

Request for Proposal Catering/Liquor Operation Ford Community Performing Arts Center

Introduction

The City of Dearborn (City) is requesting proposals from qualified firms to operate the Catering/Liquor Operation at the Ford Community & Performing Arts Center (The Center) located at 15801 Michigan Avenue (corner of Greenfield and Michigan Avenue), Dearborn, Michigan 48126

The Center currently features the following:

- A comprehensive Cultural Arts Center with a 1,201 seat professional theater, 200-seat black box/multi-purpose room, luxurious lobby with a surrounding concourse balcony, and supported by set/scene and costume shops, two (2) chorus and one (1) star dressing rooms, green room, and additional rehearsal space. The Center also features a high quality Art Gallery. These facilities provide space for professional, regional, and local entertainment, art exhibitions, recitals, receptions, banquets, meetings, lectures, and other related activities.
- A large exhibit hall (14,000 square feet) providing space for exhibitions, conventions, weddings, banquets, concerts, and numerous other special events.
- A year-round family aquatics area with zero-depth entry, family leisure pool, 25-yard lap pool, a lazy river, current channel, vortex, 12 person whirlpool/spa, water slides and toys.
- An outdoor pool deck/lounge area (summertime only).
- Double-gymnasium with upper level, three-lane walking/running track.
- Complete fitness/wellness area with strength, cardiovascular, and free weight equipment.
- Two aerobics/dance studios for dance and aerobic exercise.
- An indoor 30' high rock-climbing wall.
- Sports Fields (youth baseball field/regulation-size soccer field).
- A comprehensive Senior Citizens Center consisting of administrative offices, lounge area, games, arts & crafts room, computer lab, and other senior citizen services and programs.
- Eight (8) meeting/club rooms.
- Two (2) party rooms.
- Babysitting/child care center.

The Center is an exciting showplace for the City of Dearborn and other surrounding communities. Estimates for attendance are approximately 600,000 users per year for the Recreation/Athletics portion of the facility, and 100,000 users/spectators per year for The Center. In addition to the regular daily traffic of fitness members, staff, and daily fee participants, The Center also hosts such events as community performances/concerts, plays, recitals, musicals, exhibit trade shows, conferences, seminars, workshops, business meetings and luncheons, corporate team building sessions, swimming parties, product launches, movie series, picnics, soccer tournaments, swim meets, charity baseball games, and graduation ceremonies. Short lists of The Center's regular annual events include:

- Seniors Health & Job Fair, 500+ attendees, Lunch

- City Employee “Buzz Session”, 600+ attendees, Lunch
- Daddy/Daughter Dance, 300+ attendees, Reception
- Quicken Loans, 2 day event, 800 attendees, Reception
- WSU Muslim Student Association, 800 attendees, Dinner
- DPS Superintendents Honors Dinner, 600 attendees, Reception
- TNF Indian Convention, 800+ attendees, Breakfast, Lunch, and Dinner
- Gary Woronchak Senior Citizens Conference, 500+ attendees, Lunch
- Plante Moran, 1400+ attendees, Breakfast, Lunch, and Dinner
- Salvation Army, 500+ attendees, Dinner
- Clear Channel Home Show with Glenn Haege, 800+ attendees, Lunch
- Disabilities Awareness Day, 100+ attendees, Breakfast, Lunch, and Dinner
- Boo Bash, 500+ attendees, Reception
- Harvest Fest, 500+ attendees, Reception
- Detroit News/Free Press, 400+ attendees, Reception
- U of M Unity in Diversity Dinner, 800 attendees, Dinner
- Don Bosco Hall, 500+ attendees, Reception
- McDonalds Holiday Party, 150 attendees, Dinner
- Delta Sorority Wine Tasting, 150 attendees, Reception

The Center has in the past year hosted over 14 bar/bat mitzvahs, eight weddings, 100+ bridal/baby showers, 250 children's birthday parties, and over 80 field trips.

Our 2006-2007 Professional Theater Season includes 10 shows - the one and only Tommy Dorsey Orchestra, featuring music from the big band and swing eras; blues legend Bo Diddley; Ireland's legendary group, The Irish Rovers; the sassy insightful adult humor of Kathy Griffin; “In the Mood: A 1940's Musical Revue;” Cornell Gunter's “Coasters;” Elsbear Hobbs' “Drifters” & “The Platters;” “Marie Osmond's Magic of Christmas;” Gilbert & Sullivan's comic delight, “The Pirates of Penzance” - one of the most popular and enduring works of music theater; the Moscow Festival Ballet's presentation of “The Sleeping Beauty;” and a pulsating performance by “JIGU!” Thunder Drums of China.

