

**FINANCE DEPARTMENT  
DIVISION OF PURCHASES & SUPPLIES**



**Sheldon A. Neeley, Mayor**

**PROPOSAL #23000538**

**ELECTRICAL MOTOR PM - (2) YEARS**

**Date Posted: 5/16/23**

**PROPOSAL NO. 23000538****CITY OF FLINT****FINANCE DEPARTMENT****DIVISION OF PURCHASES AND SUPPLIES**

City Hall, 1101 S. Saginaw Street, Room #203 – Flint, Michigan 48502

(810) 766-7340

www.cityofflint.com



Sheldon Neeley

Mayor

**REQUEST FOR PROPOSALS****OWNER/RETURN TO:**

THE CITY OF FLINT  
FINANCE DEPARTMENT – DIVISION OF PURCHASES AND SUPPLIES  
1101 S. SAGINAW ST., ROOM 203, 2nd FLOOR  
FLINT, MI 48502

**PROPOSAL # 23000538****SCOPE OF WORK:**

The City of Flint, Finance Department of Purchases & Supplies, is soliciting sealed bids for providing:

**ELECTRICAL MOTOR PM - (2) YEARS**

Per the attached additional requirements.

If your firm is interested in providing the requested services, please submit:

Submit to City:

- 1 original, printed, signed, original proposals and signed addenda
- 2 additional copies unbound
- 1 electronic copy

Proposal submittal information MUST be received by the following dates and times:

1. The mail in **HARD COPY** with the original signature (signed documents) must be received by **Thursday, June 8, 2023 by 11:00 A.M. (EST)**, City of Flint, Finance Department - Division of Purchases and Supplies, 1101 S. Saginaw St., Room 203, Flint, MI, 48502. Bids must be in a sealed envelope clearly identifying the proposal name and proposal number.
2. **Electronic Copy**, please email to [PurchasingBids@cityofflint.com](mailto:PurchasingBids@cityofflint.com) by **Thursday, June 8, 2023 by 11:00 A.M. (EST)**. Please note that in the subject line of the email, type in the proposal name and number.
3. Faxed bids are not accepted.
4. Both mail in proposal and electronic submittal must be received by due date and time.

**PLEASE NOTE: When dropping off a bid, please do not put bids in drop boxes on the outside of City Hall. Please call if you have any questions and need to drop off a bid.**

All additional proposal documents, requirements, addendums, specifications, and plans/drawings (if utilized) are available on the Purchasing page of the City of Flint's web site at <https://www.cityofflint.com/finance/purchasing/bids-2/> under "open bids" and the specific bid or proposal number assigned to this notice.

Effective immediately upon release of these Bidding Documents, and until notice of contract award, all official communications from proposers regarding the requirements of this Bid shall be directed to:

Jarin McGee  
810-766-7340  
[jamcgee@cityofflint.com](mailto:jamcgee@cityofflint.com)

The City, or designee, shall distribute all official changes, modifications, responses to questions or notices relating to the requirements of this Bid. Addendum to this Bid may be developed and shared with all Vendors. Any other information of any kind from any other source shall not be considered official, and proposers relying on other information do so at their own risk.

**NOTICE TO VENDOR** Offers, subject to the conditions made a part hereof, will be received at this office, ***1101 S. Saginaw St., Flint, MI 48502 for the following:***

All additional proposal documents, requirements, addendums, specifications, and plans/drawings (if utilized) are available on the Purchasing page of the City of Flint's web site at <https://www.cityofflint.com/finance/purchasing/bids-2/> under "open bids" and the specific bid or proposal number assigned to this notice.

New vendors should complete and submit a vendor application, IRS W-9 Form, and Vendor ACH Payment Authorization Form with the City of Flint. Links to these forms are available at <https://www.cityofflint.com/finance/accounts-payable-department/>.

Results may be viewed next business day online EXCEPT when a bid is under review. The bidders/public will only see the names of the bidders that submitted a bid, not their cost. This will protect the bidders cost in case there is a re-bid.  
<https://www.cityofflint.com/finance/purchasing/results/> under "bid results".

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City of Flint has partnered with BidNet as part of the [MITN Purchasing Group](#) (branded page link) to post bid opportunities to this site. As a vendor, you can register with the [MITN Purchasing Group](#) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once the City of Flint has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies throughout Michigan. City of Flint looks forward to providing you with more bid information and simplifying the entire bid, proposal, and quote processes for everyone involved. We appreciate your cooperation and welcome your participation. If you need help registering, please call the MITN Purchasing Group support department toll free 1-800-835-4603 option #2.

Link to City of Flint open solicitations:

[MITN Purchasing Group](#) (branded page link)

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Any written questions regarding this project shall be directed to Jarin McGee, Chief Buyer at [jamcgee@cityofflint.com](mailto:jamcgee@cityofflint.com) using the subject title of "RFP #23-529 – ELECTRICAL MOTOR PM - (2) YEARS." Questions must be submitted by **Thursday, June 1, 2023 before 10:00 A.M. (EST)**. Please see attached form for Question submittal form.

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**Bid Opening Due Date – Thursday, June 8, 2023 at 11:00 A.M.**

**Bid Opening via Google Meet. The public is invited to view the opening by joining the Google Meet link below:**

**Bid Openings**

**Thursday, June 8 · 11:00 – 11:30am**

**Time zone: America/New\_York**

**Google Meet joining info**

**Video call link: <https://meet.google.com/ikx-fbyi-pnm>**

**Or dial: (US) +1 615-965-4790 PIN: 701 766 042#**

**More phone numbers: <https://tel.meet/ikx-fbyi-pnm?pin=2539999758742>**

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**IN PERSON**

**The public is invited to view the bid opening in person by attending at McKenzie Conference Room, 2nd Floor, 1101 S. Saginaw St., Flint, MI 48502.**

**If you have any problems signing in, please email [purchasingbids@cityofflint.com](mailto:purchasingbids@cityofflint.com).**

