

Request for Proposal

For Medical Examiner Services



March 24, 2026

Tuscola County Controller's Office

125 W. Lincoln St., Suite 500

Caro, MI 48723

Table of Contents

1.	Introduction	
2.	Owner	
2.1.	Project Description.....	4
2.2.	Project Assessment.....	4
3.	Submission Requirements	
3.1.	Due Date Time and Location.....	5
3.2.	Submission of Bids.....	5
3.3.	Pre-Opening Inquiries and Response.....	5
3.4.	Timely Submittals.....	5
3.5.	Preparation of Bid.....	5
3.6.	Bid Process.....	6
3.7.	Authority to Bind Firm in Contract.....	6
3.8.	Special Accomodations.....	6
4.	General Information	
4.1.	Addendum.....	6
4.2.	Advice of Omission or Misstatement.....	6
4.3.	Notification of Withdrawal of Bid.....	6
4.4.	Rights to Pertinent Materials.....	7
4.5.	Firm Pricing for County Acceptance.....	7
4.6.	Cost Preparation.....	7
4.7.	Standard Forms.....	7
4.8.	Independent Price Determination (Non-Collusion).....	7
4.9.	Exceptions.....	7
4.10.	Amendments.....	7
4.11.	Applicable Governing Law and Venue.....	7 - 8
4.12.	Assignment and Subcontracting.....	8
4.13.	Conflict of Interest.....	8
4.14.	Debartment/Suspension Status.....	8
4.15.	Equal Opportunity Employment/Nondiscrimination Policy	8
4.16.	Indemnification and Hold Harmless.....	8 - 9
4.17.	Independent Contractor.....	9
4.18.	Insurance.....	9
4.19.	Invoices and Payment.....	9
4.20.	Tax Exemption.....	9
4.21.	Termination.....	9 - 10
5.	Evaluation, Award and Timeline	
5.1.	Bid Evaluation.....	10
5.2.	Award of Contract.....	10
5.3.	Basis for Award.....	10
5.4.	Right of Rejection.....	10
5.5.	Contract Approval.....	10
5.6.	Notification of Award.....	10
5.7.	Contract Execution.....	10 - 11
6.	Project Pricing Form.....	12 - 19

7.	Legal Status of Bidder Forms.....	20
8.	Non-Collusion Affidavit Form.....	21
9.	Signature Form.....	22
10.	Appendix A: Insurance Requirements.....	23 - 24
11.	Confidentiality Statement.....	25
12.	Terms and Conditions.....	25

Introduction

Tuscola County, now also referred to as the County, is seeking proposals for service from qualified and experienced providers of comprehensive medical examiner services.

Owner

Tuscola County

125 W. Lincoln St.

Suite #500

Caro, MI 48723

Project Description

The County Medical Examiners Act (Act 181 of 1953, being MCL 52.201 *et seq*) requires that the Tuscola County Board of Commissioners appoint a County Medical Examiner (ME) who shall be a physician licensed to practice with the state. The successful bidder is expected to provide all services required of the ME as described in and required by the laws of the State of Michigan, including, but not limited to, the investigation and certifications of all persons whose deaths are within the jurisdiction of the County's ME and review and authorized of cremation permits. (*Cremation permit pricing is currently set by the Board of Commissioners at \$10.00*)

Project Assessment

Before submitting a proposal, each proposer should:

- Thoroughly review this Request for Proposal
- Familiarize himself/herself with Federal, State, and local laws, ordinances, rules and regulations affecting performance of the work; and
- Carefully correlate his/her observations with the requirements of this document

Submission of a proposal will constitute an incontrovertible representation by the proposer that he/she has complied with and understands every requirement of these instructions. Failure or omission of the proposer to do all of the foregoing shall in no way relieve the proposer from any obligations in respect to his/her proposal.

