



CITY of NOVI CITY COUNCIL

Agenda Item 7
March 25, 2013

SUBJECT: Approval to award a unit price Water Service Connections contract to D&D Water and Sewer, Inc., the low bidder, for a term of one year with three 1-year renewal options for an estimated annual amount of \$140,630.

SUBMITTING DEPARTMENT: Department of Public Services, Water & Sewer Division

CITY MANAGER APPROVAL:

| | |
|-----------------------------------|--|
| EXPENDITURE REQUIRED | \$140,630 (estimated cost for one year) |
| ADDITIONAL AMOUNT REQUIRED | N/A |
| LINE ITEM NUMBER | 592-592-00-748-100 (Water & Sewer Fund) |

BACKGROUND INFORMATION:

The water service connections contract provides the City of Novi with commercial and residential water connections to water mains (water taps), and as-needed emergency support services during water main breaks. For newly-constructed commercial and residential sites, water service connections are funded through water connection permit fees.

Four bids were received on March 7, 2013 after the attached Invitation to Bid was publicly advertised on the Michigan Inter-Governmental Trade Network (MITN) website. The attached bid tabulation lists the unit prices received from each bidder, and includes estimated quantities for base bid work (i.e., water service connections) based on actual quantities of work completed in FY2012/2013. Bidders also provided unit pricing for less common water service work that may be required over the contract's term (i.e., support services during and after emergency water main breaks).

D & D Water and Sewer, Inc. submitted the lowest responsive, responsible bid based on extending unit prices over estimated quantities. Overall, D&D submitted the lowest unit prices in 26 out of the total of 29 bid items.

The City of Novi has used D & D since 2004, during which time D&D has provided exemplary service to the City and our water customers. The firm's principal, Mark DiMichelle, is licensed as a Professional Engineer in the State of Michigan who has personally responded to at least five requests for service during water main break emergencies.

RECOMMENDED ACTION: Approval to award a unit price Water Service Connections contract to D&D Water and Sewer, Inc., the low bidder, for a term of one year with three 1-year renewal options for an estimated annual amount of \$140,630.

| | 1 | 2 | Y | N |
|-------------------------------|---|---|---|---|
| Mayor Gatt | | | | |
| Mayor Pro Tem Staudt | | | | |
| Council Member Casey | | | | |
| Council Member Fischer | | | | |

| | 1 | 2 | Y | N |
|--------------------------------|---|---|---|---|
| Council Member Margolis | | | | |
| Council Member Mutch | | | | |
| Council Member Wrobel | | | | |

WATER SERVICE CONNECTION CONTRACT - BID TABULATION

| Description | Unit of Measure | D&D Water & Sewer | Qty | Extended Price | Watertap, Inc. | Qty | Extended Price |
|--|-----------------|--|-----|-------------------|---|-----|-------------------|
| A. Base Bid - Water Service Connections | | | | | | | |
| 1" Short (30' or less) | each | \$ 690 | 122 | 84,180 | \$ 750 | 122 | \$ 91,500 |
| 1" Long (31-60') | each | \$ 1,100 | 42 | 46,200 | \$ 950 | 42 | \$ 39,900 |
| Addl footage over 60' | per ft | \$ 15 | 230 | 3,450 | \$ 15 | 230 | \$ 3,450 |
| 1-1/2" Short (30' or less) | each | \$ 1,100 | - | - | \$ 1,400 | - | \$ - |
| 1-1/2" Long (31-60') | each | \$ 1,700 | - | - | \$ 2,000 | - | \$ - |
| Addl footage over 60' | per ft | \$ 18 | - | - | \$ 18 | - | \$ - |
| 2" Short (30' or less) | each | \$ 1,600 | 2 | 3,200 | \$ 2,000 | 2 | \$ 4,000 |
| 2" Long (31-60') | each | \$ 2,300 | - | - | \$ 3,200 | - | \$ - |
| Addl footage over 60' | per ft | \$ 19 | - | - | \$ 25 | - | \$ - |
| Site Restoration | per hour | \$ 40 | - | - | \$ 40 | - | \$ - |
| Sod with topsoil | per sq yard | \$ 12 | 300 | 3,600 | \$ 12 | 300 | \$ 3,600 |
| B. 24 Hour Water Main Work | | | | | | | |
| Directional drill up to 2" line | per ft | \$ 18 | - | - | \$ 21 | - | \$ - |
| Dig thru frost | per tap | \$ 100 | - | - | \$ 150 | - | \$ - |
| Minimum chg-main break- (7:30am-4pm) | each | \$ 200 | - | - | \$ 500 | - | \$ - |
| Minimum chg- main break (after 4 pm) | each | \$ 200 | - | - | \$ 1,000 | - | \$ - |
| Backhoe w/operator (7:30 am-4 pm) | per hour | \$ 75 | - | - | \$ 80 | - | \$ - |
| Backhoe w/operator (after 4 pm) | per hour | \$ 95 | - | - | \$ 100 | - | \$ - |
| Laborer (7:30am - 4 pm) | per hour | \$ 40 | - | - | \$ 54 | - | \$ - |
| Laborer (after 4 pm) | per hour | \$ 50 | - | - | \$ 68 | - | \$ - |
| Dump truck up to 10 cu yds (24/7) | per hour | \$ 65 | - | - | \$ 75 | - | \$ - |
| Hydraulic excavator to 3 cu yds (24/7) | | \$ 100 | - | - | \$ 180 | - | \$ - |
| Mobilize excavator to 3 cu yds (24/7) | each | \$ 400 | - | - | \$ 600 | - | \$ - |
| Abandon water service | each | \$ 250 | - | - | \$ 400 | - | \$ - |
| Labor & equipment to remove & replace fire hydrant | each | \$ 1,500 | - | - | \$ 650 | - | \$ - |
| Additional charges for HDPE fusion taps | each | \$ 30 | - | - | \$ 150 | - | \$ - |
| Pipe bursting up to 8" water main | per ft | \$ 70 | - | - | n/a | - | \$ - |
| Remove and replace curb box & rod | each | \$ 175 | - | - | \$ 200 | - | \$ - |
| Site Restoration | per hour | \$ 40 | - | - | \$ 40 | - | \$ - |
| Sod with topsoil | per square | \$ 12 | - | - | \$ 12 | - | \$ - |
| Exceptions | | | | | Not equipped for pipe bursting. Pre-stressed concrete taps w/saddle and corporation. Excludes excavating chrg. | - | |
| Comments | | Addtl. Cost to tap 24" prestressed concrete water main for 1", 1.5" 2" water taps add \$500. | | | 24x1"-\$500ea, 1.5"-\$600ea, 2"-\$800ea. Can also provide line stops 4"-16" next day; valve insert 4"-12" next day. | - | |
| TOTAL ESTIMATED ANNUAL PRICE: | | | | \$ 140,630 | | | \$ 142,450 |

