

**COST PROPOSAL**

TO: Detroit Building Authority  
1301 Third Street, STE #328  
Detroit, MI 48226

PROJECT NAME: DETROIT DEPARTMENT OF TRANSPORTATION  
OVERHEAD DOOR REPLACEMENT  
Central Facility, Shoemaker Facility,  
Gilbert Facility

PLACE OF RECEIVING BIDS: Detroit Building Authority, 1301 Third  
Street, STE #328 Detroit, MI 48226.

DATE OF BID: January 27, 2017

Bid of RYTEC CORPORATION  
(hereinafter called "Bidder"),

a(n) CORPORATION  
( INSERT  CORRECT TERM: corporation/ partnership/  
individual)

doing business under an assumed name:

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to the City of Detroit, Department of Transportation  
(hereinafter called "Owner")

**PROPOSED CONTRACT PRICE**

The Bidder, in compliance and in accordance with the Bidding Documents, proposed Contract Documents and Addendum Numbers as entered below, hereby proposes to furnish all required materials, equipment, and supplies; to provide all labor, construction tools and equipment; and to perform and fully

complete all the Work required for the above-described Project for the Lump Sum Price of:

Two Million Seven Hundred Fifty Six Thousand Four Hundred Thirty Dollars  
(Write Price in Words)

\$ 2,756,430.00

Lump Sum Price including add alternates (if applicable):

N/A  
(Write Price in Words)

\$ N/A

The Base Proposal Sum shall also be inserted, by the Bidder, in the blank space provided on the Owner-Agreement form. Itemize costs below and provide information required as stated for Alternates, Unit Costs and Allowances. **Note: The Owner reserves the right to use the unit costs provided below to add and / or delete work from the lump sum construction cost.**

Item No.	Item	Quantity	Unit	Unit Price	Amount
1	General Conditions, Permits, Submittals, etc.	1	L Sum	\$ 26,515.00	\$ 26,515.00
2	Mobilization and Demobilization	1	L Sum	\$ 0.00	\$ 0.00
3	Project Sign	1	L Sum	\$ N/A	\$ N/A
4	Overhead Door - Type A	<del>1</del> 78	EA	\$ 20,260.00	\$ 1,580,280.00
5	Overhead Door - Type B	<del>1</del> 8	EA	\$ 12,050.00	\$ 96,400.00
6	Overhead Door - Type c	<del>1</del> 2	EA	\$ 22,750.00	\$ 45,500.00
7	Overhead demolition	<del>1</del> 88	EA	\$ 1,260.00	\$ 110,880.00

Item No.	Item	Quantity	Unit	Unit Price	Amount
8	Overhead Installation	1 88	EA	\$1,995.00	\$175,560.00
11	Electrical at each overhead door	1 88	EA	\$3,795.00	\$333,960.00
12	Exterior building lighting	1 59	EA	\$1,365.00	\$80,535.00
13	Bollard (demolition & installation)	1 128	EA	\$600.00	\$76,800.00
	(Construction Contingency)	1	L Sum	\$230,000	\$230,000
	<b>Total Construction Cost:</b>				\$2,756,430.00

\* OPTION ADDER FOR INSTALLATION OF ONE NEW FLOOR LOOP, IF REQUIRED, ON ANY ADDITIONAL DOORS : \$600.00 ea.

The lump sum price is to be computed on the basis of the unit prices and lump sum amounts, inserted by the Bidder, applied to the estimated quantities stated. In case of a variation between the unit price and the extension, the unit price will govern. Contract prices are firm.

Bidders shall figure a Base Proposal Sum on specified, or Addendum approved products and materials only. No substitution of other materials or other systems will be permitted after bid opening.

ADDENDA

The Bidder acknowledges receipt of the following Addenda and has included the cost thereof in the Base Proposal Sum.

Addendum No. 1 Dated:	JANUARY 26, 2017
Addendum No. 2 Dated:	
Addendum No. 3 Dated:	
Addendum No. 4 Dated:	
Addendum No. 5 Dated:	
Addendum No. 6 Dated:	

AWARD

One award of contract will be made to the responsible proposer whose proposal meets specifications and is the most advantageous to the Owner with the best price. Bidders shall quote on all items; leave no blanks and state "No Charge" where applicable.

All awards are subject to Ordinance No. 52-H, Chapter 12, Article 3, except where there is a conflict with grant requirements.

**DETROIT EQUALIZATION FACTOR DOES NOT APPLY** in accordance with Federal Transit Administration regulations (FTA C4220.1F) prohibiting the use of statutorily or administratively imposed in state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage preference. This does not pre-empt State of Michigan licensing laws.

UNIT PRICES

This Lump Sum Contract shall cover all work for all bid items. The City reserves the right to delete or add work items during the term of this contract or to increase or decrease the quantity of Work to be performed. The unit prices quoted shall be used to determine the amounts to be subtracted or added to the agreed Lump Sum Contract amount.

**SPECIFICATIONS CHECK**

Specifications, used here in, are used to indicate desired type, and/or construction, and/or operation. Other products and/or services may be offered if deviations from specifications are minor and if all deviations are properly outlined and stated in the bid. Failure to outline all deviations may be grounds for rejections of your bid.

We have read the specifications thoroughly and the equipment offered:

Meets specification without deviation.

All deviations are properly outlined below or on an attached sheet marked \_\_\_\_\_ for identification.

**EXCEPTIONS TO SPECIFICATIONS**

None

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SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

*Kim McNeill*  
CHIEF RISK OFFICER

**INSPECTION**

Proposer/Bidder will be held to have visited and examined the site(s), to familiarize himself with the conditions under which the work will be performed. No extras will be allowed due to his failure to examine the site(s) before completing his proposal, or neglect to include all material and labor to complete the work. To arrange inspection, contact Warren Emerson at (313) 833-3000.

- (  ) We have visited the sites.
- (  ) We have not visited the sites.

WORK SCHEDULE

The Bidder declares if awarded the Contract, it is prepared to and will start the Work and complete the entire Project in accordance with the provisions set forth in the time periods shown in the Special Notice to Bidders. Contractor shall work with the Architect / Engineer to develop the work schedule and shall not delay project due to delivery delays. Early delivers will not be acceptable.

REFERENCES

Projects of a similar nature have been completed for the following organizations (bidder must list minimum of three previous projects):

NAME/ADDRESS	PHONE NO.	CONTACT PERSON
<u>SMART BUS / CLINTON TWP., MI</u>	<u>586-421-6551</u>	<u>MIKE WALTER</u>
<u>FORD MOOR Co. / WOODHAVEN, MI</u>	<u>734-671-7273</u>	<u>TONY SLEDGE</u>
<u>LINCOLN OF TROY / TROY, MI</u>	<u>248-237-3515</u>	<u>PAUL SABATINI</u>

BID SECURITY

A Bid Security accompanies this Bid in the form checked below:

- Bid Bond by Surety Company
- Other \_\_\_\_\_ (specify)

Such Bid Security is in the amount not less than the required amount provided in the Advertisement to Bid and is provided as guarantee of the good faith of the Bidder which, if successful in securing the award of the Contract, will enter into the written Owner-Contractor Agreement; and it is hereby agreed that if at any time other than as provided in the Contract Documents, the Bidder should withdraw this Bid or if this Bid is accepted and there is failure on the part of the Bidder to execute the Owner-Contractor Agreement and furnish the necessary required payment and performance bonds within fifteen (15) days after the notification of the acceptance of this Bid, such Bid Security shall be forfeited to the Owner as liquidated damages, and not as a penalty; otherwise the Bid Security shall be returned to the Bidder upon execution of the Owner-Contractor Agreement.

#### BIDDER'S EXAMINATIONS AND UNDERSTANDING

The Bidder certifies and represents that the proposed Contract Documents, together with any and all Addenda issued, have been carefully examined and the Site of the Work has been inspected. The Bidder understands the amount and nature of the Work to be performed and further understands the terms, conditions and provisions contained in the Bidding Documents and Contract Documents so that after the submission of the Bid, there shall be no claim that there was any misunderstanding of such documents.

#### BIDDER'S QUALIFICATIONS

The Bidder certifies and represents itself as having the necessary finances, personnel, working organization and equipment available to execute the proposed Work in accordance with the terms, conditions and provisions of the proposed Contract Documents. The Bidder further declares and represents itself as prepared and will promptly furnish a certified written statement regarding qualifications including, but not limited to, finances, personnel, working organization and equipment, upon the request of and on the forms provided by the Owner.

**BID NON-COLLUSIVE**

The Bidder represents and certifies that this Bid is fair and genuine, and not collusive or a sham, and has not in any manner, directly or indirectly, agreed or colluded with any other person, firm or association to submit a sham bid or to refrain from bidding or in any way to fix the amount of this Bid or that of any other Bidder, or to secure the advantage against the Owner. The Bidder further certifies and represents that no officer or employee of the City of Detroit is personally or financially interested, directly or indirectly, in this Bid, or in any Contract which may be under it, or in the purchase or sale of any materials or supplies for the Work to which it relates, or any portion of any expected profits thereto.

**BIDDER NOT IN ARREARS**

The Bidder certifies and represents, as of the date of this Bid, as not being in arrears to the Owner for debt or contract or in any way a defaulter.

**WAIVER OF RIGHT TO REFUSE TO EXECUTE THE CONTRACT**

The Bidder certifies and represents that the proposed Contract Sum in this Bid is correct and complete and stated as intended by the Bidder for the Work covered by this Bid, and that all information given in or furnished with this Bid is correct, complete and submitted as intended by the Bidder. The Bidder hereby waives any right or claim it may now have or which may hereafter accrue to them by reason of errors, mistakes or omissions made by them in this Bid, to refuse to execute the Contract if awarded to them or to demand the return of the bid security or to be relieved from any of the obligations as set forth in said bid security required with the Bid.



### REJECTION OF BIDS

The Bidder understands that the Owner reserves the right, in its sole discretion, to waive any irregularity in any Bid or to reject any and all Bids.

