

August 19, 2004

CITY OF LANSING
NOTICE TO BIDDERS

B/04/084

NORTH HOLDING BASIN, VALVE REPLACEMENT (WWTP)

The City of Lansing is a member of the Michigan Inter-governmental Trade Network (MITN).

All Vendors considering a purchasing relationship with the City are strongly encouraged to register as a MITN vendor. In the future, all Notice to Bidders will be distributed through the MITN network. You may register as a vendor, receive Requests for Bids, Quotes and Proposals, addenda and bid tabulations on the MITN Site at:

<http://www.govbids.com/scripts/mitn/public/home1.asp>

Sealed bids marked "**B/04/084, NORTH HOLDING BASIN, VALVE REPLACEMENT**" will be accepted at the City of Lansing, Finance Department, Purchasing Section, 8th floor, City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933 until, but not later than 3:00 PM local time in effect **September 16, 2004**, at which time and place the bids will be publicly opened and read aloud.

A Bid Guaranty (in accordance with Federal Circular No. 570) in the amount equal to but not less than 5% of the total amount of the proposal shall accompany all bids. Certified checks, bank drafts, negotiable U.S. Government Bonds (at par value), Small Business Administration Guaranteed Securities, or a Bid Bond will be acceptable. (See page 3 of specifications for complete requirements for Bid Guaranty). Bonding agencies must be approved for doing business in the State of Michigan. **No "off-shore" bonding agencies will be accepted.**
******Two (2) copies of the bid proposal section required.******

Contractors shall attend a **MANDATORY Walk-thru**. **Any contractor who fails to attend this meeting may be disqualified from bidding this project. This meeting will begin at 1 PM, local time in effect, September 2, 2004, at the Wastewater Treatment Plant, 1625 Sunset Avenue, Lansing, Michigan, at the main office.** Bidder's representative at the meeting shall be solely responsible for insuring the Bidder's name, complete address and phone number appearing clearly and correctly on the City's attendance roster. Any addendums sent out are based on the accuracy of this attendance roster. ***Vendors in attendance at this meeting shall be responsible for confirming the existence of any addenda prior to the bid opening.*** Any proposal received from a bidder whose name does not appear on the City's attendance roster may be declared non-responsive and their bid not opened.

The City reserves the right to accept any bids, to reject any or all bids and to make the award in the best interest of the City.

Due to the increased number of phone inquiries, bid results will **only** be released via fax, self addressed stamped envelopes or on the Internet at <http://www.govbids.com/scripts/mitn/public/home1.asp>

The City strongly recommends that plans and specifications be picked up and reviewed PRIOR to the pre-bid meeting in order for the contractor's to be prepared to make comments or ask questions regarding concerns based on their review of the plans and specifications.

Any changes made to the plans and/or specifications shall be made in the form of an Addenda prepared by the City of Lansing and mailed to each plan holder. *Vendors in attendance at the mandatory walk-thru shall be responsible for confirming the existence of any addenda prior to the bid opening.* All addenda shall become part of the Contract Document and all bidders shall be bound by such Addenda, whether or not received by the Bidder. All addenda received shall be listed on the outside of the bid envelope by number, and date received. Any proposal received without each addendum listed by number on the outside of the bid proposal envelope, may be declared a non-responsive bid.

MAJOR CONTRACT ITEMS INCLUDE: CONTRACTOR TO FURNISH AND PROVIDE ALL REQUIRED LABOR AND MATERIALS TO INSTALL VARIOUS TYPE VALVES, SPOOL PIECES, GASKETS AND FASTENERS AT THE NORTH HOLDING BASIN BUILDING. CONTRACTOR WILL ALSO BE RESPONSIBLE FOR ALL APPLICABLE BUILDING PERMITS. THE WORK IS AT THE LANSING WASTEWATER TREATMENT PLANT LOCATED AT 1625 SUNSET AVENUE, LANSING, MICHIGAN.

SPECIAL NOTE: The City of Lansing's Code of Ordinances, Section 206.07 (b) allows for the removal of a vendor's name from our mailing list if they have not responded to our last two (2) bid requests. If you have not responded to our last two (2) invitations to bid, and we do not receive a response to this bid or a request from you to remain on our bidder's list, your name will be removed from our vendor's list.

If you have any questions please contact John Green, Senior Buyer, at (517) 483-4129. Technical questions should be directed to Scott Jezak, Wastewater Treatment Plant Maintenance Supervisor, at (517) 483-4408. The City of Lansing encourages bids from all vendors including MBE/WBE vendors.