WATER SERVICE CONNECTION CONTRACT - BID TABULATION

| Description | Unit of Measure | Pacitto & Forest | Qty | Extended Price | R. A. Johnson & Sons | Qty | Extended Price |
|--|-----------------|---|-----|-------------------|---|-----|-------------------|
| A. Base Bid - Water Service Connections | | | | | | | |
| 1" Short (30' or less) | each | \$ 850 | 122 | \$ 103,700 | \$ 1,100 | 122 | \$ 134,200 |
| 1" Long (31-60') | each | \$ 1,250 | 42 | \$ 52,500 | \$ 2,200 | 42 | \$ 92,400 |
| Addl footage over 60' | per ft | \$ 20 | 230 | \$ 4,600 | \$ 20 | 230 | \$ 4,600 |
| 1-1/2" Short (30' or less) | each | \$ 2,150 | - | \$ - | \$ 1,675 | - | \$ - |
| 1-1/2" Long (31-60') | each | \$ 2,725 | - | \$ - | \$ 2,925 | - | \$ - |
| Addl footage over 60' | per ft | \$ 25 | - | \$ - | \$ 25 | - | \$ - |
| 2" Short (30' or less) | each | \$ 2,750 | 2 | \$ 5,500 | \$ 1,890 | 2 | \$ 3,780 |
| 2" Long (31-60') | each | \$ 3,700 | - | \$ - | \$ 3,240 | - | \$ - |
| Addl footage over 60' | per ft | \$ 35 | - | \$ - | \$ 30 | - | \$ - |
| Site Restoration | per hour | \$ 50 | - | \$ - | \$ 85 | - | \$ - |
| Sod with topsoil | per sq yard | \$ 35 | 300 | \$ 10,500 | \$ 9 | 300 | \$ 2,700 |
| B. 24 Hour Water Main Work | | | | | | | |
| Directional drill up to 2" line | per ft | \$ 20 | - | \$ - | \$ 20 | - | \$ - |
| Dig thru frost | per tap | \$ 250 | - | \$ - | \$ 225 | - | \$ - |
| Minimum chg-main break- (7:30am-4pm) | each | \$ 1,000 | - | \$ - | \$ 2,000 | - | \$ - |
| Minimum chg- main break (after 4 pm) | each | \$ 1,500 | - | \$ - | \$ 3,000 | - | \$ - |
| Backhoe w/operator (7:30 am-4 pm) | per hour | \$ 95 | - | \$ - | \$ 185 | - | \$ - |
| Backhoe w/operator (after 4 pm) | per hour | \$ 115 | - | \$ - | \$ 185 | - | \$ - |
| Laborer (7:30am - 4 pm) | per hour | \$ 50 | - | \$ - | \$ 50 | - | \$ - |
| Laborer (after 4 pm) | per hour | \$ 70 | - | \$ - | \$ 65 | - | \$ - |
| Dump truck up to 10 cu yds (24/7) | per hour | \$ 75 | - | \$ - | \$ 95 | - | \$ - |
| Hydraulic excavator to 3 cu yds (24/7) | | \$ 140 | - | \$ - | \$ 225 | - | \$ - |
| Mobilize excavator to 3 cu yds (24/7) | each | \$ 250 | - | \$ - | \$ 300 | - | \$ - |
| Abandon water service | each | \$ 250 | - | \$ - | \$ 600 | - | \$ - |
| Labor & equipment to remove & replace fire hydrant | each | \$ 2,250 | - | \$ - | \$ 1,100 | - | \$ - |
| Additional charges for HDPE fusion taps | each | \$ 150 | - | \$ - | \$ 250 | - | \$ - |
| Pipe bursting up to 8" water main | per ft | \$ 125 | - | \$ - | \$ 70 | - | \$ - |
| Remove and replace curb box & rod | each | \$ 250 | - | \$ - | \$ 400 | - | \$ - |
| Site Restoration | per hour | \$ 50 | - | \$ - | \$ 155 | - | \$ - |
| Sod with topsoil | per square | \$ 35 | - | \$ - | \$ 15 | - | \$ - |
| Exceptions | | | - | \$ - | connections-addtl charge if saddle is requested on tap for material cost. we can line watermain as an alternative to pipe bursting. | - | |
| Comments | | Addtl. Charge for 24x1, 1.5, 2 inch saddle add \$1,250 per service. | - | | A-water srvc connection-site restoration work *price based on completion of work. | - | |
| TOTAL ESTIMATED ANNUAL PRICE: | | | | \$ 176,800 | | | \$ 237,680 |



**NOTICE - CITY OF NOVI
INVITATION TO BID**

WATER SERVICE CONNECTIONS

The City of Novi will receive sealed bids for **Water Service Connections** according to the specifications of the City of Novi.

