



*The Charter Township of Oakland, Michigan*  
**Parks and Recreation Commission**  
**REQUEST TO SUBMIT BIDS**

**BID – 2017: Asbestos Abatement at Marsh View Park**

**DEADLINE: Friday April 21, 2017 at 3:00 P.M., Local Time**

The Charter Township Oakland Township Parks and Recreation Commission (PRC) is seeking sealed bids from Michigan-accredited asbestos abatement contractors for asbestos abatement at Marsh View Park, 3340 East Clarkston Road, Oakland, MI 48363. Bids will be received at the Oakland Township Offices at 4393 Collins Road, Rochester, MI 48306 until **Friday April 21, 2017 at 3:00 P.M., Local Time**. The submission of a bid by a contractor shall be considered evidence that the contractor is satisfied with respect to the conditions to be encountered and the character, quantity, and quality of the work to be performed.

Oakland Township Parks and Recreation officially distributes bid documents from the Oakland Township office, 4393 Collins Road, Rochester, MI 48306, the Oakland Township website [www.oaklandtownship.org](http://www.oaklandtownship.org), or through the Michigan Intergovernmental Trade Network (MITN, [www.mitn.info](http://www.mitn.info)). Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Oakland Township office, the Oakland Township website [www.oaklandtownship.org](http://www.oaklandtownship.org), or the MITN system are guaranteed access to receive addendum information, if such information is issued.

**OAKLAND TOWNSHIP RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE ANY IRREGULARITIES.**

Any deviation from the specification must be noted on the proposal.

Please submit sealed bid to:

Oakland Township Clerk  
Charter Township of Oakland  
4393 Collins Road  
Rochester, Michigan 48306

Bids must be submitted in a sealed envelope marked: "**BID – 2017 Asbestos Abatement at Marsh View Park**".

**Mandatory Pre-Bid Meeting**

A mandatory pre-bid meeting will be held at 10:00 a.m. on Wednesday April 12, 2017, at the project site, 3340 East Clarkston Road, Oakland, MI 48363. Contractors will have an opportunity to observe the project location for bid purposes. Bidders should confirm the quantities of materials identified during this Pre-bid meeting. Bids will not be accepted from

firms who fail to attend this meeting.

## **Background**

The Charter Township of Oakland Parks and Recreation Commission (PRC) is requesting bids from experienced and qualified Michigan-accredited asbestos abatement contractors to provide labor, material, etc. for asbestos abatement activities needed prior to the demolition of a vacant residential structure located at 3340 East Clarkston Road, Oakland, MI 48363. Individuals or firms shall have proper credentials, certifications, and licenses required by Township, County, State and Federal Government. **(Note: Utilities may not be available at time of abatement).**

## **INSTRUCTIONS TO BIDDERS**

### **GENERAL CONDITIONS**

#### 1 . I N T E N T

The intent of this Invitation to Bid is to select a Contractor that can complete Asbestos Abatement services at 3340 East Clarkston Road upon award of contract.

#### 2 . S U B M I S S I O N O F S E A L E D B I D S

Please submit proposal to:

Oakland Township Clerk  
Charter Township of Oakland  
4393 Collins Road  
Rochester, Michigan 48306

Bids must be submitted in a sealed envelope marked: “**BID – 2017 Asbestos Abatement at Marsh View Park**”.

**ALL BIDS MUST BE RECEIVED ON OR BEFORE Friday April 21, 2017 @ 3 P.M. It is the responsibility of the Bidder to ensure that the sealed bid arrives on time and at the right place. Any bids received after the above date and time will be disqualified.**

#### 3 . M A N D A T O R Y P R E - B I D M E E T I N G

A mandatory pre-bid meeting will be held at 10:00 a.m. on Wednesday April 12, 2017, at the project site, 3340 East Clarkston Road, Oakland, MI 48363. Contractors will have an opportunity to observe the project location for bid purposes. Bids will not be accepted from firms who fail to attend this meeting.

