CITY OF ROMULUS INVITATION TO BID
ITB 26/27-08 Large Commercial Water Meter Installation

The City of Romulus is requesting bids from experienced and qualified contractors for the installation of eleven (3" – 10") Zenner water meters supplied by the City of Romulus DPW Water Department at various customer sites in the City of Romulus.

(1) Qualified individuals and firms wishing to submit a bid must use the forms provided by the City. Official bid forms and specifications may be obtained from the MITN Purchasing Group page of BidNet Direct (http://www.mitn.info/). Bids may be rejected unless mad
(2) Questions must be emailed to Purchasing@romulusgov.com and received no later than 12:00 PM Local Time, 11/09/2026.
(3) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN Purchasing Group page of BidNet Direct. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the bid documents.
(4) A total of two copies (one marked "Original" and one marked "Copy") of the bid must be submitted together in one sealed package/envelope and returned to the ***City Clerk's Office*** no later than 2:00 P.M., **Thursday, November 19, 2026.** Bids should be addressed using the bid package label provided in the solicitation documents or submitted electronically on the MITN Purchasing Group page of BidNet Direct.
(5) At approximately 3:00 p.m., local time **November 19, 2026**, all timely received bids will be publicly opened and read.
(6) The City reserves the right to postpone the opening without notification and reserves the right to reject all bids and to waive any minor informality or irregularity in bids received and to award the bid in whole or in part. Ultimately, a contract may be awarded to the lowest most responsive and responsible company, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in its own best interest.
(7) The successful Bidder will be required to submit proof of all bonds and insurance required by the solicitation documents and copies of all required endorsements.
(8) For additional information contact Christina Parker, City of Romulus, Purchasing Director by calling (734) 955-4568 or by emailing Purchasing@romulusgov.com .
(9) The City of Romulus strictly prohibits the reproduction or publishing of any published document or solicitation without the express written consent of the City of Romulus. Unauthorized posting of any notice of these documents or reference to said documents or solicitations is strictly prohibited.

Publish: October 27, 2026

NOTICE

IN ACCORDANCE WITH MICHIGAN OPEN MEETINGS ACT 1976 PA 267 (MCL 15.261 ET SEQ.)

THE PUBLIC BID OPENING FOR
ITB 26/27-08 Large Commercial Water Meter Installation,

will be held Thursday, November 19, 2026, 3:00 pm, in the Council Chambers of Romulus City Hall, located at 11111 Wayne Road, Romulus, Michigan

Instructions for Persons with Disabilities

Persons with disabilities who need accommodations to participate in the meeting effectively should contact the Purchasing Department or send an email by 10:00 a.m. the day of the opening to request assistance. Closed Caption will be provided upon request.

Christina Parker Purchasing Director
11111 Wayne Road
Romulus, MI 48174
734-955-4568
purchasing@romulusgov.com.

This notice is posted in compliance with PA 228 of 2020 as amended (Open Meetings Act), MCL 15.263a et. seq., and the Americans with Disabilities Act. (ADA).

Posted: November 17, 2026

City of Romulus

INVITATION TO BID

ITB 26/27-08 Large Commercial Water Meter Installation

Public Opening November 12, 2026

The City of Romulus is requesting bids from experienced and qualified contractors for the installation of eleven (3" – 10") Zenner water meters supplied by the City of Romulus DPW Water Department at various customer sites in the City of Romulus.

(1) Qualified individuals and firms wishing to submit a bid must use the forms provided by the City. Bid forms and specifications may be obtained from the MITN Purchasing Group page of BidNet Direct at http://www.mitn.info/. Bids may be rejected unless made on the forms included with the bidding documents. Copies of documents obtained from any other source are not considered official copies.

(2) Questions must be emailed to Purchasing@romulusgov.com and received no later than 12:00 PM Local Time, November 9, 2026.

(3) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. All addenda issued by the City will be posted on the MITN Purchasing Group page of BidNet Direct. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form supplied in the bid documents.

(4) A total of two copies (one marked "Original" and one marked "Copy") of the bid must be submitted together in one sealed package/envelope and returned to the City Clerk's Office no later than 2:00 P.M., Thursday, November 19, 2026. Bids should be addressed using the Bid package label provided in the solicitation documents or submitted electronically on the MITN Purchasing Group page of BidNet Direct.

(5) At approximately 3:00 p.m., local time **November 19, 2026**, all timely received bids will be publicly opened and read.

(6) The City reserves the right to postpone the opening without notification and also reserves the right to reject all bids and to waive any minor informality or irregularity in bids received and to award the bid in whole or in part. Ultimately, a contract may be awarded to the lowest most responsive and responsible company, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in its own best interest.

(7) The successful Bidder will be required to submit proof of all bonds and insurance required by the solicitation documents and copies of all required endorsements.

(8) For additional information contact Christina Parker, City of Romulus, Purchasing Director by calling (734) 955-4568 or by emailing Purchasing@romulusgov.com

(9) The City of Romulus strictly prohibits the reproduction or publishing of any published document or solicitation without the express written consent of the City of Romulus. Unauthorized posting of any notice of these documents or reference to said documents or solicitations is strictly prohibited.

City of Romulus

INVITATION TO BID
ITB 26/27-08 Large Commercial Water Meter Installation
Public Opening: November 19, 2026

TABLE OF CONTENTS and FORMAT FOR BIDS

A completed copy of this schedule must be placed in front of all documents submitted for consideration. For ease of review, companies are instructed to number each page of their bid, organize any submission in the same order with the same heading/Attachment # and enter the page number in the space provided below. Any additional information provided by the bidder to the City along with their bid, shall be clearly marked with an attachment number and listed here and attached in order to the back of the Company's bid documents.

ITEM	PAGE NUMBER/S
Table of Contents/ Acknowledgment of Receipt of Addenda Form	
City of Romulus Solicitation Documents	
Bid Pricing Sheet	
Statement of Non-collusion & Conflict of Interest	
Attachment I - Contractor's General Questionnaire and References	
Attachment II - Subcontractor Form/s	
Attachment III – Exceptions to Specifications	
Attachment IV – City's Contractual Services Agreement	
Attachment V – Additional Reimbursable Charges	
Attachment VI RFP 26/27-08 Iran Linked Business Certification	

Name:	
Title:	
Signature:	
Name of Company/Contractor:	
Address:	
City/State/Zip:	
Phone Number:	
Email Address:	

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The Bidder is responsible for acknowledging the receipt of any posted addenda in the space provided below. By signing and dating on the line below the undersigned has read, understands the Addendum/addenda posted by the City of Romulus, should there be any, as a clarification or addition to this request for bids document. A copy of any addenda posted by the City should be placed immediately behind the bids Table of Contents and need not be numbered.

SIGN AND DATE (write "None" if none):

Addendum 1: _____
Addendum 2: _____
Addendum 3: _____
Addendum 4: _____

The undersigned hereby acknowledges receipt of the above addenda.

Printed Name:	
Title:	
Signature:	
*Name of Company/Contractor:	

IMPORTANT DATES

Publication Date:	October 28, 2026
Deadline for submission of Questions: Submit questions via email to: Christina Parker, Purchasing Director purchasing@romulusgov.com	November 09, 2026.by12:00 P.M., Local Time
Deadline for Submission of bids:	November 19, 2026 by 2:00 P.M., Local Time
Public Opening – City Hall Council Chambers	November 19, 2026 by 3:00 P.M., Local Time

INSTRUCTIONS, TERMS AND CONDITIONS

DEFAULT

Per Section 13.4 (b) of the Romulus City Charter, no bid will be accepted from, or contract awarded to any person, firm or corporation that is in arrears or is in default to the City of Romulus or its agencies upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City of Romulus or its agencies

INFORMATION AND QUESTIONS

In preparing bids, companies are advised to rely only upon the contents of this solicitation and accompanying documents and any written clarifications or addenda issued by the City of Romulus Purchasing Department. If a company finds a discrepancy, error, or omission in the bid package, or requires any written addendum thereto, the company is requested to notify the Purchasing Department in writing via email as noted in this solicitation, so that written clarification may be sent to all prospective respondents. No contact regarding this document with other City employees is permitted. All answers, if needed, will be issued in the form of an addendum.

- All questions must be submitted in writing to the Purchasing Department via email no later than 12:00 noon, local time, November 9, 2026.
- No communication is permitted between companies and other City of Romulus Departments or Divisions prior to the award of the bid unless sanctioned by the Purchasing Department.

SITE ACCESS

- After bid/contract award - Only the approved employees, approved contractors, and approved sub-contractors will have access to non-public areas of City of Romulus facilities.

