

# REQUEST FOR PROPOSAL

**RFP # 22-54**

## **Certified Laboratory for Water and Wastewater Testing**

City of Ann Arbor  
Public Services Area



**Due Date: June 15, 2022 by 2:00 p.m. (local time)**

Issued By:

City of Ann Arbor  
Procurement Unit  
301 E. Huron Street  
Ann Arbor, MI 48104

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## **SECTION I - GENERAL INFORMATION**

### **A. OBJECTIVE**

The City is seeking qualified Contractors to perform analyses of potable and non-potable water samples collected by the City staff. Analyses will be required for both short-term and long-term projects.

The term of this agreement will be for one (1) year, with the option to renew for up to four (4) 1-year extensions, at the mutual acceptance of both parties.

### **B. QUESTIONS AND CLARIFICATIONS / DESIGNATED CITY CONTACTS**

All questions regarding this Request for Proposal (RFP) shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFP.

**All questions shall be submitted on or before June 1, 2022 at 10:00 a.m.**, and should be addressed as follows:

Scope of Work/Proposal Content questions shall be e-mailed to LJ Melrose, Environmental Laboratory Supervisor - LMelrose@a2gov.org

RFP Process and Compliance questions shall be e-mailed to Colin Spencer, Buyer - CSpencer@a2gov.org

Should any prospective offeror be in doubt as to the true meaning of any portion of this RFP, or should the prospective offeror find any ambiguity, inconsistency, or omission therein, the prospective offeror shall make a written request for an official interpretation or correction by the due date for questions above.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to a2gov.org and MITN.info and it shall be the prospective offeror's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the City shall become part of the RFP, and must be incorporated in the proposal where applicable.

### **C. PRE-PROPOSAL MEETING**

No pre-proposal meeting will be held for this RFP. Please contact staff indicated above with general questions regarding the RFP.

### **D. PROPOSAL FORMAT**

To be considered, each firm must submit a response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the

prospective offeror. An official authorized to bind the offeror to its provisions must sign the proposal. Each proposal must remain valid for at least ninety days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the offeror's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

## **E. SELECTION CRITERIA**

Responses to this RFP will be evaluated using a point system as shown in Section III. A selection committee comprised of staff from the City will complete the evaluation.

The fee proposals will not be reviewed at the initial evaluation. After initial evaluation, the City will determine top proposals, and open only those fee proposals. The City will then determine which, if any, firms will be interviewed. During the interviews, the selected firms will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. The City further reserves the right to interview the key personnel assigned by the selected offeror to this project. If the City chooses to interview any respondents, the interviews will be tentatively held the **week of July 11, 2022**. Offeror must be available on these dates.

All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the proposal response shall be documented and included as part of the final contract.

## **F. SEALED PROPOSAL SUBMISSION**

**All proposals are due and must be delivered to the City on or before, June 15, 2022 by 2:00 p.m. (local time).** Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

**Each respondent must submit in a sealed envelope**

- **one (1) original proposal**
- **three (3) additional proposal copies**
- **one (1) digital copy of the proposal preferably on a USB/flash drive as one file in PDF format**

**Each respondent must submit in a single separate sealed envelope marked Fee Proposal**

- **two (2) copies of the fee proposal**

**The fee proposal and all costs must be separate from the rest of the proposal.**

Proposals submitted must be clearly marked: **“RFP No. 22-54 – Certified Laboratory for Water and Waste Water Testing”** and list the offeror’s name and address.

Proposals must be addressed and delivered to:  
City of Ann Arbor  
c/o Customer Service  
301 East Huron Street  
Ann Arbor, MI 48107

All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

Hand delivered bids may be dropped off in the Purchasing drop box located in the Ann Street (north) vestibule/entrance of City Hall which is open to the public at all hours. The City will not be liable to any prospective offeror for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Offerors are responsible for submission of their proposal. Additional time will not be granted to a single prospective offeror. However, additional time may be granted to all prospective offerors at the discretion of the City.

**A proposal may be disqualified if the following required forms are not included with the proposal:**

- **Attachment C - City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

***Proposals that fail to provide these forms listed above upon proposal opening may be deemed non-responsive and may not be considered for award.***

***Please provide the forms outlined above (Attachments C, D and E) within your narrative proposal, not within the separately sealed Fee Proposal envelope.***

***All proposed fees, cost or compensation for the services requested herein should be provided in the separately sealed Fee Proposal envelope only.***

## **G. DISCLOSURES**

Under the Freedom of Information Act (Public Act 442), the City is obligated to permit review of its files, if requested by others. All information in a proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

## **H. TYPE OF CONTRACT**

A sample of the Professional Services Agreement is included as Appendix A. Those who wish to submit a proposal to the City are required to review this sample agreement carefully. **The City will not entertain changes to its Professional Services Agreement.**

The City reserves the right to award the total proposal, to reject any or all proposals in whole or in part, and to waive any informality or technical defects if, in the City's sole judgment, the best interests of the City will be so served.

This RFP and the selected offeror's response thereto, shall constitute the basis of the scope of services in the contract by reference.

## **I. NONDISCRIMINATION**

All offerors proposing to do business with the City shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the Section 9:158 of the Ann Arbor City Code. Breach of the obligation not to discriminate as outlined in Attachment C shall be a material breach of the contract. Contractors are required to post a copy of Ann Arbor's Non-Discrimination Ordinance attached at all work locations where its employees provide services under a contract with the City.

## **J. WAGE REQUIREMENTS**

The Attachments provided herein outline the requirements for payment of prevailing wages or of a "living wage" to employees providing service to the City under this contract. The successful offeror must comply with all applicable requirements and provide documentary proof of compliance when requested.

## **K. CONFLICT OF INTEREST DISCLOSURE**

The City of Ann Arbor Purchasing Policy requires that the consultant complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected offeror unless and until the Procurement Unit and the City Administrator have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or situation disclosed on the Disclosure Form may be a disqualifying conflict. Depending on applicable law and regulations, some contracts may awarded on the recommendation of the City Administrator after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the award is in the best interest of the City. A copy of the Conflict of Interest Disclosure Form is attached.

## **L. COST LIABILITY**

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the offeror prior to the execution of a Professional Services Agreement. The liability of the City is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, offeror agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

## **M. DEBARMENT**

Submission of a proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

## **N. PROPOSAL PROTEST**

All proposal protests must be in writing and filed with the Purchasing Manager within five (5) business days of the award action. The offeror must clearly state the reasons for the protest. If an offeror contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the offeror to the Purchasing Manager. The Purchasing Manager will provide the offeror with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee, whose decision shall be final.

Any inquiries or requests regarding this procurement should be only submitted in writing to the Designated City Contacts provided herein. Attempts by the offeror to initiate contact with anyone other than the Designated City Contacts provided herein that the offeror believes can influence the procurement decision, e.g., Elected Officials, City Administrator, Selection Committee Members, Appointed Committee Members, etc., may lead to immediate elimination from further consideration.

## **O. SCHEDULE**

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III.

The following is the schedule for this RFP process.

<b>Activity/Event</b>	<b>Anticipated Date</b>
Written Question Deadline	June 1, 2022, 10:00 a.m.
Addenda Published (if needed)	Week of June 6, 2022
Proposal Due Date	June 15, 2022, 2:00 p.m. (Local Time)
Tentative Interviews (if needed)	Week of July 11, 2022
Selection/Negotiations	July/August 2022

The above schedule is for information purposes only and is subject to change at the City's discretion.

**P. IRS FORM W-9**

The selected offeror will be required to provide the City of Ann Arbor an IRS form W-9.