Sincerely,



Jarin McGee

Chief Buyer

### INSTRUCTIONS TO VENDORS

- 1) **PRE-BID INFORMATION AND QUESTIONS:** Each bid that is timely received will be evaluated on its merit and completeness of all requested information. In preparing bids, Bidders are advised to rely only upon the contents of this Request for Proposals (RFP) and accompanying documents and any written clarifications or addenda issued by the City of Flint. If a Bidder finds a discrepancy, error or omission in the RFP package, or requires any written addendum thereto, the Bidder is requested to notify the Purchasing contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Bidders. **THE CITY OF FLINT IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.** All questions must be submitted in writing to the Finance Department of Purchases and Supplies before any pre-bid deadline (if specified) or at least one (1) week prior to the proposal opening date indicated on the front of this document.
- 2) **RFP MODIFICATIONS:** The City of Flint has the right to correct, modify or cancel the RFP, in whole or in part, or to reject any Bid, in whole or in part, within the discretion of the City of Flint, or their designee. If any such changes are made, all known recipients of the RFP will be sent a copy of such changes. If any changes are made to this RFP document by any party other than the City of Flint, the original document in the City of Flint's files takes precedence.
- 3) **PROPOSAL SUBMISSION:**
  - a) The Bidder must include the following items, or the proposal may be deemed non-responsive:
    - i) All forms contained in this RFP, fully completed.
  - b) Bids must be submitted to the Finance Department of Purchases and Supplies, City of Flint, 1101 S. Saginaw Street, Room 203, Flint, Michigan 48502 by the date and time indicated as the deadline. The Purchasing Department time stamp will determine the official receipt time. It is each Bidder's responsibility to insure that their proposal is time stamped by the Purchasing Department by the deadline. This responsibility rests entirely with the Bidder, regardless of delays resulting from postal handling or for any other reasons. Proposals will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 5:00 p.m. local time, Monday through Friday, legal holidays as exception.
  - c) Bids must be enclosed in a sealed, non-transparent envelope, box or package, and clearly marked on the outside with the following: RFP Title, RFP Number, Deadline and Bidder's name.
  - d) Submission of a bid establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Proposals (RFP), and that the Contractor understands and agrees to abide by each and all of the stipulations and requirements contained therein.
  - e) All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the bid.
  - f) Proposals sent by email, facsimile, or other electronic means will not be considered unless specifically authorized in this RFP.

- g) All costs incurred in the preparation and presentation of the bid are the Bidder's sole responsibility; no pre-bid costs will be reimbursed to any Bidder. All documentation submitted with the proposal will become the property of the City of Flint.
- h) Proposals must be held firm for a minimum of 120 days.
- 4) **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Terms or Scope in the Request for Proposals. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the bid, the City of Flint will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Bids not meeting all requirements may be rejected.
- 5) **DUPLICATE BIDS:** No more than one (1) bid from any Bidder including its subsidiaries, affiliated companies and franchises will be considered by the City of Flint. In the event multiple proposals are submitted in violation of this provision, the City will have the right to determine which bid will be considered or, at its sole option, reject all such multiple proposals.
- 6) **WITHDRAWAL:** Bids may only be withdrawn by written notice prior to the date and time set for the opening of bids. No bid may be withdrawn after the deadline for submission.
- 7) **REJECTION/GOOD STANDING:** The City of Flint reserves the right to reject any or all bids, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the City of Flint, or their designee, that the best interest of the City will be served by doing so. No bid will be considered from any person, firm or corporation in arrears or in default to the City on any contract, debt, taxes or other obligation, or if the Bidder is debarred by the City of Flint from consideration for a contract award pursuant to Section 18-21.5 (d) of Article IV of the "Purchasing Ordinance of the City of Flint".
- 8) **PROCUREMENT POLICY:** Procurement for the City of Flint will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City. The City of Flint and their officials have the vested authority to execute a contract, subject to City Council and Mayoral approval where required.
- 9) **BID SIGNATURES:** Bids must be signed by an authorized official of the Bidder. Each signature represents binding commitment upon the Bidder to provide the goods and/or services offered to the City of Flint if the Bidder is determined to be the lowest Responsive and Responsible Bidder.
- 10) **CONTRACT AWARD/SPLIT AWARDS:** The City of Flint reserves the right to award by item and/or group of items. The Bidder to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the bid, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Bidder at the address designated in the bid if a separate Agreement is required to be executed. After a final award of the Agreement by the City of Flint, the Contractor/Vendor must execute and perform said Agreement. All proposals must be firm

for at least 120 days from the due date of the proposal. If, for any reason, a contract is not executed with the selected Bidder within 14 days after notice of recommendation for award, then the City may recommend the next lowest responsive and responsible Bidder.

- 11) **NO RFP RESPONSE:** Bidders who receive this RFP but who do not submit a bid should return this RFP package stating “No Bid” and are encouraged to list the reason(s) for not responding. Failure to return this form may result in removal of the Bidder’s name from all future lists.
- 12) **FREEDOM OF INFORMATION ACT (FOIA) REQUIREMENTS:** Bids are subject to public disclosure after the deadline for submission in accordance with state law.
- 13) **ARBITRATION:** Contractor/Vendor agrees to submit to arbitration all claims, counterclaims, disputes and other matters in question arising out of or relating to this agreement or the breach thereof. The Contractor’s/Vendor’s agreement to arbitrate shall be specifically enforceable under the prevailing law of any court having jurisdiction to hear such matters. Contractor’s/Vendor’s obligation to submit to arbitration shall be subject to the following provisions:
  - a) Notice of demand for arbitration must be submitted to the City in writing within a reasonable time after the claim, dispute or other matter in question has arisen. A reasonable time is hereby determined to be fourteen (14) days from the date the party demanding the arbitration knows or should have known the facts giving rise to their claim, dispute or question. In no event may the demand for arbitration be made after the time when institution of legal or equitable proceedings based on such claim dispute or other matters in question would be barred by the applicable statute of limitation.
  - b) Within fourteen (14) days from the date that demand for arbitration is received by the City, each party shall submit to the other the name of one person to serve as an arbitrator. The two arbitrators together shall then select a third person, the three together shall then serve as a panel in all proceedings. Any decision concurred in by a majority of the three shall be a final binding decision.
  - c) The final decision rendered by said arbitrators shall be binding and conclusive and shall be subject to specific enforcement by a court of competent jurisdiction.
  - d) The costs of the arbitration shall be split and borne equally between the parties and such costs are not subject to shifting by the arbitrator.
  - e) This provision shall survive the expiration or termination of this Agreement in perpetuity.
- 14) **BID HOLD:** The City of Flint may hold bids for a period of one hundred twenty (120) days from opening, for the purpose of reviewing the results and investigating the qualifications of bidders prior to making an award.
- 15) **NONCOMPLIANCE:** Failure to deliver in accordance with specifications will be cause for the City of Flint and they may cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the Contractor/Vendor.