4 . EXAMINATION OF PREMISES, MEASUREMENTS BY CONTRACTOR

Bidder shall take his/her own measurements and be responsible for the correctness of same. Bidder shall be held to have made such examinations and no allowances will be made in his/her behalf be reason or error omission on his/her part. Bidders are required to attend the Pre-bid meeting at the project site as described in General Conditions item 3. It shall be noted that the material amounts listed in the attached Asbestos-Containing Material Inspection report dated March 20, 2017 are estimates only. The Owner and its representatives assume no liability for discrepancies, errors and/or omissions. Bidders should confirm the quantities of materials identified during the Pre-bid meeting.

5 . PUBLIC INFORMATION

All submitted bids and information included therein or attached thereto shall become public record upon their delivery to the Township.

6 . CLARIFICATION OF REQUEST TO SUBMIT BIDS

Any request(s) for clarification of this Request to Submit Bids shall be made in writing and delivered to: Melinda Milos-Dale, 4393 Collins Road, Rochester, MI 48306 or [mmdale@oaklandtownship.org](mailto:mmdale@oaklandtownship.org). Inquiries regarding the Request for Bids will not be accepted after Tuesday April 18, 2017 at 12:00 p.m. (noon).

7 . RIGHT TO REJECT BIDS AND WAIVE INFORMALITIES

The Township reserves the right to accept or reject any or all bids, waive or modify proposal requirements, waive informalities, allow correction of errors or omissions, negotiate individually with one or more proponents, request supplemental bids and/or additional information, and to select and award a contract to a qualified consultant determined by the Parks and Recreation Commission, in its discretion, to be in the best interest of the Township considering all factors. Members of the Parks and Recreation Commission and Staff will review the bids and make a recommendation to the Parks and Recreation Commission who will award the contract.

Any acceptance of a bid by the Parks and Recreation Commission shall not be binding on the Township and may be withdrawn for at least ten days after the date of acceptance and until the selected consultant has submitted the signed contract and satisfied all insurance and other acceptance conditions. During the period of time the Parks and Recreation Commission acceptance may be withdrawn, the Parks and Recreation Commission reserves the right to continue to review, evaluate and investigate all bids and consultants, and for any reason approved by the Parks and Recreation Commission, may withdraw the acceptance of a bid.

8 . RESPONSIVE BIDS

Companies are expected to examine the Request to Submit Bids requirements and all instructions. Failure to do so will be at the company's risk. Each company shall furnish all

information requested herein. The person signing the bid must initial all erasures or other changes. If any person contemplating submitting a bid is in doubt of the true meaning of any part of the specifications or other conditions with the Request to Submit Bids, they are advised to call and have the portion in question clarified.

## 9 . CHANGES AND ADDENDA TO BID DOCUMENTS

Each change or addendum issued in relation to the Request to Submit Bids will be posted on the MITN system website, the Oakland Township website [www.oaklandtownship.org](http://www.oaklandtownship.org), and at the Oakland Township office. It shall be the contractor's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda.

## 10 . INTERVIEWS

Interviews will be scheduled if it is determined to be necessary by the Township.

## 11 . AWARD

Competitive bids will be evaluated based upon criteria formulated around the most important features of the service, of which qualifications, experience, and timelines may be overriding factors, and price may not be determinative in the issuance of a contract or award. The bid evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements. The evaluation and award of this bid shall be rated on the following (not in any relevant order):

- Demonstration of a clear understanding of the project.
- Evaluation of professional qualifications and capabilities of the firm and its project management and assigned personnel to perform requested services.
- Evaluation of the work plan and scheduling.
- Related experience with similar types of projects.
- Cost.
- Attention to requests and requirements of this Request to Submit Bids.
- Results of interview (if conducted).

The price proposed shall be considered firm and cannot be altered after receipt per the terms of this bid. The contents of this Request to Submit Bids and the vendor's response will become contractual obligations if a contract ensues. Failure of the successful vendor to accept these obligations may result in cancellation of the award.

## 12 . WITHDRAWAL OF BID

Bids may be withdrawn in person by a bidder, or authorized representative, provided their identity is known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid deadline. No bid may be withdrawn for at least 120 days after opening except the successful bidder whose prices shall remain firm for the entire contract period.

### 1 3 . EXECUTION OF AGREEMENT

If a vendor does not execute an agreement within 7 days after being notified of selection, the PRC may give notice to the firm of the PRC's intent to select the next most qualified bidding firm or call for new bids, whichever the PRC deems most appropriate.

