

**Bid Policy**  
**Amber Township, Michigan**

**CONDITIONS:**

The purpose of this policy is to provide guidelines to assure that Amber Township maintains lawful and ethical methods in the process of maintaining and accepting bids for projects.

Amber Township will seek bids for all projects valued at \$ 5,000 or greater.

Amber Township will make every effort to seek a minimum of three (3) bids. However, based on geographical location, a three (3) bid minimum may not always be feasible. If less than three (3) bids are received the Township board reserves the right to accept a bid obtained or to reissue the request for bids.

Amber Township reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township including bids that are not for the lowest amount.

There shall be no splitting of purchases between two (2) bidders.

**UPON ACCEPTANCE:**

Successful bidders shall provide a Certificate of Insurance listing Amber Township as an additional insured. Liability amount to be determined at the time contract is awarded (usually no less than \$1,000,000.00 per occurrence).

The successful bidder shall comply with the requirements of all Federal and State Laws and Regulations relating to Social Security, Unemployment Insurance and Workers Compensation Insurance.

Where applicable, a Sole Proprietor Statement and a Hold Harmless Agreement shall be submitted by any bidder who qualifies.

**Prior** to any work commencing all required paperwork must be obtained and submitted to the Amber Township Clerk's office.

All invoices for goods and services shall be submitted to the Amber Township Clerk's office for payment. Invoices for goods and services shall be itemized. Invoices submitted for approved contracts shall be submitted no less than monthly by the 15<sup>th</sup> of the month for the prior month's services.

**CERTIFICATION**

*The undersigned Clerk of the Township of Amber hereby certifies that this Resolution was adopted by the Amber Township Board, County of Mason, State of Michigan, at a regular meeting held at 7:00 PM on the 24<sup>th</sup> day of October 2016.*

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Brenda Knizacky  
Amber Township Clerk