



August 20, 2026

Bidder:

Traverse City Light & Power (TCLP) will receive sealed bids in the office of TCLP, 1131 Hastings Street, Traverse City, Michigan, 49686, until **Friday, September 11, 2026, at 1:00 PM Eastern** for the following project:

Clinch Park and Hall St. EV Charger RFP
(specifications attached)

It is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Updates can be found using the following link: <http://www.tclp.org/Display/Items/RFPs>. Bidder may also sign up to receive notifications when bids and RFP's are posted by sending an e-mail requesting same to stvardek@tclp.org.

TCLP reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of TCLP.

TCLP accepts no responsibility for any expenses incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder.

Only the successful Bidder will be notified. If you desire, you may call for results.

You must indicate on the **outside** of the sealed envelope that the bid is for the "Clinch Park and Hall St. EV Charger RFP."

You must submit **TWO (2) SEALED COPIES** of the bid to TCLP prior to the above-indicated time and date or the bid will not be accepted. Alternatively, E-Mailed bids will be accepted. Please indicate in the subject line of the e-mail that you are submitting a "Sealed Bid" together with the project description "Clinch Park and Hall St. EV Charger RFP" and submit your e-mailed bid to **purchasing@tclp.org**.

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

Please direct ALL questions to: Traverse City Light & Power, at Purchasing@tclp.org. The deadline for questions and/or clarifications is **August 28, 2026 at 1:00 pm Eastern**.

PLEASE SUBMIT BID TO: Jeff Schwarz, Purchasing Administrator
Traverse City Light & Power
1131 Hastings Street
Traverse City, MI 49686



A. SPECIFICATIONS

1. Scope of Work

SEE RFP INFORMATION PACKET CONTAINED WITHIN

The Successful Bidder may be required to submit a Certificate of Insurance meeting the requirements stated herein along with a Performance and Payment Bond (for the Total Construction Cost) prior to commencing the work. These Bonds shall remain in effect at least until one year after the date when final payment becomes due.

Bids must be submitted on a unit price basis on the attached forms along with a 10% bid bond. All sales, consumer, use and other similar taxes required by law to be paid by the Bidder shall be included in the bid price.

2. Instructions to Bidders

- a. All bids must be submitted on the forms provided. Complete and return **ONLY** the following forms:
 1. Section C – Iran Economic Sanctions Act
 2. Section E – Submission Form
 3. (Optional – Additional Documents, i.e. unit lists, etc.)
- b. Successful Bidder invoicing will be completed on a monthly basis based on the work completed to date. All invoicing will be on a unit basis and will show the total bid unit quantity, completed units to date, amount billed to date, and current billing amount. Retainage in the amount of 10% of the work completed to date will be withheld until the project is completed in full.
- c. The Successful Bidder will submit all invoices directly to the Engineer for payment. All invoices must show Traverse City Light & Power as the invoiced party.
- d. Permitting, with the exception of traffic control, will be completed by TCLP.

3. Contract Date Extensions

- a. All requests for contract date extensions shall be written requests and submitted to the Owner.
- b. Extensions requests based on weather related delays shall include documentation provided by the Successful Bidder of non-working days due to inclement weather.



B. INSURANCE REQUIREMENTS

The following insurance requirements must be met throughout the project:

- a. The Successful Bidder shall file with Traverse City Light & Power (TCLP) satisfactory certificates of insurance prior to commencement of construction. The form, content and limits of such insurance, together with the insurer thereof in each case, shall be acceptable to TCLP (Best rating of A or better.) Advance written notice will be given to TCLP before any material modification, cancellation, or expiration of any policy covered thereby. Notice of policy material modification, cancellation, or expiration shall be made by certified mail to TCLP.
- b. Should any of the insurance requirements stated herein be terminated by the Insurer, the Insurer will mail thirty days written notice to TCLP. Failure to mail by the Insurer will not waive the obligation or liability of any kind upon the insurer affording coverage. These requirements must be stated on all certificates of insurance. Modifications of the standard cancellation clause is acceptable.
- c. All certificates shall list any exclusions which are nonstandard within the industry as they appear on the policy.
- d. Each insurance policy shall have an Additional Insured endorsement naming TCLP, its officers, agents, directors, and employees (including the Engineer). The issuing company for comprehensive general liability and excess liability shall waive subrogation of all claims against parties named as additional insureds.
- e. The worker's compensation, automobile liability, and general liability insurance specified shall apply to all Successful Bidders on site.
- f. For insurance purposes, the title of ownership of the equipment, if any, furnished by the Successful Bidder shall remain with the Successful Bidder until official acceptance of the work by TCLP.
- g. Third Party Beneficiaries. If the Successful Bidder is doing all or a part of the work in public rights-of-way, the City of Traverse City and Grand Traverse County, including their Departments and Commissions, are third party beneficiaries of the Successful Bidder's obligations under this RFP and they shall be added as named Additional Insureds in all requires insurance policies. Except for those entities, there are no other third party beneficiaries intended by the parties.
- h. Insurance types and coverages:
 1. Workers' Compensation: The parties shall maintain suitable workers compensation insurance pursuant to Michigan law and Successful Bidder shall provide a certificate of insurance or copy of state approval for self-insurance to TCLP upon execution of this Contract.



