



DATE: JULY 9, 2018

REQUEST FOR SEALED BID PROPOSAL

CITY OF SAGINAW
PURCHASING OFFICE, ROOM 105
1315 S. WASHINGTON AVENUE
SAGINAW, MICHIGAN 48601
(989) 759-1483

Page 1 of 16

BIDS DUE: JULY 17, 2018 @ 3:00 PM

MARK ENVELOPE SEALED BID: #P1586-19

BIDS MUST BE RECEIVED IN THE PURCHASING OFFICE PRIOR TO 3:00 P.M. ON THE BID OPENING DATE. The bidder hereby offers to furnish the goods and/or services described and for the prices named, as follows:

THE CITY OF SAGINAW IS SOLICITING SEALED BID PROPOSALS FOR SPECIFICATIONS FOR UNIFORM RENTAL AND LAUNDRY SERVICES FROM JULY 1, 2018 THRU JUNE 30, 2021 WITH SPECIFICATIONS AS FOLLOWS: (THIS IS AN ALL OR NONE BID & PRICING LISTED MUST BE ALL INCLUSIVE)

UNIFORM RENTAL AND LAUNDRY SERVICES SPECIFICATIONS & REQUIREMENTS

UPON AWARD ALL GARMENTS SUPPLIED MUST BE NEW.

All garments shall be maintained in first class condition, mended and cleaned on a weekly schedule.

When garments become too worn, soiled or mended to present a good personal appearance regardless of length of service, the old garments shall be removed from service and replaced with new or grade a condition used garments. This is to be determined by supervisors in each department.

NOTE: VENDORS SHOULD BE AWARE THAT THESE UNIFORMS ARE WORN IN ENVIRONMENTS WHERE PAINT, CHEMICALS AND HAZARDOUS CONDITIONS ARE CONSIDERED "NORMAL" WORK SITUATIONS.

ADDITIONALLY, WHERE APPLICABLE UNIFORMS MUST BE APPROPRIATE TO FIT FEMALE WORKERS!

IF UNIFORM EXCHANGES ARE REQUESTED BY THE CITY FOR SIZE OR COLOR THE CITY WILL BE RESPONSIBLE FOR THE REPLACEMENT COST. REPLACEMENT CLOTHING WILL BE NEW UNIFORMS.

Deliberate abuse inflicted upon clothing will be the responsibility of the City. Cost for replacement to be prorated for articles determined abused. Determining abuse will be upon agreement of the City Supervisor and the designated representative for the uniform supplier.

Two (2) piece uniforms, unless noted, consisting of shirts and trousers shall be construction of 65% polyester and 35% cotton, 100% cotton and/or 100% permanent press— where designated – shirts to be no less than 4 ½ oz. And pants no less than 7 ¾ oz.. Pants to have heavy duty zipper closure and color to be specified and approved prior to award of contract. **100% Cotton Relaxed Fit Carpenter Jeans need to be added for Maintenance & Service and Facilities Maintenance.**

Sizes to be determined upon award. The successful vendor will measure on site. In some instances loose fit – long rise trousers will be required. Clothing must also be suitable to fit women workers.

The attached listing of departments and uniform requirements may increase or decrease throughout this contract depending on staff assignments.

Garments to be personalized with each employers' name on the inside tab and also have employees' name embroidered over the front right shirt pocket – CITY OF SAGINAW embroidered over the employees' name.

City of Saginaw departmental patches shall be attached over the left pocket of shirt or coverall – to be furnished by the City – if required by departments.

ALL PATCHES TO BE SEWN ON – NOT GLUED.

THE NUMBER OF CHANGES PER WEEK SHALL BE DETERMINED BY THE NUMBER OF UNIFORMS.

1. ONE CHANGE PER WEEK – 3 UNIFORMS
2. TWO CHANGES PER WEEK – 5 UNIFORMS
3. THREE CHANGES PER WEEK – 7 UNIFORMS
4. FOUR CHANGES PER WEEK – 9 UNIFORMS
5. FIVE CHANGES PER WEEK – 11 UNIFORMS

A schedule for delivery and pick up of uniforms shall be set up with approval of each department supervisor and shall be maintained on a regular schedule thereafter. All garments picked up for cleaning one week must be returned on the next scheduled delivery date.

Job tickets must accompany delivery of cleaned garments. They must state quantities and prices and must be signed at point of delivery. One copy given to the department at the time of delivery.

