



Department of Management Services
Purchasing Division
241 West South Street
Kalamazoo, MI 49007-4796
Phone: 269.337.8020
www.kalamazoo-city.org

INVITATION FOR BID (IFB)

The City of Kalamazoo, Michigan is soliciting sealed bids for:

PROJECT NAME: Testing & Repair of Back Flow Preventers

BID REFERENCE #: 96145-011.0

IFB ISSUE DATE: October 7, 2026

BID OPENING DATE/TIME: October 27, 2026, 3:00 p.m. Local Time
Facsimile Bids Will Not Be Accepted.

MAILING ADDRESS & INSTRUCTIONS

Mail to:
Purchasing Division
241 W. South Street
Kalamazoo, MI 49007

Questions about this IFB should be directed to:
Department Contact: **Quentin Pike, Kalamazoo**
Citywide Facilities Manager at 269-716-3796

Include on the Envelope the Project Name and Bid Reference Number. All Envelopes Must Be Sealed.

You are invited to submit a bid for this project. Specifications, terms, conditions and instructions for submitting bids are contained herein. This Invitation for Bid with all pages, documents and attachments contained herein, or subsequently added to and made a part hereof, submitted as a fully and properly executed bid shall constitute the contract between the City and the successful bidder when approved and accepted on behalf of the City by an authorized official or agent of the City. Please review the bid document as soon as possible and note the **DEADLINE FOR QUESTIONS** in the Instructions to Bidders.

All bidders shall complete and return the Bid and Award page(s) and submit all information requested herein in order for a bid to be responsive. The bid document shall be returned in its entirety, in a properly identified and sealed envelope to the Purchasing Division at the above address. **BIDS MUST BE RECEIVED BEFORE THE DUE DATE - LATE BIDS WILL NOT BE CONSIDERED.** The City reserves the right to postpone the bid opening for its own convenience.

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Testing & Repair of Back Flow Preventers

STATEMENT OF NO BID

NOTE: If you DO NOT intend to bid on this commodity or service, please complete and return this form immediately. Your response will assist us in evaluating all responses for this important project and to improve our bid solicitation process.

The Purchasing Division of the City of Kalamazoo wishes to keep its bidders list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

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

- _____ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).
- _____ Specifications are unclear (explain below).
- _____ We are unable to meet specifications.
- _____ Insufficient time to respond to the Invitation for Bid.
- _____ Our schedule would not permit us to perform.
- _____ We are unable to meet bond requirements.
- _____ We are unable to meet insurance requirements.
- _____ We do not offer this product or service.
- _____ Remove us from your bidders list for this commodity or service.
- _____ Other (specify below).

REMARKS: _____

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____
(if any)

ADDRESS: _____
(Street address) (City) (State) (Zip)

PHONE: _____ EMAIL: _____

**SECTION I
INSTRUCTIONS TO BIDDERS**

1. **EXAMINATION OF BID DOCUMENT**-Before submitting a bid, bidders shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations. The bidder shall indicate in the bid the sum to cover the cost of all items included on the bid form.
2. **PREPARATION OF BID**-The bid shall be legibly prepared in ink or typed. If a unit price or extension already entered by the bidder on the Bid and Award 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 bid shall be legally signed and the complete address of the bidder given thereon.

