

City of Mt. Pleasant, Michigan

CONTRACT DOCUMENTS

For Construction
of

2016 Phone System Replacement Project



Kathy Ling
Mayor

NANCY RIDLEY
City Manager

Prepared By:
Finance Division

Christopher Saladine
Assistant Finance Director

March 2016

City of Mt. Pleasant, Michigan

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[2016 Phone System Replacement Project – TC]



THE CITY OF MT. PLEASANT, MICHIGAN

CITY HALL
320 W. Broadway • 48858-2447
(989) 779-5300
(989) 773-4691 fax

PUBLIC SAFETY
804 E. High • 48858-3595
(989) 779-5100
(989) 773-4020 fax

PUBLIC WORKS
1303 N. Franklin • 48858-4682
(989) 779-5400
(989) 772-6250 fax

NOTICE TO BIDDERS

2016 Phone System Replacement

The City of Mt. Pleasant, Michigan, is requesting sealed bids for the delivery, installation and warranting of a phone system to be accepted at the Office of the City Clerk, City Hall, 320 W. Broadway Street, Mt. Pleasant, Michigan 48858, until 1:30 p.m. (local time), on March 8, 2016, at which time and place the bids will be publicly opened and read. All bids shall be submitted in a sealed envelope, plainly marked "2016 Phone System Replacement – March 8, 2016."

An optional pre-bid meeting will take place 2:00 p.m., February 29, 2016 at 320 West Broadway, Mt. Pleasant, MI 48858. This will give bidders an opportunity to ask any questions pertaining to the phone system replacement. Facility network infrastructure tours will be available if requested by meeting attendees. Attendance at this meeting is recommended, but not required.

Proposals are solicited on a lump sum price for hardware, software, installation and training. Proposals are solicited on an annual cost basis for recurring costs such as hosted services or maintenance agreements.

To view and download complete Plans and Specifications at no charge, visit the City of Mt. Pleasant website at www.mt-pleasant.org and navigate to the [bids and quotes](#) page.

The City of Mt. Pleasant reserves the right to accept or reject any or all bids, to waive any irregularities in the bids, and to select the bid considered most advantageous to the City.

Christopher Saladine
Information Technology Director
(989) 779-5376

Jeremy Howard
City Clerk

City of Mt. Pleasant, Michigan
INSTRUCTIONS TO BIDDERS

1. **Proposals**

Proposals must be made upon the forms provided with the Bid amount both written and shown in figures, and all other data required submitted.

The Proposal, bound together with all Proposal Documents, must be enclosed in a sealed envelope marked as specified in the Notice to Bidders for such Bid and clearly indicating the name and address of the Bidder and must be received by the City Clerk, City Hall, 320 West Broadway Street, Mt. Pleasant, Michigan 48858, no later than the time and date specified in the Notice to Bidders. At such specified time, Proposals shall be publicly opened and read aloud.

2. **Basis of Proposals**

Proposals are solicited on the basis of unit price(s) and/or lump sum(s), as specified on the Proposal form.

The City of Mt. Pleasant (also referred to as "Owner"), reserves the right to accept any Bid, to reject any or all Bids, to waive any irregularities in the Bids, and to select the Bid considered most advantageous to the city.

3. **Comparison of Bids**

In comparing Bids, consideration shall be given to the time proposed for completion of the Contract, qualifications of Bidder, price differentials, alternate Proposals for the alternate items listed in the Proposal (if applicable), and any other pertinent factors. **The City of Mt. Pleasant grants a preference to businesses located within the Mt. Pleasant City Limits. The preference given is a differential above the low bid if the low bid is not from a City of Mt. Pleasant bidder. The differential allowed is 3% of the total for bids between \$5,000 and \$9,999 and 2% of the total for bids over \$10,000. The maximum credit allowed is \$1500.00.** The Owner reserves the right to make an award to the Bidder whose Proposal is deemed to be in the best interest of the Owner.

4. **Time**

Time is of the essence in the performance of the Contract, and each Bidder, by submitting a Proposal, certifies his/her acceptance of the time allowed by the Contract for the completion of the work specified.