Individual lockers with locks and keys shall be furnished and maintained by the successful bidder at various City locations as specified. **Clothing to be delivered on hangers.**

Rates shall be based on 52 weeks per year, with vacation credit eliminated, but credit to be given for sick leave when continuous for five (5) days or more.

Contract quantities may change throughout the period of this contract either increasing or decreasing depending on personnel changes.

When new employees require uniforms – new garments must be provided.

Service to begin in July of 2018 or as soon as approved by City Council and shall continue for a period of 36 months through June 30, 2021 with no increase in price. This contract may be canceled if any of the above specifications and/or requirements are not maintained.

NOTE: ALL COLORS REQUESTED MUST BE AVAILABLE IN BOTH MEN'S AND WOMEN'S SIZES.

	<u>LONG SLEEVE SHIRTS CHANGES PER WEEK</u>	<u>SHORT SLEEVE SHIRTS CHANGES PER WEEK</u>
<u>POLYESTER/COTTON BLEND UNIFORMS</u>		
ONE CHANGE PER WEEK – 3 UNIFORMS	\$ _____	\$ _____
TWO CHANGES PER WEEK – 5 UNIFORMS	\$ _____	\$ _____
THREE CHANGES PER WEEK – 7 UNIFORMS	\$ _____	\$ _____
FOUR CHANGES PER WEEK – 9 UNIFORMS	\$ _____	\$ _____
FIVE CHANGES PER WEEK – 11 UNIFORMS	\$ _____	\$ _____
<u>COTTON 100% UNIFORMS</u>		
ONE CHANGE PER WEEK – 3 UNIFORMS	\$ _____	\$ _____
TWO CHANGES PER WEEK – 5 UNIFORMS	\$ _____	\$ _____
THREE CHANGES PER WEEK – 7 UNIFORMS	\$ _____	\$ _____
FOUR CHANGES PER WEEK – 9 UNIFORMS	\$ _____	\$ _____
FIVE CHANGES PER WEEK – 11 UNIFORMS	\$ _____	\$ _____
<u>COTTON 100% SHIRTS ONLY</u>		
TWO CHANGES PER WEEK – 5 SHIRTS	\$ _____	\$ _____
<u>LAB COATS</u>		
ONE CHANGE PER WEEK – 3 UNIFORMS	\$ _____	\$ _____
TWO CHANGES PER WEEK – 5 UNIFORMS	\$ _____	\$ _____
THREE CHANGES PER WEEK – 7 UNIFORMS	\$ _____	\$ _____
FOUR CHANGES PER WEEK – 9 UNIFORMS	\$ _____	\$ _____
FIVE CHANGES PER WEEK – 11 UNIFORMS	\$ _____	\$ _____
<u>COTTON 100% PERMANENT PRESS UNIFORMS</u>		
ONE CHANGE PER WEEK – 3 UNIFORMS	\$ _____	\$ _____
TWO CHANGES PER WEEK – 5 UNIFORMS	\$ _____	\$ _____
THREE CHANGES PER WEEK – 7 UNIFORMS	\$ _____	\$ _____
FOUR CHANGES PER WEEK – 9 UNIFORMS	\$ _____	\$ _____
FIVE CHANGES PER WEEK – 11 UNIFORMS	\$ _____	\$ _____

LIST ANY (AND ALL) ADDITIONAL COST WE MAY INCUR DURING THE LENGTH OF PROPOSED AGREEMENT. ADD ATTACHMENT IF NECESSARY:

<u>DESCRIPTION</u>	<u>COST</u>
1. New employee set up	\$ _____
2. Sewing/Repairs	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____

ESTIMATED QUANTITIES FOR UNIFORM RENTAL AND LAUNDRY SERVICE – DEPARTMENTAL REQUIREMENTS BASED ON CURRENT CONDITIONS:

MOTOR VEHICLE DIVISION:

LOCATION: 1435 SOUTH WASHINGTON AVE.

LOCKERS: YES

8 EMPLOYEES WITH 5 CHANGES PER WEEK – 11 UNIFORMS

COLOR: DARK BLUE SHIRTS & DARK BLUE TROUSERS

MATERIAL: **COTTON**

WEEKLY CHARGE FOR MOTOR EQUIPMENT DEPARTMENT \$ _____/WEEK

STREETS DIVISION:

LOCATION: 1435 SOUTH WASHINGTON AVE.