**Q. RESERVATION OF RIGHTS**

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The City reserves the right to waive, or not waive, informalities or irregularities in of any proposal if determined by the City to be in its best interest.
3. The City reserves the right to request additional information from any or all offerors.
4. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The City reserves the right to select one or more consultants to perform services.
7. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.
8. The City reserves the right to disqualify proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within RFP.

**R. ENVIRONMENTAL COMMITMENT**

The City of Ann Arbor recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a vibrant community and economy. The City further recognizes that the products and services the City buys have inherent environmental and economic impacts and that the City should make procurement decisions that embody, promote, and encourage the City's commitment to the environment.

The City encourages potential vendors to bring forward emerging and progressive products and services that are best suited to the City's environmental principles.



## **SECTION II - SCOPE OF SERVICES**

### **A. PROJECT BACKGROUND AND DESCRIPTION**

The City is seeking qualified Contractors to perform analyses of potable and non-potable water samples collected by the City staff. Analyses will be required for both short-term and long-term projects. Analyses may include, but are not limited to the parameters and frequencies listed in Attachment A, and are subject to change at any time.

It is intended that one primary laboratory be selected for analyses as required by the City. However, two or more laboratories may be selected, and the total amount of work as indicated in this Scope, may be divided if determined by the City that by doing so will provide efficiencies of service to the City. The actual amount of work assigned will depend upon the ability of the selected lab(s) to perform all of the required tests, in addition to the level of performance and capacity of the selected lab(s) and the cost of services. Contractors are hereby notified that the City does not guarantee any minimum quantity for any item listed in this proposal or specified in the contract. While prices must be competitive, laboratories must be able to demonstrate a consistently high level of performance with minimal supervision and contract management by City staff with regard to timely, comprehensive, and accurate reports and invoicing.

The term of this agreement will be for one (1) year, with the option to renew for up to four (4) 1-year extensions, at the mutual acceptance of both parties.

### **B. DESCRIPTION OF REQUIRED SERVICES**

#### **1. Project Kick-off Meeting**

The City staff and the Contractor's project team shall meet, in person or over the phone, prior to project initiation to establish project manager responsibilities and to review the specifics of the required services. The Contractor must designate a capable and qualified project manager and an alternate, familiar with drinking water and wastewater analytical methodologies.

#### **2. Project Coordination**

- A. The Contractor shall dedicate a project manager who will be directly responsible for the management of the contract and who is the primary Contractor contact for the City.
- B. The Contractor shall also provide the City the contact information of a backup project manager who will take over responsibilities in the project manager's absence.

- C. Special samples may be provided by the City at any time, and the Contractor shall conduct testing and reporting on special samples on weekends, holidays, and after normal business hours as needed.
- D. The City reserves the right to change the number of samples collected for testing.
- E. At the beginning of any new project, the Contractor will supply the City with a list of all upcoming projects scheduled with the Contractor, including ship dates for kits, number of samples, pricing, and analyses requested.
- F. The Contractor shall coordinate with the City to ensure that all scheduling of sample analysis meets applicable requirements and regulatory deadlines.

### 3. Sampling Supplies

- A. The Contractor shall supply all materials and equipment for safe and method-appropriate handling, collection, preservation and shipping of samples at no additional charge. Shipping and sample containers and supplies shall be suitable for the sample matrix and analytical method.
- B. The Contractor shall provide sample bottle kits specific to each sampling location in properly-sized sample coolers per batch of analysis. A typical sample bottle kit shall include:
  - I. properly-sized sample coolers,
  - II. pre-labeled sample bottles,
  - III. preservatives appropriate for the analyses being performed,
  - IV. trip blanks, field blanks, and other required quality control samples,
  - V. sufficient blue ice or re-sealable bags for wet ice to allow samples to arrive at the appropriate temperature,
  - VI. gloves, filters, hoses, etc. as appropriate for specific collection procedures,
  - VII. sufficient packing material to prevent breakage during return shipping,
  - VIII. chain of custody forms and sampling instructions, and
  - IX. return shipping airbills
- C. The Contractor shall pre-label all bottles with the City's unique sample location identification (when known), analytical method, preservative (if any), and holding time. The City's sampling personnel shall only be required to fill in the sample date and time on each bottle label.

D. The Contractor shall deliver the custom sample bottle kits to the City as directed by the City's sampling personnel. Deliveries shall be made no later than the day before sampling is to occur.

4. Sample Receipt

A. Most sample shipping to the Contractor will be scheduled for arrival via overnight shipping during regular work hours Monday through Friday.

B. Due to the complexities of sample collection scheduling and the short holding times associated with some constituents of interest, some samples may be delivered to the Contractor outside of this time. The Contractor shall coordinate with City sampling personnel to implement the appropriate after hours sample receipt procedures.

5. Analysis of Samples

A. In addition to specific State and Federal Environmental Protection Agency (EPA) requirements, all work shall comply with all applicable governmental regulations, customary quality standards, EPA approved analytical methods, and accepted good practice for the type of work being performed.

B. Contractor shall analyze all samples within the allowable holding time appropriate to the method, matrix, and analysis.

C. The Contractor, when feasible, will make its facilities available to assist the City with analysis of non-routine samples that may be required.

6. Sample Turnaround Time

A. Accurate and complete analytical results shall be submitted to the City within the standard turnaround time, or within an alternate turnaround time when requested by the City and agreed upon by the Contractor. Standard turnaround time for analyses will be 15 business days from sample arrival at Contractors laboratory.

B. The City may request expedited samples occasionally. Pricing will be provided to the City at the time of expedited request.

C. Contractor fees will be reduced by 25% if turnaround time is exceeded.

## 7. Analytical Reporting

- A. The Contractor shall not release any data with anomalies until approved by the City.
- B. Contractor shall notify the City immediately via email of any non-compliant sample results or results not matching historical data.
- C. The Contractor shall hold all conversations and documentation regarding the City-submitted samples as confidential and shall not disclose data or disseminate the contents of any City report of analyses to a third party without the expressed permission of the City.
- D. The Contractor shall provide the final reports to the City in both Electronic Data Deliverables (EDDs) format as provided by the City of Ann Arbor and Portable Document Format (PDF) within **15 business days following** sample receipt or within another turnaround time agreed to by both parties in writing.
- E. The Contractor shall submit EDDs to the City at the same time that hard copy reports are submitted; i.e., there will be no substantial delays between EDD submission and hard copy report submission. Hard copy reports shall include the chain of custody (COC).
- F. EDDs, PDF reports, and COC shall be made available to the City (as zip files if necessary) via download from the Contractor's website. An e-mail shall be sent to the City containing a notification of availability. EDDs, PDF reports, and COC shall be searchable on the Contractor's website by the project number, sampling date, or SAMPLE ID. EDDs, PDF reports, and COC shall be available on the Contractor's website for a minimum of 2 years.
- G. The EDDs in the formats specified above shall be fully compatible with City's in-house database and data loading program.
- H. Final reports shall contain at least the following for each analysis:
  - I. Cover page summarizing all detections and highlighting exceedances of MCLs or NLs
  - II. Client Identification (City of Ann Arbor)
  - III. Client Project Identification
  - IV. Sample Identification
  - V. Sample collection date and time
  - VI. Lab receipt date and time
  - VII. Analysis date

- VIII. Analyte tested and test result
- IX. Test method (EPA, Standard Methods, or other) and detection limits for reporting
- X. Test units
- XI. Signature and title of laboratory personnel certifying the results
- XII. Notes and/or qualifiers regarding anomalous test results
- XIII. Copy of Chain of Custody with notations from Contractor's sample receiving staff
- XIV. QA/QC documentation

8. Notification

- A. The Contractor shall notify the City within 24 hours of
  - I. changes in any aspect of its operation affecting its ability to satisfactorily complete a project
  - II. revocation of its Certification and/or Accreditation
  - III. quality assurance/quality control failures associated with any City-submitted samples
  - IV. non-compliant sample results or results not matching historical data
  - V. problems related to the shipping or receiving of City-submitted samples
  - VI. sample turnaround times not expected to be met.

