

**BID DOCUMENTS  
FOR  
2019 CHIP SEAL PROGRAM**



**CITY OF OWOSSO  
301 W. MAIN STREET  
OWOSSO, MICHIGAN 48867**

May 21, 2019

**NOTICE TO BIDDERS**  
**2019 CHIP SEAL PROGRAM**  
**FOR THE CITY OF OWOSSO, MICHIGAN**

Sealed proposals will be received by the city of Owosso for the **2019 CHIP SEAL PROGRAM** bid and should be addressed to:

Bid Coordinator  
City of Owosso  
301 W. Main St.  
Owosso, Michigan 48867

**Major items include:** 13,945 square yards of Double Chip Seal

Bids will be accepted until **3:00 p.m. TUESDAY, June 18, 2019** for the **2019 Chip Seal Program** at which time bids will be publicly opened and read aloud.

All bids must be in writing and must contain an original signature by an authorized officer of the firm. Electronic bids (i.e., telephonic, fax, email, etc.) are **NOT** acceptable.

The bidder agrees that if the city accepts their proposal, the bidder will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal and will furnish the surety for performance, for one hundred percent (100%) of this bid, which shall be accepted and approved by the city.

All bids shall clearly contain on the outside of the **sealed** envelope in which they are submitted:

**2019 CHIP SEAL PROGRAM**

Hard copies of the proposal, contract forms and specifications are on file and may be obtained for a fee in accordance with the city's FOIA Policy at the office of the Bid Coordinator, City Hall, 301 West Main Street, Owosso, Michigan 48867. Bid documents are available at no charge on our website at [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us) or on the MITN website at [www.mitn.com](http://www.mitn.com)

The city reserves the right to accept any proposal; or to reject any proposal; to waive irregularities in a proposal; or to negotiate if it appears to be in the best interest of the city of Owosso.

No work can begin before July 8, 2019 and all work is to be completed by August 30, 2019.

**INQUIRIES/ADDENDUMS**

Addendums will be available on the city's website at [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us) and on the MITN website at [www.mitn.info](http://www.mitn.info).

All inquiries regarding this bid request must be received at least five (5) calendar days prior to the submission and shall be received in, and responded to, in writing, or via FAX at 989-723-8854 or by e-mail to Randy Chesney, [randy.chesney@ci.owosso.mi.us](mailto:randy.chesney@ci.owosso.mi.us)

## INSTRUCTIONS TO BIDDERS

1. Each proposal must be signed by the bidder with his usual signature. Bids by partnerships should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter. **Any paperwork not filled out properly or signed will cause the bid to be considered non-responsive and shall be rejected by the city.**
2. Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
3. Bidders are requested to use the proposal form furnished by the city when submitting their proposals. Envelopes must be **sealed** when submitted and clearly marked on the outside indicating the name of the bid.
4. Proposals having and erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.
5. References in the specifications or description of materials, supplies, equipment, or services to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the type of materials or supplies, equipment, or nature of the work desired. They should not be construed as excluding proposals on equivalent types of materials, supplies, and equipment or for performing the work in a manner other than specified. However, the bidders' attention is called to General Condition six (6).
6. Proposals should be mailed or delivered to the Bid Coordinator's Office, City Hall, 301 W. Main Street, Owosso, MI 48867.
7. Special conditions included in this inquiry shall take precedence over any conditions listed under General Conditions or Instructions to Bidders.
8. Bodily injury, property damage and worker's compensation – The contractor, prior to execution of the contract, shall file with the city copies of completed certificates of insurance naming the city of Owosso as an additional insured party, as evidence that the contractor carries adequate insurance satisfactory to the city.
9. The city of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the city of Owosso will be granted a six percent (6%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the county will be granted a three percent (3%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing twenty-five percent (25%) or more of the work of a general contract.*

**BID Proposal**

**2019 CHIP SEAL PROGRAM**

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE “CITY”)

Bidder must provide pricing for each item listed. If additional pricing elements are being offered by the bidder, they are to be listed under “other services/items offered.”

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to **2019 CHIP SEAL PROGRAM** from **JULY 8, 2019** through **AUGUST 30, 2019** listed below at the following prices to wit:

Item	Description	Approx. Quantity	Unit	Unit Price	Total Price
1	SEAL, DOUBLE CHIP	13,945	SYD		
2	FINAL SWEEPING	12	HRS		
3	SEAL, FOG	13,945	SYD		
4	TRAFFIC CONTROL	1	LSUM		
				<b>Total</b>	

**Total of Bid Items 1-4:**

\$ \_\_\_\_\_  
(use words)

\$ \_\_\_\_\_  
(use figures)

Bidder's Initial \_\_\_\_\_

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications for the city to consider, but the costs associated with these additions shall be stated separately.

If the work is not complete on or before the date set for completion or any extension, the Contractor shall pay the city liquidated damages of **\$400.00** a calendar day until the work is satisfactorily completed. Liquidated damages for delay may be deducted from payments due the contractor or may be collected from the Contractor or the Contractor's surety.

