

2018 - 21
BOARD OF LAPEER COUNTY ROAD COMMISSIONERS
SPECIFICATIONS FOR
TRAFFIC SIGNAL SERVICE AND MAINTENANCE

INSTRUCTIONS TO BIDDERS: This proposal shall be legibly prepared with ink. UNIT PRICES, and LUMP SUM BIDS when called for on the itemized bid sheet, shall be entered with ink, in the unit price column. The unit prices as stated will govern in determining the correct total of bid. If a unit price already entered by the bidder on the bid sheet is to be altered, it shall be crossed out with ink, the new unit price entered above or below it and initialed by the bidder, also with ink. Proposals with any unit price prepared with pencil or omitted will be rejected. Failure to fill in the extensions and the total may invalidate the Proposal.

TO: Board of Lapeer County Road Commissioners
820 Davis Lake Road
Lapeer, MI 48466

Sirs: The undersigned has examined the plans, specifications and the location of the work described herein and is fully informed as to the nature of the work and the conditions relating to its performance and understands that the quantities shown are approximate only and are subject to either increase or decrease.

The undersigned hereby proposes to furnish all necessary labor, machinery, tools, apparatus and other means of construction, do all the work, furnish all the materials except as otherwise specified herein, and, for the unit prices named in the itemized bid, to complete the work herein described in strict accordance with the plans therefore and in strict conformity with the requirements of the current Standard Specifications for Construction of the Michigan Department of Transportation and such other special provisions and supplemental specifications as may be a part of this proposal.

The undersigned further proposes to do such extra work as may be authorized by the Road Commission. Compensation shall be made on the basis of these bid prices and agreed upon by the Lapeer County Road Commission before such extra work is begun.

The contractor is to complete and submit the attached BIDDER INFORMATION SHEET and the SUMMARY OF EXPERIENCE as part of their proposal to be an eligible bidder. If the contractor has two (2) or more years of experience with the Lapeer County Road Commission within the last 5 years, they may omit this requirement.

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GENERAL

All work under this contract shall conform to the Michigan Department of Transportation's current Standard Specifications for Construction.

PROTECTION AND RESTORATION OF PROPERTY

The contractor shall restore, at their own expense, any public or private property damaged or injured in consequence of any act or omission on their part or on the part of their employees or agents to a condition similar and equal to that existing before such damage or injury was done. If the contractor neglects to repair or make restorations, the engineer may, after 48 hours notice to the contractor, proceed to make such repairs or restorations and will deduct the cost thereof from any monies that are or may become due to the contractor.

CONTRACTOR RESPONSIBILITY FOR WORK

The contractor shall be responsible for any and all damages that the work may sustain prior to its acceptance and shall rebuild, repair, and make good, at their own expense, all injuries and damages to any portion of that work by the action of the elements or from any cause whatsoever prior to its acceptance.

UTILITIES

It shall be the responsibility of the contractor to protect utilities at all times which are shown on the plans, designated by the engineer or encountered during the contract.

The contractor shall notify the owners of the utilities as to their starting date of construction and the contractor shall conduct their operations so as to interfere as little as possible with utilities or any public authority on or near the work.

FAIR EMPLOYMENT PRACTICES

The contractor agrees that they will not discriminate against any employee or applicant for employment, to be employed in the performance of this contract with respect to their hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment because of their age, except when based on a bona fide occupation qualification, or because of their race, color, religion, national origin, ancestry, sex, height, weight, marital status, veteran status or handicap unrelated to the ability to perform the duties of a particular job. (Act No. 251 P.A. 1955, as amended).

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FAILURE TO COMPLETE ON TIME

Should the contractor fail to complete the maintenance work on or before the final completion date or fail to address “time is of the essence” issues within the specified time set forth in this document, Liquidated Damages shall apply at \$350.00 per day. This sum shall not be considered a penalty but as liquidated damages due the County from the contractor for their failure to complete the work within the specified time which the parties agree is a reasonable preestimate of the damages which will be sustained by the County.

COMPLETION DATE

Completion date for all items of work listed in this proposal for the 2018 year is March 1, 2019.

Completion date for all items of work listed in this proposal for the 2019 year is March 1, 2020.