Project Specifics

High quality food services by the successful caterer will play a significant role in the City's ability to provide and deliver an inviting, relaxing atmosphere for our customers as well as providing outstanding customer service.

The City is interested in a vendor that is capable of providing Banquet Catering services and Bar services. Vendor must provide a sample menu with prices for various meal functions (i.e. breakfast, luncheon, reception, dinner). Attach menu and pricing to the appropriate appendix located towards the end of this document.

Vendor will have access to an on-site catering kitchen. The catering kitchen is directly connected to the conference/exhibition hall for large special events. This area includes the following equipment: 1 walk-in refrigerator with ramps, 3 lots of walk-in shelving, 1 walk-in refrigerator/freezer with ramps, 1 stainless steel glass filling station, 8 portable stainless steel work tables, 2 stainless steel hand sinks, 1 ice maker, 3 portable ice carts, 2 pot racks, 1 stainless steel three compartment sink, 1 booster heater, 2 exhaust ducts, 1 dishwasher 44” machine, 1 soap and rinse system, 1 corner loader, 1 - 3 h.p. disposer with pre-rinse, 1 lot of soiled dish drop off, and 1 lot of overhead racking shelf. Please note that the Center does not have a warming oven at this time.

Please be aware that lessees of the Center may choose to use other caterers for banquet/catering services.

Scope of Project

The scope of the project includes the following:

- A. The successful vendor shall be the exclusive vendor for alcoholic beverages throughout the facility and will be listed as a co-licensee with the City of Dearborn on the liquor license. The successful vendor shall be required to control the sale of alcohol at the Center. The successful vendor is responsible for employing and compensating servers to provide beverage service. The successful vendor shall be required to know and follow all Michigan Liquor Control laws. Provide in your proposal the proposed revenue split for beer/wine and liquor sales (appendix provided for this purpose).
- B. Provide pre-show and intermission drink concession services for up to 1201 attendees in the Center. Beverages should be served from a minimum of four City-issued beverage carts: two on the main floor and one on each balcony level. Light food items may also be sold in the lobby area provided that said items provide a relative ease of clean up and that they do not conflict with the sale of menu items available from the café/deli section of the Center. Food and/or drink items may be served and consumed in the lobby/foyer areas or designated rental spaces excluding the inside of the Theater. Additional concession carts, stands and other equipment as needed must be supplied by the vendor. All concession carts and distribution systems employed in the lobby/foyer area shared between the Dome, Theatre, and Gallery must receive approval by the City of Dearborn.
- C. Provide for customer-oriented employees in a sufficient number at all times to ensure a high level of service. Workers must be dressed in a pre-approved uniform that is neat and clean.
- D. Offer a variety of quality food options. Vendors are to provide a proposed menu with prices. Include a percentage of gross revenue split proposal for the Catering Operation (appendix provided for this purpose).
- E. Be responsible for obtaining required City licenses and/or permits and Wayne County Health Department permits. City fees will be waived.
- F. The vendor shall be expected to follow ethical business practices and maintain good public relations with patrons. These patrons shall be given courteous and attentive treatment.

Non-mandatory pre-proposal meeting

There will be two, non-mandatory pre-proposal meetings to allow for viewing of the premises and to answer any questions. The meetings dates are scheduled for Tuesday, September 5th, at 1:00 p.m. and Monday, September 11th, at 10:00 a.m. and will be held in the Board Room at the Center located on 15801 Michigan Avenue, Dearborn, Michigan.

Contractual Requirements

The selected firm or individual shall be required to enter into a formal contractual agreement with the City for a five-year period. The agreement may be extended for two (2), additional five-year periods upon mutual agreement of the vendor and the City of Dearborn. The City shall be responsible for all utility charges.

Proposal shall include a thorough description of proposed percentage of gross sales (appendix provided for this purpose). Gross sales will be defined as any sales or service provided by the successful vendor such as sale of food and beverage as well as catering and will be audited at the discretion of the City.

Proposal shall include any other considerations that vendor determines to be required to make this a successful agreement for both the vendor and the City.

Vendor shall be the designated Caterer for City functions; however, the City of Dearborn reserves the right to utilize other vendors for banquet/catering services for City functions.