### 1 4 . LIABILITY FOR COSTS

The Township is not liable for any costs incurred by firms with regard to this Request to Submit Bids.

### 1 5 . TAX EXEMPTION

Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid figure. The Township will furnish the successful bidder with tax exemption certificates when requested.

### 1 6 . IRAN LINKED BUSINESS

In accordance with Michigan Public Act 517 of 2012, the Iran Economic Sanctions Act, MCL 129.311, et seq., effective date 4/1/13, all vendors must certify that they are not an "Iran Linked Business" in order to submit a bid. The act prohibits individuals who have economic relations with Iran from submitting bids to the state or any other public entities. The act also includes penalty provisions for submittal of false certifications. See Attachment "B".

## **CONTRACT TERMS**

### 1. CONTRACT PERIOD

The selected consultant(s) may be provided with a contract commencing on approximately May 17, 2017. If awarded the Contract, the Contractor agrees that time is an essential condition of the Contract and will totally complete and perform the work within the contract period unless unanticipated conditions as approved by the PRC, in its reasonable discretion, prevent work, in which case the completion time will be determined by the Owner and Contractor.

### 2. CANCELLATION OF CONTRACT

The Parks and Recreation Commission (PRC) reserves the right to cancel any agreement at any time upon thirty (30) days prior written notice of its intent to terminate any agreement. The selected firm shall provide the PRC at least ninety (90) days prior written notice of its intent to terminate any agreement.

### 3. INDEMNIFICATION AND HOLD HARMLESS

The Contractor shall, at its own expense, protect, defend, indemnify and hold harmless the Charter Township of Oakland, its elected and appointed officials, employees and volunteers and others working on behalf of the Charter Township of Oakland, against

any and all liabilities, obligations, damages, penalties, claims, costs, charges, losses, and expenses, including without limitation: direct, indirect, incidental, consequential, special and punitive damages, fees and expenses of attorneys, expert witnesses and other consultants which may be imposed upon, incurred by, or asserted against the Township as a result of any negligent or tortious act, error of omission of the Contractor, or any of its personnel, employees, consultants, or subcontractors, agents or any entities associated, affiliated or subsidiary to the Contractor now existing or hereafter created, their agents and employees (collectively called ‘Associates’) for whose acts any of them might be liable, including, but not limited to, any and all injury to the person or damage to the property of, or any loss or expense incurred by an employee or the Township; and any failure by the Contractor, or any of its “Associates” to perform its obligations either implied industry standards, or expressed under this Contract; and any violation of any federal, state or local statute, regulation, ordinance, permit or license by the Contractor, or any of its personnel, employees, consultants, or subcontractors, or any of its “Associates”.

The Contractor’s indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages; compensation; or employee benefits. In addition, the Contractor agrees to hold the Township harmless from the payment of any deductible on any insurance policy paid or any other amount paid to the Township, or its elected and appointed officials, employees and volunteers, or by the insurance coverage obtained and/or maintained by the selected firm pursuant to the requirements of this Request to Submit Bids and the contract entered into.

#### 4. INSURANCE REQUIREMENTS

The Contractor shall secure and maintain during the term of this contract insurance in the types and amounts specified in Attachment A, from an insurance company authorized to do business in the State of Michigan, whose rating is satisfactory to the Township’s Risk Management Advisor. The Contractor shall be required to provide policies evidencing the required coverage prior to execution of the contract and the policies shall include the notice of cancellation time period, naming of additional insured and endorsement language as required. See Attachment A. In addition, please attach a copy of your current insurance coverage to the bid submitted.

#### 5. CHANGES

Contractor shall make changes in the contracted work only as ordered in writing by the Owner. A Change Order is a written order to the Contractor signed by the Owner, issued after execution of the contract, authorizing a change in the work or an adjustment in the Contract Sum or the contract time. The Cost or Credit to the Owner resulting from a change in the work shall be determined by mutually agreed upon unit prices.

