



Virg Bernero, Mayor

CITY OF LANSING

PURCHASING OFFICE

1232 Haco Dr.

Lansing, Michigan 48912

(517) 483-4124

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

December 23, 2015

**CITY OF LANSING
NOTICE TO BIDDERS**

B/16/067

FRANCES PARK PUMP STATION IMPROVEMENTS PROJECT

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 or construction plan houses. To register for the MITN system or access bid information, including addendums, go to <http://www.mitn.info>

Sealed bids marked "**B/16/067 FRANCES PARK PUMP STATION IMPROVEMENTS PROJECT**" will be accepted at the City of Lansing, c/o LBWL, Purchasing Office, 1232 Haco Dr., Lansing, Michigan 48912 until, but not later than 3:00 PM local time in effect **FEBRUARY 2, 2016**, at which time and place the bids will be publicly opened and read aloud.

A Bid Guaranty (in accordance with Federal Circular No. 570) in the amount equal to but not less than 5% of the total amount of the proposal shall accompany all bids. Certified checks, bank drafts, negotiable U.S. Government Bonds (at par value), Small Business Administration Guaranteed Securities, or a Bid Bond will be acceptable. (See page 3 of specifications for complete requirements for Bid Guaranty). Bonding agencies must be approved for doing business in the State of Michigan. **No "off-shore" bonding agencies will be accepted.**

Plans and specifications of the work to be completed will be available on or before December 30, 2015, and may be picked up from or checks mailed to Capital City Reprographics, 1110 Center St., Lansing Mi. 48906 (517) 482-5431 A non-refundable charge of \$60.00 will be made for each set up plans. An additional pre-paid non-refundable charge of \$15.00 will be made for mailing plans if requested. **All checks are to be made out to the City of Lansing, only. All others will be refused.**

General contractors shall attend a **MANDATORY Pre-Bid meeting**. **Any general contractor who fails to attend this meeting will be disqualified from bidding this project. Sub-contractors are not required to attend, but may do so. This meeting will begin at 9:00AM, local time in effect, JANUARY 11, 2016, at LBWL, 1232 Haco Dr., Room 107, Lansing Mi. 48912,** Bidder's representative at the meeting shall be solely responsible for insuring the Bidder's name, complete address and phone number appearing clearly and correctly on the City's attendance roster. Any addendums sent out are based on the accuracy of this attendance roster. ***Vendors in attendance at this meeting shall be responsible for confirming the existence of any addenda prior to the bid opening.*** Any proposal received from a bidder whose name does not appear on the City's attendance roster may be declared non-responsive and their bid not opened.

Any changes made to the plans and/or specifications shall be made in the form of an Addenda prepared by the City of Lansing and posted on MITN. All addenda shall become part of the Contract Document and all bidders shall be bound by such Addenda, whether or not received by the Bidder. All addenda received shall be listed on the outside of the bid envelope by number, and date received. Any proposal received without each addendum listed by number on the outside of the bid proposal envelope, may be declared a non-responsive bid.

Major contract items/trades include but are not limited to the following:

- Installation of Pumps No.1 and No.5 (Pumps and Motors); two new VFDs for Pumps No. 1 and No. 5; one new motor control center; electrical supply to pumps, VFDs, and MCC; and instrumentation and controls;
- Other building improvements; and
- Bypass pumping during some periods of construction.

Project location: **Frances Park, City of Lansing Michigan**

The City strongly recommends that plans and specifications be picked up and reviewed prior to the pre bid meeting in order for the contractors to be prepared to make comments or ask questions regarding concerns based on their review of the plans and specifications.

The City reserves the right to accept any bids, to reject any or all bids and to make the award in the best interest of the City.

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: slr@lbwl.com

******Two (2) copies of the bid proposal section required.*****

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. 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 the use of Lansing-based businesses.

If you have any questions please contact Stephanie Robinson CPPB, Senior Buyer, at (517) 702-6197. Technical questions should be directed to Alec Malvetis @ (517) 483-4459

Stephanie Robinson CPPB
Senior Buyer



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

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

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

Signature of authorized representative

Date

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 Local Preference into 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
- 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/purchasing>

Solicitation Number: B/16/067

Solicitation Name: FRANCES PARK PUMP STATION IMPROVEMENTS PROJECT

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 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 _____

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.