

**CITY OF CARO  
ADVERTISEMENT FOR BIDS  
CITY HALL MINI-SPLITS PROJECT**

The City of Caro, Michigan hereby invites individuals/firms interested in bidding to install four (4) mini-splits at City Hall per the bid specifications.

The City of Caro will receive sealed proposals at the City Clerk's Office, 317 S. State Street, Caro, MI 48723 for City of Caro by **Tuesday, September 15, 2026.**

**A MANDATORY PRE-BID MEETING WILL BE HELD ON TUESDAY, AUGUST 25,  
2026, AT 9:30 A.M. AT CITY HALL.**

**All submissions must be received by 11:00 a.m. for consideration. Electronic submissions may be made via [carocity.net](http://carocity.net) under How Do I? – Bid. Paper submissions must be submitted in a sealed envelope and plainly marked "CITY HALL MINI-SPLITS - CITY OF CARO".**

**LATE SUBMISSIONS WILL NOT BE OPENED OR CONSIDERED.**

A complete bid specification may be obtained from:

City of Caro  
ATTN: City Clerk  
317 S. State Street  
Caro, MI 48723  
Phone 989-673-7671

Bids will be publicly opened and read aloud at 11:30 AM. on Tuesday, September 15, 2026, in the Council Chambers of the Caro Municipal Building, 317 S. State Street, Caro, Michigan.

# **City of Caro**

## **Invitation to Bid**

### **City Hall Mini-Splits Installation**

#### **SPECIFICATIONS AND FORMS**

## **I. INTRODUCTION**

### **1.1 Purpose**

The City of Caro is accepting bids from qualified individuals/contractors capable of installing a mini-split system at City Hall as per the bid specifications.

### **1.2 Background**

The City of Caro takes great pride in maintaining city owned equipment to ensure peak performance of city equipment. With that in mind, we are looking for an individual or company to install a mini-split system at City Hall. The City expects that the selected individual and/or firm will hold itself to the highest possible standards when completing the work as described in this document and any contract resulting from it, for the City. The City seeks to complete this project as effectively and efficiently as possible. The City will evaluate each bid in regards to quality of service offered and costs of said services, the experience of the bidders, and other intangibles. With these aspects in mind, we will hold the successful bidder to the highest necessary standards to complete these tasks.

### **1.3 Objective**

The primary objective of the work described in this bid is to contract for the mini-split system with the specifications listed herein. The City reserves the right to add, modify or delete any areas deemed necessary at its option. The contractor shall provide all labor, supervision, materials, equipment, transportation, and other services necessary to perform the work as required and specified herein.

### **1.4 Minimum Qualifications**

Bids will be accepted from individuals/contractor who meet the following minimum qualifications. Individuals or contractors that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

1. Must be licensed to do business in the State of Michigan.
2. Must possess all necessary certifications and qualifications to perform the work described in this bid.
3. Must provide applicable certificates of insurance coverage for the following:
  - a. *Workers Compensation - The contractor shall obtain and maintain Workers Compensation Insurance in accordance with all applicable Statutes of the State of Michigan. (If applicable provide completed Sole Proprietor form.)*
  - b. *General Liability Insurance - The contractor shall obtain and maintain General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage.*
  - c. *Motor Vehicle Liability - The contractor shall obtain and maintain, during the life of this contract, Motor Vehicle Liability Insurance including applicable No-fault coverage, with limits*

- of liability not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.*
- d. *Additional Insured – The Contractor’s insurance certificate shall include the City of Caro, its employees, officers, elected officials, designees and assigns, as additional named insured.*

### **1.5 Funding**

Any contract awarded as a result of this procurement is contingent upon the availability of funding, as determined by the City of Caro.

### **1.6 Period of Performance**

The period of performance of any contract resulting from this bid is the Fiscal Year 2026/2027. There is a preference for this job to be completed before November 30, 2026.