5. **Indemnification**

The Contractor shall save and hold harmless the city and its employees from and against all claims, damages, losses, or expenses, including attorney's fees, arising out of or resulting from the performance of the work; provided that any such claim, damage, loss

or expense is caused in whole or in part by any negligent or willful act of omission of the contractor, subcontractor, employee, or anyone under their direction. The Contractor shall at his/her own expense, defend any and all such actions and shall pay all attorney's fees, costs, and expenses pertaining thereto.

6. **Bid Deposits**

Each Proposal shall be accompanied by a certified check, bank cashier's check, bank draft, or a Bid Bond by a recognized Surety Company similar to a U. S. Government Standard Form Bid Bond, in the amount of five percent (5%) of the total amount of the Bid, made payable to the City of Mt. Pleasant, subject to forfeiture to the Owner in the event of failure on the part of the successful Bidder to enter into the attached form of agreement to do the work specified by said Proposal at the price and within the time stated therein. The Bid Deposit of all Bidders, except the three (3) lowest acceptable Bidders, shall be returned within two (2) weeks after opening of bids. The bid deposits of the three (3) lowest acceptable bidders shall be returned within 48 hours after the executed Contract(s) have been finally approved by the Owner.

7. **Liquidated Damages**

Contractor and Owner recognize that time is of the essence as and that Owner will suffer financial and other losses if the work is not completed and milestones not achieved plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by the owner if work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as penalty):

1. Substantial Completion: contractor shall pay Owner \$500 for each day that expires after the time (as duly adjusted pursuant to the contract) as specified above for substantial completion until work is substantially complete
2. Completion of remaining work: After substantial Completion, if contractor shall neglect, refuse, or fail to complete the remaining work within the contract time Contractor shall pay owner \$500 for each day that expires after such time until the work is completed and ready for final payment.
3. Liquidated damages for failing to timely attain substantial completion and final completion are not additive and will not be imposed concurrently.

8. **Insurance and Bonds**

The successful Bidder will be required to execute (2) Bonds, in the form attached hereto, with Surety acceptable to the Owner and insurance, as follows:

- a. Bond in the amount of 100% of the Estimated Contract Price running to the City of Mt. Pleasant, Michigan, to insure the completion of the entire work, according to the statutes of the State of Michigan in effect at that time.
- b. Bond in the amount of 100% of the Estimated Contract Price running to the People of the State of Michigan for the protection of Subcontractors and Labor and Material Men, according to the statutes of the State of Michigan in effect at that time.
- c. Insurance in the amounts required by City Ordinance as specified in the Section 1 - General Construction Specifications, attached hereto.

The successful bidder shall be required to furnish for each set of executed Contract Documents, and conformed copies thereof, an original conformed Performance Bond, Labor and Materials Bond, and Insurance Certificates using the attached forms. Any other bond forms are not permissible.

9. **Permits and Local Codes**

The Contractor shall obtain, at his/her expense, all other required local construction permits and shall comply with local building code and inspection requirements. The Contractor shall obtain the soil erosion and sedimentation control permit.

10. **Qualifications of Bidders**

It is the intent of the Owner to award the Contract to a Bidder fully capable, both financially and with regard to experience, to perform and complete all work in a satisfactory and timely manner. Evidence of such competency must be furnished on the forms included in the proposal, listing projects of similar difficulty, scope of work, and size, which the Bidder has satisfactorily undertaken and completed.

It is the intention of the City to award the contract to a Contractor whose ability and financial resources are fully equal to the task of performing the work in a satisfactory manner. With this in view, the Proposal calls for at least five (5) references, using specific names of persons to contact concerning the Contractor's ability to do this particular class of work. References from municipalities are preferred. The mere ability to furnish a Performance Bond shall not be accepted as sufficient evidence of responsibility on the part of the Bidder. The Bidder may also be required to furnish evidence of his current financial status.

11. **Interpretation of Documents**

If any Bidder is in doubt as to the true meaning of any part of the Plans, Specifications or any Contract Document, he/she may submit to the Owner a written request for an interpretation thereof. Any interpretation made in response to such a query shall be made only by Addendum, duly issued, and a copy of such Addendum shall be

mailed or duly delivered to each prospective Bidder. The Owner shall not be responsible for any other explanation or interpretation of the Contract Documents. Alternative proposals that are suggested by bidders will be given consideration, if presented before the bid opening. If accepted, an addendum will be issued and sent out to all potential bidders, so that they may bid on the alternatives that have been identified.