Submission Requirements

- Due Date Time and Location: Bids will be received no later than 4:00 pm, local time prevailing, on Friday, April 10, 2026, by the:

Interim Tuscola County Controller/Administrator Mike Miller

125 W. Lincoln St. Suite 500

Caro, MI 48723

Bids will be opened at the next scheduled Board of Commissioners meeting after the deadline.

- Submission of Bids: Proposers are required to submit an original (clearly marked) bid by the date, time and place designated above. Bids must be submitted in a sealed, opaque envelope or package, clearly marked on the outside: "*Medical Examiner Services*". Be sure to include the name of your firm on the outside of the envelope or the package. Bids received at other locations or delivered after the due date and time will not be accepted and will be returned to the bidder.

Bidders shall complete and include with their submittals the following enclosed items:

1. Pricing Form
 2. Legal Status of Bidder Form
 3. Non-Collusion Form
 4. Signature Form
- Pre-Opening Inquiries and Response: Any inquiry about the meaning or interpretation of the Request for Proposal and attachments must be directed to Tuscola County Interim Controller/Administrator Mike Miller BD at mmiller@tuscolacounty.org. The deadline for submitted final questions is no later than 3:00 p.m. on April 9, 2026. Inquiries may be submitted electronically to mmiller@tuscolacounty.org with "Medical Examiner" in the subject line.
 - Timely Submittals: Any bid received after 4:00 p.m., local time prevailing on Friday, April 10, 2026, whether by mail or otherwise, will be rejected. It is the sole responsibility of the bidders to ensure that their bids are received on time. Nothing in the Request for Proposal precludes the County from requesting additional information at any time during the procurement process.
 - Preparation of Bid: All bids must be made on the required forms prepared and executed fully and properly. Proposed prices shall be based on the selected bidder furnishing all labor, supervision, administration, incidentals, bonds, insurance, and any other services

required to complete the work strictly in accordance with this Request for Proposal. All fees and costs must be disclosed in the bid.

- Bid Process: Bids which do not completely address all solicitation requirements will be considered non-responsive and may be excluded from consideration. Any exceptions shall be duly noted in the submittal.
- Authority to Bind Firm in Contract: Bidder shall provide the full legal firm name and address. Any bid that has not been manually signed will be deemed non-responsive and excluded from consideration. Firm name and authorized signature must appear in the space provided on the attached Signature Form.
- Special Accommodations: If you are an individual with a disability and require reasonable accommodation, please notify Mike Miller at (989) 673-3710, three working days prior to need.

General Information

1. Addendum: If it becomes necessary to revise any part of the Request for Proposals or if additional data is necessary to enable an exact interpretation of provisions, an addendum will be issued to all vendors known to have received a Request for Proposals. It is the responsibility of the bidder to ensure that he/she has received and signed all addendums prior to submitting a bid. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a bidder shall be binding.
2. Advise of Omission or Misstatement: In the event it is evident to a responding bidder that the County has omitted or misstated a material requirement to the Request for Proposals and/or the services required, the responding vendor shall advise the County Administrator of such omission or misstatement. Such notifications may be submitted electronically to mmiller@tuscolacounty.org with "Medical Examiner" in the subject line.
3. Notification of Withdrawal of Bid: Bids may be withdrawn prior to the date and time specified for the bid submission with a formal written notice by an authorized representative of the bidder.

4. Rights of Pertinent Materials: All responses, inquiries, and correspondence relating to this Request of Proposals and all reports, charts, displays, schedules, exhibits, and other documentation produced by the bidders that are submitted as part of the bid shall become the property of Tuscola County after the bid submission deadline.
5. Firm Pricing for County Acceptance: The bid price must be firm for County acceptance for ninety (90) days from the bid opening date.
6. Cost of Preparation: Any costs incurred in the bid preparation, printing, or demonstration process shall be borne by the bidders.
7. Standard Forms: Any preprinted contract forms the vendor proposes to include as part of a contract resulting from this solicitation must be submitted as part of the bid. Tuscola County reserves the right to accept or reject in whole or in part any form contract submitted by a bidder and/or to require that amendments be made thereto, or that an agreement drafted by the County be utilized.
8. Independent Price Determination (Non-Collusion): Bidders must complete and submit the attached Non-Collusion Affidavit Form.
9. Exceptions: Bidders must submit a listing of any and all exceptions to the Request for Proposals. Suggested substitutions, printed forms, sample contracts, etc. may be provided with the listed exception.
10. Amendments: No extra work, additions, alterations, including changes in the price will be paid by Tuscola County unless agreed to and performed pursuant to and in accordance with a written agreement.
11. Applicable Governing Law and Venue: Bidder shall render the services to be provided pursuant to this Request for Proposals in compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Bidder agrees that an agreement arising from this Request for Proposals shall be construed according to the laws of the State of Michigan. The County and Bidder agree that the venue for any legal action

