PORTAGE
A Natural Place to Move
Department of Finance and Purchasing

NOTICE

Thank you for your inquiry regarding the City of Portage project listed below:

Hayloft Barn Theater Roofing

If your firm plans to bid on this project, please send an e-mail response to purchasing@portagemi.gov with the following information:

Firm Name:_____
Project Name:_____
Firm's Contact Person:_____
Telephone Number:_____
Fax Number:_____
E-Mail Address:_____
Postal Address:_____

The City of Portage Purchasing Division will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information to the City of Portage, you will not receive any follow-up notification of any changes to the project.

7900 South Westnedge Avenue ◆ Portage, Michigan 49002 ◆ (269) 329-4534
www.portagemi.gov

Date of Issue: April 3, 2014

NOTICE TO BIDDERS

The City of Portage will open sealed bids on April 17, 2014, 2014 at 3:00 p.m. prevailing local time in the City Hall Conference Room #1 at 7900 South Westnedge Avenue for:

Hayloft Barn Theater Roofing

You are invited to submit a bid for this project. Sealed bids may be mailed or delivered to the City of Portage, Purchasing Department, 7900 South Westnedge Avenue, Portage, MI 49002. Envelopes should be plainly marked:

SEALED BID: Hayloft Barn Theater Roofing

FOR OPENING: Thursday, April 17, 2014

General specifications, description and conditions upon which the bid proposal is to be based are available at the City of Portage website www.portagemi.gov. Bid packages will also be mailed upon request

The City reserves the right to reject any or all bids, to waive any irregularities, and further reserves the right to accept any bid or parts of bids which it deems to best serve the interest of the City.

There will be a pre-bid meeting at 10:00 a.m. on April 10, 2014 at the Hayloft Barn Theater, in the Bicentennial Park on Garden Lane, Portage, Michigan.

If you have any questions regarding purchasing procedures, please phone the Purchasing Department at (269) 329-4534. If you have any questions regarding the specifications, please contact John Milowe, Parks Superintendent at (269) 329-4524.

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1. **INSTRUCTIONS TO BIDDERS**

1.1. FORM -- Each Bid shall be made on a form prepared therefor by the Purchasing Agent and included as one of the Contract Documents, and except for bids submitted via facsimile equipment, shall be submitted in a sealed envelope bearing the title of work and the name of the bidder, and shall be signed by an individual authorized to execute the proposal on behalf of the bidder.

1.2. EXAMINATION OF BID DOCUMENTS AND VISIT TO SITE -- Before submitting a Proposal, Bidders shall carefully examine the Specifications, and other Contract Documents, shall visit the site of work, and shall fully inform themselves as to all existing conditions and limitations and shall indicate on the Proposal the sum to cover the cost of all items included on the proposal form.

1.3. DELIVERY OF BIDS -- Bids shall be delivered by the time and to the place stipulated in the Advertisement. It is the sole responsibility of the Bidder to see that his bid is received in proper time. Any bids received after the bid opening date and time shall be returned to the Bidder unopened.

1.4. WITHDRAWAL -- Any Bidder may withdraw his bid, either personally, by facsimile, or by written request, at any time prior to the scheduled closing time for receipt of bids.

1.5. OPENING -- Bids will be opened and publicly read aloud at the time and place set forth in the Notice to Bidders.

1.6. INTERPRETATION OF DOCUMENTS -- If any person contemplating submitting a bid is in doubt as to the true meaning of any part of any drawing or specification, he may submit to the Purchasing Agent a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the documents will be made only by Addendum duly issued and a copy of the Addendum will be mailed or delivered to each person on record as receiving as set of the Contract Document. Neither the City nor the Purchasing Agent will be responsible for any other explanations or interpretations of the Contract Documents.

1.7. ADDENDA -- Any addenda issued during the time of bidding, or forming a part of the Contract Documents provided to the Bidder for the preparation of his bid, shall be covered in the bid and shall be made a part of the Contract. Receipt of each Addendum shall be acknowledged in the bid.