BID SUBMISSION DEADLINE

In order for a bid to receive consideration, it must be received prior to the specified deadline for submission as indicated in the invitation to bid forms. No bid will be accepted after the time specified as the bid submission deadline. The City reserves the right to postpone the bid opening for its own convenience. Any and all bids submitted must be submitted using the Authorized Version of the solicitation documents furnished by the City of Romulus; failure to do so will be considered as an alternate offer and may be cause for rejection. Bids are considered received when time and date stamped and in the possession of the City of Romulus Clerk's office or when properly submitted to the MITN Purchasing Group Page of Bidnet Direct prior to the deadline for the submission of a bid. It is the Company's responsibility to ensure that bids are received on time and in the proper office. The City Clerk's time stamp will determine the official receipt time. Late bids received by the City of Romulus will be returned unopened to the Company.

THE COMPANY SHALL COMPLETELY FILL IN ALL BLANKS IN THE SOLICITATION DOCUMENTS IN INK OR USING A COMPUTER OR PRINTER. Any corrections made to pricing submitted in the solicitation documents should be initialed and dated by the signer of the bid. Failure to complete and submit all bid forms can result in the bid being deemed nonresponsive and eliminated from consideration for the award of the contract.

BID FORMS

The City of Romulus will accept no changes made to this document by any company except in those areas provided for a company's response, including the "Bid Pricing Sheet" sections of this document. All pages and the information requested herein shall be furnished in compliance with instructions. The manner and format of submissions is essential to permit prompt evaluation of all bids in a fair and uniform basis. Accordingly, the City of Romulus reserves the right to declare as non-responsive and reject any incomplete bid if material information requested is not furnished, or where indirect or incomplete answers or information is provided.

AUTHORIZED VERSION OF THE BID DOCUMENTS

The Authorized Version of the Bid Documents shall be the documents as posted on the **MITN Purchasing Group page of BidNet Direct**. Copies of documents obtained from any other source are not considered official copies.

CHANGE OF SPECIFICATION/DOCUMENTS

If any changes or alterations are made by a company to the documents which are undetected by the City and the company is awarded a contract, the original terms, conditions, and specifications in the authorized version of the solicitation document on file will be applicable during the term of the contract.

ADDENDUM OR CHANGE OF SPECIFICATION

Companies may request clarifications or additional information to the specifications provided if requests are presented in writing via email the City of Romulus Purchasing Department. If in the opinion of the City, and for sufficient reason, clarification to specifications are necessary and a change in specifications is found desirable, the City will post any and all addendum on the MITN Purchasing Group page of BidNet Direct and postpone the bid opening date, if necessary. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the bid documents. All such changes or addenda shall become part of the contract and all companies shall be bound by such changes or addenda.

Any company who submits a bid/proposal and later claims it had no knowledge of any changes, modifications, or additions made by the City of Romulus to the authorized version of the solicitation document, shall be bound by the authorized version of the solicitation, including any changes, modifications or additions to the authorized version. If a bid/contract is awarded to a company who claims that it had no knowledge of changes, modification or additions made by the City of Romulus to the authorized version made by the City of the bid/proposal, and the company fails to accept the bid/contract award, the City of Romulus shall recover from such company costs and expenses to re-solicit the item or service.

SPECIFICATIONS

Unless otherwise stated by the company, the bids/proposals will be considered as being in strict accordance with the City of Romulus' applicable standard specifications, and any special specifications outlined in the solicitation documents. Reference to a particular trade name, manufacturer's catalogue, or model number are made for descriptive purposes to guide the company in interpreting the requirements of the City of Romulus and should not be construed as excluding bids on other types or materials, equipment and supplies unless otherwise stated. However, the company, if awarded the contract, will be required to furnish the particular item referred to in the specifications or description unless departure or substitution is clearly noted and described in the bid/proposal. The City of Romulus reserves the right to determine if equipment/product or service being bid/proposed is equal to the specified equipment/product or service requested.

EXCEPTIONS OR ALTERNATIVES TO SPECIFICATIONS:

Company may take exceptions to the terms and conditions of the bid documents or offer alternatives from the expressed specifications described by the City. The City reserves the right to consider and accept or reject such conditions or alternatives. Company must clearly describe all variances from the specifications herein. If providing exceptions to the specifications or an alternate, indicate the exceptions on the bid pricing sheet where allowed or on an "Attachment III – Exceptions to Specifications" if additional space is needed.

Companies are cautioned that any alternate bids/proposals, unless requested by the Purchasing Department, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirement of this invitation to bid, may be considered non-responsive, and at the opinion of the Purchasing Department, may result in rejection of the bid/proposal.

SUBMISSIONS

- This bid form must be signed by a person authorized to bind and commit the company to provide such goods and/or services offered to the City should their bid/proposal be accepted by the City
- The company acknowledges that the City is a public entity and therefore is subject to all applicable public disclosure laws
- Submission is a conclusive presumption that the company is familiar with the solicitation, contractual requirements, and specifications and that the company understands and agrees to abide by each and all of the stipulations and requirements contained herein.
- Each response should be prepared simply and economically, providing a straightforward concise description of the company's approach and ability to meet the City's needs, as stated in this invitation to bid.
- The Company shall be responsible for all costs incurred in the development and submission of their bid/proposal. The City of Romulus assumes no contractual obligation as a result of the issuance of this solicitation, the preparation or submission of a response by a company, the evaluation of an accepted response, or the selection of the finalists. The City of Romulus shall not be contractually bound until the City of Romulus and the successful Company have executed a written contract for the performance of the work, the contract has been awarded by the City's Council (if required by the City's Purchasing Ordinance) or until such time as a Purchase Order has been issued to the same.
- All prices shall be quoted in U.S. dollars. Unless the company submitting a proposal specifically notes otherwise, any and all quoted prices will be firm. In case of error in the extension of prices in the response, the unit prices shall govern.

PRICING

Pricing shall be stated in units of quantity specified in the solicitation documents. All prices shall be quoted in U.S. dollars. Unless the Company submitting a bid/proposal specifically notes otherwise, any and all quoted prices will be firm. In case of a discrepancy in computing the amount of the bid, the unit price proposed will govern. All bids/proposals shall specify terms and show delivery dates. Unless otherwise provided in the bid/proposal by the company, all prices quoted shall be firm for term of the contract, commencing with the date of the award of the bid/contract. Pricing must include all materials, labor, incidentals and expenses including but not limited to delivery costs, training, all required insurance/s, bonds, site cleanup and all other incidentals required for the completion and performance of the work under the bid/contract as outlined in the bid/contract documents.

REQUESTS FOR ADDITIONAL COMPENSATION

Any claim for compensation other than listed on the Bid Pricing Sheet will not be considered for payment to the Company by the City unless itemized in an attachment provided titled, "Attachment V – Additional Reimbursable Charges. The location of the attachment in the submitted bid documents must be indicated on Table of Contents.

QUANTITIES

All quantities stated are estimates and the City of Romulus reserves the right to increase or decrease the quantity at the units purchased or contracted for as best fits its needs.

DESIGN, STRENGTH, AND QUALITY
Design, strength, and quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practices. The apparent silence of specifications and/or plans as to any detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications and/or plans shall be made on the basis of this statement.

EQUIPMENT:
Company shall bear the risk of loss or damage and must carry property damage and liability insurance covering material and carriage until delivery to the City and/or acceptance by the City. All equipment shall be new and based upon the general requirements of the equipment as listed in the specification section of the solicitation documents unless as otherwise specified in the solicitation documents. The cost of inspections or tests and handling of goods to meet specifications will be borne by the Company unless as in the case of City of Romulus inspection fees listed in the specifications as fees waived.

COMPLIANCE WITH FEDERAL, STATE, COUNTY, AND LOCAL LAWS
Bids must comply with all federal, state, county and local laws, to include but not be limited to, all applicable standard safety, emission, and noise control requirements. Any vehicles or equipment shall contain all standard safety, emission, and noise control requirements required for the types and sizes of equipment at the time of their manufacture. The Contractor agrees, during the performance of work or service, to comply with all applicable laws, codes and ordinances of all applicable branches of the Federal Government, City of Romulus Michigan, or State of Michigan as they may apply, as these laws may now read or as they may hereafter be changed or amended.

WITHDRAWAL
Bids/Proposals may be withdrawn in person by a company, or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid submission deadline. No bid/proposal can be withdrawn for 90 days following the public opening of the bid/proposal. Companies may reduce this period if it clearly states so in their bid/proposal; however, the company runs the risk of being declared non-responsive to the specifications.