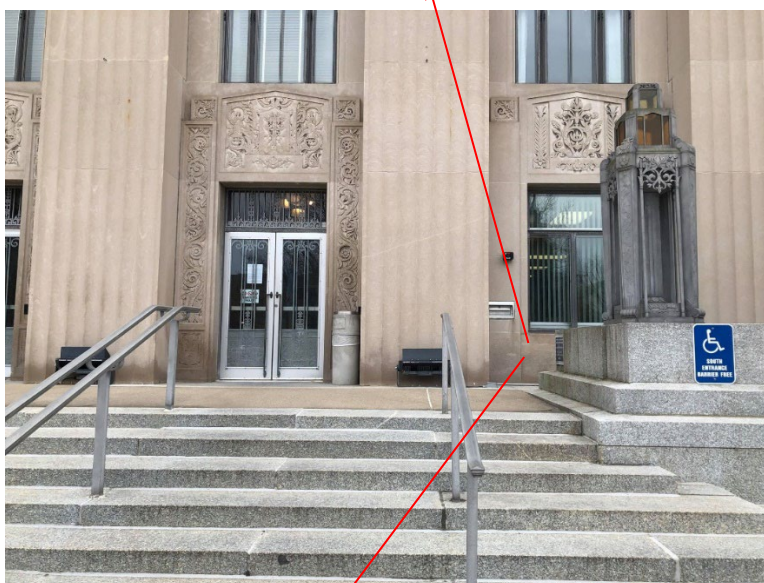
All bids shall be tightly sealed in an envelope plainly marked SEALED BID and identified by project name, bid opening date and time. Bids opened by mistake, due to improper identification, will be so documented and resealed. The Purchasing Division will maintain and guarantee confidentiality of the contents until the specified opening date and time. Bids submitted by Fax machine will not be accepted.
3. **EXPLANATION TO BIDDERS**-Any binding explanation desired by a bidder regarding the meaning or interpretation of the Invitation for Bid (IFB) and attachments must be requested in writing, at least 5 business days before the bid opening so a reply may reach all prospective bidders before the submission of bids. Any information given to a prospective bidder concerning the IFB will be furnished to all prospective bidders as an amendment or addendum to the IFB if such information would be prejudicial to uninformed bidders. Receipt of amendments or addenda by a bidder must be acknowledged in the bid by attachment, or by letter or fax received before the time set for opening of bids. Oral explanation or instructions given prior to the opening will not be binding.
4. **CASH DISCOUNTS**-Discount offered for payment of less than thirty (30) days will not be considered in evaluating bids 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 bid.
5. **WITHDRAWAL OF BIDS**-Bids may be withdrawn in person by a bidder or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bid. No bid may be withdrawn for at least ninety (90) days after bid opening.
6. **ALTERNATE BIDS**-bidders are cautioned that any alternate bid, unless specifically requested or any changes, insertions or omissions to the terms and conditions, specifications or any other requirement of this IFB may be considered non-responsive, and at the option of the City, result in rejection of the alternate bid.
7. **LATE BIDS**-Any bid received at the office designated herein after the exact time specified for receipt will not be considered. (Note: The City reserves the right to consider bids that have been determined by the City to be received late due to mishandling by the City after receipt of the bid and no award has been made.)
8. **UNIT PRICES**-If there is a discrepancy between unit prices and their extension, unit prices shall prevail.
9. **BID SUBMITTAL**- Bidders can submit sealed bids in one of the following ways:
 - 9.1. **Mail your bid**, to be received before the bid due date and time indicated in the bid document, to the City of Kalamazoo at the following address:

CITY OF KALAMAZOO – INVITATION FOR BIDS
Testing & Repair of Back Flow Preventers

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Bid Reference No: 96145-011.0

City of Kalamazoo
Purchasing Division
241 West South Street
Kalamazoo, MI 49007

- 9.2. **Deliver your bid to City Hall In-Person** before the bid due date and time indicated in the bid document.
- 9.3. **Deliver your bid to the Treasurer's Office Payment Drop Box** located in the northwest corner of City Hall (see photos below) before the bid due date and time indicated in the bid document.



1. Open drop box located at City Hall.

2. Insert SEALED BID here.



10. **BID TABULATIONS-** The Purchasing Division makes an effort to post bid tabulations to the City of Kalamazoo website within 24 hours after the bid opening date and time at: <https://www.kalamazoocity.org/bidopportunities>. However, in certain cases the posting of the bid tabulation may extend beyond the 24-hour window.

SECTION II
BID AND AWARD

The undersigned having become thoroughly familiar with all of the bid/contract documents incorporated herein, the project site and the location conditions affecting the work, hereby proposes to perform everything required to be performed in strict conformity with the requirements of these documents, and to provide and furnish all the equipment, labor and materials necessary to complete in a professional manner the services described in the specifications as set forth herein.

