



Invitation to Bid – Project No. 05-26

TIME AND ATTENDANCE SYSTEM

Sealed Bids Due April 1, 2026, at 11:00 a.m.

Sealed Bids shall be delivered to:

Gratiot County Administrator

214 E. Center Street

Ithaca, MI 48847

Phone (989) 875-5282

tdolehanty@gratiotmi.com



Gratiot County Request for Proposals

Time and Attendance System

Project No. 05-26

Introduction

Gratiot County seeks proposals for service from qualified and experienced providers of comprehensive time and attendance systems.

Owner

Gratiot County Board of Commissioners
214 E. Center Street
Ithaca, MI 48847

Background

Gratiot County (population 41,310) is situated in the heart of central Michigan and encompasses the cities of Alma, Ithaca, and Saint Louis as well as the villages of Ashley, Breckenridge, and Perrinton. County government employs approximately 167 FTEs in and around the county seat of Ithaca. The County's fiscal year 2026 budget was approved at roughly \$19.2 million.

Goal

Currently, time, attendance, and scheduling functions are largely manual. The goal of this opportunity is to deploy a system to automate this function in the most efficient manner possible.

Eligibility

In setting forth its qualifications, each individual or firm submitting a proposal shall provide a comprehensive description of their approach to fulfilling the requirements of this request for proposals. Firms must identify the nature of any potential conflict of interest they might have in providing these services to the County, if any.

Timetable

Release of RFP:	February 25, 2026
Due Date for Receipt of Questions:	March 25, 2026, 3:00 p.m.
Questions and Answers Posted:	March 27, 2026
Proposals Due by Email to procurement@gratiotmi.com :*	April 1, 2026, 11:00 a.m.
Bids Opened by County Administrator:	April 1, 2026, 11:01 a.m.
Proposals Administration Personnel:	April 1 - 7, 2026
Board of Commissioners Awards Contract to Selected Bidder(s):	April 7, 2026

* Responses received later than the specified deadline will be disqualified.



Gratiot County Request for Proposals

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Project No. 05-26

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Gratiot County Request for Proposals

Time and Attendance System

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Nature of Required Services and Scope of Work

Minimum Mandatory Requirements

Vendors should provide a proposal that eliminates duplication of time entry, reduces the need for multiple reviews, and decreases the time timekeepers and payroll personnel spend during a payroll cycle while maintaining high levels of accuracy and timeliness. During the term of any Agreement resulting from this RFP, the selected vendor will be expected to furnish all labor, materials, tools, equipment, permit fees, bonds, insurance, and services necessary to perform and complete all tasks as listed below.

1. Functional Requirements: The following information and functional requirements will be pertinent to your response to this request for proposal:
 - a. The County pays approximately 160 employees per pay period
 - b. Include both one-time and on-going costs as separate line items
 - c. Allow for time entry through a web browser user interface
 - d. Allow for exception-based entry of salaried employees
 - e. Support monthly and biweekly payroll cycles and a potential transition from one cycle to the other
 - f. Manage and report various forms of leave and compensation, including compliance with collective bargaining agreements and other state and federal regulatory requirements
 - g. Provide audit capabilities for any changes made to an employee's timesheet
 - h. Assist and support efforts to configure the time and attendance software
 - i. Provide application, technical and administration training
 - j. Provide ongoing support and maintenance with excellent customer service
 - k. Interface with BS&A Software payroll system to import and export relevant payroll and leave information between the two systems
 - l. Provide for an account number, and project code, compatible with the BS&A Software system

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- m. Accept uploaded leave information from the BS&A Software payroll module
 - n. Work with BS&A Software and the County to resolve any issues between the BS&A Software system and the time and attendance application
 - o. Strongest consideration will be given to applications that integrate seamlessly with the BS&A Software system, allow for the most flexibility in workflows, provide multiple options to capture daily time worked, and have a robust leave management capability.
2. Application Requirements: The time and attendance application should have the following capabilities:
 - a. Electronic time capture capabilities utilizing time clocks, workstation computers, smart phones, tablets and internet
 - b. Ability to work in around-the-clock (24/7) and union environments
 - c. Calculation rules and enforcement
 - d. Flexible workflow approvals at multiple levels
 - e. Absence management including accrual tracking
 - f. Scheduling and resource planning
 - g. Employee self service
 - h. Reporting and querying capabilities
 3. Schedule and Timeline: Proposals should include a project schedule that includes the following:
 - a. Project plan meeting
 - b. Hardware/Software installation (if needed)
 - c. Analysis and configuration
 - d. Implementation phases
 - e. Parallel payroll processing runs
 - f. Go live