In case of error by a company in making a bid/proposal, the City of Romulus' Purchasing Department may, by discretion, reject such bid/proposal upon presentation of a letter by the company which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

FAILURE TO COMPLY
For failure to deliver or perform in accordance with the awarded bid/contract, the City may consider the company in default and take steps to protect the City's interests. The City may, without impairing its other rights and benefits, purchase all or part of the contract goods or services on the open market and charge any additional costs to the company or his surety.

DELIVERY
F.O.B. to the City of Romulus, Michigan, designated locations, freight prepaid.

AWARD
THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS. THE CITY RESERVES THE RIGHT TO WAIVE IRREGULARITIES AND TO AWARD THE BID IN WHOLE OR IN PART! At the sole discretion of the City, the City reserves the right to disqualify any Company on the basis of any real or apparent conflict of interest that is disclosed in the bid submitted or at any time to the City. The City reserves the right to make such investigations as it deems necessary to determine the ability of the Company to provide services meeting a satisfactory level of performance in accordance with the City's requirements. A contract will ultimately be awarded to the lowest responsive and responsible responder, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in the best interests of the City of Romulus. The City may exercise its right to weight bids based on factors deemed, in the City's sole discretion, to be in the City's best interests. Submission of a bid/proposal, whether determined to be the lowest actual bid or not, shall not in any way constitute a contract between the Company and the City. No contract proposed to be awarded to the lowest responsive and responsible bidder shall become operative until approved as to legality and form by the city's corporation counsel and until it has received city council approval if it exceeds $16,000.00.

LOWEST, RESPONSIVE AND MOST RESPONSIBLE RESPONDER IS ONE WHO, IN THE SOLE DISCRETION OF THE CITY:
- Completes all forms required by the bid documents as required by the bid documents
- Submits no restrictions or qualifications beyond those permitted in the invitation to bid documents
- Has the skill, quality and ability to conscientiously, faithfully and promptly fulfill the contract to its letter and spirit
- Has integrity, judgment, reputation and experience
- Has sound financial resources as well as the ability to furnish any and all bonding and insurance documents required
- Is able to comply with all terms and conditions set forth in the invitation to bid documents
- Can show the intent and ability to cooperate efficiently and effectively with all Government departments involved in the contractual purchase or service
- Has the knowledge of applicable existing laws and ordinances of the City of Romulus necessary to provide smooth and efficient relations
- Has unquestionable ability to provide maintenance and service on the contractual items purchased

LOCAL VENDOR PREFERENCE:
Subject to the local preference provision of City of Romulus Code of Ordinances, Section 39-14, bids received from qualified vendors located within the City of Romulus who are within 5% of the lowest qualified bidder will be offered an opportunity to match the lowest qualified bid. *Located within the City of Romulus* means a Company that has an established business location with the city other than a home that is used for residential purposes.

NON-DISCRIMINATION CLAUSE:
By signing and submitting this bid for consideration of an award by the City of Romulus, the Company and any subcontractor covenants 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 race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract. When required by the funding body (as indicated in bid documents) the awarded company shall not only observe the provisions of the Davis-Bacon Act, but the letter and spirit of the just compensation standards for all wage earners. (City of Romulus Resolution #92-315)

THE CITY OF ROMULUS IS EXEMPT FROM ALL SALES TAX: - ***Tax ID 38-6006334*.**
Do not include such taxes in the bid pricing. The City will furnish the successful company(s) with tax exemption certificates when requested.

IRS FORM W-9 AND VENDOR INFORMATION & ACH PAYMENT AUTHORIZATION FORM
As required by the City auditors, the awarded Company must have on file with the City of Romulus a current IRS Form W-9 and a completed City of Romulus Vendor Information & Ach Payment Authorization Form before City will issue a PO to the successful Company.

If the Company is currently not a vendor for the City of Romulus a Vendor Information Request Form provided herein must be completed and should be included with their bid.

ISSUING OF PURCHASE ORDER
The City shall issue a PO to the awarded Company immediately upon the receipt of all required insurances, original copies of any insurance riders, required forms, permits and a properly signed and executed contract documents that are required by the bidding documents. The purchase order number must appear on all itemized invoices and packing slips. The City of Romulus will not be held responsible for any work orders placed and/or performed without a valid current purchase order number. Payment will be made for all services rendered and accepted by the City's using Department for which a valid invoice has been received.

INVOICES
Invoices for services/products must be submitted immediately following the delivery of all items being requested in this solicitation. Invoices should be mailed to the same address indicated herein for the delivery of the items being requested in this solicitation. When a delivery ticket is required by the bidding documents, a copy of each delivery ticket being invoiced must be attached to the invoice. Each delivery ticket must have the signature of the employee that accepted the delivery of the product delivered. Payment will be delayed if the invoice fails to reference PO number, ordering department, unit prices, quantities, totals, and a full description of the order that matches the PO.

PAYMENT TERMS
Payment will be net 30, following receipt of invoice, unless otherwise specified by the City of Romulus.

PREPAYMENT OR PAYMENT DRAWS
Request for payments prior to receipt of products or project completion are not permitted.

RECORDS
The City of Romulus reserves the right to inspect all vendor documents relating to this agreement for up to three (3) years after expiration.

USE OF THE CITY SEAL OR BRANDING-
Companies are prohibited from using the official Seal of the City of Romulus or any of the City's branding artwork in this Bid or in any other manner.

INDEMNIFICATION
To the fullest extent permitted by law, the successful company agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Romulus, its consultants, agents, elected officials, appointed commissioners, volunteers and employees from and against any and all claims for losses demands, suits, or loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the City of Romulus, its consultants, agents, elected officials, appointed commissioners, volunteers and employees or others working on behalf of the City of Romulus, resulting by reason of liability or claim of liability and from suits or a charge of every nature and description brought against if for, or on account of, any injuries or damages received or sustained by the parties by or from any of the acts of the contractor, the contractor's employees, or agents; from all liability claims, demands, judgments and expenses to persons or property occasioned, wholly, or in part, by the acts or omissions of the bidder, contractor, agents or employee that may arise out of the performance of this contract .

NON-IRAN LINKED BUSINESS
Pursuant to Michigan law before the City can accept any bid or proposal or enter into any contract for goods and services with any prospective Company, the Company must certify that it is not an "Iran Linked Business". Companies must complete, sign and have notarized Attachment VI - RFP 26/27-08 Iran Linked Business Certification included in this invitation to bid.

APPLICABLE LAW
Any and all disputes arising under this contract to be negotiated hereunder or out of the bids herein shall be governed according to the laws of the State of Michigan. The Company agrees that the venue for any action to enforce provisions of the contract shall be in the County of Wayne, State of Michigan. In the performance of services, Company further agrees to comply with all applicable State, Federal, and local statutes, ordinances, and regulations, and obtain any and all permits applicable to the performance of such service

WAIVER OF GOVERNMENTAL IMMUNITY
Nothing in any of the Contract Documents shall be construed as an admission of liability or a waiver of any governmental immunity to which the City of Romulus may be entitled. The City expressly reserves any and all such immunity. There are no third-party beneficiaries to this contract.

FOIA REQUIREMENTS
Any proprietary or confidential material (financial statements, etc.) that was submitted by a proposal and is clearly marked as such will be returned upon request. Marking the entire proposal as confidential will not be accepted or honored. Remaining non-confidential material in the proposal, including proposed costs and compensation, will be maintained for the official files and will be subject to the Freedom of Information Act, MCL 15.231 et. Seq. Proposals and supporting materials become the property of the City of Romulus and are subject to public disclosure after the deadline for submission in accordance with the law.

CONTRACT AGREEMENT
Once a contract is awarded, the service offered by the successful Bidder shall remain firm until all work has been completed and accepted by the City's representative. Contract shall commence on date of award and continue until all work has been completed and accepted unless amended in writing and added as an Addendum to the contract documents.

INDEPENDENT CONTRACTOR/SUBCONTRACTORS
The Contractor, any Subcontractors or any person performing any of the work or services described hereunder shall not under any circumstances be considered an officer, agent, servant or employee of the City.

CHANGE ORDER
No different or additional terms will become part of this contract with the exception of a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and at the discretion and approval of the City of Romulus. No change order will be binding unless signed by an authorized representative of the City of Romulus and the Contractor and approved by City Council if necessary.

EARLY TERMINATION
The City of Romulus reserves the right to cancel the contract at any time during the term of the contract with a 30 day written notice of Cancellation presented to the address of notification as sited in the Contract documents. No fees for early termination of the contract will be paid by the City to the Company.

TERMINATION FOR DEFAULT
The City of Romulus reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City of Romulus in the event of breach or default of this contract. The City of Romulus reserves the right to terminate the contract immediately in the event the Contractor fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes the City of Romulus to award to another Bidder, purchase elsewhere and charge the full increase in cost and handling to the defaulting party.

