

1.1 CONTRACT BIDDER'S CHECKLIST

THIS FORM IS A REFERENCE TOOL FOR BIDDING CONTRACTORS

The following forms **MUST** be completed:

Form	Completed?	
	Yes	No
1. Transmittal Letter for Bid Proposal (must acknowledge addenda received)		
2. Bidder Certification and Agreement		
3. Bid Tabulation		
4. Bid Bond Proposal (must be 5% of total bid)		
5. Non-Collusion Affidavit of Prime Bidder		
6. List of Proposed Sub-Contractors		
7. Disadvantaged Contractor Affidavit (if applicable)		

Actual Completion of All Required Forms is the **Sole Responsibility of the Bidder**

FAILURE TO COMPLETE THE NECESSARY FORMS MAY RESULT IN BID REJECTION.

1.2 TRANSMITTAL LETTER FOR BID PROPOSAL

Bidder/Company Name _____

Name & Title of Head of Company _____

Street Address _____

City, State, ZIP _____

Phone _____

E-mail _____

Date _____

**CITY OF MUSKEGON, MICHIGAN
933 TERRACE ST.
MUSKEGON, MI 49443-0536**

RE: Project No. H 1720

Project Title: Remembrance Drive Extension

Dear Awarding Agent,

Having examined the Bid Specifications and Contract Documents, including all forms and instructions, and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, and having received and reviewed the following Addenda:

Addendum No. 1; Pre-Bid Conference Minutes

I/We hereby propose to furnish all labor, materials and supplies, and to construct the project in accordance with the Contract Documents and at the prices indicated in the attached Bid Proposal. Submitted prices are to cover all expenses incurred in performing the work required under the Contract Document, of which this letter and attached Proposal are a part.

In accordance with the Instructions to Bidders, all appropriate documents, forms, etc., have been properly completed and are attached hereto, along with the Bidder Certification and Agreement, List of Subcontractors, Non-Collusion Affidavits, and the proper Bid Guaranty.

I/We hereby respectfully submit the attached Bid Proposal for consideration by the City of Muskegon on the above-referenced Project.

Signature of Bidder/Representative

Printed Name and Title

1.3 BIDDER CERTIFICATION AND AGREEMENT

PART I. The Undersigned hereby agrees:

That he/she has examined the Bid Specifications/Contract Documents, including specifications, forms and instructions;

That he/she has received and reviewed the following Addenda:

ADDENDUM NO. I (PRE-BID CONFERENCE MINUTES)

That he/she has examined the Site of the proposed work and is familiar with all of the conditions surrounding the construction of the proposed project and the availability of materials and labor.

PART II. The Undersigned hereby agrees:

That he/she will enter into a contract to furnish the labor, materials, tools and construction equipment necessary for the full and complete execution of the work at and for the prices indicated in his/her official Bid Proposal, if said Proposal is accepted by the City;

That, at the time of execution of said Contract, he/she will furnish requisite bonds with such sureties (or letters of recommendation accompanied by a Bidder's Statement) for the faithful performance of the Contract, for the payment of all materials used therein, and for all labor expended thereon in accordance with the forms and instructions provided;

That he/she will construct the project in accordance with the Contract Documents within the specified time.

PART III. The Undersigned hereby agrees:

To commence work within 10 days after the date of a "Notice of Award" from the City.

To complete the work on, before or within ten (10) weeks from "Notice to Proceed" To comply with all applicable Adopted Guidelines and requirements, wage rates, labor standards, equal opportunity requirements, subcontract (or) requirements, and any other specifications indicated or referred to within these Contract Documents.

The Undersigned herewith attaches an Affidavit in proof that he/she has not entered into a collusive agreement with any person in respect to this Bid or any other bid, or the submitting of bids for the Contract for which this Bid is submitted.

The Undersigned is prepared to submit a Statement of Bidder's Qualifications, a financial statement, and/or any information requested by the City.

However, once work has commenced the project shall be completed without interruption of normal working days unless authorized in writing by the Engineer.

