CITY OF ANN ARBOR
INVITATION TO BID

Swimming Pool Chemicals

ITB No. 4621

Due Date: April 2nd, 2020 at 2:00pm

Parks and Recreation

Issued By:

City of Ann Arbor
Procurement Unit
301 E. Huron Street
Ann Arbor, MI 48104
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## ATTACHMENTS

- *City of Ann Arbor Standard Purchase Order Terms and Conditions*
- *City of Ann Arbor Vendor Conflict of Interest Disclosure Form*
- *City of Ann Arbor Non-Discrimination Ordinance Declaration Form and Notice*
INSTRUCTIONS TO BIDDERS

General
The City of Ann Arbor's Procurement Office is soliciting bids for the purchase of approximately 200-50lb buckets of Calcium Hypochlorite tablets; 3-chlorine tablet feeders; 25-50lb bags of 83%-87% pure Calcium Chloride; 25-50lb bags of Sodium Bicarbonate; 50-25kg bags of Isocyanuric Acid; and 50-25lb buckets of granular Calcium Hypochlorite with 68% available chlorine for shock, based on the specifications provided herein. The pricing provided for this ITB shall be firm for one (1) years. Upon mutual agreement between the City and the vendor the pricing provided in this ITB may be extended for two (2) additional one (1) year periods not to exceed three (3) years in total.

Any Bid which does not conform fully to these instructions may be rejected.

Preparation of Bids
Bids should be prepared providing a straight-forward, concise description of the Bidder’s ability to meet the requirements of the ITB. Bids shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed and dated in ink by the person signing the Bid.

Bids must be submitted on the "Bid Forms" provided with each blank properly filled in. If forms are not fully completed it may disqualify the bid. No alternative bid will be considered unless alternative bids are specifically requested. If alternatives are requested, any deviation from the specification must be fully described, in detail on a clearly marked "Alternate" section of Bid form.

Each person signing the Bid certifies that he/she is the person in the Bidder’s firm/organization responsible for the decision as to the fees being offered in the Bid and has not and will not participated in any action contrary to the terms of this provision.

Questions or Clarification on ITB Specifications
All questions regarding this ITB shall be submitted via email. Emailed questions and inquiries will be accepted from any and all prospective Bidders in accordance with the terms and conditions of the ITB.

All questions shall be due on or before March 19th, 2020 and should be addressed as follows:

Specification/Scope of Work questions emailed to Jason Nealis, jnealis@a2gov.org
Bid Process and Compliance questions emailed to Colin Spencer, CSpencer@a2gov.org

Any error, omissions or discrepancies in the specification discovered by a prospective contractor and/or service provider shall be brought to the attention of Colin Spencer at cspencer@a2gov.org after discovery as possible. Further, the contractor and/or service provider shall not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

Addenda
If it becomes necessary to revise any part of the ITB, notice of the Addendum will be posted to Michigan Inter-governmental Trade Network (MITN) www.mitn.info and/or City of Ann Arbor web site www.A2gov.org for all parties to download.

Each Bidder must in its Bid, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Bidder to receive, or acknowledge receipt of; any addenda shall not relieve the Bidder of the responsibility for complying with the terms thereof.
The City will not be bound by oral responses to inquiries or written responses other than written addenda.

**Bid Submission**

All Bids are due and must be delivered to the City of Ann Arbor Procurement Unit on or before **April 2nd, 2020 at 2:00pm (local time)**. Bids submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile will not be considered or accepted.

Each Bidder must submit one (1) original Bid and one (1) Bid copy in a sealed envelope clearly marked: ITB No. 4621 – Swimming Pool Chemicals.

Bids must be addressed and delivered to:

City of Ann Arbor  
Procurement Unit,  
c/o Customer Services, 1st Floor  
301 East Huron Street  
Ann Arbor, MI 48104

All Bids received on or before the Due Date will be publicly opened and recorded immediately. No immediate decisions are rendered.

The following forms provided within this ITB Document must be included in submitted bids.

- Vendor Conflict of Interest Disclosure Form
- City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance

**Bids that fail to provide these completed forms listed above upon bid opening will be rejected as non-responsive and will not be considered for award.**

Hand delivered bids will be date/time stamped/signed by the Procurement Unit or City Customer Service at the address above in order to be considered. Normal business hours are 9:00 a.m. to 3:00 p.m. Monday through Friday, excluding Holidays. The City will not be liable to any Bidder for any unforeseen circumstances, delivery or postal delays. Postmarking to the Due Date will not substitute for receipt of the Bid. Each Bidder is responsible for submission of their Bid.