SALE, ASSIGNMENT OR TRANSFER OF CONTRACT
The Contractor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the City of Romulus.

SERVICE CONTRACT RENEWALS
All service agreements awarded resulting from this solicitation shall revert to a month-to-month plan at the end of initial agreement duration.

INSURANCE

The Company, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this section, and shall keep such insurance in force during the entire life of this contract. If requested, proof of insurance as stated below must be submitted within five (5) business days of the written request from the City's Purchasing Department. **Company's name as it appears in the bid documents must be listed as the named insured on the insurance certificate that is submitted.** To expedite the process, a copy of your current coverage may be submitted with your bid/proposal/quote.

If any of the above coverages expire during the term of this contract, the Company shall deliver renewal certificates and amendatory endorsements to the City of Romulus at least ten (10) days prior to the expiration date. The requirements below should not be interpreted to limit the liability of the Company. All deductibles and self-insured retentions (SIRs) are the responsibility of the Company. Failure to obtain the required documents prior to the work beginning shall not waive the Company's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

INSURANCE REQUIREMENTS – Romulus Code of Ordinances Sec. 39-15 – Insurance Coverages
All vendors/contractor with the city shall maintain during the time period of their purchase order or contract the following minimum insurance coverages. The administration, along with the applicable department heads, may increase or decrease the amount of the coverage required in specific situations where, in the administration's, along with the applicable department heads', discretion, it deems a different amount is appropriate based on the services to be performed, risk, prior experience or other special circumstances. **Bidders are required to indicate on the Bid Pricing Sheet compliance or noncompliance with the following required insurances and the associated limits of liability.**

a) Commercial General Liability (CGL). Insurance Services Office Form GC 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no

less than $1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.

b) Umbrella or Excess Liability. Policy in an amount not less than $2,000,000. Umbrella or Excess policy wording shall be at least a broad as the primary or underlying policy(ies) and shall apply both to the Contractor's general liability and to its automobile liability insurance and shall be written on an occurrence basis. Lower amounts of umbrella or excess coverage may be allowed if higher CGL coverage is provided so the combination of the coverages is equal to $4,000,000.

c) Automobile Liability. Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than $1,000,000 per accident for bodily injury and property damage.

d) Workers' Compensation. Insurance as required by the State of Michigan, with statutory limits, and employer's liability insurance with limits of no less than $1,000,000 per accident for bodily injury or disease.

If the awarded contractor maintains higher limits than the minimum insurance coverage required as stated above, the contractor shall maintain the coverage for the higher insurance limits.

Additional Insured Status. The city, its officers, officials, employees, volunteers, and others as may be specified in any "special conditions" shall be additional insureds on all policies with respect to liability arising out of work or operations performed by or on behalf of the contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later versions used).

Certificate of Liability Insurance Verbiage
General Liability Insurance limits must contain the following verbiage in verbatim; "*The City of Romulus and its past, present, and future elected officials, trustees, appointed commissions and boards, agents and employees shall be named as "additional named insured" on the General Liability policy with respect to the services provided under this contract.*" Prior to contact execution.

Primary Coverage. For all claims the contractor's insurance coverage shall be primary insurance as respect to the city, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the city, its officers, officials, employees or volunteers shall be excess of the contractor's insurance and shall not contribute with it.
Notice of Cancellation. Each insurance policy shall state that coverage shall not be canceled, except with thirty (30) days' written notice to the city.

Waiver of Subrogation. Contractor grants to the city a waiver of any right to subrogation which any insurer of the contractor may acquire against the city by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the city has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the city. The city may require the contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policy holder's service rating no lower than A:VII as listed in A.M. Best's Key Rating guide, current edition or interim report.

Claims Made Policies. If any of the required policies provide coverage on a claims-made basis:

(1) The Retroactive Date must be shown and must be before the date of the Agreement or the date the contractor starts to perform the services.
(2) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement.
(3) If coverage provided on a "claims made basis" is canceled or non-renewed, and not replaced with another claims made policy form with a retroactive date prior to the agreement's effective date, the contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of agreement work.

Verification of Coverage. Contractor shall furnish the city with original certificates of coverage and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. The city shall receive and approve all certificates and endorsements before the contractor begins providing services. Failure to obtain the required documents prior to commencement of services shall not waive the contractor's obligation to provide them. The city reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.

The contractor must submit certificates evidencing the insurance to the Purchasing Department prior to the time the contractor executes an agreement with the city, and at least fifteen (15) days prior to the expiration dates of expiring policies.

Subcontractors. Contractor shall require and verify that all subcontractors maintain insurance satisfying all the stated requirements, and contractor shall ensure that the city is an additional insured on insurance required from subcontractors and shall present copies to the city for acceptance.

Legal Review
All Certificates of Insurance are subject to the final approval of the City of Romulus Legal Counsel
.

BOND REQUIREMENTS AND SUBMITTAL- APPLIES TO ALL CONSTRUCTION CONTRACTS EXCEEDING $30,000

Subsequently, upon notice of award to the successful bidder, the Contractor shall qualify for, sign, and deliver to the City of Romulus an executed Performance Bond, an executed Labor and Materials Payment Bond, secured by a surety company, satisfactory to the city and executed by a surety company authorized to do business in the state and is listed on the federal government list of approved bonding companies, or otherwise secured in a manner satisfactory to the city, for the protection of all persons supplying labor and materials to the contractor or its subcontractors for the performance of the work provided for in the contract. The bonds shall be in an amount equal to 100 percent of the price specified in the contract (which includes the total contract amount for the two contract years).

Attorneys-in-fact, who sign Performance and Payment Bonds, must file a certified copy of their power of attorney to sign such bonds.

The Contractor shall pay the cost of all bond premiums.

CITY OF ROMULUS
ITB 17/18-31 ITB 26/27-08 - LARGE COMMERCIAL METER INSTALLATION SPECIFICATIONS

CONTRACTOR QUALIFICATIONS:
The City of Romulus is requesting bids from experienced and qualified contractors for the installation of eleven (3" – 10") Zenner water meters supplied by the City of Romulus DPW Water Department at various customer sites in the City of Romulus

CONTRACTOR QUALIFICATIONS (Attachment I - Contractor's General Questionnaire and References)
All Bidders shall complete the attachment to evidence that Contractor can meet or exceed the AWWA Standards and Guidelines for the following:

- The Contractor shall submit a list of key personnel that shall include the owner's representative, supervisors and installation technicians.

SCOPE OF WORK - WATER METER INSTALLATIONS
It is the intent of the City of Romulus to have one contractor replace eleven (11) commercial water meters at existing customer sites, per City of Romulus specifications with new City provided water meters. The contractor shall possess a State of Michigan Plumbing License and shall be responsible for obtaining necessary plumbing permits from the City of Romulus. Fees shall be waived by the City for these installations. .All work shall be performed in accordance with the best modern practice and workmanship of highest quality. The City DPW shall determine the Contractor's compliance with these specifications. Failure to conform to standards shall be considered a breach of the Agreement. The work shall be inspected by the Plumbing Inspector for the City of Romulus.