Cost Proposal

Vendors must provide separate costs for all software, hardware and proposed services including:

1. Software license
2. Proposed hardware
3. Hardware integration
4. BS&A Software payroll integration
5. Implementation
6. Annual support and maintenance
7. Training

Evaluation and Selection

1. Opening of Proposals - The County Administrator will open and list the proposals for the record. This is a public opening. Responses received after 11:00 a.m. on April 1, 2026, will be returned unopened.
2. Evaluation - During the evaluation phase, proposals will be reviewed by the County Administration team to determine which proposals address all the requirements of this RFP, and to technically review the proposals. Proposals determined to be technically non-responsive or not as responsive as other proposals will be eliminated at this point.
3. Any contract awarded will take effect upon approval by the Board of Commissioners. The contract shall be subject to termination by either party with thirty (30) days' written notice. In the event of termination of the contract, the County's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the vendor.
4. Gratiot County reserves the right to reject any or all proposals and to waive any irregularities in a proposal and to award a contract that is in the best interest of the County without regard to cost.

Scoring Criteria and Weighting

Score Criteria	Weight
1. Adherence to RFP Instructions	0.10
2. Firm Information and Description	0.05
3. Project Description	0.15
4. Scope of Work	0.25
5. Timeline	0.20
6. Sustainability	0.15
7. Cost	0.10
TOTAL SCORE	1.00

Gratiot County Responsibility

Gratiot County is not responsible for representations made by any of its officers or employees prior to the execution of any Agreement unless such understanding or representation is included in the Agreement.

Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Gratiot County's sole judgment and said judgment shall be final.

Proposer's Questions

Any inquiry about the meaning or interpretation of this request for proposals and attachments must be directed to County Administrator Timothy Dolehanty at tdolehanty@gratiotmi.com. **The deadline for submitting final questions is no later than 3:00 p.m. on March 25, 2026.** In the subject line of the email reference "Project 05-26 Time and Attendance System."

Preparation of the Proposal

1. **General Requirements.** The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake this project in conformity with the requirements of this request for proposals. The technical proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement.

The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects (items a through i) must be included. They represent the criteria against which the proposal will be evaluated.

- a. **Independence**

The firm should provide an affirmative statement that it is independent of the County of Gratiot. The proposal should also list and describe the firm's (or proposed subcontractors') professional relationships involving the County of Gratiot or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing work in response to this request for proposals. In addition, the firm shall give the County of Gratiot written notice of any professional relationships entered into during the period of engagement.

- b. **License to Practice in Michigan**

If state licensing applies, an affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Michigan.

- c. **Firm Qualifications and Experience**

The proposal should state the size of the firm, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement.

d. Partner, Supervisory, and Staff Qualifications and Experience

The proposal should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. The proposal also should provide information on the experience of each person relevant to the performance of this service.

e. Prior Engagements with the County of Gratiot

List separately all engagements within the last five (5) years, ranked based on total staff hours, for the County of Gratiot by type of engagement (i.e., management advisory services). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

f. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for this project, list the most significant engagements (maximum of five) performed in the last five (5) years that are similar to the engagements described in this request for proposals. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

g. Specific Approach

The proposal should set forth a work plan, including an explanation of methodology to be followed, to perform the services required.

h. Identification of Anticipated Potential Challenges

The proposal should identify and describe any anticipated potential challenges, the firm's approach to resolving these challenges, and any special assistance that will be requested from the County of Gratiot.

i. Report Format

The proposal should include sample formats for required reports.

2. Separate Dollar Cost Bid (Cost Proposal Form): Send as a separate email attachment.

a. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information related to performing the engagement as described in this request for proposals. The total all-inclusive maximum price is to contain all direct and indirect costs including all out-of-pocket expenses.

b. Gratiot County will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

Bid Submission Deadline

Proposers are required to submit bids electronically to procurement@gratiotmi.com no later than 11:00 a.m. on April 1, 2026, with "Project 05-26 Time and Attendance System" in the subject line. Gratiot County has no obligation to consider any proposal that is not received on time.

Note: Timely delivery means the time and date that the e-mail arrives, not when the e-mail is sent. Proposals will not be accepted via U.S. mail or any other delivery method. No bid may be withdrawn after the deadline for submission.