under this agreement shall be the County of Tuscola, State of Michigan. In the event that any action is brought under any agreement resulting from this Request for Proposals in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District-Northern Division.

12. Assignment and Subcontracting: Work performed as a result of the Request for Proposals may not be assigned or subcontracted by the Bidder without consent in writing from the County.

13. Conflict of Interest: The Bidder affirms that they have no interests which would conflict with the performance of the services required by the service. The Bidder also assures that, in performance of the contract, no officer, agent, employee of Tuscola County, or member of its governing bodies, may participate in any decision relating to the contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply where specifically exempt under Michigan Law.

14. Debarment/Suspension Status: The Bidder certifies that he/she is not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice of proposed debarment from any State agency or local public body.

15. Equal Opportunity Employment/Nondiscrimination Policy: All vendors who provide goods and services to Tuscola County government by contract shall, as a condition of providing goods and services, not discriminate against an employee or applicant for employment with respond to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age, or political affiliation (except where age, sex, or lack of disability constitutes a bona fide occupational qualification.)

16. Indemnification and Hold Harmless: The Bidder shall, at his/her own expense, protect, defend, indemnify, save and hold harmless the County of Tuscola and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative

proceedings, court costs and attorney fees that the County of Tuscola and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the Bidder or its employees, servants, agents or subcontractors that may arise. The Bidder's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are paid out on behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Bidder.

17. Independent Contractor: The Bidder shall be an independent contractor. The employees, servants and agents of the Bidder shall not be deemed to be and shall not hold themselves out as employees, servants, or agents of the County and shall not hold themselves out as employees, servants, or agents of the County shall not be entitled to any fringe benefits received by County personnel such as, but not limited to, health and accident insurance, life insurance, longevity or paid sick or vacation leave. The Bidder shall be responsible for paying all compensation to its personnel for services they have performed under this Request for Proposals and for withholding and payment of all applicable taxes to the proper Federal, State and local governments.

18. Insurance: All bidders performing work on County premises are required to provide evidence of coverage for Worker's Compensation and General Liability, Automobile Liability, and, if applicable, Professional Liability. Insurance requirements are attached as Appendix A.

19. Invoices and Payments: Submit invoice(s) as instructed on the face hereof on a monthly basis . The County shall pay Bidder within thirty (30) days after receipt of an accurate and undisputed invoice. Send invoice(s) to the Tuscola County Controller/Administrator, 125 W. Lincoln St. Suite 500, Caro, MI 48723.

20. Tax Exemption: County does not pay Federal excise and State Sales taxes. The county tax exemption number is 38-6004893. Exemption Certificate and Michigan Sales and Use Tax Certificate of Exemption are both available upon request.

21. Termination: Tuscola County may terminate work under the Request for Proposals in whole or in part at any time by notice to Bidder in writing. Bidder will thereupon give minimum 45 day notice to stop work and notify its subcontractors to do likewise after. Except where termination is caused by a default or delay of Bidder, Bidder shall be

entitled to reimbursement for actual costs incurred up to and including the date of termination, applicable to the termination.

