

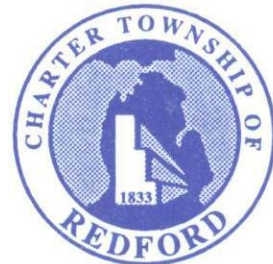
**Charter Township of Redford  
Wayne County, Michigan**

**Township Website Design Services**

**Project Location:**  
**Redford Township Hall**  
**15145 Beech Daly Road**  
**Redford, MI 48239**

**BID SUBMISSION DATE: DECEMBER 2, 2021 @ 3:00 P.M.**

**CHARTER TOWNSHIP OF REDFORD**  
**ATTN: TOWNSHIP CLERK**  
**15145 BEECH DALY ROAD**  
**REDFORD, MI 48239**  
**313-387-2750**





## CHARTER TOWNSHIP OF REDFORD

### ADVERTISEMENT FOR BIDS

The Charter Township of Redford will be receiving sealed bids at the office of the Township Clerk, 15145 Beech Daly Road, Redford, MI 48239, local time, until 3:00 p.m. on December 2, 2021, at which time and place said bids will be opened and publicly read aloud for the following project:

#### **TOWNSHIP WEBSITE DESIGN SERVICES 15145 BEECH DALY ROAD, REDFORD, MI 48239**

This project is for the complete redesign and overhaul of the Charter Township of Redford website.

Bid documents will be available beginning Wednesday, November 10, 2021 the office of the Township Clerk, 15145 Beech Daly, Redford, MI, 48239 between the hours of 8:30 a.m. and 4:30 p.m., online at the Redford Township website "Bid Section", [www.redfordtwp.com](http://www.redfordtwp.com) and online at [www.MITN.com](http://www.MITN.com). Redford Township will not consider or accept a bid received after the date and time specified for bid submission. No oral, e-mail, telephonic or telegraphic proposals will be considered.

Each proposal must be accompanied by a Certified Check or Bid Bond by a recognized Surety Company in the amount of five percent (5%) of the bid, drawn payable to the Charter Township of Redford, as security for the proper execution of the Contract. Bids may not be withdrawn for the period of sixty (60) days after date of receiving of bids.

If there are any questions regarding the project or specifications, please contact Adam Bonarek, Finance and IT Director, [abonarek@redfordtwp.com](mailto:abonarek@redfordtwp.com).

The Charter Township of Redford reserves the right to accept or reject any or all bids and to waive any informality in any bids should it consider same to be in its' best interest. The Charter Township of Redford is an equal opportunity, affirmative action employer.

This project is funded by the Charter Township of Redford. The work must be performed in accordance with the Equal Opportunity Act, Executive Order No. 11246, all United States Department of Labor Regulations and Standards, Title 29, 1, 2, 3, and 5, and Title 18 U.C.S., Section 874, known as the "Anti-Kickback Act" and the Occupational Safety and Health Act of 1970. The CONTRACTOR shall comply with the updated EED Bid Conditions as outlined in the Federal Regulations Index. The CONTRACTOR must also ensure that employees and applicants for employment are not discriminated against because of their, but not limited to, race, color, religion, sex, national origin including limited English proficiency.

GARTH J. CHRISTIE, MMC  
TOWNSHIP CLERK  
CHARTER TOWNSHIP OF REDFORD

Published: November 10, 2021



# *Charter Township of Redford*

*15145 Beech Daly Road*

*Redford, MI 48239*

*313-387-2585*

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## **NOTICE TO BIDDERS**

**PROJECT: TOWNSHIP WEBSITE DESIGN SERVICES  
REDFORD TOWNSHIP HALL – 15145 BEECH DALY ROAD  
REDFORD, MI 48239**

**\*\* PLEASE NOTE \*\***

**The Redford Township Board of Trustees is anticipated to give approval of the recommended bidder no later than Tuesday, January 11, 2021. The approved contractor will begin the project immediately following approval.**

### **DEADLINE REQUIREMENTS:**

Responses will be accepted by the Township Clerk until 3:00 p.m. on Thursday, December 2, 2021. Bids will be opened at 3:00 p.m. in the Board Room at Redford Town Hall.