1.8. BIDDERS INTERESTED IN MORE THAN ONE BID -- No person, firm or corporation shall be allowed to make, file or to be interested in more than one bid for the same work, unless alternate Proposals are called for. A person, firm, or corporation who has submitted a sub-proposal to a Bidder is not hereby disqualified

from submitting a sub-proposal or quoting prices to other Bidders.

1.9. NONDISCRIMINATION 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-Larsen Civil Rights Act, Article 2, Act no. 453, Public Act of 1976 as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act. No. 220; Public Act of 1976, as amended and all other applicable Federal, State and Local laws and regulations. Specifically, contractors and subcontractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of such person's height, weight, race, color, religion, national origin, ancestry, age, marital status, sex or disability, as defined by law. Breach of this covenant may be regarded as a material breach of the contract.

The City of Portage in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color or national origin in consideration for an award.

1.10. BID GUARANTEE -- Each bid shall be accompanied by a certified check or bid bond acceptable to the City in an amount equal to at least five percent (5%) of the proposal, payable without condition to the City as a guaranty that the bidder, if awarded the Contract, will promptly execute the Agreement in accordance with the proposal and the other contract documents, and will furnish good and sufficient bond for the faithful performance of the same, and for the payment to all persons supplying labor and material for the work. Bids that do not include a certified check or bid bond will be considered non-responsive and will be rejected. Company or personal checks will not be accepted as substitute for a certified check or bid bond. Bids offering personal or company checks in lieu of a certified check or bid bond will be considered non-responsive and will be rejected. The Bid Guarantees of all Bidders, except the three lowest, will be returned promptly after the canvass of Proposals.

1.11. PERFORMANCE, MAINTENANCE AND LABOR & MATERIAL BONDS -- The successful Bidder, simultaneously with the execution of the contract, will be required to furnish a faithful Performance Bond in an amount equal to one hundred percent (100%) of the Contract Amount, and a Labor and Material Payment Bond equal to one hundred percent (100%) of the Contract Amount; said bonds shall be secured from an insurance company satisfactory to the City. Typical Bond forms are

included in the Contract Documents.

1.12. DURATION OF PROPOSAL -- Each proposal shall be considered binding and in effect for a period of ninety (90) days after the date of opening set forth in the advertisement.

1.13. BIDS SUBMITTED VIA FACSIMILE EQUIPMENT -- Bids may be submitted via facsimile equipment in the following manner.

1.13.1. Transmittal page must be plainly marked:

"Sealed Bid_____ for opening_____."
Bid Name Date

1.13.2. When bids are submitted via facsimile equipment, both the original document and the facsimile printout are counterpart originals.

1.13.3. Whenever a bid guaranty/bond is required, bids submitted via facsimile equipment can comply with this provision by submitting a facsimile copy of the bond document. When a cashier's check is elected to meet the proposal guaranty/bond requirement, the cashier's check must be physically in the possession of the City by the date and time outlined on the Notice to Bidders, or such bid may be considered non-responsive.

1.13.4. **In electing to use the facsimile option, the bidder assumes full responsibility for any and all errors, omissions, or mistakes that result in a bid not being submitted in a timely manner, whether or not the mistake was the fault of the bidder.**

1.14. CITY OF PORTAGE CONTRACT CONDITIONS AND SPECIFICATIONS

All bids submitted shall be in full compliance with the Contract Conditions and Specifications of the City of Portage. The Contract Conditions and Specifications can be obtained form the Purchasing Division. The first set will be provided to the Firm at no cost and subsequent sets or copies must be purchased for $25.00.

1.15. LAWS AND MUNICIPAL ORDINANCES

The Contractor shall be fully informed of all laws and municipal ordinances and regulation sin any manner affecting those engaged or employed in the work, or the equipment and materials used in the work, and all orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. The Contractor shall at all items observe and comply with all such existing laws, codes, ordinances, regulations, orders and decrees. In particular, all work shall be in compliance with the Laws of the State of Michigan, City Ordinances, as well as all other bodies having jurisdictional authority.