- The awarded contractor will coordinate with City of Romulus Water Department Billing and the customer to schedule the meter replacements.
- The City of Romulus is using Zenner Ultra Sonic meters for this replacement.
- The meters shall be installed based on the manufacturer's (Zenner) and AWWA guidelines.
- Not including the meters, the awarded contractor will be required to provide all labor, expertise, and materials.
- The Contractor shall evaluate each plumbing installation and create a parts inventory.
- The Contractor shall determine and schedule water shut-off needs and coordinate with the City's Water Department representative along with the company's representatives.
- The Contractor shall ensure jobsite safety at all time and be responsible for instructing and training their employees in appropriate government mandated safety measures. The Contractor shall be responsible for always maintaining a safe work environment while installing the commercial water meters.
- Following the completion of the meter installation, the Contractor shall contact the City's Representative for inspection of the installation and restoration of water to the facility. The Contractor's entire crew shall wear Company Uniforms and have identification badges clearly placed on the outside of their clothing for positive identification of employee.
- **ALLOWABLE PAY ITEMS:** The contractor shall invoice (must itemize pay items by installation and include unit cost of each item) the City on a direct pass-through cost quote for these items. All parts must be compatible with Zenner Meters. No markup will be allowed.
- The awarded contractor will be working with the City's water meter department and Foreman.
- The awarded contractor will pick up all of the water meters that are to be issued for each batch the work to be performed under the terms of the contract that results from this invitation to bid from the City's Department of Public Works (DPW) yard located at 12600 Wayne Road, Romulus MI., at the start of each installation process and be responsible for the meters throughout the project through meter installation and approved acceptance by the City.
- An itemized list of meters to be removed from the City for each batch of meter replacements that includes the meter size, the meter serial number, the date picked up, the total number of meters picked up and the signature of both the Contractor's employee removing the devices and also a City of Romulus employees present to verify the inventory removed from the City.
- Any water meters that are damaged by the Contractor before or during the water meter installation process, shall be replaced by the Contractor, at the Contractor's own expense.
- For each batch of meters to be replaced, the DPW shall provide the Contractor with a work order list that will include Company names, addresses and the sizes and kind of meters to be replaced at each location.
- After being provided a group of meters to be installed, the Contractor shall provide a general schedule of work to the City, showing installation dates for all of the meter locations.
- The awarded contractor shall review the work order address list provided by the City of Romulus DPW and schedule all appointments with the customer. Any and all notification letters shall be furnished by the Contractor. The Contractor shall provide each customer with at least a one week notice for appointment and notification of work. If the time frame allotted by the Contractor affects the property business water usage, then the Contractor shall determine with the property owner a more reasonable time frame to complete the work.
- The Contractor shall assess the meter setting before starting the meter replacement. If the customer's plumbing requires repairs, the Contractor will provide a written document to the customer, outlining the required repairs. The Contractor shall provide a copy of the document to the City, and the City will issue a 10-day notice to the customer. After the customer completes their repairs, the Contractor will reschedule the install of the new water meter.
- The customer's valves (inlet, outlet, and bypass) must be in working order. If the contractor cannot obtain a water shut off from the valve locations within the meter pit or within the building, then the Contractor shall work with City Water Department to shut the outside water to the development. The Contractor shall not in any condition, unless emergency, close the valve for water supply at the curb or right of way. In some cases, the property owner shall be placed on notice that the valves need to be replaced, and the Contractor may need to postpone the installation until the work is performed by the property owner's plumber.
- The Contractor's crew shall identify the properties on the work order that have a backflow unit placed behind the meter at that location. They should be knowledgeable in identifying a Reduced Pressure Zone (RPZ) or a double check valve assembly unit, and document on their report that the location either has one or that the property is lacking in backflow protection.

- The Contractor is responsible for replacing any or all piping between the inlet and outlet valve that is required to properly install the new meter. This includes removal of the old meter and installation of the new meter, meter supports (if needed), nuts, bolts, etc.
- The Contractor shall confirm that the new meter is installed and working properly before leaving the site and shall make a complete written record of each installation.
- The form and content of the Installation Record must be approved by the DPW Director prior to the work beginning.
- All installations will require a spool with a 1" test port and valve on the downstream side of the meter prior to any backflow assembly for future meter testing.
- Each Installation record shall include, but is not limited to:
    - Photographic Documentation
        - Existing meter and surrounding piping prior to removal and setting.
        - Existing meter register face, clearly displaying the reading
        - Newly installed meter and associated piping
        - New meter register face, clearly displaying initial reading.
        - Bypass valve showing cable seal installed.
    - Itemize all pay items utilized by the Contractor for the installation.
    - The name and signature of Customer and date on the work order, confirming work is complete and there are no known plumbing leaks or problems.
    - The Contractor shall submit the completed meter installation records and photos weekly to the DPW Water Foreman at the DPW office. Photos shall be supplied digitally.
    - All plumbing damaged as a result of the Contractor's installation is the responsibility of the Contractor. Any such damage must be reported to the City of Romulus.

- Additional Work to be performed at each meter installation:
    - Closing the bypass valve.
    - Running water for at least one (1) minute to confirm that the new meter is functioning properly.
    - Installing a cable seal on the bypass valve provided by the City.
    - Cleaning the work area before leaving the site.
    - All meters removed and replaced by the awarded Contractor with new meters shall be delivered to the City of Romulus DPW for processing by the City.
- **Installation Records:** All installation records are to be turned into the City's Representative at 12600 Wayne Road City of Romulus 48174.
- An Invoices shall be submitted for each installation following acceptance of the work by the DPW's Representative to be processed for Payment.

LEAD PLUMBING:
If the Contactor was to encounter lead plumbing, the Contractor shall place the City and property owner on notification. prior to performing any replacement work.

CITY OF ROMULUS RESPONSIBILITIES:

1. Provide the Contractor with the name and contact information for the City's Representative
2. Provide the Work Order list for each batch of meters to be replaced which shall include all pertinent information regarding each installation as well as the customer contacts (if known).
3. Provide the meters and cable seals for the bypass valves.
4. The City shall shut off the water that cannot be shut off at the meter, including gate valves and curb boxes.
5. The City DPW will respond to the vendor's requests for water shut off per statutes established and identified in the Agreement.
6. Inspect and verify acceptance of the completed meter installations

All questions regarding this ITB shall be directed to City of Romulus' Purchasing Department, in writing via email. All questions should be emailed to **Purchasing@romulusgov.com**. Prior to the deadline for submission of questions. Other than requests for information submitted to the Purchasing Department, all bidders shall refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may participate in the selection process, including the City Mayor, Department Heads or any other individual consultant or evaluation panel. This is intended to create a level playing field for all potential bidders, assure that decisions are made in public and protect the integrity of the solicitation process.

ITB 26/27-08 - LARGE COMMERCIAL METER INSTALLATION
BID PRICING SHEET

Quantities are the amount of meters that currently have been identified as needing replacement. .

METER SIZE	COUNT	UNIT COST	EXTENDED COST
3-inch	2		
4- inch	4		
6 inch	2		
10 inch	3		
		TOTAL	

Indicate Exceptions or Variations from Bid specifications: Bidders are to comply with all requirements of this solicitation, otherwise the bid may be deemed nonresponsive. Exceptions may be considered if they are presented with the bid and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation. (CHECK ONE)

☐ No Exceptions Taken

☐ Exceptions Taken – *Please note in the space provide below any and all exceptions taken to the specifications.*

☐ *Additional space is required "See Attachment VI – Exceptions to Specifications" and place the attachment directly behind the Bid Pricing Sheets.*

Payment Terms:

WARRANTY OF WORKMANSHIP

The warranty of workmanship period (in months) will be considered in the bid evaluation

3 – 8 inch	Indicate # months (minimum 24 months):	Months
10 inch	Indicate # months (minimum 24 months):	Months

NOTE: U.S. FUNDS: **All prices quoted are to be in U.S. Currency.**

INSURANCE – LIMITS OF LIABILITY VARIANCES	
We meet the specified insurance requirements	☐ (Check box if Applies)
We cannot meet the specified insurance requirements.	☐ (Check box if Applies)
We do not carry the specified limits but will obtain the required insurance coverages if awarded the contact:	☐ (Check box if Applies)
A copy of current* C*ertificate of Liability Insurance has been included with bid.	☐ (Check box if Applies)

By signing below, the individual signing on behalf of the Contractor represents and agrees that he has sufficient skill and experience to determine a contract price for the performance of the work in conformity with the specifications including all assurances, understanding and representations contained within it which shall be enforceable as specified. It shall be conclusively presumed that the Contractor has exercised his aforementioned skills and experience and finds the specifications sufficient and free from ambiguities for the purpose of determining this contract price for the performance of the work as outlined in the specifications.

*Name:	
*Title:	
Signature:	
*Company:	
*Address:	
*City/State/Zip:	
*Phone Number:	
*Email Address:	

PLEASE PRINT OR TYPE ENTRIES IN INK OR USING A COMPUTER OR PRINTER!!!

ITB 26/27-08 Large Commercial Water Meter Installation

BID CERTIFICATION, STATEMENT OF NON-COLLUSION AND CONFLICT OF INTEREST

THE BIDDER HEREBY CERTIFIES THAT:

(1) The Company responding to this Invitation to bid, hereinafter called the "Bidder or Contractor", declares that he/she has carefully read and understands the Invitation to Bid documents, has full knowledge of the scope, nature, quantity and quality of work to be performed and will provide the equipment or service, as described herein for the price set forth in this bid.

(2) Any changes to the specifications and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services. Unless specified to the contrary, by the submission of a response to this Invitation to Bid, it will be interpreted as agreement to all provisions and requirements of this document and addendums thereto.

(3) The Bidder understands that it is the intention of the City to award the bid to the Bidder or Bidders determined in the sole discretion of the City as being the lowest qualified Bidder or Bidders, having regard for fitness and capacity to furnish the quality of materials and workmanship which will best meet the requirement of the City, provided however, that the right to reject any or all bids is expressly reserved by the City. The City may exercise its right at its sole discretion to weight bids based on factors deemed, in the City's sole discretion, to be in the City's best interests.