**ANTICIPATED SCHEDULE**

Request to Submit Bids Issued .....	April 3, 2017
Bids Opened .....	3 pm April 21, 2017
Award Contract .....	May 17, 2017
Completion of Asbestos Abatement.....	June 14, 2017

**SUMMARY OF WORK**

**Contractor Requirements**

1. The contractor must provide a fee to perform the required removal of asbestos-containing materials (ACMs) from the interior of the vacant residence located at 3340 East Clarkston Road, Oakland, MI 48363 prior to demolition. The price provided shall include all costs, including but not limited to, labor, insurance, notification fees, supplies, equipment, disposal, required worker air monitoring, overhead and profit. Davis Bacon prevailing wage requirements WILL NOT apply.

All work performed under this contract must comply with all applicable federal, state, and local regulations including, but not limited to, 29 CFR 1926.1101 (Asbestos Standards for Construction) and 40 CFR 61 Subpart M (National Emission Standard for Asbestos).

2. Work includes:

a. The removal and disposal of the following estimated quantities of asbestos-containing materials (ACMs), which are also summarized in the attached Asbestos-Containing Material Inspection report dated March 20, 2017:

- Removal of 1,200 sf. of drywall mudjoint
- Removal of 550 cubic feet of vermiculite insulation.
- Removal of 2250 sf. of 9" x 9" floor tile and mastic.
- Removal of 1 kitchen sink.

b. Any necessary enclosures including engineering controls.

c. All necessary air monitoring, sampling and analysis as required by the laws of Michigan. The contractor will be responsible for collection and analysis of all OSHA personal exposure samples.

d. Provision of electrical power and water.

e. If a notification is required, the Contractor must notify the Michigan Department of Licensing and Regulatory Affairs (LARA), and Michigan Department of Environmental Quality (DEQ), if applicable, immediately, and begin work on the first day allowed by the notification.

3. The contractors will not be reimbursed for the following activities:

- Loading supplies and equipment (at the “shop”) onto a truck or van for the project.
- Driving supplies and equipment to the project site.
- Unloading supplies and equipment at the completion of the project (at the “shop”)
- Delivering waste to a landfill.

4. Within thirty days of the project’s completion Contractor must provide Owner with copies of landfill manifests that indicate that the debris was properly disposed of in a Type II landfill.

5. To process invoice for these services, Contractor must submit the following to Owner after services have been rendered, including but not limited to:

- 10 Day Notification to State of Michigan;
- Copies of signed receipts from the approved permitted landfill operator of receipt of material at the permitted landfill;
- Supplement the Waste Shipment Record with a list of all activities that contributed to the property’s specific load of waste;
- Project Specific documentation including but not limited to pre and post work site photos;
- Invoice;
- Waiver of Liens for all subcontractors.

### **General Requirements**

Contractor accepts all risks associated with, and shall be liable for any injury to Contractor’s officers, employees and/or others, as well as for any property damage incurred by Contractor, its officers, employees and/or others, occurring on account of the performance or non-performance of the work under this Contract.

A time schedule must be coordinated with and approved by the Parks Director before any work commences. All work should be completed in a safe and timely manner, respectful of persons using the park at the same time. No work is to be performed after 4:30 pm weeknights, during weekends, or on recognized Township holidays. Whenever possible, but keeping safety as the paramount issue, the park should remain open for users. The Oakland Township Parks and Recreation office at 248-651-7810 should be notified promptly of any difficulties encountered. In case of any emergencies please call 911.



Access to Project Site and Equipment/Material Storage Location will be approved by Parks and Recreation Director prior to commencement of work.

The Contractor shall furnish and maintain all passageways, barricades, guard fences, lights, and danger signals, provide watchmen and other facilities for protection required by public authority or by local conditions or as directed by the Owner, all at no additional cost to the Commission.

In an emergency affecting the safety of life or of the work or of adjoining property, the Contractor, without special instruction or authorization from the Commission, shall take such action as may be necessary to prevent such threatened damage, injury or loss.