LOCKERS: YES

19 EMPLOYEES WITH 5 CHANGES PER WEEK – 11 UNIFORMS

COLOR: LT GRAY SHIRTS & NAVY TROUSERS (BLUE JEANS)

MATERIAL: **PERM. PRESS COTTON**

WEEKLY CHARGE FOR STREET DIVISION DEPARTMENT \$ _____/WEEK

CEMETERIES:

LOCATION: 3210 S. WASHINGTON AVE.

LOCKERS: YES

3 EMPLOYEES WITH 2 CHANGES PER WEEK – 5 UNIFORMS

COLOR: SPRUCE GREEN SHIRTS & TROUSERS

MATERIAL: **POLYESTER/COTTON**

WEEKLY CHARGE FOR CEMETERIES EMPLOYEES \$ _____/WEEK

FACILITIES MANAGEMENT DIVISION:

LOCATION: PUBLIC WORKS CENTER 1435 S. WASHINGTON AVE.

LOCKERS: POSSIBLE

15 EMPLOYEES WITH 5 CHANGES PER WEEK – 11 UNIFORMS

COLOR: GREEN SHIRTS & TROUSERS

MATERIAL: **POLYESTER/COTTON**

WEEKLY CHARGE FOR FACILITIES EMPLOYEES \$ _____/WEEK

WATER TREATMENT DIVISION:

LOCATION: 522 EZRA RUST DRIVE

LOCKERS: YES

3 EMPLOYEES WITH 5 CHANGES PER WEEK - ___ UNIFORMS

COLOR: LT BLUE SHIRTS & DARK BLUE TROUSERS

MATERIAL: **ARC RATED UNIFORMS FOR ELECTRICIANS, OR RELAXED FIT CARPENTER JEANS, ALL MUST BE 100% COTTON FABRIC**

9 EMPLOYEES WITH 5 CHANGES PER WEEK – 11 UNIFORMS

COLOR: LT BLUE SHIRTS & DARK BLUE TROUSERS

MATERIAL: **POLYESTER/COTTON BLEND**

3 EMPLOYEES WITH 1 CHANGES PER WEEK – 3 LAB COATS

COLOR: LT. BLUE, STYLE: **BREAST POCKET ON OUTSIDE**

MATERIAL:

WEEKLY CHARGE FOR WATER TREATMENT EMPLOYEES \$ _____/WEEK

WASTEWATER TREATMENT DIVISION:

LOCATION: 2406 VETERANS MEMORIAL PARKWAY

LOCKERS: YES

42 EMPLOYEES WITH 5 CHANGES PER WEEK – 11 UNIFORMS

8 EMPLOYEES WITH 3 CHANGES PER WEEK – 7 UNIFORMS

COLOR: 24 NAVY BLUE SHIRTS & DARK BLUE TROUSERS (11 UNIFORMS)

15 LT BROWN SHIRTS & DARK BROWN TROUSERS (11 UNIFORMS)

8 LT BLUE SHIRTS CLASSIC EASY CARE OXFORD DRESS SHIRT, VAN HEUSEN BUTTON DOWN SHIRT #57850, ANDTAN MENS RED-E-PREST TOUCH TEXTM SOFT HAND TWILL WITH WICKABLE FINISH TROUSERS #PT10 (7 UNIFORMS)

3 WHITE (WITH GREEN PIN STRIPE) SHIRTS & DARK GREEN TROUSERS (11 UNIFORMS)

**** ALL COLORS ABOVE MUST BE AVAILABLE IN BOTH WOMENS AND MENS SIZES**.**

MATERIAL: POLYESTER/COTTON BLEND

WEEKLY CHARGE FOR WASTEWATER EMPLOYEES \$ _____/WEEK

MAINTENANCE & SERVICE:

LOCATION: 1701 SOUTH JERRERSON STREET

LOCKERS: YES

36 EMPLOYEES WITH 5 CHANGES PER WEEK – 11 UNIFORMS

MATERIAL: **POLYESTER/COTTON/DENIM**

COLOR: BLUE SHIRTS & NAVY TROUSERS AND JEANS

1 EMPLOYEE WITH 5 CHANGES PER WEEK – 11 UNIFORMS

COLOR: BLUE SHIRTS & NAVY TROUSERS / RELAX FIT CARPENTER JEANS

MATERIAL: **PERM. PRESS COTTON**

WEEKLY CHARGE FOR MAINTENANCE & SERVICES DEPARTMENT \$ _____/WEEK

CITY OF SAGINAW MUNICIPAL OFFICE CONTACT & PHONE NUMBERS

DEPARTMENT	CONTACT	PHONE NUMBER
Motor Vehicle Division 1435 S. Washington	Don Riley	759-1690
Streets Division 1435 S. Washington	Simeon Martin	759-1696
Cemeteries Forest Lawn 1210 S. Washington	Nick Munoz	759-1539
Facilities Management 1435 S. Washington	Maryann Garrett	759-1675
Water Treatment 522 Ezra Rust	Paul Reinsch	759-1640
Wastewater 2406 Veterans Memorial Pkwy	Brian Baldwin	759-1630
Maintenance & Service 1701 S. Jefferson	Josh Hoffman	759-1614

CHECK LIST: BEFORE SUBMITTING YOUR BID

- | | <u>YES</u> |
|--|------------|
| 1. Before the bid due date, check our web-site bid copy to make sure there are no description, quantity or Addendums changes. (Go to www.saginaw-mi.com , click on "Look Up a Bid"). | ___ |
| 2. Assuming they are permitted, if you're submitting an alternate(s) bid the pricing must be clearly listed and the page labeled "ALTERNATE". All support information should also be attached and labeled Alternate #1, #2, #3, etc. | ___ |
| 3. Is your bid signed (<u>IN BOTH PLACES</u>) by an authorized representative of your company? | ___ |
| 4. Have you provided the Terms & Delivery information requested? | ___ |
| 5. Is the <u>OUTSIDE</u> of your FEDEX, UPS OR REGULAR ENVELOPE properly labeled with the bid number? | ___ |
| 6. Are you submitting your original bid plus <u>ONE (1) COPY as required?</u> | ___ |
| 7. If your bid is over \$100,000.00 do you have a Bid Bond, Certified Bank Check or Money Order enclosed? | ___ |
| a. Multiple year bids must be added together to get your total. | |
| b. If submitting an alternate proposal along with your original bid, only one (1) of the above mentioned items is required. | |

NOTE: An **original** Bid Bond, Certified Check, Bank Money Order or Cashier's Check in the amount of five percent (5%) of the total amount bid must be submitted with any bid in excess of \$100,000. **Facsimiles or copies of bid bond will not be accepted and bid will be disqualified if submitted.**

PAYMENT TERMS: _____, DELIVERY LEAD TIME: _____

FOB: CITY OF SAGINAW
VARIOUS LOCATIONS
SAGINAW, MI 48601

THE CITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL BIDS, OR PARTS THEREOF, AND TO WAIVE ANY IRREGULARITIES IN THE BID EXCEPT THOSE SPECIFICALLY MENTIONED IN THE SEALED BID INSTRUCTIONS.

AS PART OF THE CONSIDERATION FOR THIS BID, THE UNDERSIGNED DOES HEREBY AGREE TO HAVE WITHHELD FROM ANY PAYMENT DUE THEM, ANY AMOUNTS OWED FOR TAXES, FEES OR OTHER CHARGES DUE THE CITY OF SAGINAW.

PER SECTION 14 OF THE CITY OF SAGINAW UNIFORM INCOME TAX ORDINANCE, THE TAX PERCENTAGE IS 1.5% ON INCOME EARNED FROM THE CITY. THE TAX SHALL APPLY ON THE TAXABLE NET PROFITS OF A CORPORATION DOING BUSINESS WITH THE CITY, BEING LEVIED ON SUCH PART OF THE TAXABLE NET PROFITS AS IS EARNED BY THE CORPORATION AS A RESULT OF WORK DONE, SERVICES RENDERED AND OTHER BUSINESS ACTIVITIES CONDUCTED WITH THE CITY, AS DETERMINED IN ACCORDANCE WITH THIS ORDINANCE.

ADDITIONAL BIDDER REQUIREMENTS:**INDEMNITY AND INSURANCE REQUIREMENTS****INDEMNITY:**

The Contractor shall indemnify and save harmless the City of Saginaw, its officers and employees of and from all loss or damage caused to any person or property by reason of any carelessness or negligence in the doing or making of the work specified herein, and by reason of failure to pay all persons who shall supply said Contractor with materials, provisions and supplies for the performance and completion of said contract, and to promptly pay all just debts, dues and demands incurred in the completion of this contract, or of whatsoever other kind or nature, which shall be caused by delay or failure in the performance and completion of this contract, and further to indemnify and save harmless of and from all suits and actions the City of Saginaw, its officers and employees, on account of any injuries or damages sustained by any person or persons by reason of any act, or omission or negligence, or by the use of improper or defective material on the part of said Contractor in the performance of any part of this contract, and further to indemnify and protect any and all demands, fees or royalties for any patented invention, materials, articles, methods, arrangements or process of manufacture or any infringements thereon, that may be used on or be in any manner connected with the construction, erection or maintenance of the work, material, or any part thereof, embraced in this contract.

