

## Contractor's Bid

Pursuant to notices given, the undersigned proposes to furnish all material and labor necessary to complete the replacement as described below and in strict accordance to the plans and specifications dated November 2016. I, the undersigned, having familiarized myself with the attached Contract Documents do hereby propose to furnish all labor, equipment, materials, drayage, tolls, supervision, etc. and to complete all work as specified in these Documents and Specifications. By my submission of this Bidding Proposal I acknowledge the receipt of the Contract Documents and to provide supervision, labor, materials and equipment for roof replacement and repairs of the following items, per the attached:

**Base Bid:**        **Replacement Sections: Central Facility - HM1, HM2, HM3, AD1, AD2, AD3, & AD4**  
                      **Replacement Sections: Gilbert Facility - DS & FB**  
                      **Repair Sections: Gilbert Facility - BG3**

The following price shall include all labor and materials for the roof replacement for the sections above and repair section as identified in the bid documents. Contractor shall remove and dispose of the existing roof system down to the deck. Deck replacement/repair as necessary per identified. New roof shall consist of a polyisocyanurate insulation system with tapered saddles, recovery board, cant strips and new asphalt based HPR, Modified Roof System as specified. All flashings, counterflashings, and accessories shall be provided and installed by the contractor. Manufacturer Representative shall provide job inspections throughout the duration of the project.

All labor, materials, services and equipment necessary for completion of the work shown on the drawings and in the specifications.

**Replacement Sections Central Facility:**

Area HM1, HM2, HM3 - \$ 2,480,000.00  
Area AD1 - \$ 59,502.00  
Area AD2 - \$ 105,616.00  
Area AD3 - \$ 127,932.00  
Area AD4 - \$ 5,950.00

**SUBTOTAL CONSTRUCTION COST: \$ 2,779,000.00**

**Replacement Sections Gilbert Facility:**

Area DS - \$ 11,000.00  
Area FB - \$ 32,165.00

**SUBTOTAL CONSTRUCTION COST: \$ 43,165.00**

Repair Sections Gilbert Facility:

Area BG3 - \$ 5,600.00

SUBTOTAL CONSTRUCTION COST: \$ 5,600.00

Construction Contingency: \$250,000.00 (include value in the Total Construction Cost)

TOTAL CONSTRUCTION COST:

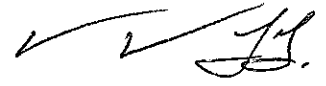
THREE million seventy seven thousand seven hundred DOLLARS (\$ 3,077,765.00)  
SIXTY FIVE

Extra work may be necessary other than required by the plans and specifications, extra work will be completed according to the written instructions of the Owner for the following unit prices:

Unit Cost Items:

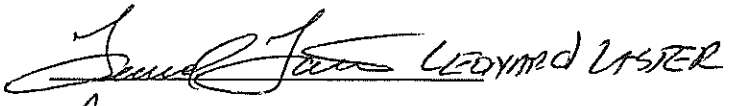
Roof Replacement Cost (0 sq. ft. – 10,000 sq. ft.)	<u>\$ 13.00</u>	Per Sq. Ft.
Roof Replacement Cost (10,000 sq. ft. – 50,000 sq. ft.)	<u>\$ 12.85</u>	Per Sq. Ft.
Roof Replacement Cost (50,000 sq. ft. – 100,000 sq. ft.)	<u>\$ 12.64</u>	Per Sq. Ft.
Roof Replacement Cost (100,000 sq. ft. – 215,000 sq. ft.)	<u>\$ 12.64</u>	Per Sq. Ft.
Replacement of Wood Blocking:	<u>\$ 3.25</u>	Per Linear Ft.
Repair of Concrete Decking:	<u>\$ 85.00</u>	Per Linear Ft.
Replacement of Metal Decking:	<u>\$ 6.00</u>	Per Sq. Ft.
Removal and infill of abandoned units:	<u>\$ 25.00</u>	Per Sq. Ft.
Roof Replacement Cost (10,000 sq. ft. – 50,000 sq. ft.)	<u>\$ 12.85</u>	Per Sq. Ft.
Replace broken roof drains and missing roof strainers	<u>\$ 750.00</u>	Per Unit
Replace drain inserts at roof drains without proper clamping rings	<u>\$ 375.00</u>	Per Unit
Painting of smoke vents	<u>\$ 200.00</u>	Per Unit

Addenda Numbers 1 + 2

are hereby acknowledged. 

Respectfully Submitted,

SIGNATURE:



TITLE:

PROJECT MANAGER

BUSINESSNAME:

ROYAL ROOFING CO. INC

CONTRACTOR ADDRESS:

2445 Brown Rd. ORION, MI. 48359

DATE:

1-9-17

DETROIT DEPARTMENT OF TRANSPORTATION

DBE AFFIDAVIT

THIS PAGE MUST BE COMPLETED BY NON-DBE PRIME PROPOSER/BIDDER TO INDICATE THE PERCENTAGE OF DISADVANTAGE BUSINESS ENTERPRISE PARTICIPATION.