The undersigned agrees that if the city accepts this proposal, Contractor will, within 10 consecutive calendar days after receiving notice of this acceptance, enter into a contract to furnish all labor, equipment and tools necessary to execute the work at the unit prices named in the bid proposal. Contractor will furnish the surety for performance, for 100% of this bid, which shall be accepted and approved by the city.

The undersigned agrees that if the city accepts this proposal, Contractor will start this project no sooner than **July 8, 2019** and will substantially complete the entire work under this contract by **August 30, 2019**. This schedule may be extended for rain days or cold weather for calendar days after **August 30, 2019**, only as approved by the city of Owosso.

On behalf of \_\_\_\_\_, I hereby submit this proposal for **2019 CHIP SEAL PROGRAM** for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. In submitting this proposal, it is understood that the right is reserved by the CITY to reject any and all proposals, and waive any irregularities in the bidding process. The CITY may award this contract based on any combination of the total bid and/or alternates.

Dated and signed at \_\_\_\_\_ State of \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Bidder

Witness:

\_\_\_\_\_

By/s/

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail Address

## **GENERAL CONDITIONS**

### **1. LOCAL PREFERENCE POLICY**

The city of Owosso has a local preference policy for the purchase of goods and services. The policy in part states:

A business located within the city limits and paying real or personal property taxes to the city of Owosso will be granted a 6% bid advantage or \$2,500, whichever is less, over a business located outside the city limits of Owosso. A business located outside the city limits but within Shiawassee County and paying property taxes to the county will be granted a 3% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing 25% or more of the work of a general contract.

### **2. BID ACCEPTANCE**

The city reserves the right to reject any or all proposals. Unless otherwise specified, the city reserves the right to accept any item in the proposal. In case of error in extending the total amount of the bid, the unit prices shall govern.

### **3. PAYMENT**

Unless otherwise stated by the bidder, time, concerning discount offered, will be computed from date of delivery and acceptance at destination or from date correct bill or claim voucher properly certified by the contractor is received. When so stated herein, partial payments, based on a certified approved estimate by the city of materials, supplies or equipment delivered or work done, may be made upon presentation of a properly-executed claim voucher. The final payment will be made by the city when materials, supplies, equipment or the work done have been fully delivered or completed to the full satisfaction of the city.

### **4. BID DEFAULT**

In case of default by the bidder or contractor, the city of Owosso may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

### **5. UNIT PRICES**

Prices should be stated in units of quantity specified.

### **6. QUOTED PRICES**

Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to a designated destination and to include all charges for packing, crating, containers, shipping, etc., and being in strict accordance with specifications and standards as shown.

### **7. SUBSTITUTIONS**

Wherever a reference is made in the specifications or description of the materials, supplies, equipment, or services required, to a particular trade name, manufacturer's catalog, or model number, the bidder, if awarded a contract or order, will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

### **8. HOLD CITY HARMLESS**

The bidder, if awarded an order or contract, agrees to protect, defend, and save the city harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract. Bidder further agrees to indemnify and save the city harmless from suits or action of every nature and description brought against it, for or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his employees, subcontractors, or agents.

## 9. COMPETITIVE BIDDING STATUTES

The laws of the state of Michigan, the charter and ordinances of the city of Owosso, as far as they apply to the laws of competitive bidding, contracts and purchases, are made a part hereof.

## 10. SAMPLES

Samples, when requested, must be furnished free of expense to the city and, if not destroyed, will upon request be returned at the bidder's expense.

## 11. BIDDERS

The city may demand that the contractor file a sworn experience and financial statement setting forth the financial resources, adequacy of plant and equipment, organization, experience and other pertinent and material facts as may be desirable.

## 12. DAMAGE LIABILITY AND INSURANCE

The contractor shall save harmless and indemnify the city and its employees against all claims for damages to public or private property and for injuries to persons arising during the progress and because of the work.

- a. Workers' compensation insurance - The contractor, before the execution of the contract, shall file a certification that the contractor carries workers' compensation insurance.
- b. Bodily injury and property damage - The contractor, before execution of the contract, shall file with the city copies of completed certificates, of insurance acceptable to the city naming the city as an insured party. The coverage shall afford protection against damage claims to public or private property, and injuries to persons, arising out of and during the progress of the work, and to its completion and, where specified in the proposal, similar insurance to protect the owners of premises on or near which construction operations take place.
- c. Bodily injury and property damages other than automobile - Unless otherwise specifically required by special provisions in the proposal, the minimum limits of property damage and bodily injury liability covering each contract shall be:

Bodily injury and property damage liability:

Each occurrence: \$1,000,000

Aggregate: \$2,000,000

Such insurance shall include, but not be limited to, coverage for: a) underground damage to facilities due to drilling and excavating with mechanical equipment and b) collapse or structural injury to structures due to blasting or explosion, excavation, tunneling, pile driving, cofferdam work, or building moving or demolition.