If the corporation is not a Michigan corporation, a "Certificate of Authority to Transact Business in the State of Michigan" if required by MCLA 450.2001, et. Seq., shall be submitted to the City by the successful bidder.

1.16. INSURANCE REQUIREMENTS

Prior to commencement of the Work, the Contractor shall purchase and maintain during the entire term of the project such insurance as will protect the Contractor, the City, and the Engineer(s) from claims arising out of the Work described in this contract and performed by the Contractor, Subcontractor(s), or Sub-subcontractor(s). The contractor's insurance policy shall be primary for the additional insured, and not excess over any policy held by the additional insured. The certificate of insurance must contain the following statement: The City of Portage, its agents, elected officials, and employees, is included as an additionally insured party. This insurance must consist of:

1.16.1. Workers Compensation

Workers Compensation insurance, including Employer's Liability to cover employee injuries or disease compensable under the Workers Compensation statues of the states in which work is conducted under this contract.

1.16.2. Comprehensive General Liability

A Comprehensive General Liability policy to cover bodily injury to persons other than employees and for damage to tangible property, including loss of use thereof, including the following exposures.

A) All premises and operations.

B) Explosion, collapse and underground damage.

C) Protective coverage for Independent Contractors or Subcontractors employed by the Contractor.

D) Contractual Liability for the obligation assumed in the Indemnification or Hold Harmless agreement found in the contract.

E) Personal Injury Liability endorsement with no exclusions pertaining to employment.

F) Products and Completed Operations coverage. This coverage shall extend through the contract guarantee period.

1.16.3. Comprehensive Automobile Liability

A Comprehensive Automobile Liability policy to cover bodily injury and property damage arising out of the ownership, maintenance or use of any motor vehicle, including owned, non-owned, and hired vehicles. In the light of standard policy provisions concerning (a) loading and unloading and (b) definitions pertaining to motor vehicles licensed for road use vs. unlicensed or self-propelled construction equipment, it is strongly recommended that the Comprehensive General Liability and the Comprehensive Auto Liability be written by the same insurance carrier, though not necessarily in one policy.

1.16.4. Umbrella or Excess Liability

The City, or representatives of the City, may for certain projects, require limits higher than those stated as follows. The Contractor is granted the option of arranging coverage under a single policy for the full limit required or by a combination of underlying policies with the balance provided by an Excess or Umbrella Liability policy equal to the total limit(s) requested. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy and shall apply to both the general liability, and to the automobile liability insurance of the Contractor.

1.16.5. Limits of Liability

The required limits of liability for insurance coverage shall not be less than the following:

A.	Workers Compensation	Statutory
B.	Comprehensive General Liability Combined Single Limit (including sub-contractors)	$1,000,000/occurrence
C.	Comprehensive Automobile Liability Combined Single Limit (Injury and Property Damage)	$1,000,000
D.	Umbrella or Excess Liability	$2,000,000

1.16.6. Notice of Cancellation or Intent not to Renew

The certificates of insurance indicated above shall be endorsed to provide prior written notice to the City of cancellation, material change in policy or of intent not to renew or cancellation notice for non-payment of premium.

1.16.7. Evidence of Coverage

The Insurance Certificates referenced above must be submitted within ten

(10) working days of notification of award and prior to the execution of any Work under this contract.

It shall be the responsibility of the Contractor to provide similar insurance for each Subcontractor, or to provide evidence that each Subcontractor carries insurance in like amounts, prior to the time such Subcontractor proceeds to perform under the contract.

1.17. Retainage Requirement

In accordance with the State of Michigan Public Act 524 of 1980, retainage will be withheld for any construction contract in excess of $30,000. Ten percent (10%) retainage will be withheld from the first fifty percent (50%) of the contracted amount.

1.18. Basis of Award

Award will be made to a responsive and responsible bidder whose Total Bid is determined by the City to be in the best interest of the City. No contract is created until it is executed by all parties.