### **SUBMITTAL REQUIREMENTS**

**ALL BIDS MUST BE RECEIVED ON OR BEFORE Friday April 21, 2017 @ 3 P.M.**

The bid must contain the following information:

- 1. Work Plan and Scheduling.** Statement of understanding of the general scope of services. Description of proposed approach and activities to be accomplished including scope of work, project schedules, and deliverables for each of the tasks. Include amount of time needed to complete each individual task and the time to allow staff to review and respond to submitted material. Identify how and when communication and coordination efforts with the Township will be provided.
- 2. References.** As a part of the bidding process the Contractor must submit a reference (client name, project description, project start and end dates, email address, phone number of Owner) of at least three (3) projects of similar work that the Contractor has been primarily responsible for and which, upon investigation, would be found to be completed in a satisfactory manner.
- 3. Qualifications.** The Contractor shall also furnish complete evidence (a Resume or Professional Services Overview document) that they have the facilities, equipment, personnel, etc., to complete the project. Prior approval must be obtained before entering into any sub-contract for this work. The Owner reserves the right to reject any subcontractor if the evidence submitted fails to satisfy the Owner that the subcontractor is properly qualified to complete the work described.
- 4. Complete Bid Form.** Provide a not-to-exceed, lump-sum bid for completing the entire project as described in the Summary of Work, a unit price for removal and disposal of any asbestos-containing materials that are found beyond those identified in Attachment C, and required Bidder Information.
- 5. Copy of Insurance Certificate.** See Attachment A.
- 6. Vendor Certification that it is not an Iran Linked Business.** See Attachment B.



*The Charter Township of Oakland, Michigan*  
**Parks and Recreation Commission**

# **REQUEST TO SUBMIT BIDS**

**BID – 2017: Asbestos Abatement at Marsh View Park**

## **ABATEMENT BID FORM**

**In addition to this page, the bidding Contractor shall include with their bid, the Unit Price page and the Bidder Information page of this Bid Form.**

**Mandatory Pre-Bid Meeting:**  
**10:00 am on Wednesday April 12, 2017**  
**3340 East Clarkston Road**  
**Oakland, MI 48363**

**Bids Due:**  
**3:00 pm on Friday April 21, 2017**  
**Oakland Township Clerk**  
**4393 Collins Road**  
**Rochester, MI 48306**

**This bid includes all costs, including but not limited to, labor, insurance, notification fees, supplies, equipment, disposal, required clearance air monitoring, overhead and profit to complete the Summary of Work contained in this Request to Submit Bids.**

**Asbestos Abatement Bid Amount: \$ \_\_\_\_\_**

**Work Plan and Schedule Included? Yes\_\_\_ No\_\_\_**

**Resume or Professional Services Overview Included? Yes\_\_\_ No\_\_\_**

**Work References three (3) Included? Yes\_\_\_ No\_\_\_**

**Insurance Certificate Included? Yes\_\_\_ No\_\_\_**

**Vendor Certification Not An “Iran Linked Business” Included? Yes\_\_\_ No\_\_\_**

### **ADDENDA**

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**UNIT PRICE**

**Bidders are required to provide unit cost for item listed below. This unit price shall be used to change the Contract amount should the Owner decide to change the scope of work.**

**There may be other asbestos-containing materials found during abatement that were not found or estimated during the inspection conducted by ASTI Environmental.**

**The unit cost specified here will be used for any asbestos-containing materials that are found beyond those identified in the ASTI Environmental report found in Attachment C.**

**Provided unit cost is intended to assist the Owner with bid evaluations and shall not be interpreted as an alternate bid price. This project will be awarded based on the Owner's best interest. Unit rate shall assume work is to be performed in accordance with requirements for similar work as described in this Request to Submit Bids.**

**Unit Price for Asbestos Containing Material Removal and Disposal.**

**Rates shall include all overhead and profit.**

**Cost per square foot of Drywall Mudjoint \$\_\_\_\_\_ per square ft.**

**Cost per cubic foot of Vermiculite Insulation \$\_\_\_\_\_ per cubic ft.**

**Cost per square foot of Floor Tile and Mastic \$\_\_\_\_\_ per square ft.**

**Cost per unit of Sink Removal \$\_\_\_\_\_ per sink.**

**BIDDER INFORMATION**

**Firm Name:** \_\_\_\_\_

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

**City/State/Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Firm Established:** \_\_\_\_\_ **Years in Business:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_ **State of Organization:** \_\_\_\_\_

**Representative's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

It is agreed by the signed bidder that the signature and submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of the bid specifications and, if awarded the bid will represent the agreement between the parties. The bidder proposed to provide all labor supplies, permits, new and current materials, transportation and equipment required to perform and complete the Work described herein in strict accordance with the Summary of Work, Instructions to Bidder, Bid Form, Specifications, Maps, Addenda and other Contract documents, all of which are incorporated in this bid.

