

INSTRUCTIONS TO BIDDERS

March 1, 2011

ITB-COT 11-04

Sealed proposals to furnish **NEW EMERGENCY RESPONSE KITS FOR THE CITY OF TROY POLICE DEPARTMENT** will be received by the City of Troy at the office of the City Clerk, 500 W. Big Beaver Road, Troy, MI 48084 until **THURSDAY, MARCH 17, 2011 at 10:00 AM, EDT** 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 11-04 EMERGENCY RESPONSE KITS** ON THE LOWER LEFT-HAND CORNER.

The proposals will be for new Emergency Response Kits. 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 City of Troy Purchasing Department or on the MITN (Michigan Intergovernmental Trade Network) website at 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 are to be F.O.B. delivered inside freight paid, to the City of Troy Police Department Property Room, 500 West Big Beaver, Troy, MI 48084 Attn: Lieutenant Mike Bjork.
4. If further information regarding this bid is required, please contact the Purchasing Department at (248) 680-7291.
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 website with any amendments and updates.

6. The City of Troy officially distributes bid documents from the Purchasing Department or through the Michigan Intergovernmental Trade Network (MITN) website. 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 website, www.mitn.info, and obtain an official copy.
7. To the fullest extent permitted by law, the successful bidder(s) 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 through product delivery and acceptance.
- Final bid results will be posted on the MITN website after award. Please register to see results - www.mitn.info.
- **If your bid is not to be broken up by item and based on an all or none award, please indicate this on your bid proposal under the “Exceptions” section, page 4 of 4.**



**CITY OF TROY
 BID PROPOSAL**

ITB-COT 11-04
 Page 1 of 4

The undersigned proposes to furnish **NEW EMERGENCY RESPONSE KITS FOR THE CITY OF TROY POLICE DEPARTMENT**, in accordance with the specifications attached hereto, which are to be considered an integral part of this proposal, at the following prices:

COMPANY NAME: _____

PROPOSAL: FURNISH NEW EMERGENCY RESPONSE KITS FOR THE TROY POLICE DEPARTMENT

The undersigned, as bidder, declares that he/she has examined the specifications, including related documents.

New emergency response kits for the City of Troy Police Department in accordance with the attached specifications: ***NO SUBSTITUES OR ALTERNATES WILL BE ACCEPTED – NOTE: All 5.11 Tactical products will be purchased from authorized 5.11 Tactical dealers / distributors only.***

Item #	Est. Qty	Description	Unit Cost (Each)	Estimated Total Cost
1.	80	5.11 Tactical VTAC LBE Vest <ul style="list-style-type: none"> • Model #: 58631 • Color: Black 	\$	\$
2.	160	5.11 Tactical VTAC Nylon Double Stacked Magazine with Cover - Rifle <ul style="list-style-type: none"> • Model #: 58706 • Color: Black 	\$	\$
3.	80	5.11 Tactical VTAC Nylon 10x6 Pouch (Horizontal) <ul style="list-style-type: none"> • Model #: 58716 • Color: Black 	\$	\$
4.	80	5.11 Tactical VTAC Nylon C4 Case – M (Phone / Blackberry) <ul style="list-style-type: none"> • Model #: 56029 • Color: Black 	\$	\$
5.	80	5.11 Tactical Mission Rolling Duffel <ul style="list-style-type: none"> • Model #: 56005 • Color: Black 	\$	\$
6.	80	5.11 Tactical Shear Eyewear <ul style="list-style-type: none"> • Model #: 52013 • Color: Gloss Black Frames • Includes 5.11 SlickStick™ carry case, cleaning bag and strap 	\$	\$
7.	80	Protech Level IIIA Delta 4 Ballistic Helmet <ul style="list-style-type: none"> • Model #: BAA091 • Color: Black 	\$	\$
ESTIMATED TOTAL COST:			\$	

NOTE: Include all delivery costs, handling, packaging, fitting and service charges.

UNIT PRICES:

Unit prices prevail. The City of Troy Purchasing Department will correct all mathematical errors.

AUTHORIZED DEALER:

The City will only purchase the 5.11 Tactical products from an authorized distributor/dealer of Tactical 5.11 products.