### **1. PREPARATION OF BID:**

- A. Respondents are expected to examine the scope of work and all instructions. Failure to do so will be at the bidder's risk.
- B. Each respondent shall furnish all information required on company bid forms. Erasures or other changes must be initialed by the person signing the forms.
- C. If there is any doubt as to the meaning of any part of the scope of work or other conditions within this invitation, please contact Adam Bonarek, Finance and IT Director at [abonarek@redfordwp.com](mailto:abonarek@redfordwp.com) for clarification.

2. **SUBMISSION OF BIDS:**

- A. All responses shall be submitted in sealed envelopes and shall include the following information on the face of the envelope:

*Respondent Company Name*

*Respondent Address*

*Attn: Township Website Design Services - Bid*

*Redford Township Hall – 15145 Beech Daly Road*

*Redford, MI 48239*

Failure to do so may result in a premature opening of, or failure to open, such proposal.

**All responses/bids MUST be hand delivered or mailed to the following address listed below:**

**Charter Township of Redford**

**Attn: Clerk's Office**

**15145 Beech Daly Road**

**Redford, MI 48239**

- B. Respondents are responsible for submitting bids before stated closing time. Delays in the mail will not be considered. Any proposal received after the stated deadline will be rejected.
- C. In the event no reply is to be submitted, do not return the invitation. Please send a letter or postcard to Adam Bonarek, Finance and IT Director, to advise whether future invitations are desired for the type of items or services covered by this invitation.
- D. Any response may be withdrawn by giving written notice to Adam Bonarek, Finance and IT Director, before stated closing time. After stated closing time, no response may be withdrawn or cancelled for a period of sixty (60) days after said closing time.
- E. The respondent shall specify unit prices for each item listed. Unit price will prevail on all items.
- F. All submittals become property of the Charter Township of Redford and may be used in current and/or future specification development and/or in requests for bids at the sole discretion of the Charter Township of Redford.
- G. Bid Bond or Certified Check in the amount of at least five (5%) percent of the submitted proposal, drawn payable to the Charter Township of Redford, as security for the proper execution of the Contract.

**3. CONSIDERATION OF PROPOSALS:**

- A. Proposals submitted on company bid forms are understood to be according to specified date.

In cases where an item is requested by a manufacturer's name, trade name, catalog number, or reference it is understood that the bidder proposes to furnish the item so identified or an item of "equal" quality and value.

Reference to any of the above is intended to be descriptive but not restrictive and only indicates articles that will be satisfactory. Proposals of "equal" will be considered provided that the respondent states in his/her proposal exactly what he/she proposes to furnish, including illustration or other descriptive matter which will clearly indicate the character of the article covered by such proposal.

- B. The Charter Township of Redford hereby reserves the right to approve as an equal, or reject as not being equal, any article proposed which contains major or minor variations from specification requirements but which may comply substantially therewith.
- C. The Charter Township of Redford reserves the right, when it is deemed to be in the best interest of the Township, to award the bid in its entirety, in part, in any combination, or not at all and/or to select the response or combination of responses deemed in the best interest of the Township at the Township's sole discretion.
- D. The Contractor/Company acknowledged and agrees that the Township, with the written approval of the Contractor/Company, may extend this bid for new projects and or additional work of a similar nature at the same unit price as set out by Contractor/Company herein. All extensions beyond this bid as set out herein, shall be approved by the Township Board of Trustees.

**4. GENERAL REQUIREMENTS:**

- A. The work covered by each division of the specifications etc., is subject to the General Conditions. Each Contractor and his subcontractors shall be responsible for and governed by all applicable requirements and provisions thereof.

These Specifications contemplate the furnishing and installation of all materials, equipment, supplies and labor required for the complete performance of all operations relating to the total construction of the before-named project.

Each Contractor shall be held responsible for the complete and satisfactory accomplishment of all work bearing on his trade, inclusive of whatever miscellaneous material and/or appurtenances are required to complete the installation in strict accordance with full intent or meaning of these specifications.

The description of the construction, systems, etc. and detailed requirements are specified under the appropriate division for each contractor.

The Owner will not consider claims for extras because of incomplete coordination of the work of any contractor with that of another contractor, or trade, after the signing of the contracts.

Discrepancies between requirements of one contractor and those of other trades shall be brought to the attention of the Owner during the bidding for settlement before letting on contracts.

All materials, equipment and installation required for this work shall conform to the governing rules, regulations, laws and ordinances of the federal, state and local municipality and/or other authorized personnel or inspectors, in, at, or for the location(s) of the proposed project.

