



## CITY OF ANN ARBOR, MICHIGAN

Public Services Area / Engineering  
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Ann Arbor, Michigan 48107-8647  
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Web: [www.a2gov.org](http://www.a2gov.org)

*Emailed*

April 8, 2020

Jacob Bailey  
Bailey Excavating  
1073 Toro Drive  
Jackson, MI 49201

Re: Barton Drive Water Main Replacement and Resurfacing Project, file 2019-005; ITB 4617

Dear Jacob,

The contract bid for work to be performed on the above noted project was the low responsible bid on 4/7/2020 at your bid price: \$1,391,453.62.

Please find the subject contract attached for your signature. Sign it electronically, and return to me. The City intends to put the contract before City Council at their May 4, 2020 meeting for award.

In the meantime, please submit all necessary insurance documents to MyCOI when an email is sent registering you so we can route the contract right after award and begin construction as soon as possible. The proposed agreement between your company and the City requires your company to carry certain levels of insurance. The City uses a third party (myCOI) to review and track proof of insurance. For the City to open a myCOI assignment, we need some information from you (noted below). Once we have opened the assignment, myCOI will work directly with your insurance agent (unless you request that they deal directly with you) to obtain proof of adequate insurance and ensure adequate insurance is maintained throughout the agreement. Please note that the required insurance is established in the proposed contract with the City – myCOI is merely checking to ensure the requirements are met and maintained.

Please provide the information as soon as possible so that the insurance review process can begin. The City will not execute the proposed agreement unless and until myCOI deems your insurance “compliant.”

Required Information:

1. A current certificate of insurance (“COI”) for all required policies (e.g., commercial general liability, professional/errors and omissions, auto, worker’s compensation, and umbrella) with your insurance agent’s email address listed.

2. Please note whom at your company (name, phone number, and email address) should receive communications from myCOI.

3. Do you or your insurance agent have any objection to myCOI dealing directly with your insurance agent? If so, we can request that myCOI deal directly with you/your company but, please note, this will be more time consuming for you/your company as you will be the go-between.

Many thanks. If you have questions about myCOI, you can reach them at [support@myCOItracking.com](mailto:support@myCOItracking.com) or at 317-759-9426 (ext. 105).

If you have any questions, please email me at [jallen2@a2gov.org](mailto:jallen2@a2gov.org) or call 734-369-6661 (my home phone number during this COVID-19 Stay Home. Safe Safe. Save Lives.)

Very truly yours,  
City of Ann Arbor Engineering

Jane K Allen, P.E.  
Project Manager

JKA (S:\Engineering\General\2019-005 Barton Dr, M14 to Pontiac\06 - Bid Information\bid opening\Low Bid Letter.docx)

cc: File