Additional time for submission of bids past the stated due date and time will not be granted to a single Bidder; however, additional time may be granted to all Bidders when the City determines in its sole discretion that circumstances warrant it.

**Award**

The City intends to award a Contract/Purchase Order to the lowest responsible Bidder(s) providing the best value to the City. The City may, at its sole discretion, award line-by-line in the best interest of value to the City.

Responsible bidder means a bid submitted, which conforms in all aspects of the requirements set forth in the invitation to bid. All aspects could include references, past experience, past performance, and qualifications.

**Official Documents**

The City of Ann Arbor officially distributes bid documents from the Procurement Unit or through the Michigan Intergovernmental Trade Network (MITN). Copies of the bid documents obtained from any other source are not Official copies. Addenda and other bid information will only be
posted to these official distribution sites. If you obtained City of Ann Arbor Bid documents from other sources, it is recommended that you register on www.MITN.info and obtain an official Bid.

Taxes
Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid figure(s). The City will furnish the successful bidder with tax exemption certificates when requested.

Withdrawal of Bids
After the time of opening, no Bid may be withdrawn for the period of one-hundred and twenty (120) days.

Non-Discrimination Requirements
All contractors proposing to do business with the City shall satisfy the non-discrimination administrative policy adopted by the City Administrator in accordance with the Section 9:158 of the Ann Arbor City Code. Breach of the obligation not to discriminate shall be a material breach of the contract. Contractors are required to post a copy of Ann Arbor’s Non-Discrimination Ordinance attached at all work locations where its employees provide services under a contract with the City.

Conflict Of Interest Disclosure
The City of Ann Arbor Purchasing Policy requires that prospective Vendors complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected Vendor unless and until the Procurement Unit and the City Administrator have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or situation disclosed on the Disclosure Form may be a disqualifying conflict. Depending on applicable law and regulations, some contracts may awarded on the recommendation of the City Administrator after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the award is in the best interest of the City. A copy of the Vendor Conflict of Interest Disclosure Form is attached.

Debarment
Submission of a Bid in response to this ITB is certification that the Bidder is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

Disclosures
After bids are opened, all information in a submitter’s bid is subjected to disclosure under the provisions of Michigan Public Act No. 442 of 1976, as amended (MCL 15.231 et seq.) known as the “Freedom of Information Act.” The Freedom of Information Act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempted.

Bid Protest
All Bid protests must be in writing and filed with the Purchasing Agent within five (5) business days of the award action. The bidder must clearly state the reasons for the protest. If a bidder contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the bidder to the Purchasing Agent. The Purchasing Agent will provide the bidder with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee whose decision shall be final.

Cost Liability
The City of Ann Arbor assumes no responsibility or liability for costs incurred by the Bidder prior
to the execution of a contract with the City. By submitting a bid, a bidder agrees to bear all costs incurred or related to the preparation, submission and selection process for the bid.

Reservation of Rights
The City of Ann Arbor reserves the right to accept any bid or alternative bid proposed in whole or in part, to reject any or all bids or alternatives bids in whole or in part and to waive irregularity and/or informalities in any bid and to make the award in any manner deemed in the best interest of the City.
INVITATION TO BID

City of Ann Arbor
Guy C. Larcom Municipal Building
Ann Arbor, Michigan  48107

Ladies and Gentlemen:

The undersigned, as Bidder, declares that this Bid is made in good faith, without fraud or collusion with any person or persons bidding on the same Contract; that this Bidder has carefully read and examined the bid documents, including City Nondiscrimination requirements, Vendor Conflict of Interest Form, Instructions to Bidders, Bid Forms, Purchase Order Terms and Conditions, General Conditions, Detailed Specifications, and all Addenda, and understands them. The Bidder declares that it conducted a full investigation of the work proposed and is fully informed as to the nature of the work and the conditions relating to the work’s performance.

The Bidder acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this Bid is based solely upon the Bidder’s own independent business judgment.

In accordance with these bid documents, and Addenda numbered ______, the undersigned, as Bidder, proposes to deliver to the City all product/services herein described for the amounts set forth in the Bid Forms.

The Bidder declares that it has become fully familiar with the liquidated damage clauses for completion times and for compliance with City Code Chapter 112, understands and agrees that the liquidated damages are for the non-quantifiable aspects of non-compliance and do not cover actual damages that may be shown and agrees that if awarded the Contract, all liquidated damage clauses form part of the Contract.

Bidder further agrees that the cited provisions of Chapter 14 form a part of this Contract.