## **II. GENERAL INFORMATION FOR CONTRACTORS**

### **2.1 Program Administrator**

The Program Administrator is the primary point of contact for this procurement. All communication between prospective bidders and the City of Caro upon receipt of this bid shall be with the Program Administrator, as follows:

Scott R. Czasak, MPA, CPM, PDM  
City Manager/Zoning Administrator  
317 South State Street  
Caro, MI 48723  
Telephone: (989) 673-7671  
E-mail: [sczasak@carocity.net](mailto:sczasak@carocity.net)

Prospective bidders are to rely only on written statements issued by the Program Administrator. Any other communication will be considered unofficial and non-binding on the City. Communication directed to parties other than the Program Administrator may result in disqualification of the prospective bidder.

Upon or after awarding the contract, the City Manager may designate another City staff member as a contact for the assignment and timing of work, and/or quality control.

### **2.2 Submission of Bids**

Bidders submitting a bid via electronic submission must use the system provided at [carocity.net](http://carocity.net), specifically BidNet, and must have their bid submitted by 11:00 AM, local time, in order to be considered. Those responding individuals/contractors who make a paper bid are required to submit three (3) copies of their bid, one (1) of which must have original signatures. The paper bid, whether mailed or hand delivered, must arrive at the City Hall no later than **11:00 AM, local time, on Tuesday, September 15, 2026.**

The paper bid shall be sent or delivered to the City Clerk. The envelope should be clearly marked **“CITY HALL MINI-SPLITS – CITY OF CARO.”** and addressed to the attention of the Caro City Clerk as follows:

City of Caro  
ATTN: City Clerk  
317 S. State Street  
Caro, MI 48723

Bidders who mail bids should allow normal mail delivery time to ensure timely receipt of their bids by the Caro City Clerk. Respondents assume the risk for the method of delivery chosen. The City assumes no responsibility for delays caused by any delivery service. Bids may not be transmitted using unapproved electronic media such as facsimile or email transmission.

Late bids will not be accepted and will be automatically disqualified from further consideration. All bids and any accompanying documentation becomes the property of the City and will not be returned.

### **2.3 Proprietary Information and Public Disclosure**

Materials submitted in response to this competitive bid shall become the property of the City. All bids received shall remain confidential until the deadline for submission of bids has expired, as defined by Michigan statute (MCL 15.243(i), the Freedom of Information Act).

### **2.4 Revisions/Addenda to the Bid**

In the event it becomes necessary to revise any part of this bid, addenda will be put in writing and provided to all prospective bidders known to the City of Caro. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the bid and will be provided to all known prospective bidders.

The City of Caro reserves the right to cancel or to reissue the bid in whole or in part, prior to execution of a contract.

### **2.5 Acceptance Period**

Bids must provide 30 days for acceptance by the City of Caro from the due date for receipt of bids.

### **2.6 Responsiveness**

All bids will be reviewed by the City Manager to determine compliance with administrative and operational requirements and instructions specified in this bid. Failure to comply with any part of the bid may result in rejection of the bid as nonresponsive. The City of Caro also reserves the right, at its sole discretion, to waive irregularities.

### **2.7 Most Favorable Terms**

The City of Caro reserves the right to make an award without further discussion of the bid submitted. Therefore, the bid should be submitted initially on the most favorable terms that the respondent could propose. There will be no “best and final offer” procedure. The City of Caro reserves the right to contact a respondent for clarification of its bid.

This bid specification shall be incorporated and is an integral component of a contract resulting from this bid. It is understood that the bid will become a part of the official procurement file on this matter without obligation to the City of Caro.

## **2.8 Costs of Bid**

The City of Caro will not be liable for any costs incurred by the bidder(s) in preparation of a bid submitted in response to this invitation, in the conduct of a presentation, or any other activities related to responding to this bid.

## **2.9 No Obligation Contract**

The issuance of this bid does not obligate the City of Caro to award a contract for services as specified herein.

## **2.10 Decision on Bids**

The City of Caro reserves the right, at its sole discretion, to accept, reject or modify any and/or all bids, to waive irregularities or informalities, and/or not to issue a contract as a result of this bid.

## **2.11 Failure to Comply**

The Respondent is specifically notified that failure to comply with any part of the bid may result in rejection of the bid as non-responsive.

## **2.12 Commitment of Funds**

The City of Caro or their delegates are the only individuals who may legally commit the City of Caro to the expenditures of funds for a contract resulting from this bid. No costs chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

## **2.13 Signatures**

The City of Caro Mini-Splits Installation and the Certifications and Assurances form must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

The successful bidder shall sign the work agreement and provide proofs of insurance prior to the commencement of work.

