b>	<b>CHANGE SCHEDULE</b>
2	3 x 10	One time every other week (26 changes)
2	3 x 4	One time every other week (26 changes)

**6.2 PARKS & RECREATION DIVISION**

Mayors' Riverfront Park

**251 W. Mills Street, Kalamazoo, MI 49048-2434**

<b>QTY</b>	<b>SIZE</b>	<b>CHANGE SCHEDULE</b>
<b>Front Office</b>		
1	4 x 6	One time every other week (26 changes)
1	3 x 4	One time every other week (26 changes)
<b>Team Facility</b>		
1	4 x 6	One time every other week (26 changes)
<b>Parks Maintenance Building</b>		
1	3 x 4	One time each week (52 changes)
1	4 x 6	One time each week (52 changes)
3	3 x 10	One time each week (52 changes)

**6.3 PUBLIC SAFETY**

**Station 4/5, 601 North Park Street, Kalamazoo, MI 49007**

<b>QTY</b>	<b>SIZE</b>	<b>CHANGE SCHEDULE</b>
1	3 x 4	One time each week (52 changes)
3	3 x 10	One time each week (52 changes)

**Station 2, 1007 e Alcott Street, Kalamazoo, MI, 49001**

<b>QTY</b>	<b>SIZE</b>	<b>CHANGE SCHEDULE</b>
6	3 x 10	One time each week (52 changes)
1	4 x 6	One time each week (52 changes)

**Station 6, 1414 Howard Street, Kalamazoo, MI, 49008**

<b>QTY</b>	<b>SIZE</b>	<b>CHANGE SCHEDULE</b>
5	3 x 4	One time each week (52 changes)
3	3 x 10	One time each week (52 changes)
3	4 x 6	One time each week (52 changes)

Station 7, 2331 Parkview, Kalamazoo, MI, 49008

QTY	SIZE	CHANGE SCHEDULE
4	3 x 4	One time each week (52 changes)
5	3 x 10	One time each week (52 changes)

**7. INVOICING AND PAYMENTS**

All original invoice(s) will be sent to the Budget and Accounting Division, 241 W. South Street, Kalamazoo, MI 49007 or via email at [apinvoice@kalamazoo.org](mailto:apinvoice@kalamazoo.org) . Faxed copy of invoice(s) will not be accepted, unless it is to replace an original invoice that was lost in the mail. The Budget and Accounting Division processes payments after receipt of an original invoice from the Contractor and approval by the department.

- 7.1 The City of Kalamazoo policy is to pay invoice(s) within 30 days from the receipt of the original invoice, if the services or supplies are satisfactory and the proper paper work and procedures have been followed.
- 7.2 The City of Kalamazoo is a government municipality and therefore is tax exempt from all sales tax. Our tax exempt number is 38-6004627.
- 7.3 The vendor is responsible for supplying the Budget and Accounting Division with a copy their W-9 if they are providing a service to the City of Kalamazoo

**8. REPLACEMENTS**

Upon mutual agreement between the Contractor and the Division’s contact person or their designee, any mats required herein shall be replaced when they become worn or unserviceable. There shall be no extra charge to the City for any replacement.

**9. SUPERVISION**

The Division and/or Division’s contact person shall be designated as the individual who shall have supervisory authority over the service provided. He/she shall also have authority to reject any items which do not conform to the contract requirements and the general quality of service expected with a contract of this nature.

**10. SERVICE AND BILLING QUESTIONS**

All service and billing questions shall be addressed promptly. Contractor shall provide name and telephone number of contact person on page 1.

**11. QUESTIONS**

Bidders shall address questions regarding the specifications to Quentin, Citywide Facilities Manager-Public Works Division at [pikeq@kalamazoo.org](mailto:pikeq@kalamazoo.org) or 269-716-3796. (This does not relieve the requirements of Page 1, Item 3.) Questions regarding terms, conditions and other related bid requirements may be addressed to Kyle Dunn, Buyer at [dunnk@kalamazoo.org](mailto:dunnk@kalamazoo.org) or (269) 337-8720.

**CITY OF KALAMAZOO**  
**INDEMNITY AND INSURANCE REQUIREMENTS**

Contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, 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 do business in the State of Michigan and acceptable to the City of Kalamazoo within ten (10) days of the Notice of Award. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

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 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 and (E) XCU coverage if the nature of the contract requires XC or U work.

Automobile Liability in accordance with all applicable statutes of the State of Michigan, with limits of liability not less than \$1,000,000 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 above, shall include an endorsement stating that the following shall be *Additional Insureds*: The City of Kalamazoo, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming the City of Kalamazoo as additional insured, coverage afforded is considered to be primary and any other insurance the City of Kalamazoo may have in effect shall be considered secondary and/or excess.