(4) The Bidder affirms that he/she is duly authorized to execute this bid, that this company, corporation, firm, partnership or individual has not prepared this bid 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 will not be, prior to the award and the bidder has full authority to execute any resulting contract awarded as the result of, or on the basis of the bid.

(5) The prices quoted herein constitute the gross total cost to the City of Romulus for all units or work involved in the respective items, and that these costs includes all taxes, insurances, royalties, transportation charges, use of all tools and equipment, supervision, bond and overhead expense, all profits, and all other work, services and conditions necessarily involved in the work done and materials furnished, in accordance with the requirements of the contract documents considered severally and collectively. It is understood that all proposed prices shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for the award and that, if chosen the successful vendor, the prices will remain firm for one (1) year.

(6) *Unit prices contained in the Bid are neither directly or indirectly the result of any agreement with anyone, and that the Bidder has not by himself or through others had any secret understanding with anyone with respect to any provisions contained in this Invitation to Bid*.

(7) The bidder represents that it has *not*:
   a. Provided an illegal gift or payoff to a city officer or employee or former city officer or employee, or his or her relative or business entity
   b. Retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business

(8) By submission of a response, the Proposer agrees that at the time of submittal, he/she:
   a. 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, or
   b. Will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the City of Romulus.

(9) Bidders shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the City, at its discretion may reject their bid.

(10) NO CONTACT HAS BEEN MADE WITH ANY CITY EMPLOYEE, FOR THE PURPOSE OF EXPLANATION OF ANY OF THE BID DOCUMENTS, WITH THE EXCEPTION OF CHRISTINA PARKER, PURCHASING DIRECTOR..

Date: _____

Name of Company: _____

Name of Company Representative: _____

Signature of Representative: _____

Title: _____

Company Address _____

ITB 26/27-08 Large Commercial Water Meter Installation

ATTACHMENT I - CONTRACTOR'S GENERAL QUESTIONNAIRE AND REFERENCES

Failure to complete this form may result in your Bid being deemed nonresponsive and rejected without any further evaluation.

NAME OF COMPANY:_____

PRINCIPAL OFFICE ADDRESS: _____

TELEPHONE NUMBER: _____

DUNS# AND/OR **CCR** (if applicable) #_____

FORM OF OWNERSHIP (Check One)

☐ Corporation ☐LLC ☐ Joint Venture

State of Incorporation/Registration _____

Date of Incorporation/Registration _____

☐ Partnership If Partnership, select one of the following: ☐ Limited or ☐ General

☐ Individual

YEARS IN OPERATION:
HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? YES / NO (CIRCLE ONE) IF YES, PLEASE IDENTIFY THE NAME(S) UNDER WHICH YOUR COMPANY PREVIOUSLY OPERATED:
FINANCIAL DISCLOSURE/CONFLICTS OF INTEREST: Identify any contract(s), including any contract involving a personal, familial, employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with the City of Romulus, or with any of its council members or officers.
OTHER SERVICES NOW AVAILABLE:
EMPLOYEES THAT WILL PREFORMING WORK UNDER THE CONTRACT. Provide details regarding experience, training and or certifications of all employees provided by the company.
PROVIDE INFORMATION RELATIVE TO THE SITE MANAGER THAT WILL BE ASSIGNED TO THE PROJECT. Provide details regarding the additional training, certifications and experience required of a "Site Manager" by your company. If possible provide the name, number of years employed with your company, number of similar projects that her/she has been the site manager that will be assigned to the City's project. Attach copies of Resume, any Certifications or Licenses. To be placed immediately following the Contractor's General Questionnaire).

CONTRACTOR'S QUALIFICATIONS The Contractor shall describe here or in **ATTACHMENT VI. CONTRACTOR'S STATEMENTS OF QUALIFICATIONS** the experience that qualifies it to undertake the responsibilities of the contract. Statement should include but not be limited to the number of years the firm has been in operation, the number of years that it has been performing similar services, other services that are currently provided, number of employees, and their skills and experience. Please also, provide any other information about your facilities, or your operation that you feel pertinent to the consideration of your bid. (**Mark below "See Attachment VI - Contractor's statement of qualifications" if providing information in the Attachment)**

ATTACHMENT I –Cont'd

BUSINESS REFERENCES

Provide at least three (3) businesses, and/or municipalities that you have contracted with during the past 5 years for this type of work. Indicate the year/s of work performed, contact person and phone #. The Contractor hereby requests the City contact these references and consents to the disclosure of any information to the City that the City may reasonably request in the evaluation of the Companies.

COMPANY OR MUNICIPALITY	YEAR work performed	CONTACT PERSON	PHONE #	EMAIL ADDRESS

I hereby certify that the foregoing business information is true, correct and complete to the best of (my/our) knowledge and belief:

_____
(Name of Company)

By _____
(Signature) (Date) (Title)

By _____
(Printed Name)

Failure to complete this form shall result in your Bid being deemed nonresponsive and rejected without any further evaluation.

ITB 26/27-08 Large Commercial Water Meter Installation
ATTACHMENT II - SUBCONTRACTOR FORM

Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.

Are there any subcontractors to be utilized under this contract?

☐ YES - You must complete both pages.

☐ NO - You must complete only this page.

ACKNOWLEDGED BY:

Firm: _____

Name(Authorized Representative): _____ Title: _____

Signature: _____ Date: _____

ITB 26/27-08 Large Commercial Water Meter Installation Attachment II
SUBCONTRACTOR FORM (continued)

(If you have more than one Subcontractor, make additional copies as needed)

Prime Contractor: _____

State relationship, if any, between Prime Contractor and each Subcontractor:

_____

_____

_____

_____

_____

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.

Subcontractor Name:	
Fed Tax ID	
Address:	
City:	County
State	Zip:
Phone:	Fax:
Owners/Partners/Corporate Directors/Principal Stockholders (>10% stock holdings):	
Work to perform:	
Subcontract Amount $Percent of Contract %	

SUBCONTRACTOR ACKNOWLEDGEMENT: *I acknowledge that all the above information has been completely filled out and is true.*

SUBCONTRACTOR: _____

Authorized Signature: _____

Name & Title _____ Date _____

PRIME CONTRACTOR: _____

Authorized Signature: _____

Name & Title _____ Date _____

EXAMPLE ONLY - To be executed by the awarded Contractor

ITB 26/27-08 Large Commercial Water Meter Installation
ATTACHMENT IV-CONTRACTUAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this _____day of _____ , 2026, by and between the City of Romulus, 11111 Wayne Road, Romulus, Michigan 48174, hereinafter called **"OWNER",** and

_____

hereinafter called **"CONTRACTOR"**, in consideration of the mutual covenants hereinafter set forth:

ARTICLE I - WORK

CONTRACTOR shall complete all work for **OWNER** that is within the scope and intent of the bid document.

ARTICLE II - SPECIFICATIONS

CONTRACTOR shall perform all work in conformance with the City of Romulus Contract Documents.

ARTICLE III - SAFETY

All employees, agents, etc. of the **CONTRACTOR** while performing any and all duties as indicated in the Contract Documents, shall observe and adhere to all Federal, State, and Local safety standards and practices.

ARTICLE IV - CONTRACT PRICE

OWNER shall pay **CONTRACTOR**, for all work performed by the Contractor and as required by the Contract Documents, bid documents and at the rates indicated in the bid pricing schedule.

ARTICLE V - METHOD OF PAYMENT

OWNER agrees to remit to the Contractor, within thirty (30) days upon the satisfactory completion of the work required by and outlined in the Contract Documents and bid documents, in accordance with their respective terms. The **CONTRACTOR** shall present invoices to the **OWNER** for all requests for payment. Payment shall be made within 30 days following receipt of each invoice.

5.1 The person representing the **CONTRACTOR** who will submit written requests for payment shall be:

_____

5.2 The person representing the **OWNER** to whom requests for payment are to be submitted shall be Christina Parker, the City's Purchasing Director.

ARTICLE VI- CONTRACTOR'S REPRESENTATIONS

In order to induce the OWNER to enter into this Agreement, CONTRACTOR makes the following representations:

6.1 CONTRACTOR has considered the nature and extent of the work, locality, and all local conditions and Federal, State, and local laws and regulations that may affect cost, progress, performance or furnishing of the work.