### BIDDER'S CERTIFICATION "INSTRUCTIONS FOR BROKER-TYPE CONTRACTORS"

If the Bidder does not propose to directly employ any construction trades workers for performance of the Work under the Contract, but proposes to have all of the construction trades performed by Subcontractors, Bidder shall identify itself as a "Broker-Type Contractor", by indicating same in the place provided on the Signature Page.

### FEDERALLY-FUNDED CONSTRUCTION CONTRACTS

The Bidder acknowledges reading and understanding the special conditions that apply to this project and to all federally-funded construction contracts. The Bidder agrees to implement such special conditions, if awarded the Contract.

### BID BOND

The Bidder has executed the attached Bid Bond in the amount and in conformance with the provisions contained and specified in the Contract Documents.

BID SIGNATURE PAGE

This Bid is submitted in the name of:

Rytec Corporation  
(Print Full Legal Name)

262-677-9046  
(Phone No.)

Is this a 'Broker Type Contractor'? ( ) Yes (X) No  
(See previous page for definition)

The Undersigned hereby designates below a business address to which all notices, directions, or other communications may be served or mailed:

Street W223 NILLGOL CEDAR PARKWAY  
City JACKSON State WI Zip Code 53037  
Federal Employer Identification Number 36-3956148  
(Print Here)

The Undersigned hereby declares the legal status checked below:

- ( ) INDIVIDUAL
- ( ) DOING BUSINESS UNDER AN ASSUMED NAME, which is registered with the County Clerk of the County of \_\_\_\_\_, Michigan
- ( ) CO-PARTNERSHIP, which is registered with the County Clerk of the County of \_\_\_\_\_, Michigan.
- (X) CORPORATION, Incorporated under the laws of the State of ILLINOIS, (If other than a Michigan Corp.: Now licensed to do business in Michigan.)
  - (X) YES
  - ( ) NO
- ( ) The Certificate on the following page has been executed as evidence that the person(s) signing has the authority to commit the Bidder to this Bid.

The names, titles and home addresses of all persons directly interested in this Bid are as follows:

NAME AND TITLE  
Lyle Torrey, VP of Sales

HOME ADDRESS  
842 PARK LN, Grosse Pointe Park, MI 48230

Subscribed and sworn to before me

By [Signature]  
(Signature)

this 27 day of January, 2017

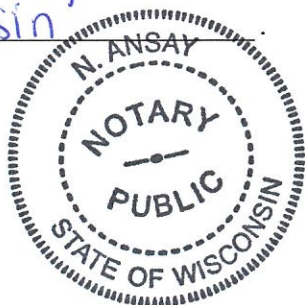
N. Ansay exp: 2-24-19  
Signature of Notary Public in and for

KRISTINE FINELL  
(Printed Name of Signer)

the County of Washington

Title CHIEF RISK OFFICER

State of Wisconsin



**Note: Bidder, if a corporation, shall cause the following certificate to be executed, provided that the same officer shall not execute both the bid and the certificate.**

**CERTIFICATE OF AUTHORITY**

I, Amy SCHNEIDER, certify that I am the  
(Print Name)

CORPORATE SECRETARY of the corporation/~~partnership~~ (Delete One)  
(Indicate Title)

named as Bidder herein; that KRISTINE FINELL  
(Print name)

who signed this Bid on behalf of said corporation/~~partnership~~ (Delete one),

was then CHIEF RISK OFFICER of Corporation/~~partnership~~(Delete  
(Indicate Title)

one); that said Bid was duly signed (and the corporate seal affixed if a corporation) for and in behalf of said Corporation / (Delete one) partnership by authority of its governing body, and is within the scope of its authorized powers.

Amy SFAA  
(Signature)

1/27/17  
(Date)

This Affidavit must be fully executed

**NON-COLLUSION AFFIDAVIT**

STATE OF WISCONSIN )  
 ) ss  
COUNTY OF WASHINGTON )

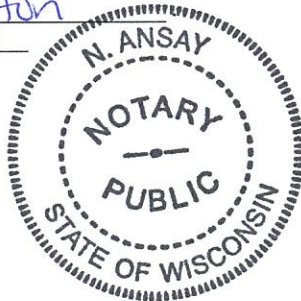
I, KRISTINE FINELL, affiant, the  
CHIEF RISK OFFICER of  
President, Secretary, Manager, Owner or Representative  
RYTEC CORPORATION  
Name of Company or Corporation or Owner

the person, corporation or company who makes the accompanying bid,  
having first been duly sworn, deposes and says:

That such bid is genuine, and not a sham or collusive, nor made in the  
interest or behalf of any person not herein named, and that the Bidder  
has not directly or indirectly induced or solicited any other Bidder to  
put in a sham bid, or any other person, firm or corporation to refrain  
from bidding, and that the Bidder has not in any manner sought by  
collusion to secure for itself an advantage over any other Bidder.

Signature of: [Handwritten Signature], CRO  
President, Secretary, Manager,  
Owner or Representative

Subscribed and sworn to before me  
this 27 day of January 2017.  
N. Ansay exp: 2-24-19  
Signature of Notary Public in and for  
the County of Washington  
Wisconsin



## REQUIRED FTA FORMS

Any contract/purchase order resulting from this solicitation shall include the forms indicated below [X]. Proposers/Bidders shall complete the required forms and return them, along with the checklist, with the signed bid/proposal document. Failure to submit the required forms shall be a basis for rejection of your bid/proposal.

- FORM A - Bidder's Certification Statement
- FORM B - Amendments/Riders
- FORM C-1 Buy America Certificate of Compliance or Non-Compliance with 49 USC 5323(j) (1) - (Steel, Iron, Manufactured Products)
- FORM C-2 Buy America Certificate of Compliance or Non-Compliance with 49 USC 5323(j) (2) (C) – (Rolling Stock)
- FORM D - Conflict of Interest Certification
- FORM E - DBE Affidavit
- FORM F - Debarment and Suspensions
- FORM G - Disclosure of Lobbying Activities
- FORM I - DBE Proposer's Forms
- FORM P-1 Bid Bond
- FORM P-2 Performance Bond
- FORM P-3 Payment Bond
- FORM Q Responsibility of Bidder/Proposer Determination
- FORM Q-2 Proposers Representation
- FORM Q-3 Technical Disclosure
- FORM Q-4 Financial Disclosure
- FORM S Verification and Acknowledgment

**BIDDER'S CERTIFICATION STATEMENT**

The bidder, RUTEK CORPORATION, states  
(Complete Legal Name)

1. That the company is or is not (circle one) owned or controlled by a parent company, which owns fifty-one percent (51%) or more of the voting rights and/or assets of the bidder; and that (if there is a Parent company) the complete legal name, main office address, and state of incorporation of said parent company is as follows:

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2. If the bidder is a Corporation, it is or is not (circle one) a Michigan Corporation and if not, which State are you registered as a Corporation.

ILLINOIS

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3. That it is aware that its agents, officers, and employees have not directly or indirectly entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with this bid;

4. That it is aware that the work specified herein is to be performed in accordance with the affirmative Action Requirements of these contract documents, and that all of its subcontractors are aware of said requirements and also agree to comply with them;

5. That it:
- a. has 50 or more employees; and
  - b. has a contract of \$50,000 or more, or which may reasonably be expected to total \$50,000 or more in any 12 month period; or
  - c. is a financial institution which serves as a depository for Government funds in any amount, acts as an issuing or redeeming agent in U.S. savings bonds and notes in any amount, or subscribes to federal deposit of share insurance.

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

If a negative response is indicated above, then check "Not Applicable" for A, B, and C below, If a response of "Yes" is indicated above, that it is in compliance with the following Federal Affirmative Action Requirements cited in the Federal Register, Tuesday, December 30, 1980, Vol. 45, No. 251, Department of Labor, Office of Federal Contract Compliance Programs, Government Contractors, Action Requirements, Final Rule: (41 CFR Parts 60-1, 60-2, 60-4, 60-20, 60-30, 60-50, 60-60, 60-250, and 60-741), and that it will secure documentation of such compliance from its subcontractors

- A. Standard Form 100 (EEO-1) is filed annually on or before the 31<sup>st</sup> day of March with the Joint Reporting Committee, the U.S. Office of Federal Contract Compliance or with the U.S. Equal Employment Opportunity commission.

Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable  X

- B. The bidder has participated in previous contracts or subcontract subject to the general obligations of Executive Order 11246, for government contractors and subcontractors contained in Code of Federal Regulations, Part 60.

Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable  X

- C. The bidder has participated in previous contracts or subcontract subject to the general obligations of Executive Order 11246, for government contractors and subcontractors contained in 41 Code of Federal Regulations, Part 60.

Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable  X

6. That it will fully comply with the DBE requirements and will minimally meet and, where possible exceed the requirements for this project.

RYTEC CORPORATION  
(Complete Legal Name of Bidder)

W223 N116601 CEDAR PKWY., JACKSON, WI 53037  
(Address of Bidder)

By:   
(Signature of Bidder or Authorized Representative)

CHIEF RISK OFFICER  
Title

BRIAN HANRAHAN  
Name of DBE/WBE Liaison

W223 N116601 CEDAR PKWY., JACKSON, WI 53037  
Address of DBE/WBE Liaison

262-339-7450  
Phone Number of DBE/WBE Liaison



I, Amy SCHNEIDER, Secretary for  
RYTEC CORPORATION

The bidder, attest to the authority of  
KRISTINE FINELL

To execute this bid proposal in behalf of the bidder and the parent company if other than the bidder.

  
Secretary

Project/ RFQ No.: T-1602  
Project Title: OVERHEAD DOOR REPLACEMENT

Amendments/Riders

The undersigned acknowledges receipt of the following amendments/riders to the request for quotations (RFQ) or request for proposals (RFP) document:

Amendment/Rider No. 1, Dated 11/22/16  
2 11/22/16

Company Name: RYTEL CORPORATION

Authorized Signature: [Signature]

Name: KEISTINE FINELL  
(Print)

Title: CHIEF RISK OFFICER

Date: 1/27/17

**FORM C-1**

File Number: T-1602

Project Title: OVERHEAD  
DOOR REPLACEMENT

**BUY AMERICA CERTIFICATE OF COMPLIANCE WITH 49 USC 5323(j)(1)**

The bidder hereby certifies that it will comply with the requirements of 49 USC 5323(j)(1) and the regulations in 49 CFR Part 661.