Evaluation, Award and Timeline

1. Bid Evaluation: The Tuscola County Board of Commissioners will review the bids to determine the most responsible bidder.
2. Award of Contract: It is the intention of the County to award a contract to the lowest responsive and most responsible bidder, provided that the bid has been submitted in accordance with the terms and conditions of the Request for Proposals and does not exceed the budgeted funds available.
3. Basis for Award: Information and/or factors gathered during interviews, negotiations and any reference checks and/or background checks, in addition to the evaluation criteria stated in the Request for Proposals, if any, and any other information or factors deemed relevant by the County, shall be utilized in the final award.
4. Right of Rejection: Tuscola County reserves the right to reject any or all responses to this Request for Proposals for sound, documentable business reasons, and to waive any informalities or minor irregularities in responses, and/or to negotiate the terms and conditions of all or any part of the responses as determined to be in the County's best interests in its sole discretion.
5. Contract Approval: The Tuscola County Board of Commissioners shall have final approval of any contract resulting from this solicitation.
6. Notification of Award: Upon acceptance by the County, and approval by the Board of Commissioners, the successful bidder will be notified of award in writing by email.
7. Contract Execution: The successful bidder shall commence work only after the transmittal of a fully executed Contract and after receiving written notification to proceed

from the County. A valid and enforceable contract exists when an agreement is fully executed between the parties.

Project Pricing Form

(Please Type or Print Clearly in Ink)

Pricing submitted by: _____

Address: _____

Having carefully examined the information provided in the Request for Proposals, as well as specifications, scope of work, and the premises and conditions affecting the work, the Undersigned proposes to furnish all labor, materials, tools, equipment, permit fees, bonds, insurance, and services necessary to perform and complete the entire work for the fee as listed below. A schedule of values may be required as part of the contract, if awarded.

1. *Medical Examiner Services Scope of Work.* During the term of this Agreement, Contractor shall provide the following services to Tuscola County:
 - a. Case Evaluation: Contractor shall provide case evaluation services and shall consult with investigators, family members of decedents, and private medical doctors, and other authorized representatives, to assist the Medical Examiner determining whether specific cases require medical examiner investigation, pursuant to MCL 52.202.
 - b. External Exam: Contractor shall perform external examinations of decedents, where an autopsy examination is not deemed necessary to provide probable cause of death. External examination may include viewing the body, examining medical records, medical history, and similar information. If such external examination reveals questions or issues that in the opinion of the Contractor require an autopsy to be performed, the Contractor shall have an autopsy performed.
 - c. Case Consultation: Contractor may perform case consultation services on an as needed basis, including medical records and laboratory results review, investigative report review, and case analysis, which may or may not involve external examinations upon formal requests by law enforcement or the County Prosecutor. Ad hoc, informal opinions provided by Contractor to law enforcement

of the Prosecutor shall not incur additional fees. In the event that a formal, extensive records or case review is required to determine cause of death, County and Contractor shall mutually agree upon the scope and estimate of cost of work prior to commencement of the review.

- d. Autopsy: Contractor shall have autopsies performed when determined necessary by the Medical Examiner or his/her Deputy(ies). The contractor shall advise law enforcement on the necessity of performing an autopsy versus an external examination in the context of industry best practices. Such autopsy services shall include:
- i. Board Certified: Autopsies will be completed by Board Certified Forensic Pathologist on any cases that are criminal or suspicious in nature or potentially prosecutable.
 - ii. Triage: Contractor shall participate in case triage discussions.
 - iii. Viewing: Autopsies may be viewed by individuals or agency representatives (such as Public Health or other relevant individuals/agencies), who may not be involved in the investigation or prosecution of the case. Such individuals or agency representatives must obtain authorization from the lead law enforcement investigator/agency and the Medical Examiner or Forensic Pathologist prior to viewing any autopsy.
 - iv. Explanation of Procedures: Contractor shall explain autopsy procedures and respond to questions during the autopsy.
 - v. Education: Contractor may provide education to autopsy attendees during such autopsies, provided it does not interfere with performance of work required; however, any fee, if applicable, for such training services shall be addressed exclusively by Contractor and the party requesting such services.