A mandatory pre-bid meeting will be held Wednesday, February 27, 2013, promptly at 10:00 A.M. at the Novi Civic Center, 45175 Ten Mile Rd., Novi, MI 48375.

Sealed bids will be received until **11:00 A.M.** prevailing Eastern Time, **Thursday, March 7, 2013**, at which time bids will be opened and read. Bids shall be addressed as follows and delivered to:

**CITY OF NOVI
CITY CLERK'S OFFICE**
45175 Ten Mile Rd.
Novi, MI 48375-3024

OUTSIDE OF MAILING ENVELOPES/PACKAGES MUST BE PLAINLY MARKED "WATER SERVICE CONNECTIONS BID" AND MUST BEAR THE NAME OF THE BIDDER.

The City reserves the right to accept any or all alternative bids and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all bids; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti
Purchasing Manager

Notice dated: February 19, 2013

NOTICE TO BIDDERS:

The City of Novi officially distributes ITB documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of ITB documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain ITB documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy.



CITY OF NOVI

WATER SERVICE CONNECTIONS CONTRACT

INSTRUCTIONS TO BIDDERS

This ITB is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

| | |
|--------------------------------------|---|
| ITB Issue Date | February 19, 2013 |
| Mandatory Pre-bid Meeting | Wednesday, February 27, 2013 promptly at 10:00 A.M. Novi Civic Center 45175 Ten Mile Road Novi, MI 48375 |
| Last Date for Questions | Thursday, February 28, 2013 by 12:00 P.M. Submit questions via email to: Sue Morianti, Purchasing Manager smorianti@cityofnovi.org |
| Response Due Date | Thursday, March 7, 2013 by 11:00 A.M. |

MANDATORY PRE-BID MEETING

The mandatory pre-bid meeting begins promptly at the time listed above and will be closed thereafter to latecomers. It is the vendor's responsibility to take traffic, weather, etc. into consideration in order to arrive at the pre-bid meeting on time.

QUESTIONS

Please email all questions to the person listed above. Please write the name of the ITB in the subject line. If you put anything else in the subject line, your email may be deleted as spam.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services. The contract period will be for one (1) year. Upon mutual consent of the City of Novi and the successful bidder, the contract may be renewed three (3) times in one (1) year increments at the same terms and conditions of the original contract.

BID SUBMITTALS

An **UNBOUND ORIGINAL and three (3) copies** of each bid must be delivered to the City Clerk's Office. The original may be clipped but should not be stapled or put in a binder. The copies may be stapled and bound. No other distribution of the bids will be made by the Contractor. Bids must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE BID FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

CHANGES TO THE ITB/ADDENDUM

Should any prospective Bidder be in doubt as to the true meaning of any portion of the Invitation to Bid, or should the Bidder find any patent ambiguity, inconsistency, or omission therein, the Bidder shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional ITB provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info. Any addendum issued by the City shall become part of the ITB and shall be taken into account by each bidder in preparing their bid. Only written addenda are binding. It is the Bidder's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on bid form.

SUBMISSION OF BIDS

Bids must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of ITB. Failure to do so may result in a premature opening or failure to open such bid.

To be considered, sealed bids must arrive at City Clerk's Office, on or before the specified time and date. There will be no exceptions to this requirement. Bid is considered received when in the possession of the City Clerk. Contractors mailing bids should allow ample time to ensure the timely delivery of their bid. Bids received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone bids are not acceptable. The City of Novi shall not be held responsible for lost or misdirected bids. The City reserves the right to postpone an ITB opening for its own convenience.

Bids must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form. Bids must show unit and total prices. **ANY CHANGES MADE ON BID FORMS MUST BE INITIALED OR YOUR BID MAY BE CONSIDERED NON-RESPONSIVE.**

A bid may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Bidders are expected to examine all specifications and instructions. Failure to do so will be at the bidder's risk.

Failure to include in the bid all information requested may be cause for rejection of the bid.

Any samples, CDs, DVDs or any other items submitted with your bid will not be returned to the contractor.

No bid will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

CONSIDERATION OF BIDS

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the bidder intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the bidder states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The City hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

RESPONSIVE BIDS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Unit prices shall be submitted if space is provided on bid form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

EXCEPTIONS

The City will not accept changes or exceptions to the ITB documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the bid form. If Contractor neglects to make the notation on the bid form but writes it somewhere else within the ITB documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the ITB documents will be applicable during the term of the contract.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative bids and to award the contract to other than the lowest bidder, waive any irregularities or informalities or both, to reject any or all bids, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, notification will be posted on the MITN website at www.mitn.info.

GENERAL CONDITIONS

INSURANCE

A certificate of insurance naming the City of Novi as an additional insured must be provided by the successful bidder prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the City and remain in force during the entire contract period.