Date: 1/27/17

Signature: [Handwritten Signature]

Company Name: RYTEC CORPORATION

Title: CHIEF RISK OFFICER

**DO NOT COMPLETE UNLESS PRODUCT OFFERED DOES NOT MEET THE BUY AMERICA REQUIREMENTS**

**BUY AMERICA CERTIFICATE FOR NON-COMPLIANCE WITH 49 USC 5323(j)(1)**

The bidder hereby certifies that it cannot comply with the requirements of 49 USC 5323(j) (1), but may qualify for an exception to the requirement pursuant to 49 USC 5323(j) (2) (B) or (j) (2) (D) and regulations in 49 CFR Part 661.7.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_

BA(6/6/00)

**Conflict of Interest and Disclosure Form**

1. Information about Bidder. Please answer questions 1A. and 1B. as it relates to yourself.

1A. Contact information:

Last Name: FINELL First Name: KEISTINE MI: M

Title: CHIEF RISK OFFICER

Company Name RYTEC CORPORATION

Home Address:

1105 WILLOW BROOK HOLLOW CT., BERMANTON, WI 53022

1B. *Conflicting Interests and Relationships.* In accordance with the Conflict of Interest and Disclosure Policy, please list any interest or relationship that you have that presents a potential Conflict of Interest

NONE

1C. Please provide any information that would help to clarify any listed above (use additional pages if necessary).

N/A

2. Information about Employee’s Family Members. Please answer 2A and 2B as to your spouse, domestic partner, parent, child, and/or any dependents (“Family Members”).

2A. *Conflicting Interests and Relationships of Family Members.* In accordance with the Conflict of Interest and Disclosure Policy, please list any interest or relationship your Family Members have with any Entity that presents a potential conflict of interest for you (check for each Entity listed the type of interest or relationship that your Family Members have with the Entity).

Entity Name:

- Council Member
- Employee
- Consultant
- Provider of Goods or services
- Purchaser of Goods or services
- Other Describe

2B. Please add any information that would help to clarify any of the above (use additional pages if necessary).

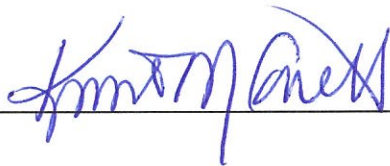
NONE

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By signing this form you certify the information and any supplemental information herein is complete and accurate to the best of your knowledge; and acknowledge your continuing obligation to complete and submit a new form when there is any significant change in outside activities or related Financial Interests.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

1/27/17

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% 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)

RYTEC CORPORATION State of ILLINOIS

Kim Mandy CHIEF RISK OFFICER (affiant) (title)

## **DEBARMENT AND SUSPENSIONS**

### **POLICY**

Unless otherwise permitted by law, any person that is debarred, suspended, or voluntarily excluded may not take part in any covered transaction, either as a participant or a principal, during the period of debarment, suspension, or voluntary exclusion. Accordingly, DDOT as an FTA recipient, may not enter into any transaction with such debarred, suspended, or voluntarily excluded persons during such period.

A certification process has been established by 49 C.F.R Part 29, as a means to ensure that debarred, suspended or voluntarily excluded persons do not participate in a federally assisted project. The inability of a person to provide the required certification will not necessarily result in denial of participation in a covered transaction. A person that is unable to provide a positive certification as set forth in FTA Circular 4220.1F must submit a complete explanation attached to the certification. FTA will consider the certification and any accompanying explanation in determining whether or not to provide assistance for the project. Failure to furnish a certification or an explanation may disqualify that person from participating in the project. In addition, each potential contractor for a major third party contract must provide to DDOT, a certification for a primary participant. Each potential third party contractor and subcontractor under a major third party contract must provide to DDOT a certification for lower-tier participant. In general, lower level employees or procurements of less than \$25,000 will not be covered by the certification procedures, except in the case of procurements with individuals that would have a critical influence on or substantive control over the project; nevertheless a participant is not authorized involve a lower employee or enter into a contract of less than \$25,000 with a person actually known by the participant to be debarred, suspended or voluntarily excluded.

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT,  
SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

Bidders/Proposer's Name

Rytec Corporation certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible voluntarily excluded from covered transactions by any Federal Department or Agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal or State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default. If you are unable to certify to any of the statements in this certification, attach an explanation to this certification.

THE BIDDER/PROPOSER Rytec Corporation, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

[Signature] Chief Risk Officer  
Signature and Title of Authorized Official

The undersigned chief legal counsel for Rytec Corporation hereby certifies that the corporation has authority under State and Local law to comply with the subject assurances and that the certification above has been legally made.

[Signature]  
Signature of Applicant's Attorney



**CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT,  
SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

The Lower Tier Participant (potential subcontractor under a major third party contract), KVM DOOR SYSTEMS INC, certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(If the Lower-Tier Participant (potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal).

THE LOWER-TIER PARTICIPANT (POTENTIAL SUBCONTRACTOR UNDER A  
THIRD PARTY CONTRACT)  
KVM DOOR SYSTEMS INC, CERTIFIES OR  
AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE  
STATEMENTS SUBMITTED OR WITH THIS CERTIFICATION AND  
UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C SECTION 3801 ET SEQ.  
ARE APPLICABLE THERETO.

Kenneth R. Velardo PRESIDENT

Signature and Title of Authorized Official

The undersigned chief legal counsel for the RUGGIRELL, VELARDO,  
NOJARA & VAN BEEK, P.C. hereby certifies  
that the KVM DOOR SYSTEMS INC. has authority under State and Local law to  
comply with the subject assurances and that the certification above has been legally  
made.

Armando Velardo  
Signature of Applicant's Attorney

01/23/2017  
Date

**CERTIFICATION OF LOWER-TIER PARTICIPANTS REGARDING DEBARMENT,  
SUSPENSION, AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

The Lower Tier Participant (potential subcontractor under a major third party contract), Detroit Power Systems, certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(If the Lower-Tier Participant (potential subcontractor under a major third party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal).

**THE LOWER-TIER PARTICIPANT (POTENTIAL SUBCONTRACTOR UNDER A  
THIRD PARTY CONTRACT)  
Detroit Power Systems, CERTIFIES OR  
AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE  
STATEMENTS SUBMITTED OR WITH THIS CERTIFICATION AND  
UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C SECTION 3801 ET SEQ.  
ARE APPLICABLE THERETO.**

W. C. [Signature] Member  
Signature and Title of Authorized Official

The undersigned chief legal counsel for the Sub Contractor hereby certifies that the Sub Contractor has authority under State and Local law to comply with the subject assurances and that the certification above has been legally made.

[Signature] Ronald B. [Name]  
Signature of Applicant's Attorney

1-23-17  
Date

## **DISCLOSURE OF LOBBYING ACTIVITIES**

Section 319 of the Fiscal Year 1990 Department of the Interior and Related Agencies Appropriation Act. Public Law 101-121 contains a prohibition on the use appropriated funds for "influencing or attempting influence" federal officials in connection with grants, cooperative agreements or contracts.

The law became effective December 23, 1989 and requires that all FTA grantees and contractors, in order to remain eligible for federal funds, must certify that no federal funds are used to influence federal employee, Members of Congress and Congressional staff regarding specific grants and contracts. The law also requires that contractors who use non-federal funds for lobbying on behalf of specific projects and proposals submit disclosure documentation when these efforts are intended to influence the decision of federal officials. These provisions apply to grants, contracts and cooperative agreements of \$100,000 or more.

The attached Form G "Disclosure of Lobbying Activities" must be completed and submitted to DDOT in order for the bidder to be considered eligible for a contract award.

**CERTIFICATION OF RESTRICTIONS ON LOBBYING**  
(To be submitted with each bid or offer exceeding \$100,000)

I, KEISTINE FINELL, CHIEF RISK OFFICER, hereby certify  
on behalf of (Name and Title of Contractor's Official)

RYTEC CORPORATION that:  
(Name of Contractor)

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying” in accordance with its instructions [as amended by “Government wide Guidance for New Restrictions on Lobbying” 61 Fed. Reg. 1413 (1/19/96), Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. A 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. A 1352©(i)-(2)(a), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each expenditure or failure.]

The Contractor, RUTEC CORPORATION, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official:



Name and Title of Contractor's Authorized Official:

KRISTINE FINELL, CHIEF RISK OFFICER

Date: 1/27/17

## 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 % 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 its 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: \_\_\_\_\_% 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:

RYTEC CORPORATION to make this affidavit.  
(Name of Business Entity)

State of ILLINOIS

251679744 [Signature] CHIEF RISK OFFICER  
(Affiant) (Title)

City and County of JACKSON, WI, WASHINGTON COUNTY :

On this 27 day of January 2017, before me, the undersigned officer, personally appeared before me 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.

N. Ansary  
My Commission Expires 2-24-19  
(Notary Public)



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 N/A

(Title)

and duly authorize representative of (the firm of):

251679744  
(name of corporation or joint venture)

251679744  
(address)

251679744  
(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 N/A, Job Description

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:

\_\_\_\_\_ To make this affidavit.  
(Name of Business Entity)

\_\_\_\_\_ State of \_\_\_\_\_

(Affiant)

(Title)

*City and County of* \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_ 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:** \_\_\_\_\_ (SEAL)  
(Notary Public)

Enclosure 2

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

Name of  
Project/Contract: Overhead Door Replacement

Project Number: T-1602

Job Order Number: -

From: Detroit Power Systems  
(Name of DBE)

TO: Rytec Corp 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
251679744			
251679744			\$ 414,400.00
251679744			
251679744			
251679744			
251679744			
251679744			

Sub (or Grand) Total: \$ 251679744 \$ 414,400.00



Sub-Contracting Levels

0 % of the dollar value of the DBE's subcontract will be sublet to non-DBE contractors.

0 % 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.