The undersigned bidder/proposer hereby agrees that the goal established for DBE participation in this project through subcontracting or entering into a joint venture with Disadvantaged Business Enterprise(s) in conformity with the Requirements, Terms, and Conditions of this Attachment is:

5.65% Disadvantaged Business Enterprise (DBE) goal

THIS PERCENTAGE RELATES TO DBE SUBCONTRACTING ONLY AND IS CONSISTENT WITH THE DISADVANTAGED BUSINESS ENTERPRISE STATEMENT LISTED IN THE BID/PROPOSAL FORM.

Additional DBE information will be required for DBE contractors or contractors utilizing DBE firms.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING STATEMENTS IS TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF TO MAKE THIS AFFIDAVIT.

(Name of Business Entity) ROYAL ROOFING Co., INC.

ORION State of MICHIGAN

*[Signature]* PROJECT MANAGER

(affiant)

(title)

## DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

It is the policy of the U.S. DOT that grant recipients comply with current U.S. DOT regulations on DBE participation in U.S. DOT financial assistance program, at 49 CFR Part 26.

I. **Contract Goal:**

DDOT has specified the following goal for work to be performed on this contract:

5.65 % DBE (Disadvantaged Business Enterprise)

2. **Discrimination**

DDOT's commitment to a specific goal is to meet DBE objectives and is not intended and shall not be used to discriminate against any qualified company or group of companies.

The responsive responsible bidder/proposer must meet the following conditions:

- a. Have the necessary equipment, facilities, resources, judgment and skill to perform the tasks specified for the bid or proposal.
- b. meet the DBE goal referred to in the bid specification or Request for Proposal or make a good faith effort to attain the goal;
- c. must comply with bid or proposal procedures/requirements; and
- d. must meet the technical specifications of the project

The responsive/responsible bidder/proposer must submit the following written intent to comply with DDOT's DBE goals:

- a. names and addresses of certified DBE participating sub-contractors and the work they are to perform.
- b. the dollar value of each proposed certified DBE contract
- c. documentation of good faith efforts, if applicable.

3. **Enclosures 1A thru 5**

*The contractor's commitment to the percentage of certified DBE utilization during the term of this contract will be stated in the DBE Affidavit (Enclosure 1A).*

*Requirements for the DBE plan are addressed in Enclosures 1 - 4, while Enclosure 5 meets requirements for the Equal Employment Opportunity Program. Bidders/proposers must complete and return all applicable Enclosures.*

**Enclosure 1A.** DBE Affidavit, must be submitted with the bid/proposal by any non-DBE prime contractor to acknowledge the percentage of DBE participation and indicate intent to comply with the DBE goal.

*Enclosure 1B, the DBE Affidavit, if applicable, must be submitted with the bid/proposal by all DBE prime contractors to affirm DBE status.*

*Enclosure 2, Letter of Intent to Perform as a Subcontractor must be submitted by the prime contractor with the proposal and signed by DBE subcontractors.*

*Enclosure 3, Schedule of DBE Utilization Plan, must be submitted with the bid/proposal by all prime contractors for all DBE subcontractors. It must contain the information specified in paragraphs 3a and 3b above.*

*No changes to DBE subcontractors listed and no additional DBE subcontractors can be provided after bid/proposal openings without DDOT's approval.*

**Enclosure 4, Unavailability Certification, must be submitted by the prime contractor with the proposal along with documentation of good faith efforts.**

**Enclosure 5.** *Employment Data Form, defines the makeup of the company's work force and must be filed by every prime contractor on a contract of \$50,000 or more, or with 50 or more employees. This enclosure shall be submitted with the bid/proposal.*

#### **4. Joint Ventures**

A joint venture is an association of two or more persons, partnership corporations, or any combination thereof, formed to carry on a single business activity that is limited in scope and duration.

If the joint venture is participating in a contract in which DBE goals have been set, then the joint venture must be certified by DDOT's Contract Compliance Office before award. The DBE component of the joint venture must:

- a. meet the requirements for DBE as stated in the definitions of 49 CFR Part 26.;
- b. be certified as having at least a 51% share of its ownership, control and management responsibilities, risks and profits in one or more socially and economically disadvantaged individuals; and
- c. be responsible for a clearly defined portion of the work to be performed.

*DDOT will count toward its DBE goal a portion of the total dollar value of a contract with a joint venture (eligible under the standards of 49 CFR, Part 26) equal to the percentage of the ownership and controls of the DBE partner in the joint venture.*

#### **5. Compliance**

##### **1. Certification Agency:**

DDOT reserves the right to accept or reject a firm's certification from other DOT agencies on a case-by-case basis. In making this determination D-DOT will evaluate whether the certification was conducted under the standards of 49 CFR., Part 26.

To count a minority or woman-owned business' participation toward the goal established for this contract, the firm must be certified as a DBE and perform a "commercially useful function" as defined in 49 CFR Part 26.