PERMITS

Where required by code, permits and all required inspections must be obtained by the Contractor. Fees for permits and inspections obtained from the City of Novi will be waived by the City for work on City buildings. Upon completion, all work will be subject to the State Laws and City Ordinance Codes.

TAX EXEMPT STATUS

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful bidder with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful bidder for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

FREIGHT CHARGES/SHIPPING/HANDLING

All bid/proposal pricing is to be F.O.B. destination.

INVOICING

Invoices must be mailed to: City of Novi, Attn: Finance Department, 45175 Ten Mile Road, Novi, MI 48375

CONTRACT TERMINATION

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful bidder will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

NON-DISCRIMINATION

In the hiring of employees for the performance of work under this contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place

of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF BID CONTENT

Should a contract ensue, the contents of the bid of the successful Bidder may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this ITB is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Bids should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by bidders prior to issuance of a contract.

INDEPENDENT PRICE DETERMINATION

By submission of a bid, the offerer certifies, and in case of a joint bid, each party hereto certifies as to its own organization, that in connection with the bid:

- (a) The prices in the bid have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offerer or with any other Competitor; and
- (b) No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not submit a bid for the purpose of restricting competition.

Each person signing the bid certifies that:

- (c) He is the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the bid and that he has not participated and will not participate in any action contrary to (a) and (b) above; or
- (d) He is not the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the bid but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A bid will not be considered for award if the sense of the statements required in the bid has been altered so as to delete or modify the above.



CITY OF NOVI
WATER SERVICE CONNECTIONS CONTRACT
SPECIFICATIONS

The City of Novi is soliciting bids from underground contractors for the installation of water services and other related work.

SCOPE OF SERVICES

This work shall include furnishing and installing materials required for the construction of all water services to the size, line and grades indicated by the City of Novi.

The work shall also include connecting the customer service line to the curb stop if it is installed to the proper location prior to installation of the water service connection. This work shall include any transition fittings, miscellaneous materials and all labor.

Stop box and rod should be installed at correct depth, 5' minimum from final grade.

Ductile Iron, Asbestos Cement Pipe and Concrete Pipe 1" service taps will be directly drilled and tapped into the water main. Should a saddle be requested for a 1" tap, then double strap brass service saddles, Ford F202B or equivalent, shall be used.

1-½" and 2" service taps will be made using double strap brass service saddles, Ford F202B or equivalent.

When cul-de-sac taps are installed, bore to center of cul-de-sac, then bore to house. Do not wrap services around outside of curb across other lots.

Any other utilities encountered or damaged will be considered incidental to the work and additional compensation will not be allowed.

The Contractor will provide documentation of the service location on forms provided by the City of Novi. All service connections shall be installed within fifteen (15) working days of receipt of the work order.

The Contractor shall be available 24 hours a day, 7 days a week for emergency repair calls with all necessary manpower, equipment and material to perform all types of water and sewer repair work. Response time (on site) to emergency repair calls must be within 2 hours of first contact. Failure to respond within the specified time period could result in termination of agreement and/or liquidated damages.

The Contractor shall provide equipment, materials and labor for repairs including but not limited to hydrant replacement, valve replacement, or any other item as designated by the City of Novi at the hourly rates for labor and equipment, plus material cost.

Materials:

Pipe: All water service **copper** pipe shall be "Type K" seamless tubing and shall meet the requirements of the current **ASTM D 2737**.

Fittings: Fittings shall meet all the requirements of the current ASTM B584 and AWWA C800-66. **All Brass Fittings must meet the No-Lead requirements mandated to be in effect on January 4, 2014.**

Materials Summary:

- When a saddle is requested, Brass Service Saddle (Ford 202B or equivalent)
- Corporation Stop (Ford F600-4-NL or equivalent)
- Service Line, from main to property line (Cerro "Type K" copper or equivalent)
- Curb Stop (Ford B22-444-NL or equivalent)
- Curb Stop Box (1" – 5' Metal adjustable 1", Arch pattern curb box, with stationary rod and two hole Erie Pattern Lid).

SUBCONTRACTING OF WORK

Work under this contract will not be sub-contracted without the prior written authorization of the City of Novi.

STORAGE OF EQUIPMENT AND MATERIALS

The Contractor will not store equipment or materials on City of Novi properties without authorization from the City of Novi.

SAFETY

Contractor by virtue of submitting a bid, acknowledges that all MIOSHA standards for construction (i.e. trench safety, Miss Dig) and/or confined space rules will be met.

If road barricading and flaggers are needed for safety, contractor will provide them. City workers and equipment will not be used.

CONTRACTOR EXPERIENCE

The Contractor must have verifiable experience in installing a minimum of one hundred (100) water service connections annually, water main repair 24-hour on-call experience, and have been in business for a minimum of three (3) years.

CONTRACTOR SELECTION

Selection of a contractor will be based upon a combination of demonstrated experience, company information, references, and unit price. The City reserves the right to make a site visit to Contractor's place of business.

RESTORATION SPECIFICATIONS

Restoration will be done only at the request of an authorized City representative.

GRADING – Definitions

1. Fill: Soil, native material, imported material or other material which is placed over the subgrade, or excavated areas; under roadways, parking areas, walks, buildings, or structures; and anywhere else on the Site.
2. Grading: The act of moving soil from one location on the Site to another to achieve the contours and elevations as indicated on the Drawings and as herein specified.
3. Native Material: Soil and other natural earth materials, except rock, which are existing on the Site prior to the start of Work.
4. Surface Improvement: All improvements beyond what might be encountered in an open unimproved field.
5. Other Definitions: Other earthwork terms not defined in the Contract Documents shall be as defined in MDOT Standard Specifications for Construction.

