

BID ITEM 18-51
One (1) Year's Requirements of Equipment Filters
Release and Delivery as Required, September 1, 2018 – August 31, 2019



MACOMB COUNTY PURCHASING DEPARTMENT
REQUEST FOR BID

BID ITEM NO. : 18-51

BID TITLE: One (1) Year's Requirements of Equipment Filters

REQUEST FOR BID

The Macomb County Purchasing Department will be receiving sealed bids for one (1) year's requirements of equipment filters release and delivery as required, FOB: 34592 Nova Dr., Clinton Twp., MI 48035 for the period of September 1, 2018 through August 31, 2019.

The project consists of all necessary work to provide equipment filters as needed.

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OBJECTIVE

The purpose of this Request for Bid (RFB) is to select a vendor to provide one (1) year's requirements of equipment filters. The goal is to select the most capable vendor offering the most competitive price. This proposal is in accordance with the Macomb County Procurement Policy.

SUBMISSION PROCEDURES

Date Due: **August 9, 2018 at 10:00 AM (local time)**

Bids will be publicly opened and read.

DELIVER via FEDEX, UPS, or hand deliver DIRECTLY TO 34592 Nova Dr., Clinton Twp., MI 48035 PURCHASING DEPARTMENT/SHIPPING AND RECEIVING BY DUE DATE & TIME.

If USPS is utilized for submissions, there is no guarantee of a timely delivery as the Post Office does not deliver to individual County Buildings

NO LATE BIDS ACCEPTED.

Deliver to: Macomb County Purchasing
JoAnna Strizic, Asst. Purchasing Manager
ATTN: Sara Lozen
34592 Nova Dr.
Clinton Twp., MI 48035

Return: One (1) hard copy original
One (1) copy of the Bid.
Clearly mark on the envelope **SEALED BID ITEM 18-51 One (1) Year's Requirements of Equipment Filters**
Label all submission envelopes with the **company name on the outside.**

Complete and return all pages requiring vendor response.

All Bids must be submitted on the forms provided, properly executed and with all items filled out in ink or typed. Do not change or add words to the forms. Unauthorized conditions, limitations, or provisions on or attached to the forms may be cause for rejection of the Bid. Any Bidder information that is altered by erasure or by inter-lineation prior to submittal must be initialed and explained by notation above the signature of the Bidder.

Macomb County vendors should be registered on the Michigan Inter-governmental Trade Network (MITN) website www.mitn.info.

QUESTIONS

Due: **August 2, 2018 at 1:00 PM (local time)**

Submit to: Email: jstrizic@rcmcweb.org
Fax: 586-791-5860

Questions regarding bid specifications may be directed in writing only, by email or fax. All questions or clarifications must be directed to the Purchasing Department. Any attempt to contact a County department, other than Purchasing, regarding current bids may be grounds for disqualification as a vendor. Answers will be posted to MITN.

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MODIFICATIONS

Macomb County vendors should be registered on the Michigan Inter-governmental Trade Network (MITN) website www.mitn.info. Clarifications, modifications, or amendments may be made to this document at the discretion of the Macomb County Purchasing Department prior to the opening of the solicitations. Should any such changes be made, an addendum will be issued and posted on the MITN website. It is the responsibility of each Bidder to check the website and verify that he/she has received all Addenda prior to submitting a Bid.

It is also the responsibility of each Bidder to verify that all sub-Bidders and material suppliers whose prices are incorporated in the Bidder's Bid are familiar with the Bidding Documents in their entirety, including all Addenda issued up to the time of the Bid opening. (See also *ERRORS, OMISSIONS, AND/OR DISCREPANCIES, below.*)

All addenda issued to Bidders prior to date of receipt of Bids shall become a part of these specifications, and all Bids are to include the Work therein described.

DEFINITIONS

- A. Bidding Documents include this Request for Bid, (including drawings, specifications and all Addenda issued prior to execution of the Contract) and the proposed Contract Documents.
- B. Addenda are written or graphic instruments issued by Macomb County prior to the execution of the Contract that modify or interpret the Bidding Documents.
- C. The Base Bid is the sum state in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted.
- D. A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment, or services, or a portion of the Work as described in the Bidding Documents.
- E. A Bidder is a person or entity who submits a Bid to Macomb County, and who meets the requirements set forth in the Bidding Documents.
- F. Default is the failure of the Bidder to fulfill the obligations of the contract, including but not limited to, failure to deliver on time or the unauthorized substitution of articles other than those quoted and specified on the contract; or failure to deliver specified quantities (repetitive shortages).
- G. Owner is the County of Macomb.
- H. Contractor is a person or business which provides goods or services to the County of Macomb under terms specified in a contract.

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BIDDING DOCUMENTS

All Bidding Documents are available on the Michigan Inter-governmental Trade Network (MITN) website www.mitn.info. Bidders shall use complete sets of Bidding Documents in preparing Bids. Macomb County assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents. All Bidding Documents are the property of the Department of Roads.

BIDDERS ARE REQUIRED TO SUBMIT COMPLETE AND COMPREHENSIVE DATA AND DESCRIPTIVE LITERATURE COVERING THE ITEM PROPOSED TO BE FURNISHED. VENDORS SUBMITTING BIDS FOR ALTERNATIVE EQUAL ITEMS MUST PROVIDE SPECIFICATIONS DOCUMENTING PRODUCT IS EQUAL TO SPECIFIED BID ITEM. BIDS SUBMITTED WITHOUT THE ABOVE DOCUMENTATION WILL BE CONSIDERED NON-RESPONSIVE AND REJECTED.