Minimum Mandatory Compliance Review

The Gratiot County administration staff will review proposal responses and determine if the proposer meets the minimum requirements as outlined in this request for proposals. Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Gratiot County may elect to waive any informality in a proposal if the sum and substance of the proposal is present. Gratiot County may:

1. Contact the proposer for clarification of the proposer's bid.
2. Use other sources of information to perform the evaluation.
3. Require the proposer to submit additional and/or supporting material.

The County of Gratiot reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County of Gratiot and the firm selected.

Gratiot County Option to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County of Gratiot and the firm selected.

Gratiot County may, in its sole and absolute discretion, reject any or all proposals submitted in response to this request for proposals. Gratiot County shall not be liable for any costs incurred by the proposer in connection with the preparation and submission of any proposal. Gratiot County reserves the right to waive inconsequential disparities in a submitted proposal.

Price Negotiation

At the completion of the evaluation process, the County may enter discussion with the finalist(s) to identify any needed revision to the original proposal and to determine a final contract price. In negotiating a contract with the firm determined to be most qualified based on the evaluation criteria above. The process will consider reasonableness of total contract price in relation to the current budget.

Final Selection

The Gratiot County Board of Commissioners will select firms based upon the recommendation of the County Administrator. Following notification of the firms selected, it is expected that an engagement will be finalized between both parties shortly thereafter.

Freedom of Information Act

All information submitted to Gratiot County in response to this request for proposals is subject to disclosure under the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Gratiot County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the FOIA or otherwise by law. The proposer(s) must specifically label only those provisions of the proposal, which are actual trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as “Trade Secret”, “Confidential”, or “Proprietary” shall not be permitted. Any such designation will be disregarded.

By submitting a response to this request for proposals, the proposer shall be deemed to have agreed to indemnify and hold harmless Gratiot County for any liability arising from or in connection with Gratiot County’s failure to disclose, in response to a request under FOIA, any portion or portions of response to this request for proposals which have been marked “Trade Secret,” “Confidential,” or “Proprietary.”

Contact with Gratiot County Personnel

All contact with Gratiot County regarding this request for proposals or any matter relating thereto must be e-mailed to County Administrator Timothy Dolehanty as follows:

Email address: tdolehanty@gratiotmi.com

If it is discovered that a proposer contacted and received information regarding this solicitation from any Gratiot County personnel other than the Administrator, Gratiot County, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Gratiot County in writing will be binding with respect to this request for proposals.

Final Agreement Award Determination

Gratiot County reserves the right to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Gratiot County.

Cancellation of Invitations for Bids, Requests for Qualifications, or Requests for Proposals

An IFB, RFQ, RFP, or other solicitation may be cancelled, or any or all bids or proposals may be rejected, in whole or in part, as may be specified in the solicitation, when it is in the best interest of the County in accordance with regulations.

Debarment/Suspension Status

No contract award will be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. All contractors and subcontractors will be vetted for debarment. If debarment action has been taken against the contractor, the contract will be terminated. If debarment action has been taken against any subcontractor, the contractor shall provide an alternative subcontractor within 10 days of notification. The debarred subcontractor may not work on the project.

Equal Employment Opportunity

All contracts awarded as a result of this RFP shall include the equal opportunity clause provided under 41 CFR Part 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Certificate of Compliance with Public Act 517 of 2012

All bidders must complete the attached Certificate of Compliance with Public Act 517 of 2012, by which the bidder certifies that neither it nor any of its successors, parent companies, subsidiaries, or companies under common control, is an “Iran Linked Business” engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, the bidder will not become an “Iran Linked Business” while performing the work under the Contract.

Compliance with the Davis-Bacon Act

All transactions regarding this project shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors will be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor or the State of Michigan, whichever is higher.

Compliance with the Copeland Anti-Kickback Act

Contractors and subcontractors performing work on this project shall comply with provisions of the Copeland Anti-Kickback Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). Each contractor or Subrecipient will be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

Unfair Labor Practice

The Bidder shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*

Anti-Lobbying

The Bidder shall not use any funds awarded in this project for the purpose of lobbying as defined in the State of Michigan’s lobbying statute (MCL 4.415(2)). “Lobbying” means communicating directly with an official of Gratiot County government, executive branch of State government, or an official in the legislative branch of State government for the purpose of influencing legislative or administrative action. The Bidder shall not use any of funds awarded for the purpose of litigation against the County of Gratiot. Further, the bidder shall require that language of the assurances in this section be included in the award documents of all subawards at all tiers.