DUST CONTROL

1. Use all legal means necessary to control dust on and near the Work and on and near all off-site borrow areas if such dust is caused by Contractor's operations during performance of the Work or if resulting from the condition of the Site when earthwork operations are suspended.
2. Treat haul roads, delivery roads, temporary site access roads and other surfaces as required to prevent dust from being a nuisance to the public, neighbors, and concurrent performance of other work on the Site.
3. Scrape, broom, or vacuum adjacent streets to remove tracked dirt every Friday afternoon, or more often as necessary if directed by Water and Sewer Manager. Utilize vacuum if dust from brooming is excessive as determined by the Water and Sewer Manager.

EXISTING STRUCTURES, UTILITY STRUCTURES, AND UTILITIES:

1. Call MISS DIG to locate all existing underground utilities prior to starting excavation.
2. Where utilities, utility structures, or structures are encountered which are in active use:
 - a) Provide adequate protection for them.
 - b) Be responsible for damages to them.
3. Provide stand-by utility service if temporary removal is necessary for a period exceeding 2 hours.

4. Where utility service connections to occupied buildings must be temporarily disconnected, give 48 hours notice to the affected occupants of the time and duration of the anticipated shut off.
5. Notify Fire Department 48 hours in advance if water main or fire supply line shutoff is required.
6. Raise, lower, or move underground utilities, utility structures, or structures which interfere with the utility, utility structure, or structure being constructed as part of this Work.

PRODUCTS

MATERIALS:

1. Approval Required: All material shall be subject to the approval of Water and Sewer Asset Manager.
2. Notification: For approval of imported material, notify Water and Sewer Asset Manager at least 1 week in advance of intention to import material, designate the proposed borrow area, and permit the Water and Sewer Manager to sample as necessary from the borrow area for the purpose of making acceptance tests to prove the quality of the material.

EXCAVATION

1. Topsoil:
 - a) Remove all topsoil to depth at which subsoil is encountered, from all areas under buildings, driving surfaces, and from all areas which are to be cut to lower grades or filled.
 - b) With Water and Sewer Manager's approval, topsoil to be used for finish grading may be stored on the Site.
 - c) Other topsoil may be used for fill in noncritical areas with approval of Water and Sewer Manager.
2. Obstructions:
 - a) Remove and dispose of buried trees, rocks, boulders, driving surfaces, pipes and the like, as required for the performance of the Work.
 - b) Exercise care in excavating around catch basins, inlets, and manholes.
 - c) Avoid removing or loosening castings or pushing dirt into utility structures.
 - d) Repair or replace damaged or displaced castings; remove dirt entering utility structures during the performance of the Work at no additional cost to Owner.

GRADING

General:

1. Perform all rough and finish grading required to attain the elevations indicated on the Drawings (if applicable).
2. Perform rough grading to an accuracy of ± 0.10 feet.
3. Perform finish grading to an accuracy of ± 0.05 feet.
4. Comply with all excavating and fill requirements specified herein during grading operations.
5. Grading Around Buildings: Control the grading around buildings so the ground is pitched to prevent water from running into the excavated areas of a building or damaging other Site features.

Treatment After Completion of Grading:

1. After grading is completed, permit no further excavation, filling, or grading, except with the approval of Water and Sewer Manager.
2. Use all means necessary to prevent the erosion of freshly graded areas during construction and until such time as permanent drainage and erosion control measures have been installed.
3. Topsoil: All graded areas, outside of buildings and driving surfaces, shall receive 4 inches of topsoil.

EXCESS WATER CONTROL

Regulations and Permits: Comply with soil erosion control permits in accordance with Mich. P.A. 451, Part 91 of 1994, the Natural Resource and Environmental Protection Act, and all pertinent rules, laws, and regulations.

Unfavorable Weather:

1. Do not place, spread, or roll any fill material during unfavorable weather conditions.
2. Do not resume operations until moisture content and fill density are satisfactory to Water and Sewer Manager.

Pumping and Drainage:

1. Provide, maintain, and use at all times during construction adequate means and devices to promptly remove and dispose of all water from every source entering the excavations or other parts of the Work.

2. Dewater by means which will ensure dry excavations, preserve final lines and grades, and do not disturb or displace adjacent soil. Use wells, portable pumps, temporary underdrains, or other methods as is necessary.
3. Perform Pumping and Drainage:
 - a. In such a manner to cause no damage to property or structures and without interference to the rights of the public, owners of private property, pedestrians, vehicular traffic, or the work of other contractors.
 - b. In accordance with *all* pertinent laws, rules, ordinances and regulations.
4. Do not overload or obstruct existing drainage facilities.
5. Provide berms or channels to prevent flooding of subgrade. Promptly remove all water collected in depressions.

DISPOSAL OF EXCESS EXCAVATED MATERIAL

General:

1. Remove and properly dispose of all excavated material not needed to complete filling and grading.
2. Dispose of excess excavated material at a location off the Site.
3. Dispose of excess topsoil at a location off the Site.
4. Disposal of all materials shall not violate laws, rules, regulations, and the like regarding the filling of flood plains, wetlands and other environmentally sensitive areas.
5. Provide adequate controls to maintain disposal sites in neat and safe conditions by periodic leveling of material and such other practices as are necessary.
6. Provide all soil erosion control measures necessary to prevent soil erosion and sedimentation of wetlands, rivers, ditches, or similar low-lying areas.