# **III. STATEMENT OF WORK**

## **3.1 Overview**

The primary objective of the work resulting from this bid is to install a mini-split system at City Hall as specified in the Scope of Work, and per the space specifications provided.

At its option, the City reserves the right to add or delete any areas of work deemed necessary. Should this occur, the City and Contractor shall meet and discuss the addition and/or subtraction of fees for the new or deleted area(s) of work.

### 3.2 Independent Contractor Status

The contractor shall furnish all tools, equipment, machinery, material, labor and supervision for all work described in this bid specification. By signing the contract and bid proposal/price worksheet(s), the bidder verifies that he has examined the work site(s), understands the site conditions, scope of work and specifications, and is submitting a bid with full knowledge and understanding of the job and its requirements.

### 3.3 Subcontracting

Subcontracting may be permitted after a review of the proposed subcontractor and the scope of work to be subcontracted has been made to and approved in writing by the City of Caro. The contractor shall submit the necessary subcontractor approval request forms, insurance certificates and such other affidavits as may be required by the contract prior to the review by the City of Caro. Approval of any subcontractor shall not relieve the prime contractor of any responsibilities, duties, and or liabilities as defined in other sections of this contract. The prime contractor is required to provide a competent individual to review and monitor all work performed under the contract and/or subcontract for each mow. Such an individual shall have full authority to act for the prime contractor.

### 3.4 Description of Work, Standards and Locations

Please provide a complete bid to furnish and install a new **48,000 BTU, 4-zone mini-split system** consisting of:

- (1) 48,000 BTU multi-zone mini-split outdoor condenser
- Outdoor condenser to be **mounted on the roof**
- (4) cassette-style indoor mini-split heads
- Refrigerant piping from outdoor condenser to each indoor cassette
- Insulated refrigerant line sets
- Condensate drains for all indoor units
- Control wiring and communication wiring as required
- Manufacturer-provided or approved branch/distribution components as required
- Individual wired or wireless controls for each zone
- Roof mounting stand/curb and vibration isolation
- All required refrigerant, fittings, supports, hangers, and accessories
- Electrical disconnect at outdoor unit
- Electrical/control wiring associated with the HVAC installation
- Start-up, testing, and commissioning of the complete system
- Verify proper refrigerant charge and operation of all four zones
- Label all equipment and controls
- Provide all necessary permits and inspections, if applicable

## **Installation Requirements**

The contractor shall provide all labor, equipment, materials, lifts, tools, and incidental items necessary for a complete and operational installation.

The rooftop condenser shall be installed in accordance with the manufacturer's installation requirements and applicable building, mechanical, electrical, and roofing requirements.

All refrigerant piping shall be properly sized, insulated, supported, and routed to prevent damage and maintain a neat professional installation.

All condensate piping shall be properly trapped/supported where required and routed to an approved drain location. Provide condensate pumps where gravity drainage is not feasible.

Indoor cassette units shall be installed level, securely supported, and coordinated with the ceiling layout and existing building conditions.

### **3.5 Mandatory Pre-Bid Meeting**

A mandatory pre-bid meeting will be held on Tuesday, August 25, 2026, at 9:30 am. Interested bidders are to meet at City Hall with DPW Superintendent Tom Reese.

## **IV. BID CONTENT**

Bids must be submitted on eight and one-half by eleven (8½ x 11) inch paper and separated into three major sections.

These major sections shall include:

1. Signed Certifications and Assurances (Exhibit A of this bid).
2. Signed City of Caro Mini-Splits Installation form (Exhibit B of this bid).
3. Complete itemized bid including final proposed price.

Bids must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the bid but should assist the Respondent in preparing a thorough bid.

### **4.1 City of Caro Mini-Splits Installation Form**

The attached City of Caro Mini-Splits Installation form (Exhibit B to this bid), and all bid amendments must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the City of Caro Mini-Splits Installation form is to include by attachment, the following information about the Respondent and any proposed subcontractors:

- Name, address, principal place of business, telephone number, and fax number/email address of legal entity or individual with whom a contract would be written.
- Name, address, and telephone number of each principal officer (President, Vice President, Treasurer).