EXAMINATION OF BIDDING DOCUMENTS AND SITE

Before submitting a Bid, the Bidder shall carefully examine the drawings, read the specifications and all other Bidding Documents; and visit the site of the Work. Each Bidder shall inspect the site of the proposed Work to arrive at a clear understanding of the conditions under which the Work is to be performed. The Bidder shall fully inform himself/herself prior to bidding as to all existing conditions and limitations under which the Work is to be performed and he/she shall include in the Bid a sum to cover the cost of all items necessary to perform the Work as set forth in the Bidding Documents. No allowance will be made to the Bidder because of lack of such examination or knowledge. The submission of a Bid shall be construed as conclusive evidence that the Bidder has made such examination. Claims for extra payments based on lack of knowledge of existing circumstances will not be allowed.

BIDDER'S QUALIFICATIONS

Bidders must be properly licensed under the state laws governing their respective trades. Bidders shall meet qualifications indicated in the Bidding Documents. Macomb County may make such investigations as necessary to determine the ability of the Bidder to perform the Work, and the Bidder shall furnish to Macomb County all such information and data for this purpose as Macomb County may request. Macomb County reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy Macomb County that such Bidder is not properly qualified to carry out the obligations of the Contract.

Submission of a Bid shall serve as evidence that the Bidder has confirmed that the Bidder is properly qualified to perform the work and is capable of obtaining the required bonds and insurance.

COMPONENT/PRODUCT RESPONSIBILITY

The successful Bidder will provide field instructions for Macomb County's operators, mechanics and/or supervisors. The successful Bidder shall be responsible to insure that all components delivered operate properly and with the intent and details of these specifications.

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STATUS OF BIDDERS

Proprietors submitting Bids shall indicate their status as proprietors.

Bidders submitting Bids for partnerships shall indicate their status as partners and shall submit, upon request of Macomb County within 24 hours following receipts of Bids, a certified copy of the power of attorney authorizing the executor of the Bid to bind the partnership.

Bidders submitting Bids for corporations shall indicate their status as corporations and shall submit, upon request of the Owner within 24 hours following receipt of Bids, a certified copy of the board of directors' authorization for the Bidder to bind the corporation and shall affix the corporate seal on the Bid.

Bidders shall provide, upon request of Macomb County, within 24 hours following receipt of Bids, the following:

1. Names and addresses of proprietors, of all members of a partnership, or of the corporation's officers.
2. Name of county or state where the partnership is registered or where the corporation is incorporated. Corporations must be licensed to do business in the project state at the time of executing the contract.

ERRORS, OMISSIONS, AND/OR DISCREPANCIES

Bidder shall not be allowed to take advantage of errors, omissions, and/or discrepancies found in the Bidding Documents. In the event a conflict or omission is discovered in the Bidding Documents after the issuing of the last addendum such that an interpretation cannot be issued by Macomb County prior to bidding, the Bidder is directed to estimate on and provide the quantity and quality of material and labor consistent with the overall represented work so as to provide all materials, equipment, labor, and services necessary for the completion of the Work.

SUBSTITUTION OF MATERIALS AND EQUIPMENT

Whenever a material, article or piece of equipment is identified on the Drawings or in the Specifications by reference to manufacturers' or vendors' names, trade names, catalog numbers, or the like, it is so identified for the purpose of establishing a standard, and any material, article, or piece of equipment of other manufacturers or vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided that the material, article, or piece of equipment so proposed is, in the opinion of the Architect, of equal substance appearance and function.

To obtain approval to use unspecified products, Bidders shall submit written requests at least ten (10) days before the bid date. Requests received after this time will not be considered. Requests shall clearly describe the product for which approval is asked, including all data necessary to demonstrate acceptability.

If the product is acceptable, the Architect will approve it in an Addendum which will be posted on the MITN website. The product shall not be purchased or installed by the Contractor without the Architect's written approval.

Voluntary alternates or qualifications contrary to the Contract requirements made by the Bidder in or accompanying his/her Bid as a condition for the acceptance of the Contract will not be considered in the award of the Contract and will cause the rejection of the entire Bid.

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TERMINATION

Macomb County reserves the right to terminate any award to the Bidder without any liability, upon a 30 day notice from Macomb County.

DEFAULT (refer to Section: Definitions, Item F)

If continued abuse of any/or all of the default conditions persist, Macomb County will notify the Contractor in writing. The Contractor will be given thirty (30) days to correct this default condition. Failure to correct within the specified period will result in Macomb County canceling the Contract and procuring the articles or services from other sources. The Contractor will be responsible for any excess costs occasioned thereby.

RIGHT TO REJECT

Macomb County reserves the right to reject any or all Bids in whole or in part and to waive any informalities therein, or accept any Bid it may deem in the best interest of the County.

Note: Past experience and performance may be a factor in making an award.

MODIFICATION AND WITHDRAWAL OF BIDS

A Bid may be withdrawn on personal requests received from Bidder prior to submission time. A Bid being withdrawn may be re-submitted up to submission time. Negligence or error on the part of the Bidder in preparing his/her Bid confers no right for withdrawal of the Bid after it has been opened.