Each contractor shall secure all permits, inspections and tests required in connection with his work, by the above agencies. Upon completion of the work, the contractor shall secure and present to the Owner, a Certificate of Inspection and Approval from the Building Department, having jurisdiction over his work. All fees, charges and assessments in connection with the above requirements shall be paid by that contractor.

Any changes in drawings and/or specifications required to conform to the above ordinances, laws, etc., shall be taken up with the Owner, by the contractor before submitting his proposal. After entering into the Contract, the contractor will be held responsible to make all changes required to conform to the above ordinances, laws, etc., without expense to the Owner, except in the instance of ordinance, laws, etc., which are revised subsequent to the time of signing of the contract.

Before submitting proposals for the work, each bidder shall be held to have examined the site and satisfied himself as to the existing conditions under which he obligated to operate in performance of his part of the work. He shall inform the Owner, of any probable contingencies which may influence the execution of the work. No extras will be allowed to the contractor because of his failure to make this specific examination or neglect to include all materials and labor required in his work.

**5. PROPOSALS AND/OR SUBSTITUTIONS:**

- A. All items and/or work shall conform with the intent of the Contract Specifications. All items herein specified or indicated may be substituted upon submission to the Owner for written approval, unless otherwise noted. Such substitutions shall meet full compliance with all applicable codes, standards and ordinances.

**6. WORK ORDERS:**

- A. Contractors shall under no circumstances accept verbal orders from any person whomsoever for extra work to be performed in connection with this project. All orders for extra work shall be issued only on forms approved by, issued and signed by the Owner. Failure to comply with this rule on the part of the contractor will be no excuse for extra compensation for unauthorized work.

**7. COOPERATION OF SUBCONTRACTORS:**

- A. Each contractor shall cooperate with the subcontractors of other trades to avoid interference in the work and to avoid delays in the construction. Each contractor shall coordinate the work of his own subcontractors to obtain a first-class workmanlike system.
- B. Where interferences occur as a result of poor cooperation and coordination on the part of any contractor, the Owner's representative reserves the right to change the work in hand to resolve the interferences and such changes will not be considered extra.
- C. All work, which in the opinion of the Owner is not properly installed, shall be removed and reinstalled without additional cost to the Owner, by the contractor involved.

**8. DAMAGE TO OTHER WORK:**

- A. Each contractor shall be held responsible for all damage done by his workmen to the work of other trades. All major patching and repairing of damaged work shall be done by the contractor who installed same, but the subcontractor responsible for the damage shall be required to bear the expense.

9. **BONDS:**

- A. BID BOND: A Bid Bond or Certified Check in the amount of at least five percent (5%) of the submitted proposal, drawn payable to the Charter Township of Redford, as security for the proper execution of the Contract.
- B. PERFORMANCE BOND: A Performance and Payment Bond from a duly authorized surety licensed to transact business in the State of Michigan in the amount of one hundred percent (100%) of the submitted proposal, to be submitted to the Charter Township of Redford, as security for the proper execution of the Contract. The performance bond to be submitted within five (5) days of the contractor being awarded the Contract. (*VOID – NOT APPLICABLE*).

10. **PROTECTION OF WORK AND PROPERTY:**

- A. All material and equipment, both before and after erection shall be properly protected and kept in a clean condition.

Each contractor shall be held responsible for adequately protecting all properties of whatever description lying within the scope of the project, from injury or damage resulting from or incidental to the construction of this contract. Likewise, each contractor shall be obligated to pay for all such damage and whatever obstructions which may occur during the process of the work.

11. **WORKMANSHIP:**

- A. All work executed at the site shall be performed in a first class and workmanlike manner in accordance with the latest accepted standards and practice for the trades involved. The workmanship shall be subject to the approval of the Owner at all times.

12. **VISIT OF THE EXISTING SITES:**

- A. The Contractor shall visit the existing sites and shall examine to his satisfaction, all of the physical conditions that affect his contract price, noting the existing conditions, locations and areas available for storage of material. No addition to his contract price will be permitted by ignorance of existing conditions.

13. **TERMS:**

- A. All bids to be tax exempt, State of Michigan #38-6006306.



