

## INVITATION TO BID

CHARTER TOWNSHIP OF WATERFORD  
5200 CIVIC CENTER DRIVE  
WATERFORD, MI 48329

The Charter Township of Waterford is seeking sealed bids for the “**2011-2012 BACKGROUND CHECKS**” for the Parks & Recreation Department of Waterford Township. Sealed bids are invited and will be received at the Township Hall, Clerks Office, 5200 Civic Center Drive, Waterford, MI. 48329 on or before, but not later than 2:00 PM, local time on Tuesday, November 30, 2010. All bids to be clearly marked on outside of envelope (BACKGROUND CHECKS BID, with your Company name). All bids received will be publicly opened and total prices read aloud immediately following in the auditorium.

### A. SCOPE OF WORK

The project shall include all materials, labor, equipment and insurance by the Vendor, in accordance with these entitled specifications. See bid pack for full specifications. This bid is for Background Checks for a two (2) year period for our Parks & Recreation Department. A detail and approximate unit usage is on the specification sheet. Quantities may increase or decrease as needed, at the discretion of the Township.

**Bid bond of 5% of total contract sum or certified check/funds is required with all bids.**  
(check's will be returned within 10 days of award of the contract)

### B. OBTAINING CONTRACT DOCUMENTS

Copies of all contract documents are on file and available for review and/or pickup at the Charter Township of Waterford Clerk's Office, 5200 Civic Center Dr., Waterford, MI. 48329. Bid packs will be available November 8, 2010. (free of charge)

Please contact Alison Swanson, Recreation Supervisor @ 248-618-7549 or Michael Shaw, Purchasing Agent @ 248-674-6212, if you have any questions.

**WATERFORD TOWNSHIP RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE ANY IRREGULARITIES.**

BETTY FORTINO, CLERK