The Bidder declares that it has become familiar with the City Conflict of Interest Disclosure Form and certifies that the statement contained therein is true and correct.

In submitting this Bid, it is understood that the right is reserved by the City to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

SIGNED THIS ______ DAY OF ______________, 202__.

_________________________       ___________________________
Bidder’s Name       Authorized Signature of Bidder

_________________________       ___________________________
Official Address       (Print Name of Signer Above)

_________________________       ___________________________
Telephone Number        Email Address for Award Notice
LEGAL STATUS OF BIDDER

(The Bidder shall fill out the appropriate form and strike out the other three.)

Bidder declares that it is:

* A corporation organized and doing business under the laws of the State of ____________, for whom ________________________________, bearing the office title of___________________, whose signature is affixed to this Bid, is authorized to execute contracts.

  NOTE: If not incorporated in Michigan, please attach the corporation’s Certificate of Authority

• A limited liability company doing business under the laws of the State of ____________, whom _______________ bearing the title of ______________ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.

* A partnership, organized under the laws of the state of ____________ and filed in the county of ____________, whose members are (list all members and the street and mailing address of each) (attach separate sheet if necessary):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

* An individual, whose signature with address, is affixed to this Bid: ________________

  (initial here)

Authorized Official

___________________________________________ Date ________________, 202_

(Print) Name _______________________________ Title _____________________________

Company: ____________________________________________________________________

Address: _____________________________________________________________________

Contact Phone ( ) ____________________ Fax ( ) _____________________________

Email ________________________________
SPECIFICATIONS

The City will consider for award bids that do not bid on all items or locations. Any freight or delivery charges shall be included in the unit prices bid.

A. Buhr Park Pool will need approximately:

- 50 - 50lb buckets of Calcium Hypochlorite tablets
- 2 – Chlorine Feeders
- 5 – 50lb bags of 83%-87% pure Calcium Chloride
- 5 - 50lb bags of Sodium Bicarbonate
- 10 – 25kg bags of Isocyanuric Acid
- 10 – 25lb buckets of Granular Calcium Hypochlorite with 68% available chlorine for shock.

B. Fuller Pool will need approximately:

- 70 - 50lb buckets of Calcium Hypochlorite tablets
- 1 – Chlorine Feeders
- 8 – 50lb bags of 83%-87% pure Calcium Chloride
- 8 - 50lb bags of Sodium Bicarbonate
- 15 – 25kg bags of Isocyanuric Acid
- 15 – 25lb buckets of Granular Calcium Hypochlorite with 68% available chlorine for shock.

C. Mack Indoor Pool will need approximately:

- 30 - 50lb buckets of Calcium Hypochlorite tablets – must be Accu-Tab brand
- 5 – 50lb bags of 83%-87% pure Calcium Chloride
- 5 - 50lb bags of Sodium Bicarbonate
- 10 – 25kg bags of Isocyanuric Acid
- 10 – 25lb buckets of Granular Calcium Hypochlorite with 68% available chlorine for shock.

D. Veterans Memorial Park Pool will need approximately:

- 50 - 50lb buckets of Calcium Hypochlorite tablets – must be Accu-Tab brand
- 8 – 50lb bags of 83%-87% pure Calcium Chloride
- 8 - 50lb bags of Sodium Bicarbonate
- 15 – 25kg bags of Isocyanuric Acid
- 15 – 25lb buckets of Granular Calcium Hypochlorite with 68% available chlorine for shock.

The City of Ann Arbor requires MSDS sheets for all the above chemicals upon delivery.
Chemicals will be ordered via phone or e-mail unless otherwise agreed to by the City and the bidder(s) awarded via this ITB process. Deliveries will be made to each of the following locations as needed:

A. Buhr Park  
   2751 Packard Rd  
   Ann Arbor, MI 48108

B. Fuller Park  
   1519 Fuller Rd  
   Ann Arbor, MI 48104

C. Mack Pool  
   715 Brooks St  
   Ann Arbor, MI 48103

D. Veterans Memorial Park Pool  
   2150 Jackson Rd.  
   Ann Arbor, MI 48107

The City expects deliveries for products ordered within one week of ordering.

The Calcium Hypochlorite tablets requested herein for C. Mack Indoor Pool and D. Veterans Memorial Park Pool must be Accu-Tab because both filtration systems have recently been replaced and Accu-Tab is the only chlorine that is approved for that system.
Any freight or delivery charges shall be included in the unit prices bid.