# REDFORD TOWNSHIP INSURANCE REQUIREMENTS

5.04.A.           **Worker’s Compensation**

Coverage A – Compensation	Statutory
Coverage B – Employer’s Liability	
- Each Accident	\$ 500,000
- Disease Each Employee	\$ 500,000
- Disease Policy Limit	\$ 500,000

5.04.B.           **Comprehensive General Liability\* - coverage shall be occurrence form**

General Aggregate	\$ 2,000,000 **
Products – Completed Operations	\$ 1,000,000
Personal and Advertising Injury	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical expenses	Not Required

5.04.C.   **Comprehensive Automobile Liability – coverage shall include owned, nonowned, and hired autos**

Bodily Injury – Per Person	\$ 1,000,000
Bodily Injury – Per Accident	\$ 1,000,000 **
Property Damage	
-    or   -	
Combined Single Limit	\$ 1,000,000 **

5.04.D.           **Owner’s Protective – Coverage Shall be Occurrence Form**

Policy to be written with the Charter Township of Redford as the insured

General Aggregate	\$ 2,000,000
Each Occurrence	\$ 1,000,000

5.04.E.           **Umbrella or Excess Liability**

\*\*       CONTRACTOR is granted the option of arranging coverage under a single policy for the full limits required or by a combination of underlying policies with the balance provided by an Excess Liability or Umbrella Liability policy, with the Each occurrence and the Aggregate limits equal to the total limits requested.

\*       Certificate shall show that X, C, and U Coverage is included.

**CHARTER TOWNSHIP OF REDFORD  
ADVERTISEMENT FOR BID**

**TOWNSHIP WEBSITE DESIGN SERVICES  
REDFORD TOWNSHIP HALL – 15145 BEECH DALY ROAD**

The Charter Township of Redford is seeking bids for design services of the Charter Township of Redford's website, currently located at [www.redfordtp.com](http://www.redfordtp.com). The proposals are to be submitted by 3:00 p.m., December 2, 2021;

Charter Township of Redford  
Attn: Township Clerk  
15145 Beech Daly Road  
Redford, MI 48239

All qualified parties are encouraged to respond to this advertisement for bid to provide a complete bid for specified improvements.

Redford Township reserves the right to discuss any substitutions, additions or deletions with awarded bidder. The rehabilitation/improvements must include but not be limited to the following:

- Please see the attached project specifications/prints renovations.
- All submitted bids will include the following provided documents: Bid Bond, Legal Status of Bidders, Statement of Bidder's Qualifications and Non-Collusive Affidavit. *A Performance Bond will NOT be required from the approved bidder before work begins.*
- All bids must list all materials, products, etc. that they are proposing to install for the project (see specifications).
- The approved bidder will sign an Agreement/Contract provided by Redford Township to ensure proper compliance of all proposed work. The Agreement will be made an entered between the "Approved Bidder" and Redford Township.
- All work that is designated by the project specifications shall be performed in accordance to the Charter Township of Redford minimum specifications.
- All materials designated to be installed by these specifications shall be equal to or superior to the materials stated in the Charter Township of Redford minimum specifications.

- The improvements shall be designed in accordance with relevant codes, ordinances, laws and rules of all governing bodies.
- Time being of the essence for this project, work must commence immediately after the agreement is signed by all parties.
- The contractor must guarantee the work for a period of one year from the final acceptance of all the work required by these specifications. The contractor shall furnish to the Charter Township of Redford all applicable manufacturers and supplier's written guarantees and warranties covering materials and equipment furnished under these project specifications.
- The proposal must include a valid copy of the business License issued from the State of Michigan, if applicable. All sub-contractors will also be required to submit proof of their respective licenses from the State of Michigan to the Charter Township of Redford.
- All contractors and subcontractors are responsible for submitting to the Charter Township of Redford proof of insurance before any bid is considered. General Liability, Workmen's Compensation and Casualty/Auto insurance must meet all Township minimum insurance requirements (document attached).

The criteria for the proposal selection process include the following: design, schedule, cost and references.