2. Comprehensive General Liability Insurance Coverage: Naming the City Of Traverse City and TCLP as additional insured's:

Limits for bodily injury or death not less than \$2,000,000 for each person \$2,000,000 for each incident.

This insurance must cover timber trespass

3. Owners and Successful Bidders Protective Liability Insurance Coverage \$2,000,000.00 minimum coverage.

The Successful Bidder agrees not to change such insurance and agrees to maintain such insurance throughout the period of performance of this Agreement. Successful Bidder will upon execution of this Agreement provide a certificate of insurance to the TCLP Controller. Such certificate shall name TCLP as an additional insured with the broad form endorsement for ongoing operations and completed operations on the insurance policies for general liability, excess liability, and Successful Bidder liability. Successful Bidder shall also provide Additional Insured Endorsement CG 20330413 or its equivalent. If any of the required insurance is not renewed or canceled, the Successful Bidder and all subSuccessful Bidders shall cease operations and shall not resume until new insurance is obtained. Successful Bidder shall obtain Third Party Notice Endorsement IL 79901010 for each required policy requiring the insurer to give Owner 30 days' notice of non-renewal or cancellation.

4. Comprehensive Automobile Liability Insurance Coverage: On all self-propelled vehicles used in connection with the contract whether owned, non-owned, or hired in the minimum coverage amount of \$2,000,000.

Property damage limit shall not be less than \$1,000,000 for each incident.



C. IRAN ECONOMIC SANCTIONS ACT

**Sworn and Notarized Affidavit of Compliance
Iran Economic Sanctions Act
Michigan Public Act No. 517 of 2012**

All bidders must submit the following certification statement in compliance with Public Act No. 517 of 2012 (the “Iran Economic Sanctions Act”) and attach this form to the bid. **Traverse City Light & Power shall not accept any bid that does not include this sworn and notarized certification of statement.**

The undersigned, the owner or authorized officer of _____ (the Bidder), hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, and that in the event the Bidder is awarded a contract for the Clinch Park and Hall St. EV Charger RFP, the Bidder will not become an “Iran linked business” at any time during the course of performing the work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification is made, whichever is greater, the cost of Traverse City Light & Power’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a Request for Proposal for 3 years from the date it is determined that the person has submitted the false certification.

BIDDER

By: _____
Its: _____
Date: _____

STATE OF _____)

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, _____, by

_____ .

_____, Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of: _____



D. BID SUMMARY

Bidder – Please complete and return

TITLE: Clinch Park and Hall St. EV Charger RFP

DUE DATE: Friday, September 11, 2026, at 1:00 PM Eastern

Having carefully examined the specifications and any other applicable information, the bidder proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees that the bid may not be withdrawn for a period of thirty (30) days from the actual date of the opening of the bid.

Bidder understands and agrees, if selected as the successful bidder, to accept a Purchase Order / Service Order / Contract from TCLP and to provide proof of any required insurance.

Bidder submits this bid and agrees to meet or exceed all TCLP's requirements and specifications unless otherwise indicated in writing and attached hereto.

Bid forms are to be completed, including bid sheet, and submitted. Items not meeting specifications must be noted in the "comply" column and bidder shall fully describe every variance, exception, and/or deviation. Additional sheets may be used and submitted with bid.

Bidder is also required to submit, with the bid, the latest printed manufacturer's specifications and advertising literature on the equipment (including components) to be provided. Completed unit MUST be equipped in compliance with all applicable ANSI, OSHA, State and Federal Motor Vehicle Safety standards and regulations in effect at time of manufacture.