9. Data Verification (After Reporting)

- A. If there is a reasonable question from the City regarding data validity (e.g., analytical results appreciably different from historical results), the Contractor shall re-run samples or duplicates and provide new EDDs and PDF reports at no additional charge.
- B. Laboratory errors resulting in the need for a sample to be recollected will require the laboratory to notify the City immediately of the need to resample, analyze, and report the results of the resample at no cost to the City.

10. Technical Assistance

The Contractor shall provide technical assistance as part of their fee schedule for the City on general and project-related questions regarding sample analyses, sample reporting, and analytical regulatory requirements. City staff will use discretion when requesting technical assistance

## 11. Invoicing

The cost of analyses shall be invoiced monthly by the Contractor to the City. Invoices to the City for work performed must be broken down by sample location, sample date, analyses performed, quantity, unit analytical prices and total cost. Invoices for any given month must be received by the City no later than 30 calendar days following the end of the month in which samples were submitted to the Contractor. The Contractor must invoice for all samples collected and analyzed within the month. For services rendered in June, invoices are to be submitted no later than 15 days following the end of the month.

## 12. Laboratory Subcontracting

Should the Contractor experience the need to subcontract any portion of a City project, it shall be approved in writing by the City at least five (5) calendar days prior to the work being performed. Should the Contractor subcontract any portion of this work (with the consent of City), the Contractor shall confirm to the City that the subcontractor has any and all permits and licenses required by virtue of this Scope and that all analytical reporting requirements of this Scope extend to the subcontractor.

## 13. Sample Retention and Disposal

- A. Contractor shall maintain and preserve appropriate samples, sample extracts, or the residue thereof, for thirty (30) calendar days after submission of Contractor's report to the City free of storage charges. After the initial thirty (30) calendar days, upon written request from the City, Contractor shall retain test specimens or samples for a mutually acceptable storage charge and period of time.
- B. Unless requested by the City to hold sample(s) for greater than thirty (30) calendar days, the sample and any articles or substances made with the sample(s) shall be disposed of in a lawful manner by the Contractor or the Contractor's representative.
- C. Contractor assumes full responsibility for the proper disposal of all test samples, test residues, and sample containers, whether hazardous or non-hazardous, at Contractor's expense.
- D. In all cases, whether the waste material is hazardous or non-hazardous, the Contractor shall list itself as "Generator" on disposal manifests.

- E. Labels on all samples shall be removed or rendered unreadable prior to disposal.

### C. Minimum Qualifications

#### 1. Laboratory Certification

Contractor's laboratory performing analyses on City samples must be approved by the Environmental Protection Agency (EPA) for raw water and drinking water analyses and certified by the Michigan Department of Environmental Quality (MDEQ) to perform drinking water analyses for compliance purposes in the state of Michigan. In addition, the Contractor must provide demonstrated competence to perform the specified NPDES test methods required under the City's NPDES permits. The Contractor is preferably accredited in accordance with the National Environmental Laboratory Accreditation Program (NELAP).

#### 2. Audits

The City reserves the right to perform periodic on-site audits to ensure compliance with analytical method requirements, QA/QC program requirements, and to evaluate the general quality of the Contractor's work. The Contractor shall cooperate and make available records and personnel to facilitate the audits. Audits will be scheduled with sufficient notice and conducted during normal business hours.

#### 3. QA/QC Procedures

- A. The Contractor shall maintain a QA/QC plan for each analytical facility and shall follow the SOPs contained or referenced in the plan.
- B. The Contractor shall maintain a full-time quality assurance officer at each Lab location analyzing City-submitted samples.
- C. Contractor must provide a copy of their Quality Manual, Organizational Chart, and most recent Performance Evaluation Studies upon request by the City.
- D. Contractor may be requested to participate in the EPA Discharge Monitoring Report-Quality Assurance Study Program. Such participation and reporting will be done without fee to the City.

#### 4. Laboratory Capacity and Capability

- A. During the term of the contract, the Contractor shall maintain the necessary capability and capacity to provide the laboratory services

within the agreed-upon turnaround times for each project accepted by the Contractor.

- B. The Contractor shall possess the flexibility to add new projects/sample locations as needed throughout the duration of the contract.



## **SECTION III - MINIMUM INFORMATION REQUIRED**

### **PROPOSAL FORMAT**

Offerors should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Fee Proposal (include in a separate sealed envelope clearly marked "Fee Proposal")
- E. Authorized Negotiator
- F. Attachments

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

#### A. Professional Qualifications – 20 points

1. Details on the project manager – include CV AND at least 3 REFERENCES for RECENT projects the project manager and alternate project manager have overseen of similar scope to ours, with contact information.
  - i. Indicate how often project managers turnover for a given year long project.
2. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
3. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.
4. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.
5. Laboratory Certification Contractor's laboratory performing analyses on City samples must demonstrate proof of approval by the Environmental Protection

Agency (EPA) for raw water and drinking water analyses and certified by the Michigan Department of Environmental Quality (MDEQ) to perform drinking water analyses for compliance purposes in the state of Michigan. In addition, the Contractor must provide documentation of competence to perform the specified NPDES test methods required under the City's NPDES permits. The Contractor is preferably accredited in accordance with the National Environmental Laboratory Accreditation Program (NELAP).

#### B. Past involvement with Similar Projects – 30 points

The written proposal must include a list of specific experience in the project area and indicate proven ability in implementing similar projects for the firm **and** the individuals to be involved in the project.

A complete list of client references must be provided for similar projects recently completed. The list shall include the firm/agency name, address, telephone number, project title, and contact person.

Provide a summary table of general lab metrics including:

1. Turnaround time for analysis and disseminating reports
2. Percent of samples reported on time.
3. Percent of samples analyzed in compliance with approved methods.
4. Percent of samples where deadline for reporting was missed.
5. Staffing turnover rate over the past two years.

#### C. Proposed Work Plan – 30 points

Provide a detailed and comprehensive description of how the offeror intends to provide the services requested in this RFP. This description shall include, but not be limited to:

1. How the project(s) will be managed and scheduled.
2. How and when data and materials will be delivered to the City.
  - a. Please provide a preview of your portal for data delivery.
  - b. Include example of report formats. See Section II 7D for our desired format.
3. Communication and coordination between the offeror and city staff.
  - a. Typical response time for past projects from assigned Project Manager on similar projects for emails/phone.
  - b. Describe protocol for notifying city staff of samples arriving out of hold time/temperature, samples analyzed out of compliance of approved methods or if a reporting deadline is predicted to be missed.
4. The working relationship between the offeror and City staff.
  - a. If a new project manager is assigned, explain how you will orient them to our project, introduce them to us, and ensure there is no change in service during and after transition.

5. How the offeror handles shipping lags and other shipping issues experienced in the current shipping climate.
  - A. Indicate shipping method you will use and list of couriers/carrier services if applicable.
  - B. Include data on percent of samples out of hold time when they arrive from your given shipping method in a similar geographic location.
6. The company's general philosophy in regards to providing the requested services.

Offerors shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Fee Proposal - 20 points

Fee schedules shall be submitted in a separate, sealed, envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. The proposal should highlight key staff and positions that would likely be involved with projects. Offerors shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

E. Authorized Negotiator

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the City

F. Attachments

Legal Status of Offeror, Conflict of Interest Form, Living Wage Compliance Form, and the Non-Discrimination Form must be returned with the proposal. These elements should be included as attachments to the proposal submission.

## **PROPOSAL EVALUATION**

1. The selection committee will evaluate each proposal by the above-described criteria and point system (A through C) to select a short-list of firms for further consideration. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The committee may contact references to verify material submitted by the offerors.