OFFER PERIOD

Bids will remain firm for a period of 120 days after official opening of Bids.

EXECUTION OF CONTRACT

Macomb County reserves the right to accept any and all Bids, or to negotiate contract terms with the various Bidders when such is deemed by Macomb County to be Macomb County's best interest.

UNIT PRICES

Unit prices shall include all charges applicable to the items including, but not limited to, materials, shoring, hauling removal, fee, layout, supervision and overhead (field and home office), labor, general expenses, transportation, taxes, insurance and profit. Single unit prices shall apply to additions to, or deductions from the Work.

TERM OF CONTRACT

The Contract will be for a minimum of **one (1) year**.

RENEWAL

The proposed agreement may be renewed **for two (2) one-year extensions with a total of three possible years for the bid**, provided that by at least 45 days prior to end of the contract both parties agree to an extension under the same terms and conditions as exist in the current contract.

SALES AND EXCISE TAXES

The County of Macomb, being a governmental unit, is exempt from sales and federal excise taxes. The price is to be net, exclusive of any taxes. All prices stated in the Bid response will include all Federal, State, County and Municipal taxes, including Michigan State Sales and Use Taxes, or contributions required by Bidder's business.

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INDEMNIFICATION

Macomb County will not be responsible for injury to Contractor's employees, Sub-Contractors, or to third parties caused by the Contractor's agents, servants or employees. Therefore, the Contractor agrees to incorporate the below hold harmless agreement into the required insurance and to be evidenced by being contained in the certificate of insurance. Further, the below listed indemnification is incorporated and is part of the subject contract.

The Contractor agrees to protect, defend, indemnify and hold the County of Macomb and its commissioners, officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, legal fees, liens, demands, court costs, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc. relating to personal injury, death, damage to property, defects in materials or workmanship, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

The Contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc. at his sole expense and agrees to bear all other costs and expenses related hereto, even if it (claims, etc.) is groundless, false or fraudulent. In any case in which this indemnification would violate legal prohibition, the foregoing provision concerning indemnification shall not be construed to identify the County for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the County, its commissioners, officers, employees or agents.

CONTRACTS WITH SUB-CONTRACTORS

All contracts made by the Bidder with Sub-Contractors shall be covered by the terms and conditions of the Contract. The Bidder shall inform all Sub-Contractors of these terms and conditions. Macomb County reserves the right to require of the Bidders tentatively selected for consideration in the awarding of the Contract, a list of the Sub-Contractors whom the Contractor intends to employ.

Macomb County reserves the right to disapprove the use of any proposed Sub-Contractor, and in such event, the Bidder submitting such Sub-Contractor shall submit another such Sub-Contractor in like manner within the time specified by Macomb County. Macomb County reserves the right to reject any proposal if such information required by Macomb County is not submitted as above indicated.

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INSURANCE

COMMERCIAL GENERAL LIABILITY INSURANCE

Shall be written on an occurrence basis with limits of Liability of not less than \$1,000,000 (one million dollars) as combined single limit for each occurrence of bodily injury and personal injury with an annual aggregate of not less than \$2,000,000 (two million dollars). The policy shall include;

- a. Contractual Liability
- b. Products and Completed Operations
- c. Independent Contractors Coverage
- d. Broad Form General Liability Extensions or equivalent

WORKERS' COMPENSATION

Workers' Compensation Insurance meeting Michigan statutory requirements. Employer's Liability Insurance with minimum limits of \$500,000 each accident, \$500,000 bodily injury by disease policy limit, \$500,000 bodily injury by disease each employee.

AUTOMOBILE LIABILITY INSURANCE

Motor Vehicle Liability Insurance including Michigan NO-FAULT Coverage for all vehicles, owned and non-owned, leased and hired used in the performance of this contract with limits of \$1,000,000 (one million dollars) as the combined single limit for each occurrence for bodily injury and property damage.

PROFESSIONAL LIABILITY/ERRORS & OMISSIONS

Professional Liability Insurance with minimum limits of \$1,000,000 (one million dollars) each occurrence and \$2,000,000 (two million dollars) aggregate.

INSURANCE INSTRUCTIONS

All certificates of insurance and duplicate policies shall contain the following:

The County of Macomb shall be named additional insured on all policies (excluding Worker's Compensation) and the underwriters will have no right of recovery or subrogation against the County of Macomb including its agents, employees, elected and appointed officials and agencies. It being the intention of the parties that the insurance policy so effected will protect both parties in primary coverage for any and all losses covered by the subject policy. The insurance carrier(s) must have an A.M. Best rating of no less than an A-, VII.

The insurance company(s) issuing the policy or policies will have no recourse against the County of Macomb for payment of any premiums or for assessments under any form of policy.

The Contractor will assume any and all deductibles in the above any and all deductibles in the above-described insurance policies.

The term "INSURED" is used severally, not collectively, but the inclusion in this policy of more than one insured will not operate to increase the limit of the Owner's liability.

All certificates are to provide a thirty (30) day notice of material change or cancellation. Certificates of insurance must be provided no less than ten (10) working days before commencement of work to the County of Macomb, 120 North Main Street, Mt. Clemens, Michigan 48043 Attention: Department of Risk Management and Macomb County Dept. of Roads, 34592 Nova Dr., Clinton Twp., MI 48035 Attention: Purchasing Department.