**Please direct your questions to Adam Bonarek, Finance and IT Director, at 313-387-2769, abonarek@redfordtwp.com, Monday through Friday, from 8:30 a.m. - 4:30 p.m. E.S.T.**

## PROPOSAL/BID FORM

BIDDER'S NAME: \_\_\_\_\_

**TO: Charter Township of Redford  
Attn: Township Clerk  
15145 Beech Daly  
Redford, Michigan 48239**

**RE: Township Website Design Services  
Redford Township Hall  
15145 Beech Daly Road, Redford, MI 48239**

The undersigned, \_\_\_\_\_  
having carefully examined the Bidding Instructions, the drawings, specifications and related documents; having visited the site and examined all conditions affecting the Work, availability of labor and materials; the undersigned Bidder proposes to furnish all material, labor, equipment, and the means of construction required to construct the Project according to the Contract Documents. This Proposal is to be completed within the time set forth and at the prices stated below.

#	Activity/Project	Bid Amount
1.	Township Website Design Services	\$
2.	Website Maintenance for 3 years from date of launch	\$
	<b>TOTAL BASE BID including all applicable permit fees:</b>	\$
A	Option A: SEO	\$

## **MISCELLANEOUS NOTES:**

1. The undersigned Bidder agrees to commence Work under this Contract on the schedule start date, upon written notification from the Owner and his acceptance, and will prosecute the Work with diligence.
2. The Bidder states:
  - a. He/she has sufficiently informed himself in all matters affecting the cost of the Work.
  - b. He/she has checked his Bid and this Proposal for errors and/or omissions.
  - c. That the prices in this Proposal are as he intended.
  - d. That the total Bid is complete, correct and based on the cost of performing all Work required by this Document.
  - e. He/she will execute this Contract and furnish the required bonds.

If any of the above statements are in error, false or cannot be completed by the Bidder for any reason, he waives any claim to the return of his Proposal Guarantee.

3. Items listed as ALT.: are items that may be required during the course of the project. The Contractor is to provide Unit Prices for these items only in the Bid Tab. These Unit Prices are not to be totaled into Contractors final proposal amount. These Unit Prices will be used in the case these items become necessary during construction and shall only be activated by the issue of an Addendum, Bulletin, or Change Order authorized by the OWNER.
4. Any Work described in the Contract Documents, which is not listed as a specific pay item, is to be considered incidental to the project. The cost of such incidental Work shall therefore be included in the amount Bid for Items specifically listed.
5. The Bidder understands that the quantities of Work shown are only approximations and are subject to increases or decreases. Furthermore, he offers to do the Work, whether the quantities are increased or decreased, at the unit prices or lump sums stated in this Proposal.
6. Extra Work or changes in the Work not called for on the Drawings, Specifications and in Addenda issued by the Owner up to the date of this Proposal, will be performed only on written authorization from the Owner, and on a basis of subsequent change orders duly authorized, showing the sum to be added to or deducted from the Contract sum, or by only authorized Addenda.
7. If any additional Work is desired by the Owner and it is so indicated in writing, other than that as above described or indicated on the Drawing and Specifications, the cost of the same shall be determined either by:

- a. Itemized estimate and acceptance, or
  - b. Unit price basis that shall include the actual cost of labor, materials, insurance and taxes plus combined overhead and profit on Work performed by the Contractor's and Subcontractor's own labor.
8. The undersigned Bidder (if awarded the Contract), if the Owner elects, will be able to, within ten (10) days following notice of award, furnish Performance and Payment bonds, in the amount equal to 100 percent of the Contract price (see "Instructions to Bid Document"), if applicable.
  9. This project is scheduled to start no later than ***January 12, 2022 and be completed with the specified installation no later than June 30, 2022. A daily penalty will be imposed if designated work is not completed as specified per this project.***
  10. The Bidder agrees that this Proposal shall be valid and cannot be withdrawn for ninety (90) calendar days after the scheduled closing time for receipt of Bids.
  11. Included in this Bid are costs for securing all necessary permits.
  12. Attached to this Bid is a completed Unit Price Breakdown Sheet.
  13. AFFIRMATIVE ACTION - The Contractor agrees that no person with responsibilities in the operation of the Contract will discriminate with respect to any Subcontractor, employee or applicant for participation in this project because of race, creed, color, national origin, sex or age.
  14. The Bidder hereby certifies:
    - a. This Bid is genuine and is not made in the interest of or for, any undisclosed person, firm or corporation.
    - b. He has not directly or indirectly induced or solicited another Bidder to put in a false Bid.
    - c. He has not solicited or induced any person, firm or corporation to refrain from bidding.
    - d. He has not sought by collusion or otherwise to obtain for himself any advantages over any other Bidder or over the Owner.
  15. To demonstrate qualifications to perform the Work, each Bidder must submit the information requested within the specifications with his Bid. The Bidder acknowledges the right of the OWNER to request further information pertaining to the qualifications and the sole right of the OWNER, and the ENGINEER to evaluate the qualifications.
  16. The Bidder acknowledges receipt of the following Addenda:
 

