



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>

June 20, 2011

NOTICE TO BIDDERS

B/11/118

NEW GM PICK-UP TRUCKS (8 EACH TOTAL) FOR FLEET SERVICES.

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/11/118, NEW PICK-UP TRUCKS (8 EACH TOTAL) FOR FLEET SERVICES**" 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 21, 2011**. Bids will be opened and read aloud immediately thereafter in the conference room.

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 vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, along with those products of United States manufacture and assembly.

Any contractual or bid package questions should be directed to Stephanie Robinson, CPPB at (517) 483-4128. Technical questions should be directed to Greg Klco at (517) 483-4348.

Stephanie Robinson
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 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 & Name: B/11/118- NEW PICK-UP TRUCKS

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 BID # B/11/118

FOR: NEW PICK-UP TRUCKS

DATE: JUNE 20, 2011

FINANCE DEPARTMENT/FLEET SERVICES

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT JULY 21, 2011

The City of Lansing Purchasing Office requests bids for the purchase of EIGHT (8) EACH TOTAL, NEW GM PICK-UP TRUCKS as per the attached specifications. Price bid shall be F.O.B. 312 N. Cedar Street, Lansing MI 48912.

ITEM	QTY	DESCRIPTION	TOTAL DELIVERED PRICE
1	1 EA	2011 or 2012 GM Full Size 2500 4x4 Crew Cab per City of Lansing Specifications. Mfr:_____ Delivery in _____ days ARO Alternative Flex Fuel vehicles	\$
2	4 EA	2011 or 2012 GM 1500 Full Size 4WD Pick ups as per City of Lansing Specifications. Mfr:_____ Delivery in _____ days ARO Alternative Flex Fuel vehicles	\$
3	1 EA.	2011 or 2012 GM 2500 HD Full Size 4 WD Pick up as per City of Lansing Specifications. Mfr:_____ Delivery in _____ days ARO Alternative Flex Fuel vehicles	\$
4	2 EA.	2011 or 2012 GM 2500 Extended Cab Pick ups with Utility Bodies as per City of Lansing Specifications. Mfr:_____ Delivery in: _____ days ARO. Alternative Flex Fuel vehicles	

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 Greg Klco at (517) 483-4348.

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

Bid shall include cost of title, pre-delivery inspection and permanent type anti-freeze for protection to minus 34 degrees Fahrenheit. A complete set of service manuals to be furnished with the units.

If bidder cannot fulfill delivery days as stipulated after the issuance date of our purchase order, the City may assess a liquidated damage fee of \$100.00 per calendar day per vehicle.

EXCEPTION: Except with respect to defaults of subcontractors, the Contractor shall not be liable for liquidated damages when delays arise out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God, or of the sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but, in every case, the delays must be beyond the control and without the fault or negligence of the contractor. If the delays are caused by the default of a subcontractor, if such default arises out of causes beyond the control of any of them, the contractor shall not be liable for liquidated damages for delays, unless the supplies or services to be furnished by the subcontractors were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule.

All vehicles and equipment shall be certified to be in compliance with all applicable Federal Motor Vehicle Safety Standards and all requirements of the Michigan Motor Vehicle Code. Engines and all components related thereto shall comply with the emission requirements of E.P.A. and D.O.T. that are in effect at the time of delivery.

All manufacturer's names and models mentioned in the specifications are for reference only, and are intended to indicate acceptable standards of performance and quality. In all cases, approved equals may be acceptable. The City of Lansing will determine the questions of equality.

After the award, the dealer will provide the City of Lansing with a copy of the dealer's order **prior** to ordering. It will be checked with the city of Lansing's specifications. If the dealer order is coded, the dealer shall make each code clear to the City of Lansing with a short explanation of each item

Payment will be according to PAYMENT PROCEDURE attached:

1. VENDOR will deliver the vehicle and the corresponding RD108 form to the shipping address on purchase order.
2. AUTHORIZED PERSONNEL (at the shipping address) will sign RD108 after having inspected the vehicle and accepted delivery. At that time, "part 3" (2nd white copy) of the RD108 form will be pulled and sent to Accounting along with the payment request.
3. The VENDOR will transmit the RD108 to the Secretary of State's office, less part 3 for the purpose of having the vehicle registered.
4. After the Secretary of State has registered the vehicle, the VENDOR will send the "pink" copy of the RD108 that has been stamped by the Secretary of State's office to the shipping address listed on the purchase order.
5. The City Departments will be responsible for ensuring that the titles for the vehicles in their custody are received and maintained.