- d. Owners' protective liability - Bodily injury and property damage protection shall be extended to the city.
- e. Bodily injury liability and property damage liability automobiles - Unless otherwise specifically required by special provisions in the proposal, the minimum limits of bodily injury liability and property damage liability shall be:

Bodily injury liability:

Each person: \$ 500,000

Each occurrence: \$1,000,000

Property damage liability:

Each occurrence: \$1,000,000

Combined single limit for bodily injury and property damage liability:

Each occurrence: \$2,000,000



- f. Notice - The contractor shall not cancel or reduce the coverage of any insurance required by this section without providing 30-day prior written notice to the city. All such insurance must include an endorsement under which the insurer shall agree to notify the city immediately of any reduction by the contractor. The contractor shall cease operations on the occurrence of any such cancellation or reduction, and shall not resume operations until new insurance is in force.
- g. Reports - At the request of the city, the contractor or the contractor's insurance carrier shall report claims received, inspections made, and disposition of claims.

### 13. PROTECTION OF LAND MONUMENTS AND PROPERTY STAKES

Land monuments or stakes marking property corners shall not be moved or otherwise disturbed except as directed by the city. If any land monuments or lot stakes are moved or disturbed by the contractor, the cost of replacing each land monument or lot stake so moved or disturbed shall be deducted from any money due the contractor, as payment to the city for the cost of replacing said land monument or lot stakes.

### 14. CONTRACTOR'S RESPONSIBILITY FOR WORK

The contractor shall be responsible for any damages that the work may sustain before its acceptance, and shall rebuild, repair, restore and make good, at its own expense, all injuries and damages to any portion of the work by the action of the elements or from any cause whatsoever before its acceptance. Neither the final payment nor any provision in the contract documents shall relieve the contractor of the responsibility for negligence or faulty materials or workmanship within the extent and period provided by law, and, upon written notice, the contractor shall remove any defects due therefrom and pay for any damaged due to other work resulting therefrom, which shall appear within one year after the date of completion and acceptance.

### 15. PAYMENT

At monthly intervals commencing after construction has been started, the city will make partial payment to the contractor based on a duly-certified estimate prepared by the city of the work done by the contractor during the preceding four-week period. Each estimate will be submitted to the city council for approval on either the first or third Monday of each month. The city will retain ten percent (10%) of the amount of each such estimate until final completion and acceptance of all work covered by this contract.

Before the contractor shall demand final estimates or payment, contractor will furnish to the city, supported by sworn statements, satisfactory evidence that all persons that have supplied labor, materials, or equipment for the work embraced under this contract have been fully paid for the same; and that, in case such evidence be not furnished as aforesaid, such sums as the city may deem necessary to meet the lawful claims of such persons may be retained by the city from any monies that may be due or become due to the contractor under this contract until such liabilities shall be fully discharged and the evidence thereof be furnished to the city.

### 16. CITY'S RIGHT TO WITHHOLD CERTAIN AMOUNTS AND MAKE APPLICATION THEREOF

Besides the payment to be retained by the city under the preceding provisions of these general conditions, the city may withhold a sufficient amount of any payment otherwise due to the contractor to cover a) payments earned or due for just claims for furnish labor or materials on the project under this contract, b) for defective work not remedied and c) for failure of the contractor to make proper payments to subcontractors. The city shall disburse and shall have the right to act as agent for the contractor in disbursing such funds as have been previously withheld pursuant to this paragraph to the party or parties who are entitled to payment from it. The city will pay to the contractor a proper accounting of all such funds disbursed for the contractor.

#### 17. OWNER'S RIGHT TO DO WORK

If the contractor should neglect to prosecute the work properly or fail to perform any provisions of this contract, the city, after three (3) days' written notice to the contractor and contractor's surety, may without prejudice to any other remedy he may have, make good such deficiencies and may deduct the cost of it from the payment due the contractor.

#### 18. DEFINITION OF NOTICE

Where in any of the contract documents there is any provision in respect to the giving of notice, such notice shall be deemed given to the owner, when written notice is delivered to the city manager, or placed in the United States mail addressed to the city clerk; as to the contractor, when a written notice shall be delivered to contractor's representative at the project site or by mailing such written notice in the United States mail addressed to the contractor at the place stated in the bid proposal as the business address; as to the surety on the performance bond, when a written notice is placed in the United States mail addressed to the surety at the surety's home office or to its agent or agents who executed such performance bond on behalf of the surety.

#### 19. SUBCONTRACTS

The contractor shall not subcontract any work in the execution of this contract without the written consent of the city. The contractor shall be responsible for the acts or omissions of any subcontractor and of anyone employed directly or indirectly by such subcontractor.

#### 20. ASSIGNMENT OF CONTRACT

The contractor shall not assign this contract or any part hereof without the written consent of the city. No assignment shall be valid unless it shall contain a provision that any funds to be paid to the assignee under this agreement are subject to a prior lien for services rendered or materials or supplies for the performance of the work specified in the contract in favor of all persons, firms, or corporations rendering such services or supplying such materials.