Indemnification and Hold Harmless

The proposer shall, at his/her own expense, protect, defend, indemnify, save and hold harmless the County of Gratiot and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the County of Gratiot and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the proposer or its employees, servants, agents or subcontractors that may arise. The proposer's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are more than the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County of Gratiot, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the proposer.

Independent Contractor

The Proposer shall be an independent contractor. The employees, servants and agents of the proposer shall not be deemed to be and shall not hold themselves out as employees, servants, or agents of the County of Gratiot and shall not be entitled to any fringe benefits received by the County of Gratiot's personnel, such as, but not limited to, health and accident insurance, life insurance, longevity or paid sick or vacation leave. The proposer shall be responsible for paying all compensation to its personnel for services they have performed under this Invitation to Bid and for withholding and payment of all applicable taxes to the proper Federal, State and local governments.

Performance Bond

Successful Contractors whose proposal exceeds \$50,000.00 will be required to furnish Performance and Payment Bonds, in a form satisfactory to the County, in the amount of 100% of its proposal by a Treasury-listed Surety licensed to do business in the State of Michigan, and the attorney-in-fact who executed the Performance and Payment Bonds on behalf of the Contractor shall attach a certified, current copy of its power of attorney. The cost of the bonds shall be included in each proposal.

Insurance

All Proposers performing work on County of Gratiot's premises are required to provide evidence of coverage for Worker's Compensation and General Liability, Automobile Liability, and, if applicable, Professional Liability. Insurance requirements are attached as Appendix A.

Tax Exemption

The County of Gratiot does not pay Federal excise and State sales taxes. Exemption Certificate and Michigan Sales and Use Tax Certificate of Exemption are both available upon request.

Termination

The County of Gratiot may terminate work under the request for proposals in whole or in part at any time by notice to proposer in writing. Proposer will thereupon immediately stop work and notify its subcontractors to do likewise. Except where termination is caused by a default or delay of the proposer, the proposer shall be entitled to reimbursement for actual costs incurred up to and including the date of termination, applicable to the termination.



Cost Proposal

Project No. 05-26

Schedule of Professional Fees and Expenses Time and Attendance System

Pricing submitted by: _____

Service / Function	Unit Rate	Total Cost
Software license	\$	\$
Proposed hardware	\$	\$
Hardware integration	\$	\$
BS&A Software integration	\$	\$
Implementation	\$	\$
Annual support and maintenance	\$	\$
Training	\$	\$
	\$	\$
	\$	\$
Subtotal		\$
Out-of-Pocket Expenses		
Transportation		
Other (specify)		
Total for Time and Attendance System		\$

Signature

Date



Functional Requirements

Project No. 05-26

Provide a Yes/No designation on each of the functions below that are currently part of the product(s) included in your proposal. For each function to which you answered “Yes,” provide an explanation within the proposal narrative about of how the function works.

Y/N	Function
	Create and administer automated pay calculation rules to enforce the County’s policies with consistency including departments that operate around the clock (24/7) and those bound by union contracts
	Electronic time collection and submission process
	Timecard approvals and edits (employees and managers)
	Payroll processing lock out and security
	Defined approval paths for multiple levels to include supervisors, managers and other key personnel in the workflow and set to be sequential or simultaneous
	Automatic emails and alerts to employees and managers
	Ability to track different types of pay hours and amounts
	Support all state or federal specific overtime laws
	ACA compliance
	Enable employees to submit time off requests over the internet
	Allow employees to view their pay and accrual information
	Ability to view real time and attendance data
	Centrally manage time off requests at the department level
	Ability to set accruals to be earned for a specified period
	Adjust leave account balances and carry forward policies
	Manage leave account balance limits to avoid negative balances
	Enforce specific leave policies according to County rules
	View and track employee attendance and PTO in a calendar format
	Ability to view up-to-date time off requests and balances
	Ability to view balance histories without running reports
	Ability to create schedules quickly and schedule staff for multiple shifts
	Ability to communicate schedules via mobile devices or cloud
	Ability to export data and configure reports to filter and view data in custom format
	Schedule reports to be generated at regular intervals and export reports to various file formats
	Ability to create a virtual “perimeter” or “fence” around a given location for mobile time punch