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Macomb County Department of Roads

**Specifications/Price Sheet
AIR, OIL, AND FUEL FILTERS**

- 1) The Macomb County Department of Roads is requesting bid proposals to purchase one year's requirements of air, oil, and fuel filters.
- 2) Award will be based on price that is in the best interest of the Macomb County Department of Roads. Manufacturer filter numbers are listed on the bid sheet for cross-reference purposes. **Following are the acceptable Brand Name filters that are acceptable and do not require prior approval: Wix, Fram, Fleetguard, NAPA, Baldwin, Donaldson, Luber-Finer, Hastings and OEM (Original Equipment Manufacturer).** NOTE: Any substitute for the acceptable brand name filters listed must be approved **prior** to the bid opening in order to be considered for the award. Prices quoted for the filters **MUST** be firm for the entire contract period. It is the responsibility of the bidder to ascertain which filter is applicable to the Department of Road's needs and to price accordingly on the bid sheet FOB: 34592 Nova Dr., Clinton Twp., MI 48035.
- 3) A single percentage discount taken from a published jobber list price for other filters and accessories not listed on the bid sheet is also requested. **Each vendor shall include with their bid the latest price list booklet, printout, or CD Rom disk (if available), which illustrates prices for each of the filters.** Successful vendor shall provide the Stockroom with updates as published throughout the contract term. **The Macomb County Department of Roads reserves the right, at its discretion, to solicit pricing and order non-listed filters and accessories from vendors other than the awarded vendor during the contract period.**
- 4) The Macomb County Department of Roads reserves the right to make an on-site visitation to determine the capabilities of the supplier. **Bids shall include delivery F.O.B. to the Macomb County Department of Roads located at 34592 Nova Dr., Clinton Twp., MI 48035.** Supplier shall agree to stock an adequate supply of the specific air, oil and fuel filters listed on the bid sheets. In the event that an item not listed on the bid sheets is ordered three (3) times within one (1) month period, it shall become a stock item for the vendor. Supplier agrees to provide any filter on the bid sheet, or subsequently added to stock list by virtue of order frequency within the specific delivery time as defined in item 6.
- 5) The MCDR purchase order number associated with the order must appear on all delivery tickets and invoices. **Supplier must invoice with prices on the bid contract.**
- 6) **Supplier shall deliver stock filters to the Macomb County Department of Roads within twenty-four (24) hours after receipt of purchase order. Non-stock items shall be delivered within forty-eight (48) hours to the Macomb County Department of Roads.** Failure to provide within specified time may result in cancellation of order and Macomb County Department of Roads may purchase from another supplier. Three (3) incidents of failure to comply with the stated delivery times may result in termination of the contract. Supplier shall state hours of operation and/or delivery.
- 7) A packing slip shall be furnished with each delivery indicating the filter stock number and description, purchase order number, quantity ordered, and quantity shipped.
- 8) Invoices shall be provided to the Accounting Department of the Macomb County Department of Roads, 117 S. Groesbeck Hwy., Mt. Clemens, MI 48043.

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NOTE: The estimated annual quantities stated on the bid sheet are approximate and for bidding purposes only. Actual quantities may be more or less than the quantities stated.

*MCDR Part #	Description	Part # for Cross Reference	Estimated Annual Quantity	Unit Price	Extended Price
122237	Coolant	BW5142	3		
124070	Coolant	4070	1		
124071	Coolant	BW5137	3		
124073	Coolant HD Charge 40	BW5139	1		
124083	Coolant	B5088	1		
124091	Coolant	B5145	6		
133020	Fuel - 2012 International	PF7986	30		
133021	Fuel - International	600149	1		
133022	Fuel - (Secondary)2012 International	PF7930	20		
133023	Fuel - 2012 International	PF7978	1		
133024	Fuel -(Outer) 2012 International	3004474C92	1		
133032	Gas G2	BF840-K1	3		
133033	Fuel	BF836K3	1		
133097	Fuel - COUNTY ONLY	G800	1		
133118	Fuel	BF5800	4		
133166	Fuel	BF825	2		
133211	Water	BF1205	1		
133230	Fuel	BF7814	16		
133231	Fuel, Water	BF1223-0	20		
133243	Fuel - COUNTY ONLY	GF354	1		
133311	Fuel	BF1171	1		
133357	Fuel	BF1280	2		
133358	Fuel	BF788	3		
133376	Fuel	BF1201	1		

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*MCDR Part #	Description	Part # for Cross Reference	Estimated Annual Quantity	Unit Price	Extended Price
133386	Fuel	BF954	4		
133405	Fuel	BF1212	1		
133406	Fuel	BF1259	1		
133411	Fuel Water Seperator	BF1223	1		
133418	Fuel	BF5813	3		
133442	Megawind Sweeper Fuel Filter	LFF902	6		
133472	Fuel	BF1226	1		
133474	Filter Water Seperator Volvo	BF13580	1		
133481	Gas	BF853	1		
133484	Fuel	BF1046	1		
133527	Fuel	BF7631	1		
133555	Fuel	BF7883	1		
133585	Fuel	PF7777	1		
133595	Fuel - COUNTY ONLY	G6593	1		
133599	Fuel	PF7812 Kit	4		
133604	Fuel	BF1293-SPS	1		
133626	Fuel	BF7632	8		
133636	Fuel	BF7679D	1		
133651	Fuel	PF7680	8		
133674	Fuel	BF7587	5		
133675	Fuel	LFF5850	1		
133690	Fuel	BF7644	3		
133736	Fuel	BF7806	4		
133937	Megawind Sweeper Fuel Filter	L5098F	4		
133977	Megawind Sweeper Fuel Filter	L8872F	4		
133978	Megawind Sweeper Fuel Filter	L8868F	4		

