



**REQUEST FOR PROPOSALS
Website Redesign & Hosting**

Proposals for “**Website Redesign & Hosting**” will be received by the Birmingham Shopping District electronically at info@AllinBirmingham.com until Friday, August 28, 2020 at 10:00 AM after which time bids will be publicly opened and read via Zoom.

The Birmingham Shopping District is accepting bid proposals from qualified professional firms to redesign and host the BSD’s website. This work must be performed as specified in accordance with the specifications contained in the Request For Proposals (RFP).

The RFP, including the Specifications, may be obtained online from the Michigan Inter-governmental Trade Network at <http://www.mitn.info> or from the Birmingham Shopping District through email request at info@AllinBirmingham.com.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the BSD until an agreement has been executed.

Submitted to MITN:	Tuesday, August 3, 2020
Tentative Interviews:	Tentatively week of August 31, 2020
Deadline for Submissions:	<u>Friday, August 28, 2020 at 10:00 AM</u>
Contact Person:	Ingrid Tighe Phone: 248-530-1250 Email: itighe@bhamgov.org



REQUEST FOR PROPOSALS

Website Redesign & Hosting

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INTRODUCTION

For purpose of this request for proposal, the Birmingham Shopping District will hereby be referred to as “BSD” and the firm will hereby be referred to as “Contractor.”

The Birmingham Shopping District, Michigan is accepting bids electronically at info@AllinBirmingham.com until Friday, August 28, 2020 at 10:00 AM from qualified professional firms to redesign and host the BSD’s website. This work must be performed as specified accordance with the specifications outlined by the Scope of Work contained in this Request for Proposal (RFP).

During the evaluation process, the BSD reserves the right where it may serve the BSD’s best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the BSD, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

It is anticipated the selection of a firm will be completed by end of September 2020. An Agreement for services will be required with the selected Contractor. A copy of the Agreement is contained herein for reference. Contract services will commence upon execution of the service agreement by the BSD and the City of Birmingham.

REQUEST FOR PROPOSALS (RFP)

The purpose of this RFP is to request electronic bid proposals from qualified parties presenting their qualifications, capabilities and costs to redesign and host the BSD’s website.

INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted no later than Friday, August 28, 2020 at 10:00 AM.

One digital copy of the proposal shall be submitted - please title the subject of the email “**Website Redesign & Hosting Bid.**” Any proposal received after the due date cannot be accepted and will be rejected. Proposer may submit more than one proposal provided each proposal meets the functional requirements.

INSTRUCTIONS TO BIDDERS

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Contractor’s Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made in writing in an email to: Ingrid Tighe, 248-530-1250, itighe@bhamgov.org. Such request for clarification shall be delivered, in writing, no later than 5 days prior to the deadline for submissions.
3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including

the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.

4. The contract will be awarded by the Birmingham Shopping District to the most responsive and responsible bidder with an affordable price and the contract will require the completion of the work pursuant to these documents.
5. Each respondent shall include in his or her proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The BSD will furnish the successful company with tax exemption information when requested.
6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, telephone number, and fax number. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the BSD should be directed as part of their proposal.

EVALUATION PROCEDURE AND CRITERIA

The evaluation panel will consist of BSD staff and any other person(s) designated by the BSD who will evaluate the proposals based on, but not limited to, the following criteria:

1. Ability to provide services as outlined.
2. Related experience with similar projects, Contractor background, and personnel qualifications.
3. Quality of materials proposed.
4. Overall Costs.
5. References.

TERMS AND CONDITIONS

1. The BSD reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The BSD reserves the right to award the contract to the next most qualified Contractor if the successful Contractor does not execute a contract within ten (10) days after the award of the proposal.
2. The BSD reserves the right to request clarification of information submitted and to request additional information of one or more Contractors.
3. The BSD reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The BSD may terminate this Agreement at any point in the process upon

notice to Contractor sufficient to indicate the BSD's desire to do so. In the case of such a stoppage, the BSD agrees to pay Contractor for services rendered to the time of notice, subject to the contract maximum amount.