- Legal status of the Respondent (sole proprietorship, partnership, corporation, etc.,) and the year the entity was organized to do business as the entity now substantially exists.
- Federal Employer Tax Identification number or Social Security number (if awarded the contract).

#### **4.2 References**

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of five (5) references for which similar work has been accomplished and briefly describe the type of service provided. By the submission and signing of the bid, the bidder grants permission to the City to contact the references. Do not include current City of Caro staff or elected officials as references.

#### **4.3 Related Information**

If the Respondent has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Respondent's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the Respondent's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the bid on the grounds of the past experience. If the Respondent has experienced no such termination for default in the past five years, so indicate in writing in the submittal.

#### **4.4 Cost Bid**

The evaluation process is designed to award this bid not necessarily to the lowest cost bid, but to the Respondent whose bid best meets the requirements as described within these documents. Respondents are encouraged to submit bids that are consistent with ongoing efforts to conserve City resources. The Respondent is to complete, sign and submit a City of Caro Mini-Splits Installation Bid form (Exhibit B) to bid this work.

#### **4.5 Equipment List**

The bid shall include a detailed list of the equipment the contractor will have available for use on the City's properties. The list shall include:

- The name and type of equipment
- Age of equipment
- Condition of equipment

## **V. EVALUATION AND CONTRACT AWARD**

### **5.1 Evaluation Procedure**

Responsive bids will be evaluated in accordance with the requirements stated in this bid specification and any addenda issued. All bids received by the stated deadline will be reviewed by the City Manager and staff to ensure that the Contractors meet the minimum requirements to perform the work requested and that bids contain all of the required information requested in the bid. Only responsive bids that meet the requirements will be considered for award. Any

Contractor that does not meet the stated qualifications or any bid that does not contain all of the required information will be rejected as non-responsive.

## **5.2 Award Procedure**

|                                                                          |                       |
|--------------------------------------------------------------------------|-----------------------|
| Bid Opening:                                                             | September 15, 2026    |
| Tabulation and Evaluation of Bids:                                       | September 15-16, 2026 |
| Recommendation to City Council:                                          | September 17, 2026    |
| Council consideration of bids/<br>anticipated vote:                      | September 21, 2026    |
| Anticipated Contract Signing and<br>provision of insurance certificates: | September 22, 2026    |
| Authorization of Work:                                                   | September 22, 2026    |

The successful bidder shall sign the work agreement(s) as attached and provide proofs of insurance prior to the commencement of work.

## **5.3 Payment Procedure**

Invoices shall be submitted monthly for work performed.

## EXHIBIT A

# CERTIFICATIONS AND ASSURANCES

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

**FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION**

Firm Name: \_\_\_\_\_

I/we make the following statement of assurances as a required element of the bid to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single bid or bid.
2. The attached bid or bid is a firm offer for a period of 30 days following receipt, and it may be accepted by the City of Caro without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 30-day period.
3. In preparing this bid or bid, I/we have not been assisted by any current or former employee of City of Caro whose duties relate (or did relate) to this bid, bid, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of bid bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that City of Caro will not reimburse me/us for any costs incurred in the preparation of this bid or bid. All bids or bids become the property of City of Caro, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this bid.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a bid directly or indirectly to any other proposer or to any competitor.
6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
7. I/we agree that submission of the attached bid constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. I/we acknowledge communication of any kind regarding my/our bid directed to parties other than the Program Administrator may result in my/our disqualification.
9. I/we warrant that no conflict of interest knowingly exists for any member of the Program team that contributed to this bid or prospective contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Company

**EXHIBIT B, page 1**

**City of Caro Mini-Splits Installation Bid Form**

*Use this Form for your bid; total of 4 pages.*

**COMPANY INFORMATION**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

ESTABLISHED: \_\_\_\_\_, \_\_\_\_\_ STATE: \_\_\_\_\_

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other \_\_\_\_\_

If applicable, former Firm Name(s) and locations

\_\_\_\_\_

**Bid Price:**

\_\_\_\_\_

**YEARS IN WORK RELATED FIELD:**

How many years has your company been doing work in general contracting, or related field?