Bidder Information and Acceptance

Project No. 05-26

1. The undersigned declares that the bid documents, including, without limitation, any RFP addenda and exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the specifications, terms and conditions of the bid documents of Project No. 05-26, Professional Time and Attendance System.
3. The undersigned has reviewed the bid documents and fully understands the requirements in this bid including, but not limited to, the requirements under the County provisions, and that each bidder who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, to County, and agrees that its Bid, if accepted by County, will be the basis for the bidder to enter into a contract with County in accordance with the intent of the bid documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. If selected for award, the following certifications will be required before work commences:
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
 - Assurance Regarding Access to Records and Financial Statements
 - Iran Economic Sanctions Act
6. The undersigned acknowledges that bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.
7. It is the responsibility of each bidder to be familiar with all specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with the County shall hold the County of Gratiot, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in Appendix A. This documentation must be provided to the County prior to award and shall include an insurance certificate and additional insured certificate, naming the County of Gratiot, which meets the minimum insurance requirements, as stated in the terms and conditions.

Page 2
Bidder Information and Acceptance

Company Profile

Official Name of Bidder	Type of Entity/Organization (check one): <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Other: _____	
Street Address		
City		
State		Zip Code
Website		
Primary Contact Name		
Primary Contact Phone Number		
Primary Contact Email Address		
Tax Identification Number		
Has your company been debarred by the Federal Government? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Has your company been debarred by State Governments? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Signature		
Name and Title of Signer		
Date		



Non-Collusion Affidavit Form

Project No. 05-26

(Please Type or Print Clearly in Ink)

I, _____, of _____
(Name and Title) (Company Name)

Attest to the following:

1. That I am fully informed respecting preparation and content of the attached proposal and of all pertinent circumstances respecting such proposal;
2. That my Proposal is genuine and not a collusive or sham proposal;
3. Neither myself nor any of our officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, connived, or agreed directly or indirectly, with any other proposer, firm, or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm, or person to fix the price or prices in the attached Proposal or of any other proposer, or to fix any overhead, profit, or cost element of the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the County or any person interested in the proposed contract;
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any other collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature

Date



Proposer Guarantees and Warranties

Project No. 05-26

1. Proposer warrants that it is willing and able to comply with State of Michigan laws with respect to foreign (non-state of Michigan) corporations.
2. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the County of Gratiot.
4. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
5. Proposer certifies it can and will provide and make available, at a minimum, all services set forth in under Minimum Mandatory Requirements on page 1.

Name of Firm	
Name of Official	Title
Signature of Official	Date



Signature Form
Project No. 05-26
(Please Type or Print Clearly in Ink)

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in this solicitation, except as noted herein.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete legal name of firm: _____

Order from address: _____

Remit to address: _____

Federal Identification Number: _____

Signature: _____

Name (type/print): _____

Title: _____

Telephone: () _____ Fax: () _____

Date: _____

Send notification of award to: _____
(First and last name)

Email address of person receiving award notification: _____



Appendix A: Insurance Requirements

1. **Standard Insurance Requirements:** The Contractor, and any and all of his/her subcontractors, shall not commence work under this contract until he/she has obtained the insurance required under this paragraph and any subsequent contract. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to the County of Gratiot and rated A+ (Superior) or A or A- (Excellent) by the A.M. Best Company (www.ambest.com).
 - a) **Worker's Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable Statutes of the State of Michigan.
 - b) **Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial 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 for Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate.
 - c) **Motor Vehicle Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Motor Vehicle Liability Insurance, including applicable No-Fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
 - d) **Additional Insured:** Commercial General Liability and Vehicle Liability, as described above, shall include an endorsement stating the following:

"Additional Insureds: The County of Gratiot, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, including employees, and volunteers thereof. The coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage is primary, contributing, or excess."
 - e) **Cancellation Notice:** All insurances described above shall include an endorsement stating the following: "It is expressly understood and agreed that the Contractor shall provide thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or

material change in any of the Contractor's insurance coverages to Gratiot County, C/O County Administrator, 214 E. Center Street, Ithaca, MI 48847."

- f) **Proof of Insurance:** The Contractor shall provide the County of Gratiot at the time the contracts are returned by him/her for execution, two (2) copies of the aforementioned Certificates of Insurance and/or Policies, acceptable to the County. If so requested, certified copies of all policies will be furnished. The Contractor shall provide the County evidence that all subcontractors are included under the contractor's policy.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the County of Gratiot at least ten (10) days prior to the expiration date.

Send a Certificate of Insurance to Gratiot County Administrator, 214 E. Center Street, Ithaca, MI 48847 (tdolehanty@gratiotmi.com).