4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
5. The cost of preparing and submitting a proposal is the responsibility of the Contractor and shall not be chargeable in any manner to the BSD.
6. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.
7. For website design services, the following payment schedule shall be in effect:
 - a. The Contractor shall issue to the BSD an invoice in an amount equal to twenty-five percent (25%) of the total project amount upon execution of the agreement by both parties.
 - b. The Contractor shall issue to the BSD an invoice in an amount equal to twenty-five percent (25%) of the total project amount at the time the website design and site map are approved by the BSD.
 - c. The Contractor shall issue to the BSD an invoice in an amount equal to twenty-five percent (25%) of the total project amount at the time the website is launched internally to BSD website to administrators and content creators and training is completed.
 - d. The Contractor shall issue to the BSD an invoice in an amount equal to twenty-five percent (25%) of the total project amount at the conclusion of the project close-out meeting and the satisfactory resolution of any outstanding project items as identified in the meeting.
 - e. For support and hosting services, invoices are to be rendered quarterly following the date of execution of an Agreement with the BSD.
8. The Contractor will not exceed the timelines established for the completion of this project

CONTRACTOR'S RESPONSIBILITIES

Each bidder shall provide the following as part of their proposal:

1. Complete and sign all forms requested for completion within this RFP.
 - a. Bidder's Agreement (Attachment B - p. 16)
 - b. Cost Proposal (Attachment C - p. 17)
 - c. Iran Sanctions Act Vendor Certification Form (Attachment D - p. 18)
 - d. Agreement (p. 10 – **only if selected by the BSD**).

2. Provide a description of completed projects that demonstrate the firm's ability to complete projects of similar scope, size, and purpose, and in a timely manner, and within budget.
3. Provide a written plan detailing the anticipated timeline for completion of the tasks set forth in the Scope of Work (p. 9).
4. The Contractor will be responsible for any changes necessary for the plans to be approved by the Birmingham Shopping District.
5. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project.
6. Provide a list of sub-contractors and their qualifications, if applicable.
7. Provide three (3) client references from past projects, include current phone numbers. At least two (2) of the client references should be for projects utilizing the same materials included in the Contractor's proposal.
8. Provide a project timeline addressing each section within the Scope of Work and a description of the overall project approach. Include a statement that the Contractor will be available according to the proposed timeline.

BSD RESPONSIBILITY

The BSD will provide a designated representative to work with the Contractor to coordinate both the BSD's and Contractor's efforts and to inspect and verify any work performed by the Contractor.

SETTLEMENT OF DISPUTES

The successful bidder agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 17 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

INSURANCE

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 12 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONTINUATION OF COVERAGE

The Contractor also agrees to provide all insurance coverages as specified. Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of

the agreement, the BSD may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, Birmingham Shopping District shall have no obligation to procure the most cost effective coverage but may contract with any insurer for such coverage.

EXECUTION OF CONTRACT

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the BSD until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandoned all rights and interest in the award and the contract may be awarded to another. The successful bidder agrees to enter into and will execute the contract as set forth and attached as Attachment A.

INDEMNIFICATION

The successful bidder agrees to indemnify the BSD and City of Birmingham and various associated persons. Please refer to paragraph 13 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONFLICT OF INTEREST

The successful bidder is subject to certain conflict of interest requirements/restrictions. Please refer to paragraph 14 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the Contractor that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP.

PROJECT TIMELINE

The BSD anticipates that a small number of firms will be invited to make short presentations to a panel of BSD Board and committee members in order to assist in the selection of a recommended firm. These presentations are tentatively scheduled the last week of August 2020 or in early September 2020.

The BSD anticipates the selection of a firm will be completed the end of September 2020, and a kick-off meeting held within two (2) weeks. The project is expected to be completed approximately ninety (90) days following the selection of a final design by the BSD. The project timeline shall include a minimum of two (2) weeks for BSD staff to update page content prior to the official launch date of the website. The approximate timeline for the project is as follows:

- Project kick-off meeting
- Design & site map review meeting (3 weeks after kick-off meeting)

- Present final design site map to BSD for review and approval (5 weeks after kickoff meeting)
- Launch website internally to BSD administrators and content creators and begin training (approximately 10 weeks after kick-off meeting)
- Presentation of new website to Birmingham Shopping District Board (approximately 12 weeks after kick-off meeting)

The Contractor will not exceed the timelines established for the completion of this project.