TESTING & REPAIR OF BACKFLOW PREVENTERS

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>YEAR 1 PRICING</u>	<u>YEAR 2 PRICING</u>	<u>YEAR 3 PRICING</u>
1.	Fees for testing the backflow preventers at various City owned locations	\$ _____/EA	\$ _____/EA	\$ _____/EA
2.	Testing of potable water devices annually	\$ _____/EA	\$ _____/EA	\$ _____/EA
3.	Testing of irrigation systems bi-annually	\$ _____/EA	\$ _____/EA	\$ _____/EA
4.	Fire service devices tested every 3 rd year	\$ _____/EA	\$ _____/EA	\$ _____/EA
5.	Cost for replacement (percent markup)	_____ %		
6.	Labor rate:			
	▪ Straight time	\$ _____ / hr		
	▪ Overtime	\$ _____ / hr		
	▪ Holiday	\$ _____ / hr		
7.	Response time for planned maintenance	_____ hrs / days		
	Response time for unplanned maintenance	_____ hrs / days		
	Response time for emergency maintenance	_____ hrs / days		

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.**

Contact person for the contract shall be:

Name: _____ Phone: _____

The City encourages the use of local labor in fulfilling the requirements of this contract.

During the term of the agreement resulting from this Invitation for Bids, The City of Kalamazoo would like to afford the same prices, terms and conditions to other local governments and public schools located in Kalamazoo County even though their requirements are not included in the quantities listed on the Bid. Please indicate your willingness to extend your prices to other local government entities and public schools by checking the corresponding box below.

☐ I agree to extend my prices

☐ I do not agree to extend my prices

Your response, either to extend or not extend your prices, will not have an effect on the evaluation of your bid.

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.**

SUB-CONTRACTING INFORMATION

Using the table below provide information regarding the sub-contractors that will be working to fulfill the requirements of this contract. Submit as complete a list as possible at the time of your proposal. You will have two business days after the proposal opening to update the list as needed. The information provided will be used for evaluating your proposal and to assist in determining if you qualify as a Kalamazoo County Bidder.

INSTRUCTIONS:

Nature of Contract - State a brief description of the work or product that will be provided.

BIDDER – Provide the percentage of services or construction activity that will be provided by your firm.

Subcontractors:

- Provide the Name and Address for each subcontractor providing services or construction activities for this contract.
- Indicate with **YES** or **NO** under the “Local?” box if they qualify as a “Kalamazoo County bidder” (see local preference certification page)
- Provide the percentage for the dollar amount of the contract work they will be performing.

If there are not enough lines in the table below make additional copies as needed.

Nature of Contract:		
Subcontractor Name/Address	Local?	% Of Total Contract
BIDDER		

Does this List of Subcontractors need to be updated after the proposal opening? Yes ___ No ___

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 Manager has the authority to finally determine if the bidder qualifies as a Kalamazoo County bidder as set forth herein. The Purchasing Manager 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: _____

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 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 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

CITY OF KALAMAZOO – INVITATION FOR BIDS
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I hereby state that all of 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: _____ EMAIL ADDRESS: _____

FOR CITY USE ONLY - DO NOT WRITE BELOW

SECTION III
INDEMNITY AND INSURANCE

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 including Michigan No-Fault Coverages, 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 defend, pay on behalf of, indemnify, and hold harmless the City of Kalamazoo, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Kalamazoo against any and all 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, 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 Department, 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.

SECTION IV
SCOPE OF WORK AND SPECIAL CONDITIONS

1. SCOPE OF WORK

The intent of this contract is to test and repair Backflow Preventers at various City owned facilities throughout the City of Kalamazoo In accordance with the Administrative Rules under Public Act 399 – promulgated under the Michigan Safe Drinking Water Act (Part 14. Cross-connections-R325.11401-R325.11407) and the State Plumbing Code (latest revision). There are approximately 118 devices at 47 various locations throughout the City. Annual testing will be required of all devices except those used in seasonal applications (lawn sprinkling systems), which shall be tested bi-annually and fire service which shall be tested every third year.