2. The committee then will schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.
3. The interview must include the project team members expected to complete a majority of work on the project, but no more than six members total. The interview shall consist of a presentation of up to thirty minutes (or the length provided by the committee) by the offeror, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The committee may record the oral interviews.
4. The firms interviewed will then be re-evaluated by the above criteria (A through D), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by City Council, if suitable proposals are received.

The City reserves the right to waive the interview process and evaluate the offerors based on their proposals and fee schedules alone and open fee schedules before or prior to interviews.

The City will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

Any proposal that does not conform fully to these instructions may be rejected.

## **PREPARATION OF PROPOSALS**

Proposals should have no plastic bindings but will not be rejected as non-responsive for being bound. Staples or binder clips are acceptable. Proposals should be printed double sided on recycled paper. Proposals should not be more than 30 sheets (60 sides), not including required attachments and resumes.

Each person signing the proposal certifies that they are a person in the offeror's firm/organization responsible for the decisions regarding the fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision.

## **ADDENDA**

If it becomes necessary to revise any part of the RFP, notice of the addendum will be posted to Michigan Inter-governmental Trade Network (MITN) [www.mitn.info](http://www.mitn.info) and/or the City of Ann Arbor web site [www.A2gov.org](http://www.A2gov.org) for all parties to download.

Each offeror must acknowledge in its proposal all addenda it has received. The failure of an offeror to receive or acknowledge receipt of any addenda shall not relieve the offeror of the responsibility for complying with the terms thereof. The City will not be bound by oral responses to inquiries or written responses other than official written addenda.

## **SECTION IV - ATTACHMENTS**

Attachment A – Fee Proposal Form

Attachment B - Legal Status of Offeror

Attachment C – Non-Discrimination Ordinance Declaration of Compliance Form

Attachment D – Living Wage Declaration of Compliance Form

Attachment E – Vendor Conflict of Interest Disclosure Form

Attachment F – Non-Discrimination Ordinance Poster

Attachment G – Living Wage Ordinance Poster

**ATTACHMENT A  
FEE PROPOSAL FORM**

wastewater	biosolids	Drinking water
------------	-----------	----------------

Analysis-Details located in tables	Sample	Frequency	Number of samples/yr	Cost per Test	Total per Item
1,4-Dioxane by 522	Final Effluent	Monthly	12		
Acid Extractables	Final Effluent	Annually	1		
Additional Compounds	Biosolids	Annually	1		
Base / Neutrals	Final Effluent	Annually	1		
Chloride	Final Effluent	Monthly	12		
Cyanide, available	Final Effluent	Twice Monthly	24		
Hardness (Calcium Carbonate)	Final Effluent, Raw Influent	Annually	1		
Locally Limited Parameters	Final Effluent, Raw Influent	Annually	2		
Mercury, Total (low level)	6 Collection System Sites, Dupe, Trip Blank, Field Blank	Annually	9		
Mercury, Total (low level)	Final Effluent, Raw Influent, Dupe, Trip Blank, Field Blank	Quarterly	20		

Analysis-Details located in tables	Sample	Frequency	Number of samples/yr	Cost per Test	Total per Item
Phenolic Compounds, Total	Final Effluent	Annually	1		
Sulfate	Final Effluent	Monthly	12		
Toxicity, Acute & Chronic (WET)	Final Effluent	Annually	1		
WW Metals	Final Effluent, Raw Influent	Monthly	24		
WW VOCs	Final Effluent	Annually	1		
Trace Metals	Deionized Water	Annually	1		
Lime Sludge Metals	Lime Sludge	Annually	1		
Lime Sludge Partial Chemistry	Lime Sludge	Annually	1		
Locally Limited Parameters	Biosolids	Annually	1		
Mercury, Total	Centrifuge Feed	Annually	1		
Mercury, Total (low level)	Biosolids	Quarterly	4		
1,4-Dioxane by 522	1st & 2nd Sister Lakes, Furstenberg Park Well, Gallup Park Well	Annually	4		
1,4-Dioxane by 522	River, Well, Reservoir, Montgomery Well, 3 Sentinel Wells	Monthly	84		



Analysis-Details located in tables	Sample	Frequency	Number of samples/yr	Cost per Test	Total per Item
1,4-Dioxane by 522	Wells: 21W, 25W, 741W	Annually	3		
Automated Partial Chemistry	Reservoir	Every Two Weeks	26		
Automated Partial Chemistry	3 Scio Township Distribution Samples	Quarterly	12		
Automated Partial Chemistry	Furstenberg Park Well, Gallup Park Well	Annually	2		
Automated Partial Chemistry	River, Well, Distribution 1-13	Monthly	180		
Bromate & Bromide	River, Well, Reservoir	Monthly	36		
Carbamates	River, Well, Reservoir	Annually	3		
Cyanide , Total	River, Well, Reservoir	Annually	3		
Dalapon	Reservoir	Annually	1		
Diquat	Reservoir	Annually	1		
EDB/DBCP	Reservoir	Annually	1		
Endothall	Reservoir	Annually	1		
Gross Alpha	Reservoir	1 / 108 months	~1		

Analysis-Details located in tables	Sample	Frequency	Number of samples/yr	Cost per Test	Total per Item
HAA5s by 552.2	Reservoir, 4 Distribution Sites, 1 Scio Township Distribution Sample	Quarterly	24		
Metals	River, Well, Reservoir, Furstenberg Park Well, Gallup Park Well	Annually	5		
Nitrosamines	Reservoir, 4 Distribution sites	Annually	5		
Pb & Cu	Residential Samples	~10/month	150		
PCBs / Toxaphene / Chlordane	River, Well, Reservoir	Annually	3		
Perchlorate	River, Reservoir	Annually	2		
Pesticides and Herbicides by 515.3	River, Well, Reservoir	Annually	3		
Pesticides and Herbicides by 525.2	River, Well, Reservoir	Annually	3		
Phenolic Endocrine Disrupting Chemicals	River, Reservoir, Well	Annually	3		

Analysis-Details located in tables	Sample	Frequency	Number of samples/yr	Cost per Test	Total per Item
Radium 226 & Radium 228	Reservoir	1 /72 months	~1		
TOC	River, Well, CW1, CW2	Monthly	48		
TTHMS by 524.2	Reservoir, 4 Distribution Sites, 1 Scio Township Distribution Sample	Quarterly	24		
VOCs	River, Well, Reservoir, Furstenberg Park Well, Gallup Park Well	Annually	5		

