



City of Rochester Hills
Solicitation for Quotation
Sterling Heavy Duty Truck Parts
SFQ-RH-13-021

The City of Rochester Hills is accepting quotations for a two-year blanket purchase order for **Sterling Heavy Duty Truck Parts**.

If you are interested in providing a quotation, please fill in the following information and fax back no later than the due date of: **Thursday, April 4, 2013 at 5:00 p.m. E.S.T.** 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, 248/841-2537, 248/608-8178.

Questions are to be directed to Lisa Cummins, Purchasing Analyst, Phone: 248/841-2537 or Fax: 248/608-8178; questions regarding the proposal **must be made in writing prior to Thursday, March 28, 2013 at 11:30 a.m. E.S.T.**, at which time a response will be prepared and forwarded to all vendors as an amendment, or an addendum to the quotation, if such information would be of significance to uninformed proposers. Questions received after the date and time above will not be considered. Only the person designated above is authorized to seek additional information from prospective firms regarding their Quote. Correspondence or inquiries made directly to firms regarding their Quote from other persons are to be directed to the employee designated above for appropriate review and response.

Purpose

The purpose and intent of this request for quotation is to establish a firm fixed price contract with a qualified Contractor to provide a ready "as required" source for Sterling heavy-duty truck parts.

Scope of Work

The Department of Public Service Fleet Division maintains all City vehicles and is responsible for parts ordering. The total expenditure on Sterling heavy-duty truck parts for a fiscal year is approximately \$3,500.00 (This estimate is for bidder information purposes only and does not convey what may be experienced as a result of the new contract). The parts listed in the quote form are a small sample of the products that may be purchased with this contract and is not to be considered all-inclusive.

Price/Price Adjustments

All prices/discounts for parts shall be F.O.B. Destination Prepaid and shall include all charges that may be imposed in fulfilling the terms of this contract.

Delivery/Time of Performance

Time is of the essence in furnishing the items ordered through this contract. It is therefore essential that the Successful Bidder(s) deliver products in the shortest time frame. Contractors shall deliver to the City's location, FOB Destination Prepaid, 511 East Auburn Road, Rochester Hills, MI 48307.

Emergency Purchases



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The City reserves the right to make emergency purchases from other sources, should the Contractor be unable to furnish the required item within the required time frame.

Material Safety Data Sheets (MSDS)

All City of Rochester Hills purchases require a Material Safety Data Sheet, where applicable, in compliance with the MIOSHA "Right to Know" Law.

Warranty:

All parts and service supplied by the successful vendor shall be warranted against defects in material and workmanship. The cost of any defective parts and the labor required to replace the defective product shall be the obligation of the vendor.

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 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, select City **Government Services, Departments, 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



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in default as surety or otherwise, or failed to perform faithfully any previous contract with the City of Rochester Hills.

Notice to Bidders

Examples shown are listed to indicate the type and class of equipment desired. Bidders are cautioned to read the specifications carefully, as there may be special requirements not commonly offered by the equipment manufacturer. Bidders are cautioned that any units delivered to the F.O.B. point which do not meet the specifications in every aspect, will not be accepted.

Changes and Addenda

Each change or addendum issued in relation to this bid will be on file in the Purchasing Division and posted on the MITN system.

It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such changes or addenda. Addendums will be posted on the MITN system.

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. Vendors are encouraged to provide quotations on all or parts of this quote document.

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.



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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.

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."



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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 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.

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 and attorney fees, 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 this contract.

(Contractor Signature)

Company Name (Printed)

(Dated)



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Quote Form

In order to evaluate this quote, the City is asking for pricing on the following items. This list is provided for evaluation purposes only and is not meant to represent the entire list of products that the City may purchase. Vendor shall provide specific pricing based on the discount being offered below for the following parts:

Sterling Truck Parts

Quantity	Description	Part Number	Unit Price	Extended Cost
5 each	Cab Filter	F6HZ19N619AA	\$	\$
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1 each	Surge LC Tank	05-21414-000	\$	\$
10 each	Turn Switch	A06-32389-001	\$	\$
5 each	Heater/Defroster Control	A22-57400-004	\$	\$
6 each	Fender Bracket	F8HZ16E012AA	\$	\$
2 each	VEE Turbo Clamp	01-14596-004	\$	\$
1 each	Panel Support	A22-65848-000	\$	\$
2 each	Exhaust Pipe Turbo Outlet	04-24102-000	\$	\$
2 each	Heater Supply Pipe	A05-19508-000	\$	\$
2 each	Heater Return Pipe	A05-19509-000	\$	\$
2 each	Front turn indicatory assy	F7HZ13368AA	\$	\$
10 each	Fuel/Water Separator Filter	ABP/N122-R50550	\$	\$
3 each	Cable Assembly	12-19593-002	\$	\$
2 each	Air Conditioner Hose Assy	F6HZ13368AA	\$	\$
2 each	Exhaust Bellows	04-28578-000	\$	\$
2 each	Reservoir Assembly	F6HZ2063TA	\$	\$

Indicate the type of discount used to compute the prices above. The price schedule provided shall be the basis for pricing for the term of the resulting purchase order and shall include other Western Snowplow parts that may be ordered but are not listed herein:

_____ (e.g. 20% from list, 5% over cost, etc).

Will the City be assessed a restocking fee? YES NO

If yes, please state the restocking percentage charge: _____%

How will ordered products be delivered to the City (Third Party Vendor (i.e. UPS) or Company owned vehicle):

Please state applicable delivery charges: _____



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What is the average delivery time for parts ordered: _____

Distance, in miles, vendor is located from the Department of Public Service garage (511 East Auburn Road, Rochester Hills, MI 48307): _____ Miles

Does your company accept MasterCard for payment? YES NO

If yes, please state any applicable discounts, fees, etc for this payment method:

Payment Method: Please select company's desired payment method:
 Check - minimally 60 days from receipt of order
 ACH - 45 days from receipt of invoice
 Credit Card - 20 days from receipt of invoice

COMPANY INFORMATION

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

AUTHORIZED REPRESENTATIVE'S NAME: _____

SIGNATURE: _____ TITLE: _____

EMAIL: _____ DATE: _____

PHONE: _____ FAX: _____

Material/Services Prices Guaranteed Per Stated Above: _____ YES _____ NO

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