

b) **Standard Purchasing Resolution 2: Award to Low Bidders - Home Chore Lawn and Yard Services**

Resolution #2016-05-089-J-4b

RESOLVED, That Troy City Council hereby **AWARDS** contracts for seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to renew for one (1) additional season to the low total bidders, *Cooper Lawnscape, Inc. of Warren, MI*, as the primary contractor, and *Gratiot Landscaping of Roseville, MI*, as secondary contractor at unit prices contained in the bid tabulation opened April 14 2016; a copy of which shall be **ATTACHED** to the original Minutes of this meeting; contract to expire December 31, 2017.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid and proposal documents, including insurance certificates and all other specified requirements.

BLANKET ORDER

No. 2016-00001575
 DATE: 05/12/2016
 PAGE: 1 of 1
 FOB DESTINATION

Ship To
 CITY OF TROY
 Community Affairs
 500 W BIG BEAVER RD
 TROY, MI 48084

Bill To
 CITY OF TROY
 Community Affairs
 500 W BIG BEAVER RD
 TROY, MI 48084

VENDOR NO. 171229

EXPIRATION DATE
 12/31/2016
COUNCIL RESOLUTION
 2016-05-089-J-4b

Vendor
 COOPER LAWNSCAPE, INC.
 31514 ROAN DR.
 WARREN, MI 48093

COPY

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1,872	Each	2016 Home Chore: Mow Single Lots - Average 100x180ft ... ESTIMATED 72 LOTS TIMES 26 MOWS ...	9.5000	\$17,784.00
650	Each	2016 Home Chore: Mow Double Lots - over 1-2 Acres ... ESTIMATED 25 LOTS TIME 26 MOWS ...	13.0000	\$8,450.00
144	Each	2016 Home Chore: Yard Clean-Up Single Lots Average 100x180ft ... ESTIMATED 72 LOTS TIMES 2 CLEAN-UPS	29.0000	\$4,176.00
50	Each	2016 Home Chore: Yard Clean-Up 1-2 Acre Lots over 100x180ft ...ESTIMATED 25 LOTS TIMES 2 CLEAN-UPS ... NOTE: Quantities stated are estimated and not guaranteed. Due to the nature of this program, the # of qualified homeowners may change throughout the term of the contract. CITY CONTACT: Cindy Stewart - 248)524-1147	34.0000	\$1,700.00
1	Each	----- ADDITIONAL INFORMATION: VENDOR CONTACT INFORMATION: Daytime phone - 586) 329-9925, 24Hr phone 586) 586-9925 - Contact: Chad Cooper; Hours of Operation - 7am-7pm M-F and Saturday, if necessary - PAYMENT TERMS: Net 30 - NOTE: This program depends upon Community Development Block Grant funding sources being approved. The City reserves the right to cancel either proposal or cancel the entire contract if funding is not approved.	0.0000	\$0.00
1	Each	OPTION TO RENEW: Troy City Council EXERCISED AND APPROVED this contract as the PRIMARY CONTRACTOR on Monday, May 9, 2016 to provide Seasonal Requirements of Lawn and Yard Care Services with Cooper Lawnscape, Inc.; as the PRIMARY contractor for the Home Chore Program as per Bid ITB-COT 16-19 pricing, terms and conditions. This PO is for Year one (1) Seasonal Requirements with the option to renew for one additional season. Contract to expire 12/31/2016.	0.0000	\$0.00

Entered By: MaryBeth Murz

\$32,110.00

Special Instructions:

Insurance Required to be On File - PRIMARY CONTRACTOR to provide Seasonal Requirements of Lawn and Yard Services for the Home Chore Program one (1) Additional Season Renewal in accordance with the specifications for ITB-COT 16-19 at the prices stated above . City Council Approval Date: 5/9/2016. CERTIFICATE OF INSURANCE REQUIRED TO BE ON FILE AT ALL TIMES.

TERMS & CONDITIONS

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.

MaryBeth Murz



CITY COUNCIL AGENDA ITEM

Date: April 21, 2016

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager *MBM*
Mark Miller, Director of Economic & Community Development *MM*
Cindy Stewart, Community Affairs Director *CS*

Subject: Standard Purchasing Resolution 2: Award to Low Bidders – Home Chore Lawn and Yard Services

History

- The City of Troy receives Community Development Block Grant funding each year and 15% of the total funding can be allocated for Public Services.
- The City of Troy utilizes our Public Services allocation for the Home Chore program. Low income qualified senior citizens and persons with permanent disabilities are eligible for the City's Home Chore Program which offers lawn and yard services in the spring, summer and fall seasons and Snow Removal in the winter.
- The yard services include lawn mowing plus spring and fall clean-up of the homeowner's yards. Currently the City has over ninety (90) qualified recipients signed up for the Home Chore Program.
- The current contract expired December 31, 2015.

