



Virg Bernero, Mayor

FINANCE DEPARTMENT

PURCHASING OFFICE

124 W. Michigan Avenue, 8th floor

Lansing, Michigan 48933-1603

(517) 483-4124

<http://www.lansingmi.gov/finance/purchasing>

March 23, 2010

CITY OF LANSING NOTICE TO BIDDERS

B/10/092

MT. HOPE CEMETERY BASIN IMPROVEMENTS

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 or construction plan houses.

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

Sealed bids marked "**B/10/092, MT. HOPE CEMETERY BASIN IMPROVEMENTS**" will be accepted at the City of Lansing, Finance Department, Purchasing Office, 8th floor, City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933 until, but not later than 3:00 PM local time in effect **APRIL 20, 2010**, 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.******

Plans and specifications of the work to be completed may be picked up from or checks mailed to Capital City Reprographics, 1110 Center Street, Lansing, MI 48906 (517-482-5431). A non-refundable charge of \$45.00 will be made for each set of plans. An additional pre-paid non-refundable charge of \$15.00 will be made for mailing plans if requested.

All checks are to be made out to the City of Lansing only. All others will be refused.

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. 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:

Construct improvements at the Mt. Hope Cemetery basin as per City of Lansing specifications and they will include, but not be limited to the following:

- Site clearing
- Grubbing
- Grading
- Soil compaction
- Concrete paving joint sealing
- And other areas as called out within the specifications
- ▶ Earth moving
- ▶ Excavation
- ▶ Back filling
- ▶ decorative concrete paving
- ▶ site restoration

LOCATION OF WORK WILL BE AT 1709 E MT. HOPE AVENUE, LANSING, MICHIGAN

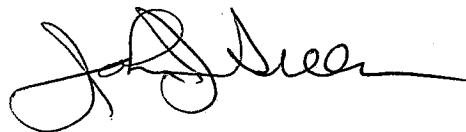
The City reserves the right to accept any bids, to reject any or all bids and to make the award in the best interest of the City.

Bid results will **only** be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: eescamil@lansingmi.gov

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services.

The City strongly encourages general contractors to provide opportunities for minority- and women-owned businesses/subcontractors to participate in this project along with the use of Lansing-based businesses.

If you have any questions please contact me at (517) 483-4129. Technical questions should be directed to Rob Sherman, Landscape Architect-DLZ Corporation, at (517) 393-6800.



John J. Green
Interim Purchasing Manager

Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated Local Preference into City Purchasing policies.

Local 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.

Projects greater than \$500,000 are exempt from the Ordinance.

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.

Additional Information:

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

<http://www.lansingmi.gov/finance/purchasing>

Solicitation Number: B/10/092

Solicitation Name: MT. HOPE CEMETERY BASIN IMPROVEMENTS

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.