



Virg Bernero, Mayor

December 14, 2006

NOTICE TO QUOTERS
Q/07/091
U-POSTS

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors.

To register for the MITN system or access bid information, including addendums, go to <http://www.mitn.info>

Quotes marked "Q/07/091 U-POSTS" will be accepted at the **Finance Department, Purchasing Section, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933**, until 3:00 p.m., local time in effect on DECEMBER 21, 2006. Quotes may be returned via **fax (517) 483-4524, U.S. mail or in person**.

Due to the increased number of phone inquiries, quote results will **only** be released via email or self-addressed stamped envelopes.

The City of Lansing encourages quotes from all vendors including MBE/WBE vendors.

Any contractual or quote package questions should be directed to Estela Escamilla, Purchasing, at (517) 483-4125, fax (517) 483-4524. Technical questions may be directed to Phil Mannino at (517) 483-4199.

Estela Escamilla
Purchasing Administrative Assistant

City of Lansing Purchasing Office
Solicitation Number: Q/07/091 Solicitation Name: U-Posts

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals.

You may return this sheet in your bid envelope, mail it back separately or fax to 517.483.4524. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

- City of Lansing Purchasing Web Page <http://www.mitn.info>
 City of Lansing Purchasing Office
 Other, please list: _____

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

Is your firm owned (at least 51% ownership), operated and controlled by a female: Yes _____ No _____

III. Statement of No Bid/No Quote

NOTE: If you do not intend to submit a bid or quote on this commodity or service, please complete the information in lieu of your bid/quote.

We decline to submit a bid/quote for the following reasons marked below:

- Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).
 Specifications are unclear (explain below).
 We are unable to meet specifications.
 Insufficient time to respond to the Bid/Quote.
 Our schedule would not permit us to perform.
 We are unable to meet insurance/bond requirements.
 We do not offer this product or service, remove us from your vendor's list for this commodity/service.
 Other (specify below).

Comments: _____

Company Information

Firm Name _____

Address (Street, City, State, ZIP) _____

Phone Number _____ Fax Number _____

Contact Person _____ E-mail Address _____

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 QUOTE # Q/07/091

FOR: U-POSTS

DATE DECEMBER 14, 2006

PND/TRANSPORTATION—SIGN SHOP

QUOTES DUE 3:00 PM, LOCAL TIME IN EFFECT DECEMBER 21, 2006

The City of Lansing Purchasing Office is requesting quotes for U-Posts per the following specifications:

ITEM	QTY	DESCRIPTION	UNIT PRICE	TOTAL
A	300	GALVANIZED TAPERED, RIDGED BACK U-POSTS 3 LB – 13'		

Price to include shipping, FOB Destination to:

City of Lansing, Sign Shop, Attn: Phil Mannino, 610 E. South Street, Lansing, MI 48910

Quotes must be good for 120 days from the date received. Multiple vendors may be approved. Bid any or all items as specified. Delivery must be made within **30 days** of order.

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

Any contractual or quote package questions should be directed to Estela Escamilla, Purchasing Office, at (517) 483-4125, fax (517) 483-4524. Technical questions may be directed to Phil Mannino at (517) 483-4199 or via email at: pmannino@ci.lansing.mi.us

FEDERAL I.D.# _____	SIGNATURE _____	NOTE: No quote tabulation will be mailed after the award of the quote unless by a respondent who submits a stamped, self-addressed envelope with their quote.
COMPANY _____	TITLE _____	
ADDRESS _____	F.O.B. _____	
CITY & STATE _____	TERMS: _____	
TELEPHONE _____	DATE OF QUOTE: _____	

MICHIGAN CIVIL RIGHTS ACT

Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation 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.