Purchasing

- On April 14, 2016; a bid opening was conducted as required by City Charter/Code and bids were received at the City's request from firms interested in providing seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to renew for one (1) additional season.
- Companies were notified via the Michigan Intergovernmental Trade Network (MITN); www.mitn.info. 249 vendors were notified via the MITN website. Four (4) bid responses were received. Below is a detailed summary of the vendor responses.

Companies notified via MITN	249
Troy Companies notified via MITN	7
Troy Companies - Active email Notification	7
Troy Companies - Active Free	0
Companies that viewed the bid	26
Troy Companies that viewed the bid	0

MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. **Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. **Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City. **Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.



CITY COUNCIL AGENDA ITEM

Purchasing (continued)

- The award recommendation considered the vendor offering the best combination of a variety of factors including bid price, professional competence and level of service, equipment fleet, and the comfort of the residents involved in the program.
- References were checked and a post-bid meeting was held with the companies being recommended.
- The contract warrants making an award to a primary and secondary contractor in the event the primary contractor is unable to perform services as specified. The secondary vendor will be called upon to fulfill the terms of the contract if necessary.
- A low total award for Proposals A and B is being recommended

Financial

Funds for lawn and yard services for the Home Chore Program are available initially through the Public Works operating budget, then reimbursed by Oakland County through the Community Development Block Grant Program (CDBG).

Recommendation

City management recommends City Council award contracts for seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to renew for one (1) additional season to the low total bidders, *Cooper Lawnscape, Inc. of Warren, MI* as the primary contractor, and *Gratiot Landscaping of Roseville, MI*, as secondary contractor at unit prices contained in the bid tabulation opened April 14 2016; contract to expire December 31, 2017.

Opening Date: 4/14/2016
 Date Reviewed: 04/14/2016

CITY OF TROY
 BID TABULATION
 LAWN SERVICES/HOME CHORE PROGRAM

VENDOR NAME:

		Cooper Lawnscape, Inc	Xpert Lawn & Snow	Gratiot Landscaping
		Warren, MI	Ferndale, MI	Roseville, MI
EST NO.		PRICE PER SERVICE	PRICE PER SERVICE	PRICE PER SERVICE
PROPOSAL A: LAWN CARE SERVICES				
72	Lawn Care Services Residential City of Troy	\$9.50	\$10.00	\$12.00
Lots	Home -up to one acre	\$17,784.00	\$18,720.00	\$22,464.00
25	Lawn-care Services at lots over 1-2 acres	\$13.00	\$13.50	\$15.80
Lots		\$8,450.00	\$8,775.00	\$10,270.00
PROPOSAL A ESTIMATED TOTAL 26 Weeks		\$26,234.00	\$27,495.00	\$32,734.00
PROPOSAL B: YARD CLEAN UP				
72	Yard clean up at a residential City of Troy	\$29.00	\$29.50	\$32.00
Lots	home - up to one acre	\$4,176.00	\$4,248.00	\$4,608.00
25	Yard Clean up for lots 1-2 acres	\$34.00	\$35.00	\$37.00
Lots		\$1,700.00	\$1,750.00	\$1,850.00
PROPOSAL B ESTIMATED TOTAL 2 Weeks		\$5,876.00	\$5,998.00	\$6,458.00
GRAND TOTAL BOTH SERVICES: Estimated		\$32,110.00	\$33,493.00	\$39,192.00
PHONE NUMBERS:		586-329-9925	248-721-0794	586-859-7059
Daytime		586-329-9925	248-721-0794	586-859-7059
24 Hour		Chad Cooper	Corey Bambrough	Wade Daley
Contact Name		7am-7pm	7am-5pm	7am-7pm
Hrs of Operation		Net 30	30 Days	1% net 10
PAYMENT TERMS:		None	None	None
EXCEPTIONS:		Y	Y	Y
ALL OR NONE AWARD:		Y	Y	Y
ACKNOWLEDGEMENTS: Signed		Y	Y	Y
VENDOR QUESTIONNAIRE: Attached		Y	Y	Y

ATTEST:

Sue Riesterer
 Cindy Stewart
 Enna Bachelor

BOLDFACE TYPE DENOTES LOW TOTAL BIDDER



MaryBeth Murz,
 Purchasing Manager

CITY OF TROY
 BID TABULATION
 LAWN SERVICES/HOME CHORE PROGRAM

VENDOR NAME:		Brantley Development		
		Inkster, MI		
		PRICE PER SERVICE	PRICE PER SERVICE	PRICE PER SERVICE
PROPOSAL A: LAWN CARE SERVICES				
72 Lots	Lawn Care Services Residential City of Troy up to one acre	\$19.25		
		\$36,036.00	\$0.00	\$0.00
25 Lots	Lawn-care Services at lots 1-2 acres	\$27.50		
		\$17,875.00	\$0.00	\$0.00
PROPOSAL A ESTIMATED TOTAL 26 Weeks		\$53,911.00	\$0.00	\$0.00
PROPOSAL B: YARD CLEAN UP				
72 Lots	Yard clean up at a residential City of Troy up to one acre	\$42.00		
		\$6,048.00	\$0.00	\$0.00
25 Lots C	Yard Clean up for lots 1-2 acres	\$51.25		
		\$2,562.50	\$0.00	\$0.00
PROPOSAL B ESTIMATED TOTAL 2 Weeks		\$8,340.00	\$0.00	\$0.00
GRAND TOTAL BOTH SERVICES: Estimated		\$62,251.00	\$0.00	\$0.00
PHONE NUMBERS:	Daytime	810-610-0427		
	24 Hour	810-610-0427		
	Contact Name	Stanley Brantley		
	Hrs of Operation	7am-7pm		
PAYMENT TERMS:		2% Ten Days		
EXCEPTIONS:		Blank		
ALL OR NONE AWARD:	Y or N	Y		
ACKNOWLEDGEMENTS:	Signed Y or N	Y		
VENDOR QUESTIONNAIRE:	Attached Y or N	Y		

**STANDARD PURCHASING RESOLUTION 2 – Award to Low Bidder meeting Specifications –
Home Chore Lawn and Yard Services**

RESOLVED, That Troy City Council hereby **AWARDS** contracts for seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to renew for one (1) additional season to the low total bidders, *Cooper Lawnscape, Inc. of Warren, MI* as the primary contractor, and *Gratiot Landscaping of Roseville, MI*, as secondary contractor at unit prices contained in the bid tabulation opened April 14 2016; a copy of which shall be ATTACHED to the original Minutes of this meeting; contract to expire December 31, 2017.

BE IT FURTHER RESOLVED, That the award is CONTINGENT upon the contractor's submission of properly executed bid and proposal documents, including insurance certificates and all other specified requirements.



**CITY OF TROY
BID PROPOSAL**

ITB-COT 16-19
Page 1 of 5

The undersigned proposes to furnish **SEASONAL REQUIREMENTS OF LAWN AND YARD SERVICES FOR THE HOME CHORE PROGRAM WITH AN OPTION TO RENEW FOR ONE (1) ADDITIONAL SEASON** in accordance with the specifications, which are an integral part of this proposal, at the following prices:

COMPANY NAME Cooper Lawnscape, Inc.

PROPOSAL A: LAWN CARE SERVICES FOR THE HOME CHORE PROGRAM

Est. No.	Description	Price for Lawn Care Service per Each Service Call
72 Lots	Lawn-care service at a residential City of Troy home, up to one acre.	\$ <u>9.50</u>
25 Lots	Lawn-care service at lots, one acre to two acres	\$ <u>13.00</u>

PROPOSAL B: YARD CLEAN UP FOR THE HOME CHORE PROGRAM

Est. No.	Description	Price for Yard Clean-up per Each Service Call
72 Lots	Yard clean up at a residential City of Troy home, up to one acre.	\$ <u>29.00</u>
25 Lots	Yard clean up for lot, one acre to two acres.	\$ <u>34.00</u>

NOTE: Proposals A & B depend upon Community Development Block Grant Funding (CDBG) sources being approved. Businesses owned by women or minorities are strongly encouraged to apply. The City reserves the right to cancel either one of the proposals or cancel the entire contract if funding is not approved.

ESTIMATED QUANTITIES:

Estimated numbers stated are approximate and not guaranteed. The numbers will be used for award purposes only. It is assumed that the services required will be dependent upon the number of qualified applicants.