MEASUREMENTS AND PAYMENTS

Payment for Idle Equipment and Labor

In the event that machinery or equipment is idled due to the failure of the Road Commission to properly provide for the contractor to proceed with the performance of the work in accordance with the terms of the contract, payment WILL NOT be allowed on a rental basis of the idle equipment.

In the event that labor is idled due to the failure of the Road Commission to properly provide for the contractor to proceed with the performance of the work within the terms of their contract, payment WILL NOT be allowed.

COMPLETED WORK

Payments will be made quarterly, monthly or bi-weekly on the basis of the value of work completed to date.

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DAMAGE LIABILITY AND INSURANCE

The Contractor shall hold harmless and indemnify the Lapeer County Road Commission, its Commissioners, officers, directors, employees and agents against all claims for damage to public or private property and for injuries to persons arising out of and/or during the work contemplated by the contract to be executed. The contractor shall, prior to execution of the contract, file with the Road Commission a certificate that they carry Worker's Compensation Insurance which the Contractor will keep in force for the duration of the contract.

The Contractor, prior to execution of the contract, shall file with the Road Commission copies of completed certificates of insurance, as evidence that they carry adequate insurance satisfactory to the Road Commission, to afford protection against all claims for damages to public or private property, and injuries to persons arising out of the work, and where specified in the proposal, similar insurance to protect the owner of premises on or near where construction operations are to be performed.

All insurance policies and certificates must name the Lapeer County Road Commission, its Commissioners, officers, directors, employees and agents as additional insured. A blanket additional insured endorsement must be attached (which may also include the Contractor's Xtend endorsement). All insurance policies must also include an endorsement providing 30 days prior written notice to the Road Commission of cancellation, termination, nonrenewal or reduction of coverage. The Contractor shall cease operation on the occurrence of any such cancellation, termination, nonrenewal or reduction of coverage, and shall not resume operations until new insurance is in force.

General Liability

Unless otherwise specifically required by special provisions in the proposal, the minimum limits of property damage and bodily injury liability covering each contract shall be:

Bodily Injury and	\$1,000,000 Each Occurrence
Property Damage	\$1,000,000 Aggregate

Such insurance shall include, but not be limited to, coverage for: (a) underground damage to facilities due to drilling and excavating with mechanical equipment; and (b) collapses or structural injury to structures due to blasting or explosion, excavation, tunneling, pile driving, cofferdam work or building moving or demolition.

Owners Protective Liability

As an alternative to General Liability, you may provide Owner's Protective Liability. Bodily injury and property damage protection shall be extended to the Road Commission; and, where indicated by the identity of the contracting parties, the protection shall be extended to all participating political subdivision and political corporations.

Automobile Liability

Unless otherwise specifically required by special provisions in the proposal, the minimum limits of property damage and bodily injury liability covering each contract shall be:

Bodily Injury and Property Damage	\$1,000,000 per Accident
Michigan No-Fault	Personal Injury Protection
-	Property Protection Indemnity

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REQUIREMENTS

Required is the maintenance of all traffic signals and related items under the jurisdiction of the Lapeer County Road Commission, in accordance with requirements contained herein. The bid prices are to remain firm from March 1, 2018 thru March 1, 2020.

In the event bid prices quoted herein remain in effect and firm beyond the end date indicated above, this bid may continue for successive additional periods of one month provided that either bidder or the Lapeer County Road Commission may terminate on the end date or thereafter upon 30 days written notice to the other part sent by certified mail to the address indicated.

The contractor shall personally superintend the work or shall have a competent person at the sites at all times to act for them.

Contractors are notified to investigate and become familiar with conditions relating to the work to be performed according to the contract and specifications, and failure on the part of the contractor to investigate or inspect, will not be grounds for additional compensation under the contract. Advance inquiry may be made to the County Highway Engineer.

The Lapeer County Road Commission shall have the right to inspect any material to be used in carrying out the terms of the contract. The Road Commission reserves the right to supply the contractor with materials, equipment or components.

The contractor shall be responsible for the contracted quality and standards of all completed work furnished under this contract. Completed work not complying may be rejected by the Road Commission and shall be redone by the contractor at no cost to the Road Commission.

It is understood and agreed that TIME IS OF THE ESSENCE in respect to the work contemplated hereunder and the contractor agrees to do the work covered by the contract in conformity with the provisions set forth herein and to perform all work with all due diligence so as to complete any work required under this contract within the shortest, reasonable period of time. Particular emphasis shall be placed on work resulting from a traffic accident. Such work must be completed as soon as possible, but in any event within 48 hours. An invoice for this work shall be delivered to the Road Commission within five (5) regular working days.