2. SPECIFICATIONS

The cross-connection rules in affect for the Kalamazoo Municipal Water Supply system are those rules specified by the State of Michigan Department of Environmental Quality Cross Connection Rules Manual (in its most recent edition), the State of Michigan Plumbing Code (latest revision), Michigan Administrative Rules under Public Act 399 (R325.11401-R325.11407) and applicable portions of the City of Kalamazoo Code of Ordinances. Where applicable, interpretation of these rules will be in accordance with the Public Services Department (PSD) Standard Policies and Procedures including, but not limited to, that document.

The Contractor shall conduct cross connection device inspections to determine whether they are in proper working condition per manufacturer specifications, specify required corrective action, submit a written quote for any repairs to the Project Manager, and certify compliance with the existing rules and regulations.

- 2.1 Testing will be provided in accordance with manufacturer’s specifications, State and Local guidelines.
 - a. If device fails, the Contractor shall rebuild/repair the device, reinstall, and retest before submitting backflow test report to the Senior Environmental Services Supervisor.
 - b. If device fails and it is deemed not repairable, the Contractor shall contact the Project Manager or designee before replacing the device.
- 2.2 All devices will be tested during their testing cycle year. **The testing period for the backflow preventers will start on May 1st and end on August 1st. If testing is not completed by August 1st, the contractor shall provide the Project Manager a schedule when the device will be tested.**
- 2.3 Requirements for the following years of the contract are as follows:
 - a. Potable water devices shall be tested annually
 - b. Irrigation systems shall be tested bi-annually
 - c. Fire service devices shall be tested every third year

3. CONTRACTOR’S RESPONSIBILITIES

- 3.1 The Contractor shall be required to produce the following certifications and licenses:
 - Plumbers License
 - Cross Connection Certification
 - Annual proof of Test Kit Calibration Certificate
- 3.2 The Contractor shall submit a written quote to the Project Manager for any repairs.
- 3.3 The Contractor will be required to obtain and visibly wear a City of Kalamazoo Contractor identification badge while on any City property.
- 3.4 The Contractor will advise Project Manager of the locations they plan to visit each day when they obtain their Contractor’s ID Badge (for security purposes).
- 3.5 Contractor may be required to pass a background check in order to enter the Author Washington Jr. Crosstown Justice Center located at 150 E. Crosstown Parkway, Kalamazoo, MI.
- 3.6 The Contractor will fill out certification papers for each device tested (provided by the City) and return to the Environmental Services Division-Cross Connection Control Program, 1415 North Harrison, Kalamazoo Michigan 49007, within 14 days.
 - Use approved City of Kalamazoo forms
 - Valve location shall be noted in detail
 - Note if assembly is new installation or a replacement
 - Assure that the testing date is correct
 - Tester shall print his/her name legibly within the space provided on the form
 - Assure the correct certification number (do not use State Plumbing License)
 - Assure accuracy of test results
 - After form is completed and the form and information is correct, Certifier must sign the test record
- 3.7 The Contractor’s employees shall abide by the City of Kalamazoo’s dress code. Tee-shirts are acceptable but they must be free of any type of profanity or obscene display.
- 3.8 Footwear must be a good sturdy leather shoe. Steel toed work boots are not required. Tennis shoes shall not be worn regardless of their rating.
- 3.9 Personal Protective Equipment (hardhat and safety glasses) shall be worn in designated areas.

4. OWNER’S RESPONSIBILITIES

- 4.1 The owner will provide reasonable direction and location for each device.
- 4.2 The City will attempt to provide testing schedules that will minimize travel.
- 4.3 If the Contractor encounters piping or fittings that may be suspected as being insulated with asbestos the City will have it tested and abated if tested positive.

OWNER’S RESPONSIBILITIES (*cont*)

- 4.4 Provide access to secured areas and facilities.
- Arthur Washington Jr. Crosstown Justice Center (access to this facility may require background check)
 - Stockbridge Avenue Facility
 - Harrison Street Facility
- 4.5 The City will ensure that backflow devices are installed in accessible locations for testing purposes.