SIGNED: _____ NAME: _____

TITLE: _____ DATE: _____

FIRM NAME: _____

FEDERAL TAX ID NUMBER: _____

ADDRESS: _____

(Street) (City) (State) (Zip)

PHONE: (_____) _____ FAX: (_____) _____

Specifications for one (1), GM Full Size, 2500, 4WD, Regular Cab Pickup. Price to include delivery to City of Lansing, Fleet Services, 312 N. Cedar St. Lansing, MI 48912.

2011 or 2012 GM 2500, Crew Cab 4WD 133.7" Work Truck

CODE	DESCRIPTION	YES	NO
1WT	Work Truck Preferred Equipment Group		
GEH	GVWR, 9500 LBS.		
L96	Engine – Vortec 6.0L Variable Valve Timing V8 SFI		
MYD	Transmission – 6 Speed Automatic		
Z85	Suspension Package – Handling/Trailer HD		
NZZ	Skid Plate Package, Frame Mounted		
GT4	Rear Axle – 3.73 Ratio		
G80	Differential – Heavy Duty Automatic Locking		
Z82	H D Trailer Equipment		
JL1	Trailer Brake Controller, Integrated		
PYN	Wheels – 17" Steel		
QHQ	Tires – LT245/75R17 All Season, Blackwall		
AE7	Seats Front – 40/20/40 Split Bench, 3 Passenger		
AM1	Seat Adjuster, Manual Lumbar Control Driver's Side		
88V	Dark Titanium Vinyl Seat Trim		
E63	Pickup Box, Fleetside		
TRW	Provisions For Roof Mounted Beacon		
UM7	Audio System – AM/FM Stereo		
VYU	Snow Plow Prep Package		
8S3	Backup Alarm, 97 db		
KW1	Alternator, 160 Amp		
V76	Recovery Hooks		
ZY1	Paint – Solid Color		
50U	Exterior Color – Summit White		

Unit Price: \$ _____ (delivery fee included)

Model Year: _____

SIGNED: _____ NAME: _____

TITLE: _____ DATE: _____

FIRM NAME: _____

FEDERAL TAX ID NUMBER: _____

ADDRESS: _____

(Street) (City) (State) (Zip)

PHONE: (_____) _____ FAX: (_____) _____

Specifications for Two (2), GM Full Size, 2500, 2WD, Extended Cab Pickup, Box Delete. Price to include delivery to City of Lansing, Fleet Services, 312 N. Cedar St. Lansing, MI 48912.

2011 or 2012 GM 2500, Extended Cab 2WD 158.2" Work Truck, Box Delete

CODE	DESCRIPTION	YES	NO
1WT	Work Truck Preferred Equipment Group		
ZW9	Pickup Box, Delete		
VF7	Bumper, Rear Delete		
L96	Engine – Vortec 6.0L Variable Valve Timing, E-85		
TP2	Battery, Auxiliary Heavy Duty, 600 CCA		
KW1	Alternator, 160 Amp		
UF3	Switch, High Idle		
MYD	Transmission – 6 Speed Automatic		
8S3	Backup Alarm, 97 db		
GEH	GVWR, 9500 LBS.		
Z85	Suspension Package – Handling/Trailer HD		
GT4	Rear Axle – 3.73 Ratio		
G80	Differential – Heavy Duty Automatic Locking		
Z82	H D Trailer Equipment		
J11	Trailer Brake Controller, Integrated		
PYN	Wheels – 17" Steel		
QHQ	Tires – LT245/75R17 All Season, Blackwall		
SF2	Mirrors, Outside high Visibility, Camper Style		
AE7	Seats – 40/20/40 Split Bench		
AM1	Seat Adjuster – Manual, Driver's Lumbar Control		
TRW	Provisions For Roof Mounted Beacon		
UM7	Audio System – AM/FM Stereo		
UQ3	Audio System Speaker		
ZY1	Paint – Solid Color		
50U	Exterior Color – Summit White		
88V	Interior Color/Material – Dark Titanium/Vinyl		

Unit Price: \$ _____ (delivery fee included)

Model Year: _____

SIGNED: _____ NAME: _____

TITLE: _____ DATE: _____

FIRM NAME: _____

FEDERAL TAX ID NUMBER: _____

ADDRESS: _____

(Street) (City) (State) (Zip)

PHONE: (_____) _____ FAX: (_____) _____

Specifications for four (4), GM Full Size, 1500, 4WD, Regular Cab Pickup. Price to include delivery to City of Lansing, Fleet Services, 312 N. Cedar St. Lansing, MI 48912.