251679744 Warren Coklow

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

251679744 Warren Coklow member 1-24-2017  
(Name/Title (Print) Date)

Phone: 313 871-8000 EXT. 301

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

\_\_\_\_\_  
(Signature of Owner, President or Authorized Agent of DBE)

Name/Title  
(Print) - \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

# MICHIGAN MUCP

Unified Certification Program

Disadvantage Business Enterprise  
DIRECTORY



# HOW TO CONTACT US

## Certifying Agencies

### **Detroit Department of Transportation (DDOT)**

Sheila Udeozor, MSA  
DER/DBE Manager  
1301 E. Warren  
Detroit, MI 48207  
Phone: (313) 833-7695 / Fax: (313) 833-3542  
[udeozors@detroitmi.gov](mailto:udeozors@detroitmi.gov)

### **Wayne County Human Relations Division**

Janet Newell  
500 Griswold – 12<sup>th</sup> Floor  
Detroit, MI 48226  
Phone: (313) 224-5021 / Fax: (313) 224-6932  
[jnewell@waynecounty.com](mailto:jnewell@waynecounty.com)

### **Michigan Department of Transportation (MDOT)**

DBE: Office of Business Development  
425 W. Ottawa  
PO Box 30050  
Lansing, MI 48909  
Phone: (866) 323-1264 / Fax: (517) 335-0945  
[Mdot-dbe@michigan.gov](mailto:Mdot-dbe@michigan.gov)

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## Non-Certifying Agencies

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### **Ann Arbor Transportation**

Edward Robertson  
2700 S. Industrial Highway  
Ann Arbor, MI 48104  
Phone: (734) 973-6500 / Fax: (734) 973-2699

### **Blue Water Transit**

Herbert Wendt  
2021 Cleveland  
Port Huron, MI 48060  
Phone: (810) 987-7381 Ext. 102 / Fax: (810) 987-7092  
[herb@bwbus.com](mailto:herb@bwbus.com)

### **Bay Metro Transit Authority**

Tom Dominowski  
1510 N. Johnson  
Bay City, MI 48708  
Phone: (989) 894-2900 / Fax: (989) 894-2621  
[tdominowski@baymetro.com](mailto:tdominowski@baymetro.com)

### **Capitol Area Transit Authority**

Beverly Anderson  
4615 Tranter Ave.  
Lansing, MI 48911  
Phone: (517) 394-1100 / Fax: (517) 394-3733  
[Banderson@cata.org](mailto:Banderson@cata.org)

### **Battle Creek Transit Authority**

Colleen Bohn  
339 Michigan Avenue W.  
Battle Creek, MI 49017-2313  
Phone: (269) 966-3474 / Fax: (269) 966-3652  
[cbohn@battlecreekmi.gov](mailto:cbohn@battlecreekmi.gov)

### **Capitol City Airport**

Dan Otto  
4100 Capitol City Boulevard  
Lansing, MI 48906  
Phone: (517) 886-3716 / Fax: (517) 886-6197  
[dotto@craa.com](mailto:dotto@craa.com)

**Cherry Capitol Airport**

Stephen Cassens  
727 Fly Don't Drive  
Traverse City, MI 49686  
Phone: (231) 947-2250 Ext. 0 / Fax: (231) 947-4329  
[steve.cassens@tvairport.com](mailto:steve.cassens@tvairport.com)

**Flint Mass Transit Authority**

Terry Jurrens  
1401 S. Dort Highway  
Flint, MI 48503  
Phone: (810) 767-6950 / Fax: (810) 767-6580  
[tjurrens@mtaflint.org](mailto:tjurrens@mtaflint.org)

**Chippewa County International Airport**

Kathy Noel  
5019 W. Airport Drive  
Kincheloe, MI 49788  
Phone: (906) 495-5631 / Fax: (906) 495-5714  
[ccedc@sault.com](mailto:ccedc@sault.com)

**Gerald R. Ford International Airport**

Brian Picardat  
5500 44<sup>th</sup> St., SE  
Grand Rapids, MI 49512  
Phone: (616) 233-6000 / Fax: (616) 233-6025  
[bpicardat@grr.org](mailto:bpicardat@grr.org)

**City of Holland**

Charles Beldhoff  
171 Lincoln  
Holland, MI 49423  
Phone: (616) 928-2494 / Fax: (616) 928-2467  
[c.beldhoff@catchamax.org](mailto:c.beldhoff@catchamax.org)

**Grand Rapids The Interurban Transit Partnership**

(ITP-The Rapid)  
Judy DeVries  
300 Ellsworth Ave., SW  
Grand Rapids, MI 49503  
Phone: (616) 774-1176 / Fax: (616) 774-1195  
[mfedorowicz@ridetherapid.org](mailto:mfedorowicz@ridetherapid.org)  
[jdevries@ridetherapid.org](mailto:jdevries@ridetherapid.org)

**Delta County Airport**

Connie Ness  
3300 Airport road  
Escanaba, MI 49829  
Phone: (906) 786-4902 / Fax: (906) 786-2583  
[airport@deltacountymi.org](mailto:airport@deltacountymi.org)

**Houghton County Memorial Airport**

Dennis Hext  
23810 Airpark Boulevard, Suite 10  
Calumet, MI 49913  
Phone: (906) 482-3970 / Fax: (906) 482-3127  
[dhext@houghtoncounty.net](mailto:dhext@houghtoncounty.net)

**Detroit Transportation Corporation (DTC)**

Barbara Hansen  
Detroit People Mover  
1420 Washington Blvd  
Detroit, MI 48226  
Phone: (313) 224-2160 / Fax: (313) 224-2134  
[bhansen@thepeoplemover.com](mailto:bhansen@thepeoplemover.com)

**Jackson Transportation Authority**

Oliver Lindsay  
2350 E. High Street  
Jackson, MI 49320  
Phone: (517) 787-8363 Ext. 105 / Fax: (517) 787-6833  
[Oliver.lindsay@jacksontransit.com](mailto:Oliver.lindsay@jacksontransit.com)

**Dickinson County Ford Airport**

Tom Howen  
PO box 609  
Iron Mountain, MI 49801  
Phone: (906) 774-4870 / Fax: (906) 774-3686

**Kalamazoo Metro Transit**

Williams Schomisch  
530 N. rose Street  
Kalamazoo, MI 49007  
Phone: (269) 337-8401 / Fax: (269) 337-8211  
[schomisch@kalamazoocity.org](mailto:schomisch@kalamazoocity.org)

**Kalamazoo/Battle Creek International Airport**

Tom O'Brien  
5235 Portage Road  
Kalamazoo, MI 49002  
Phone: (269) 383-8967 / Fax: (269) 383-8862  
[tgobri@kalcountry.com](mailto:tgobri@kalcountry.com)

**MBS International Airport**

Bernie Coffell  
8500 Garfield Road, Suite 101  
Freeland, MI 48623  
Phone: (989) 695-5555 / Fax: (989) 695-6322  
[Coffell@mbsairport.org](mailto:Coffell@mbsairport.org)

**Muskegon County Airport (MATS)**

Marty Piette  
99 Sinclair Drive  
Muskegon, MI 49441  
Phone: (231) 724-6571 / Fax: (231) 724-6673  
[nashve@co.muskegon.mi.us](mailto:nashve@co.muskegon.mi.us)

**Muskegon Area Transit System**

Jim Koens  
2624 6<sup>th</sup> Street  
Muskegon Heights, MI 49444  
Phone: (231) 724-6420 / Fax: (231) 830-1607

**Pellston Regional Airport**

Kelly Atkins  
North US Highway 31  
Pellston, MI 49720  
Phone: (231) 539-8441 / Fax: (231) 539-0936  
[Emmetcounty.org](http://Emmetcounty.org)

**Saginaw Transit Authority – Operations**

Sylvester Payne  
615 Johnson Street  
Saginaw, MI 48607  
Phone: (989) 907-4000 / Fax: (989) 753-8225  
[spayne@saginaw-stars.com](mailto:spayne@saginaw-stars.com)

**Sawyer Airport**

Keith Kaspari  
417 A. Avenue  
Gwinn, MI 49841  
Phone: (906) 346-3308

**Southeast Michigan Council of Governments**

Jody Egelton  
535 Griswold, Suite 300  
Detroit, MI 48226  
Phone: (313) 961-4266  
[egelton@semcog.org](mailto:egelton@semcog.org)

**Suburban Mobility Authority for Regional  
Transportation (SMART)**

Austin Colson  
535 Griswold, Suite 600  
Detroit, MI 48226  
Phone: (313) 223-2188 / Fax: (248) 244-9202  
[Acolson@smartbus.org](mailto:Acolson@smartbus.org)

**Twin Cities Area Transit**

Dill Purvis  
275 E. Wall Street  
Benton Harbor, MI 49022  
Phone: (269) 927-2268 / Fax: (269) 927-2310  
[tcta@ameritech.net](mailto:tcta@ameritech.net)

**Wayne County Airport Authority**

Detroit Metropolitan Wayne County Airport  
L. C. Smith Building – Mezzanine  
Detroit, MI 48242  
Ron Evans, Procurement Director, DBE Liaison Officer  
Phone: (734) 955-3885  
[Ron.Evans@wcaa.us](mailto:Ron.Evans@wcaa.us)

Peter Hathaway, Business Diversity Coordinator  
Phone: (734) 247-7028  
[Peter.Hathaway@wcaa.us](mailto:Peter.Hathaway@wcaa.us)

**Michigan Unified Certification Program**  
**Disadvantaged Business Enterprise Directory**  
**Jan 23, 2017**

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**Detroit Power Systems, LLC**

**Certifying Agency: Michigan Department of Transportation**

**Certification Date: 06/30/2009**

622 W. Baltimore

Contact: Warren Coklow

Detroit, Michigan 48202

Phone: 313-871-8000

Fax: 313-871-8001

Website: <http://www.detroitpowersystems.com>

Email: [wcoklow@detroitpowersystems.com](mailto:wcoklow@detroitpowersystems.com)

Service Category: Construction, Other

NAICS: 238210

Work Description: Electrical contracting services, which include but not limited to power distribution systems, lighting systems, fire alarm systems, UPS and emergency generators.  
PREQUAL PENDING

**Devon Promotion & Advertising**

**Certifying Agency: Detroit Department of Transportation**

**Certification Date: 06/26/2013**

20150 Sherwood

Contact: Jerome Mallett Sr

Detroit, Michigan 48234

Phone: 313-368-8888

Fax: 313-368-8826

Website: null

Email: [jmallett@devonpromotions.com](mailto:jmallett@devonpromotions.com)

Service Category: Other

NAICS: 541820, 541840, 541890

Work Description: Printing, marketing, advertising for transit and highway and providing ad specialties.