Firm Background

Proposal shall include the following:

1. Description of the firm
(Name, address and brief history)
2. Similar examples
(Example of other services similar in scope and size)
3. Firm experience
(Related experience during the last two (2) years or more)
4. References
(Provide names, telephone numbers, and e-mail addresses of a minimum of 3 references from projects of similar scope)
5. Staffing/staff experience
(Names and relevant experience of key staff who would handle this assignment)

Evaluation of Proposals

- A. Proposals will be evaluated by a Review Panel, who will evaluate the merits of each proposal using the following criteria:
1. Understanding the concept of this proposal (e.g. diversity of menu and pricing) 0 – 20 points
 2. Reputation of vendor based on references. 0 – 25 points
 3. Qualification of management staff assigned to project 0 – 15 points
 4. Revenue payment to the City. 0 – 30 points *

An additional five points will be given for attending one of the non-mandatory, scheduled pre-proposal meetings

Right to Reject Proposals:

In submitting this sealed proposal it is understood that the right is reserved by the City of Dearborn to reject any or all proposals. It is agreed that this proposal may not be withdrawn for ninety (90) days from the opening.

No Bid Deposit:

In submitting this sealed bid it is understood that the right is reserved by the City of Dearborn to reject any or all bids. It is agreed that this bid may not be withdrawn for sixty (60) days from the opening.

SEVEN COPIES (ONE SIGNED ORIGINAL AND SIX COPIES) OF THIS PROPOSAL MUST BE SUBMITTED TO THE OFFICE OF THE PURCHASING AGENT, FINANCE DEPARTMENT, PURCHASING DIVISION, 4500 MAPLE, 3RD FLOOR, DEARBORN, MICHIGAN 48126.

ALL CITY OF DEARBORN REQUESTS FOR BIDS, QUOTES AND PROPOSALS ARE AVAILABLE AT WWW.GOVBIDS.COM

Increase/Decrease Quantity:

The City reserves the right to add or delete any of the items listed in this proposal.

Insurance requirements:

- Commercial General Liability Coverage:

Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: "The City of Dearborn, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the City and within appointment of its operating budget including the City of Dearborn are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the City of Dearborn". The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

- Workers Compensation Coverage:

At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage. Employers Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.

- Automobile Liability Coverage:

The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.

- Liquor Liability Insurance:

The amount required is \$1,000,000 per occurrence.

- The insurance carrier must have an A.M. Best Company rating of A-, VII or better.
- A certificate of insurance must be received in the Purchasing Office of the City of Dearborn within ten (10) calendar days of receiving Notice of Award and no less than five (5) days prior to commencement of work.
- Cancellation clause of insurance shall identify not less than thirty (30) days.
- The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Additional Information:

The City reserves the right to request any additional information it deems necessary from firms responding to this request for bids after bids have been received.

Qualifications of Bidder:

The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Dearborn that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the City of Dearborn in regard to the bidder's qualifications. The City of Dearborn may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City of Dearborn all information for this purpose that may be requested. The City of Dearborn reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City of Dearborn that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

1. The ability, capacity, skill, and financial resources to perform the work or provide the service required.
2. The ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
4. The quality of performance of previous contracts or services.

Contract Period:

This contract shall cover the approximate period from execution of contract (date of last signature) for a duration of five years.

Contract Renewal:

Prices quoted will be firm for the initial contract period. This contract may be extended for an additional two, five-year periods by mutual consent of both parties. Prior to renewal, any revenue/payment adjustments must be submitted to the office of the Purchasing Agent and will be subject to approval by the Purchasing Agent.

Permits/Fees:

Contractor shall secure all necessary permits from the Building and Safety Department and the cost for these shall be waived.

Non-Discrimination Clause:

The bidder agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to hire, tenure, terms, conditions or privileges, of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as material breach of the contract as provided for in Act 220 and Act 453 of the Public Acts of 1976, as amended, entitled "Michigan Handicapper's Civil Rights Act" and the Michigan Elliott Larson Civil Rights Act." The bidder further agrees to require similar provisions from any subcontractors, or suppliers.

GENERAL TERMS AND CONDITIONS:

Contact for Inquiries:

Interested bidders may review pertinent information regarding this request and make specific inquiries regarding the submission of bids by contacting the following representative:

Mark W. Brace, Buyer
Purchasing Division
City of Dearborn
4500 Maple – 3rd Floor
Dearborn, Michigan 48126
(313) 943-2382

Errors or Omissions:

Bidders are not permitted to take advantage of any errors or omissions in the specifications since full instructions will be given should they be called to the attention of the Purchasing Division; however,

the Purchasing Division should be notified of such errors or omissions not less than five working days before bids are due.