**6. Good Faith Efforts**

To award a contract to a bidder/proposer that has failed to meet the DBE contract goals as stated in that specific contract, DDOT will decide whether the bidder/proposer made "a good faith effort" to actively and aggressively seek DBEs to meet those goals. DDOT through a Good Faith Efforts Committee, will review the data submitted to decide whether the DBE requirements have been satisfied through good faith efforts as documented on Enclosure 4, Forms I-5. The Good Faith Efforts Committee will consist of the General Manager, Contract Compliance Officer, the Grants Coordinator and the Procurement Specialist. The kinds of efforts that are considered demonstrative of a "good faith effort" include, but are not limited to the following documented actions pursuant to 49 CFR, Part 26:

Whether the contractor attended any pre-solicitation or pre-bid meetings that were scheduled by D-DOT to inform DBEs of contracting and subcontracting opportunities;

Whether the contractor advertised in general circulation, trade association, and minority/women focused media concerning the subcontracting opportunities;

Whether the contractor provided written notice to reasonable number of specific DBEs that their interest in the contract was being solicited in sufficient time to allow the DBEs to participate effectively;

Whether the contractor followed up initial solicitations of interest by contacting DBEs to determine with certainty whether the DBEs were interested;

Whether the contractor selected portions of the work to be performed by DBEs to increase the likelihood of meeting the DBE goal (including, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation);



Whether the contractor negotiated in good faith with interested DBEs with adequate information about the plans, specifications, statement of work, and requirements of the contract;

Whether the contractor made efforts to assist interested DBEs in obtaining bonding, lines of credit or insurance required by the recipient or contractor;

Whether the contractor effectively used the services of available minority and women business organizations, minority and women contractor's groups; local, state and federal minority and women business assistance offices; and other organizations that provide assistance to DBEs; and

Whether the prime contractor made efforts to assist interested DBE in obtaining necessary equipment, supplies, materials or related assistance or services.

The Good Faith Efforts Committee will review the documentation submitted under this section to decide whether the DBE requirements have been satisfied through good faith efforts. If the committee is unable to reach a consensus, the decision will be referred to the Board of Directors for the final consideration. For further guidance concerning good faith efforts, refer to CFR Section 49, Part 26, Section 26.53.

#### **7. Defaulting DBE Subcontractors**

A contractor must make a good faith effort to replace a defaulting DBE with another certified DBE. The prime contractor must notify DDOT's Contract Compliance Office immediately of the DBE's inability to perform and of the intent to obtain a substitute certified DBE. The substitute DBE must receive prior approval by DDOT, and must meet the standards as described in DDOT's DBE plan.

**8. Prompt Payment, Section 26.29**

Prime contractors shall pay subcontractors within five (5) days from receipt of payment from DDOT. They are further required to return funds retained within thirty (30) days after the subcontractor's work is satisfactorily completed.

Clauses requiring prompt payment shall be included in the prime contractor's contracts with subcontractors. Any delay or postponement of payment may only take place for good cause, with prior approval of DDOT. Where there are disputes, prime contractors and subcontractors shall use appropriate Alternative Dispute Resolution (ADR) mechanisms to resolve payment disputes. DDOT will participate in the resolution if necessary.

Failure to carry out prompt payment requirements will be considered as breach of contract, and will cause the following:

1. DDOT will not reimburse prime contractors for work performed by subcontractors unless and until the prime contractor ensures that the subcontractors are promptly paid for the work they have performed.
2. DDOT will not award future contracts to prime contractors who refuse to pay promptly.

**9. Failure to Comply**

If DDOT finds that the contractor has failed to comply with the requirements of this attachment, DDOT's Contract Compliance Officer must notify the contractor in writing. The contractor shall immediately take corrective action. If the contractor fails or refuses to comply in the time specified, the Purchasing Official will issue a termination for default.

**10. Records and Documents**

It is the contractor's responsibility to maintain those records and documents that indicate compliance with this Attachment for three (3) years following the performance of the contract. Those records will be made available at reasonable times and places for inspection upon request by any authorized representative of DDOT, with any other compliance information that such representative may require.

To ensure that stated DBE goals are met by prime contractors, DDOT performs an annual audit of contract payments to DBEs. This audit reviews payments to DBE subcontractors to insure that the actual amount paid to the DBE subcontractors equals or exceeds the dollar amounts stated in Enclosure.

Enclosure 1A

**DBE AFFIDAVIT**

THIS PAGE MUST BE COMPLETED BY NON-DBE PRIME PROPOSER/BIDDER TO INDICATE THE PERCENTAGE OF DISADVANTAGE BUSINESS ENTERPRISE PARTICIPATION.

The undersigned bidder/proposer hereby agrees that the goal established for DBE participation in this project through subcontracting or entering into a joint venture with Disadvantaged Business Enterprise(s) in conformity with the Requirements, Terms, and Conditions of this Attachment is:

5.65 % Disadvantage Business Enterprise (DBE) goal

THIS PERCENTAGE RELATES TO DBE SUBCONTRACTING ONLY AND IS CONSISTENT WITH THE DISADVANTAGED BUSINESS ENTERPRISE STATEMENT LISTED IN THE BID/PROPOSAL FORM.