PART IV

In regard to non-segregated facilities, the Undersigned certifies:

That he/she does not maintain or provide for any employees any segregated facilities at any of his/her establishments;

That he/she does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained;

That he/she will not maintain or provide for employees any segregated facilities at any of his/her establishments, and that he/she will not permit employees to perform their services at any location under his/her control where segregated facilities are maintained.

The Undersigned hereby agrees:

That a breach of this section of the Bidders Certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this Bid.

That he/she will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause (unless already obtained for specific time periods), and that he/she will retain such certifications on file.

[As used in this section of this Bidder Certification, the term “segregated facilities” means any waiting rooms, work areas, restrooms, and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin, because of habit, local custom, or otherwise.]

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

SIGNED: _____ DATED: _____

(Printed name)

(Title)

(Company/Bidder)

(Company/Bidder Street Address)

(Company/Bidder City, State Zip)

1.5 BID TABULATION

Project Engineer: Ryan Arends, P.E. Project Number: H 1720

Project description: Remembrance Drive Extension

Bids opened: August 17, 2018

Line Item	Pay Code	Description	Units	Quantity	Contractor Estimate	
					Unit Price	Total
1	1500001	Mobilization, Max 10%	LSUM	1		
2	2020002	Tree, Rem, 19 inch to 36 inch	Ea	4		
3	2020004	Tree, Rem, 6 inch to 18 inch	Ea	3		
4	2030015	Sewer, Rem, Less than 24 inch	Ft	15		
5	2040020	Curb and Gutter, Rem	Ft	330		
6	2040021	Curb, Rem	Ft	800		
7	2040050	Pavt, Rem	Syd	100		
8	2040080	Exploratory Investigation, Vertical	Ft	50		
9	2050041	Subgrade Undercutting, Type II	Cyd	675		
10	2057002	Roadway Grading	Sta	14		
11	2080036	Erosion Control, Silt Fence	Ft	1000		
12	2087050	Erosion Control, Inlet Protection, Silt Bag	Ea	6		
13	3027011	Aggregate Base, 8 inch, 21AA, Modified	Syd	2200		
14	3050002	HMA Base Crushing and Shaping	Syd	3450		
15	3057011	Salvaged Crushed Material, 8 inch	Syd	3200		
16	4020600	Sewer, CI E, 12 inch, Tr Det B	Ft	48		
17	4027001	Storm Sewer, Dual Wall Perforated ADS N12 w/ Sock, 18 inch, Tr Det B	Ft	420		
18	4030312	Dr Structure, Tap, 12 inch	Ea	1		
19	4037050	Catch Basin Special Detail	Ea	5		
20	4037050	Dr Structure Cover, Type K, Modified	Ea	5		
21	4037050	Dr Structure Cover, Adj, Case I, Modified	Ea	1		
22	4037050	Dr Structure Cover, Type B, Modified	Ea	1		
23	4037050	Dr Structure Cover, Type Q, Modified	Ea	6		
24	5010005	HMA Surface, Rem	Syd	550		
25	5010025	Hand Patching	Ton	15		
26	5010045	HMA, 3E3	Ton	980		
27	5010051	HMA, 4E3	Ton	655		
28	5010061	HMA Approach	Ton	50		
29	8010005	Driveway, Nonreinfc Conc, 6 inch	Syd	25		
30	8027001	Curb and Gutter, Conc, Det F4, Modified	Ft	2980		
31	8027001	Driveway Opening, Conc, Det M, Modified	Ft	150		
32	8030030	Curb Ramp Opening, Conc	Ft	30		
33	8030036	Sidewalk Ramp, Conc, 6 inch	Sft	400		
34	8037001	Detectable Warning Surface, Modified	Ft	25		
35	8100371	Post, Steel, 3 lb	Ft	65		
36	8100402	Sign, Type III, Erect, Salv	Ea	3		
37	8100405	Sign, Type IIIB	Sft	45		
38	8110041	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	Ft	110		
39	8110045	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	Ft	15		
40	8110232	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	600		
41	8120022	Barricade, Type III, High Intensity, Lighted, Furn	Ea	8		
42	8120023	Barricade, Type III, High Intensity, Lighted, Oper	Ea	8		
43	8120030	Channelizing Device, 42 inch, Furn	Ea	50		
44	8120031	Channelizing Device, 42 inch, Oper	Ea	50		
45	8120170	Minor Traf Devices	LSUM	1		
46	8120350	Sign, Type B, Temp, Prismatic, Furn	Sft	400		
47	8120351	Sign, Type B, Temp, Prismatic, Oper	Sft	400		
48	8120352	Sign, Type B, Temp, Prismatic, Special, Furn	Sft	75		
49	8120353	Sign, Type B, Temp, Prismatic, Special, Oper	Sft	75		
50	8167011	Turf Establishment	Syd	4500		
51	8167021	Landscape Mulch, Wood	Cyd	25		
52	8237050	Valve Box, Adjust	Ea	2		
53	8257001	Sanitary Sewer, Rem, Less than 24 inch	Ft	55		
54	8257050	Sanitary Manhole Special Detail	Ea	5		
55	8257050	Sanitary Manhole Special Detail, w/ Drop Connection	Ea	1		
56	8257050	Sanitary Sewer Bulkhead, 12 inch	Ea	2		
57	8257050	Sanitary Sewer Tap, 12 inch	Ea	2		
58	8507001	Sanitary Sewer Lateral, PVC SDR 35, 6 inch, Tr Det B	Ft	70		
59	8507001	Sanitary Sewer, PVC SDR 35, 12 inch, Tr Det B	Ft	1370		