5. SAFETY

- 5.1 The Contractor shall adhere to all safety practices of the City of Kalamazoo.
- Some safety practices vary depending on the department/division that the work is being performed in.
 - The awarded Contractor will be given specific safety information concerning the different areas.
- 5.2 The Contractor shall follow all required State and Federal guidelines that govern their trade.
- 5.3 Personal Protective Equipment (hardhat and safety glasses) shall be worn in designated areas.

6. CONTRACTOR SELECTION

The award of this contract will be based on, but not limited to the following:

1. Number of employees in Company
2. References
3. Response time:
 - Response time for planned maintenance
 - Response time for unplanned maintenance
 - Response time for emergency maintenance
4. Fees for testing
5. Cost for replacement (percent markup)
6. Labor Rate:
 - Straight time
 - Overtime
 - Holiday

7. KALAMAZOO FACILITIES AND THE NUMBER OF DEVICES AT EACH LOCATION

Note: During the term of this contract, it is possible that devices may be deleted or added.

- 7.1 City Hall at 241 W. South Street (5)
- 7.2 Arthur Washington Jr. Crosstown Justice Center (Headquarters), at 150 E. Crosstown Parkway (8)
- 7.3 Pistol Range located at 2230 Skippers (No Device)

KALAMAZOO FACILITIES AND THE NUMBER OF DEVICES AT EACH LOCATION
(cont)

- 7.4 Public Safety Fire Stations (8) in the following locations:
- Station 2, located at 1207 Bryant (1)
 - Station 3, located at 1005 Gull Road (1)
 - Station 6, located at 1414 Howard (1)
 - Station 45, located at 601 Park Street (5)
- 7.5 Stockbridge Facility and Gull Road Cemetery (17)
- Stockbridge Facility, located at 415 Stockbridge (12)
 - Gull Road Cemetery at 1015 Gull Road (5)
- 7.6 Water Pumping Stations (6) at the following locations:
- Station #1 New Central located at 215 West Stockbridge (2)
 - Station #10 located at 1130 East Michigan (1)
 - Station #11 located at 432 Kendall (1)
 - Station #4 located at 2000 West Crosstown (1)
 - Station #9 located at 813 West Kilgore (1)
- 7.7 Harrison Street Facility located at 1415 N. Harrison (23)
- 7.8 Lift Stations (2)
- Whites Lake Lift Station located at 4216 Lake Side
 - Woods Lake Lift Station located at 2830 Oakland Drive
- 7.9 Downtown Mall and Arcadia Festival Site (10)
- Snow Melt Boiler Room (3)
 - Mall irrigation systems on the Mall (4)
 - Arcadia Festival Site, located at 153 E. Water Street (2)
- 7.10 Parks and Recreation (27) at the following locations:
- Bronson Park at Bronson Park (2)
 - Crane Park (1)
 - Dickinson-VerSluis (3)
 - Fountain at East Michigan (1)
 - MLK Park at 501 North Rose (1)
 - Veterans Memorial Park (1)
 - Westnedge Park at 1015 S. Westnedge (1)
 - Mayors' Riverfront Park Facilities, located at 251 Mills Street (9)
 - 2598 Airview Blvd (1)
 - 320 Oakland Drive (1)
 - Fairmount Park (1)
 - Frays Park (1)
 - Lacrone Park (2)
 - West Main –Douglas Island (1)
 - 432 S. Kendall Avenue (1)

SECTION V
GENERAL CONDITIONS

1. AWARD

Award is subject to availability of funds and will be made to the Contractor that best meets the specifications award criteria in addition to information provided in the qualification's questionnaire.

2. QUESTIONS

Questions regarding the specifications may be addressed to Quentin Pike, Citywide Facilities Manager at (269) 716-3796. (This does not relieve the requirements of Page 1, Item 3 'Explanation to Bidders'). Questions regarding terms, conditions and other related bid requirements may be addressed to Stephanie Losey, Buyer at (269) 337-8746.

3. PROJECT MANAGER

3.1 The Project Manager or his/her duly authorized representative shall have the duties and responsibilities as provided in the contract.