INSURANCE:

During the life of the contract, the Contractor shall effect and maintain the following types of insurance:

Comprehensive General Liability, including contractual liability with combined single-limit coverage of at least **\$500,000 naming the City of Saginaw as additional insured.**

Automobile Liability

Worker's Disability Insurance

Such insurance shall be carried by financially responsible companies, licensed in the State of Michigan, and satisfactory to the City. The Contractor shall submit to the City for review and approval certificates of insurance for the above required coverage's. The certificate of insurance shall provide at least 30-days written notice to the City of any changes in the policy and any cancellation or termination thereof.

§ 14.26 PREFERENCE FOR LOCAL BIDDERS.

(A) If the lowest bidder is not a Saginaw-based bidder, as defined above, any Saginaw-based bidder with a bid within 5% but not more than \$5,000 of the lowest bid shall be deemed the lowest bidder if it agrees to reduce its bid to match the bid of the lowest bidder. A lowered bid by a Saginaw-based business which is premised upon, in whole or in part, changes to or variances to the bid specifications, contract requirements, or scope of work, shall be considered non-responsive and will not be considered.

(B) If such a Saginaw-based business refuses to reduce its bid to match the lowest bid, then the next lowest responsive and responsible Saginaw-based business with a bid within 5% but not less than \$5,000 of the lowest bid shall be deemed the lowest bidder, if it agrees to reduce its bid to match the bid of the lowest bidder.

(C) If no responsive and responsible Saginaw-based businesses within 5% but not more than \$5,000 of the lowest bid agree to reduce their bids, then the contract shall be awarded to the person or business with the lowest, most responsive and responsible bid.

(D) In the event of a tie between two (2) or more Saginaw-based businesses, where all other factors are equal, the award of the bid shall be by coin toss conducted by the Purchasing Officer or his/her designee.

(E) No contract awarded pursuant to this ordinance shall be sublet in any manner that permits 50% or more of the dollar value of the contract to be performed by a subcontractor or subcontractors who do not meet the definition of "Saginaw-based."

(F) The section shall not waive or constrain, in any manner, the right and prerogative of the City to reject any and all bids or proposals from any Saginaw-based business which fails to meet the requirements of any other section of this ordinance, or to reject a bid which is in any way incomplete, irregular, not responsive or not responsible.

BIDDER REQUIREMENTS:

1. EACH PROPOSAL SHALL BE GOOD FOR 120 DAYS FROM THE BID OPENING DATE OR STATE HOW LONG YOUR PRICING IS GOOD FOR.
2. EACH BIDDER SHALL INCLUDE ONE (1) ADDITIONAL COPY OF YOUR PROPOSAL **"MARKED COPY"**.
3. EACH BIDDERS ENVELOPE, FEDEX BOX/LETTER, UPS BOX/LETTER OR ANY OTHER METHOD OF SEALED DELIVERY **MUST HAVE THE BID NUMBER ON THE OUTSIDE** OF THE CONTAINER. **UNMARKED BIDS WILL BE DISQUALIFIED AND RETURNED UNOPENED!**
4. ALL BIDS OVER \$100,000.00 MUST INCLUDE A BID BOND, CERTIFIED BANK CHECK OR MONEY ORDER. IF AGREEMENT IS FOR MULTIPLE YEARS, EACH YEAR SHOULD BE ADDED FOR YOUR TOTAL. (SEE "SEALED BID INSTRUCTIONS" PAGE)
5. EACH CITY OF SAGINAW DEPARTMENT SHALL BE VIEWED AS A SEPARATE ACCOUNT (NOT A BLANKET ACCOUNT) WITH THE RESPECTIVE SUCCESSFUL BIDDER(S).
6. WHEN A BRAND IS IDENTIFIED, OR WHEN A SPECIFIC METHOD OR PROCESS IS REQUESTED, YOU MAY QUOTE AN EQUAL. YOU MUST IDENTIFY THE BRAND, MODEL, PART NUMBER, ETC., METHOD OR PROCESS AND ENCLOSE LITERATURE VERIFYING EQUAL (WHEN APPLICABLE). CITY PERSONNEL RETAIN THE RIGHT TO DETERMINE EQUALS. IF THE ITEM(S) STATES "NO SUBSTITUTES," NO SUBSTITUTES WILL BE ACCEPTED.
7. ALL SHIPPING AND HANDLING CHARGES & ALL COST ASSOCIATED WITH THE DELIVERY, INSTALLATION AND/OR COMPLETION OF THE PRODUCT OR SERVICE REQUESTED MUST BE INCLUDED IN YOUR BID PRICE, INCLUDING BUT NOT LIMITED TO ANY TITLES, FEES, AND TRANSFER COST. ALL VEHICLES PURCHASED BY THE CITY SHALL BE TITLED TO "CITY OF SAGINAW". PLEASE CONSULT WITH THE PURCHASING OFFICE FOR TITLE AND LICENSE PLATE INSTRUCTIONS. **WHERE APPLICABLE AND UNLESS OTHERWISE NOTED, YOUR BID PRICING MUST REMAIN CONSTANT FOR THE LENGTH OF THE AGREEMENT AND/OR CONTRACT PERIOD.**
8. **WHERE APPLICABLE UNIFORMS MUST BE APPROPRIATE TO FIT FEMALE WORKERS! ALL COLORS OFFERED MUST BE AVAILABLE TO BOTH MEN AND WOMEN SELECTIONS.**