\_\_\_\_\_ Years

Explain the type of work in a related field, if any: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**USE OF SUBCONTRACTORS:**

To provide any of the services listed in these specifications, would any services be handled by subcontractors?

\_\_\_\_\_ No

\_\_\_\_\_ Yes, explain below and fill out attached Subcontractor Information on page 3

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES: LIST FIVE (5) CLIENTS WHO HAVE HAD WORK PERFORMED BY YOUR COMPANY MEETING ALL SPECIFICATIONS.**

**COMPANY**

**ADDRESS**

**CONTACT PERSON**

**PHONE**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

## **EXHIBIT B, page 2**

### **PERSONNEL OF THE FIRM ASSIGNED TO THE CITY OF CARO ACCOUNT**

Please provide any certifications, degrees, and/or list any additional training classes taken to increase expertise in this field for the people listed in this section.

| <b>NAME</b> | <b>TITLE</b> | <b>SPECIALTY/DEGREE/CERTIFICATION</b> | <b>YRS. EXPERIENCE</b> |
|-------------|--------------|---------------------------------------|------------------------|
|-------------|--------------|---------------------------------------|------------------------|

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

### **PROGRAM MANAGER**

Name and Title of Program Manager assigned to this account:

\_\_\_\_\_

Credentials: \_\_\_\_\_

\_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Pager Number: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

### **PROOF OF QUALITY**

Please provide proof of the quality of work your company provides. This can include special contracts awarded based on expertise, awards won by your company in the fencing field, or any other item that is relevant.

| <b>ITEM TITLE</b> | <b>DESCRIPTION</b> |
|-------------------|--------------------|
|-------------------|--------------------|

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

### **ADDED VALUE**

Please provide any "Added Value" information about your company that separates you from your competition. This can include special equipment that would be available to your employees for use at City of Caro locations, specially trained personnel, etc. Please be as specific in describing these items as possible.

| <b>ITEM TITLE</b> | <b>DESCRIPTION</b> |
|-------------------|--------------------|
|-------------------|--------------------|

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## EXHIBIT B, page 3

### **SUBCONTRACTOR(S) INFORMATION:**

Subcontracting may be permitted after a review of the proposed subcontractor and the scope of work to be sublet has been made by the City of Caro. The contractor shall submit the necessary subcontractor approval request forms, insurance certificates and such other affidavits as may be required by the contract prior to the review by the City. Approval of any subcontractor shall not relieve the prime contractor of any responsibilities, duties, and or liabilities as defined in other sections of this contract. The prime contractor is required to provide a competent individual to review and monitor all work performed under the contract on a daily basis. Such an individual shall have full authority to act for the contractor.

Proposed subcontractors *statement of qualifications* must be completed and submitted with bid.

| <u>Proposed<br/>Subcontractor</u> | <u>Address</u> | <u>Phone No.</u> | <u>Federal I.D./<br/>Social Security</u> | <u>Amount<br/>of Subcontract</u> |
|-----------------------------------|----------------|------------------|------------------------------------------|----------------------------------|
|-----------------------------------|----------------|------------------|------------------------------------------|----------------------------------|

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Signature of Authorized Person: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### **Listing of Equipment Utilized (attach additional sheet as necessary):**

|       |
|-------|
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

**EXHIBIT B, page 4**

Please attach any additional pages in response to requirements as outlined in this bid, or additional information for consideration by the City.

Signature of Authorized Person: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

# CITY OF CARO

## MINI-SPLITS INSTALLATION

### WORK AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 202\_, between the City of Caro, Michigan, a Michigan municipal corporation, of 317 South State Street, Caro, Michigan 48723, hereafter referred to as "City" and \_\_\_\_\_ of \_\_\_\_\_, hereinafter referred to as "Contractor," for the considerations stated herein, agree as follows:

1. The Contractor agrees to perform specified services in accordance with the Invitation to Bid, Specifications and Exhibits 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 contracted price of \_\_\_\_\_ (dollars) and \_\_\_\_\_ (cents); (\$\_\_\_\_\_.\_\_\_\_). Such payment shall be made within thirty (30) days of completion and acceptance of work performed.
3. It is understood that the Invitation to Bid, Specifications, Work, Bid Proposal 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.
4. This agreement shall be binding upon the personal representatives, successors and assigns of the parties hereto.