12. **Execution of Bid Proposal**

A Bid Proposal, which is not signed by the individual making it, should have attached thereto a Power of Attorney evidencing authority to sign the Bid Proposal in the name of the person for whom it is signed.

A Bid Proposal, which is signed by a partnership, shall be signed by all of the partners or by an Attorney-in-Fact. If signed by an Attorney-in-Fact, there should be attached to the Bid a Power of Attorney evidencing authority to sign the Bid Proposal in the name of the partnership and such Power of Attorney shall be signed by all partners of the partnership.

A Bid Proposal, which is signed for a corporation, should have the correct corporate name thereof and the signature of the President, or other authorized officer(s) of the corporation, manually written below the corporate name and on the line indicating "By:_____." If such a Bid Proposal is manually signed by an officer other than the President of the corporation, a certified copy of a Resolution of the Board of Directors evidencing the authority of such officer(s) to sign the Bid Proposal should be attached thereto. Such a Bid Proposal should also bear the attested signature of the Secretary of the corporation and an impression of the corporate seal.

13. **Execution of Contract**

The successful Bidder to whom an award is made shall be required to enter into a written agreement, in the form attached hereto, within ten (10) days after receipt of a Notice of Award and copies of the documents to be executed. In the event the successful Bidder fails to comply with this provision, he/she may be considered by the Owner to have abandoned all his/her rights and interests in the award and his/her certified check or amount of the Bid Bond may be declared to be forfeited to the Owner, and the Contract may be awarded to another.

14. **Bidder Responsibility For Conditions of Work and Site**

The Bidder, or his/her representative, shall make personal investigation of the site of work and of existing structures and shall determine to his/her own satisfaction the conditions to be encountered, the nature of the ground, the difficulties involved in making connections to existing structures and pipes, and any and all other factors affecting the work proposed under the Contract.

The Bidder to whom the Contract is awarded shall not be entitled to any additional compensation by reason of conditions being different from those anticipated or by reason of his/her failure to fully acquaint himself/herself with the conditions at the site affecting the work of the Contract.

15. **Changes in Work**

If any change is required to be made in the work of the Contract, a payment adjustment therefore shall be determined as agreed upon in writing by the contractor and owner.

City of Mt. Pleasant, Michigan
2016 Phone System Replacement Project
BID PROPOSAL

TO: City Hall/City Clerk
320 W. Broadway Street
Mt. Pleasant, MI 48858

BID DATE: March 8, 2016
TIME: 1:30 p.m.

The undersigned, as Bidder, hereby declares that his bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that he has carefully read and examined the Contract Documents, including the Notice to Bidders, Instructions, Bond Forms, Technical and Detailed Specifications, and Contract Drawings, for the designated work and understands all of the same; that he, or his representative, has made such a personal investigation at the site as is necessary to determine the character and difficulties attending the execution of the proposed work; and he proposes and agrees that if this Proposal is accepted, he will contract with the Owner in the form of the Contract hereto annexed, to provide necessary machinery, tools, apparatus and other means of construction, including utility and transportation services, necessary to do all the work and furnish all the materials and equipment specified or referred to in the Contract Documents, including Addenda in the manner and time therein prescribed, and according to the requirements of the Owner as therein set forth to furnish Contractor Bonds and Insurance required of the Contractor by the Contract Documents, and that he will take in full payment therefore the unit prices set forth in the following Proposal.

The Bidder understands that the Owner reserves the right to reject any or all bids and to waive any irregularities in the bidding.

The Bidder agrees that his bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving the bids.

Upon receipt of a written Notice of Award of the Bid, the Bidder shall execute the formal Contract Agreement attached hereto within ten (10) days and shall deliver to the Owner a Surety Bond or Bonds required. In the event the Contract and Bond are not executed within the time above set forth, the Bid Deposit attached in the sum of five percent (5%) of the Bid Proposal shall become the property of the Owner as liquidated damages for the delay and additional expense to the Owner caused thereby.

The Bidder hereby agrees to commence work under this Contract on or before the date to be specified in the written Notice to Proceed executed by the Owner and to fully complete the project as stipulated in the Special Conditions of these Specifications. The Bidder further agrees to pay as liquidated damages the sum indicated in the Special Conditions for each consecutive calendar day thereafter, until substantial completion, that is when all work items in the proposal are complete and notification of substantial completion of work items and final quantities is given to the Information Technology Director by the contractor.