6.2 CONTRACTOR has expertise in the work as outlined and defined in the attached documents.

ARTICLE VII - *CONTRACT DOCUMENTS*

The following documents ("Contract Documents") are incorporated herein by reference and are included in this Agreement:

7.1 Solicitation documents 26/27-08
7.2 Contractor Bid Documents
7.3 Any Addenda
7.4 Bonds
7.5 Certificates of Insurance
7.6 This Agreement

ARTICLE VIII CONTRACT TERMINATION

THIS AGREEMENT shall terminate upon the successful completion of all contracted work, final inspection and approval of work by the City of Romulus and upon acceptance of all work by the City of Romulus, DPW Deputy Director.

ARTICLE IX CITY RIGHT TO COMPLETE

In the event the Contractor shall fail, neglect or refuse to perform any or all of its duties under terms of this Agreement, the City shall take whatever action necessary to perform the obligations of this Agreement and will charge all costs related to the performance of this Agreement to the Contractor. In the event of default by the Contractor in the performance of its obligations hereunder, the City may at its option, terminate this Agreement and re-award it the City deems said action to be appropriate and in the best interest of the City. The actual costs incurred by the City in re-awarding said Agreement shall be deemed to be liquidated damages and shall be charged back against the Contractor herein, but shall not constitute a waiver of any other remedies to which the City might be entitled.

ARTICLE X MISCELLANEOUS

10.1 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on any other party without written consent of the party sought to be bound; and specifically, but without limitation, monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to any assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.2 **OWNER** and **CONTRACTOR** each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect all covenants, agreements and obligations contained in the Contract Documents.

10.3 **INSURANCE - ROMULUS PURCHASING ORDINANCE SEC. 39-15:**

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. If requested, proof of insurance as stated below must be submitted within five (5) business days of the written request from the City's Purchasing Department. Company's name as it appears in the bid documents must be listed as the named insured on the insurance certificate that is submitted. To expedite the process, a copy of your current coverage may be submitted with your bid/proposal/quote.

INSURANCE REQUIREMENTS – Romulus Code of Ordinances Sec. 39-15 – Insurance Coverages

The Contractor shall procure and maintain during the time period of their purchase order or contract the following minimum insurance coverages.

a) Commercial General Liability (CGL). Insurance Services Office Form GC 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than $1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Contract or the general aggregate limit shall be twice the required occurrence limit.
b) Umbrella or Excess Liability. Policy in an amount not less than $2,000,000. Umbrella or Excess policy wording shall be at least a broad as the primary or underlying policy(ies) and shall apply both to the Contractor's general liability and to its automobile liability insurance and shall be written on an occurrence basis. Lower amounts of umbrella or excess coverage may be allowed if higher CGL coverage is provided so the combination of the coverages is equal to $4,000,000.
c) Automobile Liability. Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than $1,000,000 per accident for bodily injury and property damage.
d) Workers' Compensation. Insurance as required by the State of Michigan, with statutory limits, and employer's liability insurance with limits of no less than $1,000,00 per accident for bodily injury or disease.

If the awarded contractor maintains higher limits than the minimum insurance coverage required as stated above, the contractor shall maintain the coverage for the higher insurance limits.

Additional Insured Status. The city, its officers, officials, employees, volunteers, and others as may be specified in any "special conditions" shall be additional insureds on all policies with respect to liability arising out of work or operations performed by or on behalf of the contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later versions used).

Certificate of Liability Insurance Verbiage

General Liability Insurance limits must contain the following verbiage in verbatim; "*The City of Romulus and its past, present, and future elected officials, trustees, appointed commissions and boards, agents and employees shall be named as "additional named insured" on the General Liability policy with respect to the services provided under this contract.*" Prior to contact execution.

Primary Coverage. For all claims the contractor's insurance coverage shall be primary insurance as respect to the city, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the city, its officers, officials, employees or volunteers shall be excess of the contractor's insurance and shall not contribute with it.

Notice of Cancellation. Each insurance policy shall state that coverage shall not be canceled, except with thirty (30) days' written notice to the city.

Waiver of Subrogation. Contractor grants to the city a waiver of any right to subrogation which any insurer of the contractor may acquire against the city by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the city has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the city. The city may require the contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

All insurance must be effected under valid and enforceable policies, issued by recognized, responsible insurers qualified to conduct business in Michigan which are well-rated by national rating organizations. All companies providing the coverage required shall be licensed or approved by the Insurance Bureau of the State of Michigan and shall have a policy holder's service rating no lower than A:VII as listed in A.M. Best's Key Rating guide, current edition or interim report.

Claims Made Policies. If any of the required policies provide coverage on a claims-made basis:

(1) The Retroactive Date must be shown and must be before the date of the Agreement or the date the contractor starts to perform the services.
(2) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement.
(3) If coverage provided on a "claims made basis" is canceled or non-renewed, and not replaced with another claims made policy form with a retroactive date prior to the agreement's effective date, the contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of agreement work.

Verification of Coverage. Contractor shall furnish the city with original certificates of coverage and amendatory endorsements or copies of the applicable policy language effecting coverage required by this section. The city shall receive and approve all certificates and endorsements before the contractor begins providing services. Failure to obtain the required documents prior to commencement of services shall not waive the contractor's obligation to provide them. The city reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this section, at any time.
The contractor must submit certificates evidencing the insurance to the Purchasing Department prior to the time the contractor executes an agreement with the city, and at least fifteen (15) days prior to the expiration dates of expiring policies.

Subcontractors. Contractor shall require and verify that all subcontractors maintain insurance satisfying all the stated requirements, and contractor shall ensure that the city is an additional insured on insurance required from subcontractors and shall present copies to the city for acceptance.

If any of the above coverages expire during the term of this contract, the Company shall deliver renewal certificates and amendatory endorsements to the City of Romulus at least ten (10) days prior to the expiration date. The requirements below should not be interpreted to limit the liability of the Company. All deductibles and self-insured retentions (SIRs) are the responsibility of the Company. Failure to obtain the required documents prior to the work beginning shall not waive the Company's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

10.4 Indemnification and Agreement to Hold Harmless. By acceptance of this Agreement, the CONTRACTOR agrees to indemnify, defend and save harmless the OWNER, their consultants, agents, and employees from and against any and all claims for any and all loss or expense by reason of any liability asserted or imposed upon the OWNER, its officials, consultants, agents and employees for damages because of bodily injury, including death, at any time resulting there from, sustained by any person or persons as well as for any and all such claims as may be brought as a result of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this work, whether such injuries to persons or damage to property is due, or claimed to be due, to the negligence of the CONTRACTOR, his subcontractor or the owner, except only such injury or damage as shall have been occasioned by the sole negligence of the OWNER.

10.5 The City of Romulus is exempt from all Sales Tax - ***Tax ID 38-6006334***. Do not include such taxes in the proposal figure. The OWNER will furnish the successful Company(s) with tax exemption certificates when requested.

10.6 **APPLICABLE LAW**. Any and all disputes arising under this contract to be negotiated hereunder or out of the proposals herein shall be governed according to the laws of the State of Michigan. The CONTRACTOR agrees that the venue for any action to enforce provisions of the contract shall be in the County of Wayne, State of Michigan. In the performance of services, CONTRACTOR further agrees to comply with all applicable State, Federal, and local statutes, ordinances, and regulations, and obtain any and all permits applicable to the performance of such services.

The parties hereto have signed this Agreement in Two (2) counterparts, One (1) counterpart each to be delivered to the OWNER and one (1) to the CONTRACTOR.

IN WITNESS WHEREOF, said parties have hereunto set their hands and seals in duplicate and the day and year first above written.

This Agreement will be effective on _____, 20____.

The City of Romulus
The "OWNER"

11111 Wayne Road, Romulus Michigan 48174
ADDRESS

_____ _____
Mayor Robert A. McCraight, Mayor **Date:**

_____ _____
Ellen Craig-Bragg, Clerk **Date:**

_____
The "CONTRACTOR

_____
ADDRESS

By: _____ _____
Signature **Date:**

PRINT: _____

TITLE: _____

"OWNER'S" ADDRESS FOR GIVING NOTICES:
City of Romulus Purchasing Department
ITB 26/27-08 Large Commercial Water Meter Installation
City of Romulus
11111 Wayne Road
Romulus, Michigan 48174

"CONTRACTOR'S" address for giving notices:

_____
_____
_____

CITY OF ROMULUS

VENDOR INFORMATION & ACH PAYMENT AUTHORIZATION FORM

To ensure timely payment, please do not provide services or deliver merchandise to the City of Romulus until a valid City Purchase Order has been issued to your company. The City is not responsible for payment of goods or services provided without an authorized Purchase Order.