CLEANUP

Upon completion of the work of this Section, remove all excess excavated material, trash, and debris resulting from construction operations. Remove equipment and tools. Leave the Site in a neat and orderly condition acceptable to Water and Sewer Manager.

LAWNS & GRASS

REFERENCES

Except as herein specified or as indicated on the Drawings, the work of this Section shall comply with the following:

1. MDOT:

- a. 2003 Standard Specifications for Construction.
- b. Standard Plans.

QUALITY ASSURANCE

1. Fabrication and Installation Personnel Qualifications:

- a. Trained and experienced in the fabrication and installation of the materials and equipment.
- b. Knowledgeable of the design and the reviewed Submittals.

DELIVERY, STORAGE AND HANDLING

- 1. Deliver materials in original, unbroken, brand marked containers or wrapping as applicable.
- 2. Handle and store materials in a manner which will prevent deterioration, damage, contamination with foreign matter, and damage by weather or elements, and according to Manufacturer's directions.
- 3. Reject damaged, deteriorated or contaminated material and immediately remove from the Site. Replace rejected materials with new materials at no additional cost to Owner.

MATERIALS

Topsoil: Fertile, friable soil, containing a minimum of 2.5% and maximum 12% of organic matter as determined by the Loss on Ignition Test, AOAC, with not more than 50% clay and not more than 55% sand as determined in accordance with ASTM D422. At least 90% of the material shall pass the No. 10 sieve and shall be free of refuse or all material toxic to plant growth, free of subsoil and stumps, roots, brush, stones or similar objects larger than 1-inch diameter. Ordinary sods and herbaceous growth, like grass, need not be removed, but shall be thoroughly broken up and intermixed with soil during handling operations. Topsoil, unless otherwise specified or approved, shall have, according to Methods of Testing by the AOAC, acidity range of approximately 5.5 pH to 7.6 pH or as approved by the Water and Sewer Manager prior to delivery.

Sod: Comply with MDOT Section 917.13 except as herein specified.

SOD BED PREPARATION

Make Area to be Sodded:

- 1. Smooth and uniform.
- 2. Parallel to the finished grade.

LAYING SOD

General:

1. Moisten sod and place on a moist earth bed.
2. Lay sod within 24 hours after cutting and properly protect it until placed.
3. Carefully place the sod by hand in rows at right angles to the slopes, commencing at the base of the area to be sodded and working upward.
4. Do not use pitch forks to handle sod. Dumping from vehicles will not be permitted.
5. Extend bottom edge of sodded areas at least 2 inches into the ground or ditch bottom.
6. Break transverse joints of sod strips and carefully lay sod to produce tight joints.
7. When the sod may be displaced during sodding operations, work from ladders or treaded planks.
8. Firmly compact the sod by tamping immediately after it is placed.
9. After tamping, the sod shall present a smooth, even surface free from bumps and depressions.

MAINTENANCE

A. General:

1. Water sodded areas adequately at time of installation.



**CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A**

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
 - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
 - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$3,000,000** (Three Million Dollars) per occurrence combined single limit.
 - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.
3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City.
4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.

5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.
6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS
Indemnity/Hold Harmless

1. The Contractor agrees to save harmless and defend the City against and from any or all liability, loss or damages (including without limitations, fees and expenses of attorneys, expert witnesses and other consultants) which the City may suffer as a result of claims, demands, costs, or judgments against it arising from, out of or in consequence of the performance of this Agreement, excepting only such liability, loss or damage as shall have been occasioned by the sole negligence of the City of Novi, its officers, agents or employees.
2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.
3. The Contractor shall not discriminate against any employee, or applicant for employment because of race, color, sex, age, or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

CONTRACTOR SERVICES AGREEMENT

THIS AGREEMENT shall be considered as made and entered into as of the date of the last signature ("Effective Date") and is between the City of Novi, a Michigan municipal corporation, whose address is 45175 Ten Mile Road, Novi, Michigan 48375, hereinafter referred to as the "City" and _____, whose address is _____, hereinafter referred to as the "Contractor."

RECITALS:

WHEREAS, the City requires certain services be performed as a part of the distribution of water services to its customers including but not limited to the installation of new water services as well as for the repair of water main breaks which are a part of the City's distribution system; and

WHEREAS, the Contractor has submitted a bid to the City for the purpose of providing those water service installations and water main break repairs and doing such additional work as requested by the City; and

NOW THEREFORE, it is mutually agreed by and between the parties hereto, in consideration of their respective covenants and agreements herein contained as follows:

1. The City hereby retains the Contractor to perform certain services as requested by the City in the operation of its City Water Distribution System which includes but is not limited to the installation of water services and upon request repair of water main breaks.
2. The services to be performed and the prices therefore are as set forth in the Attached Exhibit A, which is attached to this Agreement and made a part hereof.
3. Performance of this contract shall commence on _____ and end on _____. Upon mutual consent of the City and the Contractor, the contract may be renewed three (3) additional years in one (1) year increments at the same prices, terms, and conditions as the original contract.
4. Contractor shall respond on site to any disruption to the City Water Distribution System, which is deemed an emergency by the City or City Water personnel, within 2 (two) hours of the time that such service is requested.
5. The Contractor shall, at the direction of the City, do such additional work as may be requested by the City such as but not limited to making additional excavations for the purpose of relocating meter pits, water meter services or water lines, or to change the depth of the meter pit. Water service installations will not be delayed as a result of these extra assignments.
6. It is agreed that the City shall make payment to the Contractor in the amounts set forth in the attached Exhibit A for the services provided.

