



City of Rochester Hills  
Solicitation for Quotation  
Radiators, Heaters, and AC Parts  
SFQ-RH-11-069

The City of Rochester Hills is accepting quotations for a blanket purchase order for the **recore of radiators, new heater cores, new and remanufactured A/C compressors, evaporators and other miscellaneous HVAC parts and services** for the calendar years 2012 and 2013. Prices quoted must be firm for both years.

Unit prices are requested, FOB City of Rochester Hills, Department of Public Service, 511 E. Auburn Road, Rochester Hills, MI 48307.

If you are interested in providing a quotation, please fill in the following information and fax back no later than the due date of: **Tuesday, November 29, 2011**. All questions and/or quotations should be directed to the attention of: Lisa Cummins, Purchasing Analyst, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI 48309, Phone: 248/841-2537, Fax: 248/608-8178.

Only those persons designated above are authorized to seek additional information from prospective vendors regarding their bid proposals. Correspondence or inquiries made directly to vendors regarding their bid proposals from all other persons are to be directed to those City employees designated above for appropriate review and response. All inquiries shall be made on or before **Tuesday, November 22, 2011 at 12:00 noon (local time)**, in order that a written response in the form of an addendum can be processed before the bids are opened. Any inquiry received after this date will not be considered.

**Specifications:**

The City of Rochester Hills is accepting quotations for a blanket purchase order for the recore of radiators, new heater cores, new and remanufactured A/C compressors, evaporators and other miscellaneous HVAC parts and services. It is desirable that the selected vendor is within a reasonable radius of the DPS Garage (511 E. Auburn Road, Rochester Hills, MI 48307). Reasonable is considered twenty (20) miles. UPS shipments will not be allowed. The anticipated start date for this contract is January 1, 2012.

**General Requirements:**

Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Prices quoted shall not include Federal or State taxes. The City will furnish the successful bidder with tax exemption certificates upon request.

The City of Rochester Hills reserves the right to terminate the contract without penalty upon thirty (30) days written notice due to poor performance or for reasons deemed to be in its best interest. A designated representative of the City of Rochester Hills will be solely responsible for determining acceptable performance levels. The City of Rochester Hills reserves the right to re-award the contract to the second most qualified quote, re-quote the contract or do whatever is deemed to be in its best interest.

The City may modify the QUOTE prior to the deadline for submission of proposals by issuance of an addendum to all parties who have been furnished the Bid for proposal purposes. The City of Rochester Hills officially distributes bid documents from the Purchasing Division or through the Michigan Intergovernmental Trade Network (MITN). Copies of bid documents obtained from any other source are not



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considered official copies. Only those vendors who obtain bid documents from either the Purchasing Division or the MITN System are guaranteed access to receive addendum information, if such information is issued. The first step to do business with the City is to become a registered vendor by visiting the City website at [www.rochesterhills.org](http://www.rochesterhills.org), select **City Services, Purchasing, Vendor Registration and link to MITN website**. Final bid results will be posted on the MITN website after award.

All bid prices shall remain in effect for at least ninety (90) days from the date of the bid opening or the award, whichever comes first, except for the successful proposer whose prices are to remain firm for the term of the blanket purchase order.

No Quote will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City of Rochester Hills upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City of Rochester Hills.

**Award of Purchase Order:**

The City reserves the right to reject any and all quotations, and to waive any defect or irregularity in quotes. The City reserves the right to accept and separate item in the quote; and to accept the quote that in the opinion of the City is to the best advantage and interest of the public we serve.

The bid will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation, will be most advantageous to the City with not only price but also availability of product, location and quality of product considered.

**Insurance Requirements**

Contractor shall not commence work under this contract until he has obtained and submitted to the City of Rochester Hills, the insurance required under this paragraph. All coverages shall name the "City of Rochester Hills" as certificate holder and shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to the City of Rochester Hills.