SCOPE OF WORK

The Contractor shall perform the following services:

1. The work to be performed includes all elements necessary to launch a new website for the BSD, including but not limited to design, migration of information and data, content management system training of BSD staff, and completing the launch of the new website design. The Contractor shall perform the following services in accordance with the requirements as defined and noted herein:

2. Website Design
 - a. The new website design shall maintain the www.allinBirmingham.com address.
 - b. The design shall be developed through a cooperative effort between the Contractor and the BSD's designated representative(s) and shall be original in nature and consistent with the BSD's existing branding.
 - c. The design and navigation shall be structured in a manner that is user-friendly and visually appealing.
 - d. Website navigation shall be oriented from the perspective of the following user groups:
 - i. Residents
 - ii. Businesses/Prospective Businesses
 - iii. Visitors
 - iv. No advertisements, or pay for placement graphics, icons, or other elements shall be permitted on the website.
 - v. The website design shall be in compliance with the Americans with Disabilities Act (ADA). Information about the Act and applicable standards is available at www.ada.gov.
 - vi. The website design shall be fully functional on mobile devices via a responsive or mobile-enabled format.
 - vii. The design shall effectively integrate the BSD's existing social media sites and be able to easily accommodate future social media elements
 - viii. The design shall include a fully searchable calendar of events which may be easily updated using the content management system.

- ix. Website will list BSD business directory with images
- x. Website will host interactive available properties map allowing users to click on property image and also see available square footage, address, and additional real estate information.
- e. Content Management System
 - i. The BSD shall have the ability to manage all content published on the website.
- f. Website Hosting & Security
 - i. All proposals submitted in response to this Request for Proposal shall include a statement regarding the practices of the firm with respect to security at hosting facilities and website security in general.

ATTACHMENT A - AGREEMENT

Website Redesign & Hosting

This AGREEMENT, made this _____ day of _____, 2020, between Birmingham Shopping District, having its principal municipal office at 151 Martin Street, Birmingham, MI (hereinafter sometimes called "BSD"), and _____, having its principal office at _____ (hereinafter called "Contractor"), provides as follows:

WITNESSETH:

WHEREAS, the BSD has heretofore advertised for bids for the procurement and performance of services required to redesign and host the BSD's website, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

WHEREAS, the Contractor has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to redesign and host the BSD's website.

NOW, THEREFORE, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to redesign and host the BSD's website and the Contractor's cost proposal dated _____, 2020 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP.
2. The BSD shall pay the Contractor for the performance of this Agreement in an amount not to exceed _____, as set forth in the Contractor's _____, 2020 cost proposal.
3. This Agreement shall commence upon execution by both parties, unless the BSD exercises its option to terminate the Agreement in accordance with the Request for Proposals.
4. The Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.

5. The Contractor and the BSD agree that the Contractor is acting as an independent Contractor with respect to the Contractor's role in providing services to the BSD pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Contractor nor its employees shall be construed as employees of the BSD. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the BSD nor the Contractor shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Contractor shall not be entitled or eligible to participate in any benefits or privileges given or extended by the BSD, or be deemed an employee of the BSD or the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the BSD.
6. The Contractor acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the BSD. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.
7. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Contractor agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.
8. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.
9. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Contractor without the prior written consent of the BSD. Any attempt at assignment without prior written consent shall be void and of no effect.

10. The Contractor agrees that neither it nor its subcontractors will discriminate against any 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 race, color, religion, national origin, age, sex, height, weight or marital status. The Contractor shall inform the BSD of all claims or suits asserted against it by the Contractor's employees who work pursuant to this Agreement. The Contractor shall provide the BSD with periodic status reports concerning all such claims or suits, at intervals established by the BSD.
11. The Contractor shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the Birmingham Shopping District.
12. The Contractor shall maintain during the life of this Agreement the applicable types of insurance coverage and minimum limits as set forth below:
 - A. Workers' Compensation Insurance:

For Non-Sole Proprietorships: Contractor shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan, if applicable.