- 16) **DISCLAIMER OF CONTRACTUAL RELATIONSHIP:** Nothing contained in these documents shall create any contractual relationship between the City and any Subcontractor or Sub-subcontractor.
- 17) **ERRORS AND OMISSIONS:** Bidder is not permitted to take advantage of any obvious errors or omissions in specifications.
- 18) **INTERPRETATION:** In the event that any provision contained herein shall be determined by a court of competent jurisdiction or an appropriate administrative tribunal to be contrary to the provision of law or to be unenforceable for any reason, then, to the extent necessary and possible to render the remainder of this Agreement enforceable, such provision may be modified or severed by such court or administrative tribunal having jurisdiction over this Agreement and the interpretation thereof, or the parties hereto, so as to, as nearly as possible, carry out the intention of the parties hereto, considering the purpose of the entire Agreement in relation to such provision.
- 19) **LAWS AND ORDINANCES:** The Bidder shall obey and abide by all of the laws, rules and regulations of the Federal Government, State of Michigan, Genesee County and the City of Flint, applicable to the performance of this Agreement, including, but not limited to, labor laws, and laws regulating or applying to public improvement, local government, and its operational requirements.
- 20) **LOCAL PREFERENCE:** Contractors/bidders located within the corporate city limits of Flint, Michigan may be given a seven percent (7%) competitive price advantage. Additionally, if the lowest responsible bidder is not located within the limits of the City of Flint, but is located within the County of Genesee, and said bidder does not exceed the bid of the lowest non-local bidder by more than three and one-half percent (3-1/2%), then said lowest Genesee County bidder may be determined to be the lowest responsible bidder, and make the award to such Genesee County bidder accordingly, subject to the approval of the City Council. If the lowest non-local bidder does not exceed that of any Proposers/bidders by (7%) inside the City of Flint or (3-1/2%) inside the County of Genesee, then the Purchasing Director shall be allowed to request that the lowest local vendor match the price offered by the lowest non-local vendor.
- 21) **MATERIAL WORKMANSHIP AND STANDARDS OF PERFORMANCE:** The Bidder agrees to exercise independent judgment and to complete performance under this Agreement in accordance with sound professional practices. In entering into this Agreement, the City is relying upon the professional reputation, experience, certification and ability of the Bidder by her/him/themselves or by others employed by her/him/them and working under their direction and control. The continued effectiveness of this Agreement during its term or any renewal term shall be contingent, in part, upon the Bidder maintaining her/his/their operating qualifications in accordance with the requirements of federal, state and local laws. All materials furnished must be new, of latest model and standard first grade quality, or best workmanship and design, unless otherwise expressly specified. Bidder, if required, must furnish satisfactory evidence of quality materials; offers of experimental or unproven equipment may be disregarded.
- 22) **MODIFICATIONS/CHANGES:** Any modification to this agreement must be in writing and signed by the authorized employee, officer, board or council representative authorized to make such modifications



pursuant to the State law and local ordinances.

- 23) **NON-COLLUSION:** The Bidder acknowledges that by signing this document that she/he/they is/are duly authorized to make said offer on behalf of the company she/he/they represent(s) and that said bid is genuine and not sham or collusive and not made in the interests or on behalf of any person not therein named, and that she/he/they and said bidder have not directly induced or solicited any other person(s) or corporation to refrain from responding to this solicitation and that she/he/they and said bidder have not in any manner sought by collusion to secure to themselves and said bidder any advantage over any other bidder.
- 24) **NON-DISCRIMINATION:** Pursuant to the requirements of 1976 P.A. 453 (Michigan Civil Rights Act) and 1976 P.A. 220 (Michigan Handicapped Rights Act), the local unit and its agent agree not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, marital status or because of a handicap that is unrelated to the person's ability to perform the duties of nondiscrimination provision identical to this provision and binding upon any and all contractors and subcontractors. A breach of this covenant shall be regarded as a material breach of this contract.
- 25) **SUBCONTRACTING:** No subcontract work shall be started prior to the written approval of the subcontractor by the City. The City reserves the right to accept or reject any subcontractor.
- 26) **UNION COMPLIANCE:** Bidder agrees to comply with all regulations and requirements of any national or local union(s) that may have jurisdiction over any of the materials, facilities, services or personnel to be furnished by the City.
- 27) **WAIVER:** Failure of the City to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of that term, covenant or condition or of any other term, covenant or condition. Any waiver or relinquishment of any right or power hereunder at any one or more times shall not be deemed a waiver or relinquishment of that right or power at any other time.
- 28) **CITY INCOME TAX WITHHOLDING:** Contractor and any subcontractor engaged in this contract shall withhold from each payment to his employees the City income tax on all of their compensation subject to tax, after giving effect to exemptions, as follows:
- a) Residents of the City:  
At a rate equal to 1% of all compensation paid to the employee who is a resident of the City of Flint.
  - b) Non-residents:  
At a rate equal to 1/2% of the compensation paid to the employee for work done or services performed in the City of Flint.

These taxes shall be held in trust and paid over to the City of Flint in accordance with City ordinances and State law. Any failure to do so shall constitute a substantial and material breach of this contract.