3.2 The Project Manager shall have the authority to reject any work or materials that do not conform to the contract and to decide questions or make interpretations that may arise from the contract documents.

3.3 The Contractor shall immediately report to the Project Manager any questionable or obvious error or omission that may be apparent in the contract documents and shall not proceed with work until the Project Manager or his/her representative has resolved the error or omission.

3.4 The Project Manager shall have authority to stop work whenever such stoppage may be necessary to ensure the proper execution of the contract.

4. WORK SCHEDULE AND COORDINATION

4.1 TIME IS OF THE ESSENCE in respect to the work contemplated herein, and the Contractor agrees to do the work covered by the contract in conformity with the provisions set forth herein. Failure on the part of the Contractor to complete the work within the stated time he/she has set for and agreed to herein, shall constitute default by the Contractor. Regardless of any other provision of this contract, if Contractor fails to complete the work within the time he/she has set forth and agreed to herein, the Contractor may be liable to the owners(s) for any damages incurred by the owner(s).

4.2 The Contractor shall supply the City with an agreeable work schedule before commencing work on this contract. The contract will begin March 1, 2022. This schedule shall detail beginning and completion dates for each major component of the project.

4.3 The Contractor shall coordinate and cooperate with all other Contractors who may be working on the site in order to allow for the orderly progress of work being done.

4.4 The Contractor is required to keep the Project Manager fully informed of any proposed work that will tend to interfere with the existing operations at the site.

WORK SCHEDULE AND COORDINATION (*cont*)

- 4.5 The Contractor shall schedule all work to accommodate the City's schedule. In the event Contractor's schedule falls on weekends, nights or overtime work is required, no additional compensation will be allowed. All work shall be part of this contract without regard to when it is done.

5. PROTECTION OF WORK

The Contractor shall maintain adequate protection of all his/her work from damage and shall protect all public and private abutting property from injury or loss arising in connection with this contract. He/She shall provide and maintain all barricades, lights, fences, watchpersons or other facilities necessary to protect all persons from danger or hazardous conditions resulting from the work in the contract.

6. PROTECTION OF PROPERTY

- 6.1 The Contractor shall confine his/her equipment and operations to those areas of the work site necessary for the completion of the work, or as authorized by the Project Manager. The Contractor shall protect and preserve from damage any facilities, utilities or features including trees, shrubs and turf that are not required to be disturbed by the scope of work.
- 6.2 The Contractor shall be responsible for determining the location of and for protecting from damage any utilities or other improvements.

7. REMOVAL OF RUBBISH

The Contractor shall daily remove all rubbish and accumulated materials due to his/her work.

8. SITE INSPECTION

- 8.1 All prospective bidders and subcontractors who are not familiar with the project are strongly encouraged to schedule a site inspection with representatives from the City of Kalamazoo. Contact Quentin Pike, Kalamazoo Citywide Facilities Manager at (269) 716-3796.
- 8.2 Prospective bidders shall investigate and become familiar with conditions relating to the work to be performed according to the contract sections; shall verify all measurements, material and equipment required and shall be responsible for the correctness of same. No extra charge or compensation shall be allowed for any errors, omissions or miscalculations, or because of failure on the part of the Contractor to investigate or inspect the site.
- 8.3 No plea of ignorance of conditions that exist or that may hereafter exist, or any of the differences that may be encountered will be accepted as the basis for any failure or omission on the part of the Contractor to fulfill all of the requirements of this contract, nor will such failure or omission be accepted as the basis for any claims of any nature for extra compensation or extension of time. The submission of a bid shall be considered as conclusive evidence of compliance with this section.

9. RESPONSIBILITY OF CONTRACTOR

- 9.1 Contractor shall be responsible for his/her own work and every part thereof and all work of every description used in connection with this contract. He/She shall specifically and distinctly assume and does assume all risk of damage from any action or operations under the contract or in connection with his/her work. He/She undertakes and promises to protect and defend the owner(s) against all claims on account any such damage or injury.
- 9.2 The Contractor shall be held responsible for the satisfactory and complete execution of the work in accordance with the true intent of the specifications. He/She shall provide, without extra cost incidental items required as a part of his/her work even though not particularly specified or indicated.
- 9.3 The Contractor shall personally superintend the work or shall have a competent person at the site at all times to act for him/her.