I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing statements is true and correct, and that I am authorized, on behalf of

ROYAL ROOFING Co., INC to make this affidavit.  
(Name of Business Entity)

ORION State of MICHIGAN  
[Signature] PROJECT MANAGER  
(Affiant) (Title)

City and County of Orion, Oakland :

On this 9 day of JAN 2017, before me, the undersigned officer, personally appeared Leonard Laster known to me to be the person described in the foregoing Affidavit and acknowledged that he (she) executed the same in the capacity therein stated and for the purposed therein contained.

In witness thereof, I hereunto set my hand and official seal.

My Commission Expires 10-24-20 (SEAL)  
(Notary Public)

[Signature]

KAREN PEREPELUK  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF OAKLAND  
My Commission Expires October 24, 20 20  
Acting in the County of Oakland

SECTION II - PROPOSER'S FORMS

**DBE AFFIDAVIT**

THIS PAGE MUST BE COMPLETED BY DISADVANTAGED BUSINESS ENTERPRISE CONTRACTOR (PROPOSER/BIDDER)

I HEREBY DECLARE AND AFFIRM that I am the PRESIDENT  
(Title)

and duly authorize representative of (the firm of):

STRIKE GROUP LLC  
(name of corporation or joint venture)

18800 FAIRWAY DR. SUITE 10, DETROIT, MI 48221  
(address)

313-586-0003  
(Phone No.)

I hereby declare and affirm that I am a Disadvantaged Business Enterprise (DBE) as defined by the D-DOT in the specifications for Project No./Bid No T-1603, Job Description ROOF REPLACEMENT & REPAIRS CENTRAL & GILBERT FACILITIES and that I will provide information and/or the certification to document this fact.

I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing statements is true and correct, and that I am authorized, on behalf of:

STRIKE GROUP LLC To make this affidavit.  
(Name of Business Entity)

DETROIT State of MICHIGAN

[Signature] PRESIDENT  
(Affiant) (Title)

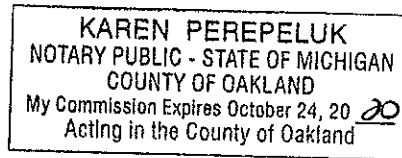
City and County of Orion, Oakland

On this 9 day of Jan 2017, before me, the undersigned officer, personally appeared Leonard Laster known to me to be the person described in the foregoing Affidavit, and acknowledged that he (she) executed the same in the capacity therein stated and for the purposed therein contained.

In witness thereof, I hereunto set my name and official seal.

My Commission Expires: 10-24-20 (SEAL)  
(Notary Public)

*Karen Perepeluk*



THIS CERTIFIES THAT

# Strike Group, LLC



\* Nationally certified by the: **MICHIGAN MINORITY SUPPLIER DEVELOPMENT COUNCIL**

\* NAICS Code(s) : 423990; 561621; 423610; 811219; 424690; 493110; 541614

\* Description of their product/services as defined by the North American Industry Classification System (NAICS)

01/04/2017

Issued Date

MI02040

Certificate Number

*Joett Wray-Kay*

Joett B. Wright-Lacy

12/01/2017

Expiration Date

*Michelle Sourie Robinson*

Michelle Sourie Robinson, President & CEO

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

\* MBES certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

Enclosure 2

LETTER OF INTENT FROM DBE TO PERFORM AS  
SUBCONTRACTOR, SUPPLIER AND/OR  
CONSULTANT

Name of

Project/Contract: ROOF REPLACEMENT & REPAIRS CENTRAL & GILBEAT FACILITIES

Project Number: T-1603

Job Order Number: \_\_\_\_\_

From: STRIKE GROUP LLC  
(Name of DBE)

TO: ROYAL ROOFING CO., INC. and the Detroit Department of Transportation  
(Name of Prime Contractor) (DDOT)

The DBE status of the undersigned is confirmed by the attached Letter of Certification from the (DBE Certifying Group) dated . (If proposing to perform as a DBE/non-DBE Joint Venture, then Letter of Certification from DBE venturer is attached along with completed Scheduled 8 and joint venture agreement).

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above name project/contract:

Pay Item No.	Description	Quantity/Unit Price	Total
	ROOF INSULATION	200,600 SQ. FT / \$79.76	\$160,000 <sup>00</sup>
Sub (or Grand) Total: \$			<u>\$160,000<sup>00</sup></u>



Sub-Contracting Levels

\_\_\_\_\_ % of the dollar value of the DBE's subcontract will be sublet to non-DBE contractors.

5-65 % of the dollar value of the DBE's subcontract will be sublet to DBE contractors.