**Wastewater Groupings**

<b>*Locally Limited Parameters</b>	<b>WW Metals</b>	<b>Acid-Extractables</b>	<b>#Additional Compounds</b>
*Ammonia-N (7664-41-7)	Antimony (7440-36-0 ) Sb	2,4,6-Trichlorophenol (88-06-2 )	#Total Nitrogen
*Arsenic (7440-38-2 ) As	*Arsenic (7440-38-2 ) As	2,4-Dichlorophenol (120-83-2 )	#Total Kjeldahl Nitrogen
*Cadmium (7440-43-9 ) Cd	Barium (7440-39-3 ) Ba	2,4-Dimethylphenol (105-67-9 )	#Total available N [per KS]
*CBOD5	Beryllium (7440-41-7 ) Be	2,4-Dinitrophenol (51-28-5 )	#Total Solids
*Chromium (7440-47-3 ) Cr	Boron (7440-42-8 ) B	2-Chlorophenol (95-57-8 )	#Fecal Coliform
*Copper (7440-50-8 ) Cu	*Cadmium (7440-43-9 ) Cd	2-Nitrophenol (88-75-5 )	#Nitrate (14797-55-8)
*Cyanide (57-12-5)	*Chromium (7440-47-3 ) Cr	4,6-dinitro-o-cresol (534-52-1 )	#Total Potassium (7440-09-7) K
*FOG	*Copper (7440-50-8 ) Cu	4-Nitrophenol (100-02-7 )	#Density [per KS ]
*Lead (7439-92-1 ) Pb	*Lead (7439-92-1 ) Pb	p-chloro-m-creso (59-50-7 )	#Barium (7440-39-3 ) Ba
*Mercury (7439-97-6 ) Hg	*Nickel (7440-02-0 ) Ni	Pentachlorophenol (87-86-5 )	
*Molybdenum (7439-98-7 ) Mo	*Silver (7440-22-4 ) [per KS] Ag	Phenol (108-95-2 )	
*Nickel (7440-02-0 ) Ni	*Selenium (7782-49-2 ) [per KS] Se		
*pH	Thallium (7440-28-0) Tl		
*Silver (7440-22-4 ) [per KS] Ag	*Zinc (7440-66-6 ) Zn		
*Selenium (7782-49-2 ) [per KS] Se			
*Total Phosphorus (7723-14-0)			
*TSS			
*Zinc (7440-66-6 ) Zn			

Base/Neutral Compounds	Chrysene (218-01-9 )	WW VOCs	Trichloroethylene (79-01-6 )
Acenaphthene (83-32-9 )	Dibenzo(a,h)anthracene (53-70-3 )	Acrolein (107-02-8 )	Vinyl chloride (75-01-4 )
1,2,4-Trichlorobenzene (120-82-1 )	Diethylphthalate (84-66-2 )	1,1,1-Trichloroethane (71-55-6 )	
1,2-Dichlorobenzene (95-50-1 )	Dimethyl phthalate (131-11-3 )	1,1,2-Trichloroethane (79-00-5 )	
1,2-diphenylhydrazine (122-66-7 )	Di-n-butylphthalate (84-74-2 )	1,1-dichloroethane (75-34-3 )	
1,3-Dichlorobenzene (541-73-1 )	Di-n-octyl phthalate (117-84-0 )	1,1-Dichloroethylene (75-35-4 )	
1,4-Dichlorobenzene (106-46-7 )	Fluoranthene (206-44-0 )	1,2-Dichloroethane (107-06-2 )	
2,4-Dinitrotoluene (121-14-2 )	Fluorene (86-73-7 )	1,2-Dichloropropane (78-87-5 )	
2,6-Dinitrotoluene (606-20-2 )	Hexachlorobenzene (118-74-1 )	1,3-dichloropropylene (542-75-6 )	
2-Chloronaphthalene (91-58-7 )	Hexachlorobutadiene (87-68-3 )	2-chloroethylvinyl ether (110-75-8 )	
3,3'-Dichlorobenzidine (91-94-1 )	Hexachlorocyclopentadiene (77-47-4 )	Acrylonitrile (107-13-1 )	
4-Bromophenyl phenyl ether (101-55-3 )	Hexachloroethane (67-72-1 )	Benzene (71-43-2 )	
4-Chlorophenyl phenyl ether (7005-72-3 )	Indeno(1,2,3-cd)pyrene (193-39-5 )	Bromoform (75-25-2 )	
Acenaphthylene (208-96-8 )	Isophorone (78-59-1 )	Carbon Tetrachloride (56-23-5 )	
Anthracene (120-12-7 )	Naphthalene (91-20-3 )	Chlorobenzene (108-90-7 )	
Benzidine (92-87-5 )	Nitrobenzene (98-95-3 )	Chlorodibromomethane (124-48-1 )	
Benzo(a)pyrene (50-32-8 )	N-Nitrosodimethylamine (62-75-9 )	Chloroethane (75-00-3 )	
3,4-benzofluoranthene (205-99-2 )	N-Nitrosodi-n-propylamine (621-64-7 )	Chloroform (67-66-3 )	
Benzo(g,h,i)perylene (191-24-2 )	N-Nitrosodiphenylamine (86-30-6 )	dichlorobromomethane (75-27-4 )	
Benzo(k)fluoranthene (207-08-9 )	Phenanthrene (85-01-8 )	Ethylbenzene (100-41-4 )	
Benzo[a]anthracene (56-55-3 )	Pyrene (129-00-0 )	methyl bromide (74-83-9 )	
Bis(2-chloroethoxy)methane (111-91-1 )		methyl chloride (74-87-3 )	
Bis(2-chloroethyl)ether (111-44-4 )		methylene chloride (75-09-2 )	
Bis(2-chloroisopropyl) ether (108-60-1 )		1,1,2,2-tetrachloroethane (79-34-5 )	
Bis(2-ethylhexyl) phthalate (117-81-7 )		Tetrachloroethylene (127-18-4 )	
Butyl benzyl phthalate (85-68-7 )		Toluene (108-88-3 )	
		trans-1,2-Dichloroethylene (156-60-5 )	

**Drinking Water Groupings**

<b>Automated Partial Chemistry:</b>	<b>METALS:</b>	<b>PESTICIDES AND HERBICIDES</b>	<b>Polychlorinated biphenyls (PCBs):</b>
Chloride (16887-00-6)	Aluminum (7429-90-5) Al	2,4,5-TP (Silvex)	Aroclor 1016 (12674-11-2)
Fluoride (16984-48-8)	Antimony (7440-36-0) Sb	2,4-D	Aroclor 1221 (11104-28-2)
Hardness	Arsenic (7440-38-2) As	Dicamba	Aroclor 1232 (11141-16-5)
Iron (7439-89-6)	Barium (7440-39-3) Ba	Dalapon	Aroclor 1242 (53469-21-9)
Nitrate (7697-37-2)	Beryllium (7440-41-7) Be	Dinoseb	Aroclor 1248 (12672-29-6)
Nitrite (14797-65-0)	Chromium (7440-47-3) Cr	Pentachlorophenol	Aroclor 1254 (11097-69-1)
Sodium (7440-23-5)	Copper (7440-50-8) Cu	Picloram	Aroclor 1260 (11096-82-5)
Sulfate (14808-79-8)	Lead (7439-92-1) Pb		
<b>EDB/DBCP:</b>	<b>Manganese (7439-96-5) Mn</b>	<b>PESTICIDES AND HERBICIDES</b>	<b>Pb &amp; Cu Water Quality Parameter Monitoring:</b>
1,2-Dibromo-3-chloropropane (DBCP) (96-12-8)	Mercury (7439-97-6) Hg	Alachlor	Lead
Ethylene dibromide (EDB) (106-93-4)	Nickel (7440-02-0) Ni	Atrazine	Copper
<b>CARBAMATES:</b>	Potassium (7440-09-7) K	Endrin	DO
Aldicarb	Silver (7440-22-4) Ag	Heptachlor	pH
Aldicarb sulfone	Selenium (7782-49-2) Se	Heptachlor epoxide	Temperature
Aldicarb sulfoxide	Thallium (7440-28-0) Tl	Hexachlorobenzene	Calcium
Carbofuran	Zinc (7440-66-6) Zn	Hexachlorocyclopentadiene	Total Phosphorus
Oxamyl (Vydate)		Lindane (gamma-BHC)	o-Phosphorus
		Methoxychlor	
		Simazine	