10. SITE SECURITY

The Contractor shall be responsible for job site security of all materials and tools provided by him/her and no claim for loss or damage will be considered by the City.

11. SITE ACCESS

The City will provide fair and reasonable access to the job site within the working schedules of both parties.

12. MATERIALS INSPECTION AND RESPONSIBILITY

- 12.1 The Project Manager shall have the right to inspect any materials to be used in carrying out the terms of the contract.
- 12.2 The City does not assume any responsibility for the contracted quality and standard of all materials, equipment, components or completed work furnished under this contract.
- 12.3 Any materials, equipment, components or completed work which does not comply with contract specifications or applicable city and state codes may be rejected by the City and shall be replaced by the Contractor at no cost to the City.
- 12.4 Any materials, equipment or components rejected shall be removed within a reasonable period of time from the premises of the City at the entire expense of the Contractor after written notice has been mailed by the City to the Contractor that such materials, equipment or components have been rejected.
- 12.5 Installation shall comply with the applicable rules of the industry or industries which shall be considered as included in these specifications and shall comply with all local and state codes.
- 12.6 Any reference in these documents to standard specifications shall mean the latest revisions of these specifications and shall become a part of this contract. Any part of the work not completely detailed in these documents, or referenced to a standard specification, shall be governed by the latest edition of the proper industry document.

13. GUARANTEE

The Contractor shall guarantee all of his/her work for a period of one (1) year following the date of final acceptance of the completed work and shall repair, replace or make good any materials or work that fail to function or perform or be found defective, without cost to the city.

14. SAFETY

The Contractor shall comply with all applicable OSHA and MIOSHA regulations.

15. CONTRACT PERIOD AND RENEWALS

15.1 The contract shall be in effect for a basic three (3) year period commencing on or about January 1, 2027, and continue for three (3) years thereafter subject to availability of funds and the following renewal and/or cancellation option.

15.2 The City may opt to renew this contract for two (2) one-year periods. All renewals shall be upon mutual agreement of both parties. Contract renewals and cost increases are subject to availability of funds.

15.3 The City may opt 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 or any extension thereof remaining in full force and effect.

SECTION VI
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 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. However, depending upon the situation, the vendor or contractor may not be exempt from said taxes and the City of Kalamazoo is making no representation as to any such exemption.

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@kalamazoo-city.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 Finance Department 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. **SUCH CHANGES, IF 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.

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 acts or omissions of the Contractor/Vendor or its employees, agents or officers, cause injury to person or property, the Contractor/Vendor shall defend, 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
 - a. 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.
 - b. 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.
 - c. 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.
 - d. The City reserves the right to withhold any or all payments until any defects in performance have been satisfactorily corrected.

- e. 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.

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. PROJECT SUPERVISOR

The Contractor shall employ an individual to act as Project Supervisor. The Project Supervisor shall be available to the Contractor's workers and the Project Manager at all times by use of a mobile phone or other reliable means. The Project Supervisor shall prepare daily work plans for the employees, monitor employee performance, attendance and punctuality; and work closely with the City's Project Manager in assuring contract compliance.

15. 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.

16. INSPECTION OF WORKSITE

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.

17. CONTRACT PERIOD, EXTENSIONS, CANCELLATION

- 17.1 The contract shall be in effect for the term stated in the specifications.
- 17.2 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.
- 17.3 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.
- 17.4 All contracts, extensions and cost increases are subject to availability of funds and the approval of the City Commission (if required).
- 17.5 The City reserves the right to cancel the contract due to non-appropriation of funds by the City with thirty (30) days written notice.
- 17.6 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.
- 17.7 All notices are in effect commencing with the date of mailing. Written notices may be delivered in person or sent by First Class mail; emailed to the last known address.
- 17.8 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. 1-2010