1.19. Indemnification

To the fullest extent permitted by Laws and Regulations, the Contractor, at its sole cost and expense, shall indemnify and hold harmless the City and its officers, directors, employees, agents and consultants (hereinafter referred to as "Indemnified Parties") from and against all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from the performance of the Work or from the failure to comply with any covenant or term of the contract, provided that any such claim, cost, loss or damage: (i) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom or (ii) is caused in whole or in part by any act or omission of the Contractor, its agents, officers, contractors, subcontractors, employees, invitees, suppliers or any other person or entity, directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable. Provided, however, that the Contractor shall not be required to indemnify the Indemnified Party for injury, death, loss or damage caused by the sole negligence of the Indemnified Party. If such injury or damage is caused in whole or in part by the acts or omissions of the Indemnified Parties, then the indemnification obligation shall be reduced in proportion to the Indemnified Party's percentage of responsibility for such injury or damage.

In any and all claims against the City or any consultants, agents, officers, directors or employees of the City by any employee (or the survivor or personal representative of

such employee) of the Contractor, any Subcontractor, any Supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any such Subcontractor, Supplier or other person or organization under workers' compensation Acts, disability benefit Acts or other employee benefit Acts.

Insurance coverage required by the contractor constitutes the minimum requirements and those requirements shall in no way lessen or limit the liability of the contractor under the terms of the contract. The contractor shall procure and maintain at contractor's own cost and expense any additional claims or amounts of insurance that, in the judgment of the City, may be necessary for contractor's proper protection in the prosecution of the work.

2. SPECIFICATION

2.1. Project Description: Contractor will provide a complete reroof of the Hayloft Barn Theater using architectural shingles simulating cedar shakes. The Hayloft Barn Theater is located in the Bicentennial Park on Garden Lane. The City will provide a staging area. Contractor is responsible for disposal of materials and complete cleanup after completion of work. Contractor is responsible for maintaining the safety of the site during construction.

2.2. Schedule: Work will begin on or about April 28, 2014. All work to be completed within 14 consecutive calendar days. The project manager shall retain the right to stop work on the project if weather conditions do not provide unlimited use of materials and provide for workmanship as expected by the manufacturer of the roofing system. No work will be performed in rain, snow, sleet, etc. Work shall be completed during daylight hours.

2.3. Warranty: All shingles and materials will carry a thirty year guarantee. Workmanship will be guaranteed for a period of 10 years.

2.4. Description of the Work: The contractor will provide a sealed bed for roofing using ½ inch OSB plywood roof deck, ice/water shield, and a dimensional shingle.

2.4.1. The Contractor will provide a complete reroof of the Hayloft barn theatre using Certainteed Landmark Premium Dimensional shingles,

2.4.2. Contractor will remove existing roof, - cedar shakes, underlayment, nails and related flashing to expose all roof deck surfaces.

2.4.3. The Contractor will inspect roof deck for structurally compromised boards and sheathing. The City will be notified, prior to repairs commencing, of any areas requiring removal and replacement and cost of repairs.

2.4.4. The Contractor shall install new roof deck using ½ inch OSB exterior grade plywood with plywood clips for the entire roof over existing spaced slats.

2.4.5. The contractor will apply certainteed brand winterguard shingle ice and water shield or better on the entire wood decking underlayment. Ice and water shield will meet ASTM D1970 standards.

2.4.6. The Contractor will install Drip edging meeting or exceeding ASTM B209 standards on all roof edges. Drip edging will be non corrosive material, 0.03 thick aluminum new T style drip edges, white in color and match existing painted fascia.

2.4.7. Drip edging will need to be installed under the weather guard per manufacturer's specifications.

2.4.8. Install new prefabricated corrosion resistant pipe boot flashings as required. Provide sealant at all flashing interfaces for watertight seal.

2.4.9. The Contractor will apply new Certainteed brand Landmark Premium dimensional (architectural) shingles – color "Weathered Wood" in a neat and orderly manner following manufacturer's specifications. .