### A. BUHR POOL

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>50lb bucket of Calcium Hypochlorite tablets</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chlorine Feeders</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50lb bags of 83%-87% pure Calcium Chloride</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50lb bags of Sodium Bicarbonate</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>25kg bags of Isocyanuric Acid</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25lb buckets of Granular Calcium Hypochlorite with 68% available chlorine for shock</td>
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</table>

**Total Base Bid**
### B. FULLER POOL

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
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</thead>
<tbody>
<tr>
<td>50lb bucket of Calcium Hypochlorite tablets</td>
<td>70</td>
<td></td>
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<tr>
<td>Chlorine Feeders</td>
<td>1</td>
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<tr>
<td>50lb bags of 83%-87% pure Calcium Chloride</td>
<td>8</td>
<td></td>
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<tr>
<td>50lb bags of Sodium Bicarbonate</td>
<td>8</td>
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<tr>
<td>25kg bags of Isocyanuric Acid</td>
<td>15</td>
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<tr>
<td>25lb buckets of Granular Calcium Hypochlorite with 68% available chlorine for shock</td>
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Total Base Bid

### C. MACK INDOOR POOL

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<thead>
<tr>
<th>Item Description</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
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<tbody>
<tr>
<td>50lb buckets of Calcium Hypochlorite tablets – must be Accu-Tab brand</td>
<td>30</td>
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<tr>
<td>50lb bags of 83%-87% pure Calcium Chloride</td>
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<tr>
<td>50lb bags of Sodium Bicarbonate</td>
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<tr>
<td>25kg bags of Isocyanuric Acid</td>
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<tr>
<td>25lb buckets of Granular Calcium Hypochlorite with 68% available chlorine for shock</td>
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Total Base Bid
### D. VETERANS MEMORIAL PARK POOL

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<th>Item Description</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
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<tbody>
<tr>
<td>50lb buckets of Calcium Hypochlorite tablets – must be Accu-Tab brand</td>
<td>50</td>
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<tr>
<td>50lb bags of 83%-87% pure Calcium Chloride</td>
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<tr>
<td>50lb bags of Sodium Bicarbonate</td>
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<tr>
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<tr>
<td>25lb buckets of Granular Calcium Hypochlorite with 68% available chlorine for shock</td>
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**Total Base Bid**

### REFERENCES:

Please list at least three (3) entities for which you have done similar work:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Contact Person</th>
<th>Telephone</th>
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<td>1.</td>
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GENERAL CONDITIONS

ESTIMATED QUANTITIES
Quantities stated are estimated and not guaranteed. The quantities stated will be used for award purposes only and are based up an average of actual annual usage.

DOWN PAYMENTS
Any bid proposal submitted which requires a down payment or prepayment of any kind prior to delivery and acceptance of the item, as being in conformance with the specifications will not be considered for award.

PURCHASE ORDER
The successful bidder will be issued a purchase order from the City of Ann Arbor, which will create a bilateral contract between the City and the successful bidder. The purchase order shall commit the bidder to perform the contract in accordance with the specifications and the terms and conditions of the purchase order.

The terms and conditions of the Purchase Order are provided herein.

CONTRACT TERM
The pricing provided for this ITB shall be firm for one (1) year. Upon mutual agreement between the City and the vendor the pricing provided in this ITB may be extended for two (2) additional one (1) year periods not to exceed three (3) years in total.
Acceptance of Contract: This order is the City’s contract to purchase the goods and services described on the reverse front side of this document from the Vendor. The City’s placement of this order is expressly conditioned upon the Vendor’s acceptance of all the terms and conditions of purchase contained on or attached to this purchase order. All specifications, drawings, and data submitted to the Vendor with this order are hereby incorporated and made part hereof.

Amendments: No agreement or understanding to modify this contract shall be binding upon the City unless in writing and signed by the City’s authorized agent.

Delivery: All prices must be F.O.B. delivery point. Time is of the essence on this contract. If delivery dates cannot be met, the Vendor agrees to advise the City, in writing of the earliest possible shipping date. The City reserves the right to cancel or purchase elsewhere and hold the Vendor accountable.

Risk of Loss: Regardless of F.O.B. point, the Vendor agrees to bear all risk of loss, injury, or destruction of goods and materials ordered herein which may for any reason occur prior to delivery or acceptance by the City, whichever is later. No such loss, injury, or destruction shall release the Vendor from any obligations hereunder.

Inspection: Goods and materials must be properly packaged. Damaged goods and materials will not be accepted. The City reserves the right to inspect the goods at a reasonable time subsequent to delivery where circumstances or conditions prevent effective inspection of the goods at the time of delivery. All rejected goods shall be returned to the Vendor at no cost to the City, whether the damage is readily apparent at the time of delivery or later. The City’s acceptance is conditioned on such inspection.