Bidder understands that TCLP reserves the right to accept any or all bids in whole or in part and to waive irregularities in any bid in the best interest of TCLP. The bids will be evaluated and awarded on the basis of the best value to TCLP. Criteria used will include, but not be limited to, bidder/Successful Bidder's ability, qualifications, experience, type and amount of equipment, purchase price, maintenance cost(s), insurance, resale, license and permits and overall capability meeting the needs of TCLP. TCLP is sales tax exempt – Government.

Bidder shall pay all sales, consumer, use and other similar taxes required to be paid by Bidder in accordance with the Laws and Regulations of the place of the Project which are applicable during the performance of the work.

The Bidder certifies that it is in compliance with the City of Traverse City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:



- a) conviction of a criminal offense incident to the application for or performance of a contract;
- b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- c) conviction under state or federal antitrust statutes;
- d) attempting to influence a public employee to breach ethical conduct standards; or
- e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon TCLP, including but not limited to, any of the following offenses or violations of:
 - i. The Natural Resources and Environmental Protection Act.
 - ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
 - iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
 - iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules or regulations.
 - v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
- f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Pre-delivery Inspection: Successful bidder shall make a complete inspection of vehicle (and/or equipment) to insure it meets specifications and perform any pre-delivery service(s) required before the vehicle is delivered. Acceptance shall be subject to complete inspection and approval of TCLP.

Terms: Payment will be made as soon as possible after delivery/acceptance of vehicle/equipment. Price quoted shall include any title fee and all delivery costs to TCLP, 1131 Hastings Street, Traverse City, MI 49686.



Bidder certifies that as of the date of this bid, Bidder's company or Bidder is not in arrears to TCLP or the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

TCLP may require an in house equipment demonstration for your bid to be considered.

Bidder agrees that the bid may not be withdrawn for a period of thirty (30) days from the actual date of the opening of the bid.



E. SUBMISSION FORM

By submitting a response to this RFP you acknowledge that TCLP may be required from time to time to release records in its possession under the Michigan Freedom of Information Act. By submitting a response, you hereby give permission to TCLP to release any records or materials submitted by you as TCLP may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

Submitted by:

Signature		Company Name	
Name and Title (Print)		Company Address	
Phone	Fax	City,	State, Zip
		Sole proprietorship/partnership/corporation	
		If corporation, state of corporation	
		Bid Total: \$ _____	

The Successful bidder's name shall appear as follows on any Contract or Purchase/Service Order documents:

Company Name

Contract or Purchase/Service Order documents shall be mailed to:

Attention

Street Address

City, State, Zip

Email Address



SAFETY QUESTIONNAIRE:

Please provide responses to the following:

1. Recordable injury incidence rate for the last three (3) years.

2. Lost workday incidence rate for the last three (3) years.

3. Experience Modification Rating (EMR).

4. Safety citations, violations or warnings from regulatory agencies over the last five (5) years.



REFERENCES: (include name of organization, contact person, and daytime phone number).

1.

Name of Organization

Contact Person

Phone Number

2.

Name of Organization

Contact Person

Phone Number

3.