**Diagnostic Innovations LLC**

**Certifying Agency: Michigan Department of Transportation**

**Certification Date: 03/10/2004**

2843 Hilton Rd.

Contact: Drew Gibson

Ferndale, Michigan 48220

Phone: 248-850-7690

Fax: 248-281-0873 / 248-613-8012

Website: [www.diagonosticinnovations.com](http://www.diagonosticinnovations.com)

Email: [drewgibson@diagonosticinnovations.com](mailto:drewgibson@diagonosticinnovations.com)

Service Category: Consultant, Supplier

NAICS: 541512

Work Description: Computer systems design services. Supplier-Computer hardware and software. MDOT vendor #05346

**Diane Dukes, Inc.**

**Certifying Agency: Michigan Department of Transportation**

**Certification Date: 12/17/2001**

11390 205th Ave.

Contact: Diane Dukes

Big Rapids, Michigan 49307

Phone: 231-796-2115

Fax: 231-796-6144

Website: N/A

Email: [ddukes@tucker-usa.com](mailto:ddukes@tucker-usa.com)

Service Category: Construction

NAICS: 237310, 238910, 561730

Work Description: Seeding and sodding only, edge drain, fences. Box culvert (installation only). Landscaping, clearing, grubbing, erosion control structures. MDOT vendor #03293

MDOT Codes:

H - Landscaping

I - Seeding/Sodding/Turf Establishment

N2 - Clearing

N92C - Roadway-Erosion Control Struct.

N96L - General-Guardrail

N96M - General-Fences

Enclosure 3

DBE UTILIZATION FORM

**Project Name:** OVERHEAD DOOR REPLACEMENT

Requisition No: PROJECT T-1602

Job Order Number: -

State of MICHIGAN County (City) of WAYNE (DETROIT) In

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

the CHIEF RISK OFFICER and duly authorized representative of  
**Title**

RYTEC CORPORATION 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
<u>DETROIT POWER SYSTEMS LLC</u>	<u>ELECTRICAL</u>	<u>\$ 414,400.00</u>
		\$
		\$
		\$
		\$
		\$
		\$

**Total DBE Credit:** \$ 414,400.00



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 RYTEC CORPORATION  
(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) RYTEC CORPORATION

(Signature) [Handwritten Signature]

On this 27 day of January, 2017 the

above signed officer,

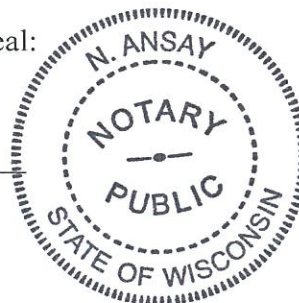
(Name of Affiliate) KRISTINE FINELL

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.

N. Ansay

Seal:



My Commission Expires: 2-24-19

EEO SUBMITTAL REQUIREMENTS (WORKFORCE DATA)

AFFIRMATIVE ACTION POLICY STATEMENT

The RYTEC CORPORATION will not discriminate against any employee or applicant for employment  
(Name of Company)

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

The RYTEC CORPORATION 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 RYTEC CORPORATION 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, or national origin.

The N/A 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 N/A 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 RYTEC CORPORATION 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: [Signature]  
Name of Company RYTEC CORPORATION Date: 1/27/17

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 JANUARY, 2017  
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	21	14	7	0	0	0	0	0
Professionals	17	11	6	0	0	0	0	0
Technicians	8	8	0	1	0	0	0	0
Sales	25	25	0	0	1	2	0	0
Office & Clerical	24	5	19	0	1	0	0	1
Craft Workers (Skilled)	6	6	0	0	0	0	0	0
Operative (Semi-skilled)	83	71	12	6	5	0	0	1
Laborers (Unskilled)	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0
Total	184	140	44	7	7	2	0	2

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: RYTEC CORPORATION

Address of Office Reporting: 6223 N. 16601 CEDAR PARKWAY  
JACKSON, WI 53037

Signature: [Handwritten Signature]

Date of Signing: 1/27/17

EMPLOYMENT PRACTICE REPORT

Contractor: RYTEC CORPORATION Date: 1/27/17

Address: W223 N11601 CEDAR PARKWAY Phone: 262-677-9046  
City: JACKSON State: WI Zip Code: 53037

Job: CITY OF DETROIT, DEPT. OF TRANSPORTATION

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?	Yes <input checked="" type="checkbox"/>	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>JESSICA BIELLY</u> Title: <u>HUMAN RESOURCES MANAGER</u> (262) <u>677-6105</u> Address: <u>jbielly@rytecdors.com</u>	Phone: Email:	
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>NONE</u>		

**INSTRUCTIONS  
RESPONSIBILITY OF BIDDER/PROPOSER**

1. All Bidders/Proposers submitting a Bid/Proposal must complete and submit with its Bid/Proposal the attached "Q" Forms. If required for Request for Quote (RFQ), the apparent low bidder shall receive written notification requesting submission of Forms Q-3 and Q-4. Completed Forms Q-3 and Q-4 shall be submitted to the DDOT Purchasing/Contract Administration Division Office within 10 calendar days of the request.
2. Please state "not applicable" in questions clearly not applicable to Bidder/Proposer in connection with this solicitation. Do not omit any question. If any representation is not accurate and complete to the time Bidder/Proposer signs the "Q" Forms, Bidder/Proposer must, as a part of its Bid/Proposal, identify the provision and explain the reason in detail in the space provided below. If additional space is needed, add additional sheet(s) to the "Q" Forms. If this space is left blank, Bidder/Proposer shall be deemed to have represented and warranted the accuracy and completeness of the representations on these Forms:

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3. All information must be legible.
4. Completed forms must be signed by a partner (if partnership), a duly authorized officer or individual (If a corporation), or a principal (If a sole proprietorship).
5. The term "Proposer" includes the term "Bidder" and also refers to the firm awarded the Contract. The term "Proposal" includes the term "Bid".
6. If during the performance of the Contract either of the following occurs, the Bidder shall promptly give notice of the situation, in writing, to the DDOT Procurement Manager, and cooperate with DDOT's review and Investigation of such information.

- i) Proposer has reason to believe that any representation or answer to any question contained in the "Q" Forms was not accurate or complete at the time the Forms were signed; or
- ii) Events occur or circumstances changes so that an answer to any question in Part IV is no longer accurate or complete.

In the DDOT's sole discretion, the following shall constitute grounds for DDOT to take remedial action, up to and including immediate termination of the Contract for convenience without payment for profit and overhead for work not performed, if, i) Proposer fails to notify the DDOT's Procurement Manager as required by "6" above; ii) Proposer fails to cooperate with DDOT's request for additional information as required by "6" above.

- 7. DDOT reserves the right to inquire further with respect to the Proposer's responses; and Proposer consents to such further inquiry and agrees to furnish all relevant documents and information as requested by DDOT. Any response to this document prior or subsequent to the Proposer's Proposal which is or may be construed as unfavorable to the Proposer will not necessarily automatically result in a negative finding on the question of Proposer's responsibility or a decision to terminate the Contract if it is awarded to Proposer.

RFQ/Project Number: T-1602  
Project Title: OVERHEAD DOOR REPLACEMENT

### PROPOSER'S REPRESENTATION

1. By submission of this Proposal, the undersigned, and each person signing on behalf of the undersigned, certifies that in the case of a joint proposal each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:
  - a. the prices in this Proposal have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
  - b. unless otherwise required by law, the prices which have been quoted in this Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the undersigned prior to opening, directly or indirectly, to any other proposer or to any competitor prior to the closing date for proposals;
  - c. no attempt has been or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition;

A Proposal shall not be considered for award nor shall any award be made where a, b, and c, above, have not been complied with provided, however, that if in any case the Proposer cannot make the foregoing certification, the Proposer shall so state and shall furnish with the Proposal a signed and notarized statement which sets forth in detail the reasons therefore.

Where a, b, and c, above, have not been complied with, the Proposal shall not be considered for award nor shall any award be made unless the DDOT Procurement Manager, or his/her designee, determine that such disclosure was not made for the purpose of restricting competition.

The fact that a Proposer (i) has published price lists, rates, or tariffs covering items being procured; (ii) has informed prospective customers of proposed or pending publication of new or revised price lists for such items; or (iii) has sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of a, b, and c above.

2. It is the Department of Transportation's (DOT) policy to award contracts to only those offerors whose objectivity is not impaired because of any related past, present, or planned interest, financial or otherwise, in organizations regulated by DOT or in organizations whose interests may be substantially affected by Departmental activities.

a. No appointed or elected official, member or other officer or employee of the City of Detroit, during the performance of this Contract, or in the supplies, work or business to which it relates, or in any portion of the profits thereof, has been or will be offered or given any tangible consideration in connection with this Proposal/Contract

b. Proposer covenants that neither Proposer nor, to the best of the Proposer's knowledge after diligent inquiry, any director, officer, owner or employee of the Proposer has any interest nor shall they acquire any interest, directly or indirectly, which would conflict in any manner or degree with the faithful performance of the Contract hereunder.

c. In the event Proposer has no prior knowledge of a conflict of interest as set forth in "a" and "b" above and hereafter acquires information which indicates that there may be an actual or apparent violation of any of the above, Proposer shall promptly bring such information to the attention of the DDOT Materials Manager. Proposer shall thereafter cooperate with DDOT's review and investigation of such information, and comply with any instruction it receives from the DDOT Materials Manager in regard to remedying the situation.