- 29) **CONTRACT DOCUMENTS:** The invitation for proposal, instructions to proposal, proposal, affidavit, addenda (if any), statement of Bidder's qualifications (when required), general conditions, special conditions, performance bond, labor and material payment bond, insurance certificates, technical specifications, and drawings, together with this agreement, form the contract, and they are as fully a part of the contract as if attached hereto or repeated herein.
- 30) **DISCLAIMER OF CONTRACTUAL RELATIONSHIP WITH SUBCONTRACTORS:** Nothing contained in the Contract Documents shall create any contractual relationship between the City and any Subcontractor or Sub-subcontractor.
- 31) **EFFECTIVE DATE:** Any agreement between the City and the Bidder shall be effective upon the date that it is executed by all parties hereto.
- 32) **FORCE MAJURE:** Neither party shall be responsible for damages or delays caused by Force Majeure nor other events beyond the control of the other party and which could not reasonably have anticipated the control of the other party and which could not reasonably have been anticipated or prevented. For purposes of this Agreement, Force Majeure includes, but is not limited to, adverse weather conditions, floods, epidemics, war, riot, strikes, lockouts, and other industrial disturbances; unknown site conditions, accidents, sabotage, fire, and acts of God. Should Force Majeure occur, the parties shall mutually agree on the terms and conditions upon which the services may continue.
- 33) **INDEMNIFICATION:** To the fullest extent permitted by law, Bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Flint, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Flint, including the Project Manager, against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Flint, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Flint, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which may arise as a result of Bidder's acts, omissions, faults, and negligence or that of any of his employees, agents, and representatives in connection with the performance of this contract. Should the Bidder fail to indemnify the City in the above-mentioned circumstances, the City may exercise its option to deduct the cost that it incurs from the contract price forthwith.

These provisions shall survive the termination or expiration of any agreement entered into as a result of this request.

- 34) **INDEPENDENT CONTRACTOR:** No provision of this contract shall be construed as creating an employer-employee relationship. It is hereby expressly understood and agreed that Bidder is an “independent contractor” as that phrase has been defined and interpreted by the courts of the State of Michigan and, as such, Bidder is not entitled to any benefits not otherwise specified herein.
- 35) **NO THIRD-PARTY BENEFICIARY:** No contractor, subcontractor, mechanic, material man, laborer, vendor, or other person dealing with the principal Contractor shall be, nor shall any of them be deemed to be, third-party beneficiaries of this contract, but each such person shall be deemed to have agreed (a) that they shall look to the principal Contractor as their sole source of recovery if not paid, and (b) except as otherwise agreed to by the principal Contractor and any such person in writing, they may not enter any claim or bring any such action against the City under any circumstances. Except as provided by law, or as otherwise agreed to in writing between the City and such person, each such person shall be deemed to have waived in writing all rights to seek redress from the City under any circumstances whatsoever.
- 36) **NON-ASSIGNABILITY:** Contractor shall not assign or transfer any interest in this contract without the prior written consent of the City provided, however, that claims for money due or to become due to Contractor from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.
- 37) **NON-DISCLOSURE/CONFIDENTIALITY:** Contractor agrees that the documents identified herein as the contract documents are confidential information intended for the sole use of the City and that Contractor will not disclose any such information, or in any other way make such documents public, without the express written approval of the City or the order of the court of appropriate jurisdiction or as required by the laws of the State of Michigan.
- 38) **RECORDS PROPERTY OF CITY:** All documents, information, reports and the like prepared or generated by Contractor as a result of this contract shall become the sole property of the City of Flint.
- 39) **SEVERABILITY:** In the event that any provision contained herein shall be determined by a court or administrative tribunal to be contrary to a provision of state or federal law or to be unenforceable for any reason, then, to the extent necessary and possible to render the remainder of this Agreement enforceable, such provision may be modified or severed by such court or administrative tribunal so as to, as nearly as possible, carry out the intention of the parties hereto, considering the purpose of the entire Agreement in relation to such provision. The invalidation of one or more terms of this contract shall not affect the validity of the remaining terms.
- 40) **TERMINATION:** This contract may be terminated by either party hereto by submitting a notice of termination to the other party. Such notice shall be in writing and shall be effective 30 days from the date it is submitted unless otherwise agreed to by the parties hereto. Contractor, upon receiving such notice and prorated payment upon termination of this contract shall give to the City all pertinent

records, data, and information created up to the date of termination to which the City, under the terms of this contract, is entitled.

- 41) **TIME PERFORMANCE:** Contractor's services shall commence immediately upon receipt of the notice to proceed and shall be carried out forthwith and without reasonable delay.
- 42) **EVALUATION OF PROPOSAL:** In the City's evaluation of proposals, at minimum: cost, serviceability, financial stability, and all requirements set forth in this document shall be considered as selection and award criteria unless otherwise specified.
- 43) **PREVAILING WAGE:** When applicable, all work for this project, including that of any subcontractor or sub-subcontractor, must meet Davis-Bacon Act requirements and full prevailing wage. Information on Davis-Bacon reporting and requirements, including payroll reporting, can be found at: <https://www.dol.gov/whd/govcontracts/dbra.htm>
- 44) **INSURANCE & BONDS:** The bidder whose proposal is accepted will be required to furnish bonds and evidence of insurance within five days from date of Notice of Award. In case of failure or refusal on the part of the bidder to furnish bonds, if required, within the set period, the amount of deposit may be forfeited to the county and the contract may be awarded to the next lowest responsible bidder. Upon the notification of award and approval of the bond, the deposit will be returned to the proposer. The deposit of persons other than the one to whom and award is made will be returned to the person or persons making the proposal immediately after the contract and bonds have been executed.
- 45) **PROPOSAL SUBMISSION:** Proposals and all information requested of the vendor shall be entered in the appropriate spaces. Failure to do so may disqualify the vendor's offer. An authorized officer or employee of the bidder shall submit the proposal.
- 46) **PRICES:** Prices proposed shall be for new products in current production unless otherwise specified. Where refurbished or discontinued items are offered they must be clearly identified as such. Prices proposed shall be exclusive of any rebates due the City. Any rebates the City may be entitled to should be shown as a separate line item and include expiration date. Corrections and/or modifications received after the bid closing time specified will not be accepted. Unit prices prevail.  
All prices will be bid F.O.B. DESTINATION, INCLUDE ALL DELIVERY AND ANY ADDITIONAL CHARGES, and remain in effect as specified in the quotation.
- 47) **AWARD:** Unless otherwise stated in the proposal documents, the City cannot guarantee exclusivity of the contract for the proposed products or services.  
Award of the proposal shall be based upon a combination of factors, including but not limited to, adherence to proposal requirements, references and any other factors that may be in the City's best interest.  
The City reserves the right to reject any and all bids, and to waive any defect or irregularity in bids. The City reserves the right to accept and separate items in the bid;  
and to accept the proposal that in the opinion of the City is to the best advantage and interest

of the public we serve. The City also has the right to re-solicit bids if it is deemed to be in the best interest of the City.