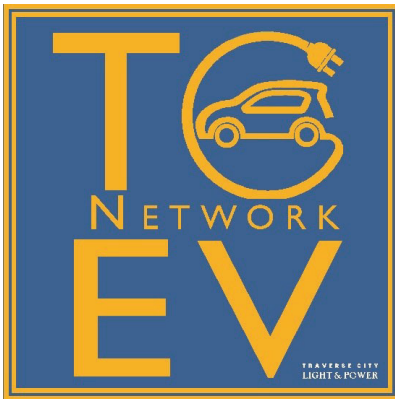
Name of Organization

Contact Person

Phone Number



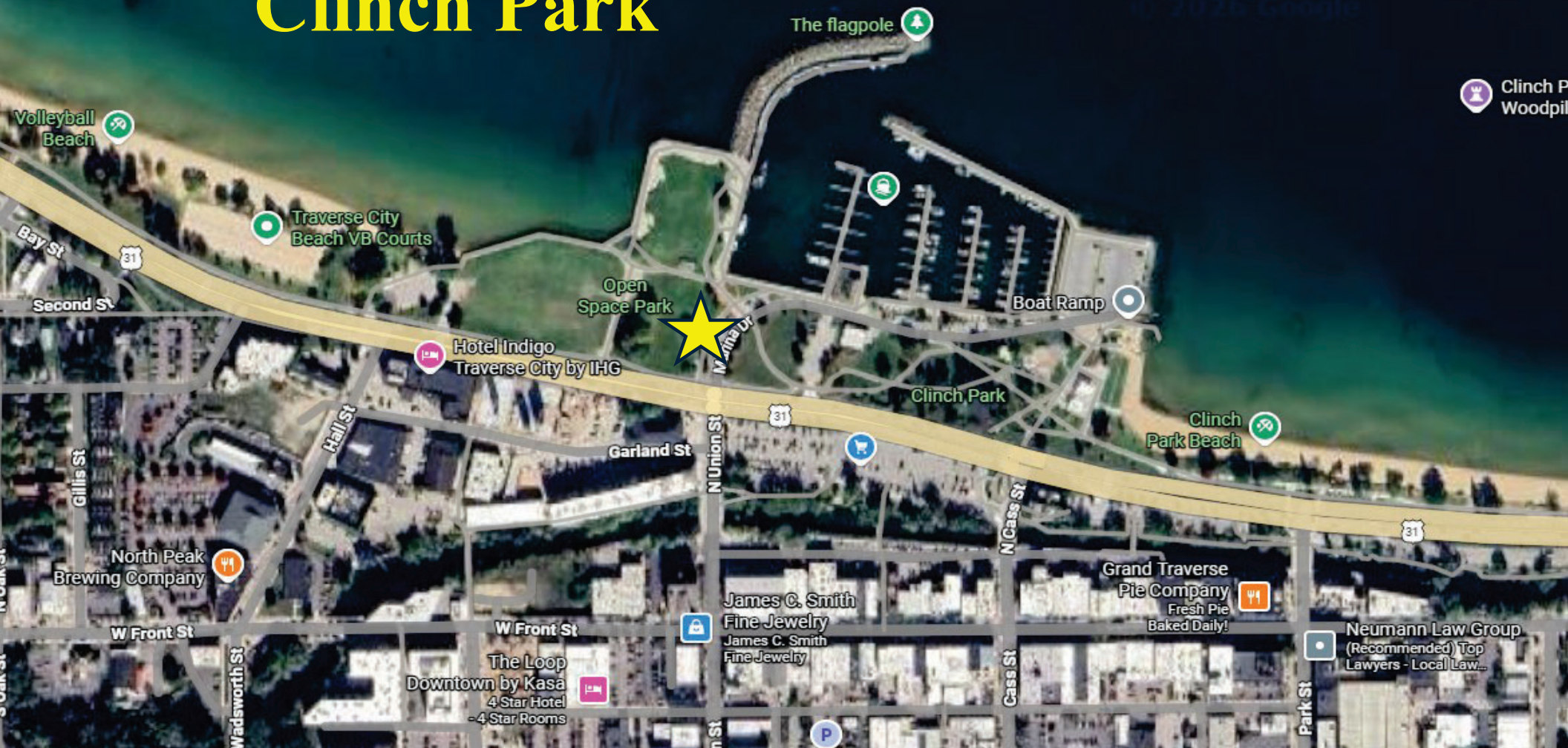
**TRAVERSE CITY
LIGHT & POWER**



RFP Information Packet

Clinch Park and Hall St

Clinch Park



Clinch Park Requirements:

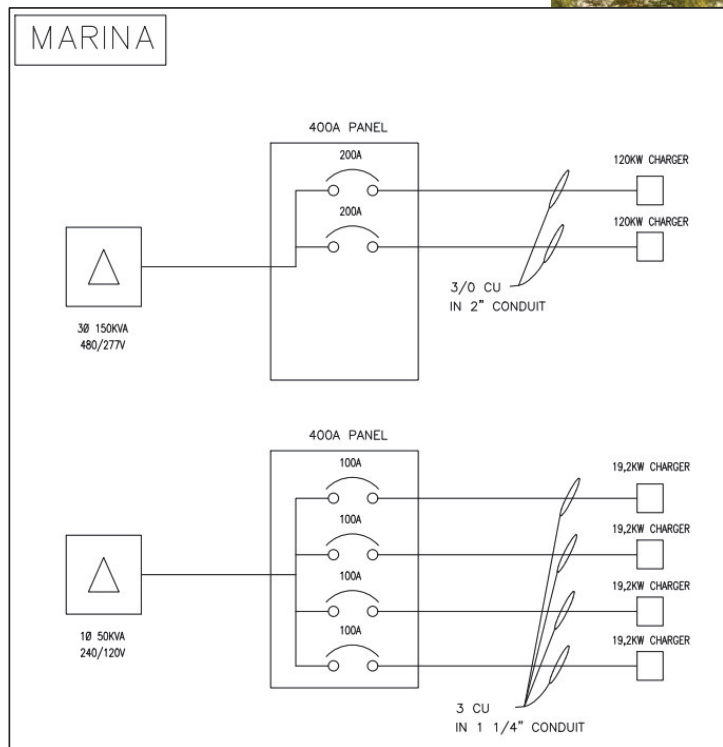
- ✓ All permits and inspections
- ✓ Bollards at each station/pedestal
- ✓ Include and concrete/asphalt cutting
- ✓ Asphalt/concrete restoration and/or replacement
- ✓ Parking space striping and labeling
- ✓ Landscape restoration
- ✓ Safety barriers or barricades if needed
- ✓ Parking enforcement fees if lot or parking spots are needed
- ✓ All bonds and insurance required by TCLP