3. The following statements apply to any proposal or contract between Proposer and the City of Detroit: (In the event of a "Yes", DDOT reserves the right to inquire further with respect thereto.)

a. Statement b thru o below also apply to i) Proposer's Parent, subsidiaries and affiliates (if any), ii) any joint venture, including its individual members and any other form of partnership (including its individual members) which includes: Proposer or Proposer's parent, subsidiaries, or affiliates; iii) Proposer's directors, officers, principals, and managerial employees and any person or entity with a 10% or more interest in Proposer; iv) any legal entity controlled, or 10% or more of which is owned by Proposer, or by any director, officer, principal, or managerial employee of Proposer, or by any person or entity with a 10% or more interest in Proposer; or v) any parent, subsidiary or affiliate of any legal entity controlled, or 10% or more of which is owned by Proposer, or by any director, officer, principal or managerial employee of Proposer, or and person or entity with a 10% or more interest in Proposer.

b. Has the Proposer been declared not responsible? (Check "Yes" or "No", as appropriate.)

Yes ( ) No (X)

c. Has the Proposer been debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise disqualified from bidding, proposing, or contracting?

Yes ( ) No (X)



d. Has the Proposer been a defaulter, as principal, surety or otherwise.

Yes ( ) No (  )

e. Has the government or other public entity requested or required enforcement of any of its right under a surety agreement on the basis of a Proposer default or in lieu of declaring Proposer in default. (Check "Yes" or "No", as appropriate.)

Yes ( ) No (  )

f. Is the Proposer in arrears upon a contract or debt. (Check "Yes" or "No", as appropriate.)

Yes ( ) No (  )

g. Are there any proceedings pending relating to Proposer's responsibility, debarment, suspension, voluntarily exclusion or qualifications to receive a public contract. (Check "Yes" or "No", as appropriate.)

Yes ( ) No (  )

h. List the name and address of each person or legal entity which has a 10% or more ownership or control interest in Proposer (attach additional pages as needed).

DONALD GRASSO, CHICAGO, IL  
FRED TURNER FAMILY TRUST c/o DENTONS US LLP, CHICAGO, IL  
\_\_\_\_\_  
\_\_\_\_\_

i. Has been convicted by plea or verdict of guilty of, or pleaded nolo contendere to, a misdemeanor or felony in any federal, state or local court. (Check "Yes" or "No", as appropriate.)

Yes ( ) No (  )

j. Having pending any state or federal grand jury or court an indictment or information for the commission of a crime which has not been favorable terminated. (Check "Yes" or "No", as appropriate.)

Yes ( ) No (  )

k. is the subject of any pending investigation by any grand jury, commission, committee or other entity or agency or authority of any state or the federal government in connection with the commission of a crime. (Check "Yes" or "No", as appropriate.)

Yes ( ) No (  )

l. Is currently disqualified from selling or submitting bids/proposals to or receiving awards from or entering into any contract with any federal, state or local government entity, any public authority or any public entity. (Check "Yes" or "No", as appropriate.)

Yes ( ) No (  )

m. Within the past five years, has refused to testify or to answer and question concerning a bid or contract with any federal, state, or local government entity, any public authority or other public entity when called before a grand jury or other committee, agency or forum which is empowered to compel the attendance of witnesses and examine them under oath, upon being advised that neither the person's statement nor any information or evidence derived from such statement will be used against that person in any subsequent criminal proceeding. (Check "Yes" or "No", as appropriate.)

Yes ( ) No (X)

n. Is currently disqualified from selling or submitting a bid to, or receiving an award from, or entering into public entity or public authority within the State of Michigan because, within the past five years, such entity or person refused to testify or to answer any relevant question concerning a transaction or contract with the State of Michigan, any political subdivision of the State of Michigan, or a public authority or a public department, agency or official of the State of Michigan or of a political subdivision of the State of Michigan, when called before a grand jury or other state or local department, commission or agency which is empowered to compel the attendance of witnesses and examine them under oath, upon being advised that neither that person's statement nor any information or evidence derived from such statement will be used against that person in any subsequent criminal proceeding. (Check "Yes" or "No", as appropriate.)

Yes ( ) No (X)

o. Has within a three year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. (Check "Yes" or "No", as appropriate.)

Yes ( ) No (X)

p. Explain any "YES" answers to a thru o in the space provided below (attach additional pages as needed).

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**ADDITIONAL QUESTIONS**

1. List all Proposer's employees:

a. who are currently employees of the City of Detroit.

None.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. who within the past two years have been City of Detroit employees who were involved on behalf of Proposer with the preparation of this Proposal or would be involved in the performance of the Contract if it is awarded to Proposer.

None.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Does Proposer have a subsidiary or affiliate:

Yes ( ) No () If answer is "Yes", list firm name, address and affiliation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is Proposer a subsidiary of another entity:

Yes ( ) No () If answer is "Yes", list firm name, address and affiliation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

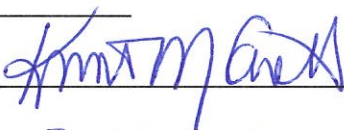
4. Does Proposer, and director, officer, principal or managerial employee of Proposer, or any other person or entity with a 10% or more interest in Proposer have an interest of 10% or more in any other firm or legal entity?

Yes ( )      No () If answer is "Yes", list individuals name and firm or entity

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Signature: 

Title: CHIEF RISK OFFICER

Firm: RYTEC CORPORATION

RFQ/Project Number: T-1602

Project Title: OVERHEAD DOOR REPLACEMENT

**TECHNICAL DISCLOSURE**

1. List the name, title and business address of each director and principal officer of Proposer.

DONALD BRASSO - DIRECTOR, CHAIRMAN & CEO OF RYTEC CORPORATION, JACKSON, WI  
JOHN SNYDER JR. - DIRECTOR, CO-CHAIRMAN & CO-CEO OF RYTEC CORPORATION, JACKSON, WI  
STEPHEN ASHMORE - DIRECTOR, PRESIDENT & COO OF RYTEC CORPORATION, JACKSON, WI  
ROSS DOCKSEY - DIRECTOR, 233 S. WACKER, CHICAGO, IL

2. Number of employees: 184 including 1 employees in the Metropolitan Detroit Area.

3. Does the Proposer have any outstanding bids or proposals for contracts (i.e., bids or proposals pending where no contract has yet been awarded) with the City of Detroit? If none, state "None". If yes, please list them and provide the name of the requesting agency, the contract number, a brief description of the work effort and the status of the bid or proposal. Indicate if the bid/proposal was submitted by the Bidder as prime contractor or joint venture.

NONE

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4. Has the Proposer been awarded any contracts within the last three years by the City of Detroit? If none, state "None". If yes, describe those contracts beginning with the most recent. State the name of the contracting entity; give a brief description of the contract and the contract number; state the contract period, the status of the contract, and the name, address, and telephone number of a contact person at the agency. Indicate if award was made to Proposer as prime contractor or joint venture. Proposer need not provide more than six such descriptions.

NONE

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5. Does the Proposer have any current private sector projects? If none, state "None". If yes, provide name and address of owner, a brief description of work, status of contracts and name, address and telephone number of contact person as to each, beginning with the most recent. Indicate if Proposer is acting as prime contractor or joint venture. Proposers need not provide more than six such descriptions.

- 1) TIFFIN PAPER, TIFFIN, OH PROVIDE: INSTALL 1 HIGH-SPEED DOOR - WIP STEVE MUSIL 419-447-2121
- 2) DOERIAN FORD, CLINTON TOWNSHIP, MI PROVIDE: INSTALL 5 HIGH-SPEED DOORS - WIP CAROLYN DOERIAN 586-792-4100
- 3) WHITEHALL SPECIALTIES, SLIPPERY ROCK, PA PROVIDE: INSTALL 1 HIGH-SPEED DOOR - WIP DOMINIC BALASSI 724-933-4315
- 4) CASE NEW HOLLAND, GRAND ISLAND, NE PROVIDE: INSTALL 1 HIGH-SPEED DOOR - WIP BRAD RUZICKA 308-384-1010
- 5) FOX 31 DENVER HDVR, DENVER, CO PROVIDE: INSTALL 1 HIGH-SPEED DOOR - WIP JIM ALLEN 303-595-3131
- 6) RAVINT HONDA HYUNDAI, GOLDEN, CO PROVIDE: INSTALL 1 HIGH-SPEED DOOR - WIP LEE PAYNE 303-215-4210

6. For each of the following contracts, provide a brief description of the work performed, the contract number, the dollar amount at award and at completion, date completed, and the name and telephone number of the owner's representative.

a. Each contract completed during the last three years or, if less than three contracts have been completed during the last three years, list the last three contracts completed.

*NOTE: CONTRACTS COMPLETED DURING PAST 3 YEARS TOO NUMEROUS TO LIST IN THEIR ENTIRETY*

- 1) HARTTRANSIT DANBURY, CT, SUPPLY: INSTALL 8 HIGH-SPEED DOORS, Proj. 116-01, AWARDED \$295,030, COMPLETION \$295,030, COMPLETED 11/10, RICH SCHREINER, 203-744-4070
- 2) ROGAN COLLEGE OF ENGINEERING, GLASSBORO, NJ, SUPPLY: INSTALL 7 HIGH-SPEED DOORS, Proj. 11695, AWARDED \$130,000, COMPLETION \$130,000, COMPLETED 11/10, PETE BOLWEN - INWARD CONSTRUCTION, 610-649-0400
- 3) LUBBOCK FIRE STATION #1, LUBBOCK, TX, SUPPLY: INSTALL 8 HIGH-SPEED DOORS, PROJECT 1554, AWARDED \$195,705, COMPLETION \$195,705, COMPLETED 10/10, DUSTY BLACK-LEE LEWIS CONSTRUCTION, 806-797-8400

b. Each contract completed during the last three years or, if less than three contracts have been completed during the last three years, list the last three contracts completed, for which liquidated damages or penalty provisions were assessed against you for failure to complete the work on time or for any other reason.