Legal Conditions:

The contractor agrees to abide by all State, County and Local Laws and Regulations.

Hold Harmless:

To the fullest extent permitted by law, the Contractor/Vendor shall indemnify, defend, and hold harmless the City of Dearborn, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the Contractor/Vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.

Informalities and Irregularities:

The City of Dearborn has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a bidder for the City of Dearborn to properly evaluate the bid, the City of Dearborn has the right to require such additional information as it may deem necessary after the time set for receipt of bids, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured.

Nonconforming terms and conditions:

The City of Dearborn reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid/proposal response prior to award of a contract and/or issuance of a purchase order.

All terms and conditions of this bid/proposal specification will be made a part of any resulting contract. Any additional terms and conditions proposed by your firm must be included in your bid/proposal response. A bid/proposal response that includes terms and conditions that do not conform to the terms and conditions in the bid document may be subject to rejection as non-responsive.

Assignment of Contract:

Contractor shall not assign the contract or any part thereof to any person, firm, corporation or company unless such assignment is approved in writing by the Purchasing Agent. The contract shall not be assignable unless the proposed assignee is acceptable to the City. Such acceptance shall be at the sole discretion of the City upon request of the contractor. If such assignment is acceptable to the City, any and all independent contractors and subcontractors shall abide by all terms and conditions set forth in the original bid specification including insurance requirements.

No Reimbursement for Bid Costs:

The City will not pay for any information solicited or obtained. Further, the City will not be liable for any costs incurred in bid preparation, presentation or contract negotiation.

Failure to Comply:

For failure to deliver in accordance with specifications, the City may cancel the contract or any part thereof and purchase on the open market, charging any additional cost to the contractor.

Execution of Contract:

When the contract has been signed by the awarded vendor, the Corporation Counsel and the Mayor, the contract is then considered a fully executed contract. Upon receiving an executed contract, the contractor may then provide the product or service. Prior to receiving a fully executed contract, work is not authorized to commence.

Termination for Default:

The contract shall remain in force for the full period specified and until the City of Dearborn determines that all requirements and conditions have been satisfactorily met and the City of Dearborn has accepted the work. Thereafter, applicable provisions of the contract shall remain in force until the City of Dearborn has determined that the contractor has met all requirements and conditions such as guarantees and warranties that relate to the work following the contract term. The City of Dearborn shall have the right to terminate the contract sooner if the City of Dearborn determines that the contractor has failed to perform satisfactorily the work required, as determined by the City of Dearborn. In the event the City of Dearborn decides to terminate the contract for failure to perform satisfactorily, the City of Dearborn shall give to the contractor at least fifteen (15) days written notice before the termination takes effect. The fifteen-day period will begin upon the mailing of notice by the City of Dearborn.

If the contractor fails to cure the default within the fifteen (15) days specified in the notice and the contract is terminated for failure to provide satisfactory performance, the contractor shall be entitled to receive compensation for all reasonable, allocable, and allowable contract services satisfactorily performed by the contractor up to the date of termination that were accepted by the City of Dearborn prior to termination. In the event the City of Dearborn terminates the contract because of the default of the contractor, the contractor shall be liable for all excess costs that the City of Dearborn is required to expend to complete the work covered by the contract.

After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

Bid Distribution:

Important Notice –Only those vendors who obtain bid documents from either the MITN site on www.govbids.com or the Purchasing Division Office are guaranteed to receive addendum information, if such information is issued.

The City of Dearborn officially distributes bid documents from the MITN site at www.govbids.com or through the Purchasing Division Office and will not be responsible for information obtained from unofficial bid documents.

You may obtain an official copy of all Requests for Bids, Quotes and Proposals, etc... by registering on the MITN site at www.govbids.com.

No Bid Deposit:

No bid deposit is required. In submitting this sealed proposal, it is understood that the right is reserved by the City of Dearborn to reject any or all bids. It is agreed that this proposal may not be withdrawn for sixty (60) days from the opening.

APPENDICES

Appendices A through E must be returned in a sealed envelope to the Purchasing Division, City of Dearborn, 4500 Maple, Dearborn, Michigan 48126. (Directions may be found in Appendix G.)

Failure to provide all requested information as specified may result in your bid being disqualified.

If you choose not to bid, we would appreciate the feedback found in Appendix F.

APPENDIX A

COMPANY INFORMATION

****Return this document with your sealed proposal.****

Request for Proposal for Catering/Liquor Operation

Bidder will identify business entity as individual or if doing business under an assumed name, indicate assumed name, partnership (naming partners), corporation, foreign or domestic (naming principal officers), and indicate official capacity of person executing bid and bid.