Do Not Include:

- ✓ Custom charger and equipment wrapping
- ✓ Any infrastructure upgrades before the meter/transformer
- ✓ Startup or commissioning of chargers

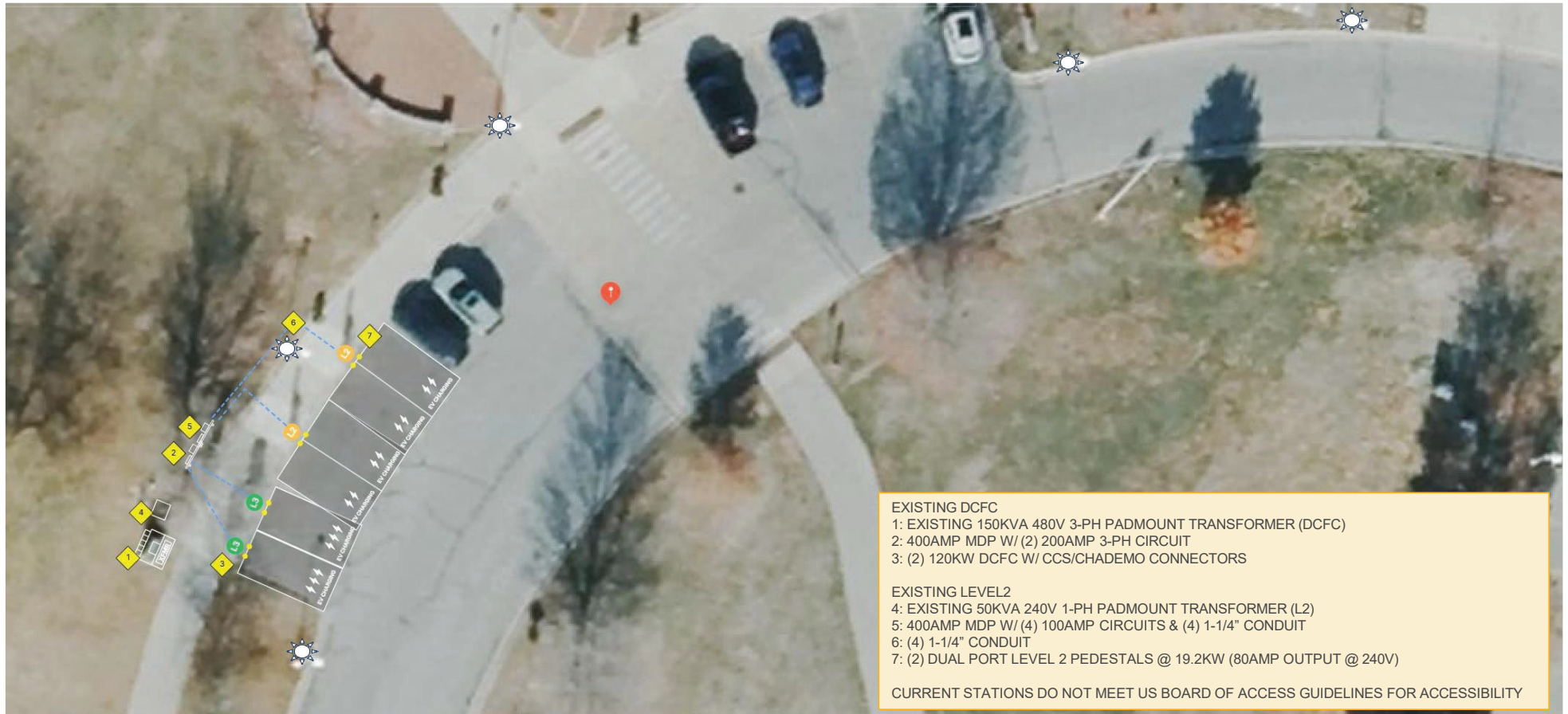
Clinch Park Marina Existing EVSE

+ 107 E Grandview Pkwy, Traverse City, MI 49684



Clinch Park Marina Existing EVSE

+ 107 E Grandview Pkwy, Traverse City, MI 49684



Clinch Park Marina Proposed EVSE

+ 107 E Grandview Pkwy, Traverse City, MI 49684



Hall Street



Hall St Requirements:

- ✓ **Contractor must be able to adhere to all rules and regulations of EGLE's Clean Fuel and Charging Infrastructure Program**