	<b>HALOACETIC ACIDS:</b>	Vinyl chloride	<b>Biosolids</b>
<b>NITROSAMINES:</b>	Dibromoacetic acid (631-64-1)	Xylenes (total)	
N-Nitrosodi-N-butylamine (NDBA) (924-16-3)	Dichloroacetic acid (79-43-6)	<b>DI Water Trace Metals</b>	<b>Lime Sludge Metals</b>
N-Nitrosodi-N-propylamine (NDPA) (621-64-7)	Monobromoacetic acid (79-08-3)	Lead (7439-92-1) Pb	Regular DW Metals PLUS:
N-Nitrosodiethylamine (NDEA) (55-18-5)	Monochloroacetic acid (79-11-8)	Cadmium (7440-43-9) Cd	Boron (7440-42-8) B
N-Nitrosodimethylamine (NDMA) (62-75-9)	Trichloroacetic acid (76-03-9)	Chromium (7440-47-3) Cr	Cadmium (7440-43-9) Cd
N-Nitrosomethylethylamine (NMEA) (10595-95-6)	Total Haloacetic Acids	Copper (7440-50-8) Cu	Calcium (7440-70-2) Ca
N-Nitrosopiperidine (NPIP) (100-75-4)	<b>VOCs:</b>	Nickel (7440-02-0) Ni	Cobalt (7440-48-4) Co
N-Nitrosopyrrolidine (NPYR) (930-55-2)	1,1,1-Trichloroethane	Zinc (7440-66-6) Zn	Iron (7439-89-6) Fe
<b>ENDOCRINE DISRUPTING CHEMICALS</b>	1,1,2-Trichloroethane		Magnesium (7439-95-4) Mg
2,4,6-Trichlorophenol (88-06-2)	1,1-Dichloroethylene		Molybdenum (7439-98-7) Mo
4-n-Octylphenol (1806-26-4)	1,2,4-Trichlorobenzene		Selenium (7782-49-2) Se
4-tert-Octylphenol (140-66-9)	1,2-Dichlorobenzene		Vanadium (7440-62-2) V
Bisphenol A (80-05-7)	1,2-Dichloroethane		<b>Lime Sludge Partial Chemistry:</b>
Nonylphenol, isomer mix (25154-52-3)	1,2-Dichloropropane		Ammonia-N (7664-41-7)
Pentachlorophenol (87-86-5)	1,4-Dichlorobenzene		Chloride (16887-00-6)
Phenylphenol (92-69-3)	Benzene		Cyanide (57-12-5)
Tetrabromobisphenol A (79-94-7)	Carbon tetrachloride		pH
<b>TTHMs:</b>	Chlorobenzene		Total Kjeldahl Nitrogen
Bromoform (75-25-2)	cis-1,2-Dichloroethylene		Total Solids
Chloroform (67-66-3)	Dichloromethane		Nitrate (7697-37-2)
Dichlorobromomethane (75-27-4) DBCM	Ethylbenzene		Nitrite (14797-65-0)
Chlorodibromomethane (124-48-1) CDBM	Styrene		Sulfate (14808-79-8)
	Tetrachloroethylene		
	Toluene		
	trans-1,2-Dichloroethylene		
	Trichloroethylene		

**ATTACHMENT B  
LEGAL STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- A corporation organized and doing business under the laws of the state of \_\_\_\_\_, for whom \_\_\_\_\_ bearing the office title of \_\_\_\_\_, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.\*

\*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of \_\_\_\_\_, whom \_\_\_\_\_ bearing the title of \_\_\_\_\_ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of \_\_\_\_\_ and filed with the County of \_\_\_\_\_, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

\_\_\_\_\_  
Signature Date: \_\_\_\_\_,

(Print) Name \_\_\_\_\_ Title \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_



**ATTACHMENT C  
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

**Non-Discrimination Ordinance**

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Address, City, State, Zip

\_\_\_\_\_  
Phone/Email address

**Questions about the Notice or the City Administrative Policy, Please contact:**

Procurement Office of the City of Ann Arbor  
(734) 794-6500

**ATTACHMENT D  
CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here  No. of employees\_\_*

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$14.82/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$16.52/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

**Check the applicable box below which applies to your workforce**

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Phone/Email address



**ATTACHMENT E**

<b>VENDOR CONFLICT OF INTEREST DISCLOSURE FORM</b>
--

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

<b>Conflict of Interest Disclosure*</b>	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below)

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

<b>I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:</b>		
<b>Vendor Name</b>	<b>Vendor Phone Number</b>	
<b>Signature of Vendor Authorized Representative</b>	<b>Date</b>	<b>Printed Name of Vendor Authorized Representative</b>

**ATTACHMENT F  
CITY OF ANN ARBOR NON-DISCRIMINATION ORDINANCE**

Relevant provisions of Chapter 112, Nondiscrimination, of the Ann Arbor City Code are included below.  
You can review the entire ordinance at [www.a2gov.org/humanrights](http://www.a2gov.org/humanrights).

**Intent:** It is the intent of the city that no individual be denied equal protection of the laws; nor shall any individual be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight.

**Discriminatory Employment Practices:** No person shall discriminate in the hire, employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any individual. No person shall discriminate in limiting membership, conditions of membership or termination of membership in any labor union or apprenticeship program.

**Discriminatory Effects:** No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight for an individual to obtain housing, employment or public accommodation, except for a bona fide business necessity. Such a necessity does not arise due to a mere inconvenience or because of suspected objection to such a person by neighbors, customers or other persons.

**Nondiscrimination by City Contractors:** All contractors proposing to do business with the City of Ann Arbor shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All city contractors shall ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon any classification protected by this chapter. All contractors shall agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of any applicable protected classification. All contractors shall be required to post a copy of Ann Arbor's Non-Discrimination Ordinance at all work locations where its employees provide services under a contract with the city.

**Complaint Procedure:** If any individual believes there has been a violation of this chapter, he/she may file a complaint with the City's Human Rights Commission. The complaint must be filed within 180 calendar days from the date of the individual's knowledge of the allegedly discriminatory action or 180 calendar days from the date when the individual should have known of the allegedly discriminatory action. A complaint that is not filed within this timeframe cannot be considered by the Human Rights Commission. To file a complaint, first complete the complaint form, which is available at [www.a2gov.org/humanrights](http://www.a2gov.org/humanrights). Then submit it to the Human Rights Commission by e-mail ([hrc@a2gov.org](mailto:hrc@a2gov.org)), by mail (Ann Arbor Human Rights Commission, PO Box 8647, Ann Arbor, MI 48107), or in person (City Clerk's Office). For further information, please call the commission at 734-794-6141 or e-mail the commission at [hrc@a2gov.org](mailto:hrc@a2gov.org).

**Private Actions For Damages or Injunctive Relief:** To the extent allowed by law, an individual who is the victim of discriminatory action in violation of this chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this chapter.

**THIS IS AN OFFICIAL GOVERNMENT NOTICE AND  
MUST BE DISPLAYED WHERE EMPLOYEES CAN READILY SEE IT.**

ATTACHMENT G

CITY OF ANN ARBOR LIVING WAGE ORDINANCE

**RATE EFFECTIVE APRIL 30, 2022 - ENDING APRIL 29, 2023**

**\$14.82 per hour**

If the employer provides health care benefits\*

**\$16.52 per hour**

If the employer does **NOT** provide health care benefits\*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

**ENFORCEMENT**

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

\* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

**The Law Requires Employers to Display This Poster Where Employees Can Readily See It.**

**For Additional Information or to File a Complaint contact  
Colin Spencer at 734/794-6500 or [cspencer@a2gov.org](mailto:cspencer@a2gov.org)**

**APPENDIX A: SAMPLE PROFESSIONAL SERVICES AGREEMENT**

*If a contract is awarded, the selected Firm(s) will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors/service providers to the City of Ann Arbor. The required provisions are:*

(2020 PSA over \$25,000 NO Auto AI Rev. 1)

This agreement ("Agreement") is between the City of Ann Arbor, a Michigan municipal corporation, having its offices at 301 E. Huron St. Ann Arbor, Michigan 48104 ("City"), and \_\_\_\_\_ ("Contractor"), a(n) \_\_\_\_\_, with its address at \_\_\_\_\_ (State where organized) \_\_\_\_\_ (Partnership, Sole Proprietorship, or Corporation). City and Contractor are referred to collectively herein as the "Parties." The Parties agree as follows:

**I. DEFINITIONS**

Administering Service Area/Unit means \_\_\_\_\_.

