

**COTTRELLVILLE TOWNSHIP
ST. CLAIR COUNTY, STATE OF MICHIGAN**

RESOLUTION R-2017-03

RESOLUTION FOR REQUIRED BIDDING FOR CONTRACTS OVER \$5,000

WHEREAS, the Township of Cottrellville in the County of St. Clair, State of Michigan, desires to solicit sealed bids for all contracts for which the township board anticipates a total obligation of \$5,000 or more. The requirement for sealed bids shall not apply to intergovernmental contracts, contracts for professional services or emergency repairs.

WHEREAS at such time as the solicitation of bids is authorized by the township board, the board reserves itself, the authority to award at the bid.

WHEREAS, when sealed bids are required, a Request of for Bids shall be developed by the Department Head and require the Department Head to apply for and obtain three quotes and then get Board approval. Anything over \$5,000 shall solicit bids. The Supervisor is to do this and the bid specifications shall be approved by the Board and shall come in as "Sealed Bids."

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Township of Cottrellville, County of St. Clair, State of Michigan, that effective immediately, that when sealed bids are required, a Request for Bid, or Request for Quotation shall be developed by the department head responsible for the purchase, which shall be approved by the Township Board. The Request for Bids (or RFQ or RFP) shall require interested bidders to provide the following information as appropriate:

- Description of service or goods desired
- Desired Delivery date or commencement date
- Desired Termination or completion date
- Bidder's qualifications
- Performance Bond
- Labor & Materials Bond
- Warranty Bond
- Acquisition cost, fees or other township financial obligation

AND to including the following; as a recommendation of Plante Moran:

Any and all party relationship disclosure if a vendor bids on work with the township, to Board Members or employees of the township; they are required to disclose any relationships with any individuals that are employed with that vendor, or the vendor itself.
A non-collusion sworn statement
Proof of Insurances for Worker's Compensation, and General Liability

The Request for Bids shall also indicate the following information:

- Deadline to submit bids, including Day, Date and Time
- Date, time and place that bids shall be opened and publicly read
- Address to which bids are to be submitted
- Date, time and location of when bid is to be awarded

I hereby certify that the above is true and correct copy of the resolution adopted a regular meeting held on Wednesday, the 8th day of February, 2017, with all Township Board members in attendance.

At a regular meeting of the Township of Cottrellville Board of Trustees held at 7008 Marsh Road, Cottrellville, MI 48039, on February 8th, 2017 at 7:30 p.m., the foregoing preamble and resolution were Offered by Treasurer Kathleen Shew, and Supported by Clerk Angie Viola. Roll Call Vote: AYES: Supervisor Mary Agnes Simons, Clerk Angie Viola, Treasurer Kathleen Shew, Trustee Susan Biscorner & Trustee Thomas Kaufman NAYS: None

Supervisor declared Resolution R-2017-03 adopted and shall supersede any previous resolutions concerning this matter, specifically Resolution # R-2003-13, dated October 28th, 2003. And R-2015-09a, dated May 13th, 2015.

Angie Viola, Cottrellville Township Clerk

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of the resolution adopted by the Board of Trustees of the Township of Cottrellville, County of St. Clair, State of Michigan, at a regular meeting held on February 8th, 2015 and that said meeting was conducted and public notice was given in full compliance With Open Meetings Act, being Act 287, Public Acts of Michigan, 1976, and that the Minutes were kept and I will be or have been made available as required by said Act.

Angie Viola, Cottrellville Township Clerk