



## INSTRUCTION TO BIDDERS

November 1, 2011

ITB-COT 11-24

Sealed proposals for **SEASONAL REQUIREMENTS OF SNOW REMOVAL SERVICES FOR THE CITY OF TROY HOME CHORE PROGRAM AND SIDEWALKS WITH AN OPTION TO RENEW FOR ONE (1) ADDITIONAL SEASON** will be received by the City of Troy at the office of the City Clerk, 500 W. Big Beaver Road, Troy, MI 48084 until **FRIDAY, NOVEMBER 11, 2011 at 10:00 AM E.S.T.** after which time they will be publicly opened and read in the Troy City Offices. **Bid responses are not accepted via fax transmission.**

MARK ENVELOPES: **ITB-COT 11-24 SNOW REMOVAL** ON THE LOWER LEFT-HAND CORNER.

The proposals will be for Snow Removal Services for the City of Troy home chore program and sidewalks in accordance with specifications. Specifications are listed in the bid proposal form on file in the office of the City Clerk.

All bids shall specify terms. The City reserves the right to reject any or all bids, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City.

1. Any and all bids submitted must be on the City of Troy bid proposal forms. If more than one bid is submitted, a separate bid proposal form must be used for each. Forms are enclosed or obtainable at the City of Troy's Purchasing Department or on the MITN (Michigan Intergovernmental Trade Network) website at [www.mitn.info](http://www.mitn.info).
2. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful bidder(s) with tax exemption certificates when requested.
3. If further information regarding this bid is required, please contact the Purchasing Department at (248) 680-7291.
4. Pricing is all inclusive to service the locations as identified within this bid proposal.
5. **VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE.** The only authorized vendor changes to a bid document will be in the areas provided for a bidder's response, including the "Exceptions" section of the bid proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the bid document will be applicable during the term of the contract. The City of Troy shall accept **NO CHANGES** to the bid document made by the Vendor unless those changes are set out in the "Exceptions" provision of the Authorized Version of the bid document. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the bid document. Any Vendor who submits a bid and later claims it had no knowledge of any changes, modifications or additions made by the City of Troy to the Authorized Version of the bid document, shall be bound by the bid, including any changes, modifications or additions to the Authorized Version. If a bid is awarded to a Vendor who claims that it had no knowledge of any changes, modifications or additions made by the City of Troy to the Authorized Version of the bid, and that Vendor fails to accept the bid award, the City of Troy may pursue costs and expenses to re-bid the item from that Vendor. The Authorized Version of the bid document shall be that bid document appearing on the MITN system with all amendments and updates.