- e. Laboratory Testing: Contractor shall order and pay for toxicological, bacteriological, serological, or similar testing studies from laboratories and professional consultants when reasonably or necessary to assist in determining cause and manner of death.

- f. Histology: Contractor shall cover histology testing studies from laboratories when reasonable or necessary to assist in determining cause of death.

- g. Transcription: Contractor shall provide any necessary transcription services.

- h. On-Scene Examination: Contractor shall view the bodies of decedents at the scene of death and/or perform other investigative services (such as interviewing/examining witnesses) during and after normal working hours within 60 minutes upon notification under normal circumstances. Any medical examiner investigators providing services under the Agreement shall be employees or contractors of contractors. The contractor shall be responsible for the cost of such investigative services as are necessary under this Section.
 - i. Oversight and Management: Identify who within your organization provides direct supervision and administrative oversight of the medical examiner investigators. Describe the reporting structure, including how medical examiner investigators coordinate with the Medical Examiner and other county personnel.
 - ii. Requirements and Qualifications: Specify any licensing, certification, education, or training requirements for medical examiner investigators employed or contracted under your entity. Include any information on ongoing training, continuing education, or professional development expectations.
 - iii. Retention and Compliance: Outline your organization's policies on employee retention, performance evaluation, and documentation related to medical examiner investigator operations. Describe any recordkeeping or data retention practices, including compliance with state law, HIPAA, and local public records requirements.

- i. Examination Report: Contractor shall provide a complete, typewritten, final report within sixty (60) calendar days after receipt of clinical test results and any

consultation, investigative reports or information reports necessary to close the case. The report must contain the following information:

- i. Name of the individual tested, identifying information (such as age, sex, and other vital statistics), and applicable case number.
 - ii. Date external examination concluded or date and time of autopsy.
 - iii. Description of external examination of individual/records.
 - iv. When an autopsy was performed, a description of the internal examination, noting the weight and condition of specific organs and condition of internal body systems. As applicable, the report will include: significant positive findings, and relevant negative findings; list of gross diagnoses; description of any microscope examination; summary of laboratory tests (with copies of test reports); intervals for mechanisms of death; diagrams of injuries (with photographs attached as appropriate); and any other information considered pertinent by Contractor.
 - v. Summary or relevant historical and scene information (when appropriate), results/findings from examination performed, and determination of probable cause of death.
 - vi. Any other information required by applicable state/federal laws or regulations.
 - vii. Signature of forensic pathologist licensed to practice medicine in the State of Michigan. Board certified forensic pathologists will be made available for prosecutable cases.
- j. Transportation: Contractor shall perform and provide transportation associated with cases associated with the death at Contractor's expense. Contractors shall use their own medical transportation vehicle or make appropriate agreements to sub-contract transportation as necessary.
- k. Sudden Unexpected Infant Death Cases (SUID): Contractor shall perform procedures necessary to comply with MCL 52.205a or any other laws or regulations applicable to post-mortem examination of sudden, unexpected infant death cases.
- l. County Committee Meetings: Contractor shall provide an annual report to the Board of Commissioners. Contractor shall also attend and provide coordination for additional meetings associated with the Countywide Child Death Review, Overdose Fatality Review meetings, and Domestic Violence Death Review

committees and other related meetings that may be scheduled, unless unable to attend due to unforeseen illness, mandatory appearance requirements, or other emergency or urgent circumstances preventing attendance. The County shall schedule no more than one such meeting per month through the Contractor's main office.

- m. Business Meetings: Contractor shall attend meetings that are related to legal or public health functions. The County shall schedule no more than one such meeting per month through the Contractor's main office.

- n. Expert Witness: Contractor shall testify as an expert witness when subpoenaed to do so at any legal proceeding, whether deposition or court testimony, arising in connection with cases in which Contractor has conducted an examination. The County will not be liable for any fees associated with testimony or deposition services.