*NONE*

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7. List each contract which, during the last three years, the person/entity contracting with you:  
i) terminated for default; ii) sued to compel performance; iii) sued to recover damages, including, without limitation, upon alleged breach of contract, misfeasance, error or omission or other alleged failure on your part to perform as required by your contract; or iv) called upon a surety to perform the work.

NONE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Describe whether any present or anticipated commitments and/or contractual obligations might have an influence on the capabilities of the Proposer to perform the work called for by this Contract. Any apparent conflicts as between the requirements/commitments for this Contract and the matters listed in items 3, 4, 5 or 6, above, with respect to the use of Proposer's resources, such as management or technical expertise or financing, should be explained. If none, state "None".

NONE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Describe any litigation, in which the Proposer is involved, which:  
a. has or may have an impact on the Proposer's ability to perform any work called for by this solicitation; or  
b. the demand or potential exposure is for more than \$250,000, exclusive of personal injury litigation where the liability is covered by insurance.

If none, state "None."

NONE  
\_\_\_\_\_  
\_\_\_\_\_

10. During the past three years, has the Proposer's firm ever been a party to a bankruptcy or reorganization proceeding?

YES ( ) NO (X) If answer is "YES", explain below.

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11. a. If any professional or other licenses, permits, or certifications are required to perform the work/services called for by this solicitation, list the license, permit, or certification that the Proposer or Proposer's employees or agents possess. If none, state "None".

<u>License or Permit or Certification</u>	<u>Name of Holder</u>	<u>Issuing State or Entity</u>
None		

b. Have any of the Proposer's officers, partners, owners, managers or employees had any project related licenses, permits or certifications revoked or suspended in the past three years.

YES ( ) NO (X) If answer is "YES", explain details below.

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12. Does the Proposer's firm share office space, staff or equipment (including telephone exchanges) with any other business or organization?

YES ( ) NO (X) If answer is "YES", list firm name, address and nature of shared facilities.

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13. Has Proposer's safety practices/procedures been evaluated or rated as less than satisfactory by the City or State of Michigan, any other state, any public authority or other public entity, the United States government, within the past five years?

YES ( ) NO (X) If answer is "YES", explain details below.

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14. Is your firm's Workers Compensation Experience Rating 1.2 or greater?

YES ( ) NO (X) If answer is "YES", explain details below.

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15. Does Proposer have either a history of claims loss or any substantial individual claim loss within the past five years due to general liability or workers compensation claims?

YES ( ) NO (X) If answer is "YES", explain details below.

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16. List the names, titles and attach resumes which indicate the level of skill and experience of your proposed project management team. (See Specifications or the Scope of Work for the functions of the project management team, as applicable, and other requirements in regard to project management.)

BRIAN HANRAHAN, NATIONAL ACCOUNTS MANAGER

JOSH MOFFITT, REGIONAL SALES MANAGER

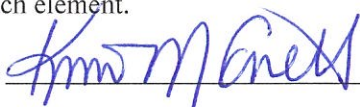
17. Which of the individuals named in item 16, above, will be utilized exclusively on this Contract on a full-time basis? (The Specification or the Scope of Work may indicate requirements for certain dedicated staff.)

BRIAN HANRAHAN

18. Which of the individuals named in item 16, above, are not presently officers, partners, owners or employees of the firm?

INDIVIDUALS LISTED ABOVE ARE EMPLOYEES OF RYTEC CORPORATION

19. Attach an outline of your proposed Quality Control program (see appropriate section of the Specifications or the Scope of Work) for this Contract. Where the Specifications or the Scope of Work set out required elements for the program, such outline must cover each element.

Signature: 

Title: CHIEF RISK OFFICER

Firm: RYTEC CORPORATION

**BRIAN HANRAHAN**  
7312 Ireland Dr.  
Hartford, WI 53027  
(262) 339-7450 ph.  
bhanrahan@rytecddoors.com

## WORK EXPERIENCE

2002 – Present                      Rytec Corporation                      Jackson, WI  
***Government National Accounts Manager***

- Responsible for developing and maintaining accounts on a national basis with government agencies and Fortune 500 companies
- Specialize in creating and supporting strong relationships to ensure ongoing business
- Responsible for negotiating pricing and conditions of sales
- Oversee and manage product installations with customers, service dealers and other subcontractors
- Work closely with company's field sales representatives to direct and coordinate sales activities and manage projects
- Extensive experience in both face-to-face and telephone contact with key decision makers
- Hands-on involvement with orders from initial customer contact through product installation

1996 – 2002                      SPX Dock Products                      Milwaukee, WI  
***National Account Manager***

- Responsible for national account sales with Fortune 500 companies
- Coordinated account activities with local sales personnel
- Sales based upon features and overall value not solely on price
- Promoted several times within organization
- Main emphasis on direct sales
- Hands-on involvement with orders from initial customer contact through product installation

## EDUCATION

University of Wisconsin – Stevens Point  
Bachelor of Science degree, December 1992  
Major: Business Administration  
Minor: Economics

## **Joshua Moffitt**

4720 Mazola Ct  
Waynesville, OH 45068  
(937) 623-0570 ph.  
jmoffitt@rytecddoors.com

### **WORK EXPERIENCE**

2008 – Present                      Rytec Corporation                      Jackson, WI  
***Regional Sales Manager***

- Responsible for developing and maintaining relationships with dealers and clients within my region.
- Responsible for managing national account and direct projects within my region to ensure products are installed and maintained appropriately.
- Responsible for negotiating pricing and conditions of sales
- Oversee and manage product installations with customers, service dealers and other subcontractors
- Work closely with our dealer network's field sales representatives to direct and coordinate sales activities and manage projects
- Extensive experience in both face-to-face and telephone contact with key decision makers
- Hands-on involvement with orders from initial customer contact through product installation

2005 – 2008                      Fairborn Equipment Co.                      Lebanon, OH  
***Territory Sales Representative***

- Responsible for cultivating existing accounts and prospecting new clients
- Coordinated equipment installations with clients and install technicians
- Sales of new equipment
- Retain relationships with vendors and achieve sales goals from each.
- Hands-on involvement with orders from initial customer contact through product installation

### **EDUCATION**

Miami University Oxford, OH  
2004-2006  
Major: Political Science



HIGH PERFORMANCE DOORS

W223 N16601 Cedar Parkway  
P.O. Box 403  
Jackson, WI 53037  
Phone: (262) 677-9046  
Fax: (262) 677-2058  
[www.RytecDoors.com](http://www.RytecDoors.com)

# Quality Control Program

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## Table of Contents

1.	Mission Statement & Commitment to Quality	3-4
2.	Total Quality Systems and Processes – Overview	5-7
3.	ERP and Manufacturing Processes	8-9
4.	CRM Information System	10
5.	Warranty Procedures	10

## **RYTEC CORPORATION MISSION STATEMENT**

*Our mission is to be the industry leader by offering the highest quality, lowest maintenance products available with the highest level of customer support, providing the greatest value to our customers. We will listen continually to the needs of our customers and strive to provide solutions based on those needs. We will strive to improve the quality and serviceability of all of our products. We will endeavor to improve our selling, manufacturing and customer support processes to support our quality, serviceability and value improvement objectives. Improvement will only come through the establishment of a positive work environment formulated around teamwork and a commitment to our mission.*

*In this mission to be the industry leader, our goal is to create wealth for and add value to all those associated with us.*

## **RYTEC CORPORATION COMMITMENT TO QUALITY**

*To be an industry leader of high speed doors, we must become a World-Class supplier of high quality, value added products for all markets and customers. The key ingredients of a successful quality improvement strategy include a). Communicating the importance of quality b). Developing a greater understanding of current and potential customers c). Taking a companywide approach so that all functions join together in maximizing our efforts and d). Devising a system to ensure that strategic goals are translated into appropriate actions throughout the company.*

*The key element to total quality is employee involvement through teamwork. Rytec is committed to quality and has taken the steps to ensure that all employees are involved with teams that can improve their areas of responsibility and allow all employees to freely offer continuous improvement suggestions that will make Rytec a World-Class leader. It is critical in this process that all employees constructively present their ideas and, at the same time, commit to properly respecting the ideas of other employees.*

*As a team, we can continue to achieve our goal as industry leader in high speed doors.*



# Rytec Corporation

## Total Quality Systems and Processes

### Overview

#### **Introduction**

Rytec Corporation is committed to the total quality of our products and services. In order to meet this commitment a variety of systems and processes have been implemented. Some of these systems and processes have been designed to prevent problems from occurring while others serve as vehicles to develop effective solutions to problems that do arise. In both cases, the information shared between our customer and suppliers and with the internal team at Rytec is optimized for continuous improvement of our products and processes.

The following is a brief summary of the systems and processes used by Rytec today and the impact they have on total quality.

#### **Warranty/Quality Steering Committee**

The group's mission is to establish a formal approach for addressing quality related issues, resulting in real quality improvements.

Objectives:

1. Set quality standards for Rytec Corporation.
2. Identify quality-related issues and help determine priority of issues that are to be addressed.
3. Enforce quality standards that are established.
4. Ensure each Rytec employee is aware of the quality standards.
5. Promote quality as an organizational goal, one that must be achieved as a team, not just individually.

#### **Manufacturing Lead Program & Quality Notification System**

The team works to solve and prevent internal problems at Rytec before they become field problems. The individual problems are solved, data from the problem is entered into the ERP system and the data is used to identify the root cause of the problem so as to prevent future quality concerns.

Procedure

1. An employee in the shop or office identifies a problem.
2. They report the problem by opening a new Quality Notification.
3. The Quality Notifications are reviewed by the Quality department. Tasks required to correct the issues are added to the Quality Notification so all individuals involved in the process can review their action items.
4. The team reviews the problems and solutions during weekly Warranty/Quality Committee meetings.
5. A team representative addresses issues and closes out the reports once complete.

### **Quality Improvement Teams**

These teams are set up to solve specific problems. The problems to be solved are determined by analysis of data at the Warranty/Quality Committee meetings, information from reported quality notifications, and through feedback from the field. Quality Committee team members are picked from various areas of the company including the area of the problem and other areas as required to solve the specific problem. Solutions from these teams are in the form of process controls, including inspection and testing and procedural changes, and product design changes where necessary.