Contract Administrator means \_\_\_\_\_, acting personally or through any assistants authorized by the Administrator/Manager of the Administering Service Area/Unit.

Deliverables means all Plans, Specifications, Reports, Recommendations, and other materials developed for and delivered to City by Contractor under this Agreement.

Project means \_\_\_\_\_.  
Project name

**II. DURATION**

Contractor shall commence performance on \_\_\_\_\_, 20\_\_ ("Commencement Date"). This Agreement shall remain in effect until satisfactory completion of the Services specified below unless terminated as provided for in Article XI. The terms and conditions of this Agreement shall apply to the earlier of the Effective Date or Commencement Date.

**III. SERVICES**

A. The Contractor agrees to provide \_\_\_\_\_

Type of service

("Services") in connection with the Project as described in Exhibit A. The City retains the right to make changes to the quantities of service within the general scope of the Agreement at any time by a written order. If the changes add to or deduct from the extent of the services, the compensation shall be adjusted

accordingly. All such changes shall be executed under the conditions of the original Agreement.

- B. Quality of Services under this Agreement shall be of the level of quality performed by persons regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Contract Administrator.
- C. The Contractor shall perform its Services for the Project in compliance with all statutory, regulatory, and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement. The Contractor shall also comply with and be subject to the City of Ann Arbor policies applicable to independent contractors.
- D. The Contractor may rely upon the accuracy of reports and surveys provided to it by the City (if any) except when defects should have been apparent to a reasonably competent professional or when it has actual notice of any defects in the reports and surveys.

#### **IV. INDEPENDENT CONTRACTOR**

The Parties agree that at all times and for all purposes under the terms of this Agreement each Party's relationship to any other Party shall be that of an independent contractor. Each Party will be solely responsible for the acts of its own employees, agents, and servants. No liability, right, or benefit arising out of any employer/employee relationship, either express or implied, shall arise or accrue to any Party as a result of this Agreement.

Contractor does not have any authority to execute any contract or agreement on behalf of the City, and is not granted any authority to assume or create any obligation or liability on the City's behalf, or to bind the City in any way.

#### **V. COMPENSATION OF CONTRACTOR**

- A. The Contractor shall be paid in the manner set forth in Exhibit B. Payment shall be made monthly, unless another payment term is specified in Exhibit B, following receipt of invoices submitted by the Contractor, and approved by the Contract Administrator.
- B. The Contractor will be compensated for Services performed in addition to the Services described in Article III, only when the scope of and compensation for those additional Services have received prior written approval of the Contract Administrator.
- C. The Contractor shall keep complete records of work performed (e.g. tasks performed, hours allocated, etc.) so that the City may verify invoices submitted by the Contractor. Such records shall be made available to the City upon request and submitted in summary form with each invoice.

## VI. INSURANCE/INDEMNIFICATION

- A. The Contractor shall procure and maintain from the Effective Date or Commencement Date of this Agreement (whichever is earlier) through the conclusion of this Agreement, such insurance policies, including those set forth in Exhibit C, as will protect itself and the City from all claims for bodily injuries, death or property damage that may arise under this Agreement; whether the act(s) or omission(s) giving rise to the claim were made by the Contractor, any subcontractor, or anyone employed by them directly or indirectly. Prior to commencement of work under this Agreement, Contractor shall provide to the City documentation satisfactory to the City, through City-approved means (currently myCOI), demonstrating it has obtained the policies and endorsements required by Exhibit C. Contractor shall add registration@mycoitracking.com to its safe sender's list so that it will receive necessary communication from myCOI. When requested, Contractor shall provide the same documentation for its subcontractor(s) (if any).
  
- B. Any insurance provider of Contractor shall be authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-authorized insurance companies are not acceptable unless approved in writing by the City.
  
- C. To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold the City, its officers, employees and agents harmless from all suits, claims, judgments and expenses, including attorney's fees, resulting or alleged to result, from any acts or omissions by Contractor or its employees and agents occurring in the performance of or breach in this Agreement, except to the extent that any suit, claim, judgment or expense are finally judicially determined to have resulted from the City's negligence or willful misconduct or its failure to comply with any of its material obligations set forth in this Agreement.

## VII. COMPLIANCE REQUIREMENTS

- A. Nondiscrimination. The Contractor agrees to comply, and to require its subcontractor(s) to comply, with the nondiscrimination provisions of MCL 37.2209. The Contractor further agrees to comply with the provisions of Section 9:158 of Chapter 112 of the Ann Arbor City Code and to assure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity.



- B. Living Wage. If the Contractor is a “covered employer” as defined in Chapter 23 of the Ann Arbor City Code, the Contractor agrees to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code. The Contractor agrees to pay those employees providing Services to the City under this Agreement a “living wage,” as defined in Section 1:815 of the Ann Arbor City Code, as adjusted in accordance with Section 1:815(3); to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this Agreement are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee or person contracted for employment in order to pay the living wage required by Section 1:815; and otherwise to comply with the requirements of Chapter 23.

#### **VIII. WARRANTIES BY THE CONTRACTOR**

- A. The Contractor warrants that the quality of its Services under this Agreement shall conform to the level of quality performed by persons regularly rendering this type of service.
- B. The Contractor warrants that it has all the skills, experience, and professional licenses (if applicable) necessary to perform the Services pursuant to this Agreement.
- C. The Contractor warrants that it has available, or will engage, at its own expense, sufficient trained employees to provide the Services pursuant to this Agreement.
- D. The Contractor warrants that it has no personal or financial interest in the Project other than the fee it is to receive under this Agreement. The Contractor further certifies that it shall not acquire any such interest, direct or indirect, which would conflict in any manner with the performance of the Services it is to provide pursuant to this Agreement. Further Contractor agrees and certifies that it does not and will not employ or engage any person with a personal or financial interest in this Agreement.
- E. The Contractor warrants that it is not, and shall not become overdue or in default to the City for any contract, debt, or any other obligation to the City including real and personal property taxes. Further Contractor agrees that the City shall have the right to set off any such debt against compensation awarded for Services under this Agreement.
- F. The Contractor warrants that its proposal for services was made in good faith, it arrived at the costs of its proposal independently, without consultation, communication or agreement, for the purpose of restricting completion as to any matter relating to such fees with any competitor for these Services; and no attempt has been made or shall be made by the Contractor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

- G. The person signing this Agreement on behalf of Contractor represents and warrants that she/he has express authority to sign this Agreement for Contractor and agrees to hold the City harmless for any costs or consequences of the absence of actual authority to sign.

**IX. OBLIGATIONS OF THE CITY**

- A. The City agrees to give the Contractor access to the Project area and other City-owned properties as required to perform the necessary Services under this Agreement.
- B. The City shall notify the Contractor of any defects in the Services of which the Contract Administrator has actual notice.

**X. ASSIGNMENT**

- A. The Contractor shall not subcontract or assign any portion of any right or obligation under this Agreement without prior written consent from the City. Notwithstanding any consent by the City to any assignment, Contractor shall at all times remain bound to all warranties, certifications, indemnifications, promises and performances, however described, as are required of it under the Agreement unless specifically released from the requirement, in writing, by the City.
- B. The Contractor shall retain the right to pledge payment(s) due and payable under this Agreement to third parties.