GENERAL:

Approximately 97 residents have qualified and will participate in the home chore lawn care program. Due to the nature of this program, the number of homeowners will change throughout the term of the contract. The successful contractor will be notified as changes are made. The City of Troy prefers companies with CDBG experience.

INFORMATION:

For additional general information or questions about the specifications, please contact Cindy Stewart, Community Affairs Director, at (248) 524-1147 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

SITE INSPECTION

We do not provide addresses for the CDBG Home Chore program prior to the awarding of the bid for safety and confidentiality purposes. Lists with the addresses, contact information and lot size (as recorded by the Assessing Department) are provided to the contractor performing the service. All sites are located in the City of Troy. Sizes will be one of the following: **Mobile Home, residential up to one acre, and one acre to two acres.**

The evaluation and award of this bid shall be a combination of factors including, but not limited to the following: prior experience performing service for the City of Troy, bid price, professional competence, experience working with CDBG contracts, equipment fleet, references, the correlation of the proposal submitted to the needs of the City of Troy, and any other factors considered to be in the City of Troy's best interest. The City reserves the right to award this bid to the lowest qualified bidder(s) meeting specifications for each proposal according to CDBG guidelines or to combine proposals, whatever is in the City's best interest; to reject low bids which have major deviations from specifications, and to accept a higher bid which has only minor deviations.

AWARD:

The evaluation and award of this bid shall be a combination of factors including but not limited to the following: bid price, professional competence, equipment fleet, references, the correlation of the proposal submitted to the needs of the City of Troy, and any other factors considered to be in the City of Troy's best interest. The City reserves the right to award this bid to the lowest acceptable total bidder meeting specifications; to reject low bids which have major deviations from specifications, and to accept a higher bid which has only minor deviations; to make an award in whatever is deemed to be in the City's best interest.

It is the intent of the City to qualify one Primary and one Secondary contractor to provide Lawn and Yard Services. In the event the Primary contractor has not responded to requests for service under the terms of the contract, the Secondary contractor will be contacted. If necessary, the City of Troy reserves the right to consider the Primary contractor in default of contract, and to award the entire contract to the Secondary contractor under the same prices, terms and conditions as originally bid.

SUBCONTRACTORS:

The undersigned agrees to submit a list of proposed subcontractors, if applicable, for approval by the designated City representative within 72 hours after notification of being the low qualified bidder. It will be understood that this may occur prior to bid award, but the bidder's status will not be final until approved by the Troy City Council.

PURCHASE ORDER:

After approval of the successful bidder(s) by the Troy City Council, the purchase order issued from the City of Troy will create a bilateral contract between the parties and commit the successful bidder(s) to perform the contract in accordance with specifications. The Purchase order will be released upon the City's acceptance of the specified insurance. A contract document/ agreement will be issued, **in accordance with the terms and conditions as outlined in the attached Public Service Contract. (See email)**

CONTRACT FORMS:

Bidders should complete the Legal Status of Bidder, Non-Collusion Affidavit, Certification regarding Debarment and the Certification regarding "Iran Linked Business" forms and return with your bid proposal.

CONTRACT TERMINATION:

The City of Troy shall reserve the right to terminate the contract upon 15 days written notice due to poor performance. The City of Troy Public Works Director or his designated representative will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the City of Troy's best interest and will be final.

COMPANY NAME: Cooper Lawnscape, Inc.

DOWN PAYMENTS OR PREPAYMENTS:

Any bid received which requires a down payment or prepayment of any kind prior to performance of the service required and acceptance, as being in conformance with specifications will not be considered for award.

PAYMENT TERMS:

The City will pay only for the actual number of homes serviced. The successful contractor will provide a monthly invoice along with a schedule showing the date that each location was serviced. The City of Troy will verify that all work was completed satisfactorily before any invoice will be paid.

LOCAL PREFERENCE:

The City of Troy reserves the right to award a contract to a local business, one who pays City of Troy taxes (real and/or personal), if the bid of a local vendor is within 5% of the lowest responsive and responsible non-local bidder, the local vendor is given one chance to match the low bid.

COMPANY NAME: Cooper Lawnscape, Inc.

REFERENCES

The City of Troy requires that your company list at least three (3) organizations who have recently had similar work performed by your company. Include Municipal and CDBG prior experience, if any.