The contractor, in the course of doing signal maintenance, shall place and maintain standard signs and barricades whenever necessary to protect the public against hazard and accident and shall place and maintain during the time of darkness sufficient non-extinguishable lights as will effectively warn and safeguard the public. Traffic control devices shall conform to the latest Amended Edition of the Michigan Manual for Uniform Traffic Control Devices (abstracted in MDOT publication entitled "Construction Signing"). All such devices shall be furnished by the contractor.

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REQUIREMENTS - CONTINUED

All protection and control devices within the areas of work in progress shall be considered as incidental to the protection of the public and no extra payment, will be made. For purposes of this contract the area of construction shall be considered any area in which work is in such a stage that safe travel of the public is affected.

The contractor, as far as practical, shall keep the streets and grounds free of equipment, new material, rubbish, evacuated material and debris during the progress of any work required.

Temporary crossings shall be provided and maintained by the contractor for vehicular and pedestrian traffic during the construction of an improvement, including temporary roadways for the use of police, fire, schools, hospitals and driveways in use and alley returns. Such crossings and temporary roadways shall be provided at locations to such widths and length as directed by the Road Commission.

DETAIL SPECIFICATIONS - TRAFFIC SIGNAL MAINTENANCE

The work included in this contract shall consist of the complete maintenance and upkeep of the traffic signal system of the Lapeer County Road Commission on a 24 hour a day basis, 365 days a year. The contractor shall supply all personnel, training, tools and equipment necessary to maintain the system in a first class operating condition at all times. The contractor shall respond to all emergency calls regardless of the hour or day. The installation of new traffic signals, illuminated signs and flashers is not included within this contract. The Road Commission does not maintain or make available inventory of signals, controllers, detectors and all incidental brackets, fittings, cables, illuminated signs, etc., necessary for the maintenance of signals. The Contractor shall supply these items at a previously agreed to price by giving an annual price list to the Lapeer County Road Commission. All new or changed installations shall be subject to the prior written approval of the Road Commission.

The Road Commission reserves the right to install and maintain all other electrical devices on its road system, including, but not limited to, intersection control beacons, speed limit sign beacons and warning beacons. The Road Commission reserves the right to solicit cost estimates from, and use the services of, other contractors for the installation of electrical devices on its road system including, but not limited to, traffic signals and controllers, pedestrian signals, intersection control beacons, speed limit sign beacons and warning beacons.

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DETAIL SPECIFICATIONS – TRAFFIC SIGNAL MAINTENANCE – CONTINUED

The contractor shall have skilled maintenance personnel available to respond without undue delay for all emergency calls. Maintenance will be required for the Lapeer County Road Commission's signal locations and will include all controllers, internally illuminated case signs, pedestrian signals, traffic control signal lights of all types, flashers, traffic signal poles, messenger or support cables, mast arms, inground detectors for signal actuation, overhead detection equipment, over-head lane designation signs, wiring and all other pertinent and related equipment existing at the time the contract is executed. List of locations is on Page 11 and 12.

In performing the maintenance, the contractor shall place particular emphasis on the following:

1. All signal lenses and reflectors shall be cleaned at least once a year and as needed. All signal lamps shall be replaced as needed. Metal signals and brackets shall be wire brushed and repainted as needed. These will be painted with standard "traffic yellow" paint of good quality, under conditions of passing traffic. Paint used must be approved by the LCRC before Work is started and a Work schedule furnished in advance with contemplated dates and locations for the Work. The Contractor shall place and maintain necessary traffic control devices while undertaking the Work to protect passing traffic, pedestrians and the Contractor's personnel.
2. All controllers shall have preventive maintenance, cleaning, etc. at least once per year. A written record of this maintenance shall be made indicating work done, date and parts used and the technician performing the work. A copy of this report shall be provided to the Road Commission at the time the work is completed. (County form ELECTRICAL DEVICES TROUBLE REPORT must be used.)
3. All cable clamps, brackets and other equipment used to hold signals, controllers, messenger cables, mast arms or signs in place shall be inspected at least annually and necessary replacement or adjustments made. A report shall be made and a copy shall be provided to the Road Commission at the time the work is completed.
4. The height of signals shall be measured at least once a year and necessary adjustments made to ensure that all signals are at least the minimum height above the roadway, in accordance with MDOT'S specifications. A written record shall be made indicating height, date checked and any adjustment made. A copy of this report shall be provided to the Road Commission at the time the work is completed.