2.4.10. Install 72 foot new continuous ridge vent, using "Certainteed Rolled Ridge Filter Vent" or better. Ridge vent is to be covered with Weatherwood Certainteed ridge caps. Cut decking and shingle as necessary to install ridge and provide venting. Do not cut through any existing rafter or framing.

2.4.11. Uninstall and reinstall existing rain gutters to properly collect and direct water to existing downspouts.

2.4.12. The Contractor will safely uninstall existing lighting fixtures and connect and reinstall all without compromising new roof integrity.

2.4.13. The Contractor will be responsible for removal and disposal of all debris and supplies.

2.4.14. The City, at its own expense, shall provide contractor access to electrical service.

2.4.15. The contractor is required to make alternative arrangements for sanitary facilities at its own expense and to the satisfaction of the City's contract manager.

2.4.16. Submittals: The contractor shall provide submittals to the project manager. The project manager, prior to any authorized reproofing operations must review the submittals:

- Shop drawing of drip edge /flashings
- Shop drawing of ridge vents that will be installed.
- Any changes, substitutions or deviations from project or manufacturer's details
- Materials Safety Data Sheets (MSDS for all materials).
- The contractor shall furnish a detailed description on the compliance to the OSHA 1926.5000 fall protection.
- Drawing of Record shall be submitted by contractor to the project manager prior to final inspection. Shop drawing shall show the following items: Outline of roof to scale; location and type of all penetrations showing placement and type of flashing details.

2.5. Site and Protection Considerations:

2.5.1. The contractor shall provide the services of a competent superintendent from the beginning of work to the date of final completion of the contract. The contractor shall keep on the jobsite a competent representative in charge and any necessary assistants, all satisfactory to the city. The staff shall be competent and experienced workmen. The contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs connected with the work.

2.5.2. Apply roofing in dry weather. The Contractor will install shingles per manufacturer's instructions.

2.5.3. The Contractor will take every precaution to prevent water leakage and debris falling into the building interior.

2.5.4. Safety

- The Contractor is responsible for providing protection for falling debris during demolition and installation. Protection will include the entire work area.
- Wall surface protection including doorways and walkways will be provided by the Contractor.
- The Contractor will provide special protection in heavy traffic areas including temporary walkways and work platforms as necessary.
- Free fall of material over 20ft in height will not be allowed.

- Take all precautions to eliminate possible fire hazards at the site. All combustible debris shall be removed from the building and storage areas daily. All tarpaulin or other covers for stored materials shall be flameproof.

- No hazardous materials may be stored in any building at any stage of construction.

2.5.5. Site Cleanup

- After removal and installation the Contractor will be responsible for the clean up of all debris including the use of wheel-magnet and eye sight. Contractor will maintain the site in a safe manner at all times.

- The Contractor will be responsible for disposal of all materials. The Contractor is responsible for any charges, such as labor, landfill fees incurred in the disposal of materials.

2.6. Products and Materials

- Dimensional (Architectural) shingles Certainteed brand Landmark premium dimensional shingles – color "Weathered Wood"
- Flashing and Drip edge –non corrosive, Aluminum, white in color. ASTM B209 standards, 0.03 thick or better.
- Ice and water shield. -Certainteed brand winterguard shingle ice and water shield
- Fasteners – Per manufacturer's recommendations non corrosive nails.
- Plywood clips shall be used as fasteners when using ½ inch OSB exterior grade plywood
- Ridge vent - 72 foot new continuous ridge vent, using "Certainteed Rolled Ridge Filter Vent or another meeting or exceeding requirements. Ridge vent to be covered with Weatherwood Certainteed ridge caps.

2.6.1. All materials will be of new and of quality specified. Products are generally specified by ASTM or other reference if provided.

2.6.2. The City or Portage will approve of color and style of shingles before awarding of contract.

2.6.3. Upon request, the Contractor will furnish evidence as to quality of materials.

CITY OF PORTAGE
BID FORM

The undersigned has examined the specifications and sites of the work and is fully informed of the nature of the work and understands that the quantities shown are approximate and are subject to increase or decrease.