#### 21. MAINTAINING TRAFFIC

The contractor shall provide flares, signs, barricades, traffic regulators, etc., to conform to the current *Michigan Manual of Uniform Traffic Control Devices* or as directed by the city. The contractor shall not close any road or street without the permission of the city. If any street or road is to be closed by the contractor, it shall be the responsibility of the contractor to notify the Owosso fire department when the street will be closed and again when the street is open to traffic. Traffic control devices for any detours deemed necessary by the city shall be provided by the contractor. Cost of maintaining shall be incidental to the cost of the project unless otherwise provided.

#### 22. ORDER OF COMPLETION

The contractor shall submit, whenever requested by the city, a schedule of the work showing completion dates. The city may request that certain portions of the work be done before other portions. If so requested, the contractor shall arrange to schedule to meet the request by the owner.

#### 23. USE OF COMPLETED PORTIONS

The city shall have the right to take possession and use any completed or partially completed portions of the work; but such taking possession and use shall not be deemed acceptance. Pending final completion and acceptance of the work, all necessary repairs and adjustments on any section of the work due to defective material, workmanship, natural causes, or other operations of the contractor, other than normal wear and tear, shall be done by and at the expense of the contractor.

#### 24. WATER SUPPLY

The contractor shall arrange for securing an adequate water supply for use in construction and for drinking water for his employees. If the city's water is used on the work, the contractor shall make the necessary application and shall pay all costs involved. Connections, piping and the contractor shall furnish and maintain fittings for conveying water. Contractor shall pay for water according to the city's established rates.

#### 25. CLEANUP

The contractor shall keep the project free from waste materials or rubbish caused by its employees or work. This includes as a minimum excess excavation or backfill material, broken or rejected materials, empty containers or general debris. The owner may require complete cleanup of certain areas as construction is completed.

#### 26. SUPERVISION

The contractor shall have a superintendent on the job site to coordinate and expedite the various construction activities for the duration of this contract.

#### 27. EQUAL EMPLOYMENT OPPORTUNITY AND OTHER CLAUSES

The contractor shall agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined by Michigan Compiled Statutes, or national origin. This provision shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities for persons with disabilities. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of the non-discrimination clause.

## LOCAL PREFERENCE POLICY

The following affidavit should be completed if a bidder is located within Shiawassee County or intends to sub-contract more than twenty-five percent (25%) to a Shiawassee County based business: The city of Owosso has a local preference policy for the purchase of goods and services as recorded in the city ordinance in section 2-348. "Lowest qualified bidder" defined.

1. The term "lowest qualified bidder," as used in this division, shall mean the lowest bidder having qualifications to perform the work which are satisfactory to the council. The lowest bidder shall be determined based on an adjusted bid tabulation which shall be prepared in the following manner: To the bid of any bidder which is neither a city-based business nor a county-based business shall be added an amount equal to six (6) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less.
2. To the bid of any bidder which is a county-based business shall be added an amount equal to three (3) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less; provided, however, that if no bid is received from a city-based business, no additional amount shall be added to the bid of a county-based business.
3. "Owosso-based business" shall be interpreted to mean a business registered with the county clerk or a corporation registered with the state having a business address within the city limits which pays real and/or personal property taxes levied by the city. The term "county-based business" shall be interpreted to mean a business other than a city-based business registered with the county clerk or a corporation registered with the state having a business address within the county which pays real and/or personal property taxes levied by the county.
4. If twenty-five (25) percent or more of a contract for construction or other services is to be subcontracted by a city-based business bidder to a non-city-based business or businesses, or by a county-based business bidder to a non-county-based business or businesses, the adjusted bid shall be calculated by applying the provisions of this section separately to each portion of the contract based on the status of the contractor or subcontractor performing that portion of the contract as a city-based or county-based business.

**AFFIDAVIT**

In accordance with Section 2-348 of the Owosso city code, the bid from a business located in Shiawassee County shall be adjusted to reflect a preference. In order for the city to calculate the adjustment, the bidder hereby deposes and states that their business address is registered, and is currently paying real and/or personal property taxes in Shiawassee County at the following address:

\_\_\_\_\_

Registered business address

The affiant further deposes and states that a sub-contract with a business registered, and paying real and/or personal property taxes in Shiawassee County will be executed for a percentage equal to or greater than twenty-five percent (25%) as stated below:

\_\_\_\_\_

Business name and address of sub-contractor

\_\_\_\_\_

Percentage of contract

\_\_\_\_\_

Authorized signature

\_\_\_\_\_

Date

\_\_\_\_\_

Title

\_\_\_\_\_

Company name

**SIGNATURE PAGE AND LEGAL STATUS**

The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the city accept this proposal.