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*MDCR Part #	Description	Part # for Cross Reference	Estimated Annual Quantity	Unit Price	Extended Price
137633	Fuel	BF7633	3		
137675	Fuel Filter	BF7675D	4		
137685	Water Filter - Washable (Eagle	1025992	1		
137748	Fuel	PF7748	20		
137934	Fuel Filter Kit	PF7934 Kit	4		
139891	Primary Fuel Filter John Deere	BF9891D	1		
139892	Secondary Fuel Filter John Deere	BF9892D	1		
141333	Air Filter 2010 F150	AF2883	32		
141886	Air	CA5369	4		
142234	Air	PA1636-FN	1		
142276	Air	PA1690-FN	2		
142297	Filter, Air Kohler 47-083-03	PA2069	1		
142487	Air	PA4113	1		
142812	Air - 2015 Elgin Sweeper	2812	1		
143508	Air	RS3508	2		
143509	Air	RS3509	2		
143544	Outer Air	RS3544	4		
143545	Inner Air	RS3545	4		
143690	Air Johnston Sweeper	PA3690	1		
143935	Air - Inner Megawind	LAF9543	4		
143971	Air - Outer Megawind	LAF9547	12		
143979	Air	PA5310	1		
143980	Air	PA4991	1		
144311	Air	PA3986	1		
144681	Air	PA4681	6		
144863	Air - Inner	LAF6664	10		

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*MDCR Part #	Description	Part # for Cross Reference	Estimated Annual Quantity	Unit Price	Extended Price
145020	Air - 2015/2016 Sweeper Rear	AF55020	2		
145501	Air - Outer John Deere	PA5501	1		
145502	Air - Inner John Deere	PA5502	1		
146100	Air	CFFNT6100	8		
146102	Air - International Cab Filter.	CAF24005	6		
146103	Air- International Cab Filter	CAF24015	22		
146429	Air	RS3501	1		
146433	Air	RS2863	1		
146440	Air	RS3707	1		
146458	Air	RS3738	1		
146459	Air	RS3739	1		
146478	Air	RS3505	1		
146479	Air CAT	RS3504	1		
146522	Air Inner	PA2419	1		
146530	Air CA1588	LAF8552	1		
146531	Air CA1588SY	PA2432	1		
146556	Air - WG64/110	LF2120	1		
146573	Air- Filter Stockroom Van	AF1109	1		
146613	Air Outer	PA2977FN	2		
146619	Air- Sterling Cab	PA5337	1		
146630	Air - Cabin Filter Freightliner	PA5359	4		
146635	Air	PA3487	3		
146664	Air	RS3548	11		
146772	Air	RS3740	2		
146815	Air	RS4642	4		
146816	Air	RS4643	2		

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*MDCR Part #	Description	Part # for Cross Reference	Estimated Annual Quantity	Unit Price	Extended Price
146822	Air	RS3744	1		
146823	Air	RS3745	1		
149045	Air - 2012 International	RS4862	29		
149053	Air Ford Fusion	PA4176	1		
151010	Trans. Filter Kit	PT9415MPGKIT	10		
151036	Oil	LF393	1		
151040	Oil	PH47	1		
151042	Oil	B31	6		
151056	Oil	LF302	1		
151060	Oil	B1428	4		
151158	Oil	B7031	15		
151236	Oil	B236	1		
151243	Oil	BT259	1		
151259	Oil	BT839	1		
151268	Oil	BT230	1		
151334	Oil	B421	4		
151335	Oil	B7221	1		
151348	Oil	BT223	34		
151372	Oil	PH820	58		
151409	Hydraulic	PT8306-10	12		
151452	Oil	B118	1		
151459	Air	BT237	1		
151522	Oil	B1432	1		
151551	Oil	BT839-10	4		
151607	Oil	BT339	6		
151660	Oil	B7685	18		

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*MDCR Part #	Description	Part # for Cross Reference	Estimated Annual Quantity	Unit Price	Extended Price
151726	Oil	B7585	1		
151734	Oil	B7039	1		
151742	Oil	B134	1		
151748	Oil	BD7309	2		
151759	Oil	BT287-10	1		
151791	Oil	B7600	36		
151792	Oil	B99	1		
151798	Oil	B75	4		
156035	Oil - International	LFP6035	1		
157060	Oil	B160	16		
157182	Oil	B7177	6		
157235	Oil	P7235	8		
157243	Oil	B7125	1		
157299	Oil	B7299	1		
157322	Oil	P7322	4		
157329	Oil - 2010/2011 International Oil Filter	P7329	3		
157502	Oil	B7449	85		
157701	Trans	BT8460	1		
157746	Oil	BD7154	14		
158876	Hyd - Spin on	BT8876-MPG	1		
158880	Oil - 2012 International	3007498C93	42		
	Total Estimated Yearly Cost				

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FORMS

INSTRUCTIONS

All Bids must be submitted on the forms provided, properly executed and with all items filled out in ink or typed. Do not change or add words to the forms. Unauthorized conditions, limitations, or provisions on or attached to the forms may be cause for rejection of the proposal. Any Bidder information that is altered by erasure or by inter-lineation prior to submittal must be initialed and explained by notation above the signature of the Bidder.