For Sole Proprietorships: Contractor shall complete and furnish to the BSD prior to the commencement of work under this Agreement a signed and notarized Sole Proprietor Form, for sole proprietors with no employees or with employees, as the case may be. If applicable.
 - B. Commercial General Liability Insurance: Contractor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.
 - C. Motor Vehicle Liability: Contractor shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

- D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: Birmingham Shopping District and the City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.
- E. Professional Liability: Professional liability insurance with limits of not less than \$1,000,000 per claim if Contractor will provide service that are customarily subject to this type of coverage.
- F. Pollution Liability Insurance: Contractor shall procure and maintain during the life of this Agreement Pollution Liability Insurance, with limits of liability of not less than \$1,000,000, per occurrence preferred, but claims made accepted, if applicable.
- G. Owners Contractors Protective Liability: The Contractor shall procure and maintain during the life of this contract, an Owners Contractors Protective Liability Policy with limits of liability not less than \$3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The Birmingham Shopping District shall be "Name Insured" on said coverage.
- H. Cancellation Notice: Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
- I. Proof of Insurance Coverage: Contractor shall provide the Birmingham Shopping District at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the Birmingham Shopping District, as listed below.
- 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
 - 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
 - 3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
 - 4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance;
 - 5) If so requested, Certified Copies of all policies mentioned above will be furnished.

- J. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the Birmingham Shopping District at least (10) days prior to the expiration date.
- K. Maintaining Insurance: Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the Agreement, the Birmingham Shopping District may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the Birmingham Shopping District shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.
1. To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the Birmingham Shopping District and the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the Birmingham Shopping District and the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from and the Birmingham Shopping District and the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the Birmingham Shopping District or the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the Birmingham Shopping District or the City of Birmingham.
 2. If, after the effective date of this Agreement, any official of the BSD or City, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Contractor, the BSD shall have the right to terminate this Agreement without further liability to the Contractor if the disqualification has not been removed within thirty (30) days after the BSD has given the Contractor notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.
 3. If Contractor fails to perform its obligations hereunder, the BSD and City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

4. All notices required to be sent pursuant to this Agreement shall be mailed to the following addresses:

Birmingham Shopping District

CONTRACTOR

Attn: Ingrid Tighe

(Insert Contractor Information Below)

151 Martin Street

Birmingham, MI 48009

248-530-1250

17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.
18. FAIR PROCUREMENT OPPORTUNITY: Procurement for the Birmingham Shopping District will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Birmingham Shopping District.

IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year written above.

WITNESSES:

CONTRACTOR

By: _____

Its: _____

Birmingham Shopping District

By: _____

Its: Chairman

Ingrid Tighe, Birmingham Shopping District,
Executive Director
(Approved as to substance)

Mark Gerber, Director of Finance
(Approved as to financial obligation)

Timothy J. Currier, City Attorney
(Approved as to form)

Joseph A. Valentine, City Manager
(Approved as to substance)

ATTACHMENT B - BIDDER'S AGREEMENT

Website Redesign & Hosting

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

**PREPARED BY
(Print Name)**

DATE

TITLE

DATE

AUTHORIZED SIGNATURE

E-MAIL ADDRESS

COMPANY

ADDRESS

PHONE

NAME OF PARENT COMPANY

PHONE

ADDRESS

ATTACHMENT C - COST PROPOSAL
Website Redesign & Hosting

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Attach technical specifications for all proposed materials as outlined in the Contractor's Responsibilities section of the RFP (p. 6)

COST PROPOSAL	
ITEM	BID AMOUNT
Materials & Equipment	\$
Labor	\$
Miscellaneous (Attach Detailed Description)	\$
TOTAL BID AMOUNT	\$
ADDITIONAL BID ITEMS	
	\$
	\$
GRANDTOTAL AMOUNT	\$

UNIT COST BID ITEMS	
	\$ per

Firm Name _____

Authorized signature _____ Date _____

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
Website Redesign & Hosting

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 (“Act”), prior to the BSD accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an “Iran Linked Business”, as defined by the Act.

By completing this form, the Vendor certifies that it is not an “Iran Linked Business”, as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the BSD and City.

PREPARED BY
(Print Name)

DATE

TITLE

DATE

AUTHORIZED SIGNATURE

E-MAIL ADDRESS

COMPANY

ADDRESS

PHONE

NAME OF PARENT COMPANY

PHONE

ADDRESS

TAXPAYER I.D.#