



## INSTRUCTION TO BIDDERS

September 26, 2006

ITB-COT 06-51

Sealed proposals for ONE (1) YEAR REQUIREMENTS OF TRAFFIC CONTROL SIGNS AND POSTS INCLUDING AN OPTION TO RENEW FOR ONE (1) ADDITIONAL YEAR will be received by the City of Troy at the office of the City Clerk, 500 W. Big Beaver Road, Troy, MI 48084 until TUESDAY, OCTOBER 17, 2006, at 10:00 AM 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 06-51 TRAFFIC SIGNS AND POSTS ON THE LOWER LEFT-HAND CORNER.

The proposals will be for Traffic Control Signs and Posts. Specifications are listed in the bid proposal form on file in the office of the City Clerk.

All bids shall specify terms and show delivery dates. 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 Purchasing Department, Troy City Hall 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. All items shall be F.O.B. delivered freight paid to the City of Troy DPW Yard, 4693 Rochester Rd., Troy MI 48085 ATTN: **Emily Frontera**. Please call prior to delivery at **(248) 524-3501**.
4. If further information regarding this bid is required, please contact the Purchasing Department at (248) 524-3338 or (248) 524-3576.
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 amendments and updates.

5. Continued

The City of Troy officially distributes bid documents from the Purchasing Department or through the Michigan Intergovernmental Trade Network (MITN). Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Purchasing Department or the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN site, [www.Mitn.info](http://www.Mitn.info), and obtain an official copy.

6. To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/ or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

**SPECIAL INSTRUCTIONS**

- All bidders are held to bid prices for 60 days or bid award, whichever comes first, except the successful bidder(s) whose prices shall remain firm for the entire contract period.
- If your proposal is based on "One Lot Pricing" and is not to be broken up by individual item or proposal, you must indicate this on the bid proposal under the "Exceptions" Section.
- Final bid results will be posted on the MITN website after award. Please register to see results - [www.Mitn.info](http://www.Mitn.info).



**CITY OF TROY  
 BID PROPOSAL**

ITB-COT 06-51  
 Page 1 of 4

The undersigned proposes to furnish **ONE (1) YEAR REQUIREMENTS OF TRAFFIC CONTROL SIGNS AND POSTS WHICH INCLUDES AN OPTION TO RENEW FOR ONE (1) ADDITIONAL YEAR**, in accordance with the specifications attached hereto and to be considered an integral part hereof, at the following prices: (It is the City's intent to order the items on an as needed basis depending on minimum shipment requirements.)

COMPANY NAME: \_\_\_\_\_  
 (Print)

**PROPOSAL A: Complete Signs, Single Face, 3M High Intensity on Aluminum**

ITEM	ESTIMATED QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	50	36" Yield (R1-2)	\$	\$
2.	50	30" Stop (R1-1)	\$	\$
3.	10	36" Stop (R1-1)	\$	\$
4.	10	18"x6" All Way (R1-4)	\$	\$

**PROPOSAL B: Complete Signs, Single Face, 3M Diamond Grade, VIP Sheeting, Fluorescent yellow green on Aluminum**

ITEM	ESTIMATED QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	10	36" S1-1 School Advance	\$	\$
2.	10	36" S2-1 School Crossing	\$	\$
3.	10	24"x12" W16-7 Left School Arrow	\$	\$

**PROPOSAL C: Complete Signs, Standard, Warning Diamond, Rectangular or Square - One Color**

ITEM	ESTIMATED QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	10	12" x 18" One Color	\$	\$
2.	20	12" x 36" One Color	\$	\$
3.	30	18" x 18" One Color	\$	\$
4.	20	24" x 24" One Color	\$	\$
5.	50	24" x 30" One Color	\$	\$
6.	50	30" x 30" One Color	\$	\$
7.	10	36" x 36" One Color	\$	\$
8.	10	48" x 48" One Color	\$	\$
9.	50	12"x 30" Hi Int W/Round Corners	\$	\$
10.	50	12"x 36" Hi Int W/Round Corners	\$	\$
11.	20	12"x 42" Hi Int W/Round Corners	\$	\$
12.	50	12"x 48" Hi Int W/Round Corners	\$	\$
13.	10	12"x 60" Hi Int W/Round Corners	\$	\$