The bidder agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the bid documents, but which are incidental to the scope, intent and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled. It is understood that all proposed prices shall remain in effect for a least 120 days from the date of the bid opening to allow for the award and that, if chosen the successful Bidder, the prices will remain firm through invoice.

The bidder affirms that he/she is duly authorized to execute this bid, that this bid has not been prepared in collusion with any other proposer and that the contents of this bid as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor and the bidder has full authority to execute any resulting contract awarded as result of, or on the basis of the bid.

By submission of this bid the Bidder agrees that at the time of submittal: (1) Bidder has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, and that (2) Bidder had no notice or knowledge of any "Conflict of Interest" that would be created by an award of a contract to Bidder A. "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division of bureau, or committee sanctioned by and/or governed by the Charter Township of Oakland. Bidders shall identify any interest, and the individuals involved, on separate paper with the response and shall understand that the Township, at its discretion may reject their bid.

### **ATTACHMENTS**

- A. Charter Township of Oakland Insurance Requirements
- B. Vendor Certification that It Is Not An "Iran Linked Business"
- C. March 20, 2017 Asbestos-Containing Material Inspection for 3340 East Clarkston Road, Oakland Township, Michigan

**ATTACHMENT A**  
**INSURANCE REQUIREMENTS**

The contractor shall not commence work under this contract until they have obtained the insurance required under this section. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to the Charter Township of Oakland.

***The Contractor shall procure and maintain the following insurance coverage and limits:***

**Workers' Compensation Insurance** including Employers' Liability Coverage and sole proprietors with any employees, in accordance with all applicable statutes of the State of Michigan. If the Contractor is a sole proprietor with no other employees, in lieu of Workers' Compensation Insurance, the Contractor must submit a Waiver of Workers Compensation.

**Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included ; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

**Motor Vehicle Liability** including Michigan No-Fault Coverage's, with limits of liability not less than \$1,000,000 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**Pollution Liability** with limits of liability not less than \$1,000,000 per occurrence and aggregate, including, but not limited to, loading/unloading, transportation, storage, and removal of all hazardous waste/material. If this policy is claims made form, then the contractor shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of 3 years after the termination of this contract.

**Additional Insured:** Commercial General Liability, Motor Vehicle Liability, and Pollution Liability Insurance, as described above, shall include an endorsement\* stating the following shall be Additional Insureds: "The Charter Township of Oakland, the Charter Township of Oakland Parks and Recreation Commission, all elected and appointed officials thereof, all employees, agents and volunteers thereof, and all boards, commissions and/or authorities thereof, including all members, employees, agents and volunteers thereof."

**List Township as Certificate Holder:** Workers' Compensation, Commercial General Liability, Motor Vehicle Liability, and Pollution Liability Insurance shall list Charter Township of Oakland as certificate holder: Charter Township of Oakland, 4393 Collins Road, Rochester, MI 48306.

***Format for providing proof of insurance:***

To provide evidence that the vendors of the Oakland Township Parks and Recreation Commission have the required types and amounts of insurance coverage during their term of service, vendors are required to provide both a Certificate of Insurance and evidence that the Charter Township of Oakland has been given Additional Insured Status on liability policies, by furnishing \*either the endorsement to the policy or the appropriate language from the actual policy which grants the additional insured status.

**Vendors: Any insurance-related questions? Call Keith Potter (Ibex) at 248-538-0470.**

**ATTACHMENT B**

**VENDOR CERTIFICATION  
THAT IT IS NOT AN  
“IRAN LINKED BUSINESS”**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or bid, or entering into any contract for goods or services with an prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS”, as defined by law.

Vendor: \_\_\_\_\_

Legal Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State and Zip: \_\_\_\_\_

Corporate ID # /State: \_\_\_\_\_

Taxpayer ID #: \_\_\_\_\_

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq., and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to Charter Township of Oakland.

Signature of Vendor’s  
Authorized Agent: \_\_\_\_\_

Printed Name of Vendor’s  
Authorized Agent: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Printed Name of Witness: \_\_\_\_\_