The City reserves the right to reject low bids which have major deviations from our specification; to accept a higher quotation which has only minor deviations. By signing the bid, the vendor agrees to accept a split award unless the awarded vendor clearly indicates that it takes exception. The bid will be awarded to that responsible, responsive bidder whose proposal conforms to this solicitation, and will be most advantageous to the City, with regard not only to price, but also to availability of product, location and quality of product considered.

The City reserves the right to award all line items, to make no award or to award on an individual line item basis, whichever is deemed to be in the best interest of the City.

Time of delivery may be a consideration in the award.

- 48) **ETHICS IN PURCHASING:** Bidders and proposers are required to comply with Flint City Ordinance 3865 in its entirety. It is incumbent upon and the responsibility of the bidder to become familiar with and comply with the Purchasing ordinances as outlined in 3865 covering chapter 18 of the Flint City Ordinances. Bidder/Proposer acknowledges in accordance with Flint City Ordinance Section 18-21.19 Ethics in Purchasing, any and all communication about the bid selection process should be directed to those City employees delegated with the authority with respect to all purchases of goods and services.

Bidder/Proposer acknowledges and agrees that while a procurement is pending, bidders and proposers shall not communicate about the solicitation with any City employee, agent, or elected official, other than the purchasing director or other City personnel identify in the solicitation. This means that bidder and proposer are prohibited from communicating orally or by written communications, including but not limited to voicemail messages, social media, email, in person, among any other form of communication while the award is pending, to the aforementioned, with the exception to those employees designated by the City. If you are unclear about the process, it is your duty and obligation to contact the designated employee(s) for clarification.

Violations of the ethics provision of the ordinance, without regard to if the violation rises to the level of a criminal violation, may subject the bidder or proposer to debarment.

- 49) **BID PROTESTS:** If Bidder/Proposal believe that they are aggrieved in connection with the solicitation or award of the purchase order or contract, they may protest the action to the City as outlined in Flint City Charter Section 18-21.15.

**PROPOSAL NO. 23000538**  
**ELECTRICAL MOTOR PM - (2) YEARS**

**THE FOLLOWING PAGES MUST BE COMPLETED AND INCLUDED WITH SUBMITTAL IN THE FOLLOWING ORDER.**

**Purchasing Checklist:**

- Cover Sheet
- Exhibit A - Complete Proposal Submittal with detailed Summary of Pricing
- Exhibit B –Qualifications and Licenses Requirements
- Exhibit C – Disclosure of Supplier Responsibility Statement
- Exhibit D - List of References
- Exhibit E - Certificate of Insurance
- Exhibit F – Non-Bidder’s Response
- City of Flint, Michigan Affidavit

❖ **EXHIBIT A - SUBMITTAL WITH DETAILED SUMMARY OF PRICING**

**PROPOSAL NO. 23000538**  
**ELECTRICAL MOTOR PM - (2) YEARS**

**ELECTRICAL MOTOR PM BID SPECIFICATIONS**  
**(2) YR AGREEMENT**  
**City of Flint Water Pollution Control**

The successful Bidder shall provide Motor Cleaning, Repairing and/or Rewinding, with bearing replacement, on motors ranging in size from fractional HP up to and including 1750 HP, 4160 vac, Synchronous Motors. The successful Bidder shall evaluate each motor or job and submit a written quote for repairs. The vendor must receive **NOTICE TO PROCEED** before repairs are initiated. This quotation shall be submitted to the Supervisor of the Water Pollution Control Facility or a designated representative and shall outline all pertinent information and associated costs.

The successful Bidder shall provide additional motor and pump services to include: machining of pump and motor shafts; cleaning of oil seal surfaces, keyways, coupling and hub surfaces; boring; thread chasing; provide repairs to misc. small parts, impellers and impeller wear ring surfaces; re-manufactured shafts and shaft sleeves and ancillary components. Provide related support, equipment and components, to facilitate inspections; designs; component refurbishing; and repair on an as needed basis. Provide repair services to power generation units and related appurtenances. Prepare a proposed motor preventative maintenance program and provide training in motor preventative maintenance. Acceptance of program is not guaranteed. Please note the requirements regarding grounding of the motor.

All work to be Warranted for 1 year or 4500 hours, whichever is longest. All work to be performed in strict accordance with the attached Bid Specifications.

**I. CERTIFICATION AND REQUIREMENTS**

Bid response must be completed on this form only.

**BID EVALUATION CRITERIA**

- a. CLEAN AND CHANGE BEARING SERVICES.  
Bearings American made only, {SKF, KDD are Plant Standards}
- b. REWIND, CLEAN & CHANGE BEARING
- c. MARKUP: Furnish markup charges for all materials beyond bearing and rewind.
- d. SHOP RATES: Machinist/electrical rates City will be charged.
- e. OVERALL BID COMPLIANCE.
- f. WARRANTY: Must be for one year period for all items listed or 4500 hours run-time, which ever is the longer.
- g. FINAL MOTOR INSPECTIONS will be conducted and evaluated at .5 hours per inspection plus travel time associated with each inspection.

**PRELIMINARY EVALUATION**

- a. WPC may request a preliminary evaluation of a motor prior to removal. The preliminary evaluation shall comply with the articles within this section.
- b. Transport and unload equipment.
- c. Conduct Preliminary Testing consisting of a minimum of a Polarization Index Test and a Surge Test. Additional testing may be conducted at the direction of the City.
- d. Report Preliminary Testing results to WPCF representative, prior to motor repair.
- e. Receive authorization to conduct disassembly and inspection.
- f. Disassemble and perform inspection of all parts.

- g. Provide a written report detailing inspection results and estimated repair/replacement costs; include any component/repair extras.