EXPERIENCE QUESTIONNAIRE

To be furnished by Bidder

The signatory of this proposal guarantees the truth and accuracy of all statements and of all answers hereinafter made.

1. How many years have you been in business as a contractor under your present name?

2. What projects of a similar nature has your organization contracted for within the past five years? (NOTE: Fill out each blank completely.)

Name of Owner & Location	Name/Address/Phone # of Person in Charge as Reference	Type of Work	Value of Work	Date Completed
---	--	-----------------------------	------------------------------	---------------------------

1.

2.

3.

4.

TIMELINE:

In the space below (or a sheet you attach to the submitted bid) please provide your proposed timeline if you are awarded the phone system replacement contract. Assume a starting date of April 18, 2016, though the final agreed upon start date will be specified in the notice to proceed.

Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area. The pricing should be based on the detailed functionality that the City requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Cost Area (Functional and Technical Requirements Section 2.6)	General	Voicemail/Auto Attendant	Per Extension	City Hall	Public Safety	Public Works	Water Plant	Wastewater Plant	Nelson Park	Fax	Total
One-Time Costs:											
IP Phones Costs											0
System Hardware Costs (switches, etc...)											0
Software Licensing Costs (if any)						0					0
Professional Service Costs											0
Training Costs											0
Expenses (miscellaneous)											0
Total One-Time Costs	0	0	0	0	0	0	0	0	0	0	0
Recurring Maintenance Costs:											
IP Phone Services											0
Recurring Software Licensing Costs											0
Annual Maintenance											0
Additional Maintenance Fees											0
Total Recurring Maintenance Costs	0	0	0	0	0	0	0	0	0	0	0
Maintenance Schedule:	Year 1	Year 2	Year 3	Year 4	Year 5						
Rate of Increase over Prior Year (as a percentage)											
Maintenance Costs (as a dollar amount)											
Additional Costs:											
Other Costs (if applicable; please specify the nature of these costs)											

CITY OF MT. PLEASANT, MICHIGAN
NOTICE OF AWARD

TO:

PROJECT description: 2016 Phone System Replacement

THE City of Mt. Pleasant has considered your BID submitted March 8, 2016 for the above-described WORK in response to its NOTICE TO BIDDERS and INSTRUCTIONS TO BIDDERS.

You are hereby notified that your BID has been accepted for items in the amount of

You are required by the INSTRUCTIONS TO BIDDERS to execute the AGREEMENT and furnish the required Contractor's PERFORMANCE BOND, PAYMENT BOND, and CERTIFICATES OF INSURANCE within ten (10) calendar days from the date of this NOTICE to you.

If you fail to execute said AGREEMENT and to furnish said BONDS within ten (10) days from the date of this NOTICE, said CITY will be entitled to consider all your rights arising out of the CITY'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The CITY will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the CITY.

Dated this _____ day of _____ 2016

City of Mt. Pleasant, Michigan
Owner

By: _____
Mayor, Kathy Ling

By: _____
Clerk, Jeremy Howard

RECEIPT OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged this _____ day of _____, 2016.

Contractor

By: _____
(Print or Type Name and Title)

By: _____
(Signature)

CITY OF MT. PLEASANT, MICHIGAN
AGREEMENT

2016 Phone System Replacement

THIS AGREEMENT, made and entered into this ___-__ day of March 2016, by and between the THE CITY OF MT. PLEASANT, MICHIGAN, whose principal offices are located at City Hall, 320 West Broadway Street, Mt. Pleasant, Michigan 48858, hereinafter referred to as the CITY, and _____ hereinafter referred to as CONTRACTOR, for the considerations stated herein, agree as follows:

1. The CONTRACTOR agrees to forthwith perform specified services in accordance with the Specifications attached hereto and incorporated herein by reference.
2. The CITY shall pay to the CONTRACTOR, and the CONTRACTOR shall accept as full payment for the performance of this work, subject to any additions or deductions provided for, the total contract price of _____
_____ Such payment shall be made within thirty (30) days of receipt of any invoice, pending completion and acceptance of work performed.
3. In the event of any disagreement or controversy arising between the parties hereto as to the meaning of the Specifications, the interpretation of the proper execution of this contract, the amount of work to be performed, measurements and quantities, material(s) to be used, rate of progress, or other disputes under this contract, such disagreement or controversy shall be submitted to the Information Technology Director, and the decision of the Information Technology Director shall be final.
4. All work shall be performed in strict compliance with the Specifications attached hereto.
5. In the event the CITY determines, at any time, that the work to be performed hereunder is not being performed in a good, substantial, workmanlike or timely manner, the CITY may suspend or terminate work hereunder without any liability to the CITY.
6. It is understood and agreed that the Notice to Bidders, Proposal, Specifications, and all Addenda prepared for this project are all essential documents of this contract and are incorporated as a part of this Agreement by reference.

7. In the event that any provision of any part of this contract conflicts with the provision(s) of another part of the contract, the provisions contained in the document first listed below, when applicable, shall govern:
- a) Agreement
 - b) Addenda
 - c) Special Conditions of Contract
 - d) Supplemental Specifications
 - e) Contract Drawings
 - f) Approved Shop and Working Drawings and Change Orders
 - g) Contractor's Proposal and Bid Schedule
 - h) Detailed Specifications
 - i) Standard Special Provisions
 - j) Technical Specifications
 - k) Instructions to Bidders
 - l) Notice to Bidders
8. This agreement shall be binding upon the personal representatives, successors and assigns of the parties hereto.

In the WITNESS WHEREOF, the parties hereto have executed this document the day and year first above written.

WITNESSES:

CITY OF MT. PLEASANT, MICHIGAN

By:

Mayor

City Clerk

WITNESSES:

CONTRACTOR:

By:

Signature of Authorized officer

Print or Type Name & Title

City of Mt. Pleasant, Michigan

PAYMENT BOND
(Under Act 213 of 1963)

KNOW ALL MEN BY THESE PRESENTS, _____,
as PRINCIPAL, and _____, a Corporation, organized and
existing under the laws of the State of _____, and duly authorized to
transact business in the State of Michigan, as SURETY, are held and firmly bound unto
CITY OF MT. PLEASANT, MICHIGAN, as obligee, and hereinafter called "OWNER", in
_____ lawful money of the United
States of America, for the payment whereof, the PRINCIPAL and SURETY bind
themselves, their heirs, administrators, executors, successors and assigns, jointly and
severally, firmly by these presents.

WHEREAS, the above PRINCIPAL has entered into a written contract with the
OWNER, dated _____, 2016, for the work known as:

2016 PHONE SYSTEM REPLACEMENT PROJECT

in accordance with the plans and specifications prepared by the CITY OF
MT. PLEASANT, Mt. Pleasant, Michigan, which contract is hereby referred to and made a
part hereof as fully and to the same extent as if the same were entirely written herein; and

WHEREAS, this bond is given in compliance with and subject to the provisions of
the Act 213 of the Public Acts of Michigan for the year 1963, as amended by subsequent
acts to date.

NOW, THEREFORE, the conditions of this obligation are that if the PRINCIPAL
and its subcontractors shall make all payments as they become due and payable of all
amounts owing to subcontractors and to parties supplying labor or materials to the
PRINCIPAL, or to its subcontractors, in the prosecution of the work provided for in said
contract (intending to include herein all claimants as defined in Section 6 of Act 213 of
1963, as amended), then this obligation shall be void; otherwise, the same shall be in full
force and effect; and

PROVIDED, that any alterations which may be made in the terms of the said
contract, or in the work to be done under it, or the giving by the party of the first part of
said contract, any extension of the time for the performance of said contract or any other
forbearance on the part of either part to the other, shall not in any way release the
PRINCIPAL and the SURETY, or either of them, their heirs, executors, administrators,
successors, or assigns, from any liability hereunder. Notice to the SURETY of any
alterations, extensions of or of any forbearance being hereby waived.