<https://www.michigan.gov/egle/about/organization/materials-management/energy/rfps-loans/clean-fuel-and-charging-infrastructure-program>

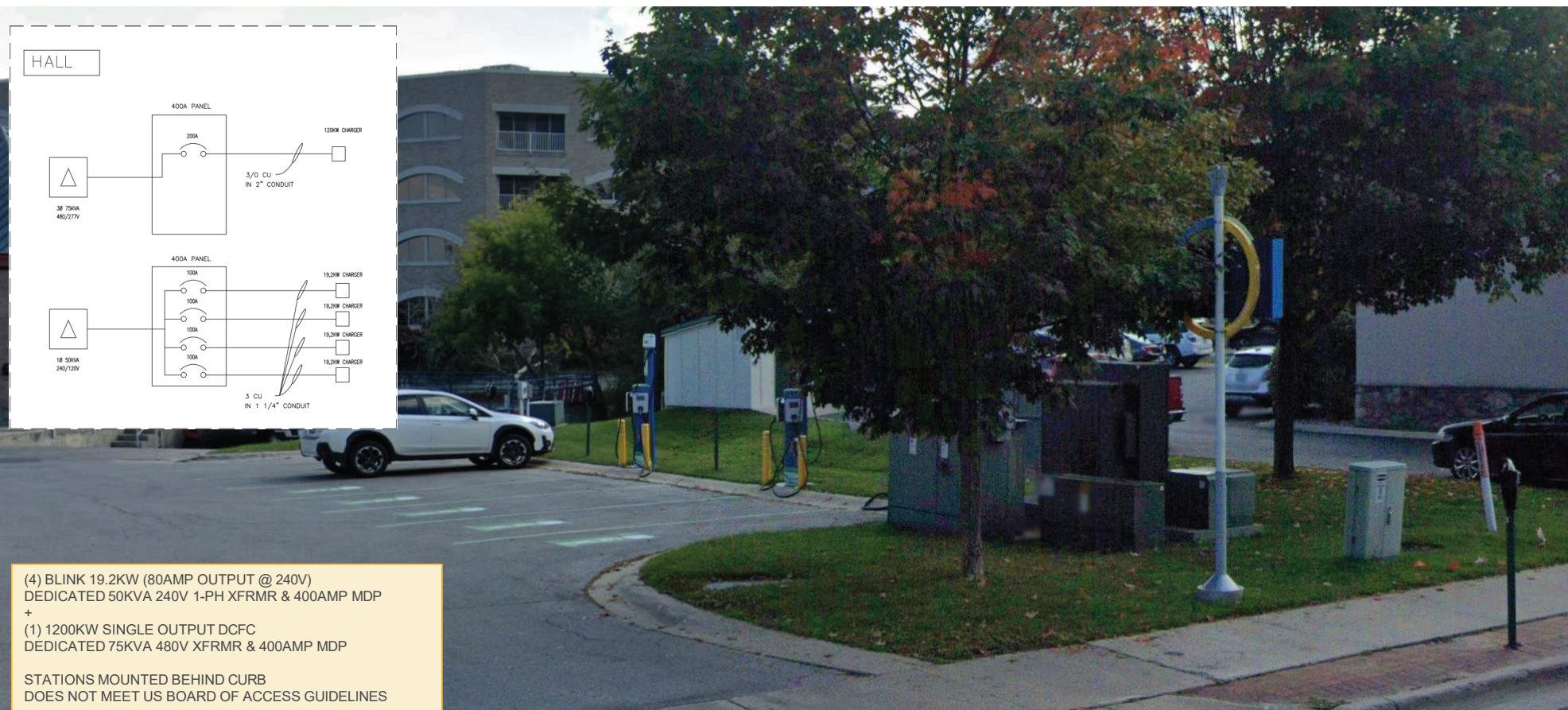
- ✓ All permits and inspections
- ✓ Bollards at each station/pedestal
- ✓ Include and concrete/asphalt cutting
- ✓ Asphalt/concrete restoration and/or replacement
- ✓ Parking space striping and labeling
- ✓ Landscape restoration
- ✓ Safety barriers or barricades if needed
- ✓ Parking enforcement fees if lot or parking spots are needed
- ✓ All bonds and insurance required by TCLP