To the fullest extent permitted by law the Contractor agrees to pay on behalf of, indemnify, and hold harmless the City of Kalamazoo, its elected and appointed officials, and employees against any claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Kalamazoo, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, caused in whole or part by any negligent act or omission by the Contractor, its employees, agents, or officers which arises out of, or is in any way connected or associated with, this contract.

Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, or ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: City of Kalamazoo, Purchasing Division, 241 W. South Street, Kalamazoo, MI 49007.

Proof of Insurance Coverage: The Contractor shall provide the City of Kalamazoo at the time that the contracts are returned by him/her for execution, or within 10 days of Notice of Award, whichever is earlier, 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 shall be furnished, if so requested.

**INDEMNITY AND INSURANCE**

*Continued*

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to City of Kalamazoo at least ten (10) days prior to the expiration date.

Scope of Coverage: The above requirements and conditions shall not be interpreted to limit the liability of the Contractor under this Contract, but shall be interpreted to provide the greatest benefit to the City and its officers and employees. The above listed coverages shall protect the Contractor, its employees, agents, representatives and subcontractors against claims arising out of the work performed. It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the contract.

**TERMS AND CONDITIONS**

**1. AWARD OF CONTRACT**

A. This contract will be awarded to that responsible bidder whose bid, conforming to this solicitation, will be most advantageous to the City, price and other factors considered. The City reserves the right to accept or reject any or all bids and waive informalities and minor irregularities in bids received. Other factors include, as an example but not limited to, delivery time, conformance to specifications, incidental costs such as demurrage and deposits, etc.

Notification of award will be in writing by the Purchasing Agent. Upon notification, the Contractor shall submit to the Purchasing Division all required insurance certificates (if required) and such other documentation as may be requested or required hereunder. Upon their receipt and subsequent approval by the City, the Purchasing Agent will forward to the Contractor a written **NOTICE TO PROCEED**. Work shall **NOT** be started until such **NOTICE TO PROCEED** is received by the Contractor.

B. Unilateral changes in bid prices by the bidder shall not be allowed. However, the City, at its sole option, reserves the right to negotiate with bidders in the event of, but not limited to:

- 1) No bids received.
- 2) A single bid being received or
- 3) Prices quoted or bid are over budget and/or unreasonable.

**2. COMPLETE CONTRACT**

This bid document together with its addenda, amendments, attachments and modifications, when executed, becomes the complete contract between the parties hereto, and no verbal or oral promises or representations made in conjunction with the negotiation of this contract shall be binding on either party.

**3. SUBCONTRACTORS - NON-ASSIGNMENT**

Bidders shall state in writing any and all sub-contractors to be associated with this bid, including the type of work to be performed. The Contractor shall cooperate with the City of Kalamazoo in meeting its commitments and goals with regard to maximum utilization of minority and women-owned business enterprises.

The Contractor hereby agrees and understands that the contract resulting from this solicitation shall not be transferred, assigned or sublet without prior written consent of the City of Kalamazoo.

**4. TAXES**

The City of Kalamazoo is exempt from all federal excise tax and state sales and use taxes.

**5. INVOICING**

All original invoice(s) will be sent to the Financial Services Division, 241 W. South Street, Kalamazoo, MI 49007 or via email at [apinvoice@kalamazoocity.org](mailto:apinvoice@kalamazoocity.org). The Finance Division processes payments after receipt of an original invoice from the Contractor and approval by the department. The City of Kalamazoo's policy is to pay invoice(s) within 30 days from the receipt of the original invoice, if the services or supplies are satisfactory and the proper paperwork and procedures have been followed. **In order to guarantee payment to the vendor on a timely basis, the vendor needs to receive a purchase order number before supplying the City of Kalamazoo with goods or services.** All original, and copies of original invoice(s), will clearly state which purchase order they are being billed against.

**The City of Kalamazoo is a government municipality and therefore is tax exempt from all sales tax.**

**The vendor is responsible for supplying the Finance Division with a copy of their W9 if they are providing a service to the City of Kalamazoo.**

**6. PAYMENTS**

Unless otherwise specified by the City in this contract, the Contractor will be paid in not more than thirty (30) days after receipt of a properly executed invoice, the sum stipulated herein for supplies delivered and accepted, or service rendered and accepted. Payments are processed by the Management Services Financial Services Division after receipt of an original invoice from the Contractor and approval by the department.