2011 or 2012 GM 1500, Regular Cab 4WD 133.0" Work Truck

CODE	DESCRIPTION	YES	NO
1WT	Work Truck Preferred Equipment Group		
L20	Engine – Vortec 4.8L Variable Valve Timing		
M30	Transmission – 4 Speed Automatic		
Z83	Suspension Package – Solid Smooth Ride		
C5U	GVWR, 6800 LBS.		
GU6	Rear Axle – 3.42 Ratio		
G80	Differential – Heavy Duty Automatic Locking		
Z82	H D Trailer Equipment		
JL1	Trailer Brake Controller, Integrated		
NX7	Wheels – 17" x 7.5" Steel, 6 Lug Painted		
QVL	Tires – P265/70R17 All Season, Blackwall		
AE7	Seats – 40/20/40 Split Bench		
AM1	Seat Adjuster – Manual, Driver's Lumbar Control		
TRW	Provisions For Roof Mounted Beacon		
UM7	Audio System – AM/FM Stereo		
UQ3	Audio System Speaker		
5B5	Windows, Locks & Mirrors, Power		
DL8	Mirrors, Heated Power-adjust Manual Folding		
AU3	Door Locks, Power		
AU0	Remote Keyless Entry		
ZY1	Paint – Solid Color		
50U	Exterior Color – Summit White		
88B	Interior Color/Material – Dark Titanium/Cloth		

Unit Price: \$ _____ (delivery fee included)

Model Year: _____

SIGNED: _____ NAME: _____

TITLE: _____ DATE: _____

FIRM NAME: _____

FEDERAL TAX ID NUMBER: _____

ADDRESS: _____

(Street) (City) (State) (Zip)

PHONE: (_____) _____ FAX: (_____) _____

Specifications for one (1), GM Full Size, 2500, 4WD, Crew Cab Pickup. Price to include delivery to City of Lansing, Fleet Services, 312 N. Cedar St. Lansing, MI 48912.

2011 or 2012 GM 2500, Crew Cab 4WD 153.7" LT Truck

CODE	DESCRIPTION	YES	NO
1IT	LT Preferred Equipment Group		
GEH	GVWR, 9500 LBS.		
L96	Engine – Vortec 6.0L Variable Valve Timing V8 SFI		
MYD	Transmission – 6 Speed Automatic		
Z85	Suspension Package – Handling/Trailer HD		
GT4	Rear Axle – 3.73 Ratio		
G80	Differential – Heavy Duty Automatic Locking		
Z82	H D Trailer Equipment		
JL1	Trailer Brake Controller, Integrated		
PYQ	Wheels – 17" Machine Aluminum		
QHJ	Tires – LT245/75R17 All Season, Blackwall		
AZ3	Seats Front – 40/20/40 Split Bench, 3 Passenger		
19C	Ebony, Premium Cloth Seat Trim		
E63	Pickup Box, Fleetside		
US8	Audio System – AM/FM Stereo With CD		
UQ3	Audio System Speaker		
ZY1	Paint – Solid Color		
50U	Exterior Color – Summit White		

Unit Price: \$ _____ (delivery fee included)

Model Year: _____

SIGNED: _____ NAME: _____

TITLE: _____ DATE: _____

FIRM NAME: _____

FEDERAL TAX ID NUMBER: _____

ADDRESS: _____

(Street) (City) (State) (Zip)

PHONE: (_____) _____ FAX: (_____) _____



FINANCE DEPARTMENT

PURCHASING OFFICE

124 W. Michigan Avenue, 8th floor

Lansing, Michigan 48933-1603

(517) 483-4124

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

Virg Bernero, Mayor

**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, and 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.

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 \$1,000,000.00 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.