Submit a Certificate of Insurance on an Accord Certificate form (a copy of which is attached hereto for illustrative purposes only) prior to the issuance of a purchase order meeting the minimum limits of liabilities as outlined. Certificate of Insurance shall have language the same as that shown in example.

A new certificate of insurance shall be provided to the City each year at the time of policy renewal. New certificates shall be delivered to the City in the same format as outlined in the SAMPLE certificate attached.

The Vendor shall not allow for any lapse of insurance coverage in the amounts shown in Appendix A. Failure of the Vendor to maintain the required insurance shall be grounds for contract cancellation. No work shall be performed on the site in the absence of any insurance coverage required herein.



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1. Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of the contract Commercial General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.”
2. Motor Vehicle Liability: The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
3. Umbrella Liability Insurance: The Vendor shall procure and maintain during the life of this contract Umbrella Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence.
4. Workers’ Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers’ Compensation Insurance, including employers liability coverage, in accordance with all applicable statutes of the State of Michigan. Sole Proprietors, not subject to the Workers’ Disability Compensation Act of the State of Michigan, may submit an Affidavit. (Form may be obtained from the City.)
5. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be Additional Insureds. “The City of Rochester Hills, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess.”
6. Cancellation Notice: Workers’ Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following. “Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 60 days written notice to the certificate holder named to the left.”
7. If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the City of Rochester Hills at least ten (10) days prior to the expiration date. These general requirements shall be incorporated in the entire agreement between the



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City of Rochester Hills and the Contractor. The contract shall be binding upon the parties hereto and their respective successors and assigns. Refer to Attachment A – Sample Insurance Certificate.



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**HOLD HARMLESS**

To the fullest extent permitted by law, Vendor agrees to defend, pay in behalf of, indemnify and hold harmless the City of Rochester Hills, its elected and appointed officials, employees and volunteers and others working in behalf of the City of Rochester Hills 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 Rochester Hills, its elected and appointed officials, employees, volunteers or others working in behalf of the City of Rochester Hills by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the contract.

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(Contractor Signature)

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Company Name (Printed)

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(Dated)



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**QUOTE FORM**

The following quantities and items are listed solely for the purpose of comparing quotes. Actual service requirements will vary.

Qty	Unit	Materials	Unit Cost	Extended Cost
2	Ea	2005 GMC ½ ton pickup DPI #CU2370	\$	\$
2	Ea	Condenser w/dual air DPI#7-3026	\$	\$
2	Ea	Condenser w/out dual air DPI#7-4953	\$	\$
2	Ea	John Deere Loader Recore DPI#HTO214	\$	\$
2	Ea	2006 GMC ¾ ton Savanna Auxiliary Heater core OEM#52469301	\$	\$
2	Ea	134A Refrigerant, 30 Pounds	\$	\$
2	Ea	Receiver Dryer OEM #25890358	\$	\$
2	Ea	Replacement Radiator with engine oil cooler for OEM #52487603 Brand Name Quoted: _____ Part Number: _____	\$	\$

1. For repairs/parts other than those listed above, please complete the following:  
 Labor rate per hour \$ \_\_\_\_\_  
 Parts will be cost plus \_\_\_\_\_% or list less \_\_\_\_\_%
2. Does your company provide pickup/delivery service? YES NO  
 If yes, what is the charge? \$ \_\_\_\_\_
3. Delivery/Return of radiator can normally be made in \_\_\_\_\_ hours/days
4. Does your company accept MasterCard for payment? YES NO  
 If yes, please state any additional fees, discounts, etc : \_\_\_\_\_



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**COMPANY INFORMATION**

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE'S NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

Material/Services Prices Guaranteed Per Stated Above: \_\_\_\_\_ YES \_\_\_\_\_ NO

If NO, 30-day notice of increase is required.

Terms: State payment terms of proposal including prompt payment discount or late payment penalty (if any).  
Any discounts offered will be taken.