Addendum No. _____	Date _____
Addendum No. _____	Date _____

The above Proposal is submitted by:

**BIDDER NAME:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**EMPLOYER IDENTIFICATION OR SS#:** \_\_\_\_\_

**BY:** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

**DATE:** \_\_\_\_\_

**For Contractor Use: The following documents are enclosed with the submitted bid package and have been properly signed/reviewed by the contractor. Please check the boxes below to ensure compliance.**

- Proposal Form
- Bidders Certificate
- Legal Status of Bidder
- Statement of Bidder's Qualifications
- Response Form (Non-Collusive Affidavit)
- State of Michigan Business/Builders License, if necessary (copy)
- Certificate of Insurance, if necessary (copy)

# CERTIFICATE

**NOTE: Bidder, if a corporation, shall cause the following Certificate to be executed:**

I, \_\_\_\_\_, certify that I am a duly authorized officer of the corporation entitled,

\_\_\_\_\_

and do certify that the following named persons:

- |    |        |         |
|----|--------|---------|
| 1. | (Name) | (Title) |
| 2. | (Name) | (Title) |
| 3. | (Name) | (Title) |
| 4. | (Name) | (Title) |

by authority of the above-named corporation's Board of Directors and within the scope of its corporate power, are authorized to sign the Proposal, the Agreement, the Contract Bonds, and all other Contract Documents related to this Contract.

By \_\_\_\_\_ (Signature) \_\_\_\_\_ (Title)

By \_\_\_\_\_ (Print Name of Signer) \_\_\_\_\_ (Date)



## LEGAL STATUS OF BIDDER

This Proposal is submitted in the name of:

(PLEASE PRINT) \_\_\_\_\_

The undersigned hereby designates below their business address to which all notices, directions or other communications may be served or mailed:

Street \_\_\_\_\_

Township \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

The undersigned hereby declares that they have legal status checked below:

- INDIVIDUAL
- INDIVIDUAL DOING BUSINESS UNDER AN ASSUMED NAME
- CO-PARTNERSHIP  
The Assumed Name of the Co-Partnership is registered in the  
County of \_\_\_\_\_, State of Michigan
- CORPORATION INCORPORATED UNDER THE LAWS OF THE STATE OF  
\_\_\_\_\_. The Corporation is
  - LICENSED TO DO BUSINESS IN THE STATE OF MICHIGAN
  - NOT NOW LICENSED TO DO BUSINESS IN THE STATE OF MICHIGAN

The name, titles and home addresses of all persons who are officers or partners in the organization are as follows:

NAME AND TITLE	HOME ADDRESS
_____	_____
_____	_____
_____	_____

Signed and Sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Signer

\_\_\_\_\_  
Title

## STATEMENT OF BIDDER'S QUALIFICATIONS (Contractor)

(To be submitted by the Bidder at the time of the Bid)

All questions must be answered and the data given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information they desire.

1. Name of Bidder.
2. Permanent main office address.
3. When organized?
4. If a corporation, where incorporated?
5. How many years have you been engaged in this field of business under your present firm or trade name?
6. Have you ever failed to complete work awarded to you?  
If so, where, why and when?
7. Have you ever defaulted on a contract?  
If so, where, why and when?
8. List the more important project recently completed by your company, stating the approximate cost for each and the month and year completed.
9. Bank reference: \_\_\_\_\_
10. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by Recipient in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
Name of Bidder

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

**NON-COLLUSIVE AFFIDAVIT OF PRIME BIDDER**

STATE OF \_\_\_\_\_ ) ss.  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says:

That he is (a partner or officer, etc.) of the firm of \_\_\_\_\_ the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in 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 of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any bidder, or to secure any advantage against the County of Wayne or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of: \_\_\_\_\_

Bidder, if the bidder is an individual:

Partner, if the bidder is a partnership:

Officer, if the bidder is a corporation:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Notary Public,  
County, Michigan