LIST

The following is a list of forms that are to be completed and returned:

Specifications/Price Sheet.....	Page 10
County Vendor Disclosure Form.	Page 18
Non-Collusion Affidavit	Page 20
Macomb County Preference	Page 21
General Information	Page 22
Work References	Page 23
Federal E-Verify Program	Page 24
Iran Economic Sanction Act . . .	Page 25
Bid Form	Page 26
Bid Form Supplement	Page 29
List of Sub-Contractors	Page 30
Vendor Certification Debarment ..	Page 31

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**County of Macomb, Michigan
VENDOR DISCLOSURE FORM**

The Macomb County ethics ordinance requires vendors of the County to complete and file a disclosure statement, the purpose of which is to disclose any financial relationships or other conflicts of interest that may exist between vendors and employees or elected officials (or their appointees) of the County. Once filed, the disclosure form does not need to be updated unless there is a change in circumstance that would cause the answer to any of the questions to change, at which time an amended disclosure form must be filed. Filing of the disclosure form is considered a condition of payment.

PLEASE RETURN THE COMPLETED FORM TO:
Macomb County Purchasing Department
ATTN: Vendor Disclosure
34592 Nova Dr.
Clinton Twp., MI 48035

VENDOR NAME: _____

1. Does the vendor currently employ a relative of any employee, elected official or appointee of an elected official of Macomb County? Relative is defined as husband or wife, father or mother, son or daughter, brother or sister, uncle or aunt, first cousin, nephew or niece, great uncle or great aunt, grandfather or grandmother, grandson or granddaughter, father-in-law or mother-in-law, son-in-law or daughter-in-law, brother-in-law or sister-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister, half-brother or half-sister, the parents or grandparents of the individual's fiancée.

YES **NO**

If yes, please answer the following:

- A. Name of County employee or elected official (or appointee): _____
- B. County Position/Title: _____
County Department or _____
- C. Agency: _____

2. Does any employee or elected official of Macomb County have an interest in the vendor organization in any of the following capacities, either compensated or non-compensated: director, officer, partner, beneficiary, trustee, member, employee or contractor.

YES **NO**

If yes, please answer the following:

- A. Name of County employee or elected official (or appointee): _____
- B. County Position/Title: _____
- C. County Department or Agency: _____
- D. Position/Title with Vendor: _____

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3. Does any current employee or elected official of Macomb County have legal or beneficial ownership of 10% or more of the outstanding stock of the vendor organization?

YES **NO**

If yes, please answer the following:

- A. Name of County employee or elected official (or appointee): _____
- B. County Position/Title: _____
- C. County Department or Agency: _____
 % of Ownership of Vendor
- D. Organization: _____

4. In the last five calendar years, has the vendor failed to perform or otherwise deliver on the terms of a contract or agreement with Macomb County, or any other public entity, including suspensions or debarments?

YES **NO**

If yes, please provide further explanation:

I hereby certify that the information included on this form is complete, true and accurate to the best of my knowledge and belief. I understand that either myself or the organization to which this form applies may be subject to sanctions and/or penalties as set forth in the ethics ordinance if any information has been falsified or omitted.

Name (Please Print)

Title

Signature

Date

**BID ITEM 18-51
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NON-COLLUSION AFFIDAVIT

STATE OF)
) ss
 COUNTY OF)

_____, being first duly sworn, deposes and says that he/she is authorized on behalf of _____ (Bidder Name) who is making the foregoing proposal(s) that:

- 1) Such proposals are genuine and not collusive or a sham.
- 2) This Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder or person to submit a proposal which is a sham.
- 3) This Bidder has not in any manner agreed with any other persons or businesses to fix the proposed price, overhead, profit, or any cost element of the submitted proposal.
- 4) This Bidder has not attempted to secure any advantage against any other Bidders through collusion with any other Bidder or employees or representative of the County.
- 5) That the proposals submitted are true and accurate to the best of my knowledge and belief and are made in good faith.
- 6) This Bidder has not directly or indirectly submitted or disclosed its proposal or its contents or divulged information or data relative thereto to any association or to any member or agent of any other Bidder to this proposal.

Further, Affiant sayeth not.

Subscribed and sworn to before me
 this ___ day of _____, 20___.

 Notary Public
 County of _____,
 State of _____,
 My Commission Expires:

BIDDER: THIS AFFIDAVIT MUST BE COMPLETED, SIGNED, NOTARIZED AND INCLUDED IN YOUR PROPOSAL SUBMISSION.

**BID ITEM 18-51
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MACOMB COUNTY BASED PREFERENCE

A local preference percentage credit from the following allowance table will be applied to the bid of any County-based Enterprise. This credit will be subtracted from the bid of the County-based Enterprise. In comparing bids, the bid of the County –based Enterprise after subtraction of the credit shall be considered the official bid. However, if the County-based Enterprise is awarded the Contract, the bid without the equalization percentage credit shall be the Contract price.