Bid proposal by \_\_\_\_\_  
(Name of Firm)

Legal status of bidder. Please check the appropriate box and **USE CORRECT LEGAL NAME.**

A. Corporation \_\_\_\_ ; State of Incorporation \_\_\_\_\_

B. Partnership \_\_\_\_ ; List of names \_\_\_\_\_

C. DBA \_\_\_\_ ; State full name \_\_\_\_\_ DBA

D. Other \_\_\_\_ ; Explain \_\_\_\_\_

Signature of Bidder \_\_\_\_\_ Title \_\_\_\_\_  
(Authorized Signature)

Signature of Bidder \_\_\_\_\_ Title \_\_\_\_\_  
(Authorized Signature)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Bidder acknowledges receipt of the following Addenda:

ADDENDUM NO.	BIDDER'S INITIALS
_____	_____
_____	_____
_____	_____

## W-9 INFORMATION FOR LEGAL STATUS

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

**Disregarded entity.** Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name/disregarded entity name” line.

Please see attached W-9 Request for Taxpayer Identification Number and Certification form for a detailed explanation on filling out the W-9 form.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



**PROOF OF INSURANCE**

This is to certify that the following endorsement is part of the policy(ies) described below:

<b><u>NAMED INSURED (CONTRACTOR)</u></b> <b><u>COVERAGES</u></b>	<b><u>COMPANIES</u></b>	<b><u>AFFORDING</u></b>
---	-------------------------	-------------------------

ADDRESS

A.  
B.  
C.

It is hereby understood and agreed that the city of Owosso, its city council and each member thereof and every officer and employee of the city shall be named as joint and several assureds with respect to claims arising out of the following project:

**2019 CHIP SEAL PROGRAM**

It is further agreed that the following indemnity agreement between the city of Owosso and the named insured is covered under this policy: Contractor agrees to indemnify, hold harmless and defend city, its city council and each member thereof and every officer and employee of city from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against city, its city council and each member thereof and any officer or employee of city which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right on contribution with insurance which may be available to the city of Owosso.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have attained the insurance required below, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the city of Owosso. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. **Worker's Compensation Insurance** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.
3. **Automobile Liability** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

4. **Additional Insured:** Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be **Additional Insureds:** City of Owosso, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming City of Owosso as additional insured, coverage afforded is considered to be primary and any other insurance the city of Owosso may have in effect shall be considered secondary and/or excess.

5. **Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed that a Ten (10) days notice for non-payment of premium is required and a Thirty (30) days notice is required for Non-Renewal, Reduction, and/or Material Change, shall be sent to: City of Owosso, Bid Coordinator, 301 W. Main Street, Owosso, Michigan 48867.

6. **Proof of Insurance Coverage:** The Contractor shall provide the city of Owosso, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the city of Owosso at least ten (10) days prior to the expiration date.

Please include a copy of insurance declaration verifying amounts of coverage. The verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE \_\_\_\_\_

BY \_\_\_\_\_  
Authorized Insurance Agent

AGENCY \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

## PROJECT CLAUSE

- A. All work will be done in accordance with the Michigan Department of Transportation (MDOT) 2012 Specifications for Construction and Michigan Manual for Uniform Traffic Control Devices (MMUTCD), except where modified herein by either City General Specification or Special Provision.
- B. The Contractor shall not begin work on the project before July 8, 2019. All work shall be done on or before August 30, 2019.
- C. The Contractor shall schedule work between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday. No work is allowed outside these time periods. The Contractor shall coordinate work so that any necessary preliminary or closing operations are also done within these time periods.
- D. Access to driveways for local residents, schools, and businesses shall be maintained and available for use. All driveways shall be opened by the Contractor when the Contractor is not working, including evenings, Sundays, and holidays, except as approved in writing by the inspector and with written notification to the residents/owners. Cost for maintaining driveway access is considered part of other major work items of the contract.
- E. Rubbish collection is done by private contractors between the hours of 7:00 a.m. and 7:00 p.m. according to the following schedule: All residential customers north of Main Street are serviced on Thursdays. All residential customers south of Main Street are serviced on Tuesdays. Rubbish collected at commercial properties is collected any time/date. The Contractor shall schedule work to allow and provide access for refuse contractors to provide their service to the residential and commercial properties. If the refuse contractors are unable to collect materials due to construction operations, then the Contractor shall coordinate with the refuse contractors the moving of containers to a collection site and returning same containers to the property owner.
- F. The contractor is responsible for ensuring no disruption in mail delivery service. Any mail boxes moved for construction shall be reinstalled in accordance with US Mail regulations.
- G. The Contractor shall cooperate and coordinate construction activities with owners of utilities.
- H. The Contractor must provide its own Traffic Control during special operations that are at or beyond the project limits. Traffic lanes of adjacent streets shall not be unnecessarily blocked without proper Traffic Control. The Contractor is required to include any work and associated costs for Traffic Control during special operations, into its unit pricing for the pay item Traffic Control.
- I. The City will perform necessary patching and edge building of each site on or before commencement of the chip seal work.
- J. After receiving contractor bids, the City will compare contract prices with its budget and have option of adding work as shown in its bid documents. All additional work will be subject to contract unit prices as quoted by the successful bidder and added by Change Order #1. Traffic Control bid item will be prorated as to additional area added to contract bid amount. There will be no change in Contract term as result of Change Order #1. Change Order #1 will be presented, along with contractor bid documents, to City Council for award.

