



Virg Bernero, Mayor

FINANCE DEPARTMENT

PURCHASING OFFICE
124 W. Michigan Avenue, 8th floor
Lansing, Michigan 48933-1603
(517) 483-4124

July 10, 2008

NOTICE TO QUOTERS Q/09/002

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 www.mitn.info

Quotes marked "Q/09/002, CITY EMPLOYEE PICNIC" 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 July 30, 2008.

Official City issued quote form must be returned via fax, U.S. mail or in person.

Due to the increased number of phone inquiries, quote results will **only** be released via email.

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 Amy Fraser at (517) 483-4006.

Estela Escamilla
Purchasing Administrative Assistant

Solicitation Number: Q/09/002

Solicitation Name: CITY EMPLOYEE PICNIC

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, which is voluntary, with your submittal or shortly thereafter. 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

Hispanic-American

Native-American (American Indian, Eskimo, Aleut, Native Hawaiian)

Asian-Pacific

Asian-Indian (India, Pakistan and Bangladesh)

Disabled-Owned

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

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

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 QUOTE # Q/09/002

FOR: CITY EMPLOYEE PICNIC

DATE: July 10, 2008

QUOTES DUE 3:00 PM, LOCAL TIME IN EFFECT JULY 30, 2008

The City of Lansing is planning an employee recognition picnic on Friday, August 22, 2008, from 4 p.m. to 8 p.m. at the Francis Park pavilion in Lansing. We are requesting quotations on the catering of the picnic per the following requirements. Please fill in the bid pages completely. List any changes or additions to the suggested menu in the space provided.

Item	Description	Costs
A	Per person cost for all set up, clean-up, provision of all paper products and all items included in dinner menu.	\$ / per person
B	Multiple varieties of full size sheet cakes frosted and decorated appropriately. Each cake serves: _____ persons	\$ / per cake

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.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of quote due date as per City of Lansing Ordinance Section 206.02(a)1(G).

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 Amy Fraser at (517) 483-4006.

FEDERAL I.D.# _____	ADDRESS _____	NOTE: Bid results will only be released via email request.
COMPANY _____	CITY & STATE _____	
SIGNATURE _____	TELEPHONE _____	
PRINTED NAME _____	F.O.B. _____	
TITLE _____	SHIP VIA/ROUTING: _____	
DATE: _____	TERMS: _____	

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.

DATE _____

REQUEST FOR QUOTE
Q/09/002

Please complete Section I and Section II.

Section I

QUOTE AND AWARD

Initial: _____

The undersigned, having become thoroughly familiar with and understanding the entire quote documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this quote which will become a binding contract if accepted by the City of Lansing. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Lansing that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this quote document.

Please initial next to Quote and Award, sign Section II and submit with your response to this solicitation.

Please be aware that this is a binding agreement that a Purchase Order may not be issued for goods/services quoted, but that the City may elect to obtain those goods/services by the use of a procurement card and only by that method.

Section II

SIGNATURE

SIGNED: _____ NAME: _____

TITLE: _____ DATE: _____

FIRM NAME: _____

FEDERAL TAX ID NUMBER: _____

ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE: () _____ FAX: () _____

Specifications

The City anticipates participation to be approximately 1,200 people. A final count will be given to the caterer on the Tuesday before the picnic, August 19, 2008. We request a 5 percent increase in preparation of dinner, drinks and table service above the guaranteed amount of people attending, as there area always additional, unexpected attendees. All set-up will have to be completed and food and drinks ready by 3:00 p.m. on the day of the event. The caterer may expect to finish serving around 8 p.m. and may begin cleanup after that time.

The per person price shall include all set-up, serving staff to serve the food in the buffet style set-up and to replenish the food, clean-up, paper goods, serving pieces, utensils, and transportation to Francis Park. All of the serving will take place out of doors and accommodations will have to be made by the caterer to ensure all food is warmed or chilled appropriately. There is an extremely limited power supply at the pavilion. Large grills or refrigeration that may be required shall be supplied by the caterer.

Suggested Dinner Menu:

Meat: Chicken, Beef hot dogs, hamburgers, and all associated condiments including onions and buns.

Side Dishes: potato salad, macaroni salad, and fruit salad.

Vegetable trays: Minimum of 3 types of fresh vegetables, example carrots and celery with dip.

Chips with dip: Potato chips or some other type of chips/pretzels with dip.

Beverages: Lemonade and iced tea **Minimum of 2 beverages.**

Dessert: Cookies and decorated sheet cake (see detail on next page)

Based upon the above information detail the menu your per person cost covers:

Suggested Dessert Menu:

The City is suggesting one large decorated sheet cake with printed words "THANK YOU CITY EMPLOYEES." (Indicate how many people the cake would serve based on the knowledge that cookies are also desired.) Minimum of two desserts (**one must be the decorated cake**).

Based upon the above information, list the available flavors of sheet cakes and detail any additions to the dessert menu that are included in your per person price:

Company's Name

Complete Address

Business Telephone Number

Business FAX Number

Federal I.D. Number

Authorized Signature

Title of person signing

Date

List any other items or services that are included in your bids that are not reflected anywhere else:

1. Please indicate the number of years you have been catering large groups. _____

2. What size was the largest group you have catered? _____

3. Provide 3 references where you have catered to large-sized groups

	<u>NAME</u>	<u>TELEPHONE NUMBER</u>	<u>ADDRESS</u>
a)			
b)			
c)			

FOB: Vendor will pay for transportation of goods/services to Destination

NET: 30 days

SHIP VIA: Goods will be shipped by Vendor Truck

Company's Name

Complete Address

Business Telephone Number

Business FAX Number

Federal I.D. Number

Authorized Signature

Title of person signing

Date