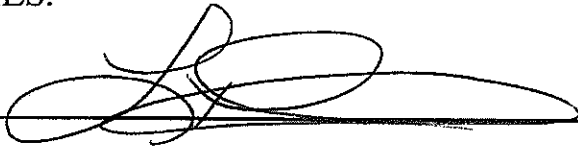
NOTICE; IF DBE WILL NOT BE SUB-SUBCONTRACTING ANY OF THE WORK DESCRIBED IN THIS SCHEDULE, A ZERO (0) MUST BE SHOWN IN EACH BLANK ABOVE.

NOTICE: IF MORE THAN TEN PERCENT (10%) OF THE VALUE OF THE DBE'S SCOPE OF WORK WILL BE SUBLET, A BRIEF EXPLANATION AND DESCRIPTION OF THE WORK TO BE SUBLET MUST BE ATTACHED TO THIS SCHEDULE.

AUTHORIZED LETTER OF INTENT

The undersigned will enter into a formal written agreement for the above work with you as Prime Contractor, conditioned upon your execution of a contract with the DDOT, and will do so within (5) five working days of your receipt of a signed contract from the DDOT.

NOTICE: THIS SCHEDULE (AND ACCOMPANYING ATTACHMENTS TO BE SUBMITTED IN TRIPPLICATE, ORIGINAL SIGNATURES REQUIRED ON ALL THREE (3) COPIES.

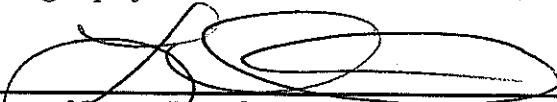


*(Signature of Owner, President or Authorized Agent of DBE)*

LANE COLEMAN / PRESIDENT 1-5-2017  
*(Name/Title (Print))* *Date*

Phone: 1-313-586-0003

*If proposing to perform as a DBE/non-DBE Joint Venture:*



*(Signature of Owner, President or Authorized Agent of DBE)*

Name/Title  
*(Print)*- LANE COLEMAN

Date: 1-6-2017 Phone: 313 586 -0003 x5

Enclosure 3

DBE UTILIZATION FORM

Project Name: ROOF REPLACEMENT & REPAIRS CENTRAL & GILBERT FACILITIES  
Requisition No: T-1603

Job Order Number: \_\_\_\_\_

State of MICHIGAN County (City) of ORION In

connection with the above caption contact, I HEREBY DECLARE AND AFFIRM that I am

the PROJECT MANAGER and duly authorized representative of

**Title**

ROYAL ROOFING CO. INC. And that I have personally reviewed the  
(Name of Prime Contractor) material and facts set forth in, and submitted with the attached  
Schedules of Disadvantaged Business Enterprise (DBE). The following correctly represent our DBE  
participation.

Name of DBE Firms	Type of work to be Performed (in accordance with Schedule Cs)	Contract Amount
STRIKE GROUP LLC	SUPPLY ROOF INSULATION	\$ 2,827,765.00
		\$
		\$
		\$
		\$
		\$
		\$

Total DBE Credit: \$ 160,000<sup>00</sup>

Enclosure 4

NA

N.A.

City of Detroit Department of  
Transportation Office of Contract  
Compliance

DOCUMENTATION OF GOOD FAITH EFFORTS

The intent of this certification is to document the good faith efforts used by the apparent successful contractor/service provider in soliciting and utilizing disadvantaged business enterprise (DBE) firms to meet the DBE participation requirements of this Detroit Department of Transportation (DDOT) solicitation/ project This certificate will assist DOOT in determining whether the apparent successful contractor/ service provider has made comprehensive good faith efforts.

Failure to implement "good faith" efforts to the satisfaction of DDOT may result in the bidder being declared ineligible for award.

I, \_\_\_\_\_, do hereby acknowledge that I am the \_\_\_\_\_ of \_\_\_\_\_, who has been identified as the apparent successful contractor/service provider on the following City of Detroit, Department of Transportation (DDOT) contract.

RFQ# /Project #	Project/Contract Title	Estimated Contract Amount	DBE % GOAL
--------------------	------------------------	------------------------------	---------------

Provide a brief summary on why you believe your firm is unable to meet the DBE participation goal on this project/contract. Attach additional pages if necessary.


I hereby certify that I have utilized comprehensive "good faith" efforts to solicit and utilize DBE firms to meet the DBE participation requirements of this contract/proposal, as demonstrated by my responses to the following questions.

A. Identifying Subcontract Work Item

Contractors/service providers are encouraged to select portions of work to be subcontracted in a manner which will increase the likelihood of meeting DBE goals. In selecting work to be subcontracted, contractor/service provider will consider, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation.

1. Which portion(s) or section(s) of the contract proposal, in terms of the nature of work, were selected to be subcontracted to DBE firms (or broken down into economically feasible units to facilitate DBE participation)?

ROOF INSULATION

B. Notifying DBE of Contracting Opportunities

2. In the table below, indicate which firms received written notification of work items to be subcontracted. In the appropriate space, also indicate when firms received subsequent telephone solicitations. Please attach additional page(s) so that all companies contacted are listed. Attach photo copies of all written solicitations to DBE firms to this certificate.

