



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>

Jan. 6, 2011

NOTICE TO BIDDERS

B/11/074

2011 VALUATION CHANGE NOTICES

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

Sealed Bids marked "B/11/074 Valuation Change Notices , " will be accepted at the **Finance Department, Purchasing Office, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933**, until 3:00 p.m., local time in effect on **Jan. 20 , 2011**. Bids will be opened and read aloud immediately thereafter in the conference room. ***One copy of the bid proposal section required and a copy on a CD/Rom.***

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: srobinso@lansingmi.gov

If any changes or additions are required for this bid an addendum will be issued by the Finance Department. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE and Lansing-based vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, and will give priority to those firms that provide the City with goods the City may require for this or other projects as made or provided for by United States based firms, with appropriate documentation provided with bid response showing U.S.A. manufacturing or assembly.

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

If you have any questions please contact Stephanie Robinson CPPB , Senior Buyer, at (517) 483-4128. Technical questions should be directed to Rob Francis, at (517) 483-4024.

John J. Green

Interim Purchasing Manager



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**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
- (2) Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - (b) For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

I am able to certify to the above statements.

Name of Agency/Company/Firm *(Please Print)*

Name and title of authorized representative *(Please Print)*

Signature of authorized representative

Date

I am unable to certify to the above statements. Attached is my explanation.

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 the Local Preference into the 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

and

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/11/074

Solicitation Name: 2011 Valuation Changes Notices

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 OFFICE
 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 BID # B/11/074

FOR: 2011 Valuation Change Notices

DATE: 1/6/11

FINANCE DEPARTMENT ASSESSOR DIVISION

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT JAN. 20, 2011

The City of Lansing Purchasing Office requests bids for the purchase of 2011 Valuation Change Notices for Finance Department per the attached specifications.

ITEM	QTY	DESCRIPTION	DELIVERED PRICE
1	42300	Approx real property notices	\$
2	3100	Approx personal property notices	\$
3	1	Mailing (Envelopes, folding, inserting, Sealing, Sorting)	\$
4	1	Approx. 45,400 Flyers	\$
5	1	Postage	\$
6		TOTAL	\$

The City reserves the right to accept any bid, to reject any or all bids 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 bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Any contractual or bid package questions should be directed to Stephanie Robinson at (517) 483-4128.
Technical questions should be directed to Rob Francis at (517) 483-4024.

FEDERAL I.D.# _____	ADDRESS _____	NOTE: Bid results will only be released via email or on the Internet at www.mitn.info
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.

SPECIFICATIONS

The City of Lansing's Assessors Office is requesting bids for the creation and mailing of the 2011 Valuation Change Notices. The exact number of notices to be mailed cannot be determined at this time, but will be close to 45,300, consisting of approx. 42,200 each Real Property notices and 3,100 each Personal Property notices.

Also to be mailed with each notice will be an 8 ½" x 5 ½" insert. This insert is to be printed on Goldenrod stock. The wording of the insert will be provided when the job is awarded, but will be very close to the 2010 insert, an example of which is included.

The printing and mailing of the notices will require two runs, one for the Real Property notices and one for the Personal Property notices. The required dates of mailing the notices are February 25, 2011 for the Real Property Notices, and March 2, 2011 for the Personal Property Notices. Data files for creating the notices will be provided to the vendor on February 22, 2011 for the Real Property notices and February 28, 2011 for the Personal Property notices. It is understood that if the Assessors office fails to meet their established dates, the vendor's mailing dates will be adjusted accordingly.

Both runs will use the same form, the State of Michigan's L-4400 LH, adapted for the City of Lansing as required. A copy of the 2010 Change Notice form is attached. Some adjustments to the form will be required for 2011, but should only consist of text changes (dates, wording, etc).

The official City of Lansing seal is to be incorporated into the form in watermark fashion, a copy to be provided by the City upon award, a sample is attached.

The Change Notice form is a standard, 8 ½"x 11", 20 lb. paper. Printing will be simply black ink on standard white stock. The insert will also be just black ink printing, but as described earlier, on Goldenrod stock.

Both runs require variable data merge onto the change notice form, from the data file received from the City of Lansing. Data merge takes place on the notice only. The 8 ½ "x 5 ½ " insert does not require any data merging; it is simply a preprinted page.

Most fields will simply be inserted onto the notice from the data record. The exceptions are 1) replacing the numbers right of the decimal for one value field with '00' (45.29 is to be printed as 45.00), and 2) replace two field values with 'N/A' if the values are zero.

Be advised that while the 'mail to' address has 5 lines, or fields in the record, the data will float. This means that the City, St, Zip line of data could be in line 3, line 4, or line 5, depending if there is a second owner name and/or a Care Of.