**SPECIAL PROVISION  
FOR  
SEAL, DOUBLE CHIP  
TRAFFIC CONTROL  
FINAL SWEEPING**

City of Owosso/ RC

1 OF 2

June, 2019

**DESCRIPTION**

The work of Seal, Double Chip shall be done in accordance with Section 505 and Section 812 of the MDOT 2012 Standard Specifications for Construction for furnishing, placing, and finishing a double chip seal, and as herein amended.

**MATERIALS**

The asphalt emulsion shall be **CRS-2M** conforming to requirements specified in Table 904-6. Aggregate shall be **29A Blast Furnace Slag** conforming to requirements specified in Table 902-1. The material shall be tested and certified in advance of delivery to the work site.

**EQUIPMENT**

All equipment shall be provided and in conformance with Section 505 of the MDOT 2012 Standard Specifications for Construction.

**CONSTRUCTION METHOD**

Target aggregate application rate shall be 22 pounds per square yard for the final application. The Contractor shall locate his own stock pile areas and equipment storage area.

The Contractor shall ensure that all structure covers are protected from construction operations and material. The Contractor shall clean covers and make loose of fresh bituminous mix before final payment is made.

The Contractor must provide minimum of one self-propelled pneumatic-tired roller weighing minimum 8 tons.

The Contractor must provide motorized brooming equipment, capable of cleaning the road surface before treatment and removing loose articles after treatment. All piles of loose aggregates shall be removed from the street before moving onto another street. In addition to previously specified sweeping requirements, the Contractor shall perform a final sweeping of chip seal streets, two business days after final application. Loose stones and dust shall be removed from the streets by using a pick-up type street sweeper. The City will supply a dump truck for loading and taking into its possession the sweepings. The streets shall be swept until the loose stones and dust are removed, as directed by the Director of Public Services. The final sweeping operation will be paid for separately at contract price per hour.

**TRAFFIC CONTROL**

The Contractor is advised that the 2011 Michigan Manual of Uniform Traffic Control Devices, as amended, is hereby established as governing all work in connection with Traffic Control. This item shall include all work necessary to furnish, erect, maintain, and upon completion of work remove all traffic control devices within the project limits and around the perimeter of the project. The City shall approve initial installations, before the starting of any construction operations and periodically inspect said signing, but the responsibility shall rest solely with the Contractor for its placement, lighting, and general maintenance.

Walks, driveways and entrances to buildings shall not be unnecessarily blocked.

**MEASUREMENT AND PAYMENT**

The completed work as measured for Seal, Double Chip and Traffic Control will be paid for at the Contract Unit Price for the following Contract Items (Pay Item):

<b>Contract Item (Pay Item)</b>	<b>Pay Unit</b>
Seal, Double Chip	Square Yard
Traffic Control	Lump Sum
Final Sweeping	Hour

Seal, Double Chip will be measured in area by square yard; and will be paid for at the contract unit price per square yard, which price shall be payment in full for all labor, material, and equipment needed to accomplish this work.

Traffic Control will be measured in the form of Lump Sum and paid for at the contract unit price per Lump Sum, which price shall be payment in full for all labor, materials, and equipment needed to accomplish this work.

Final Sweeping will be measured in the form of hour of work on the job site and paid for at the contract unit price per hour, which price shall be payment in full for all labor, materials, and equipment needed to accomplish this work.

MICHIGAN  
DEPARTMENT OF TRANSPORTATION

SPECIAL PROVISION  
FOR  
**FOG SEAL**

CITY OF OWOSSO/RC

1 OF 3

JUNE, 2017

**a. Description.** This work consists of furnishing all materials, equipment, labor and preparation necessary for an application of a fog seal following a chip seal to protect against water infiltration and weathering and to prevent loss of aggregate from the chip seal. A fog seal is a light application of a slow-setting emulsified asphalt diluted with water. All work and materials must be in accordance with the standard specifications, except as modified herein.

**b. Materials.** The material must meet the following requirement:

Asphalt Emulsion: CSS-1h .....904

Dilute asphalt emulsion, at one part asphalt emulsion to one part water, at the emulsion plant.

**c. Equipment.** Use equipment that is safe, environmentally acceptable, and capable of producing a quality product.

1. Pressure Distributor. The pressure distributor must have the following characteristics:

A. Have a ground speed computer controlled device interconnected with the asphalt emulsion pump such that the specified application rate is supplied at any speed;

B. Be capable of maintaining the asphalt emulsion at the specified temperature.

C. Have spray bar nozzles capable of producing a uniform fan spray and with shutoff control that is instantaneous, with no dripping.

D. Be capable of maintaining the specified application rate within  $\pm 0.015$  gal/syd for each load.

2. Miscellaneous. Provide a power broom and all necessary hand tools, thermometers, etc. Distributors and power brooms must be equipped with at least one visible approved flashing, rotating, or oscillating amber light.