Patents and Copyrights: If an article sold and delivered to the City hereunder shall be protected by any applicable patent or copyright, the Vendor agrees to indemnify and save harmless the City, from and against any and all suits, claims, judgments, and costs instituted or recovered against it by any person whatsoever on account of the use or sale of such articles by the City in violation or right under such patent or copyright.

Uniform Commercial Code: All applicable portions of the Michigan Uniform Commercial Code shall govern contracts for goods with the City of Ann Arbor, except as modified by contract documents.

Non-waiver of Rights: No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party’s right to demand exact compliance with the terms hereof.

Material Safety Data Sheets: Applicable Material Safety Data Sheets, in compliance with OSHA/MOSHA hazard communication regulations/standards, must be provided by the Vendor to the City at the time of purchase.

Assignments: The Vendor agrees not to assign or transfer this contract or any part thereof without the written consent of the City of Ann Arbor, acting through its authorized representative. Any unauthorized assignment may subject the contractor to immediate termination.

Termination for Cause: In the event the Vendor fails, at any time, to comply with, fully perform or strictly adhere to any covenant, condition or representation contained within the contract, the City shall have the right to give written notice to Vendor of such failure. If such failure is not cured to the City’s satisfaction within ten (10) business days from the time of delivery to Vendor of such notice, the City shall have the right to terminate immediately without the requirement of a further notice.
All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor’s conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor’s Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

<table>
<thead>
<tr>
<th>Conflict of Interest Disclosure*</th>
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<tbody>
<tr>
<td>Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.</td>
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*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Phone Number</th>
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<table>
<thead>
<tr>
<th>Signature of Vendor Authorized Representative</th>
<th>Date</th>
<th>Printed Name of Vendor Authorized Representative</th>
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Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org
The “non discrimination by city contractors” provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager.

The Contractor agrees:

(a) To comply with the terms of the City of Ann Arbor’s Non-Discrimination Ordinance and contract compliance administrative policy.

(b) To post the City of Ann Arbor’s Non-Discrimination Ordinance Notice in every workplace or other location in which employees or other persons are contracted to provide services under a contract with the City.

(c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.

(d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Company Name

Signature of Authorized Representative        Date

Print Name and Title

Address, City, State, Zip

Phone/Email address

Questions about the Notice or the City Administrative Policy, Please contact:
Procurement Office of the City of Ann Arbor
(734) 794-6500

Revised 3/31/15 Rev. 0 NDO-2
CITY OF ANN ARBOR NON-DISCRIMINATION ORDINANCE

Relevant provisions of Chapter 112, Nondiscrimination, of the Ann Arbor City Code are included below. You can review the entire ordinance at www.a2gov.org/departments/city-clerk

Intent: It is the intent of the city that no individual be denied equal protection of the laws; nor shall any individual be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight.

Discriminatory Employment Practices: No person shall discriminate in the hire, employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any individual. No person shall discriminate in limiting membership, conditions of membership or termination of membership in any labor union or apprenticeship program.

Discriminatory Effects: No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight for an individual to obtain housing, employment or public accommodation, except for a bona fide business necessity. Such a necessity does not arise due to a mere inconvenience or because of suspected objection to such a person by neighbors, customers or other persons.

Nondiscrimination by City Contractors: All contractors proposing to do business with the City of Ann Arbor shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All city contractors shall ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon any classification protected by this chapter. All contractors shall agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of any applicable protected classification. All contractors shall be required to post a copy of Ann Arbor's Non-Discrimination Ordinance at all work locations where its employees provide services under a contract with the city.

Complaint Procedure: If any individual has a grievance alleging a violation of this chapter, he/she has 180 calendar days from the date of the individual's knowledge of the allegedly discriminatory action or 180 calendar days from the date when the individual should have known of the alleged discriminatory action to file a complaint with the city's Human Rights Commission. If an individual fails to file a complaint alleging a violation of this chapter within the specified time frame, the complaint will not be considered by the Human Rights Commission. The complaint should be made in writing to the Human Rights Commission. The complaint may be filed in person with the City Clerk, by e-mail (hrc@a2gov.org), by phone (734-794-6141) or by mail (Ann Arbor Human Rights Commission, PO Box 8647, Ann Arbor, MI 48107). The complaint must contain information about the alleged discrimination, such as name, address, phone number of the complainant and date, and description of the alleged violation of this chapter.

Private Actions For Damages or Injunctive Relief: To the extent allowed by law, an individual who is the victim of discriminatory action in violation of this chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this chapter.