



March 25, 2021

Bidder:

The Traverse City Downtown Development Authority will receive sealed bids in the office of the Chief Executive Officer (CEO), 303 E. State Street , Traverse City, Michigan 49684, until **Friday, April 23, 2021 at 2:00 PM** for the following:

**Generator Replacement
City Opera House**

If the specifications are obtained from the City's website link at: http://www.traverscitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to ksherdan@traverscitymi.gov

The Traverse City Downtown Development Authority reserves the right to accept or reject any or all bids, waive irregularities and to accept the bids either on an entire or individual basis that is in the best interest of the DDA.

The DDA accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for **City Opera House Generator Replacement**.

You must submit three (3) Sealed Copies of the bid to the CEO's office prior to the above indicated time and date or the bid will not be accepted. E-Mail bids will also be accepted and should be sent to jean@downtowntc.com. All bids will be opened at **2:30 PM** on **April 23, 2021** at the DDA office.

If you have any questions, please contact Jean Derenzy, DDA CEO at 231-922-2050 before the bid is submitted.

PLEASE SUBMIT BID TO: Jean Derenzy, Chief Executive Officer
Traverse City Downtown Development Authority
303 E. State Street
Traverse City, MI 49686

INTENT & SCOPE OF WORK

The Traverse City Downtown Development Authority (DDA) is requesting bids from experienced contractors for the scheduled replacement of one rooftop generator unit for the City Opera House. This scope of services shall include the removal of 40 batteries (with an anticipated scrap price of \$444.00) and an inverter, as well as the installation, examination, maintenance and state-required testing of the newly installed generator.

The site of the work is at the City Opera House (106 E. Front Street) and consists of the following components:

- Replace the inverter
- Provide a NFPA 110 10 second transfer generator with switch (or a comparable generator)
- Gas line installation
- Identify within bid, the make and model of the generator proposed
- Removal of batteries currently contained in the Opera House (scrap price noted above)
- Determine the best placement of the generator (e.g., the roof or alley)
- Contractor must pull all the necessary permits and obtain necessary approval inspections

MANDATORY RE-BID MEETING

Contractors submitting bids must attend a pre-bid meeting at which the DDA and Opera House staff will review the system included in the request for proposals and conduct tours of the facility. The pre-bid meeting is scheduled for **Monday, April 5th at 10:00 AM** and will be held at the Opera House at 106 East Front Street. Meet on the ground level in the alleyway of the building.

This pre-bid meeting will also identify possible locations for the generator on the roof or the alleyway. The Bidder shall specify the preferred location and identify reasoning for such location.

REQUIRED WORK TO BE COMPLETED BY OWNER

Upon receipt of Bid, for any generator identified to be located on the roof, the DDA will work with Trison Engineering.

WORK AUTHORIZED AS SERVICE ORDER

The Bid shall specifically identify where the proposed generator will be located. Prior to submission of the bid, Contractor shall make and shall be deemed to have made a careful examination of the site, any plans, specifications, Service Order as included herewith, and shall have become informed as to the location and nature of the proposed project, general local conditions and all other matters that may affect the cost and time of completion of the project. Ignorance of conditions that now exist or that may hereafter exist, or of any conditions or difficulties that may be encountered in the execution of the work as a result of failure to make such examination or becoming so informed, will not be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill in every respect all of the requirements of the Service Order, and will not be accepted as a basis for any claim for extra compensation or extension of time.

Bidder - Please complete and return

BID SUMMARY

TITLE: City Opera House Generator Replacement

DUE DATE: Friday, April 23, 2021 at 2:00 PM

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the DDA and City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or

- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the DDA indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the DDA, including but not limited to, any of the following offenses or violations of:
 - i. The Natural Resources and Environmental Protection Act.
 - ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
 - iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
 - iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
 - v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

- (f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the DDA reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the DDA. The bid will be evaluated and awarded on the basis of the best value to the DDA. The criteria used by the DDA may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the DDA. The DDA is a sales tax exempt Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone Fax

City, State, Zip

EMAIL ADDRESS:

Sole proprietorship/partnership/corporation

_____ If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. _____

Contact Person: _____ Telephone: _____

2. _____

Contact Person: _____ Telephone: _____

3. _____

Contact Person: _____ Telephone: _____

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. _____

Contact Person: _____ Telephone: _____

Services to be Performed: _____

2. _____

Contact Person: _____ Telephone: _____

Services to be Performed: _____

3. _____

Contact Person: _____ Telephone: _____

Services to be Performed: _____