The undersigned hereby proposes to furnish all labor, construction equipment, materials and supplies; and to do all the work in strict accordance with the plans and specifications applying to the work specified for which prices are submitted.

The undersigned hereby acknowledges the fact that the City of Portage will award the project to the successful bidder conditional upon the availability of funds.

The City of Portage reserves the right to accept or reject any or all bids in the best interest of the City. Each division may be awarded separately or jointly as may be determined to be in the best interest of the City. The Contractor's qualifications to complete the work in a timely and satisfactory manner will be considered in making the award.

The undersigned affirms that in making such Proposal neither he nor any company that he may represent, nor anyone in behalf of him or company, directly or indirectly, has entered into any combination, collusion, undertaking or agreement with any other bidder or bidders to maintain the prices of said work, and further affirms that such proposal is made without regard or reference to any other bidder or Proposal and without any agreement or understanding or combination, either directly or indirectly, with any other person or persons with reference to such bidding in any way or manner whatsoever.

The undersigned hereby agrees that if the foregoing proposal shall be accepted by the City, he will within ten (10) consecutive calendar days after receiving notice of the acceptance of such proposal, enter into contract in the appropriate form to furnish the labor, materials and equipment necessary for the full and complete execution of the work, at and for the price named in his proposal; and, he will furnish the labor, materials and equipment necessary for the full and complete execution of the work, at and for the price named in his proposal; and, he will furnish the labor, materials and equipment necessary for the full and compete execution of the work, at and for the price named in his proposal. No contract is created until it is executed by all parties.

The undersigned affirms that he has examined the surface and subsurface conditions where the work is to be performed, the legal requirements and conditions affecting cost, progress or performance of the work and has made such independent investigations as the contract deems necessary.

The undersigned attaches hereto a bidder's bond in the sum of _____

_____Dollars ($_____) as required in the Instructions to Bidders, and the undersigned agrees that, in case he shall fail to fulfill his obligations under the foregoing Proposal and agreement, the City may, at its option, determine that the undersigned has abandoned his rights and interests in such Proposal and that the certified check or bidder's bond accompanying his proposal has been forfeited to the City; but otherwise, the Certified check or bidder's bond shall be returned to the undersigned upon the rejection of his Proposal.

Disclosure: Asphalt, concrete or other material(s) requiring removal from the job site will be disposed of at: _____

(address of disposal site*)

Name & Address of _____
Disposal Site Owner_____

*Attach separate Sheet(s) for multiple disposal sites.

Hayloft Barn Theater Re-Roof

Total Bid $_____

BIDDER FIRM:_____

BY:_____
Signature

DATE:_____

BY:_____
Print or Type

POSITION:_____

ADDRESS:_____

_____

PHONE:_____FAX:_____

CITY OF PORTAGE

CONTRACT

THIS CONTRACT made the _____ day of _____, 2014, by and between _____, hereinafter called the "Contractor," and the City of Portage, 7900 South Westnedge Avenue, Portage, Michigan 49002, hereinafter called the "City."

WITNESSETH, THAT the Contractor and the City for the consideration stated herein agree as follows:

ARTICLE I - SCOPE OF WORK

The Contractor shall perform everything to be performed and shall provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required to perform and complete in a workmanlike manner all the work required for Hayloft Barn Theater Reroofing Project all in strict accordance with the Specifications, including any and all addenda, which plans and specifications are made a part of this contract, and in strict compliance with the Contractor's proposal and other contract documents herein mentioned which are a part of this contract; and the Contractor shall do everything required by this contract and the other documents constituting a part hereof.