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

CITY OF CARO, a Michigan Municipal Corporation

CONTRACTOR

By: \_\_\_\_\_  
(City Signature)

By: \_\_\_\_\_  
(Signature of authorized officer)

Its: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_  
(Name - printed or typed)

\_\_\_\_\_  
(Contractor's name – printed or typed)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(date)

**CITY OF CARO**  
**APPENDIX A**  
**Indemnification and Insurance**

I, \_\_\_\_\_, an authorized signatory of the Contractor, agree to indemnify, hold harmless, and defend the City of Caro or Representative (its employees, officers, elected officials, designated representatives and/or assigns) from and against any and all loss, damage, or expense which the City of Caro or Representative may suffer or for which the City of Caro or Representative may be held liable by reason of any injury (including death) or damage to any property arising out of negligence on the part of the Contractor in the execution of the work to be performed under the contract with the City of Caro dated the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Contractor's Signature)

\_\_\_\_\_  
(Print or Type Name and Title)

\_\_\_\_\_  
(Company Name)

STATE OF MICHIGAN

SS.

COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public: \_\_\_\_\_

\_\_\_\_\_ County, Michigan

My Commission expires:

\_\_\_\_\_

# **CITY OF CARO**

## **APPENDIX B, page 1 of 2**

### **Minimum Insurance Requirements for Contractors**

#### **Summary Statement and Purpose**

The provision of adequate insurance by persons and businesses working for the City of Caro or on street rights-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 of Caro. Minimum insurance requirements are needed to provide this protection.

Persons or businesses which provide professional services to the City of Caro under the terms of a written contract or to provide labor and/or material to accomplish work for the City of Caro or for others on or over street right-of-way and/or other City of Caro property shall carry insurance and bonds to protect the public and the City of Caro 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 insurance evidencing the purchase of insurance in amounts not less than required by this City policy or the bid specifications, whichever is greater, shall be filed with the City Clerk for the City of Caro.

Such certificates shall:

- a. Show that the insurance is currently in force and termination date of each policy.
- b. State the limits of liability of the policies covered by the certificate.
- c. Be issued to the City of Caro as the certificate holder.
- d. Provide that the City of Caro will receive not less than ten (10) days written notice of the cancellation of any listed policy.
- e. Be issued in the name of an insurance company authorized to conduct business in the State of Michigan.

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

# CITY OF CARO

## APPENDIX B, page 2 of 2

### MINIMUM INSURANCE REQUIREMENTS

The limits of liability for the insurance required by the City of Caro shall provide coverage for not less than the following amounts or greater where required by Laws and Regulations:

| 1. | <u>WORKERS COMPENSATION</u>                                                                                                            | <u>MINIMUM AMOUNT</u> |
|----|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| a. | Part One: Compensation                                                                                                                 | Statutory             |
| b. | Part Two: Employees Liability:                                                                                                         |                       |
|    | Accident                                                                                                                               | \$1,000,000           |
|    | Disease                                                                                                                                | \$1,000,000           |
|    | Aggregate Disease                                                                                                                      | \$1,000,000           |
| 2. | <u>GENERAL LIABILITY</u>                                                                                                               |                       |
| a. | Combined Single Limit Each Occurrence Limit                                                                                            | \$1,000,000           |
| b. | Combined Single Limit Aggregate Limit                                                                                                  | \$1,000,000           |
| 3. | <u>COMPREHENSIVE AUTOMOBILE LIABILITY</u>                                                                                              |                       |
| a. | Combined Single Limit:                                                                                                                 | \$1,000,000           |
| b. | No Fault:                                                                                                                              | Statutory             |
| 4. | <u>OWNERS AND CONTRACTORS PROTECTIVE LIABILITY</u>                                                                                     |                       |
| a. | Combined Single Limit                                                                                                                  | \$1,000,000           |
| 5. | <u>UMBRELLA or EXCESS LIABILITY</u>                                                                                                    | \$1,000,000           |
| 6. | The Owners and Contractors Protective Liability Insurance shall include the following persons or entities as additional named insured: |                       |
| a. | The CITY OF CARO, its employees, elected officials, officers, designees and assigns.                                                   |                       |