Company Contacted	Date of Written Notification	DBE (Yes/No)	Date of Follow-up phone call
STRIKE GROUP LLC	1-6-2017	Y	1-9-2017

3. Identify publications in which announcements or notifications were placed and published, if any. Attach copies of proof of each announcement or notifications.

Published Announcement/Publication (Please Describe)	Date

4. Identify DBE associations or organizations that received written notifications, including dates of all notifications. Provide name of person and date of follow-up call. If no follow-up calls were made, explain why not. Attach copies of letters sent as proof of notification.

DBE Association/Organization	Date of Notification	Contact Person	Date of Follow-up call

5. Were the services of the City of Detroit's (DDOT) Office of Contract Compliance used to assist in the recruitment of DBE firms?

Yes \_\_\_\_\_ No

Contact was made by: Telephone  Written Correspondence \_\_\_\_\_

Date Contacted: 1-6-2017 Person Contacted: LANE COLEMAN

C. Providing DBEs with Assistance

6. Explain any efforts undertaken to provide DBE firms with adequate information about project scope of work and requirements of the contract.

WE HAVE USED THIS FIRM IN THE PAST. THEY ARE FAMILIAR WITH OUR NEEDS

D. Soliciting Proposal/Quotes From Interested DBE Firms

Contractors must solicit proposal/quotes in good faith with interested DBE firms. Quotes, Proposals, and Bids from interested DBE firms must not be rejected by contractors without sound justification.

7. Indicate in the table below which DBE firms submitted quotes on the contract/proposal. Also, provide a brief explanation of why any of these DBE project quotes were rejected. Please attach additional page(s) if necessary.

NA.

Name/Address/ City of Contact Person of DBE Firm	Work Quoted and Explanation for Rejection of Quotes

8. Other comments you want the City of Detroit Department of Transportation to consider should be noted below.


AFFIDAVIT

STATE OF MICHIGAN)

) SS

County of Oakland

The undersigned, having been first duly sworn, says that the information given in the above certification is true and correct to the best of his/her knowledge and belief.

Signed:

  
Bidder/Authorized Representative

Subscribed and sworn to before me:

This 9 day of Jan, 2017.

  
\_\_\_\_\_  
Notary Public

My commission expires 10-24, 2020.

KAREN PEREPELUK  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF OAKLAND  
My Commission Expires October 24, 2020  
Acting in the County of Oakland

(REVISED FEB :2011)



Enclosure 5

*AFFIDAVIT OF PRIME CONTRACTOR*

*To the best of my knowledge, information and belief the facts and representations contained in the aforementioned attached schedules are true, and no material facts have been omitted.*

The undersigned will enter into formal agreements with all listed DBE firms for work as indicated by Enclosure 2 DBE Utilization Plan and accompanying Schedules, and will enter into such agreements within (5) business days after receipt of the contract executed by the Detroit Department of Transportation (DDOT).

The ROYAL ROOFING Co., INC.  
(Prime Contractor)

*I solemnly declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct, and that I am authorized on behalf of the Prime Contractor to make this affidavit.*

(Name of Prime Contractor - Print or Type) LEONARD LASTER

(Signature) 

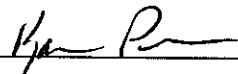
On this 9th day of JANUARY, 2017 the

above signed officer,

(Name of Affiliate) \_\_\_\_\_

Personally appeared and, known by me to be the person described in the foregoing Affidavit, acknowledge that (s)he executed the same in the capacity stated herein and for the purpose herein contained.

IN WITNESS THEREOF, I hereunto set my hand and seal.

 Seal:

My Commission Expires: 10-24-20

KAREN PEREPELUK  
NOTARY PUBLIC - STATE OF MICHIGAN  
COUNTY OF OAKLAND  
My Commission Expires October 24, 20 20  
Acting in the County of Oakland

EEO SUBMITTAL REQUIREMENTS (WORKFORCE DATA)

AFFIRMATIVE ACTION POLICY STATEMENT

The ROYAL ROOFING Co., INC will not discriminate against any employee or applicant for employment  
(Name of Company)

because of race, creed, color, sex or national origin

The ROYAL ROOFING Co., INC will take affirmative action to ensure that applicants are  
(Name of Company)

employed, and that employees are treated during employment, without regard to their race, creed, color, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship.

The ROYAL ROOFING Co. INC will in all solicitations or advertisements for employees placed by or on behalf  
(Name of Company)

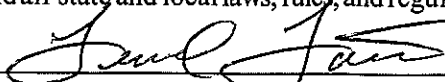
of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, ornational origin.

The ROYAL ROOFING Co INC will send to each labor union or representative of workers with which we  
(Name of Company)

have a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the ROYAL ROOFING Co INC commitments under Section 202  
(Name of Company)

of Executive Order 11246 of September 24, 1965, and shall post copies of the notice conspicuous places available to employees and applicants for employment.