#### **CLEAN MOTOR AND REPLACE BEARINGS**

- a. All items below must be considered as a minimum and be completed as part of this request in accordance with Section (B)-Definitions:
1. Steam and oven bake Stator and rotor.
  2. Electrical test Stator and rotor, record test results.
  3. Varnish treat Stator windings, VIP & bake motor {clean off excess resin from motor casing}
  4. Install new shielded bearings (2) on motors running 1800 rpm or less.
  5. Balance Rotor and record results.
  6. Assemble and test complete unit/furnish written report.
  7. Surge Test,
    - a. Record Plots.
    - b. Balance rotor assembly.
    - c. Dynamically load test motor to FL.
  8. Primer all motors, Industrial enamel (S.& W. KEMKROMIK, WHITE/B50W1); 9.  
Deliver with complete motor report.
- b. All work to be performed according to the manufacturer's recommendations.
- c. All work included in this sections shall be required as part of the "cleaning" service. Additional work shall be quoted as an addition to the above work.

#### **REWIND, CLEAN MOTOR, REPLACE BEARINGS AND STATOR**

- a. All items below must be considered as a minimum and be completed as part of this request in accordance with Section (B)-Definitions:
1. Steam and oven bake Stator
  2. Electrically test Stator and rotor, record results
  3. Install and connect new coils, Class F insulation minimum
  4. Replace all leads
  5. Varnish treat Motor windings, VIP & Bake.
  6. Install new sealed bearings 7. Balance Rotor and record results.
  8. Assemble and test complete unit.
  9. Prepare test and balance reports as in Section IV.
- b. All work to be performed according to manufacturers recommendations.
- c. All work included in this sections shall be required as part of the "rewinding" service. Additional work shall be quoted as an addition to the above work.

#### **TURN AROUND TIME**

Turn around time AS SPECIFIED BELOW for SECTIONS IV, V and IX shall be guaranteed as follows: Failure to perform within the specified time may justify the cancellation of the purchase order or contract:

50 - 200 hp	1 week
250-1750 hp	1 month

#### **TRAINING**

Training will consist of all necessary material for the proper preventative maintenance of motors ranging from 120v fractional HP to 4160v 1750HP. Training shall consist of at least 8 hours instruction and lab time on motor maintenance, testing, nomenclature and industry advances. A maximum of 6 people may be trained with additional persons at additional cost.

#### **PREVENTATIVE MAINTENANCE PROGRAM**

A proposed preventative maintenance program including in-depth inspections of motors by the vendor will be given to WPC. The purpose is to have the vendor help in preventing motor failures. There is no guarantee the program will be accepted or implemented.



## GROUNDING REQUIREMENTS

All motors worked on shall have installed both connections means as listed in the NEC 430.12 (E). Specifically, lugs shall be provided to connect equipment grounding conductors to both the inside and outside of the junction box. Lugs shall have the capability of terminating wire according to the following chart

<u>MOTOR SIZE</u>	<u>GROUND WIRE SIZE</u>
up to and including 15HP	#10
20 HP to 75 HP	#6
100HP to 200 HP	#2
250HP and up	2/0

## CONTROL SYSTEM EVALUATION AND REPAIR

Services shall be provided to inspect, evaluate, remove, repair/replace and install equipment and components of the control systems of the medium voltage motors including but not limited to: synchronization , RTDs, vibration monitoring DC excitation and surge suppression.

## SCOPE OF WORK/DEFINITIONS/WORK SPECIFICATIONS

### I. PRELIMINARY TESTING PRIOR TO DISASSEMBLY

Test insulation resistance to ground with MEGGER or Automated Insulation Tester, at operating voltage up to 5000 volts.

*Surge test* winding 2 x rated name plate voltage + 1000.

*Polarization Index Test* (P.I.) P.I.=  $\frac{\text{Resistance @ 10 Minutes}}{\text{Resistance @ 1 Minute}}$  >= 2 is acceptable.

**Vibration** readings will be recorded in horizontal, vertical, and axial plane "PE" and "OPE" at full voltage and speed.

Power will be disconnected and coast down time recorded.

### II. MECHANICAL INSPECTION DEFINITIONS

#### Shaft Inspection

\*The shaft shall be checked for wear, scoring, and straightness. Bearing journals and shaft extension must be concentric with the shaft centers, smooth, polished, and of proper size and fit.

\*The diameter and length of the shaft extension or extensions shall conform to NEMA standards for the frame size involved.

\*The tolerance for permissible shaft runout for standard length shafts, when measured at the end of the shaft extension, shall be a maximum of .002 inch indicator reading for 5/8 to 15/8 inch diameter shaft inclusive and .003 inch indicator reading for over 15/8 to 5 inch diameter shafts inclusive. \*Keyways should be true and accommodate keys to a tap fit.

#### Bearings

Ball and roller bearings will be replaced with Double Sealed, American Made SKF or KDD bearings, as standard procedure with a bearing of equal to or better quality. Bearings will be installed, fitted, and aligned properly. Remove grease fittings on all Sealed Bearings, plug fitting.

#### Sleeve Bearings

Sleeve bearings must be uniform in diameter, be of proper fit in the housing, be smooth internally, and suitably grooved for proper distribution of lubricant. For AC apparatus the maximum clearance between the bore of the bearing and the diameter of the shaft must not be more than .002" for the first inch of shaft diameter plus .001" for each additional inch of shaft diameter. For D.C. apparatus the maximum clearance shall be .005" per inch of shaft diameter, air gap permitting.

**Oil Rings**

Oil rings must be true and rotate freely and be of proper size to carry sufficient lubrication to prevent bearing wear. Retainers, when provided, shall be inspected, repaired or replaced if necessary.

**Frame**

The motor frames and end shields shall be examined for defects and fits. All cracks or breaks must be repaired and fits brought to standard.

**End Play**

All rotors and armatures of horizontal apparatus will be positioned on the shaft to eliminate end thrust against either bearing. Total end play in sleeve bearing apparatus should be approximately 1/16" per inch diameter of shaft journal. Total end play in ball bearing apparatus should be sufficient to allow for shaft expansion caused by temperature rise.

**Balancing**

The standard balance for integral horsepower A.C. and D.C. motors in accordance with NEMA specifications:

<u>RPM</u>	<u>Maximum Amplitude</u>
3000 - 4000	.001"
1500 - 2999	.0015"
1000 - 1499	.002"
999 & Below	.0025"

Special vibration limits on motors and generators must be accomplished per customers' requirements.