In summary, this maintenance includes, but is not limited to:

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Replacement of lamps, cleaning lenses; exchanges of worn controller parts, adjusting height of signals, cleaning, etc.; repair of interconnect system and its components; inspection of time clocks, as necessary, and repair or replacement as required; and changes in signal settings as instructed by the County Highway Engineer or his designated representative. These work items may be done on a random or regular scheduled basis or may occur as emergency repairs or inspections. Prevention maintenance must occur at least once each year.

QUALIFICATIONS

The successful bidder shall have a thorough knowledge of the Michigan Department of Transportation's requirements for traffic signal installation and maintenance as specified in the latest amended edition of the Michigan Manual for Uniform Traffic Control Devices. The requirements as set forth in the current edition of the MDOT Standard Specifications for Construction and the MDOT "Guideline for Electrical Traffic Control Device Maintenance."

The contractor shall have skilled maintenance personnel available to respond without undue delay for all emergency calls including lamp failures. When the contractor is given reasonable notice, personnel shall be available to make changes in timing, split, off-sets, or flasher operation timing on individual controllers or a series of controllers. However, the time allowed to make such changes shall not exceed forty-eight (48) hours.

The contractor shall provide skilled maintenance for all components and existing traffic signal systems and further provide his personnel with adequate training to keep them well informed of new innovations, techniques and equipment in the field of traffic signal control and maintenance. IMSA certification is the preferred training with certificates in Traffic Signal Technician, Level I, Associate Traffic Signal Technician, Level II, and additional courses in Traffic Signal "Microprocessors" and EPIC Actuated Controller Course.

The contractor must have a demonstrated ability and knowledge to program and modify programs of solid-state traffic signal controllers such as Eagle Signal Company Models EF-127, EF-144 and EPIC 140 Series. EPROM burning and erasing is desirable, but not required.

The contractor shall have all necessary equipment and tools to safely install and maintain traffic signals, traffic signal poles, inner-connect cable and all other signal equipment such as case signs, pedestrian signals, overhead lane designation signs and any other related equipment.

The contractor shall maintain the appearance of every traffic signal installation in a manner consistent with the latest amended edition of the Michigan Manual for Uniform Traffic Control Devices.

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QUALIFICATIONS – CONTINUED

The contractor shall service equipment and lamps in accordance with agreed upon maintenance schedules or at the direction or with the approval of the Road Commission, as frequently as experience proves necessary to prevent undue failures.

Every controller shall be kept in effective operation in strict accordance with its predetermined timing schedule.

A careful check of the correctness of operation of the controller shall be made frequently enough to ensure its operating in accordance with planned timing schedule and that the intersection management unit is in compliance with all NEMA specifications. Timing changes, splits, off sets, etc., shall be made only by the authorized employees of the contractor in accordance with directions from authorized personnel of the Lapeer County Road Commission. Records of timing checks shall be filed with the Road Commission.

It is required that each location's intersection management unit be tested at least annually to ensure compliance with all NEMA specifications. It is required that the intersection management unit tester provide a printed report on each unit, to include: type of unit tested with serial number, intersection name, date and time of test, name of person performing test, and results of all standard NEMA and any applicable NEMA extended test. Copy of test results to be supplied to the County and a copy is to be inserted in each control cabinet. Any unit that does not pass applicable tests shall immediately be replaced with a fully operational unit and the faulty unit sent back to manufacturer for repair. The contractor shall also supply a report on the testing device substantiating that it is current with manufactures recommended calibration schedule.

Annual inspection reports shall be submitted no later than 30 days following the inspection. When the annual inspection is performed on the controller, the contractor shall access the faults, if any, when he generates the computer report of the controller's program.

Detailed maintenance records on each individual signalized intersection shall be kept of all phases of cleaning, maintaining, repairing, etc. The record shall include date, time and by whom work was performed. The identification portion of the record MUST be filled out which asks for controller type, code and serial number and model and serial number of the intersection management unit. It shall include a listing of all equipment parts replaced, including lamp bulbs.