9. IN THE EVENT THE SUCCESSFUL BIDDER USES A THIRD PARTY COMPANY TO PROVIDE THE GOODS AND/OR SERVICES REQUESTED, THE SUCCESSFUL BIDDER MUST NOTIFY THE PURCHASING OFFICE BEFORE SAID GOODS ARE SHIPPED AND/OR SERVICES ARE PROVIDED. THE SUCCESSFUL BIDDER SHALL BE SOLELY RESPONSIBLE FOR PAYMENT TO THE THIRD PARTY COMPANY.
10. THE CITY OF SAGINAW AT IT'S SOLE DESCRETION MAY CHOOSE TO EXTEND ANY AGREEMENT/CONTRACT FOR GOODS AND/OR SERVICES FOR A PERIOD OF NO MORE THAN TWO (2) ONE YEAR EXTENSIONS PROVIDING THE BIDDER IS WILLING TO KEEP THEIR PRICING FOR SAID GOODS AND/OR SERVICES THE SAME AS THE PREVIOUS AGREEMENT/CONTRACT.
11. THE ITEMS ON THIS BID MAY BE REQUESTED ON AN AS NEEDED BASIS AS APPLICABLE.
12. **REGARDING ADDENDUMS, THE FULL ADDENDUM DOCUMENT AND ANY OTHER ITEMS NOTED AS SUCH MUST BE RETURNED AND INCLUDED WITH YOUR SEALED BID.**
13. ALL BIDS MUST BE RETURNED TO THE PURCHASING OFFICE AT 1315 S. WASHINGTON, SAGINAW, MI 48601, BY THE PREVIOUSLY STATED DUE DATE. **PLEASE NOTE: THE PURCHASING OFFICE NOW CLOSSES AT 4:00 P.M. DAILY. AS SUCH, BIDS HAND-DELIVERED PRIOR TO THE ABOVE MENTIONED DEADLINE MUST BE RECEIVED BEFORE THE OFFICE CLOSSES.**
14. **IRAN ECONOMIC SANCTIONS ACT:** The act provides that Iran linked businesses are ineligible from submitting a bid on the City's requests for proposals. The Act further provides that the City shall require all bidders to certify that they are not Iran linked businesses.

Definition: Iran linked businesses are those linked to the Iranian energy sector. An Iran linked business is specifically defined as:

- (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran.
- (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

The provisions of the Act are only in effect if a country is a state sponsor of terror. A state sponsor of terror is defined as any country determined by the United States secretary of state to have repeatedly provided support for acts of international terrorism. Iran is currently on the US SOS state sponsor of terrorism list (<http://www.state.gov/j/ct/list/c14151.htm>), along with Cuba, Sudan, and Syria.

By submitting a response to this request for proposal, the bidder agrees to the terms and conditions set forth herein. Any changes made to such terms and conditions by bidder in bidder's response may result, at the City's sole discretion, in the bidder's disqualification.