**Commutators**

All commutators will be turned to concentricity with the shaft bearing surfaces. The shaft surfaces are to be dial indicated while in the lathe. A dial indicator reading of .001 inch or less for machines rated 1500 RPM or above and .003 inch or less for machines rated 1499 RPM or below. The MICA will be left flush or undercut as required by the application. All undercut area must be free of foreign material and no high MICA shall exist. The surface of the finished commutator must be a smooth, polished finish so as to give full brush current carrying capacity. The firm shall have the capability for turning the commutators in the field.

**Slip Rings**

Slip rings shall be checked to ensure that they are concentric, smooth and polished, properly insulated and have sufficient stock to be mechanically strong. All slip rings will be turned to concentricity with the shaft bearing surfaces. The shaft surfaces are to be dial indicated while in the lathe. A dial indicator reading of .001 inch or less for machines rated 1500 RPM or above and .003 inch or less for machines rated 1499 RPM or below. The MICA will be left flush or undercut as required by the application. All undercut area must be free of foreign material and no high MICA shall exist. The surface of the finished slip rings must be a smooth, polished finish so as to give full brush current carrying capacity. The firm shall have the capability for turning the slip rings in the field.

**Cleaning**

All windings and parts will be cleaned free from dirt, grit, grease and oil then properly dried.

**III. REWIND SPECIFICATIONS****Burn Out**

Coils will be removed by temperature monitored burn out oven with water injection controls to prevent ignition of combustibles. Temperature will be controlled to a maximum 725 deg. to prevent core lamination damage.

**Stripping**

Stator shall be properly stripped and repaired for winding. The slots shall be clean and free of sharp edges or particles. Laminations shall be inspected for damage. Stator bore shall be true and concentric.

**Core Test**

Will be done prior to rewind, to insure the silicone laminated steel's magnetic properties and guard against hot spots.

**Laminations**

Shorted or damaged Laminations shall be repaired or replaced (restacked)

**Insulation System**

The entire insulation system shall constitute materials and methods of application that will be equal to or better than used by the manufacturer.

All the components that constitute an insulation system will be compatible with each other and the varnish or V.P.I. resin applied.

All insulation materials used will be of the proper NEMA temperature class to meet the required temperature rise of the apparatus. All insulation shall be installed in a neat and workmanlike manner.

**Magnet Wire**

The current carrying capacity, insulation, and mechanical qualities of the magnet wire shall be suitable to the operational environment. When the metal in the magnet wire has been changed it shall be equal to or better than the original material in all aspects of performance and application.

**Lacing and Shaping**

The coil ends shall be particularly laced and shaped to maintain all necessary clearance such as rotor, end shields and through bolts and be able to endure starting and running currents with a minimum of distortion. On larger motors where coil support (surge) rings are used, they shall be suitably insulated, accurately fitted, and/or replaced with surge rope, and laced to insure adequate support for the winding. All lacing and shaping will be done in a neat and workmanlike manner.

**Connections**

All connections shall be properly soldered, brazed, or welded with materials that will be mechanically strong enough to withstand the normal operating conditions and Labeled for CW rotation

**Insulating Connections**

All connections will be adequately insulated with materials that will withstand the temperature, voltage and frequency rating of the apparatus and be mechanically adequate to withstand normal operation. All connections and leads shall be laced, tied, or otherwise securely fastened to prevent movement and subsequent failure. All connections shall be made and insulated in a neat and workmanlike manner.

**Random Wound Coils**

The coils will be wound and inserted in the slots with a minimum of crosses. Care will be taken not to damage the insulation or the magnet wire during winding and insertion of the coils. All coils will be properly wedged to hold the magnet wire secure in the slots.

**Form Coils**

Will be manufactured at an approved coil manufacturer at this time.

**Insulation Test Procedures**

After coil insertion and prior to dip or V.P.I. entire insulating system will be electrically tested with surge test  $VT=2 \times V + 1000$ .

**Dip and Bake Procedures**

Preheat unit to 250degF cool to 125degF - 140degF. Fully submerge unit lead end down, bake at 275degF - 300degF for 3 to 5 hours. Cool and re-dip second coat, lead end up.

After unit has thoroughly cured the second dip, all external surfaces and machined fits will be cleaned of excess varnish/resin deposits.

## BID WORKSHEET YEAR 1

<b>Mark-up</b>	On parts not found elsewhere in this bid document				%	
<b>Training</b>	Base Cost per section VII				\$	
	Per Additional Person				\$	
<b>Hourly Rates</b>	Machinist (est. 100 hrs)			/hr	\$	
	Electrician (est. 40 hrs)			/hr	\$	
MOTORS			COST TO CLEAN		COST TO REWIND	
Quantity	Voltage	HP/RPM	Each	Ext. Cost	Each	Ext. Cost
4	480	5/1800				
4	489	25/1800				
3	480	50/1800				
4	480	75/1800				
2	480	100/1200				
2	480	100/900				
2	480	150/900				
2	480	200/1800				
4	480	250/900				
1	4160	700/900				
1	4160	1500/1200				
2	4160	1750/1200				
<b>Total Motor Cost</b>						

## BID WORKSHEET YEAR 2

<b>Mark-up</b>		On parts not found elsewhere in this bid document				%	
<b>Training</b>		Base Cost per section VII				\$	
		Per Additional Person				\$	
<b>Hourly Rates</b>		Machinist (est. 100 hrs)			/hr	\$	
		Electrician (est. 40 hrs)			/hr	\$	
<b>MOTORS</b>			<b>COST TO CLEAN</b>		<b>COST TO REWIND</b>		
Quantity	Voltage	HP/RPM	Each	Ext. Cost	Each	Ext. Cost	
4	480	5/1800					
4	489	25/1800					
3	480	50/1800					
4	480	75/1800					
2	480	100/1200					
2	480	100/900					
2	480	150/900					
2	480	200/1800					
4	480	250/900					
1	4160	700/900					
1	4160	1500/1200					
2	4160	1750/1200					
<b>Total Motor Cost</b>							

1. Failure to use this bid form shall result in bid disqualification.
2. Failure to bid on all items shall result in an "incomplete bid" determination.
3. List value-added considerations on a separate sheet of paper.
4. All bid pricing to include shipping and freight charges.