Do Not Include:

- ✓ Custom charger and equipment wrapping
- ✓ Any infrastructure upgrades before the meter/transformer
- ✓ Startup or commissioning of chargers

Hall Street Public Parking Existing L2

+ 130 Hall St, Traverse City, MI 49684



(4) BLINK 19.2KW (80AMP OUTPUT @ 240V)
DEDICATED 50KVA 240V 1-PH XFRMR & 400AMP MDP
+
(1) 1200KW SINGLE OUTPUT DCFC
DEDICATED 75KVA 480V XFRMR & 400AMP MDP

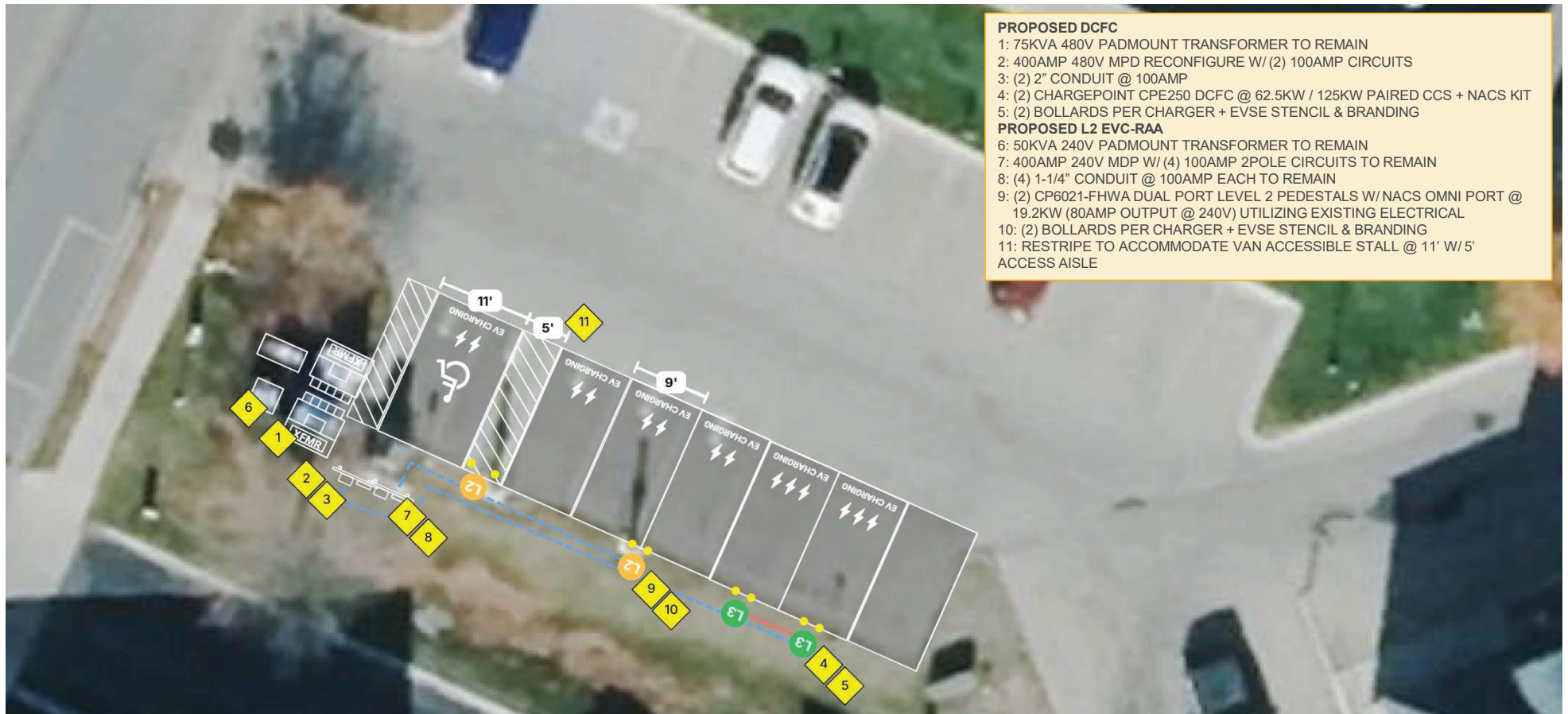
STATIONS MOUNTED BEHIND CURB
DOES NOT MEET US BOARD OF ACCESS GUIDELINES

Hall Street Public Parking Existing EVSE

+ 130 Hall St, Traverse City, MI 49684



+ 130 Hall St, Traverse City, MI 49684



Procurement Terms & Conditions to Ensure EGLE Grant Compliance

Grant-Funded Location: Contractor acknowledges that the charging infrastructure installation at **107 Hall Street, Traverse City, Michigan** is funded in whole or in part through an EGLE Clean Fuel and Charging Infrastructure Program grant. Contractor and all subcontractors shall comply with all applicable grant requirements identified in these Terms and Conditions for work associated with the Hall Street location.

Installation Contractor and Subcontractor Requirements

- Contractor shall "undertake, perform, and complete" all work necessary for the deployment of the EV charging infrastructure identified in the project scope.
- Contractor shall complete all work in sufficient time for TCLP to "complete the project identified in Appendix A within the time period allowed" under the Grant Agreement.
- Contractor shall comply with "all applicable local, state, and federal laws, rules, ordinances, and regulations" in the performance of the work.
- Contractor shall obtain and maintain all permits, inspections, licenses, and approvals required for the work. The contractor acknowledges that "all local, state, and federal permits, if required, are the responsibility of the Grantee" and shall provide all support necessary for TCLP to satisfy this obligation.
- Contractor shall be responsible for the "professional quality, technical accuracy, timely completion, and coordination" of all work, designs, drawings, specifications, reports, and services provided under the contract.
- Contractor shall, without additional compensation, "correct or revise any errors, omissions, or other deficiencies" in its work, drawings, specifications, reports, or services.
- Contractor shall provide all information required for TCLP's quarterly progress reports, including project status, percentage complete, schedule updates, accomplishments, planned work, risks, and mitigation measures.