<u>Contract Amount</u>	<u>Local Preference Percentage</u>
Up to \$50,000.00	5
\$50,000.00 to \$200,000.00	3
\$200,000.00 and over	1

1. No business shall receive these credits unless it has been certified by the Purchasing Manager.
2. Any business who claims entitlement to any local preference credit shall disclose the records necessary to establish eligibility to the County.
3. After applying any local preference credits as provided above, the Contract shall be awarded to the lowest Responsible Bidder thus evaluated.

IN ORDER TO DETERMINE IF YOUR BUSINESS IS ENTITLED TO RECEIVE A LOCAL PREFERENCE PERCENTAGE CREDIT PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Is your business headquarters physically located within Macomb County, or has it been conducting business at a location with a permanent street address in the County of Macomb on an ongoing basis for not less than one taxable year prior to your bid or response to this Request for Proposal? **YES _____ NO _____**
2. Has your business paid property taxes on real or personal property within the past year on property which is ordinarily needed to perform the proposed contract? **YES _____ NO _____**
3. Are at least 50 percent of your regular full-time employees based at the County location to perform the proposed contract? **YES _____ NO _____**
4. Has your business been dealing for at least one year on a regular commercial basis in the kind of goods or services which are the subject of this bid or proposal? **YES _____ NO _____**

Drug Screening

To the extent not prohibited by law, all contracts for construction, repair, alteration, or rebuilding of a County building or other property shall include a provision requiring the contractor and any subcontractor providing services under the contract to conduct pre-hire screening for illegal drug use by their employees who provide services under the contract.

If applicable, is your business compliant with this requirement? **YES _____ No _____**

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GENERAL INFORMATION

In further description of this Bid, we desire to submit sheets marked as follows:

Bidding under the name of: _____

DUNS Number: _____
Federal Employer Identification Number: _____
which is (check one of the following):

() Corporation, incorporated under the laws of the State of:

() Partnership, consisting of (list partners):

() Assumed Name (Register No.) _____

() Individual

AUTHORIZED SIGNATURE: _____

Printed or typed signature: _____

Title: _____

Address: _____

City, State: _____

Date: _____

Telephone Number: _____

Fax Number: _____

Email: _____

When payment on such order or contract is to be directed to the same company at an address different from above, please list the address to be used below:

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WORK REFERENCES

BIDDER'S COMPANY NAME _____
Please list at least three (3) companies or public agencies for which you have done similar work.

Macomb County reserves the right to reject low Bids for poor past performance or inadequate references.

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

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FEDERAL E-VERIFY PROGRAM

The Macomb County Board of Commissioners has established a policy regarding the Federal E-Verify Program. This policy states that future contracts (including both new and reviewing contracts) between Macomb County and contractors and vendors who provide services in excess of twenty-thousand dollars (\$20,000) shall require the contractors and vendors to register with, participate in, and utilize the E-Verify Program (or any successor program implemented by the federal Department of Homeland Security and Social Security Administration) when hiring their employees and require the County's Human Resources Department to utilize the E-Verify Program (or any successor program implemented by the federal Department of Homeland Security and Social Security Administration) when hiring new employees.

For more information about E-Verify, go to www.uscis.gov. Click on the E-Verify icon on the bottom left-hand corner of page.

**ACKNOWLEDGMENT OF MACOMB COUNTY'S POLICY
REQUIRING PARTICIPATION IN THE FEDERAL E-VERIFY PROGRAM
AND CERTIFICATION OF COMPLIANCE**

The undersigned hereby acknowledges receipt of a copy of the policy of the Macomb County Board of Commissioners requiring contractors, including those providing professional services, who provide services **in excess of \$20,000 a year** to the County to register and participate in the Federal E-Verify Program.

The undersigned hereby certifies that (he/she/it) will comply with this policy and will register with, participate in and utilize the E-Verify Program or any successor program implemented by the Federal Department of Homeland Security and Social Security Administration when hiring employees.

DATED: _____

Authorized Signature

Printed or Typed Signature

Name of Company



CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named Bidder _____, hereby certifies, represents and warrants that the Bidder, including its officers, directors and employees, is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Bidder is awarded a contract, the Bidder will not become an “Iran linked business” at any time during the course of performing any services under the contract.

BIDDER: _____
Name of Bidder

By: _____

Its: _____

Date: _____

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BID FORM

**Bid Item 18-51
One (1) Year's Requirements
Of Equipment Filters**

Bidder: _____
(print or type company name)

County of Macomb
Mount Clemens, Michigan

OWNER

(Telephone Number)

MACOMB COUNTY
MT. CLEMENS, MICHIGAN 48043

GENERAL AGREEMENTS

- A. The Bidder acknowledges that he/she has had the opportunity to examine the site and locality where the Work is to be performed and has become familiar with the legal requirements, laws, rules, regulations and conditions affecting the cost, progress and performance of the Work; and has made such independent investigations as Bidder deemed necessary to prepare the Bid. Further, Bidder hereby states that the Base Bid set forth in this Bid Response is true and correct.
- B. The Bidder agrees that this Bid shall not be withdrawn for a period of 120 calendar days after the scheduled closing time for receiving Bids.
- C. The Bidder declares that in preparing this Bid, Bidder is assured of the availability of all labor, materials and products to meet the substantial completion date.
- D. The Bidder acknowledges that the price stated below includes all taxes of whatever character or description.
- E. The Bidder agrees to execute a Contract for work covered by this Bid, provided that he/she be notified of its acceptance within one hundred twenty (120) days after the opening of Bids.