**PROPOSAL D: Complete Signs, Standard, Warning Diamond, Rectangular or Square - Two or more colors**

ITEM	ESTIMATED QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	200	12" X 12" Two Color	\$	\$
2.	50	12" x 18" Two Color	\$	\$

**PROPOSAL E: 3M Standard Pre-Printed Traffic Sign Faces**

ITEM	ESTIMATED QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	500	12" X 12" No Parking Symbol R8-3A	\$	\$
2.	20	30" Stop Faces High Intensity	\$	\$
3.	20	36" Yield Faces High Intensity	\$	\$

**PROPOSAL F: Complete Signs, Double Faced, High Intensity Two Sided on White**

ITEM	ESTIMATED QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	40	9" X 30" Extruded High Int.Wht	\$	\$
2.	40	9" X 36" Extruded High Int.Wht	\$	\$
3.	40	9" X 42" Extruded High Int.Wht	\$	\$
4.	40	6" X 24" Extruded High Int.Wht	\$	\$
5.	50	6" X 30" Extruded High Int Wht	\$	\$
6.	50	6" X 36" Extruded High Int Wht	\$	\$
7.	50	6" X 42" Extruded High Int.Wht	\$	\$

**PROPOSAL G: Set up fees for any listed size to fabricate a non-standard sign. -** \$ /Setup

**PROPOSAL H: Square Tubular Sign Posts – Perforated – Galvanized Steel –FHWA Approved**

ITEM	ESTIMATED QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	100	12 FT X 1-3/4" -14 Gauge	\$	\$
2.	100	9 FT x 1-1/2" -14 Gauge	\$	\$
3.	100	3 FT x 2" Base -12 Gauge	\$	\$
4.	100	3 FT x 1-3/4" Base -12 Gauge	\$	\$

**PROPOSAL I: Round Galvanized Steel Post, 2" nominal size, 2-1/8" ID, 2-3/8" OD, .125 wall thickness, 3lbs per lineal foot**

ITEM	ESTIMATED QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	100	12 FT Galvanized steel round post	\$	\$

**PROPOSAL J: U-Channel Sign Posts**

ITEM	ESTIMATED QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	50	12 FT – 3lbs Galvanized Steel	\$	\$
2.	100	12 FT – 3lbs Green Painted Steel	\$	\$
3.	100	10 FT – 2lbs Green Painted Steel	\$	\$

UNIT PRICES: Unit prices prevail; the City of Troy Purchasing Department will correct all extension errors.

ESTIMATED QUANTITIES: Quantities stated are estimated and are not guaranteed. Quantities stated are for award purposes only and are based upon past usage.

COMPANY NAME: \_\_\_\_\_  
 (Print)

DELIVERY: **Minimum shipment requirements: \$1,000 or less**

**Your company's minimum shipment:** \_\_\_\_\_

Within \_\_\_\_\_ days of a phone request

All items will be F.O.B. delivered freight paid to the City of Troy Streets Department, 4693 Rochester Rd., Troy, MI 48085. Items will be ordered as needed via a phone or fax request by the City of Troy Public Works Department. Please call **Emily Frontera** prior to delivery at **(248) 524-3501**.

CONTACT INFORMATION:

Hours of operation: \_\_\_\_\_

24 Hr. Emergency Phone No. \_\_\_\_\_

AWARD: Each item under each proposal will be considered as a separate bid. The City of Troy reserves the right to combine items if deemed in the City's best interest to do so. Also, the City reserves the right to reject low bids which have major deviations from specifications, and to award a higher bid with only minor deviations. If your company's minimum shipment requirement is greater than \$1,000, your bid will not be considered for award.

DOWNPAYMENTS AND PREPAYMENTS: Any proposal submitted which requires a down payment or prepayment of any kind prior to delivery and acceptance of the items as being in conformance with specifications will not be considered for award.

INFORMATION: For additional general information or questions about this project, please contact **Emily Frontera**, Administrative Aide at **(248) 524-3501** between the hours of 8:00 a.m. and 4:30 p.m.

IMPORTANT: All City of Troy purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law. Please include a copy of any relevant MSDS at the time of bid submission.