Notices are to be mailed in a standard #10 window envelopes. The envelopes will be printed with the City of Lansing's Assessors Office return address. Postage estimates must be included in all bids. Envelopes are supplied by the vendor.

The vendor will run an automated sort on both the Real Property Notice run and the Personal Property Notice run to assure the City of Lansing Assessors Office receives the lowest postage possible.

Any item to be mailed that has a match in the National Change of Address (NCOA) database is to be mailed to the address on record in the NCOA database, and a spreadsheet of all notices where the address was changed is to be provided to the City of Lansing Assessor's office. Any costs applied to processing the City of Lansing's address data through NCOA must be included in the bid.

PDF files of the final print runs for the Real and Personal notices are to be created and given to the Lansing Assessor's Office.

Contact Rob Francis at (517) 483 - 4024, or 'rfrancis@lansingmi.gov' with any questions regarding this bid request.

This bid is for the period of one year from award date, with the possibility of four (4) – one (1) year renewals.

Michigan Department of Treasury
4083 (Rev. 1-07)

**Notice of Assessment, Taxable Valuation
(including Leasehold Improvements) and Property Classification**

This form is issued under the authority of P.A. 206 of 1993, Sec. 211.24 (c), as amended. This is a model assessment notice to be used by the local assessor.

FROM Assessor's Office
3rd Floor City Hall
124 W Michigan Ave
Lansing MI 48933
93020
Visit the Assessor's Office Web Site at
WWW.CITYOF.LANSING.MI.GOV

**THIS IS NOT A
TAX BILL**

NAME AND ADDRESS OF OWNER OR PERSON NAMED ON ASSESSMENT ROLL:

492012357016

Consumers Energy Company
Property Accounting, Ep91282
1 Energy Plaza Dr
Jackson MI 49201 12357

PROPERTY IDENTIFICATION
Parcel Code: 90133 101 114 1630 1000
Address: 530 W Willow St
Gas Utility Furniture Fixtures Equipment

THIS PROPERTY IS CLASSIFIED AS: **551 Utility Personal**
PRIOR YEAR'S CLASSIFICATION IF DIFFERENT:

Proposal A, passed by the voters on March 15, 1994, places a limit on the value used to compute property taxes. Starting in 1995, your property taxes were calculated on Taxable Value (see line 1 below). If there is a number entered in the "Change" column at the right side of the Taxable Value line, that number is not your change in taxes. It is the change in Taxable Value.
Prior to 1995, your taxes were calculated on State Equalized Value (see line 4 below). State Equalized Value (SEV) is the Assessed Value multiplied by the Equalization Factor. If any (see line 3 below). State Equalized Value must approximate 50% of market value.
IF THERE WAS A TRANSFER OF OWNERSHIP on your property in 2009, your 2010 Taxable Value will be the same as your 2010 State Equalized Value. Please see line 5 below regarding Transfer of Ownership on your property. IF THERE WAS NOT A TRANSFER OF OWNERSHIP on your property in 2009, your 2010 Taxable Value is calculated by multiplying your 2009 Taxable Value (see line 1 below) by 0.987 (which is the Inflation Rate Multiplier for the current year). Physical changes in your property may also increase or decrease your Taxable Value. Your 2010 Taxable Value cannot be higher than your 2010 State Equalized Value.

	PRIOR AMOUNT YEAR: 2009	CURRENT AMOUNT YEAR: 2010	CHANGE
1. TAXABLE VALUE (Current amount is tentative):	15,841,700	14,839,200	-1,002,500
2. ASSESSED VALUE:	15,841,700	14,839,200	-1,002,500
3. TENTATIVE EQUALIZATION FACTOR: 1.00000			
4. STATE EQUALIZED VALUE (Current amount is tentative):	15,841,700	14,839,200	-1,002,500
5. There WAS/WAS NOT a transfer of ownership on this property in 2009.	Was Not		
***ESTIMATED change in property taxes for the year 2010	\$-64739.00		

***Estimates based on last year's average millage rates, and should not be considered exact. For informational purposes only.
If you believe that these values, the property classification, or the information on line 5 is incorrect you may protest to the Local Board of Review, which will meet at: 3rd floor, City Hall, March 8, 9, 11 and 15, 2010 from 8:30AM to NOON and 1:30PM to 4:30PM and March 10, 2010 from 1:30PM to 4:30PM and 6:00PM to 9:00PM. Residents and nonresidents may appear in person or through a duly authorized representative, who must provide a dated current letter of authorization signed by the property owner before scheduling an appeal. The DEADLINE to schedule an appeal is 4:30PM March 10, 2010. If you wish to make an appointment, call 483-7624 as soon as possible on ANY work day BEFORE that date from 8:00AM to 4:45PM. Residents and nonresidents may protest to the Board of Review by letter. Letters of protest must be RECEIVED in the office by March 11, 2010.