SECTION 1: VENDOR INFORMATION

Company Name (Please Print):			
Name to Appear on Checks:			
Remittance Address:			
PO Box or Suite Number:			
City:		State:	
Zip Code:		Company Phone Number:	
Company Website:		City Department Using Your Company:	
Accounts Receivable Contact Person:			
Accounts Receivable Email Address:			
Accounts Receivable Phone Number:			

Check Appropriate Box: ☐ Individual/Sole Proprietor ☐ Corporation ☐ Partnership ☐ Other

If Other, Please Explain: Tax ID#:

Need a 1099 from the City? ☐ Yes ☐ No

Will this vendor or contractor perform services on City-owned or City controlled property? ☐ Yes ☐ No
If yes, a current Certificate of Insurance (COI) must be submitted with this enrollment form.

SECTION 2: SALES & PURCHASE ORDER INFORMATION

Salesperson:		Contact Phone #:			
Sales Email Address:		Email Address for Purchase Orders (if different):			
City:		State:		Zip Code:	

PLEASE NOTE THAT THE CITY OF ROMULUS IS A MUNICIPAL GOVERNMENT AGENCY AND IS THEREBY TAX-EXEMPT
CITY OF ROMULUS TAX I.D. #: 38-6006334

PLEASE COMPLETE AND EMAIL YOUR COMPLETED FORM ALONG WITH A COMPLETED AND SIGNED "W-9" & VOIDED CHECK OR BANK LETTER

TO THE CITY OF ROMULUS, PURCHASING DEPARTMENT: purchasing@romulusgov.com
Direct all questions to: City of Romulus Purchasing Department | purchasing@romulusgov.com | 734-955-4568

SECTION 3: ACH PAYMENT INFORMATION

Payments Exceeding $100,000.00 will continue to be issued a paper check at this time.

Check ONE	☐ NEW ACH ENROLLMENT	☐ UPDATED ACH INFORMATION
Bank Name:		
Bank Address:		
Account Type:	☐ Checking	☐ Savings
Routing Number:		
Account Number:		

SECTION 4: ACH AUTHORIZATION

I hereby authorize the City of Romulus to deposit payments via ACH into the account specified above. I also authorize corrections to ACH deposits, if necessary. This authorization will remain in effect until the City receives written notification from the vendor of its termination or provided written notice of change to ACH account information.

Authorized Signature:	
Name & Title:	
Date:	

REQUIRED DOCUMENTS (To be included with this form):
- Voided check or bank letter
- Copy of W-9

FOR CITY OF ROMULUS USE ONLY
Date Received: _____ Processed By: _____
Approved By: _____
Effective Date of ACH Payments: _____
Vendor Verification — Verified by Phone Date: _____
Person Spoken With: _____ Vendor Phone #: _____

SECTION 5: TO BE COMPLETED BY CITY OF ROMULUS ONLY

☐ Add Vendor ☐ Change/Update Vendor

Purchasing Approval: Date:

Vendor Number: Entered By:

Attachment VI
RFP 26/27-08
IRAN LINKED BUSINESS CERTIFICATION

Pursuant to Michigan Public Act 517 of 2012, any Company that submits a bid with City of Romulus shall certify that Bidder is not an Iran linked business. An Iran linked business is not eligible to submit a request for bid with City of Romulus.

The undersigned Proposer does hereby certify, pursuant to Michigan Public Act 517 of 2012, that:

Proposer is not a person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, or Proposer is not a financial institution that extends credit to another person if that person will use the credit to engage in investment activities in the energy sector of Iran.

Date:_____Signature:_____

Printed Name: _____

Title: _____

Company Name:_____

Subscribed and sworn to before me, a Notary Public on this _____ day of _____,_20___

_.

Notary Public _____

_____County, Michigan

My Commission Expires: _____

BID MAILING/ADDRESS LABEL

Please cut below dotted line and affix to mailing envelope or package.

.....

DO NOT OPEN
BID DOCUMENTS ENCLOSED

FROM:
Company Name: _____
Contact Person: _____
Phone Number: _____
Address: _____
_____
_____

ITB 26/27-08 Large Commercial Water Meter Installation
Deadline for submission:
3:00 pm local time, November 12, 2026

Deliver To: City of Romulus Office of the Clerk
Attn: Ellen Craig Bragg, City Clerk
11111 Wayne Road
Romulus, MI 48174

STATEMENT OF NO BID

CITY OF ROMULUS

BID NUMBER: 26/27-08
TITLE: ITB 26/27-08 Large Commercial Water Meter Installation

Please Email or Mail To:
City of Romulus
Christina Parker, Purchasing Director
11111 Wayne Road
Romulus, MI 48174

Purchasing@Romulusgov.com

We, the undersigned, have declined to bid on the subject bid for the following reasons:

Check All That Apply	***REASON***
	Our company does not handle the type of product / service
	We cannot meet the specifications nor provide an approved alternate – please explain below
	Our company is not interested in bidding at this time
	Job is too small
	Job is too large
	Cannot be competitive
	Liability Issues such as insurance, bonding, indemnification, hold harmless
	Insufficient time to respond – please explain below
	Our company's schedule would not permit performance of the specifications
	Other – describe below

REMARKS: _____

COMPANY INFORMATION:

*Name:	
*Title:	
Signature of Authorized REP:	
*Company:	
*Address:	
*City/State/Zip:	
*Phone Number:	
*Fax Number:	
*Email Address:	

IMPORTANT NOTE: To qualify as a respondent to the bid, the vendor must submit a bid or return this completed form.

VENDOR LIST
ITB 26/27-08 Large Commercial Water Meter Installation

INSERT LIST OF COMPANIES WHO WERE SENT FORMAL BIDS

TABULATION SHEET

ITB 26/27-08 ITB 26/27-08 Large Commercial Water Meter Installation

COMPANY				
Meter Size	Unit Cost	Extended Cost	Unit Cost	Extended Cost
3-inch (27 Total)				
4-inch (9 Total)				
6 inch (4 Total)				
10 inch (2 Total)				
Total				
Exceptions to specs				
Warranty of Workmanship 3-8 inch meter # of months				
Warranty of Workmanship 10 inch meter # of months				
Insurance?				
Attachment I General Questionnaire & References				
Att II Subcontractor Forms				
Attachment III Exceptions to Specifications				
Attachment IV City's Contractual Services Agreement				
Attachment V Additional Reimbursable Charges				
Attachment VI Exceptions				
Attach. VII RFP 26/27-08 Iran Linked Business Certification				
Certified?				

PUBLICLY OPENED AT, 3:00 pm, Thursday, November 12, 2026 IN THE ROMULUS CITY COUNCIL CHAMBERS.

THOSE IN ATTENDANCE:

#	NAME	COMPANY	TITLE
1	Christina Parker	CITY OF ROMULUS	PURCHASING DIRECTOR
2	Lynn A. Conway	CITY OF ROMULUS	PURCHASING ADVISOR
3			
4			
5			
6			
7			
8			
9			

MINUTES OF ITB 26/27-08 Large Commercial Water Meter Installation

The public opening of the afore mentioned solicitation was held at 3:00 PM, in the Council Chambers at Romulus City Hall on Thursday,November 12, 2026.

The following were present for the opening:

Christina Parker – Purchasing Director
Lynn A. Conway – Purchasing Advisor

?????????? (?) sealed bids were received and publicly opened.

LIST BIDDING COMPANYS HERE!

A copy of the tabulation sheet is attached.

Respectfully submitted,

Christina Parker

Christina Parker,
Purchasing Director

I, Christina Parker, Purchasing Director for the City of Romulus, do hereby certify the foregoing to be a true copy of the minutes of ITB 26/27-08 held on November 12, 2026.

Christina Parker

Christina Parker,
Purchasing Director

MEMORANDUM

DATE: Date

TO: Mayor Robert A. McCraight

FROM: Christina Parker, Purchasing Director

SUBJECT: ITB 26/27-08 LARGE COMMERCIAL WATER METER INSTALLATION

Bids were solicited to contract for the 26/27-08 for the City of Romulus, Department of Public Works.

In addition to being advertised in the October 22, 2026 issue of The Associated Newspaper Eagle, bid documents were made available to down load from the MITN Purchasing Group page of BidNet Direct at www.mitn.info. The MITN System notified ?? companies of the bid and of them, ?? companies downloaded the bid specifications and ??? companies were informed by email of the bidding opportunity (See Bidder's list attached).

On November 12, 2026, ?? bids were received and publicly opened.

I concur with the recommendation of Director, Donald Straub to award the contract to ??????????, in the amount of $??????.

Gary Harris, Assistant Finance Director has verified that funds for this acquisition have been budgeted for and are available in the , ().

If I can be of any further assistance to you regarding this matter, please contact me.

Christina Parker

Christina Parker,
Purchasing Director