My commission expires \_\_\_\_\_

**BID BOND**

KNOW ALL MEN BY THESE PRESNETS, that we, the undersigned,

\_\_\_\_\_

As Principal, hereinafter called the Principal, and \_\_\_\_\_

\_\_\_\_\_

A corporation duly organized under the laws of the State of \_\_\_\_\_ as Surety, hereinafter called the Surety, are held and firmly bound unto

\_\_\_\_\_

As OWNER, hereinafter called the OWNER, in the sum of \_\_\_\_\_

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

For the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOW, THEREFORE, if the OWNER shall accept the bid of the Principal and the Principal shall enter into a Contract with the OWNER in accordance with the terms of such bid, and give such bond or bonds as may be specified in the Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the OWNER the difference not-to-exceed the penalty hereof between the amount specified in said bid and such larger amount for which the OWNER may on good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and Sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Title

# **PROJECT SPECIFICATIONS**

**CHARTER TOWNSHIP OF REDFORD  
TOWNSHIP WEBSITE DESIGN SERVICES  
PROJECT SPECIFICATIONS**

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A. **SCOPE OF WORK:**

1. These specifications shall cover the design and application for the overhaul and replacement of the existing Charter Township of Redford website, currently [www.redfordtp.com](http://www.redfordtp.com), and all related pages/sites.
2. The successful bidder shall agree to provide the following services:
  - a) **Recommend a new site structure**  
Coordinate with appropriate Township staff by evaluating existing website traffic, page flow and visitor destinations and to recommend a site structure that is built on the types of information that residents look for. To be hosted on our current domain [www.redfordtp.com](http://www.redfordtp.com)
  - b) **Propose a new design that is user friendly, modern and mobile friendly**  
Taking the recommendations as per #1 above and proposing a new website design that will make the site usable, modern, mobile friendly and ADA 508 compliant.
  - c) **Highlight asset gaps for data migration (photos & text resources)**  
Evaluating and classifying the content that already exists on the current website and creating a list of content that is needed/missing for the new website.
  - d) **Provide an accurate timeline for design and the cost to implementation**  
List the milestones in the project with expectations of deliverables in order to keep the Director of Finance and Information Technology as well as the Township Superintendent informed and up to date in the project process. The cost of implementation for each deliverable should also be included.
  - e) **Create Wireframe Mockups of Homepage and Department Level Pages**  
The wireframe mockups shall demonstrate a visual look and design that is user-friendly, and which adheres to an improved flow of accessing content for residents. The wireframes should showcase both a desktop view and mobile versions of the same.
  - f) **Design High-Fidelity Mockups of Homepage and Department Level Pages**  
The high-fidelity mockups shall incorporate the Township's branding (logo), color scheme and photographs to showcase how the design of the site would look when live. These mockups should show both the desktop and mobile views of the same.
  - g) **Build out the Design on a Staging Server**  
The design of the website shall be carried out on a staging server so as to give transparency to the Director of Finance and Information Technology and the Township Superintendent about the progress of the project.



h) **Evaluate, Revise, Edit, and Create Copy Content**

Evaluate the existing copy content on the current Township website and identify areas that should be rewritten and/or edited and write new copy content as necessary to align with the site structure and design identified in sections a and b above.

i) **Perform the Migration of Data from the Current Site to the Staging Site**

Vendor shall migrate data from the current site to the staging site. Receipt of missing content should be coordinated with the respective departments of the Township in order to fill any gaps of content.

j) **Staging Site should be Available for Testing & Approval before making Live**

Once the staging site is ready by having content added, it shall be presented to the Director of Finance and Information Technology and the Township Superintendent for testing and approval.

k) **Go Live and Training**

Once the staging site is approved to go live, then municipal staff are to be trained on how to upload content and/or how to receive technical support.

l) **3 Year Maintenance of Website**

Once the website is launched, provide maintenance services for 3 years of the domain, plugins, security updates, widgets, etc.

m) **Optional: SEO**

The Township is interested in SEO services, especially for recruitment of future employees.

B. **PROPOSAL REQUIREMENTS:**

1. The Proposer shall demonstrate that it has relevant experience in performing projects of comparable value and scope to the type described in this RFP. Each proposal shall be prepared concisely, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.
2. As part of responding to this RFP, the Proposer should demonstrate familiarity with the project and project area.
3. Proposals shall be signed by an authorized representative of the firm.
4. Proposals shall be single spaced, with font size not less than 12 point, double sided typed on 8 ½" x 11" sized paper. Cover letter, certificates of insurance, fee proposal, and resumes that must be included with the submission.
5. Incomplete proposals that do not include all the requested components will not be accepted for review and consideration.