The successful bidder will conform to all specifications & requirements which are attached and incorporated as part of this bid. The City reserves the right to accept or reject any and all bids, or parts thereof, and to waive any irregularities in the bid except those specifically mentioned in the sealed bid instructions.

By signature, the bidder acknowledges that the signer has complete authority to execute the bid on behalf of the bidder and that the bid is genuine and not collusive in any manner; and that no other bidders were improperly induced to refrain from bidding or induced to submit a sham bid; and that the bidder agrees to have withheld from any payment due them, any amounts owed for taxes or other charges due the City of Saginaw; and that successful bidders are subject to mandatory City of Saginaw income tax withholdings.

COMPANY: _____
DATE: _____
SIGNATURE: **(INK)** _____
PRINTED NAME _____
TITLE: _____
ADDRESS: _____
CITY/STATE/ZIP _____
TELEPHONE#: _____
FAX #: _____
EMAIL: _____

Michigan’s Iran Economic Sanctions Act:

The signature below certifies your company is in compliance with the Michigan Iran Economic Sanctions Act as identified on the above page of this document. Further information on this act can be viewed at (<http://www.state.gov/j/ct/list/c14151.htm>).

(Signature)

(Printed Name)

(Title)

IF THIS BID PROPOSAL IS SELECTED AS THE LOWEST AND BEST OFFER, IT WILL BE ACCEPTED IN THE FOLLOWING MANNER:

- 1) THE CITY COUNCIL WILL APPROVE THIS BID PROPOSAL AT A REGULARLY SCHEDULED OR SPECIAL MEETING.**
- 2) THE CITY'S PURCHASING OFFICER WILL SIGN THIS BID PROPOSAL ON BEHALF OF THE CITY. THE BID PROPOSAL SHALL THEN CONSTITUTE A WRITTEN CONTRACT BETWEEN THE PARTIES.**
- 3) FOR ADMINISTRATIVE PURPOSES, THE CITY WILL ALSO ISSUE A SEQUENTIALLY NUMBERED PURCHASE ORDER.**

CITY OF SAGINAW, a Municipal Corporation

BY: _____ **DATE:** _____
(PURCHASING OFFICER)

1315 S. WASHINGTON
SAGINAW, MICHIGAN 48601
TELEPHONE: (989) 759-1430
FACSIMILE: (989) 759-1498

THE PURCHASE ORDER/CONTRACT CANNOT BE INCREASED OVER 10% OF THE TOTAL PURCHASE ORDER WITHOUT THE PRIOR APPROVAL OF CITY COUNCIL.

THIS OFFER IS ACCEPTED BY THE ISSUANCE OF A PURCHASE ORDER SIGNED BY THE CITY PURCHASING OFFICER FOR ALL OR ANY PORTION OF THIS BID AND SHALL CONSTITUTE A CONTRACT BETWEEN THE PARTIES.

ALL INVOICES MUST BE SUBMITTED WITHIN SIXTY (60) DAYS FROM THE TIME OF DELIVERY OF GOODS OR SERVICES OR THE COMPLETION OF PROJECTS. INVOICES MUST MAKE REFERENCE TO A VALID PURCHASE ORDER NUMBER IN ORDER TO BE PAID. ALL INVOICES THAT DO NOT REFERENCE A VALID PURCHASE ORDER NUMBER WILL BE RETURNED TO THE ORIGINAL SOURCE.