**XI. TERMINATION OF AGREEMENT**

- A. If either party is in breach of this Agreement for a period of fifteen (15) days following receipt of notice from the non-breaching party with respect to a breach, the non-breaching party may pursue any remedies available to it against the breaching party under applicable law, including but not limited to, the right to terminate this Agreement without further notice. The waiver of any breach by any party to this Agreement shall not waive any subsequent breach by any party.
- B. The City may terminate this Agreement, on at least thirty (30) days advance notice, for any reason, including convenience, without incurring any penalty, expense or liability to Contractor, except the obligation to pay for Services actually performed under the Agreement before the termination date.
- C. Contractor acknowledges that, if this Agreement extends for several fiscal years, continuation of this Agreement is subject to appropriation of funds for this Project. If funds to enable the City to effect continued payment under this Agreement are not appropriated or otherwise made available, the City shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Contractor. The Contract Administrator shall give Contractor written notice of such non-appropriation within thirty (30) days after it receives

notice of such non-appropriation.

- D. The provisions of Articles VI and VIII shall survive the expiration or earlier termination of this Agreement for any reason. The expiration or termination of this Agreement, for any reason, shall not release either party from any obligation or liability to the other party, including any payment obligation that has already accrued and Contractor's obligation to deliver all Deliverables due as of the date of termination of the Agreement.

## **XII. REMEDIES**

- A. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory and/or other legal right, privilege, power, obligation, duty or immunity of the Parties.
- B. All rights and remedies provided in this Agreement are cumulative and not exclusive, and the exercise by either party of any right or remedy does not preclude the exercise of any other rights or remedies that may now or subsequently be available at law, in equity, by statute, in any agreement between the parties or otherwise.
- C. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently effect its right to require strict performance of this Agreement.

## **XIII. NOTICE**

All notices and submissions required under this Agreement shall be delivered to the respective party in the manner described herein to the address stated below or such other address as either party may designate by prior written notice to the other. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by next day express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent next day express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

If Notice is sent to the CONTRACTOR, it shall be addressed and sent to:

If Notice is sent to the CITY, it shall be addressed and sent to:

City of Ann Arbor

\_\_\_\_\_  
(insert name of Administering Service Area Administrator)

301 E. Huron St.  
Ann Arbor, Michigan 48104

With a copy to: The City of Ann Arbor  
ATTN: Office of the City Attorney  
301 East Huron Street, 3<sup>rd</sup> Floor  
Ann Arbor, Michigan 48104

#### **XIV. CHOICE OF LAW AND FORUM**

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction, excepting the principles of conflicts of law. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or, if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience.

#### **XV. OWNERSHIP OF DOCUMENTS**

Upon completion or termination of this Agreement, all documents (i.e., Deliverables) prepared by or obtained by the Contractor as provided under the terms of this Agreement shall be delivered to and become the property of the City. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities and other data shall remain in the possession of the Contractor as instruments of service unless specifically incorporated in a deliverable, but shall be made available, upon request, to the City without restriction or limitation on their use. The City acknowledges that the documents are prepared only for the Project. Prior to completion of the contracted Services the City shall have a recognized proprietary interest in the work product of the Contractor.

#### **XVI. CONFLICTS OF INTEREST OR REPRESENTATION**

Contractor certifies it has no financial interest in the Services to be provided under this Agreement other than the compensation specified herein. Contractor further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the Services under this Agreement.

Contractor agrees to advise the City if Contractor has been or is retained to handle any matter in which its representation is adverse to the City. The City's prospective consent to the Contractor's representation of a client in matters adverse to the City, as identified above, will not apply in any instance where, as the result of Contractor's representation, the Contractor has obtained

sensitive, proprietary or otherwise confidential information of a non-public nature that, if known to another client of the Contractor, could be used in any such other matter by the other client to the material disadvantage of the City. Each matter will be reviewed on a case by case basis.

#### **XVII. SEVERABILITY OF PROVISIONS**

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties and circumstances.

#### **XVIII. EXTENT OF AGREEMENT**

This Agreement, together Exhibits A, B, and C, constitutes the entire understanding between the City and the Contractor with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements or understandings whether written or oral. Neither party has relied on any prior representations, of any kind or nature, in entering into this Agreement. No terms or conditions of either party's invoice, purchase order or other administrative document shall modify the terms and conditions of this Agreement, regardless of the other party's failure to object to such form. This Agreement shall be binding on and shall inure to the benefit of the parties to this Agreement and their permitted successors and permitted assigns and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement. This Agreement may only be altered, amended or modified by written amendment signed by the Contractor and the City. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

#### **XIX. ELECTRONIC TRANSACTION**

The parties agree that signatures on this Agreement may be delivered electronically in lieu of an original signature and agree to treat electronic signatures as original signatures that bind them to this Agreement. This Agreement may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to the other party.

#### **XX. EFFECTIVE DATE**

This Agreement will become effective when all parties have signed it. The Effective Date of this Agreement will be the date this Agreement is signed by the last party to sign it.

**[REMAINDER OF PAGE LEFT BLANK; SIGNATURE PAGE FOLLOWS]**

**FOR CONTRACTOR**

By \_\_\_\_\_  
Type Name

Its

Date: \_\_\_\_\_

**FOR THE CITY OF ANN ARBOR**

By \_\_\_\_\_  
Christopher Taylor, Mayor

By \_\_\_\_\_  
Jacqueline Beaudry, City Clerk

Date: \_\_\_\_\_

**Approved as to substance**

\_\_\_\_\_  
Type Name  
Service Area Administrator

\_\_\_\_\_  
Milton Dohoney Jr., City Administrator

**Approved as to form and content**

\_\_\_\_\_  
, City Attorney

**EXHIBIT A  
SCOPE OF SERVICES**

**(Insert/Attach Scope of Work & Deliverables Schedule)**

**EXHIBIT B  
COMPENSATION**

General

Contractor shall be paid for those Services performed pursuant to this Agreement inclusive of all reimbursable expenses (if applicable), in accordance with the terms and conditions herein. The Compensation Schedule below/attached states nature and amount of compensation the Contractor may charge the City:

(insert/Attach Negotiated Fee Arrangement)



**EXHIBIT C  
INSURANCE REQUIREMENTS**

From the earlier of the Effective Date or the Commencement Date of this Agreement, and continuing without interruption during the term of this Agreement, Contractor shall have, at a minimum, the following insurance, including all endorsements necessary for Contractor to have or provide the required coverage.

A. The Contractor shall have insurance that meets the following minimum requirements:

1. Professional Liability Insurance or Errors and Omissions Insurance protecting the Contractor and its employees in an amount not less than \$1,000,000.
2. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:  
  
Bodily Injury by Accident - \$500,000 each accident  
Bodily Injury by Disease - \$500,000 each employee  
Bodily Injury by Disease - \$500,000 each policy limit
3. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 04 13 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy. Further, the following minimum limits of liability are required:  
  
\$1,000,000 Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined  
\$2,000,000 Per Project General Aggregate  
\$1,000,000 Personal and Advertising Injury
4. Motor Vehicle Liability Insurance equivalent to, as a minimum, Insurance Services Office form CA 00 01 10 13 or current equivalent. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.
5. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.

- B. Insurance required under A.3 and A.4 above shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Contractor agrees to waive any right of recovery by its insurer against the City for any insurance listed herein.
  
- C. Insurance companies and policy forms are subject to approval of the City Attorney, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional and unqualified 30-day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number(s); name of insurance company; name(s), email address(es), and address(es) of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions, which may be approved by the City in its sole discretion; (c) that the policy conforms to the requirements specified. Contractor shall furnish the City with satisfactory certificates of insurance and endorsements prior to commencement of any work. If any of the above coverages expire by their terms during the term of this Agreement, the Contractor shall deliver proof of renewal and/or new policies and endorsements to the Administering Service Area/Unit at least ten days prior to the expiration date.