In order to ensure a consistent line voltage level, voltage checks on each signalized intersection shall be made at the time of the annual inspection. A record of each voltage check shall be made indicating date, time, voltage reading and by whom check was made.

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GENERAL

The attached information questionnaire shall be completed in detail and filed with the bid.

The bidder shall be aware of the conditions under which the required work is to be performed, the areas of work, obstacles which may be encountered, and all other relevant matters concerning the work. The contractor must have at least one qualified licensed electrician at each work site whenever work of any type is to be performed.

At the time of bid, the bidder must provide proof that he has a minimum of two licensed electricians currently employed who are qualified to perform the work outlined herein. Furthermore, two qualified electricians must be maintained on staff of the contractor over the life of this agreement. Proof of qualification or experience to work on traffic signal equipment is required to be provided with this bid and may be required from time to time hereafter over the life of this contract.

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County Traffic Signals and Flashers

Township	Intersection	Description
Arcadia	Bowers at Lake Pleasant	(2) 3-Way Flashing Beacon (LED) (2) 1-Way Flashing Beacon (LED) (1) 2-Way Stop Case Sign (LED) Cabinet
Attica	Newark at Lake Pleasant	(2) 4-Way Flashing Beacon (LED) (2) Advanced Warning Sign w/ Amber Flasher W. Leg (1) Advanced Warning Sign w/ Amber Flasher S. Leg (Solar) (LED) Cabinet
	Imlay City at Lake Pleasant	(2) 4-Way Flashing Beacon (Incandescent) (1) 4-Way Stop Case Sign (Mercury Vapor) (2) Advanced Warning Sign w/ Amber Flasher (E & W Legs) Cabinet
Dryden	Rochester at Dryden	(1) 4-Way Flashing Beacon (Incandescent) Cabinet
Elba	Davison at Elba	(2) 4-Way Flashing Beacon (LED) (1) 4-Way Stop Case Sign (LED) Cabinet
	Genesee at Hadley	(1) 3-Way Flashing Beacon (LED) Cabinet
	Hadley at Lippincott	(1) 4-Way Flashing Beacon (LED) Cabinet
	Elba at Genesee	(1) 4-Way Flashing Beacon (LED) Cabinet
Hadley	Pratt at Hadley	(1) 4-Way Flashing Beacon (Incandescent) Cabinet
Lapeer	Imlay City at Myers/Morris	(2) 4-Way Traffic Signal (LED) (1) 2-Faced Left Turn Only Case Sign (LED) Cabinet/Controller (2) 1-Way Traffic Signal on N/B Morris at RR Tracks (LED)

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County Traffic Signals and Flashers - Continued

Lapeer	Imlay City at Wilder	(2) 4-Way Traffic Signal (LED) (1) Case Sign (LED) Cabinet/Controller
Marathon	Marathon at Hollenbeck	(2) 4-Way Flashing Beacon (LED) Cabinet
	Otter Lake at North Lake	(2) 4-Way Flashing Beacon (LED) (1) 2-Way Stop Case Sign (LED) Cabinet
Mayfield	Millville at Oregon	(8) 1-Way Traffic Signal (LED) (1) Signalized Crosswalk (LED) (2) Push Button Peds Cabinet/Controller
	Myers at Bowers	(2) 3-Way Flashing Beacons (LED) Cabinet
Metamora	Pratt at Baldwin	(2) 4-Way Traffic Signal (Incandescent) Cabinet/Controller
Oregon	Mt. Morris at Washburn	(1) 3-Way Flashing Beacon (LED) (2) Solar Advanced Warning Signs (for E/B Mt. Morris) (LED) Cabinet
	Elba at Oregon	(2) 4-Way Flashing Beacon (LED) (1) 2-Way Stop Case Sign (LED) Cabinet

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BIDDERS GENERAL QUESTIONNAIRE

1. Is the personnel of your firm experienced in traffic signal maintenance? ___Yes___No
2. If yes, state the length of time your firm has performed such services. _____
3. State the number of employees available to perform this work. _____
4. List the agencies for which you have performed these services.