- o. Anatomical Gifts: Contractor shall cooperate and support the authorized removal and disposition of human tissue from bodies of deceased persons as authorized by the Gift of Life; consult with physicians or transplant personnel when a request for a donor tissue is made in a case falling under the jurisdiction of the Medical Examiner.

- p. Staff Training: Contractor shall provide education and training services for law enforcement, EMS, and/or other personnel as may be mutually agreed upon by Contractor and those agencies. Such services may include, but are not necessarily limited to, instructing personnel, particularly law enforcement, EMS and/or investigators, regarding medical safety issues or information required by the pathologist for effective evaluation of Medical Examiner cases and for their personal safety.

- q. Advice/Retention: Contractor shall follow the State of Michigan's Department of Health and Human Services policy on record and specimen retention.

- r. Chain of Custody: Contractor shall maintain evidence chain of custody, as required by law enforcement and the courts, by obtaining and protecting evidence on or about decedents in such a way that follows the standards and best practices of the industry.

- s. Minimum Staffing: In order to adequately meet the County's forensic pathologist needs, Contractor shall maintain at least one forensic pathologist able to complete necessary autopsies and reviews within the time frames identified here.

- t. Availability: Contractor shall be available during normal business hours and off hours to consult with representatives of law enforcement and the prosecutor regarding Medical Examiner activities.

- u. Facility/Equipment: Contractor shall be responsible to provide or have arrangements for an appropriate facility to complete autopsies and any other postmortem examinations are to be performed.

- v. Operational Supplies: Contractor shall provide supplies and equipment necessary for conducting required examinations. This includes, but is not necessarily limited to, a microscope, protective supplies, (e.g., gowns, gloves, aprons, face shields, boots, and shoe covers); containers for bodies and tissue samples; items used in performance of autopsies (e.g., syringes, scalpels, scissors, forceps, chisels, knives, saws, and photographic film); and cleaning supplies (e.g., soaps detergents, and disinfectants).

- w. Laboratory Services: Contractor shall provide direct payment to authorized laboratory contractor(s) for services ordered.

- x. Histology Services: Contractor shall provide direct payment to authorized laboratory contractor(s) for services ordered.

- y. Prior Case Review: Contractor shall perform a review, written report, and/or expert testimony of cases where pathologist not associated with Contractor performed the exam.

 - z. Forensics Contractors: Contractor shall obtain and pay for Contractors in forensic neuropathology, forensic anthropology, forensic odontology, and any other specialty as may be deemed necessary.

 - aa. Specimen/Tissue Storage: Contractor shall provide for the storage of specimens and tissue samples that Contractor considers necessary to retain as evidence or for further testing.

 - bb. Other: Provide data to the Health Department upon request at no cost as part of this potential contract.
2. *Responsibilities of the County*: The County shall provide direct payment to additional pathologists and/or other personnel that may be required to handle any disaster situation involving ten or more deaths occurring during a single incident, if the Contractor is unable to provide said services.

Total Base Bid: Medical Examiner Services:

Option 1:

- Provide a full suite of services including all transportation, autopsies, cremation permit fees as set by the county, and scene investigation. \$_____

Option 2:

- Flat fee for acting as the Medical Examiner for Tuscola County (authorization of cremation permit fees and death certificates are included) \$_____
- Autopsy fee per case \$_____
- Scene Investigation & transportation fee per case \$_____

Signature

Date

Legal Status of Bidder Form

(Please Type or Print Clearly in Ink)

Bidders shall check and complete the appropriate form of business: circle which applies

Corporation

Partnership

Individual

Limited Liability Company (LLC)

LLC Name: _____

Name

Title

Address

Phone Number

Email Address

Fax Number

Federal Tax Identification Number

Non-Collusion Affidavit Form

(Please Type or Print Clearly in Ink)

I, _____, of _____

Name and Title

Company Name

Attest to the following:

1. That I am fully informed respecting preparation and content of the attached Proposal and of all pertinent circumstances respecting such Proposal;
2. That my proposal is genuine and not a collusive or sham Proposal;
3. Neither myself nor any of our officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, connived, or agreed directly or indirectly with any other proposer, firm, or person to submit a collusive or sham Proposal in connection with the Contract for which the attached proposal has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, or to secure through and collusion, conspiracy, connivance, or unlawful agreement any advantage against the county or any person interested in the proposed Contract;
4. The price or prices quoted in that attached Proposal are fair and proper and are not tainted by any other collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature

Date

Non-Collusion Affidavit Form

(Please Type or Print Clearly in Ink)

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in this solicitation, except as noted herein.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete legal name of firm: _____

Order from address: _____

Remit to address: _____

Federal Identification Number: _____

Signature: _____

Name (type/print): _____

Title: _____

Telephone: _____ Fax: _____

Date: _____

Send notification of award to: _____

(First and last name)

Email address of person receiving award notification: _____

Appendix A: Insurance Requirements

1. Standard Insurance Requirements: The Contractor, and all of his/her subcontractors, shall not commence work under this contract until he/she obtains the insurance required under this paragraph and any subsequent contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to Tuscola County and rated A+ (Superior) or A or A- (Excellent) by the AM Best Company (www.ambest.com).
 - a. Workers Compensation Insurance: The contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable Statutes of the State of Michigan.
 - b. Commercial General Liability Insurance: The contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit for 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, if not already included; (E) Deletion of Explosion, Collapse, and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate.
 - c. Motor Vehicle Liability Insurance: The contractor shall procure and maintain during the life of this contract, Motor Vehicle Liability Insurance, including applicable No-Fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit for 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 Vehicle Liability, as described above, shall include an endorsement stating the following:

“Additional insureds: Tuscola County, including all elected and appointed officials, all employees, and volunteers, all boards, commissions and/or authorities and their board members, including employees, and volunteers thereof. The coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage is primary, contributing or excess.”

- e. Cancellation Notice: All insurances described above shall include an endorsement stating the following: “It is expressly understood and agreed that the Contractor shall provide thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change in any of the Contractor’s insurance coverages to Tuscola County, 125 W. Lincoln St. Suite #500, Caro, MI 48723”

- f. Proof of Insurance: The contractor shall provide Tuscola County at the time the contracts are returned by him/her for execution, two (2) copies of the Certificates of Insurance and/or Policies, acceptable to the County. If so requested, certified copies of all policies will be furnished. The contractor shall provide the County evidence that all subcontractors are included under the contractor’s policy.

If any of the above coverages expire during the term of this contract, the contractor shall deliver renewal certificates and/or policies to Tuscola County at least ten (ten) days prior to the expiration date.

Send a Certificate of Insurance to Tuscola County, 125 W. Lincoln St.
Suite #500, Caro, MI 48723

Confidentiality Statement

This document and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and/or intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form of this document, and any attachments thereto and do not disseminate further.

Terms and Conditions

Invoices shall be mailed 30 days after shipment of goods is complete to the submission address listed on page 4. Delays in receiving invoices, errors, or omissions on invoices or lack of supporting documentation required by the terms of this PO Agreement will be cause for postponing the start of the payment terms until the correct information is received. Buyer will not be responsible for charges on invoices received more than 120 days after the rendering of service is complete or shipment of the goods unless indicated otherwise in a written agreement between Buyer and Seller.

In consideration of the performance of the completion of the obligations by Seller and acceptance by Buyer under the PO Agreement, Buyer will pay the applicable invoice amount. Payment terms are net 30 days from receipt of invoice unless indicated otherwise in a written agreement between Buyer and Seller.

Disclaimer

Tuscola County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to enter a contract as a result of this RFP. The County also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between Tuscola County and the bidder until both parties have formally approved and signed a written contract to be developed by Tuscola County legal counsel. The County reserves the right to make an award without further discussion of any proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the offer can propose. There will be no best and final offer procedure. The County does reserve the right to contact an offer for clarification or its proposal.