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

CURRENCY: All figures are to be in U.S. Funds.

COMPANY NAME: \_\_\_\_\_

(Print)

SIGNATURE PAGE

PRICES: All bidders are held to bid prices for sixty (60) days or bid award, whichever comes first, except the successful bidder(s) whose prices shall remain firm for the entire contract period. The contract shall commence on the date of award or December 17, 2006, whichever is later and expire one (1) calendar year thereafter. The contract shall contain an option to renew for one (1) additional year based upon mutual consent of both parties within ninety (90) days of contract termination. The renewal is subject to a favorable market survey and City Council approval. A request by City staff to determine the successful bidder's interest in renewing the contract in no way obligates the City. The option cannot be exercised without Troy City Council approval and a blanket purchase order issued.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** \_\_\_\_\_

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addendum as issued.

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER ( ) \_\_\_\_\_ FAX NUMBER ( ) \_\_\_\_\_

COMPANY REPRESENTATIVE'S NAME: \_\_\_\_\_  
(Print)

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** \_\_\_\_\_

TERMS: \_\_\_\_\_ WARRANTY: \_\_\_\_\_

DELIVERY: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

EXCEPTIONS:

Any exceptions, substitutions, deviations, etc. from the City specifications and this proposal must be stated below. The reason(s) for the exception, substitution, or deviation are an integral part of this bid offer:

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

ACKNOWLEDGEMENT:

I, \_\_\_\_\_, certify that I have read the **Instructions to Bidders** (2 Pages) and that the bid proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, [www.Mitn.info](http://www.Mitn.info) and is an official copy of the Authorized Version.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** \_\_\_\_\_

CITY OF TROY  
SPECIFICATIONS

TRAFFIC CONTROL SIGNS

All signs bid under this proposal will be standard signs as specified in the Michigan Manual of Uniform Traffic Devices, latest revision.

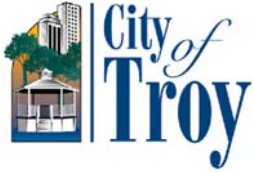
Aluminum signs will be .080 inch thickness and shall be anodized.

All signs shall have industry standard corner radii on all panels (radius determined by size) and shall have 3/8 inch diameter mounting holes drilled on 1" centers, except for yield signs which will have 3/8 inch diameter mounting holes drilled 3" from the top and 1" from the bottom.

All signs and materials shall be 3M reflective "Scotchlite" material, engineer grade, high intensity or diamond grade.

The standard pre-printed traffic sign faces are fabricated from 3M brand reflective sheeting, engineer grade or high intensity, pressure sensitive.

PROPOSAL B: All items should be fluorescent yellow green, diamond grade, VIP sheeting, 3-M.



STATEMENT OF NO BID  
CITY OF TROY

BID NUMBER: ITB-COT 06-51  
TITLE: TRAFFIC CONTROL SIGNS AND POSTS

Please Send or Fax To:  
City of Troy Purchasing Department  
500 W. Big Beaver Rd.  
Troy, MI 48084

FAX NUMBER: (248) 619-7608

We, the undersigned, have declined to bid on the subject bid for the following reasons:

Check All That Apply	REASON
	Our company does not handle the type of product / service
	We cannot meet the specifications nor provide an approved alternate – please explain below
	Our company is not interested in bidding at this time
	Job is too small
	Job is too large
	Cannot be competitive
	Liability Issues such as insurance, bonding, indemnification, hold harmless
	Insufficient time to respond – please explain below
	Our company's schedule would not permit performance of the specifications
	Other – describe below
	Remove our company's name from this commodity code (Please note that NIGP Commodity Code numbers used by the City of Troy are general classes of items and may result in deletion from a list for another relevant item / service.)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BID LIST RETENTION:**

Please retain \_\_\_\_\_ on the bid list for the item described above.  
(COMPANY NAME)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

**IMPORTANT NOTE:**

To qualify as a respondent to the bid, the vendor must submit a bid or return this completed form.

**VENDOR REGISTRATION:** The City of Troy uses the MITN website for vendor registration, bid and tabulation posting, award information and other processes. Final bid results will be posted on the MITN website after award. Please register to see results - [www.Mitn.info](http://www.Mitn.info).