IN WITNESS WHEREOF, signed and sealed this ____ day of _____, 2016

WITNESSES:

PRINCIPAL: _____

_____ By: _____ (Seal)

_____ By: _____ (Seal)

SURETY: _____

_____ By: _____ (Seal)

_____ Title: _____

LOCAL ADDRESS OF AGENT FOR SURETY:

(Name)

(Street, City, State, ZIP Code)

City of Mt. Pleasant, Michigan
PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That
_____, as PRINCIPAL, and
_____, a Corporation, organized and
existing under the laws of the State of _____, and duly authorized to
transact business in the State of Michigan, as SURETY, are held and firmly bound unto
the CITY OF MT. PLEASANT, MICHIGAN as obligee, and hereinafter called "OWNER", in
the just and full sum of _____ lawful money of the
United States of America, for the payment whereof, the PRINCIPAL and SURETY bind
themselves, their heirs, administrators, executors, successors and assigns, jointly and
severally, firmly by these presents.

WHEREAS, the above PRINCIPAL has entered into a written contract with the
OWNER, dated _____, 2016, for the work known as:

2016 PHONE SYSTEM REPLACEMENT PROJECT

in accordance with the plans and specifications prepared by the CITY OF MT.
PLEASANT, Mt. Pleasant, Michigan, which contract is hereby referred to and made a part
hereof as fully and to the same extent as if the same were entirely written herein; and

WHEREAS, this bond is given in compliance with and subject to the provisions of
the Act 213 of the Public Acts of Michigan for the year 1963, as amended by subsequent
acts to date.

NOW, THEREFORE, the conditions of this obligation are such that if the
PRINCIPAL shall, in all respects, well and truly keep and perform the said contract, and
shall pay all sums of money due or to become due for any labor, materials, apparatus,
fixtures or equipment furnished for the purpose of constructing the work provided in said
contract, and shall defend, indemnify and save harmless the OWNER against any and all
liens, encumbrances, damages, demands, expenses, costs and charges of every kind,
except as otherwise provided in said contract documents, arising out of or in relation to the
performance of said work and the provisions of said contract, and shall remove and
replace any defects in the workmanship or materials, as provided by contract, then this
obligation shall be null and void; otherwise, it shall remain in full force and effect; and

PROVIDED, that any alterations which may be made in the terms of the said
contract, or in the work to be done under it, or any extension of the time for the
performance of said contract or any other forbearance on the part of either part to the
other, or the placing of an inspector or resident engineer thereon by the OWNER, shall not
in any way release the PRINCIPAL and the SURETY, or either of them, their heirs,
executors, administrators, successors, or assigns, from any liability hereunder. Notice to
the SURETY of any alterations, extensions of or of any forbearance being hereby waived.

IN WITNESS WHEREOF, signed and sealed this ____ day of _____, 2016.

WITNESSES:

PRINCIPAL:

By: _____ (Seal)

By: _____ (Seal)

SURETY:

By: _____ (Seal)

Title: _____

LOCAL ADDRESS OF AGENT FOR SURETY:

(Name)

(Street, City, State, ZIP Code)



City of Mt. Pleasant

Administrative Memo #8-78

Issued: October 10, 1978
Revised: September 28, 1979

SUBJECT: Minimum Insurance Requirements for Contractors

SUMMARY:

The provision of adequate insurance by persons and businesses working for the City or on street right-of-way is essential to protect the public from the costs of injury or damage and to protect the City from unnecessary liability resulting from the acts of persons and businesses working for the City. Minimum insurance requirements are needed to provide this protection.

MEMO:

Persons or businesses which provide professional services to the City under the terms of a written contract or provide labor and/or material to accomplish work for the City or for others on or over street right-of-way or other City property shall carry insurance and bonds to protect the public and the City from exposure to unnecessary financial risks.

Prior to signing of contracts, issuance of purchase orders or permits or other authorization to begin work, certificates of issuance evidencing the purchase of insurance amounts not less than required by this Administrative memo or bid specifications, whichever is greater, shall be filed with the City Clerk. Such certificates shall:

- I. Show that the insurance is currently in force and termination date of each policy.
- II. State the limits of liability of the policies covered by the certificate.
- III. Be issued to the City of Mt. Pleasant as the certificate holder.
- IV. Provide that the City will receive not less than 10 days written notice of the cancellation of any listed policy.
- V. Be issued in the name of an insurance company authorized to conduct business in the state of Michigan.

Required bonds shall be filed with the City Clerk prior to the signing of contracts or other authorizations to proceed with work.