SAMPLE AGREEMENT

7. The Contractor shall provide a billing to the Finance Department weekly or monthly, in the discretion of the Contractor depending on the amount of the billings for any given time period. The billing shall describe, with sufficient detail, the work performed, the number of employees who performed the work, and the location where the work was performed.

8. Contractor shall at all times in the course of performing work on behalf of the City, be responsible for the maintenance of any workmen's compensation insurance required by law, and shall protect and indemnify the City against all claims for the same. The Contractor shall also maintain an insurance policy to protect against losses to persons or property in the amount of Three Million (\$3,000,000.00), shall name the City as an additional insured and shall provide a copy of the certificate of insurance to the city for its records.

9. The Contractor shall inform the City and the property owner of any loss or damage caused by it in performing the work; and the Contractor shall take any steps necessary to mitigate and repair the damage at its own expense. The City will be responsible for properly identifying storm drains.

10. The Contractor shall at all times keep fully informed of, and shall comply with, all existing and current ordinances and regulations, county, state, or national laws in any way limiting or controlling the actions or operations of those engaged in work performed for the City. Contractor shall protect and indemnify the City and its officers and agents against any claims or liabilities arising from or based upon any violation of the same.

11. Contractor shall at all times require laborers to carry appropriate identification (ID), giving notice that they are employed or contracted to perform work by the Contractor. Such ID shall be presented upon the request of any property owner of the City and shall contain a photograph of the person presenting the identification. Vehicles used by the Contractor shall indicate with appropriate and clearly visible signage, the name of the Contractor.

12. The Contractor shall provide adequate and competent supervision at all work sites; and shall keep and maintain valid licenses, if any are required by law, to perform the work undertaken on behalf of the City.

13. No work shall, without written permission, be done between the hours of 9:00 p.m. and 7:00 a.m., except as is necessary for the proper care and protection of the work already performed, or to deal with an emergency such as a water main break. When the City, due to an emergency or inclement weather, suspends work, the Contractor shall take such actions as are necessary to protect the public and the work and maintain the site in a neat condition.

14. The City may, upon 30 days written notice to the Contractor, terminate this agreement without further notice and without cause and without any liability to the

Contractor for any losses allegedly occasioned by such termination. Contractor may terminate this Agreement upon 30 days written notice to the Purchasing Manager.

15. ADDITIONAL REQUIREMENTS - Indemnity

The Contractor agrees to save harmless and defend the City against and from any or all liability, loss or damages (including without limitations, fees and expenses of attorneys of attorneys, expert witnesses and other consultants) which the City may suffer as a result of claims, demands, costs, or judgments against it arising from, out of or in consequence of the performance of this Agreement, excepting only such liability, loss or damage as shall have been occasioned by the sole negligence of the City of Novi, its officers, agents or employees.

The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.

The Contractor shall not discriminate against any employee, or applicant for employment because of race, color, sex, age, or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

15. During the performance of the work by Contractor, City shall have the right to inspect the work and its progress to assure that it complies with this Contract. If such inspections reveal a defect in the work performed or other default in this Contract, City shall provide Contractor with written notice to correct the defect or default within a specified number of days of the notice. Upon receiving such a notice, Contractor shall correct the defects or defaults within the time specified. Upon a failure to do so, the City may terminate this Contract by written notice and finish the work through whatever method it deems appropriate, with the cost in doing so a valid claim and charge against Contractor, or, preserve the claims of defects or defaults without termination by written notice to Contractor.

16. In addition to any manufacturer and other warranties, Contractor guarantees and warrants that the work will be free from defects in workmanship and materials, and that for a period of one (1) year(s) from the date of the City's payment to Contractor, any such defects that are discovered within that time and that are reported by the City to the Contractor in writing within 60 days of discovery, will be immediately corrected by repair or replacement by Contractor as directed by and at no additional cost or expense to the City.

17. Contractor is and shall perform under this Contract as an Independent Contractor with complete control over its employees, agents, subcontractors and operations. No employee, agent or representative of Contractor shall represent, act or

SAMPLE AGREEMENT

be considered as an agent, representative or employee of the City and nothing in this Contract shall create any contractual relationship between the City and any subcontractor of the Contractor.

18. This Contract and all of Contractor's work and practices shall be subject to all applicable state, federal and local laws, rules or regulations, including without limitation, those which apply because City is a public governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.

19. Contractor shall not assign this Contract or any part thereof without the prior written consent of the City. This Contract shall be binding on the parties, their successors, assigns and legal representatives.

20. Any changes in the provisions of this Contract must be in writing and signed by the City and Contractor.

21. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.

22. The covenants herein shall bind the successors and assigns of the respective parties.

IN WITNESS HEREOF, the parties have hereunto set their hands and seals the day and year last listed below.

WITNESSES AND DATES OF SIGNATURES:

CITY OF NOVI

Date: _____

By: Robert J. Gatt, Mayor

Date: _____

BY: Maryanne Cornelius, City Clerk

CONTRACTOR:

Date: _____

BY:

STATE OF MICHIGAN)

)ss

SAMPLE AGREEMENT

COUNTY OF _____)

On this _____ day of _____, _____, before me, a Notary Public, in and for said County, personally appeared _____ for the City of Novi and _____, _____, who, known by me, being duly sworn, did say that they signed this instrument and acknowledged that they did so as their free act and deed.

