



City of Rochester Hills
Solicitation for Quotation
Meter & Water Tracing Wire
SFQ-RH-17-056

The City of Rochester Hills is accepting quotations for firm pricing for **Meter and Water Tracing Wire** for a period of 90 days.

If you are interested in providing a quotation, please fill in the following information and fax or mail back by: **3:00 PM EST, Tuesday, June 13, 2017**. All questions and/or quotations should be directed to the attention of Debbie Scully, CPPB, Senior Purchasing Analyst, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI 48309, Phone: (248) 841-2539, Fax: (248) 608-8178, Email: scullyd@rochesterhills.org.

Only those person(s) designated above are authorized to seek additional information from prospective vendors regarding their quote proposals. Correspondence or inquiries made directly to vendors regarding their quote proposals from all other persons are to be directed to those City employee(s) designated above for appropriate review and response. All inquiries shall be made in writing on or before **Tuesday, June 6, 2017 at 11:00 AM EST**, in order that a written response in the form of an addendum can be processed before the quotes are due. Inquires received after that date will not be considered.

Please note if you are submitting proposal through the MITN website, the City of Rochester Hills is capable of accepting documents in .docx, .pdf, .jpg, .tif or rtf formats. Due to security risks associated with some file formats, the following file types are not able to be opened by the City: DOC, DOCM, DOT, XLS, XLSM, XLSB, XLT, PPT, PPTM, RTF. All of these formats can contain malicious code. The City is also not able to open ZIP files at this time. Alternatively, you could convert these files to PDF.

As this quotation is being made available by electronic means, the vendor accepts full responsibility to ensure that no changes are made to the quotation documents. In the event of conflict between a version of the quotation submitted by vendor and the version maintained by the City of Rochester Hills Purchasing Division, the version maintained by the City of Rochester Hills Purchasing Division shall govern.

Specifications

The meter wire will be 18 gauge and will be purchased in 1,000 foot rolls. The water tracing wire will be 14 gauge, single strand, blue coated and will be purchased in 500 foot rolls. **All wire must be spooled**. Boxed wire will not be accepted.

Specifications for wire purchased in the past is as follows:

- **18 Gauge Wire:**
 - Belden 5321UE (Non-Paired)
 - Bare copper conductors, PVC insulation, PVC jacket with ripcord
 - Number of Conductors: 3
 - AWG: 18
 - Stranding: Standard
 - Conductor Material: BC-Bare Copper
 - Insulation Material: PVC – Polyvinyl Chloride
 - Nom. Insulation Wall Thickness: .010 in.
 - Overall cabling lay length: 3 in.
 - Overall cabling twists/ft: 4.0
 - Overall cabling color code: #1 Black; #2 Red; #3 White



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- Outer shield Material: Unshielded
 - Outer jacket material: PVC – Polyvinyl Chloride
 - Outer jacket nominal wall thickness: .015 in.
 - Outer jacket ripcord: Yes
 - Overall nominal diameter: .160 in.
 - **Spool width shall be between 7 inches and not to exceed 10 inches.**
- **14 Gauge Wire:**
 - 14-1C THHN/THWN SOL BC
 - 90C 600V BLU
 - Single strand wire (not braided)

Estimated Annual Usage:

Past purchases do not reflect future needs. Proposers are encouraged to provide quantity limits or a certain quantity in which dollar amounts change or price breaks are provided.

Quantity figures, when given below, are provided as an estimate of purchase volume based upon previous history. This information is to be used only as a guide in the quote process and should not be considered a guarantee to purchase minimum quantities or restrict the purchase of materials in quantities that exceed the approximated maximum estimates.

Approximate usage, based on past history, consists of 4,000 feet of meter wire and 8,000 feet of tracing wire.

General Conditions

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 vendor 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 Quote for proposal purposes. The City of Rochester Hills officially distributes quote documents from the Purchasing Division or through the Michigan Intergovernmental Trade Network (MITN). Copies of quote documents obtained from any other source are not considered official copies. Only those vendors who obtain quote 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, click on City Government, Departments, Purchasing, Bid Opportunities and link to MITN website. Final quote results will be posted on the MITN website after award.

No vendor may withdraw a quote after the actual date of the opening thereof except in a case where the vendor demonstrates to the City's reasonable satisfaction that a material and substantial mistake was made in preparing the quotation, in which event the vendor shall have 24 hours after the opening of the quote to deliver to the City a notice, in writing, that the vendor desires to withdraw the quotation and state the reasons therefore. Once a quotation is withdrawn, it may not be re-quoted.