SCHEDULE - TIME OF COMPLETION

The undersigned agrees to commence the Work of the Contract Documents on a date specified in a written "Notice to Proceed", and shall fully complete the Work within the required time allowed. Owner requires work to be substantially complete no later than the agreed upon delivery date. The proposed Bid is in full consideration of this.

ACKNOWLEDGEMENT OF ADDENDA

The Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

Addendum No. 1, dated _____, Addendum No. 3, dated _____

Addendum No. 2, dated _____, Addendum No. 4, dated _____

**BID ITEM 18-51
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BID FORM SUPPLEMENTS

Attached to this Bid Form and incorporated herein are the following documents, completed in full by the undersigned:

Base Bid Form Supplement – Unit Prices/Supplemental Fees

BASE BID

The undersigned Bidder, having carefully examined the Bidding and Contract Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, all as issued by the Owner, and being familiar with all conditions and requirements of the Work, hereby proposes and agrees to furnish all material, labor, equipment, tools and supervision; and to furnish all services necessary to complete the Work required in accordance with the Bidding Documents for the following projects, in the amounts listed on the price sheets.

VOLUNTARY ALTERNATES

The following voluntary alternates are offered by the Bidder. The undersigned agrees that the amounts indicated below shall be added to or deducted from the Base Bid, as the case may be for each alternate which is accepted.

Description of Voluntary Alternates	Add	Deduct
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____

Respectfully submitted this ____ day of _____, 20____.

By: _____
 (Name of bidding firm or corporation)

Witness: _____
 By: _____
 (Signature)

Attest: _____
 (Signature) _____
 (Type or print name)

By: _____
 (Type or print name) _____
 Title: _____
 (Owner/Partner/President/Vice Pres.)

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Title: _____ Address: _____
(Corporate Secretary or Assistant Secretary Only) Phone: _____
License: _____
Federal ID No.: _____

(Affix Corporate Seal Here)

Company Name

Company Representative

Title

Date

BID ITEM 18-51
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BID FORM SUPPLEMENT - UNIT PRICES/SUPPLEMENTAL FEES

This form is required to be attached to the Base Bid Form.

Bid Item 18-51 Bidder: _____
One (1) Year's Requirements (print or type company name)
Of Equipment Filters

County of Macomb
Mount Clemens, Michigan

NEGOTIATION

The undersigned agrees that, should the overall cost exceed the funds available, he/she will be willing to negotiate with Macomb County and Architect; for the purpose of making further reductions in the Contract work, and shall agree to give full credit for all such reductions in the work requested by Macomb County, including full value of labor, materials, and Sub-Contract work and reasonable proportionate reductions in overhead and profit, thereby arriving at an agreed upon Contract price.

Submitted this ____ day of _____, 20____.

By: _____
(Name of bidding firm or corporation)

By: _____
(Signature)

(Type or print name)

Title: _____
(Owner/Partner/President/Vice Pres.)

**BID ITEM 18-51
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BID FORM SUPPLEMENT - LIST OF SUB-CONTRACTORS

All sealed bids for construction contracts shall provide a list of preferred sub-contractors and identify, with documentation, whether each subcontractor is a County-based Enterprise.

NAME OF BIDDER: _____

NAME OF SUB-CONTRACTOR _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

MACOMB COUNTY BASED ENTERPRISE (Y/N) _____

NAME OF SUB-CONTRACTOR _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

MACOMB COUNTY BASED ENTERPRISE (Y/N) _____

NAME OF SUB-CONTRACTOR _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

MACOMB COUNTY BASED ENTERPRISE (Y/N) _____

NAME OF SUB-CONTRACTOR _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

MACOMB COUNTY BASED ENTERPRISE (Y/N) _____

**BID ITEM 18-51
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COUNTY OF MACOMB

VENDOR CERTIFICATION DEBARMENT

All information requested in this section must be completed and the document notarized. Any information omitted, or erroneously reported, may result in disqualification for current or future bidding and supply on behalf of the County of Macomb.

The undersigned warrants and presents that they have full complete authority to make representations for and on behalf of the undersigned company and that their representations are fully binding upon the undersigned company.

1. The undersigned are not presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from transactions by any federal department or agency, or any state, county or local municipality, department or agency.
2. The undersigned has not within a three (3) year period preceding this bid been convicted of, or had a civil judgment rendered against them for the commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, or a contract a public transaction, violation of federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. The undersigned are not presently indicted for or otherwise criminally or civilly charged by any governmental entity (federal, state or local) with commission of any of the offenses set forth in paragraph 2.
4. The undersigned have not within a three (3) year period preceding this bid, had one or more public transactions (federal, state or local) terminated or attempted to be terminated for cause or default.

IF THE APPLICANT IS UNABLE TO CERTIFY TO ANY OF THE STATEMENTS IN THIS CERTIFICATION, CERTIFICATION AND EXPLANATION SHALL BE ATTACHED AND PRESENTED WITH THIS CERTIFICATION.

THE UNDERSIGNED CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED MADE ON BEHALF OF THE UNDERSIGNED BIDDER.

Bidder: _____

Bidder Address: _____

Applicant/Bidder Representative: _____

Signature: _____
(Print full name)

Subscribed and sworn to before me this
____ day of _____, 20__.

Notary Public
County of _____,
State of _____
My Commission expires: _____