, Notary Public
_____ County, MI
My Commission Expires:



CITY OF NOVI
WATER SERVICE CONNECTIONS CONTRACT

BID FORM

We the undersigned as bidder, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

A. BASE BID – WATER SERVICE CONNECTIONS

| <u>SIZE</u> | <u>SERVICE TYPE</u> | <u>COPPER</u> | |
|--|--|---------------|-----------------|
| 1" | Short (30 ft or less) | \$ _____ | each |
| 1" | Long (31-60 ft) | \$ _____ | each |
| 1" | Additional length for service lines over 60 feet | \$ _____ | per ft |
| 1 ½" | Short (30 ft or less) | \$ _____ | each |
| 1 ½" | Long (31-60 ft) | \$ _____ | each |
| 1 ½" | Additional length for service lines over 60 feet | \$ _____ | per ft |
| 2" | Short (30 ft or less) | \$ _____ | each |
| 2" | Long (31-60 ft) | \$ _____ | each |
| 2" | Additional length for service lines over 60 feet | \$ _____ | per ft |
| Site Restoration Work (if requested) | | \$ _____ | per hour |
| Sod, including topsoil (if requested) | | \$ _____ | per square yard |

B. 24-HOUR WATER MAIN WORK AND OTHER UNIT PRICES

| <u>ITEM</u> | <u>SERVICE</u> | <u>PRICE</u> | |
|-------------|--|--------------|----------|
| 1. | Directional Drill up to 2" service line | \$ _____ | per ft |
| 2. | Dig through frost when additional equipment is necessary | \$ _____ | per tap |
| 3. | Minimum Charge Main Break (7:30 AM - 4:00 PM) | \$ _____ | each |
| 4. | Minimum Charge Main Break (After 4:00 PM) | \$ _____ | each |
| 5. | Backhoe w/operator (7:30 AM - 4:00 PM) | \$ _____ | per hour |
| 6. | Backhoe w/operator (After 4:00 PM) | \$ _____ | per hour |
| 7. | Laborer (7:30 AM - 4:00 PM) | \$ _____ | per hour |
| 8. | Laborer (After 4:00 PM) | \$ _____ | per hour |
| 9. | Dump Truck up to 10 cubic yards (24 hours/7 Days) | \$ _____ | per hour |
| 10. | Hydraulic Excavator to 3 cubic yards (24 hours/7Days) | \$ _____ | per hour |
| 11. | Mobilize Excavator to 3 cubic yards (24 hours/7Days) | \$ _____ | each |
| 12. | Abandon Water Service | \$ _____ | each |
| 13. | Labor & Equipment to Remove and Replace Fire Hydrant | \$ _____ | each |
| 14. | Additional Charges for HDPE Fusion Taps | \$ _____ | each |
| 15. | Pipe Bursting up to 8" Water Main | \$ _____ | per ft |
| 16. | Remove and Replace Curb Box and Rod | \$ _____ | each |
| 17. | Site Restoration Work (if requested) | \$ _____ | per hour |

18. Sod, including topsoil (if requested) \$ _____ per square yard

We acknowledge receipt of the following Addenda: _____
(please indicate numbers)

EXCEPTIONS TO SPECIFICATIONS (all exceptions must be noted here):

COMMENTS: _____

THIS BID SUBMITTED BY:

Company (Legal Registration) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Agent's Name _____

Agent's Title _____

Signature _____

E-mail _____

Date _____



CITY OF NOVI
CONTRACTOR QUALIFICATIONS QUESTIONNAIRE
WATER SERVICE CONNECTIONS

Failure to answer all questions could result in rejection of your bid.

Name of Firm _____

Address: _____

City, State Zip _____

Telephone _____ Fax _____

Mobile _____

Agent's Name (please print) _____

Agent's Title _____

Email Address: _____

Website _____

1. Organizational structure: Corporation, Partnership, etc. _____

2. Firm established: _____ Years in business: _____

3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?
No _____ Yes _____ Reason: _____

4. Under what other or former names has your organization operated?

5. How many current full time employees? _____ Part time? _____

6. Are you able to provide insurance coverage as required by this ITB? _____

7. 24/7 Emergency Telephone Number _____

8. Provide your procedure for handling night & weekend calls

9. Provide information relative to the experience your company has had working with municipalities. Please provide the names of municipalities where services have been provided. _____

10. Provide information relative to the experience and financial capability of your company to carry out the term of this contract.

11. Identify those in your firm who would be responsible, including on-site supervision for this contract. Include educational background & experience of principals and those who will be working on the project.

12. List equipment and tools that will be on-site and available for use by the crew performing services. Attach a separate sheet if necessary:

13. Provide a list of all open contracts your company currently holds. Include contact name, organization, type, size, required date of completion, percentage of completion, value of contract.

14. **References:** Provide at least three (3) references for projects that are comparable in scope to this bid. Several references from municipalities would be desirable.

Company _____

Address _____

Phone _____ Contact name _____

Company _____

Address _____

Phone _____ Contact name _____

Company _____

Address _____

Phone _____ Contact name _____

15. **Claims & Suits:** Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

No _____ Yes _____

16. Provide any additional information you would like to include which may not be included within this Questionnaire. You may attach additional sheets.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: _____

Representative's Name (please print) _____

Date _____