- Contractor shall provide all documentation required to support grant reimbursement requests, including itemized invoices, equipment documentation, receipts, and other supporting records requested by TCLP or EGLE.
- Contractor shall provide project closeout documentation, including as-built drawings, commissioning documents, equipment information, warranties, permits, inspection approvals, and other records reasonably requested by TCLP.
- Contractor shall provide photographs documenting the completed project, including charging stations, site lighting, signage, and related infrastructure.
- Contractor shall maintain records supporting project costs and performance and shall provide access to such records for inspection, audit, and copying upon request by TCLP or EGLE. Records shall be retained for a period consistent with the Grant Agreement requirements.

Procurement Terms & Conditions to Ensure EGLE Grant Compliance

- Contractor shall provide deliverables no later than ten (10) business days prior to any date required by TCLP for grant reporting, reimbursement, project closeout, or regulatory compliance.

Compliance Requirements

- Contractor certifies compliance with the Debarment and Suspension requirements and shall verify that neither it nor its subcontractors are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from government-funded work.
- Contractor shall comply with the Grant Agreement's Anti-Lobbying requirements and shall not use project funds for lobbying activities or litigation against the State.
- Contractor shall comply with all Non-Discrimination requirements and equal employment obligations applicable under the Grant Agreement.
- Contractor shall avoid conflicts of interest and acknowledge that no employee, officer, director, or family member may improperly benefit financially from grant-funded activities.
- Contractor shall maintain insurance and comply with all applicable workers' compensation requirements.
- Contractor shall immediately notify TCLP of any litigation, investigation, suspension, debarment action, criminal proceeding, or regulatory action that may affect its ability to perform the work.
- Contractor shall require all subcontractors to comply with these same grant-flow-down requirements.

Commissioning / O&M Support

- Contractor shall provide all commissioning support and documentation necessary for TCLP to demonstrate successful project completion.
- Contractor shall provide warranties, training, and documentation necessary to support TCLP's obligation to ensure "operation and maintenance of the charging equipment for at least 5 years after the project is commissioned."