Firm Name (*Corporation, Partnership or Assumed Name*)

Firm Address (*Street and Number*) (*City*) (*State*) (*Zip Code*) (*County*)

Firm Phone Number

Firm Fax Number

E-mail Address

Name of Principal Officer(s)

Title

Name of Partnership/Owners

Title

APPENDIX B

REQUIRED INFORMATION

****Return this document with your sealed bid.****

REQUEST FOR PROPOSAL FOR CATERING/LIQUOR OPERATION

References:

Please list five references where your company has provided similar products and/or services. Include references, which involve key personnel who would handle the work in Dearborn.

PLEASE PRINT

Company Name	Contact Person	Telephone Number	Email Address
1.			
2.			
3.			
4.			
5.			

APPENDIX C
AFFIDAVIT OF NONCOLLUSION BY CONTRACTOR

****Return this document with your sealed proposal.****

STATE OF _____) §
COUNTY OF _____)

_____, being first duly sworn deposes and
(Name)

says that (s)he is _____
(Title)

of _____
(Name of Company)

who submits herewith to the City of Dearborn a bid;

That all statements of fact in such bid are true;

That such bid was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such bid is genuine and not collusive or sham;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Dearborn, or of any other bidder or anyone else interested in the proposed contract; and further.

That prior to the public opening and reading of bids, said bidder:

- a. Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid;
- b. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid, or that anyone should refrain from bidding or withdraw his bid;
- c. Did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid price, or of that of anyone else;
- d. Did not, directly or indirectly, submit his bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in his business.

Subscribed and sworn to before me this
_____ day of _____, 20_____

by _____

Notary Public

APPENDIX D

SIGNATURE PAGE:

****Return this document with your sealed proposal.****

By signing this page, you are acknowledging that you have received all documents for this bid via www.mitn.info or through the City of Dearborn Purchasing Division and that all information provided on the subsequent pages are true and that you are satisfied with respect to the conditions encountered, and the character, quantity and quality of the work to be performed.

- I understand and will comply with all insurance requirements. ___Yes ___No

- I agree to keep current all proof of specified certifications and licenses as required. ___Yes ___No

- I understand and agree to the terms and conditions of this proposal. (Note that any changes to the terms and conditions may deem your bid as non-responsible.) ___Yes ___No

Name of Authorized Person Executing Bid *(Please Print)* Title

Signature of Authorized Person Executing Bid Date

Telephone Number Fax Number Email Address

APPENDIX E

Menu and Revenue

Attach your menu with prices to this page.

Revenue to City:

Percentage of Gross Sales to the City for Alcoholic Beverages

_____ %

Percentage of Gross Sales to the City for Catering Services

_____ %

APPENDIX F
STATEMENT OF "NO BID"

RFP SOLICITATION FOR: Catering/Liquor Operation

Proposal DUE DATE: Thursday, September 21, 2006, 4:00 p.m. ET

IMPORTANT: If you DO NOT intend to bid on this commodity or service, please complete and return this form immediately. *You may fax this form to (313) 943-2420 or mail it to the Purchasing Division, City of Dearborn, 4500 Maple, Dearborn, Michigan 48126.* By submitting this form, you will assist us in evaluating all responses, improve our bid solicitation process, and to maintain a positive relationship with you.

_____ Product specifications are geared toward a manufacturer or brand name that we do not represent.

_____ Specifications are unclear (explain below).

_____ We are unable to meet specifications (explain below).

_____ Insufficient time to respond.

_____ Our schedule would not permit us to perform.

_____ We are unable/unwilling to meet bond requirements.

_____ We are unable/unwilling to meet insurance requirements.

_____ We are unable/unwilling to meet bid deposit requirements.

_____ We do not offer this type of product or service.

_____ Other (Please explain below)

_____ The following additions/modifications are recommended for your specifications.

REMARKS:

Signature: _____

Name: _____

Title: _____

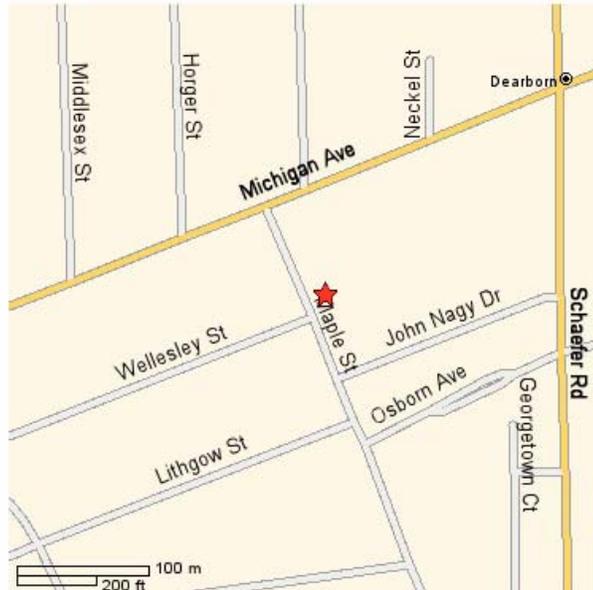
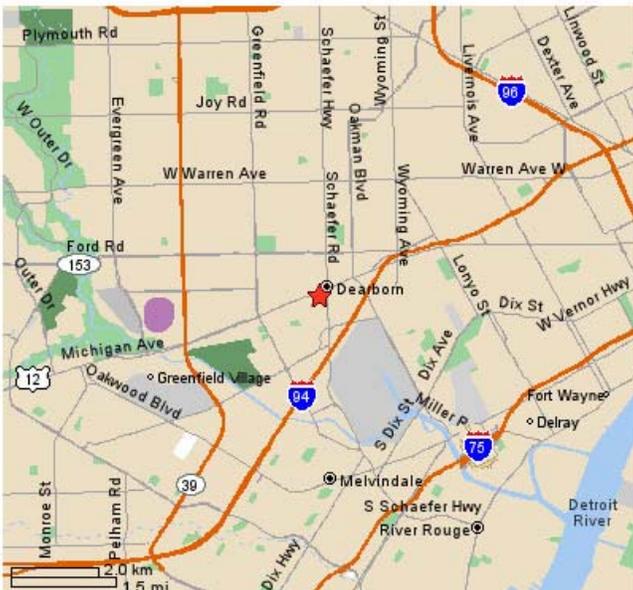
Firm Name: _____

Phone: _____

Fax: _____

APPENDIX G

FINANCE/PURCHASING OFFICE
CITY HALL, WEST WING, 3RD LEVEL
4500 MAPLE
DEARBORN, MI 48126
(313) 943-2375



FROM THE NORTH OR SOUTH: Take Southfield (M39) to Michigan Avenue East. Go to Maple (3rd light past Greenfield). Turn right on Maple. Go 1 block to John Nagy Drive and turn left. Parking lot on right and parking ramp on left.

FROM THE EAST: Take I94 west to Michigan Avenue West. Go to Schaefer and turn left. Go 1 block to John Nagy Drive and turn right. Parking ramp on right and parking lot on left.

FROM THE WEST: Take I94 east to Southfield (M39) north. Take the Michigan Avenue East exit and continue down Michigan Avenue. Go to Maple (3rd light past Greenfield). Turn right on Maple. Go 1 block to John Nagy Drive and turn left. Parking lot on right and parking ramp on left.



CITY OF DEARBORN

CONTRACT

ARTICLES OF AGREEMENT, made and entered into this _____ day of _____, 2006,
 by and between the City of Dearborn, Wayne County, Michigan, and _____, of the
 City of _____, County of _____ State of _____
 WITNESSETH:

In consideration of the mutual promises of the parties hereto, IT IS AGREED:

1. That all copies of the attached proposals, specifications, plans, general conditions, instructions to bidders, and the attached bonds shall be and they are hereby made a part of this agreement and contract.
2. That _____ under penalty of bonds attached, shall furnish all labor, materials and appliances necessary and does covenant to do all the work in accordance with the above referred to, in a manner, time and place, all and singular as therein set forth.
3. The City of Dearborn hereby agrees and promises to pay to _____ the sum provided in the attached proposal, namely in the _____ all in the time and manner provided.
4. For the faithful performances of all and singular of the stipulations, terms, covenants and conditions of this agreement, the parties respectively bind themselves, their heirs, successors, personal representatives and assigns.

IN WITNESS WHEREOF, said parties have set their hands and seals, on the day and year first written above.

CITY OF DEARBORN

Authorized by Council Resolution No. _____

 Mayor Michael A. Guido for the City of Dearborn Date

APPROVED:
DATE:
CORPORATION COUNSEL

WITNESS BY:

..... By _____

 Signature

(designate official capacity)

 PRINT NAME

Its _____
 (designate official capacity)

SAMPLE PAGE OF CONTRACT – DO NOT FILL OUT