

June 22, 2007

CITY OF ANN ARBOR
INVITATION TO BID
COMMUNITY TELEVISION NETWORK MOVE

BID NO: ITB-3863
DUE: July 9, 2007 2:00 P.M.

GENERAL: The City of Ann Arbor's Community Television Network (CTN) is soliciting quotations for moving CTN from 425 S. Main St., Lower Level of the Detroit Edison Center to 2805 S. Industrial in Ann Arbor.

CONTACT PERSON: If there are any questions concerning this bid, please contact Lisa Wondrash, Communications Unit Manager, at (734) 996-3020 or via e-mail lwondrash@a2gov.org Monday through Friday, between the hours of 8 a.m. and 5 p.m.

PRE-BID MEETING AND WALK-THROUGH: A pre-bid meeting and walk through will be held on Friday, June 29, 2007 at 11 a.m. at the CTN offices located at 425 S. Main St., Ste. LL114, Ann Arbor, MI.

BID SUBMITTAL: Please read instructions, enter proposed costs and return bid proposal in a **SEALED ENVELOPE**, clearly marked **BID NO. ITB-3863 – COMMUNITY TELEVISION NETWORK MOVE** to the City of Ann Arbor Procurement Office of Financial Services, Fifth Floor, 100 N. Fifth Ave., Ann Arbor, 48104 no later than [time]., [date].

SCOPE OF WORK-MOVERS RESPONSIBILITIES: Moving Community Television Network

1. Move designated furniture, equipment, materials and boxes from 425 S. Main St., Lower Level of the Detroit Edison Center to 2805 S. Industrial in Ann Arbor.
2. The mover shall provide the standard boxes, tape, labels and take boxes back when the move is completed.
3. The mover shall instruct the staff as to the proper labeling of boxes, etc.
4. The mover shall assign a color code and provide appropriate materials to identify respective desks, chairs, file cabinets, etc.
5. Move to provide necessary labor and equipment to complete move within two days.
6. Mover will work from 8 a.m. to 5 p.m. unless other arrangements are made.

CTN RESPONSIBILITY:

1. CTN staff will be responsible for packing and unpacking boxes (file cabinets if necessary) and other materials.
2. Desks, chairs, file cabinets and other material shall be color coded by CTN staff to correspond to the location for placement.

NOTICE OF MOVE: Community Television Network will give ten (10) working days notice prior to the move. This is expected to be between March 1, 2008 and March 15, 2008.

_____ Yes, we can comply with the above schedule.

_____ No, we cannot comply with the above schedule but offer the following:

QUOTATION: We hereby offer to furnish all the labor, equipment and expertise needed to move Community Television Network to 2805 S. Industrial per CTN specifications for the lump sum of \$_____.

AWARD: The award will be to the lowest bid or in any manner deemed to be in the best interest of the City of Ann Arbor's Community Television Network. The City of Ann Arbor reserves the right to reject low bids which do not meet specifications. Previous experience, performance and references may be a factor in making the award. **Late submittals will not be accepted.**

FEE DETERMINATION: By submission of a bid, the submitter certifies that in connection with this bid: a) the fees in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other proposal submitter or with any competitor; and b) unless otherwise required by law, the fees which have been quoted in the proposal have not been knowingly disclosed by the submitter and will not knowingly be disclosed by the submitter prior to award directly or indirectly to any other prospective submitter or to any competitor; and c) no attempt has been made or will be made by the proposal submitter to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition. Any proposed submitter who cannot make the above certification as stated must furnish a signed statement with the proposal which sets forth in detail the circumstances of the disclosure with the understanding that the proposal will not be considered unless the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

Each person signing the proposal certifies that he/she is the person in the proposal submitter's firm/organization responsible for the decision as to the fees being offered in the proposal and has not and will not participated in any action contrary to the terms of this provision.

CERTIFICATION: We hereby certify that the "Moving Services" provided will meet or exceed CTN specifications in every respect.

Authorized Representative's Signature

Printed Name

ASSIGNMENTS: The contractor agrees not to assign or transfer this contract or any part thereof without written consent of the City of Ann Arbor’s Community Television Network. Any unauthorized assignment may subject the contractor to immediate termination.

ERRORS OMISSIONS/DISCREPANCIES: Bidder or vendor shall not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

REFERENCES: Please list at least three (3) companies or public agencies for which you have done similar work within the last two (2) years:

Organization	Address	Contact Person	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

INSURANCE REQUIREMENTS: The contractor will secure and maintain during the term of the contract insurance from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the City of Ann Arbor’s Community Television Network from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The contractor may not start work until evidence of all required insurance has been submitted and approved by the City of Ann Arbor. The contractor must cease work if any of the required insurance is cancelled or expires. Three (3) copies of certificates of insurance shall be submitted and approved by the City prior to the execution of the contract. The Certificate shall specifically name the City of Ann Arbor’s Community Television Network as an additional insured party. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation or material alteration of the policy. The contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City. The limits of insurance shall not be less than the following:

1. Workers Compensation Insurance in the amount required by Michigan law.
2. General Liability:

Bodily injury/property damage combined – each occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal injury	\$500,000.00
3. Automobile Insurance for vehicles:

Bodily injury each person	\$300,000.00
Bodily injury each accident	\$500,000.00
Property damage each accident	\$100,000.00

COMPLIANCE REQUIREMENTS: If total costs of all services rendered by the Respondent to the City of Ann Arbor in the last 12 months exceed \$10,000 in combination with this proposal, Respondent will be required to comply with the City