**City of Saginaw, Michigan
Purchasing Division
(989) 759-1430**

SEALED BID INSTRUCTIONS

**SEALED BIDS MUST BE SUBMITTED ACCORDING TO THE FOLLOWING
INSTRUCTIONS OR YOUR BID WILL BE DISQUALIFIED**

1. Bids must be submitted on printed forms furnished by the City Purchasing Office. Voluntary alternates may be attached to bid form, if necessary.
2. Bids must be in ink or typewritten.
3. Bids must contain bidder's complete name, address and telephone number.
4. Bids must be signed in ink and dated.
5. Bids must include delivery or completion time.
6. If an addendum is issued by the City, it must be signed, dated and returned with bid.
7. An **original** bid bond, certified check or cashier's check in the amount of five percent (5%) of the total amount bid must be submitted with any bid in excess of \$100,000. **Facsimiles or copies of bid bond will not be accepted and bid will be disqualified if submitted.**
8. All erasures or corrections to pricing information must be initialed in ink.
9. In case of a discrepancy between a unit price and its extension, the unit price will be considered correct and the bid will be recalculated to determine the amount bid. All addition errors will be corrected and the total bid will be adjusted to reflect the corrections.
10. All bids must be in the City Purchasing Office by the date and time specified on bid forms. The Purchasing Office is located at Saginaw City Hall in room #105.
11. **EACH BID MUST BE ENCLOSED IN A SEPARATE SEALED ENVELOPE WITH "SEALED BID AND THE BID NUMBER" MARKED ON THE FRONT.**
12. Each bidder's envelope, FEDEX box/letter, UPS box/letter or any other method of sealed delivery must have the bid number on the outside of the container.
UNMARKED BIDS WILL BE DISQUALIFIED.

NO CONTRACT SHALL BE VALID UNLESS APPROVED BY CITY COUNCIL. Pursuant to the Charter of the City of Saginaw, written contracts involving the expenditure of \$2,000 or more shall require the approval of City Council. No City employee has the authority to bind the City to such a contract.

RIGHT OF CITY TO ACCEPT OR REJECT BIDS

THE CITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL BIDS, OR PARTS THEREOF, AND TO WAIVE ANY IRREGULARITIES IN THE BID EXCEPT THOSE SPECIFICALLY MENTIONED ABOVE.

GENERAL INFORMATION

MAIL OR DELIVER ALL SEALED BIDS TO THE FOLLOWING ADDRESS BY THE DATE, TIME AND OFFICE HOUR DEADLINE SPECIFIED ON BID FORM:

**CITY OF SAGINAW PURCHASING OFFICE
ROOM #105
1315 S. WASHINGTON AVENUE
SAGINAW, MICHIGAN 48601**

NO CONTRACT SHALL BE VALID UNLESS APPROVED BY CITY COUNCIL

Pursuant to the Charter of the City of Saginaw, written contracts involving the expenditure of \$2,000 or more shall require the approval of City Council. No City employee has the authority to bind the City to such a contract.

ALTERATION OF BID BY BIDDER

After bids have been opened, the bidder will not be allowed to withdraw, modify, or correct any bid.

EVIDENCE OF BIDDER'S QUALIFICATIONS

Bidders may be required to give some satisfactory evidence that they have been regularly engaged in the business or are reasonably familiar therewith, and that they are fully prepared with the necessary capital, materials, and machinery to complete the work or to furnish the materials contracted for to the satisfaction of the City.

FAMILIARITY OF BIDDER WITH CONTRACT REQUIREMENTS

Bidders are warned that they must inform themselves of the character and amount of work, labor, or material to be furnished under the contract.

CONTRACT ASSIGNMENTS OR TRANSFERS PROHIBITED

The assignment or transfer of a contract or of interests in the contract are prohibited unless approved by the proper City department and City Council.

CITY INCOME TAX COMPLIANCE

Bidders are hereby notified that the City of Saginaw has an income tax. All successful bidders will be subject to income tax withholdings and compliance is mandatory.

WITHHOLDING FROM PAYMENTS

As part of the consideration for any bid/contract, all bidders agree to have withheld from any payments due them, any amounts for taxes, fees or other charges due the City of Saginaw.

CONTRACT COMPLIANCE ORDINANCE

The City of Saginaw has a Contract Compliance Ordinance which requires bidders to submit documentation furnished by the City indicating compliance with the Ordinance. Contract compliance forms must be sent to the City Purchasing Office; 1315 S. Washington Avenue; Saginaw, Michigan 48601. Forms may be obtained by calling (989) 759-1430.

INSTRUCTIONS AS PART OF CONTRACT

These instructions are to be construed with and made a part of the contract or purchase order.

NOTICE TO ALL BIDDERS

SEALED BID DOCUMENTS:

EFFECTIVE IMMEDIATELY: All interested bidders may obtain Sealed Bid Document Forms, proposal instructions, general specifications and Bid Results from the City of Saginaw internet Web Site (www.saginaw-mi.com) (GO TO "Look up a bid" and scroll down to the applicable document).

YOU CAN REFER TO THIS SITE FOR INFORMATION ON OUR FUTURE BID REQUIREMENTS AS WELL AS BID RESULTS. Companies who do not have access to the Internet may contact the Purchasing Office at (989) 759-1430 for bid document copies.

PLEASE MAKE NOTE OF THIS NEW FORMAT FOR RECEIVING OUR BID DOCUMENTS.