COMPANY: Public Storage
ADDRESS: 1704 Big Beaver, Troy, Mi 48083
PHONE: 586-722-3313 CONTACT: Dawn Kotynia
EMAIL: dkotynia@publicstorage.com

COMPANY: Public Storage
ADDRESS: 26814 John R, Madison Hts, Mi, 48071
PHONE: 586-940-7207 CONTACT: Chantel Shaw
EMAIL: cshaw@publicstorage.com

COMPANY: Zatkoff Seals and Packing
ADDRESS: 31773 Denton Dr, Warren, MI 48093
PHONE: 248-478-2400 CONTACT: Karen Steitz
EMAIL: ksteitz@zatkoff.com

BIDDER'S GENERAL QUESTIONNAIRE:

All bidders shall fill out completely the attached general questionnaire and submit it with the bid proposal.

CONTACT INFORMATION:

The contractor will provide a daytime phone number and contact person, and a 24-hour phone number and contact person, along with hours of operation.

Daytime phone number 586-329-9925 Contact Name: Chad Cooper
24-hour phone number 586-329-9925 Contact Name: Chad Cooper
Hours of operation: 7am - 7pm

OTHER LAWS AND REGULATIONS TO BE OBSERVED:

The Contractor(s) shall at all times observe and comply with all Federal (including E-Verify), State and local laws, ordinances and regulations. The Contractor(s) shall indemnify and hold harmless the City and all its officers, representatives, agents and employees against any claim of liability arising from or based on the violation of any such law, ordinance, or regulation whether by the Contractor(s), it's employees or any subcontractors.

INSURANCE:

The bid cannot be completely awarded until an acceptable standard Insurance Certificate is received by the City of Troy. If an acceptable standard Insurance Certificate is not received as specified, the bidder will be considered non-responsive and the bid un-awardable. The "additional insured endorsement" must be included in the Insurance Coverage supplied to the City as part of the specified requirement and must state the following: Additional Insured - City of Troy including Architects and Engineers, all elected and appointed officials, all employees and volunteers, boards, commissions and / or authorities and their board members, employees, and volunteers additional insured on ISO form B or broader.

COMPANY NAME: Cooper Lawnscape, Inc.

SIGNATURE PAGE

PRICES: All bidders are held to bid prices for sixty (60) days or bid award, whichever comes first, except the successful bidder(s) whose prices shall remain firm for the entire contract period. The contract shall commence on or about **April 15, 2016 and expire on December 31, 2016**. The contract shall contain an option to renew for one (1) additional season based upon mutual consent of both parties within ninety (90) days of contract expiration under the same prices, terms and conditions. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City. The option cannot be exercised without a blanket purchase order issued. The City of Troy may terminate this contract for convenience upon fifteen (15) days written notice.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:  _____

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

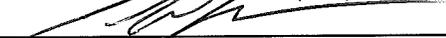
TAX ID: 46-5467777 _____

COMPANY Cooper Lawnscape, Inc. _____

ADDRESS 31514 Roan Dr. CITY Warren STATE: MI ZIP 48093

TELEPHONE NUMBER 586-329-9925 FAX NUMBER _____

AUTHORIZED COMPANY REPRESENTATIVE'S NAME: Chad Cooper
(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:  _____

PAYMENT TERMS: Net 30 EMAIL: chad@cooperlawnscape.com

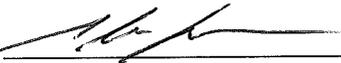
ALL OR NONE AWARD

CHECK THIS BOX IF YOUR BID IS NOT TO BE BROKEN UP BY PROPOSAL AND BASED ON AN ALL OR NONE AWARD

EXCEPTIONS: Any exceptions, substitutions, deviations, etc. from the City specifications and this proposal must be stated below. The reasons for the exception, deviation, etc. are an integral part of this bid offer.

ACKNOWLEDGEMENT:

I, Chad Cooper, certify that I have read the **Instructions to Bidders** (2 Pages) and that the bid proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:  _____

IMPORTANT: All City of Troy purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law. **Please include a copy of any relevant MSDS at the time of bid submission.**

NOTE: The City of Troy, at their discretion, may require the bidder to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

CURRENCY: All prices quoted are to be in U.S. Currency.



VENDOR QUESTIONNAIRE

DATE: 4/13/2016
Month/Date/Year

COMPANY NAME: Cooper Landscape, Inc.

ESTABLISHED: April 24th, 19 or 2014 STATE: Michigan

TYPE OF ORGANIZATION: (Circle One)
a. Individual
b. Partnership
 c. Corporation
d. Joint Venture
e. Other _____

YEARS IN BUSINESS: 2 years

If applicable:

FORMER COMPANY NAME(S) YEARS IN BUSINESS
CJ Cooper Lawn & Snow LLC 7 years

Please provide the following information regarding your company.

