

**BID DOCUMENTS
FOR
2022 GRASS MOWING PROGRAM**



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

March 22, 2022

NOTICE TO BIDDERS
2022 GRASS MOWING PROGRAM FOR THE CITY OF OWOSSO, MICHIGAN

Sealed bid proposals will be received by the City of Owosso for the:

Major Items include: The mowing and trimming of privately owned properties with grass/weeds taller than the ordinance maximum of eight (8) inches as ordered by the Code Enforcement Officers.

And should be addressed to:
Bid Coordinator, City of Owosso
301 W Main Street
Owosso, MI 48867

Bids will be accepted until **3:00 p.m. TUESDAY, APRIL 12, 2022** for the **2022 GRASS MOWING 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.

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

2022 GRASS MOWING PROGRAM

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 lump sum price names in the bid proposal and will provide proof of insurance.

No work can begin before May 15, 2022 and all work is to be completed by October 15, 2022.

Hard copies of the proposal 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 or on the MITN website at www.mitn.info.

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.

INQUIRIES/ADDENDUMS

Addendums will be available on the City's website at www.ci.owosso.mi.us and on the MITN website at www.mitn.info.

All inquiries regarding this bid request must be received at least seven (7) calendar days prior to the submission and shall be received in, and responded to, in writing, via e-mail to Tanya Buckelew at: tanya.buckelew@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 any 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 seven (7).
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. Insurance coverage –The winning bidder, 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.*
10. **The following items must be included with the bid response:**
 - a. **Bid Proposal**
 - b. **Signature Page and Legal Status/Acknowledgement of Addendum(s)**
 - c. **Local Preference Affidavit**
 - d. **W-9 Request for Taxpayer ID No. and Certification**
 - e. **Insurance Endorsement**

**BID PROPOSAL
2022 GRASS MOWING 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, list under "other services/items offered."

The City may award segments of this bid to more than one contractor.

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to 2022 GRASS MOWING PROGRAM from May 15, 2022 through October 15, 2022 listed below at the following prices to wit:

ITEM	DESCRIPTION	APPROX. QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1.	Mow and trim privately owned single (S) residential lot 66' X 132' or smaller (8,712 square feet or less) – May 15 through October 15, 2022	50	Each		
2.	Mow and trim privately owned double (D) size residential lot (8,713 to 17,424 square feet) - May 15 through October 15, 2022	15	Each		
3.	Mow and trim privately owned over double (OD) size residential lot (17,425 or more square feet) – May 15 through October 15, 2022	10	Each		
TOTAL BID					

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.

THIS PAGE TO BE SUBMITTED

SIGNATURE PAGE AND LEGAL STATUS/ACKNOWLEDGEMENT OF ADDENDUM(S)

On behalf of _____, I hereby submit this proposal for the 2022 GRASS MOWING 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. The undersigned certifies that he is official and legally authorized to bind his firm 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		
<input type="checkbox"/> Corporation	State of Incorporation:	
<input type="checkbox"/> Partnership	List of names:	
<input type="checkbox"/> DBA	State full name:	
<input type="checkbox"/> Other	Explain:	
Signature of Bidder:		
Printed Name:		
Title:		
Business Address:		
Phone:		
Email:		
Signed this:	Day of:	2022
Bidder acknowledges receipt of the following Addenda:		
ADDENDUM NO:	BIDDER'S INITIALS:	
PLEASE PROVIDE THE FOLLOWING INFORMATION:		
1. Contractor shall provide a list of all power equipment and motor vehicles available for performing these services. (Attach a separate list if needed)		
2. Contractor shall advise how many staff are available at time of bid submission to perform the mowing and trimming services.		

THIS PAGE TO BE SUBMITTED

2022 GRASS MOWING PROGRAM SPECIFICATIONS

PRIVATELY OWNED RESIDENTIAL PROPERTIES:

- Approximately every week, no earlier than May 15th and with prior approval, the contractor will receive a list of privately owned properties that will be assigned to mow
- The list will have the property address and the relative size of lot
- The contractor is required to take a digital photograph of the property before mowing, with the house address in the picture and the date of the picture on the photo
- After the lot is mowed, a similar picture is to be taken with the date on the photo
- The grass is to be mowed to a height of 3" or less
- The tall grass is to be trimmed where it is not mowed, which includes noxious vegetation at fence lines and building foundations
- The cut grass is to be removed from the property
- Pictures should be emailed to tanya.buckelew@ci.owosso.mi.us
- Payment will be made based on the lots mowed and only on those where the pictures have been properly taken
- A completed list of properties with dates mowed should be mailed, emailed or brought to City Hall when completed on a weekly basis
- An invoice for the properties mowed should be mailed, emailed or brought to City Hall on a monthly basis
- Care should be taken to move relatively small items, toys, chairs, tables out of the mowing area so they are not damaged while mowing
- Please note on your completed list of property mowed any large amounts of brush, rubbish or garbage that is evident on the lot
- The normal single (S) City residential lot is 66' X 132' (8,712 square feet)
- A double lot (D) is considered to be from 8,713 to 17, 424 square feet in size
- An over double lot (OD) is over 17,425 square feet.

GENERAL CONDITIONS

1. 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.

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. The City objects to any additional terms stated in any documents submitted by the contractor. Performance pursuant to our Purchase Order/Equipment Agreement constitutes a course of conduct consisting of Contractor's Agreement to the terms of our Purchase Order/Equipment Agreement.

3. 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.

4. 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.

5. BONDS

A certified check or bid bond may be required, payable to the City of Owosso. If so required in the bid documents, a performance bond and labor and material bond in the amounts stated in the bid documents, shall be on file with the City before work commences. The City will determine the amount and sufficiency of the sureties.

6. 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.

7. 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.

8. 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.

9. 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.

10. DAMAGE LIABILITY AND INSURANCE

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

- a. **Worker's 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 additional 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
- 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.

11. 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.

12. 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.

13. 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.

14. 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 Shiawassee County. 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.*

15. 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.

16. 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.

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. 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.

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 the 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.

19. PROPOSAL GUARANTEE

All checks or bid bonds, except those of the three lowest bidders, will be returned when the bids have been opened and tabulated. The certified checks or bid bonds of the three lowest bidders will be held until the contract documents have been signed, after which remaining certified checks or bid bonds will be returned to the respective bidders.

20. 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.

21. 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.

22. 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' expense.

23. 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.

24. 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.

25. 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.

26. UNIT PRICES

Prices should be stated in units of quantity specified.

27. 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.

28. WATER SUPPLY

The contractor shall secure 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 fittings for conveying water shall be furnished and maintained by the contractor. Contractor shall pay for water according to the City's established rates.

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 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:
Title:
Company name:
Date:

THIS PAGE TO BE SUBMITTED

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
<input style="width: 40px; height: 20px;" type="text"/> - <input style="width: 40px; height: 20px;" type="text"/> - <input style="width: 40px; height: 20px;" type="text"/>
or
Employer identification number
<input style="width: 40px; height: 20px;" type="text"/> - <input style="width: 40px; height: 20px;" type="text"/>

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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here Signature of U.S. person ►	Date ►
------------------------------------------------	--------

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

PROOF OF INSURANCE

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

NAMED INSURED (CONTRACTOR)	COMPANIES AFFORDING COVERAGE
	A.
ADDRESS	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:

2022 GRASS MOWING 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

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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:	
AUTHORIZED INSURANCE AGENT:	
AGENCY:	
TITLE:	
ADDRESS:	

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