### **SAP ERP System**

SAP is the business ERP system used at Rytec Corporation to manage material build configurations, costing, procurement, and finance. The system incorporates logic and instructional information to ensure new equipment and replacement parts orders are processed accurately, from order processing to the shipment of the product.

### **Salesforce.com**

This business software system contains a database of all Rytec's customers, new equipment shipments and service-related issues reported from the field. Any problem that may occur after shipment of the product is documented and tracked until the problem is resolved. Specific action taken and any associated warranty costs are recorded against the particular problem. Analysis of the various problems in the weekly Warranty/Quality Committee meetings allows Rytec to develop cause and corrective action initiatives in the form of product design or process changes, internally, with suppliers or with third party service providers of our products. The effectiveness of any particular change can be checked through future inquiry of the database.

### **Returned Material Authorization (RMA)**

If a component is believed to be defective during the warranty period, the component is returned to Rytec via the RMA process. Inspection and testing of the component is conducted by Rytec and/or at the supplier location to determine cause and corrective action.

### **Engineering Change Order/Engineering Change Request (ECO/ECR)**

Any product design change is accomplished through the ECO process. This process provides accurate documentation and implementation of the change. An ECR is initially generated to begin the ECO process. ECR's are generated from problems discovered through Salesforce.com analysis, the RMA process, quality notifications, feedback from customers, dealers, suppliers and internal sources.

### **New Product Teams and Project Management**

Rytec establishes multi-functional design teams for all new product teams, including marketing, engineering, manufacturing, supplier partnerships, and customer support. In doing so we ensure the end product meets market and customer needs and requirements while taking full advantage of manufacturing, supplier and aftermarket capabilities.

### **Customer and Dealer Feedback**

Customer and dealer feedback is collected via Salesforce.com as well as less formal, direct communication between customers and dealers and Rytec employees.

### **Regional Service and Sales Managers**

Our regional service and sales managers are our eyes and ears on the street. They are responsible for ensuring customer satisfaction, from the initial sale throughout the life of the product. Due to their close proximity and interface with customers and our installed products, they are able to provide critical feedback on quality related issues in the field, from problem recognition to resolution. These individuals have access to Salesforce.com and all internal systems to enable formal communication and documentation.

### **Customer Support Technicians**

Our internal Technical Support department field internal calls from distributors and customers on issues related to our installed product. When necessary they will travel to customer facilities to assist in new product installations, troubleshooting and repair issues. These individuals have access to Salesforce.com and all internal systems to enable formal communication and documentation.

### **Third Party Distributors**

We rely on the expertise of our third party distributors and service providers in the field. These companies partner with Rytec to provide the most thorough support so that we can continuously provide satisfaction to our customers and a positive experience with our products. Rytec provides service training on a regular basis for our customers, third party distributors and our own employees so as to keep our partners knowledgeable about our products.

# Rytec Corporation

## SAP and Internal Processes

SAP is the business ERP system used at Rytec Corporation to manage order processing, costing, procurement and finance. Due to the various number of configurations available with Rytec product, each door is built to order. A few of the configuration choices available are product line, door model, size, fabric color, voltage, activator choices, etc. As an integrated information system, SAP allows Rytec to ship standard product within three - four weeks of signed approval drawings. Lead-times for doors requiring non-standard materials are determined based on the availability of the materials.

### **Order Entry**

Each order is entered into the SAP by Rytec's order processing department. A confirmation from the customer is required prior to entry of the order. An approval drawing of all dimensions and options ordered will be verified. Upon receipt of the signed verification and proper purchase order from the customer, an order may be processed. When entering the order for a specific door in SAP, the order specialist is led through a series of configuration choices for that specific door model. After completion of the order, the system will automatically check the order against engineering logic embedded in the software. If any errors are detected, the order will be corrected before the system processes the order and releases it to production. Once the order is processed and released by the Order Processing dept, a Master Scheduler will assign a ship date based on production lead-times and customer requirements.

During order processing, each door is assigned a unique serial number. This serial number is the key identifier for the door throughout the procurement and manufacturing process. In addition, the serial number is important to tracking the door service history after installation.

Once an order is completed by order processing, the system creates (1) requisitions for configured items requiring special purchasing, (2) shop work orders, (3) a small parts assembly list and (4) a crating checklist. These various documents require no manual intervention and, by doing so, ensure that the information created is consistent with the engineering logic used to create the order.

### **Procurement**

Because of the highly-configured nature of our products, there are several items that must be ordered from our supplier that meets the specific requirements for that door. Some of these items include panel fabric, steel drums and shipping crates.

Procurement is automatically notified by the ERP system once the order is approved.

The various requisitions created by the system are then converted to purchase orders based on the expected ship date.

Rytec has established relationships and feedback mechanisms, such as a vendor scorecard with its key vendors in order to ensure that our goal of best possible quality and lead-times is achieved.

### **Manufacturing Processes**

Rytec has continually improved its manufacturing processes over the years to ensure a high quality product is built within the shortest lead-times possible. We maintain in-house operations that are critical to ensuring the highest quality of the finished product. Through internal analysis of our core competencies, Rytec has determined where our expertise lies and we continuously review operations that are more effectively performed in-house or out-sourced.

All manufacturing personnel are cross-trained for several functions. This allows us to respond to fluctuations by product model or other such changes that effect production flows.

Information: Production operators utilize iPads on the manufacturing floor to gain information on product required for completion. This system allows the operator to understand what is required on the applicable product and the operational steps needed in their production area. The iPad also allows operators to report the time spent on the required operations. This iPad system is linked to the main SAP reporting system so that all information is continuously current.

Component tests: Besides the checks and balances above, there are several items that are specifically tested during the manufacturing process. These include the motors and control panels. All motors are run tested after wiring. The control panels are powered up, programmed and tested prior to packaging. Each motor and control panel, after testing, is then labeled for a specific door.

Packaging lists: The SAP system creates two packaging lists - small parts list and crating checklist. Combined, these two lists ensure that all components required to properly install the door are included in the crate. For most door models, a separate crate is used for each individual door. As a result, the installer has, in one crate, all the parts required to install each door.

## Rytec Corporation CRM System

Rytec's business philosophy is to not only build a high quality product, but also ensure that the ultimate end user is satisfied with the door's performance during the product's lifecycle. To help manage this, we have developed a software information system that tracks all sales activity with each end user and tracks all door service history.

Salesforce.com contains a database of all Rytec's customers and new equipment shipments. An independent profile is setup for each specific end user location. For end users with multiple sites, each profile record contains a field for Parent Co that allows those related end user locations to be associated to each other. Linked to each profile record are additional databases that contain (1) address records, (2) contact information, (3) project masters (sales project information), (4) customer service history records and (5) door masters. This combination of databases allows Rytec to monitor the history of each end user site. In addition, with the Parent Co field, we are also able to monitor activity at all sites for a given end user.

The customer service history records are used to track each door's service history. Any problem that is brought to Rytec's attention that occurs after shipment of the product is documented and tracked until the problem is resolved. Specific action taken and any associated warranty costs are recorded against the particular problem.

Standardized reports have been developed which helps us analyze the information gathered within the Salesforce.com. Analysis of the various problems allows Rytec to develop cause and corrective action initiatives in the form of product design or process changes, internally or with suppliers. The effectiveness of any particular change can be checked through future inquiry of the database.

## Rytec Corporation Warranty Procedures

In reviewing product performance, there are two key sources of information. One is the customer service history information discussed in the previous section. The other source is analyzing warranty dollars spent for resolving product issues. All warranty dollars are recorded in Salesforce.com as a subset of the customer service history record. Product model, category and code fields that are used to analyze customer service history information are also used when analyzing warranty information.

A separate Warranty Policy exists to educate our service providers and distributors on procedures for proper reporting warranty claims.



Form Q-4

**RYTEC CORPORATION**

**W223N16601 CEDAR PKWY  
PO BOX 403  
JACKSON, WI 53037**

**PHONE: 262-677-9046  
FAX: 262-677-2058**

**BANK REFERENCES**

Northern Trust Bank  
50 South LaSalle St.  
Chicago, IL 60603  
Account: 67989  
Phone: 312-557-6206  
Fax: 312-557-1425  
Contact: Sarah Sigfusson

**TAX EXEMPT:**

YES: See Attached

**FEDERAL TAX ID No:**

36-3956148

**DUNN & BRADSTREET NO:**

15-342-0609

**MISC. INFO:**

Type of Business: Manufacturer  
Principal Owner: Donald Grasso  
Years in Business: Since 1985

**CREDIT REFERENCES**

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4080 N. Port Washington Rd  
Milwaukee, WI 53212  
Phone: 414-967-8010  
Fax: 414-967-8034

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Charlotte, NC 28260  
Phone: 704-948-3336  
Fax: 704-948-0517

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Charlotte, NC 28275-0701  
Phone: 937-335-0036  
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JD Laser, Inc  
PO Box 270019  
HartfordWI 53027  
Phone: 262-670-9550  
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Motion Industries  
PO Box 98412  
Chicago, IL 60693  
Phone: 262-896-3880  
Fax: 262-896-3890

RFQ/Project Number: T-1662  
Project Title: CURBHEAD DOOR REPLACEMENT

VERIFICATION AND ACKNOWLEDGMENT

STATE OF Wisconsin  
COUNTY OF Washington

On the 27 day of January 20 17, before me personally came and appeared Kristine Finell by me known to be said person, who swore under oath as follows:

1. He/She is Chief Risk Officer of Rytec Corporation (Print Title) (Print name of Firm)

2. He/She is duly authorized to sign the Proposer's Forms on behalf of said firm and duly signed these documents pursuant to said authorization.

3. The answers to the questions set forth in the Proposer's Forms are true, accurate and complete.

4. He/She acknowledged and understands that the Proposer's Forms include provisions which are deemed included in the Contract if awarded to the firm.

Sworn to before me this 27 day of January, 2017

N. Ansay  
(Notary Public) exp: 2-24-19