TOTAL BID AMOUNT: _____

1.6 BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned,

_____ as PRINCIPAL, and
(Name of Principal)

_____ as SURETY are held and firmly bound unto
(Name of Surety)

The City of Muskegon, Michigan, in the penal sum of _____

_____ dollars, (\$ _____) lawful money
of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our
heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has

submitted the Accompanying Bid, dated _____, 20____,

for _____.

NOW, THEREFORE, if the Principal shall not withdraw said Bid within the period specified for
withdrawal; and shall within ten (10) days after the prescribed forms are presented for signature enter into
a written Contract with the City of Muskegon in accordance with the Bid as accepted, and give bond with
good and sufficient surety or sureties, as may be required for the faithful performance and proper
fulfillment of such Contract; or

In the event of the withdrawal of said Bid within the period specified for withdrawal, or the failure to
enter into such contract and give such bond within the time specified; and if the Principal shall pay the
City of Muskegon the difference between the amount specified in said Bid and the amount for which the
City of Muskegon may procure the required work or supplies or both, if the latter be in excess of the
former.

THEN the above obligation shall be void and of no effect; otherwise shall remain in full force and virtue

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument

Under their several seals this _____ day of _____, 20____
the name and corporate seal of each corporate party being hereto affixed and these presents signed by its
undersigned representative, pursuant to authority of its governing body.

In presence of

_____ (SEAL)
(Individual Principal)

Business Address including Zip Code

Partnership

Business Address including Zip Code Attest:

By:

(SEAL)

Corporate Principal

Business Address including Zip Code Attest:

By:

Affix
Corporate
Seal

Countersigned

By

Attorney-in-fact, State of _____

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the _____, Secretary of the Corporation named as Principal in the within Bond; that

_____, who signed the said Bond on behalf of the

Principal was then _____ of said Corporation; that I know his/her signature, and his/her signature thereto is genuine; and that said bond was duly signed, sealed, and attested to for and in behalf of said Corporation by authority of this governing body.

Affix
Corporate
Seal

By: _____

Title: _____

1.8 LIST OF PROPOSED SUBCONTRACTORS

Project Number: _____

Project Name: _____

To be submitted by each Bidder with Bid Proposal in accordance with Para. 8, Part 1, Section 1. Before a subcontract is executed by the successful Bidder, the subcontractor must be approved by the City of Muskegon and the required documents executed in accordance with the Contract Documents.