5. List by type and style the rolling stock owned by your firm which would be utilized in the work.

6. Do you utilize two-way radio communication? ___Yes___No
7. Do you use cellular telephones? ___Yes___No
8. Are you now pre-qualified with the Michigan Department of Transportation? ___Yes___No
9. Are any of your employees certified by IMSA? If so, please list each employee and training level obtained:

10. Trouble or emergency call response will not exceed _____hours.
11. Attach proof of (2) two qualified electricians.

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In strict accordance with your requirements and Michigan Department of Transportation specifications, we the undersigned, respectfully submit the following prices for February 2018 year through February 2020.

The undersigned, having thoroughly familiarized himself with the work sites and the local conditions affecting the work in each case and with all bidding documents, including the instructions and information for bidders and specifications, hereby propose to perform everything required to be performed, and except as may be otherwise provided to furnish all the equipment, labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to complete in a workmanlike manner all the work required to properly and adequately maintain the traffic signal system of the Lapeer County Road Commission.

In the event of major damage to any part of the signal system due to vandalism, vehicular accidents or acts of God or in the event that it becomes necessary to install new equipment at new locations, or to replace with new equipment, all or in part, at existing locations, the Road Commission may supply all necessary major components or may use the provided contractors material list.

During the life of the contract the cost for major maintenance work, which includes but is not limited to the replacement of major signal components such as signal sections, controller and controller cabinet replacement; illuminated case signs, pole installation, repair of lightning damage exclusive of fuses, reinstallation of signals and controllers, etc., where displaced by accident damage; installation of overhead signs at new locations; or for an installation at a new location, will be at the following rates:

1. Total cost per man hour during regular working hours including all required equipment, mileage, portal to portal, etc.: \$ _____/per hour

2. Total cost per man hour during periods other than regular working hours including the weekend and holidays and including all required equipment, mileage, portal to portal, etc.: \$ _____/per hour

3. Regular working hours are: _____ A.M. to _____ P.M. _____ thru _____
(Days of week)

4. Annual inspection, preventive maintenance and check for verification of time settings and intersection management unit test with a signed and dated printout provided.
\$ _____/Per Inspection \$ _____/Total
Cost of 17 Intersections

The quotations requested in items 1 through 4 are primarily for Emergency services or for work that cannot be accomplished by Road Commission personnel and annual inspection, and preventive maintenance.

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MUTUAL EXTENSION CLAUSE:

This bid, by mutual agreement of both parties, may be extended for a one-year or a two-year period, not to exceed a maximum of two additional years. The Road Commission has the right to reject a third year extension based on an unsatisfactory contractor evaluation. Jointly awarded bids will not be considered for extension. Requests for contract extensions must be in writing and received by the Road Commission no later than November 30th of each year.

RIGHT TO REJECT:

The Road Commission may award bids in whole or parts thereof, reserve the right to reject any and all proposals, waive irregularities in any bid and make award in any manner deemed in the best interest of the Road Commission.

ALL PROPOSALS MUST BE SIGNED BY A PERSON AUTHORIZED TO BIND THE COMPANY TO ITS CONTENTS. THIS PROPOSAL IS BINDING ON THE COMPANY SUBMITTING THE PROPOSAL FOR A PERIOD OF 30 DAYS AFTER THE DUE DATE FOR SUBMISSIONS AND MAY NOT BE WITHDRAWN FOR ANY REASON DURING SUCH 30 DAY PERIOD. IN THE EVENT A COMPANY SUBMITTING A PROPOSAL ATTEMPTS TO WITHDRAW IT DURING THE 30 DAY PERIOD AND WOULD BE THE SUCCESSFUL BIDDER OR IF A COMPANY REFUSES TO HONOR ITS BID AFTER AWARD BY THE ROAD COMMISSION, IN SUCH EVENT, THE COMPANY WILL BE RESPONSIBLE FOR ANY INCREASED COST INCURRED BY THE ROAD COMMISSION DUE TO REBIDDING OR AN AWARD AT A HIGHER PRICE. IF PROVIDED, ROAD COMMISSION PROPOSAL FORMS MUST BE USED. ANY ALTERATIONS TO THIS FORM WILL RENDER THE PROPOSAL VOID. IF ADDITIONAL OR CHANGED INFORMATION IS NEEDED, IT MUST BE DONE USING AN ATTACHED SHEET AND MARKED AS SUCH.

Name: _____
(Signature)

Name: _____
(Typed or Printed)

Title: _____

Company Name: _____

Address: _____

Telephone: _____

Fax Number: _____

E-mail Address: _____

Date: _____