() Our company is an authorized distributor/dealer of 5.11 Tactical equipment.

() Our company is not an authorized distributor/dealer of 5.11 Tactical equipment.

ESTIMATED QUANTITIES:

Quantities stated are estimated and not guaranteed, but will be used for award purposes. The City of Troy will not be penalized for ordering more or less than the stated quantities.

ADDITIONAL INFORMATION:

For questions about the specifications, please contact Lt. Mike Bjork at **(248) 619-7661** between the hours of 8:00 AM and 4:00 PM, Monday through Friday.

DELIVERY:

All items will be FOB delivered inside, freight paid to the Troy Police Department Property Room, 500 W. Big Beaver Rd., Troy, MI 48084, Attn: Lt. Mike Bjork.

DOWN-PAYMENTS OR PREPAYMENTS:

Any bid proposal submitted which requires a down-payment or prepayment prior to delivery and full acceptance of the item(s) as being in conformance with specifications will not be considered for award.

AWARD:

The evaluation and award of this bid shall be a combination of factors, including but not limited to: cost, professional competence, authorized dealer/distributor for 5.11 Tactical products, references, warranties, and the correlation of the proposal submitted to the needs of the City of Troy.

The City of Troy reserves the right to award this bid to the lowest responsible bidder meeting specifications by item, or to combine items if deemed to be in the City's best interest; to reject low bids which have major deviations from the specifications; to accept a higher bid which has only minor deviations, in whatever manner is deemed to be in the City of Troy's best interest.

PURCHASE ORDER:

After approval of the successful bidder(s) by the Troy City Council, the purchase order issued from the City of Troy will create a bilateral contract between the parties and commit the successful bidder(s) to perform the contract in accordance with specifications. A contract document/ agreement will not be issued.

CONTACT INFORMATION:

Name(s): _____ 24 Hr. Phone No. _____

Hours of operation: _____

FORM:

The Attached Non-Collusion Affidavit Form must be completed and returned with your bid.

COMPLIANCE WITH SPECIFICATIONS

If the successful bidder(s) cannot comply with the contract specifications and does not resolve issues to the City's satisfaction, the City will have the option to purchase the item from another vendor and the successful bidder will pay the difference between their contract price and the other provider's invoice cost.

COMPANY NAME: _____

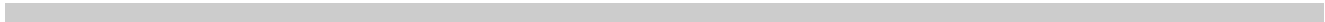
REFERENCES

Please list at least three (3) Police departments that have purchased similar equipment from your company. Include the City of Troy in the list, if applicable.

COMPANY: _____
ADDRESS: _____
CONTACT: _____ PHONE: _____
EMAIL: _____

COMPANY: _____
ADDRESS: _____
CONTACT: _____ PHONE: _____
EMAIL: _____

COMPANY: _____
ADDRESS: _____
CONTACT: _____ PHONE: _____
EMAIL: _____



COMPANY NAME: _____

SIGNATURE PAGE

PRICES:

Prices shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder(s) whose prices shall remain firm through product delivery and acceptance.

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 addenda as issued.

TAX ID#: _____

COMPANY NAME: _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ FAX NUMBER _____

REPRESENTATIVE'S NAME _____

(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE _____

PAYMENT TERMS: _____ WARRANTY: _____

E-MAIL: _____ DELIVERY DATE: _____

EXCEPTIONS:

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

Check this box if your bid is not to be broken up by item and based on an all or none award.

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 and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

NOTE: The City of Troy, at their discretion, may require the bidder to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract at no cost to the City.

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.

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



City of Troy
Technical Specifications
Tactical 511 Emergency Response Kits
- NO SUBSTITUTIONS ALLOWED -

1. 5.11 Tactical VTAC LBE Tactical Vest – model #58631

- Stiffened Mesh Nylon
- Hidden document pockets
- Hidden grab handle
- Hydration Pocket
- Adjustable in girth and length
- Molle attachment system
- High impact plastic clips
- YKK® Zipper
- Color: Black
- Sizes: Regular and 2XL +, and 4XL