Antonia M. Kraus C.P.M.
Business Services Manager

Attention Bidders

Effective June 21, 2002, the Mayor renewed the Executive Order creating a preference for Lansing based businesses. The Executive Order will be in effect until December 31, 2005.

Qualifications for Lansing Based Business status:

- 1) Pay City income taxes on Net Profits
- 2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Additional Information:

The full copy of the Executive Order is on file in the Purchasing Offices, the City Clerk's office or on the City of Lansing Purchasing Web site located at:

<http://finance.cityoflansingmi.com/purchasing>

The City of Lansing Purchasing Office is collecting information to determine how firms find out about our bids and collecting demographic information regarding woman-owned, minority-owned and Lansing based business.

Completing this form is optional but the more information we can gather, the better we can serve you. This form will not be used during the evaluation of bids or proposals. You may return this sheet in your bid envelope or mail it back separately. Please, do not staple this to your bid document.

Solicitation Number: B/04/084

Solicitation Name: NORTH HOLDING BASIN, VALVE REPLACEMENT

How did your firm learn of this solicitation? Please check all that apply.

- City of Lansing Purchasing Web Page <http://www.govbids.com/scripts/MITN/public/home1.asp>
- Lansing State Journal
- Diversity Focused Newspaper (The New Citizens Press, The Chronicle, The Michigan Bulletin or El Central)
- Post Card from the City of Lansing Purchasing Office
- Trade Magazines (Michigan Construction Magazine, etc.)
- Automatic On-line Notification Services
- Plan Room
- Other, please list: _____

Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing
yes _____ no _____

Is your firm owned (at least 51% ownership), operated and controlled by a member of the following minority groups? If so, please check all that apply:

- African-American
- Hispanic-American
- Native-American (American Indian, Eskimo, Aleut, Native Hawaiian)
- Asian-Pacific
- Asian-Indian (India, Pakistan and Bangladesh)

Is your firm owned (at least 51% ownership), operated and controlled by a female:

- Caucasian
- Minority Group (see above)

Thank you for your participation.

CITY OF LANSING
 FINANCE DEPARTMENT-PURCHASING SECTION
 8TH FLOOR CITY HALL
 124 W. MICHIGAN AVENUE
 LANSING, MICHIGAN 48933

THIS IS NOT AN ORDER

NOTE: If your bid/quotation is not returned and **completed** on this form, it may not be considered.
 Bid/quotation number must appear on outside of return envelope.

REQUEST FOR PROPOSAL # B/04/084 FOR: NORTH HOLDING BASIN, VALVE REPLACEMENT

DATE AUGUST 19, 2004 PUBLIC SERVICE DEPT/WASTEWATER TREATMENT PLANT

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT SEPTEMBER 16, 2004

Please furnish your bid for providing all labor and materials for the following as per the specifications attached:

ITEM	QTY	DESCRIPTION	LUMP SUM PRICE
A	1	All Labor and materials for the North Holding Basin Building Valve Replacement as per all City of Lansing specifications, as attached.	\$

Work performed under any resulting contract awarded under this bid will be governed by prevailing wage decisions, and shall adhere to all City of Lansing building codes and ordinances in effect at the commencement of this project.

NOTE: Any exception to specifications shall be listed on a separate sheet of paper and attached to this bid. If your bid is not returned on this form and/or this form is not completely filled out, your bid may be considered non-responsive. The bid number B/04/084 must appear on the outside of the return envelope.

OMISSIONS: The specifications are intended to include all work and materials necessary for completion or work. Any incidental item of material, labor or detail required for proper execution and specifications or both, but obviously required by governing codes, local regulations, trade practices, operational functions and good workmanship, shall be provided as a part of the contract work without extra charge, even though not specifically detailed or mentioned.

The City of Lansing is exempt from all state and federal taxes. Exemption certifications available upon request. The City reserves the right to accept any proposal, to reject any or all proposals and to make the award in the best interest of the City.

This project shall be completed fifteen (15) calendar days from written Notice to Proceed.

FEDERAL I.D. # _____

COMPANY _____

BY _____

SIGNATURE _____

TITLE _____

ADDRESS _____

TELEPHONE _____

CITY & STATE _____

TERMS: _____

F.O.B. _____

DATE OF PROPOSAL _____

NOTE: No bid tabulation will be mailed after the award of the bid unless requested by a bidder who submits a stamped, self-addressed envelope with his bid

MICHIGAN CIVIL RIGHTS ACT

Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, national origin, color, sex, marital status, age, height or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.