ARTICLE II - COMPENSATION TO BE PAID TO THE CONTRACTOR

In consideration of the completion of the work described herein and in fulfillment of all stipulations of this contract to the satisfaction and acceptance of the City, the City shall pay and the said Contractor further agrees to receive and accept payment based on the prices bid per unit for material and labor as set forth in the conformed copy of the Contractor's proposal (or bid) as filed with the City on the _____ day of _____, 2014, the sum of which shall be,

_____	$_____
(amount in words)	(in figures)

as full compensation for furnishing all the equipment and materials, and for the costs of all premiums on insurance and bonds and for doing all the work contemplated and specified in this contract; also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstructions or difficulties which may be encountered in the prosecution of the same; and for all risks of every description connected with the work; and for well and faithfully completing the work and the whole thereof, in full compliance with the Plans and Specifications and the requirements under them. Payments are to be made to the Contractor in accordance with and subject to the provisions embodied in the contract documents hereto attached.

ARTICLE III - COMPONENT PARTS OF THIS CONTRACT

This contract consists of the following component parts, all of which are as fully a part of this contract as if herein set out verbatim, or, if not attached, as if hereto attached.

1. Contract (this document)
2. City of Portage Contract Conditions and Specifications
3. Contractor's Proposal (or bid)
4. Notice to Bidders
5. Instructions to Bidders
6. Specifications

In the event that any provision in any of the above component parts of this contract conflicts with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed in four original counterparts the day and year first above written.

(SEAL) CONTRACTOR

Attest:

_____ By:_____
Signature

_____ _____
Print name and Title Print Name and Title

(SEAL) CITY OF PORTAGE

Attest:

_____ By:_____
Maurice S. Evans, City Manager

Approved as to Form:

_____
Randall L. Brown, Portage City Attorney

INSTRUCTIONS FOR EXECUTING CONTRACT WITH CITY OF PORTAGE

A. **If the contractor is a corporation, the following certificate must be executed:**

I,_____, certify that I am the Secretary of
print or type name
the corporate entity named as Contractor in the contract and that such corporate entity is a corporation in good standing in the State of _____ and has authority
print or type name of state
to transact business in the State of Michigan. [If the corporation is not a Michigan corporation, then a "Certificate of Authority to Transact Business in the State of Michigan" must be attached.] I certify that the contract between the City of Portage and _____, Inc.
print or type name of corporation
was validly executed on behalf of the corporation by _____
print or type name
who was then the _____ of said corporation and has the
print or type name of title
authority to bind the corporation to the contractual agreements pursuant to the authority of its governing body and by-laws and is within the scope of its corporate powers.

_____
Print or type name of corporation

Dated:_____, 20_____ By:_____
Its:_____

B. **If contractor is an LLC, the following certificate must be executed:**

I, _____, certify that I am a member of the
print or type name
Limited liability company named as Contractor in the contract and that such LLC is in good standing in the State of _____ and that the LLC has the
print or type name of state
authority to transact business in the State of Michigan. [If the LLC is not a Michigan LLC, then a "Certificate of Authority to Transact Business in the State of Michigan" must be attached.} I certify that the contract between the City of Portage and
_____ LLC
print or type name of LLC
was validly executed on behalf of the LLC by _____
print or type name
who was then a member of said LLC and has the authority to bind the LLC to contractual agreements and that such contract is within the scope of its powers.

_____
Print or type name of LLC

Dated:_____, 20_____ By:_____
Its:_____

C. **If the contractor is a sole proprietorship/partnership, the following certificate must be executed:**

I, _____, certify that I am the
print or type name

owner/partner of the company named as Contractor in the contract and that I have the authority to bind _____, to contractual
print or type name of business (insert d/b/a if one exists)

agreements.

_____
Print or type name of company/DBA

Dated:_____, 20_____ By:_____
Its:_____

Notes to Certificate:

1. The full name and business address of the Contractor must be inserted in the contract and the contract must be signed with his/her official signature. The name of the signing party or parties are to be typewritten or printed under all signatures of the contract.

2. If the contract is signed by the secretary of the corporation, the above certificate must be executed by some other officer of the corporation, under the corporate seal. In lieu of the foregoing certificate, there may be attached to the contract copies of so much of the records of the corporation and will show the official character and authority of the officers signing, duly certified by the secretary or assistant secretary under the corporate seal to be true copies.