**❖ EXHIBIT B - QUALIFICATIONS AND LICENSES REQUIREMENTS**

**Please give a synopsis of your qualifications and experience with this service:**

**Please list Licenses:**

**How long have you been in business?**

**Have you done business with the City of Flint?**

**If yes, please state the project name.**

**❖ EXHIBIT C – DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT**

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract, or subcontract, or in the performance of such contract or subcontract.

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2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offense indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.

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3. List any convictions or civil judgments under state or federal antitrust statutes.

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4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

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5. List any prior suspensions or debarments by any government agency.

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6. List any contracts not completed on time.

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7. List any documented violations of federal or state labor laws, regulations or standards, or occupational safety and health rules.

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**❖ EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM THE LAST 5 YEARS**

Providing the following contact information enables the City of Flint to contact those accounts as references.

**Reference #1:**

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Project: \_\_\_\_\_

Project Timeline (Dates): \_\_\_\_\_ Budget: \_\_\_\_\_

**Reference #2:**

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Project: \_\_\_\_\_

Project Timeline (Dates): \_\_\_\_\_ Budget: \_\_\_\_\_



**❖ EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM THE LAST 5 YEARS (CONTINUES)**

**Reference #3:**

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Project: \_\_\_\_\_

\_\_\_\_\_

Project Timeline (Dates): \_\_\_\_\_ Budget: \_\_\_\_\_

**❖ EXHIBIT E – CERTIFICATE OF INSURANCE****INSURANCE REQUIREMENTS**

The Contractor shall notify all insurance agents and companies retained by the Contractor that these insurance requirements shall be included in any Agreement between the Contractor and the City of Flint.

The Contractor shall purchase and maintain, at its sole expense and as long as it is providing services to the City, the following insurance coverage:

Commercial General Liability - Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operations, blanket contractual, and products/completed operations. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

**Minimum Limits:**

- \$1,000,000 per occurrence/\$2,000,000 general aggregate
- \$2,000,000 aggregate for products and completed operations
- \$1,000,000 personal and advertising injury

Automobile - Michigan "no-fault" coverage, and residual automobile liability, comprehensive form, covering owned, hired, and non-owned automobiles. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

**Minimum Limits:**

- No-fault coverages - statutory
- \$500,000 per person/\$1,000,000 per accident - bodily injury
- \$500,000 per occurrence - property damage
- A combined single limit of \$1,000,000 per occurrence

Workers' Compensation and Employer's Liability- Statutory coverage or proof acceptable to the City of approval as a self-insurer by the State of Michigan.

**❖ EXHIBIT E – CERTIFICATE OF INSURANCE (CONTINUES)**

## Minimum Limits:

- Workers' Compensation - statutory
- Employer's Liability - \$100,000 each accident/\$100,000 disease - each employee
- \$500,000 disease - policy limit

Professional Liability – Covering acts, errors or omissions of a professional nature committed or alleged to have been committed by the Contractor or any of its subcontractors. Coverage shall be effective upon the date of the Agreement and shall remain effective for a period of three (3) years after the date of final payment thereunder. Such coverage shall be endorsed to include any subcontractors hired by the City.

## Minimum Limits:

- \$1,000,000 per occurrence, \$1,000,000 annual aggregate

Insurance coverage shall cover all claims against the City of Flint, its officials and employees, arising out of the work performed by the Contractor or any subcontractors under the Agreement. Should any work be subcontracted, it shall be the responsibility of the Contractor to maintain Independent Contractor's Protective Liability Insurance with limits equal to those specified above for Commercial General Liability Insurance. In addition, the Contractor shall provide proof of Workers' Compensation Insurance for all subcontractors in compliance with the required statutory limits of the State of Michigan.

Said policies of insurance shall be with companies licensed to do business in the State of Michigan and in a form satisfactory to the City. All insurance companies must maintain a rating of B+, VIII or better from AM. Best Company. Certificates of insurance with a thirty-(30) day cancellation clause shall be filed with and approved by the City at least five (5) days in advance of commencing work under the Agreement. Cancellation, material restriction, non-renewal or lapse of any of the required policies shall be grounds for immediate termination of the Agreement by the City.

The City reserves the right to request a complete certified copy of the policies for the above coverage's.

Any reduction or exhaustion in the limits of required insurance coverage shall not be deemed to limit the indemnification afforded in accordance with the Agreement or any amendments thereto.

Depending on the subject matter of the transaction, the City may require other insurance coverage in addition to the coverage's contained herein.

***THE BID NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES***

❖ EXHIBIT F – NON-BIDDER’S RESPONSE

VENDOR’S NAME: \_\_\_\_\_

**NON-BIDDER’S RESPONSE**

For the purpose of facilitating your firm’s response to our invitation to bid, the City of Flint is interested in ascertaining reasons for prospective bidder’s failure to respond to “Invitations to Bid”. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and return this form to the above address.

We are *not* responding to this “Invitation to Bid” for the following reason(s):

\_\_\_\_\_ Items or materials requested not manufactured by us or not available to our company.

\_\_\_\_\_ Our items and/or materials do not meet specifications.

\_\_\_\_\_ Specifications not clearly understood or applicable (too vague, too rigid, etc.).

\_\_\_\_\_ Quantities too Small.

\_\_\_\_\_ Insufficient time allowed for preparation of bid.

\_\_\_\_\_ Incorrect address used. Our correct mailing address is:

\_\_\_\_\_

\_\_\_\_\_ Our branch / division handles this type of bid. We have forwarded this bid on to them but for the future the correct name and mailing address is: \_\_\_\_\_

\_\_\_\_\_ **OTHER:** \_\_\_\_\_

\_\_\_\_\_

**Thank you for your participation in this bid.**



**ELECTRICAL MOTOR PM - (2) YEARS  
SUBMITTAL FORM FOR QUESTIONS  
Due June 1, 2023 by 10:00 A.M.**

- 1.
- 2.
- 3.
- 4.
- 5.

<b>Company Name</b>	
<b>Representative Name</b>	
<b>Address:</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	

\_\_\_\_\_  
(Representative Signature)

\_\_\_\_\_  
Date

Please email this form to the attention of Jarin McGee, Chief Buyer

Email: [jamcgee@cityofflint.com](mailto:jamcgee@cityofflint.com)