The ROYAL ROOFING Co INC will comply with all provisions of Executive Order 11246 (as amended by  
(Name of Company)  
Executive Order 11375), Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), and all state and local laws, rules, and regulations issued pursuant thereto.

Authorized Representative: 

Name of Company ROYAL ROOFING Co., INC Date: 1-9-2017

## AFFIRMATIVE ACTION PLAN

TO ENSURE COMPLIANCE WITH THE PROVISIONS OF EQUAL EMPLOYMENT OPPORTUNITY, THIS COMPANY SUBMITS THE FOLLOWING AFFIRMATIVE ACTION PLAN:

A. Workforce

Identity of Geographical Area Minority Rates (See E - pg.3) Population Labor Force Overall Min. Women ---Unemployment---

In view of the above Workforce Analysis, the company has analyzed its present utilization of minority and female employees by job classification as contained in its Employment Practices Report (p.3) and has developed the following affirmative action goals and timetable.

8. Goals and Timetable:

This company commits itself to the hiring of minorities and/or women in the following number and job classifications in the implementation of this Affirmative Action Plan:

MINORITIES (Numbers)	JOB CATEGORIES	TARGET DATES
50	ROOFERS	ALREADY HIRED
WOMEN (Numbers)		
7	ADMINISTRATIVE	ALREADY HIRED

C. STEPS:

In order to achieve these goals, this company plans to take the following action (steps):

FOR EMPLOYER CERTIFICATION OF WORKFORCE

Please note that this data may be obtained by visual survey of post-employment records. Neither visual surveys nor post-employment records are prohibited from Federal, State or local law. All specified data are required to be filled in by law.

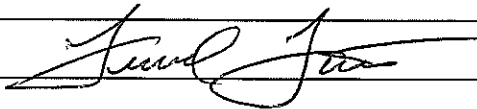
Current utilization as of 12-31-2016  
Date (month & year)  
Total Employees in Establishment

JOB CATEGORIES	TOTAL EMPLOYEES INCLUDING MINORITIES	TOTAL MALE INCLUDING MINORITY	TOTAL FEMALE INCLUDING MINORITIES	BLACK MALE & FEMALE	Hispanic MALE & FEMALE	American Indian & Alaskan MALE & FEMALE	Asian MALE & FEMALE	Other MALE & FEMALE
Official & Managers	6	6	0	0	0	0	0	0
Professionals								
Technicians								
Sales	10	10	0	0	0	0	0	0
Office & Clerical	7		7	0	0	0	0	0
Craft Workers (Skilled)	180	180	0	10	50	0	0	0
Operative (Semi-skilled)								
Laborers (Unskilled)								
Service Workers								
Total	213	196	7	10	50	0	0	0

The undersigned certified that he/she is legally authorized by the bidder/proposer to make the statements and representations contained in this report; that he/she has read all of the foregoing statements and representations and they are true and correct to the best of his/her knowledge and belief. The undersigned understands that if any of the statements and representations are made known them to be false or there is a failure to implement any of the stated intentions or objectives set forth herein without prior notice to DDOT, the bidder/proposer will be subject to the loss of all future awards.

Firm or Corporate Name: ROYAL ROOFING CO., INC.

Address of Office Reporting: 2445 BROWN RD., ORION, MI, 48359

Signature: 

Date of Signing: 1-9-2017

EMPLOYMENT PRACTICE REPORT

Contractor: ROYAL ROOFING Co., INC Date: 1-9-2017

Address: 2445 BROWN RD. Phone: 248-276-7663  
City ORION State MI ZipCode 48359

Job: T-1603 DDOT ROOF REPLACEMENT+REPAIRS, CENTRAL+GILBERT FACILITIES

Is it the Company's policy to recruit, hire, train, upgrade, promote and decline persons without regard to race, color, religion, sex, national origin or ancestry?	<input checked="" type="radio"/> Yes	<input type="radio"/> NO
Has responsibility been assigned to develop procedures which will assure that this policy is understood and carried out by managerial, administrative and supervisory personnel?	<input checked="" type="checkbox"/>	
If "YES", please indicate the name of the official with this responsibility.		
Printed Name: <u>DAVID POPKO</u>		
Title: <u>ROOFING SUPERINTENDENT</u>	Phone:	
( ) <u>248-276-7663</u>	Email	
Address: <u>2445 BROWN RD, ORION, MI 48359</u>	<u>dpopko@royal-roofing.com</u>	
Has the company developed a written affirmative Action Program? If "YES" please forward a copy with this form.		<input checked="" type="checkbox"/>
Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, religion, sex, national origin or ancestry?	<input checked="" type="checkbox"/>	
If Advertising is used, does it specify that the company will consider all qualified applicants without regard to race, color, religion, sex, national origin or ancestry?	<input checked="" type="checkbox"/>	
Does the company have bargaining agreements with employee organizations? If "YES" have such organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity Clauses and non-discrimination clause as it applies to apprentices and other employees?	<input checked="" type="checkbox"/>	
Has the company notified all of its subcontractors of their obligation to comply with the non-discrimination clause?	<input checked="" type="checkbox"/>	
Identify Employee Organizations:		
(Local Union Number)	(International)	
<u>LOCAL 149 ROOFERS</u>		
<u>LOCAL 80 SHEET METAL</u>		

## DETROIT DEPARTMENT OF TRANSPORTATION DESCRIPTION OF JOB CLASSIFICATIONS

1. OFFICIAL, MANAGERS AND SUPERVISORS - Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: official, executives, middle management, plant managers, department managers and superintendents, salaried foremen who are members of management. Purchasing agents and buyers, and kindred workers.