3. If the Contractor is operating as a partnership, each partner must sign the contract, or if not signed by each partner, there must be attached to the contract a duly authenticated power of attorney evidencing the signer's (signers') authority to sign such contract and on behalf of the partnership.

4. If the Contractor is an individual, the trade name (if the Contractor is operating under a trade name) must be indicated in the contract and the contract must be signed by such individual. If signed by someone other than the Contractor, there must be attached to the contract a duly authenticated power of attorney evidencing the signer's authority to execute such contract for and in behalf of the Contractor.

5. If an LLC, the contract must be signed by a member of the LLC. If signed by someone other than the member, there must be attached to the contract the duly authenticated power of attorney evidencing the signer's authority to execute such contract for and on behalf of the contractor.

CITY OF PORTAGE

LABOR AND MATERIAL BOND

KNOW ALL MEN BY THESE PRESENTS, that we, _____, hereinafter called the Principal, and _____, hereinafter called the Surety, are held and firmly bound unto CITY OF PORTAGE, 7900 South Westnedge Avenue, Portage, Michigan 49002, in the sum of _____ Dollars ($_____) lawful money of the United States of America, to the Payment whereof, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated this _____ day of _____, _____.

WHEREAS, the above named Principal has entered into a certain contract with the CITY OF PORTAGE dated the _____ day of _____, _____ (hereinafter called the "Contract") for _____ (**name of project**), which contract and specifications for said work shall be deemed a part hereof as fully if set out herein.

AND WHEREAS, this bond given in compliance with and subject to the provisions of Act No. 213 of the Public Acts of Michigan, for the year 1963.

NOW, THEREFORE, the condition of this obligation is such that if payment shall be made by the Principal to any Subcontractor or by him or any Subcontracts as the same may become due and payable of all indebtedness which may arise from him to a Subcontractor or a party performing labor or furnishing materials or supplies, or any Subcontractor to any person, firm, or corporation on account of any labor performed or materials or supplies furnished in the performance of said contract, then this obligation shall be void, otherwise the same shall be in full force and effect.

AND PROVIDED, that any alterations which may be made in the terms of said contract, or in the work to be done under it, or the giving by the party of the first part to said contract any extension of time for the performance of said contract or any other forbearance on the part of either party to the other, shall not in any way release the Principal and the Surety or either of them, their heirs, executors, administrators, successors or assigns from any liability hereunder, notice to the Surety of any such alterations, extensions of time or of any forbearance being hereby waived.

IN WITNESS THEREOF, the parties thereto have caused this instrument to be executed by their respective authorized officers this _____ day of _____, _____.

Signed, sealed, and delivered in the presence of:	:	PRINCIPAL:
_____		_____
_____		Its:_____
		SURETY:
_____		_____
_____		_____

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, THAT _____

Contractors, as principal and _____,

as surety, are held and firmly bound unto the_____

in the sum of _____

Dollars ($_____) to be paid to the City for which payment well and truly to be made we, jointly and severally bind ourselves, our heirs, executors, administrators, and assigns firmly by the presents.

THE CONDITIONS OF THE ABOVE OBLIGATIONS ARE SUCH THAT, WHEREAS, the said

_____did, on the _____ day of _____, 20_____

enter into contract with the City for the_____.

NOW, THEREFORE, if said Contractor shall save and hold harmless the said CITY from all public liability and damages of every description in connection therewith, shall well and faithfully in all things fulfill the said contract according to all the conditions and stipulations therein contained in all respects, and shall save and hold harmless the said CITY from and against all liens and claims of every description in connection therewith, then this obligation shall be void and of no effect; but otherwise it shall remain in full force and virtue, and, in the event that said CITY shall extend the time for completion of said work or otherwise modify elements of the contract in accordance with provisions thereof, such extension of item or modification of the contract shall not in any way release the sureties of this bond.

WITNESS our hands and seal this _____ day of _____, 20___.

WITNESSES:

_____ _____(Seal)
Principal

_____ _____(Seal)
Surety