**d. Pre-Paving On-Site Meeting.** A pre-paving meeting between the Engineer and Contractor will be held prior to beginning work. The agenda for this meeting will include a review of the following:

1. Work schedule,
2. Traffic control plan,
3. Equipment calibration and adjustments,

4. Condition of materials and equipment, and
5. Quality control plan (JMF, Yield Check Methods, etc.).

**e. Construction.** Place the longitudinal construction joint at the edge of metal of the driving lane; at a location requiring a minimal overlap onto the driving lane; or at a location requiring a minimal overlap of the new longitudinal joint resulting from milling and resurfacing.

Where corrugations are present joints are to be constructed at the outside edge of the far side of the corrugation on the first pass. The joint must be placed at the outside edge of the opposite side of the corrugation for the second application.

Complete application of the fog seal within 48 hours of the application of chip seal, but not on the same day as the application of chip seal.

Apply the fog seal only when the pavement and air temperature is 55 degrees F or above. Do not apply the fog seal if there is threatening weather and temperatures are forecast to be below 32 degrees F within 24 hours from the time of application.

Use pressure sufficient to apply emulsion at a uniform rate, but without splattering or drilling from the spray bar. Adjust nozzle angle and spray bar height to ensure correct spray pattern.

Apply fog seal at a rate of 0.10 to 0.15 gallons of diluted material per square yard of pavement treated. Ensure the fog seal applications results in a uniform coverage of emulsion just sufficient to flow into and seal the pavement pores, small cracks, and voids. The asphalt emulsion application rate, as determined by a yield check, must not exceed a tolerance of  $\pm 0.015$  gal/syd from the established JMF application rate.

If a condition is identified that causes an unsatisfactory fog seal, stop all production work and perform corrective action immediately at no additional cost to the contract. If there are adverse environmental conditions, provide the Engineer an action plan that clearly demonstrates how the fog seal operation will be adjusted for the actual environmental conditions.

Allow the Engineer access to all work in progress for the purpose of quality assurance review and testing.

**f. Quality Control.** Establish, maintain, and follow an effective quality control system in accordance with current Department procedures. The quality control system must detail plans, procedures, and organization necessary to furnish and apply a fog seal that complies with the contract. Follow the quality control system until work is accepted.

Establish, maintain, and follow a Contractor Quality Control (CQC) plan sufficient to ensure that the warranty related treatment complies with the contract. The CQC plan must cover all fog seal operations. Submit a copy of the plan to the Engineer, at the pre-construction meeting, for approval. Follow the approved plan throughout the project.

Include the following information, at a minimum, in the CQC plan:

1. Materials to be used on the project.
2. Sampling and testing methods used to determine compliance with material

specifications.

- 3. Equipment to be used on the project.
- 4. Calibration method used to determine compliance with the application rates.
- 5. Procedures for pavement preparation.
- 6. Controls implemented by the Contractor to ensure that the fog seal material is cured or set up satisfactorily before opening to traffic.
- 7. Procedures implemented by the Contractor to for monitoring initial acceptance requirements.

**g. Documentation.** Provide the Engineer a daily report including the following information:

- 1. Control section, project number, county, route, Engineer;
- 2. Date, air temperature, pavement temperature, humidity;
- 3. Asphalt emulsion temperature;
- 4. Beginning and ending stations;
- 5. JMF: application and dilution rates (asphalt emulsion);
- 6. Yield checks on asphalt emulsion (3 per day, minimum);
- 7. Length, width, total square yards; and
- 8. Contractor's signature.

Provide asphalt emulsion documentation in accordance with current Department acceptance procedures.

**h. Measurement and Payment.** The completed work, as described, will be measured and paid for at the contract unit price using the following pay item:

<b>Pay Item</b>	<b>Pay Unit</b>
Seal, Fog.....	Square Yard

- 1. **Seal, Fog** includes all materials, equipment, and labor for placement of the asphalt emulsion including surface preparation, stationing, and documentation.



MAINTENANCE:		TRAFFIC	CLASS	AREA
PROPOSED STREET	LIMITS	VOLUME		SYD
MOORE STREET	GOULD STREET TO JACKSON DRIVE	600	LOCAL	966
JACKSON DRIVE	SOUTH END TO NORTH END	600	LOCAL	9341
BEECH DRIVE	SOUTH END TO JACKSON DRIVE	50	LOCAL	563
JUNIPER DRIVE	SOUTH END TO JACKSON DRIVE	50	LOCAL	591
BLUESTEM DRIVE	SOUTH END TO JACKSON DRIVE	50	LOCAL	1324
HOLLY DRIVE	SOUTH END TO JACKSON DRIVE	50	LOCAL	1160
				13945

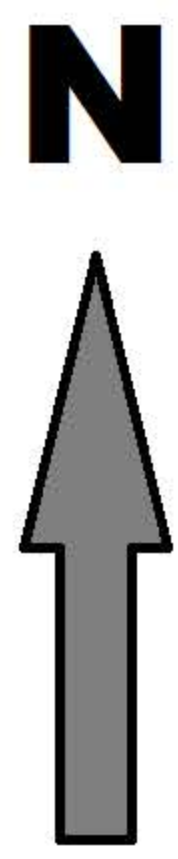
THE CITY SHALL HAVE ABILITY TO ADD ANY OF THE FOLLOWING WORK SITES TO THE CONTRACT BY CHANGE ORDER.