Insurance and bonds shall meet or exceed the following requirements. Exceptions to recognize more or less hazardous operations and financial risks should be considered and with approval of the City Manager may be made in specifications or contract requirements prior to awarding contracts or issuing purchase orders.

Insurance Requirements

Type	Limit of Liability	City Contractors	Contractors on R.O.W.
Worker's Compensation and Employer's Liability	Statutory Coverage B \$100,000	X	X
Public Liability			
Bodily Injury	\$250,000 each person	X	X
	\$500,000 each accident	X	X
Property Damage	\$250,000 each accident	X	X
	\$250,000 each aggregate	X	X
Automobile Liability			
Bodily Injury	\$250,000 each person	X	X
	\$500,000 each accident	X	X
Property Damage	\$250,000 each accident	X	X
	\$250,000 each aggregate	X	X
Additional Insured			
Clause	City of Mt. Pleasant to be specifically named in policy as additional insured.	X	X
Excess liability (required unless risk nominal)	\$1,000,000 each occurrence	X	

Persons or businesses engaged to provide labor and material in an amount in excess of \$10,000 or who will receive partial payments as work progresses will provide labor, performance and materials bonds equal to the value of the work being performed. Such bonds are not required where the work to be done is of a type in which the failure to perform will not adversely affect the City's ability to function or increase the City's cost of completing the work.

Phone Needs by Location and Type

City Hall

Desk Phones: 49
Fax Lines: 7
Analog - Alarm: 1
Conference Rooms: 5
Common Area: 2
External Paging: No

Public Works

Desk Phones: 12
Fax Lines: 1
Analog - Alarm: 1
Conference Rooms: 1
Common Area: 4
External Paging: Yes

Water Plant

Desk Phones: 7
Fax Lines: 1
Analog - Alarm: 1
Conference Rooms: 0
Common Area: 6
External Paging: Yes

Public Safety

Desk Phones: 32
Fax Lines: 3
Analog - Alarm: 1
Conference Rooms: 2
Common Area: 12
External Paging: Yes

Wastewater Plant

Desk Phones: 4
Fax Lines: 1
Analog - Alarm: 1
Conference Rooms: 0
Common Area: 11
External Paging: Yes

Nelson Park

Desk Phones: 1
Fax Lines: 0
Analog - Alarm: 0
Conference Rooms: 0
Common Area: 0
External Paging: No

System Wide Needs:

- **Nested Auto Attendant and Voicemail**
- **Unified Communication Solution**
- **Desire to eliminate analog fax lines with fax to email solution.**
- **Ability to host 2 concurrent conference calls**

Current Network Infrastructure

Phone System - Nortel Option 11 (Photos of location installs included)

City Hall

Borden 1

Product Name - HP Switch E5412zl(J8698A)

PoE Enabled

Borden 2

Product Name - HP Switch E5412zl(J8698A)

PoE Enabled

Fortinet FortiGate 240D

Gigabit Firewall

Barracuda Mail Spam Filter

Barracuda Web Filter

Public Safety

DPS-MDF (Downstairs)

Product Name - HP ProCurve Switch 4208VL(J8773A)

PoE NOT SUPPORTED - **In Process of Replacing to Support PoE (2/16/16)**

DPS-IDF (Upstairs)

Product Name - HP ProCurve Switch 4208vl (J8773A)

PoE NOT SUPPORTED – **In Process of Replacing to Support PoE (2/16/16)**

Public Works

DPW-MDF

Product Name - HP E2620-48-PoEP Switch(J9627A)

PoE Enabled

Waste-MDF

Product Name - HP E2620-24-PoEP Switch(J9625A)

PoE Enabled

Water-MDF

Product Name - HP E2620-24-PoEP Switch(J9625A)

PoE Enabled

Nelson Park

Copper connected – 10 port unmanaged switch

Core switches Borden 1 and Borden 2 located at City Hall connect via single mode fiber to DPS-IDF, DPS-MDF, Water-MDF, DPW-MDF. Multi mode fiber connection from Waste-MDF to DPW-MDF, all switches are gigabit ethernet. 1GB downlink, 30MB uplink internet speed via fiber to City Hall, then converted to ethernet to firewall.

City Hall PBX



Water Department PBX



Waste Water PBX



DPW PBX



DPS PBX