**7. CHANGES AND/OR CONTRACT MODIFICATIONS**

The City reserves the right to increase or decrease quantities, service or requirements, or make any changes necessary at any time during the term of this contract, or any negotiated extension thereof. Price adjustments due to any of the foregoing changes shall be negotiated and mutually agreed upon by the Contractor and the City.

Changes of any nature after contract award which reflect an increase or decrease in requirements or costs shall not be permitted without prior approval by the Purchasing Agent. City Commission approval may also be required.

**ANY CHANGES PERFORMED IN ADVANCE OF PURCHASING AGENT APPROVAL MAY BE SUBJECT TO DENIAL AND NON-PAYMENT.**

**8. LAWS, ORDINANCES AND REGULATIONS**

The Contractor shall keep himself/herself fully informed of all local, state and federal laws, ordinances and regulations in any manner affecting those engaged or employed in the work and the equipment used. Contractor and/or employees shall, at all times, serve and comply with such laws, ordinances and regulations.

Any permits, licenses, certificates or fees required for the performance of the work shall be obtained and paid for by the Contractor.

This contract shall be governed by the laws of the State of Michigan.

**9. RIGHT TO AUDIT**

The City or its designee shall be entitled to audit all of the Contractor's records, and shall be allowed to interview any of the Contractor's employees, throughout the term of this contract and for a period of three years after final payment or longer if required by law to the extent necessary to adequately permit evaluation and verification of:

- A. Contractor compliance with contract requirements,
- B. Compliance with provisions for pricing change orders, invoices or claims submitted by the Contractor or any of his payees.

**10. HOLD HARMLESS**

If the negligent acts or omissions of the Contractor/Vendor or its employees, agents or officers, cause injury to person or property, the Contractor/Vendor shall indemnify and save harmless the City of Kalamazoo, its agents, officials, and employees against all claims, judgments, losses, damages, demands, and payments of any kind to persons or property to the extent occasioned from any claim or demand arising therefrom.

**11. DEFAULT**

The City may at any time, by written notice to the Contractor, terminate this contract and the Contractor's right to proceed with the work, for just cause, which shall include, but is not limited to the following:

- A. Failure to provide insurance and bonds (when called for), in the exact amounts and within the time specified or any extension thereof.
- B. Failure to make delivery of the supplies, or to perform the services within the time specified herein, or any extension thereof.
- C. The unauthorized substitution of articles for those bid and specified.
- D. Failure to make progress if such failure endangers performance of the contract in accordance with its terms.
- E. Failure to perform in compliance with any provision of the contract.
- F. **Standard of Performance** - Contractor guarantees the performance of the commodities, goods or services rendered herein in accordance with the accepted standards of the industry or industries concerned herein, except that if this specification calls for higher standards, then such higher standards shall be provided.

Upon notice by the City of Contractor's failure to comply with such standards or to otherwise be in default of this contract in any manner following the Notice to Proceed, Contractor shall immediately remedy said defective performance in a manner acceptable to the City. Should Contractor fail to immediately correct said defective performance, said failure shall be considered a breach of this contract and grounds for termination of the same by the City.

In the event of any breach of this contract by Contractor, Contractor shall pay any cost to the City caused by said breach including but not limited to the replacement cost of such goods or services with another Contractor.

The City reserves the right to withhold any or all payments until any defects in performance have been satisfactorily corrected.



**DEFAULT (cont.)**

In the event the Contractor is in breach of this contract in any manner, and such breach has not been satisfactorily corrected, the City may bar the Contractor from being awarded any future City contracts.

- G. All remedies available to the City herein are cumulative and the election of one remedy by the City shall not be a waiver of any other remedy available to the City either listed in this contract or available by operation of law.

**12. TERMINATION OF CONTRACT**

The City may, at any time and without cause, suspend the work of this contract for a period of not more than ninety days after providing notice in writing to the Contractor. The Contractor shall be allowed an adjustment in the contract price or an extension of the contract times, or both, directly attributable to the suspension if Contractor makes an approved claim.

The City may, without prejudice to any other right or remedy of the City, and with or without cause, terminate the contract by giving seven days written notice to the Contractor. In such case the Contractor shall be paid, without duplication, for the following items:

- A. Completed and acceptable work executed in accordance with the contract documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such work;
- B. Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials or equipment as required by the contract documents in connection with uncompleted work, plus fair and reasonable sums for overhead and profit on such expenses;
- C. All documented claims, costs, losses and damages incurred in settlement of terminated contracts with Subcontractors, Suppliers and others; and
- D. Reasonable expenses directly attributable to termination.

The Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

**13. INDEPENDENT CONTRACTOR**

At all times, the Contractor, any of his/her employees, or his/her sub-contractors and their subsequent employees shall be considered independent contractors and not as City employees. The Contractor shall exercise all supervisory control and general control over all workers' duties, payment of wages to Contractor's employees and the right to hire, fire and discipline their employees and workers. As an independent contractor, payment under this contract shall not be subject to any withholding for tax, social security or other purposes, nor shall the Contractor or his/her employees be entitled to sick leave, pension benefit, vacation, medical benefits, life insurance or workers' unemployment compensation or the like.

**14. MEETINGS**

The Contractor and/or Project Supervisor shall be available to meet with the Department Head or Project Manager at a mutually agreeable time to discuss problems, issues or concerns relative to the contract. Either party may call a meeting at any time. When such a request for a meeting is made, the meeting date shall, in no case exceed five (5) working days after the request; and, if in the sole opinion of the Department Head, the severity of the circumstance warrants, no more than one (1) working day.

**15. INSPECTION OF WORK SITE**

Before submitting bids or quotes for work, the Contractor shall be responsible for examining the work site and satisfying himself/herself as to the existing conditions under which he/she will be obligated to operate, or that in any way affects the work under this contract. No allowance shall be made subsequently, in behalf of the Contractor, for any negligence on his/her part.

**16. CONTRACT PERIOD, EXTENSIONS, CANCELLATION**

- A. The contract shall be in effect for the term stated in the specifications.
- B. The City may opt to extend this contract upon mutual agreement of both parties. The number of extensions shall be limited to that stated in the specifications.
- C. The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.
- D. All contracts, extensions and cost increases are subject to availability of funds and the approval of the City Commission (if required).
- E. The City reserves the right to cancel the contract due to non-appropriation of funds by the City with thirty (30) days written notice.
- F. Either party may terminate the contract (or any extension thereof) without cause at the end of any twelve (12) month term by giving written notice of such intent at least 60 days prior to the end of said twelve (12) month term.
- G. All notices are in effect commencing with the date of mailing. Written notices may be delivered in person or sent by First Class mail; faxed or emailed to the last known address.
- H. If cancellation is for default of contract due to non-performance, the contract may be canceled at any time (see Item 11, DEFAULT)

**APPENDIX A**  
**NON-DISCRIMINATION CLAUSE FOR ALL CITY OF KALAMAZOO CONTRACTS**

The Contractor agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larson Civil Rights Act, Act. No. 453, Public Act of 1976 as amended; the Michigan Handicappers Civil Rights Act, Act No. 220, Public Act of 1976 as amended, City Ordinance 1856 and all other applicable Federal and State laws. The Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation or gender identity that is unrelated to the individual's ability to perform the duties of the particular job or position. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability family status, sexual orientation or gender identity that is unrelated to the individuals ability to perform the duties of the particular job or position.
3. If requested by the City, the Contractor shall furnish information regarding practices, policies and programs and employment statistics for the Contractor and subcontractors. The Contractor and subcontractors shall permit access to all books, records and accounts regarding employment practices by agents and representatives of the City duly charged with investigative duties to assure compliance with this clause.
4. Breach of the covenants herein may be regarded as a material breach of the contract or purchasing agreement as provided in the Elliott-Larsen Civil Rights Act and City Ordinance 1856.
5. The Contractor will include or incorporate by reference the provisions of the foregoing paragraphs 1 through 4 in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission\* and will provide in every subcontract or purchase order that said provision will be binding upon each subcontractor or seller.
6. The Contractor will not preclude a person with a criminal conviction from being considered for employment unless otherwise precluded by federal or state law. (for contracts over \$25,000)

The Elliott-Larson Civil Rights Act, Sec. 202 of Act. No. 453 of 1976 reads in part as follows:

Sec. 202. (1) An employer shall not:

- (a) Fail or refuse to hire, or recruit, or discharge or otherwise discriminate against an individual with respect to employment, compensation, or a term condition or privilege of employment because of religion, race, color, national origin, age, sex, height, weight or marital status.
- (b) Limit, segregate or classify an employee or applicant for employment in a way which deprives or tends to deprive the employee or applicant of an employment opportunity or otherwise adversely affects the status of an employee or applicant because of religion, race, color, national origin, age, sex, height, weight or marital status.
- (c) Segregate, classify or otherwise discriminate against a person on the basis of sex with respect to a term, condition or privilege of employment, including a benefit plan or system.

\* Except for contracts entered into with parties employing less than three employees.