1. Number of years experience doing this type of work: 9 Years

2. Does your company have CDBG experience? Yes _____ No

3. List all mowing equipment owned by your firm; include make, model number, year, and mowing widths.

Exmark	LZS749EKC604	2013	60"
Exmark	LZS749EKC604	2013	60"
Exmark	THP17KA523	2008	52"
Exmark	EKM15KA36Z	2011	36"

4. Indicate the number of full-time and part-time employees employed by your company:

Full-time: 4
Part-time: 2

5. If applicable, list all proposed subcontractors to be used in the performance of lawn mowing and yard clean up services as detailed in the attached specifications.

6. Identify those in your company who will be responsible, including on-site supervision, for this contract. Include credentials of principals and those who will be working on this project.

Chad Cooper - Owner 16 years experience
Jerry Williamson - Supervisor 10 years experience
Marshall McKinney - Laborer 4 years experience



THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative:

Company:

Address:

Phone Number:

Representative's Name:

Date:


Cooper Lawnscape, Inc.
31574 Roan Dr.
Warren, MI 48093
586-329-9925
Chad Cooper
(Print)
4-13-2016





Agreement

I, Chad Cooper, will indemnify the City of Troy, its agents, officials, and employees, against all suits or claims that may be based on any injury to persons or property that is the result of an error, omission, or negligent act of mine or any person employed by me.

Signed: [Signature]

Print: Chad Cooper

Address: 31514 Roan Dr.
Warren, MI 48093

Witnesses: (other than relative)

1. [Signature]
Signed

Kristina Zywt
Print

2. [Signature]
Signed

Jerry L Williamson
Print



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

Cooper Lawnscape, Inc.

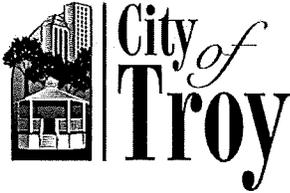
A **corporation** duly organized and doing business under the laws of the State of Michigan for whom Chad Cooper, bearing the office title of President, whose signature is affixed to this proposal, is duly authorized to execute contracts.

A **partnership**, all members of which, with addresses, is:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:

[Signature]



CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

Chad Cooper, being duly sworn deposed, says that he/she
(Print Full Name)

is President. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

[Signature]
SIGNATURE OF PERSON SUBMITTING BID

[Signature]
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 13TH day of APRIL

2016 in and for MACOMB County.

My commission expires: 08-08-2017

Gordon Boike
Notary Public State of Michigan
County of Macomb
My Commission Expires August 8, 2017
Acting in the County of MACOMB



**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

I am able to certify to the above statements.

Cooper Lawnscape, Inc.
Name of Agency/Company/Firm (Please Print)

Chad Cooper - President
Name and title of authorized representative (Please Print)

[Signature]
Signature of authorized representative
Date 4-13-2016

I am unable to certify to the above statements. Attached is my explanation.



**VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"**

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

Vendor	
Legal Name	Cooper Lawnscape, Inc.
Street Address	31514 Roan Dr.
City	Warren
State, Zip	Michigan 48093
Corporate I.D. Number/State	057814 / Michigan
Taxpayer I.D. #	46-546777

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

Signature of Vendor's Authorized Agent: 

Printed Name of Vendor's Authorized Agent: Chad Cooper

Witness Signature: 

Printed Name of Witness: Kristina Zyent

IX. SERVICE AGENCY AND MUNICIPALITY CONTACT INFORMATION

SERVICE AGENCY

MUNICIPALITY

Name: Cooper Lawnscape, Inc. Name: _____

Representative Name: Chad Cooper Representative Name: _____

Phone #: 586-329-9925 Phone #: _____

Address: 31514 Roan Dr. Address: _____
Warren, MI 48093

E-mail Address: chad@cooperlawnscape.com E-mail Address: _____

IRS #: 46-5467777

X. CONTRACT ACCEPTANCE

The undersigned indicate by their signatures that they are authorized to act on behalf of their respective party in this capacity. CDBG funds may not be legally obligated until after the municipality has received the official award of funds letter for this program year.

SERVICE AGENCY

MUNICIPALITY

Name: Cooper Lawnscape Inc. Name: _____

Officer Name: Chad Cooper Officer Name: _____

Officer Title: President Officer Title: _____

Signature: [Signature] Signature: _____

Witnessed: [Signature] Witnessed: _____

Date: 4-13-2016 Date: _____