1. NAME OF FIRM _____
- FIRM ADDRESS _____
- _____

2. NAME OF FIRM _____
- FIRM ADDRESS _____
- _____

3. NAME OF FIRM _____
- FIRM ADDRESS _____
- _____

4. NAME OF FIRM _____
- FIRM ADDRESS _____
- _____

5. NAME OF FIRM _____
- FIRM ADDRESS _____
- _____

6. NAME OF FIRM _____
- FIRM ADDRESS _____
- _____

7. NAME OF FIRM _____
- FIRM ADDRESS _____
- _____

1.9 DISADVANTAGED CONTRACTOR AFFIDAVIT

Project Number: _____

Project Name: _____

Please provide the name(s) of all Disadvantaged subcontractors from whom you solicited bids for this project and additional information below.

Disadvantaged Contractor:	Contact Person:	Contact Method/Date:	Decision (Yes or No):
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Of the Disadvantaged Contractors listed above, please indicate why they will not be used on this project.

Disadvantage Contractor:	Decision/Reason:
1. _____	_____ _____
2. _____	_____ _____
3. _____	_____ _____
4. _____	_____ _____

1.10 STATEMENT OF BIDDER'S QUALIFICATIONS

(To be submitted by the Bidder upon specific request of City of Muskegon unless in connection with Letters of Recommendation in lieu of Performance Bond as provided in Section 1. The Statement of Bidder's Qualifications as follows must accompany the four Letters.)

1.10.1 SUMMARY OF BIDDER'S INFORMATION TO BE PROVIDED:

Each of the following items must be responded to in writing, and the information provided thereby must be clear and understandable. Upon completion, the Statement must be signed by the Bidder in front of a Notary Public and notarized. The Bidder may supply such additional information as desired after responding to each of these items:

1. NAME OF BIDDER (Company, individual, etc.)
2. PERMANENT MAIN OFFICE ADDRESS OF BUSINESS INCLUDING ZIP CODE.
3. DATE BUSINESS WAS ESTABLISHED.
4. IF A CORPORATION, WHERE WAS IT INCORPORATED?
5. NUMBER OF YEARS ENGAGED IN CONTRACTING BUSINESS UNDER PRESENT NAME? FIRM OR TRADE NAME? UNDER A PREVIOUS NAME?
6. SCHEDULE OF OUTSTANDING CONTRACTS, showing amount of each contract and the anticipated completion date of each.
7. GENERAL CHARACTER OF WORK PERFORMED BY YOUR COMPANY.
8. HAS THIS COMPANY EVER FAILED TO COMPLETE ANY WORK AWARDED IT?
If so, WHERE AND WHY?
9. HAS THIS COMPANY EVER DEFAULTED ON A CONTRACT?
If so, WHERE ANY WHY?
10. LIST THE PROJECTS RECENTLY COMPLETED BY YOUR COMPANY, stating approximate cost of each and the month/year completed. Indicate which, if any, have provided your company with a Letter of Recommendation.
11. INDICATE EXPERIENCE IN CONSTRUCTION WORK SIMILAR TO THIS PROJECT.
12. LIST YOUR MAJOR EQUIPMENT AVAILABLE FOR THIS CONTRACT.
13. INDICATE BACKGROUND AND EXPERIENCE OF THE PRINCIPAL MEMBERS OF YOUR ORGANIZATION, INCLUDING OFFICERS.
14. INDICATE CREDIT AVAILABLE TO YOUR COMPANY.
15. LIST BANK REFERENCES. If a detailed financial statement is available attach it to this statement.

16. ARE YOU WILLING TO COMPLETE A DETAILED FINANCIAL STATEMENT AND FURNISH ANY OTHER INFORMATION REQUIRED AND REQUESTED BY THE CITY OF MUSKEGON?
17. INCLUDE THE FOLLOWING STATEMENT: "The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the City of Muskegon in verification of the recitals comprising this Statement of Bidder's Qualifications."
18. INCLUDE THE FOLLOWING AT THE END OF YOUR STATEMENT:

Dated this _____ day of _____, 20____.

COMPANY/BIDDER NAME

SIGNATURE

PRINTED NAME AND TITLE OF PERSON SIGNING

19. INCLUDE OFFICIAL NAME AND DATA FOR NOTARY PUBLIC TO NOTARIZE DOCUMENT.