ADJUSTMENT FOR TRAFFIC CONTROL WILL BE PRORATED AS TO ADDITIONAL AREA ADDED VS ORIGINAL QUANTITY

CITY OPTION SITES

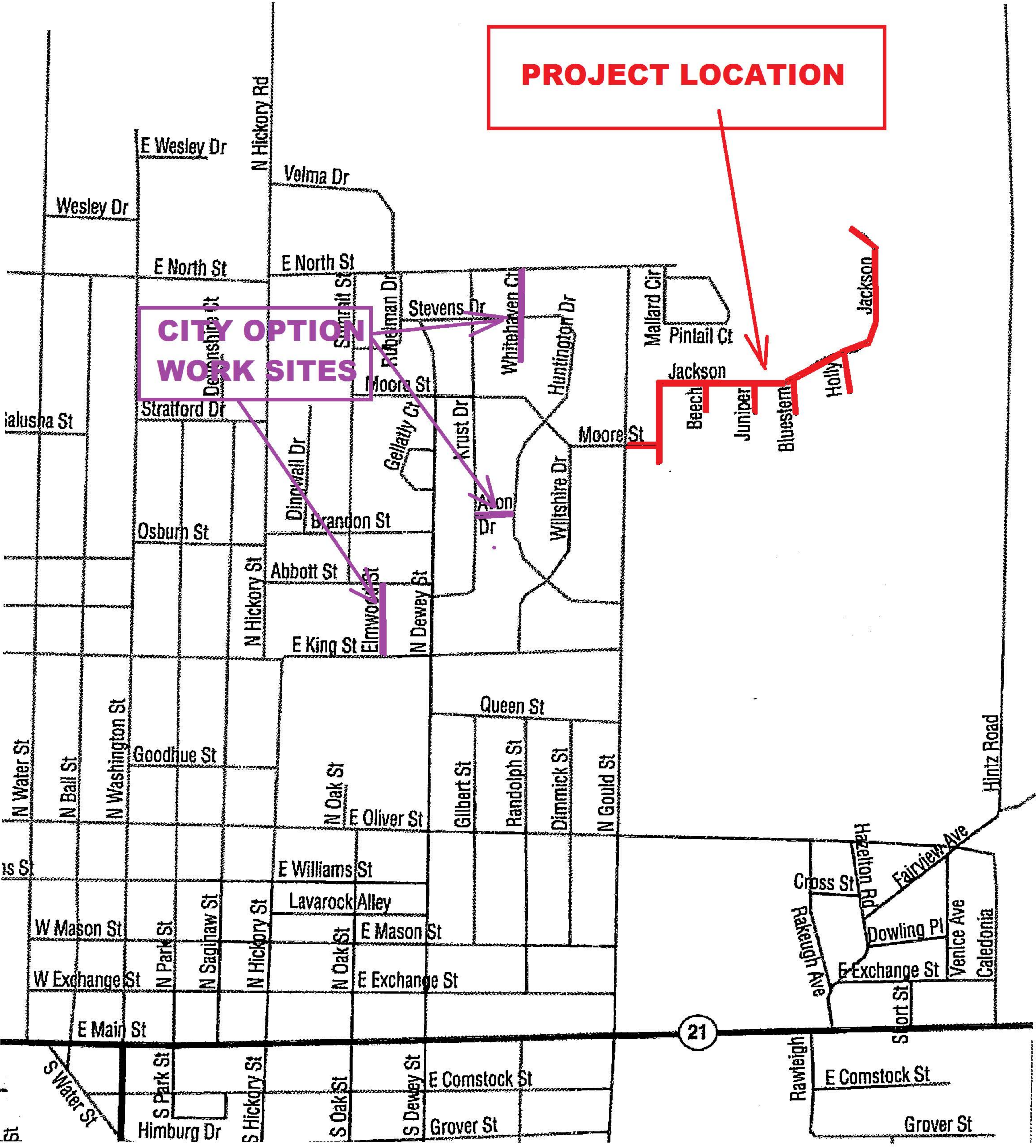
CASS STREET	CEDAR STREET TO CHIPMAN STREET	900	MAJOR	3612
ELMWOOD STREET	KING STREET TO ABBOTT STREET	100	LOCAL	1642
AVON DRIVE	KRUST DRIVE TO HUNGTION DRIVE	200	LOCAL	1190
WHITEHAVEN COURT	SOUTH END TO NORTH STREET	100	LOCAL	2661





**PROJECT LOCATION**

**CITY OPTION  
WORK SITES**





# CITY OPTION WORK SITE