2. PROFESSIONALS - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, Librarians, mathematicians natural scientists, personnel and labor relation workers, physical scientist, physicians, social scientist, teachers, and kindred workers.

3. TECHNICIANS - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 year of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training includes: draftsmen, engineering aids, junior engineers, mathematical aids, nurses, photographers, radio operators, scientific assistants, surveyors, technical, illustrators, technicians, (medical, dental, electronic, physical sciences), and kindred workers.

4. SALES WORKERS Occupations engaging wholly or primarily in direct selling includes: advertising agents and salesmen, insurance agents and brokers, real estate agents and brokers, stock and bond salesmen demonstrators, salesmen, and sale clerks, and kindred workers.

5. OFFICE AND CLERICAL WORKERS - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included, Includes: bookkeeper, cashiers, collector (bills and accounts), messengers and office carrier personnel, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.

6. WHITE COLLAR TRAINEES - Persons engaged in formal training for official, managerial, professional, technical, sales, office and clerical occupations.

7. SKILLED AND CRAFTSMEN - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually received an extensive period of training includes: the building trade hourly paid foremen and lead men who are not members of

management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationery engineers, labors and tailors, and kindred workers.

8. APPRENTICES - Persons employed in a program including work training and related instruction to learn a trade of craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency.

9. ON-THE-JOB TRAINEES Persons engaged in formal training for craftsmen - when not trained under apprentice programs - semi-skilled, unskilled and service occupations.

10. SEMI-SKILLED WORKERS - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

11. SERVICE WORKERS - Workers in both protective and non-protective service occupations includes: attendants (hospital and other institution, professional and personal service) barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen and doorkeeper, stewards janitors, policemen and detective, porters, waiters and waitress, and kindred workers.

12. UNSKILLED WORKERS - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage labors, car washers and greaser, gardeners (except farm) and ground-keepers, longshoremen and stevedores, lumberman, craftsmen and wood choppers, laborers performing lifting, digging, mixing, banding and pulling operation, and kindred workers.

Please complete Next Page

DETROIT DEPARTMENT OF TRANSPORTATION

(Name of local) ROOFERS & WATERPROOFERS UNION

(Address of local) 1640 PORTER ST.

City DETROIT State MI Zip 48216

Local Number #149

Gentlemen:

**Re: Governmental Contract Requirements**

This is to notify you of a contract between ROYAL ROOFING CO., INC  
(Contractor)

2445 BROWN RD. ORION, MI 48359  
(Contractor's address)

and the Detroit Department of Transportation (DDOT) to \_\_\_\_\_  
(Description of work)

ROOF REPLACEMENT & REPAIRS

At CENTRAL & GILBERT FACILITIES under grants from \_\_\_\_\_ Location  
of work

U.S. Department of Transportation, Federal Transit Administration. As a condition of this contract, the following requirements of nondiscrimination must be adhered to by this contractor.

We request your cooperation in carrying out these requirements.

Sincerely,



DETROIT DEPARTMENT OF TRANSPORTATION  
WORK HOURS OF EMPLOYMENT (Federal & Non-Federal)

CONSTRUCTION TRADE	CLASSIFICATIONS	6a. TOTAL OF EMPLOYEES		6b. BLACK (Not of hispanic origin)		6c. HISPANIC		6d. Asian or Pacific Islanders		6e. American Indian or Alaskan Native		7. Minority Percentage		8. Female Percentage	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
Roofing	JOURNEY WORKER														
	APPRENTICE TRAINEE														
	SUBTOTAL	180		10		50		0		0		33%		0	
	JOURNEY WORKER														
	APPRENTICE TRAINEE														
	SUBTOTAL														
	JOURNEY WORKER														
	APPRENTICE TRAINEE														
	SUBTOTAL														
	JOURNEY WORKER														
	APPRENTICE TRAINEE														
	SUBTOTAL														
	JOURNEY WORKERS														
	APPRENTICES														
	TOTAL TRAINEES														
	GRAND TOTAL	180		10		50									
LEONARD LASTER PROJECT MANAGER															
COMPANY OFFICIAL'S SIGNATURE AND TITLE		248-276-7663		1-9-2017											
		10 DIGIT TELEPHONE NUMBER		DATE SIGNED											

*Leonard Laster*  
Project Manager