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The City of Rochester Hills reserves the right to split or abstract any or all quote proposals and award multiple contracts from the same quotation based on price, availability and service when in its judgment it best serves the City of Rochester Hills. All quote prices shall remain in effect for at least ninety (90) days from the due date and time of the quote 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.

Under 2012 PA 517, an Iran Linked Business, as defined therein, is not eligible to contract with the City and shall not submit a quote.

Non-Discrimination

Contracts for work under this proposal will obligate the firm or firms to not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment on a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight or marital status pursuant to the Elliot Larsen Civil Rights Act, 1976, P.A. 453. The contractor and the City shall also comply with the provisions of the Michigan Handicappers Civil Rights Act, 1976, P.A. 220 and the Federal Rehabilitation Act of 1973, P.A. 93 112, 87 Stat. 394, which require that no employee or client or otherwise qualified firm participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal Assistance. No person shall, on the grounds of race, creed, color, sex, age, national origin, height, weight, handicap or marital status be excluded from participation in, be denied the proceeds of or be subject to discrimination in the performance of this contract. The contractor shall comply with all applicable regulations promulgated pursuant to the Civil Rights Act of 1964, as amended.

Changes and Addenda

Each change or addendum issued in relation to this quote will be on file in the Purchasing Division and posted on the MITN system. It shall be the vendor's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all vendors shall be bound by such changes or addenda. Addendums will be posted on the MITN system.

Submission of Quotations:

Each vendor must use the attached quote form and specifications to submit their quote. Quotes shall be in conformance with and subject to the instructions in the quote documents. The Quote Form must be completed entirely and submitted with the Proposal.

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 quote will be awarded to that responsible, responsive vendor whose quote, conforming to this solicitation, will be most advantageous to the City with not only price but also availability of product, location of vendor business, and quality of product considered. Final quote results will be posted on the MITN website after award.



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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 attorney fees and 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 this contract.



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Insurance Requirements

The vendor shall not commence work until he has obtained and delivered to the City of Rochester Hills the certificate of insurance required under this paragraph. All insurance carriers must be acceptable to the City and licensed and admitted to do business in the State of Michigan. Certificate of Insurance **and** required endorsements shall be sent electronically to the City of Rochester Hills to the attention of the purchasing division at the following email address: purchasing@rochesterhills.org.

A new certificate of insurance shall be provided to the City each year at the time of policy renewal. Failure of the Vendor to maintain the required insurance shall be grounds for contract cancellation.

1. **Commercial General Liability Insurance:** The Vendor shall procure and maintain during the life of the blanket purchase order/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.
5. **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating: *"It is understood and agreed that 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 thirty (30) days written notice to the certificate holder named to the left."



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7. **Proof of Insurance Coverage:** The Contractor shall provide the City of Rochester Hills, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Rochester Hills at least ten (10) days prior to the expiration date.

NOTE: If delivery is done by company and not independent carrier insurance may be required.



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QUOTE FORM

Description

Meter Wire, 18 gauge (per specifications) \$_____ per 1,000 feet
Brand name/model number being quoted: _____

Water Tracing Wire, 14 gauge (per specifications) \$_____ per 1,000 feet
Brand name/model number being quoted: _____

Unit prices stated will be firm for a period of 90 days from date of award.

Material/Services Prices Guaranteed Per Stated Above: ____ Yes ____ No

Is the wire a stock item? ____ Yes ____ No

If not a stock item, state the average number of days for delivery After Receipt of Order: ____/ Days ARO

How are deliveries handled (third party, company owned vehicle): _____

Does your company charge for deliveries: ____ Yes ____ No

If yes, please state delivery charge: _____ / per delivery

Please state any minimum order requirements: \$ _____ and/or _____ Amount

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

Does your company accept MasterCard for payment: ____ YES ____ NO

If yes, please state any additional fees, discounts, etc: _____

Please select company's desired payment method:

____ Check – minimally 60 days from receipt of order

Payment Method: ____ ACH – 45 days from receipt of invoice

____ Credit Card – 20 days from receipt of invoice



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COMPANY NAME: _____

COMPANY ADDRESS: _____

CITY/STATE/ZIP: _____

AUTHORIZED REPRESENTATIVE: _____

TITLE OF REPRESENTATIVE: _____

SIGNATURE: _____ DATE: _____

PHONE: _____ FAX: _____ EMAIL: _____