6. The proposal shall be presented in separate tabs as noted:
  - a. Team: Identify the dedicated Team that will work exclusively with the Township to accomplish tasks as well as train Township staff.
  - b. Project Approach and Understanding: Provide a project approach and understanding describing how each of the tasks in the Scope of Services section will be addressed.
  - c. Describe the overall expertise and experience of the firm and subconsultants relative to the Scope of Services contained in this RFP, as well as availability of key personnel. Proposers must submit in writing of their experience in the designing of municipal websites business along with their proposal. Should be able to demonstrate back-end functionality that allows Township staff to manage their respective content.
  - d. Provide the geographic location of the firm. The firm should include a street address of the office proposed to handle the work. In addition, provide a working email address for a representative of the responding firm. All Requests for Information (RFI) will be received and posted on BidNet.
  - e. The scope of services proposed to provide the services requested in this RFP noting the reason for any deviations from the Scope of Services provided herein.
  - f. Fee Schedule: The proposer shall include the following:
    - i. An itemized line-item description with pricing should be included in the proposal
    - ii. Each line-item should clearly indicate whether it is “Required” or “Optional”
    - iii. Each line should be quoted with a price that is “Not-to-Exceed”
    - iv. If a line-item does not have “Not-to-Exceed” price, please instead include an estimation of cost and/or hourly fee with the expected number of hours to implement
    - v. Any monthly costs that will be incurred as part of the on-going support of the new website
    - vi. Any additional personnel training costs
7. References: Include a list of (3) governmental agencies which like or similar services have been provided. Please provide all contact information for reference purposes.
8. W-9 form to be included with proposal

C. GENERAL BID INSTRUCTION:

Application and completion shall be scheduled with the Redford Township Information Technology Department management staff so as not to conflict or interrupt with any scheduled training, programs or events at the site. Work shall be scheduled and completed as soon as possible.

D. PROPOSAL GUARANTEE:

Each proposal shall be accompanied by a bid bond or certified check payable to the Charter Township of Redford for a sum of not less than five percent (5%) of the amount of the proposal. The undersigned agrees that this bid bond or certified check, shall be

forfeited as liquidated damages to the Owner if the undersigned fails to enter into a Contract with the Owner within ten (10) days after Notice of Award.

E. EVALUATION OF SUBMITTALS:

Proposals will be evaluated and ranked by the Charter Township of Redford using the following criteria with the assigned weighted percentages. Proposals will be reviewed on quality, expertise, and completeness; potential for completing the work as specified in the RFP; experience with projects similar in nature/funding and previous experience with municipal clients; understanding of and approach to the project in conjunction with the proposed schedule; the organization, availability, and qualifications of key personnel; cost reasonableness; familiarity with State and Local requirements; logistics and familiarity with the project area; and ranking with competing proposers.

Proven success, design and experience with municipal websites	40 points
Approach/ understanding	20 points
Organization/ availability/ qualifications of key personnel	20 points
Cost Reasonableness	20 points
<b>TOTAL:</b>	<b>100 points</b>

The Review Committee for this RFP shall include, but is not limited to: Finance Director, Leisure Services Director, IT Department and Superintendent's Office. The Committee is responsible for evaluating proposals and conducting interviews.

Proposers may be subjected to additional questions by the Township. Non-responses will be grounds for disqualification. Companies submitting a proposal in response to this RFP, may be required to give a presentation (in person or remote) of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will they change the original submitted proposal. Interviews are optional and may be conducted but are not obligatory.

The Charter Township of Redford regards the submission of the sealed bids/quotations as the most important factor in the selection of a respondent to provide the services as described within the project specifications. The Township reserves the right to reject any and all of the submitted bids, to waive any informalities and to award a contract to the company whom the Township deems the most qualified and served the best interest of the Charter Township of Redford.

The Charter Township of Redford shall not be responsible for any costs incurred by responding to this Request for Bids. Furthermore, the Township shall not be responsible for any costs incurred by participating in an oral presentation or costs associated with negotiations.