

MIDLAND COUNTY ROAD COMMISSION

STANDARD INSTRUCTIONS TO BIDDERS

Item No.1 - COMMERCIAL CLEANING

1. RECEIPT AND OPENING OF PROPOSALS: Bids will be accepted via email until the deadline date on the Bid Form.
2. BID FORM: Proposals shall be submitted on the bid form provided at: www.midlandroads.com/bids
3. SUBMISSION OF BIDS:
 - a. Bids must be submitted via email to bids@midlandroads.com with the subject line "Commercial Cleaning Bid".
 - b. Any proposals received after the advertised time for opening shall be declared void.
 - c. Any bidder may withdraw their bid by emailed request to bids@midlandroads.com at any time prior to the advertised time for opening.
 - d. Unless otherwise specified, no bid may be withdrawn for a period of thirty (30) days from the date of bid opening.
 - e. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
4. SALES AND EXCISE TAXES:

The Contractor shall include and will be deemed to have included in its bid and contract price all applicable Michigan Sales and Use taxes which have been enacted into law as of the date the bid is submitted.
5. The Road Commission reserves the right to renew the contract for additional one-year terms. Each renewal to be mutually agreed upon by both parties. Pricing, terms, and conditions of the original contract will remain the same for any subsequent one-year renewal period.
6. Bid price on the foregoing services shall include the cost of travel to points designated by the Midland County Road Commission and the cost of materials.
7. INSURANCE:
 - a. Title VI Certification: The Midland County Road Commission assures all its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.
 - b. A Certificate of Insurance will be supplied by the bidders for contractor work stating the Midland County Road Commission, its Commissioners and its employees as additionally insured. Copies of Certificates of Insurance are required.

All bidders must meet or exceed the following insurance coverages:

General Liability, Commercial:

General Aggregate	\$1,000,000
Products-Comp/OP Agg.	\$1,000,000
Personal & Adv. Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$ 50,000
Medical Exp (any one person)	\$ 5,000

Workers Compensation and Employers Liability:

Each Accident	\$ 100,000
Disease-Policy Limit	\$ 500,000
Disease-Each Employee	\$ 100,000

8. The Midland County Road Commission reserves the right to reject any and all proposals, to waive any irregularities in the proposals received and to accept the proposal or parts thereof deemed in their opinion to be in the best interest of the Midland County Road Commission.