2. 5.11 Tactical VTAC Nylon Double Stacked Mag Pouch with cover – model #58706

- Slickstick™ molle attachment system
- Velcro Cover
- 1000D nylon
- Holds four AR Magazines
- Measurements: 7" H, 6" W, and 2" D
- Color: Black



3. 5.11 Tactical VTAC Nylon 10x6 Pouch (Horizontal) – model #58716

- Slickstick™ molle attachment system
- YKK® zippers
- 1000D nylon
- Measurements: 6" H, 10" W, 3-1/2" D
- Color: Black



4. 5.11 Tactical VTAC Nylon C4 Case - M (Phone/Blackberry) – model #56029

- Slickstick™ molle attachment system
- High impact locking clip
- Prym Snaps
- 1000D nylon
- Measurements: 3-3/4" H, 2-1/8" W, and 7/8" D
- Color: Black



[click to enlarge](#)

5. 5.11 Tactical Mission Rolling Duffel – model #56005

- Measures 30" x 20" x 13"
- Fabric Type: Water resistant 1680D Nylon Outer shell
- Three exterior pockets: Measurements:
 - R. Side Pocket (x2) 7.5"H x 6.25"L x 1"D
 - R. Side Pocket (x1) 10.75"H x 6.25"L x 1"D
- Weight 5.2 KGS
- Internal Mesh Dividers separates upper and lower gear
- Side and top pockets manage smaller personal items
- Heavy duty wheel and axle
- Collapsible handle for easy transport
- Reinforced base corners and skids
- Top of the line YKK zippers
- 5 external pockets
- Adjustable high impact plastic locking clasps
- Four external carry handles
- Dimensions:
 - Main compartment Top: 28.5"H x 15"L x 4.5"D (1,924 cu in)
 - Main compartment Bottom: 28.5"H x 15"L x 8"D (3,420 cu in)
 - Overall exterior dimensions: 28.5"H x 15"L x 15.5"D (5,745 cu in)



[click to enlarge](#)

6. 5.11 Tactical Shear Eyewear (Wiley X eye protection) – model #52013

- Gloss Black frames with excellent comfort
- Exceeds ANSI Z87.1 safety and ANSi Z80.3 optical standards
- Distortion-free lenses provide 100% UVA and UVB protection
- Smoke lenses provide maximum glare reduction
- T-Shell™ coating provides scratch resistance and resist cracking and crazing.
- Selenite™ polycarbonate is die-cut to produce lenses without distortion from any angle and is ten times more impact resistance than glass or resin lenses.
- Frames are built with Grilamid™ TR-90, a homopolyamide nylon characterized by an extremely high alternative bending strength, low density, and high resistance to chemical and UV damage. They are virtually indestructible.
- Includes a 5.11 SlickStick™ carry case, cleaning bag and strap



7. Protech Level IIIA Delta 4 Ballistic Helmet – model #BAA091

- Threat Level IIIA protection
- Weight: less than 3 lbs
- Multi-layer of high-performance Aramid material
- Adjustable 3-point retention system
- Flexible chin cup
- Internal shock-absorbing foam suspension system
- Sizes:
 - Medium, 7-1/8"
 - Large, 7-1/4" – 7-3/4"
 - X-Large, 7-7/8"+

Color: Black





**CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT**

Collusion on the part of a bidder is fraud which interferes with the process of competitive bidding. Bids shall be rejected if there is evidence of collusion or facts known to the city which would affect the competitive bid process. Further, if it is determined after the award that there was interference with the competitive bid process, the bid will be rescinded and/or the contract will be voided. Your signature on this form indicates that you have read and understand this form completely. The bidder or its employees and agents have not been consulted concerning the preparation of the bid or specifications for this bid proposal.

TO WHOM IT MAY CONCERN:

_____, being duly sworn deposed, says that he
(Print Full Name)

is _____. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

SIGNATURE OF PERSON SUBMITTING BID

NOTARY'S SIGNATURE

Subscribed and sworn to before me this _____ day of _____, 20__ in and for _____ County.

My commission expires:



**STATEMENT OF NO BID
CITY OF TROY**

BID NUMBER: ITB-COT 11-04
TITLE: EMERGENCY RESPONSE KITS

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

REMARKS: _____

COMPANY INFORMATION:

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.