%Exempt As "Homeowner's Principal Residence": 0.0000%	%Exempt as "MBT Industrial Personal": 0.0000%
%Exempt As "Qualified Agricultural Property": 0.0000%	%Exempt as "MBT Commercial Personal": 0.0000%
Exempt As "Qualified Forest Property" <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

The denial of an exemption from the local school operating tax for "qualified agricultural properties" may be appealed to the local Board of Review. The denial of an exemption from the local school operating tax for a "homeowner's principal residence" may be appealed to the Michigan Tax Tribunal. Protest at the Board of Review is necessary to protect your right to further appeals to the Michigan Tax Tribunal for valuation and exemption appeals and to the State Tax Commission for classification appeals. Properties classified Commercial Real, Industrial Real or Developmental Real may be appealed to the regular March Board of Review or to the Michigan Tax Tribunal prior to May 31. Commercial Personal, Industrial Personal, or Utility Personal Property may be appealed to the regular March Board of Review or to the Michigan Tax Tribunal prior to May 31 if a personal property statement was filed with the local unit prior to the commencement of the Board of Review as provided by MCL 211.19.

Leasehold Improvement Information: If this notice form is for the personal property of a tenant who has installed leasehold improvements, the following are the 2010 Taxable Value (TV) and the 2010 State Equalized Value (SEV) of the leasehold improvement portion of the total property.
2010 TV: N/A
2010 SEV: N/A

Homeowner's Principal Residence Affidavit Information Required by P.A. 247 of 2003: If you purchased your principal residence after May 1 last year, to claim the principal residence exemption, if you have not already done so, you are required to file an affidavit before May 1.



City of Lansing
ASSESSING DEPARTMENT
Phone # 517-483-7624
Fax # 517-483-4101

Mayor Virg Bernero

*****ATTENTION*****

IMPORTANT 2010 BOARD OF REVIEW INFORMATION

Board of Review Dates and Times are: March 8, 9, 11 & 15th 8:30 am – 12 Noon & 1:30 pm – 4:30 pm
March 10th 1:30 pm – 4:30 pm & 6 pm – 9 pm

CITY HALL IS CLOSED MARCH 12, 2010 FOR A MANDATORY SHUT-DOWN DAY

Appointments to see the Board must be made by 4:30 pm on Wednesday March 10th.

Letter Appeals must be received in the Assessor's Office by 4:30 pm on Thursday March 11th. Letters of appeal postmarked March 11th but not received until a later date will not be accepted and the Assessor's Office does not have a drop-box. You may call and speak with an appraiser prior to making an appointment with the Board.

You must own or have a recorded interest in the property you are appealing. Each appointment is 10 minutes and you may appeal up to three properties within each 10 minute appointment. A copy of all documentation to be left with the Board is to be made by you prior to your appointment. The Assessor's Office will not make copies.

Please arrive at least 15 minutes before your appointment to complete the appropriate paperwork.

If you are an agent or person appealing for another property owner, you **MUST** have a letter of authorization, signed by the property owner listing each property you have authorization to appeal...**NO EXCEPTIONS**. The letter of authorization must be presented **BEFORE** appearance to the Board.

A. PREPARATION OF BID: Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

B. SIGNATURES: All bids, notifications, claims and statements must be signed as follows:

(1) **CORPORATIONS:** Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

(2) **PARTNERSHIPS:** Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed.

C. REJECTION OR WITHDRAWAL: The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

D. CONTRACT: Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

E. DEFAULT TO CITY: It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

GENERAL CONDITIONS

1. DEFINITIONS:

"CITY" - the City of Lansing.

"DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.

"CONTRACTOR" - the bidder whose proposal is accepted by the City.

"NOTIFICATION" - written notice delivered in person or by mail.

"CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

2. CONFLICTS AND OMISSIONS: The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Directors decision shall be final.

3. ROYALTIES, PATENTS, NOTICES AND FEES: Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

4. MATERIALS AND WORKMANSHIP: Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

5. OTHER CONTRACTS: The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

6. INSPECTION: Contractor shall at all times permit and facilitate inspection of the work by the Director.

7. TERMINATION FOR BREACH: The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City

may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

8. GUARANTEE: Contractor shall furnish the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

9. PAYMENT: Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:

(a) The required guarantees, and

(b) satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.

(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

10. LIABILITY FOR TAXES: When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

11. INSURANCE: No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by \$5,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

12. HOLD HARMLESS: To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.