

ADDENDUM

RFP 2019-09 AUDITING SERVICES

It was discovered at the pre proposal meeting that RFP packages downloaded from www.baymetro.com did not include the attached page covering written agreement, contract documents, bid as contract , bid disclosure and ethics in purchasing a & b.

Please attached a copy of this page to your RFP.

WRITTEN AGREEMENT:

Upon acceptance by BMTA of a bid, a contract will be awarded for furnishing the items described in the bid in strict conformity with the specifications, these instructions, and the contract bid. **After the execution of the written agreement**, a "Notice to Proceed" and a "Purchase Order" will be issued by BMTA for the purchase of the goods and/or services. All invoices and correspondence shall show the number of the "Purchase Order."

CONTRACT DOCUMENTS:

The successful bidder will execute a written agreement, a sample of which is attached hereto and incorporated herein as Exhibit "B".

BID AS CONTRACT:

Each bid will be submitted with the understanding that acceptance in writing by BMTA of the offer to furnish the equipment or services described therein shall constitute a contract between the successful bidder or offeror and BMTA, which shall bind the bidder or offeror to furnish and deliver the equipment or services at the bid price in accordance with the bid specifications, general conditions and general requirements detailed in the bid specification package or subsequently added or made a part thereof.

BID DISCLOSURE:

All information on a submitter's bid, except proprietary financial information and responsibility, is subject to disclosure under the provisions of Public Act NO. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto.

Bids may be inspected at the office of the Purchasing Agent after award is completed. Inspections will be during office hours and within specified time limits as directed by the Purchasing Agent.

Information available for inspection shall include the tabulated price bids and copies of the bid documents subject to the exceptions listed above and proprietary legal constraints.

ETHICS IN PURCHASING AND CONTRACTING

- A. The goal of this policy is to guarantee the fairness and impartiality of BMTA procurements and contracts, and to comply with laws governing this matter, in particular, Michigan Public Act 317 of 1968. The responsibility for carrying out procurement process
- B. No BMTA employee or member of BMTA Board of Directors shall have a financial interest, directly or indirectly, in any purchase or contract coming under the purview of his or her official duties with BMTA. All BMTA employees are prohibited from accepting, directly or indirectly, from any person, company, firm or corporation to which any purchase

order or contract may be awarded, any rebate, money, employment or other financial consideration.

- C. Any agreement or collusion among potential bidders or contractors in restraint of freedom of competition by an agreement to bid a fixed price, or otherwise limit competition, is prohibited. The delivery by a vendor of goods or services is deemed to be an affirmation by the vendor that the vendor has not been a party to any such agreement or collusion, whether formal or informal.
- D. Administrative remedies against employees who breach ethical standards in procurements include the following:
 - 1. Oral or written reprimands.
 - 2. Suspension with or without pay for specified periods of time.
 - 3. Termination of employment.
- E. Administrative remedies against vendors who breach ethical standards in procurements include the following:
 - 1. Termination of current transactions.
 - 2. Debarment or suspension from being a contractor or subcontractor on future contracts.
- F. Individuals who breach ethical standards in procurements may be subject to sanctions provided under Michigan Public Act 317 of 1968.

POINT OF CONTACT:

All communications, contracted items, contracts, documentation submittals, and correspondence shall take place between the bidder or offeror and:

Tom Dominowski Purchasing Agent
tdominowski@baymetro.com
Bay Metropolitan Transportation Authority
1510 North Johnson Street, Bay City, MI 48708.
Phone (989) 922-3710
FAX (989) 894-2621.

Telephone contact with the BMTA's Purchasing Agent can be made at (989) 922-3710 Monday through Friday, between the hours of 8:00 a.m. and 5:00 PM.