



## REQUEST FOR SEALED BID PROPOSAL

CITY OF SAGINAW - PURCHASING OFFICE  
ROOM #8 - LOWER LEVEL  
1315 S. WASHINGTON AVENUE  
SAGINAW, MICHIGAN 48601  
(989) 759-1483

DATE: JUNE 25, 2010  
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**BIDS DUE: JULY 13, 2010 @ 3:00 PM**

**MARK ENVELOPE SEALED BID: # P838-10**

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:

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**THE CITY OF SAGINAW IS SOLICITING SEALED PROPOSALS FOR A TWO (2) YEAR AGREEMENT FOR VARIOUS FILTERS TO SUPPLY OUR MUNICIPAL GARAGE WITH SPECIFICATIONS AS FOLLOWS: (NO SUBSTITUTES)**

**FIRST YEARS COST:**

	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Bid</b>
1	Filter-Hydraulic	Carquest-85859	6	\$ _____	\$ _____
2	Filter-Hydraulic	Carquest-85551	10	\$ _____	\$ _____
3	Filter-Hydraulic	Carquest-85409	5	\$ _____	\$ _____
4	Filter-Hydraulic	Carquest-85740	8	\$ _____	\$ _____
5	Filter-Hydraulic	Carquest-85758	12	\$ _____	\$ _____
6	Filter-Hydraulic	Carquest-85570	6	\$ _____	\$ _____
7	Filter-Hydraulic	Carquest-85456	6	\$ _____	\$ _____
8	Filter-Hydraulic	Carquest-85484	6	\$ _____	\$ _____
9	Filter-Hydraulic	Carquest-88801	5	\$ _____	\$ _____
10	Filter-Hydraulic	Carquest-85449	5	\$ _____	\$ _____
11	Filter-Oil	Carquest-85036	32	\$ _____	\$ _____

	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Bid</b>
12	Filter-Oil	Carquest-85040	50	\$ _____	\$ _____
13	Filter-Oil	Carquest-85050	5	\$ _____	\$ _____
14	Filter-Oil	Carquest-85068	5	\$ _____	\$ _____
15	Filter-Oil	Carquest-85243	5	\$ _____	\$ _____
16	Filter-Oil	Carquest-85259	7	\$ _____	\$ _____
17	Filter-Oil	Carquest-85268	12	\$ _____	\$ _____
18	Filter-Oil	Carquest-85607	12	\$ _____	\$ _____
19	Filter-Oil	Carquest-85515	9	\$ _____	\$ _____
20	Filter-Oil	Carquest-85525	5	\$ _____	\$ _____
21	Filter-Oil	Carquest-85791	50	\$ _____	\$ _____
22	Filter-Oil	Carquest-85794	40	\$ _____	\$ _____
23	Filter-Oil	Carquest-85060	22	\$ _____	\$ _____
24	Filter-Oil	Carquest-85085	25	\$ _____	\$ _____
25	Filter-Oil	Carquest-85798	10	\$ _____	\$ _____
26	Filter-Oil	Carquest-85748	7	\$ _____	\$ _____
27	Filter-Oil	Carquest-86531	5	\$ _____	\$ _____
28	Filter-Oil	Carquest-85861	5	\$ _____	\$ _____
29	Filter-Oil	Carquest-85602	15	\$ _____	\$ _____
30	Filter-Oil	Carquest-85458	5	\$ _____	\$ _____
31	Filter-Oil	Carquest-85773	10	\$ _____	\$ _____
32	Filter-Oil	Carquest-85769	6	\$ _____	\$ _____
33	Filter-Oil	Carquest-85459	20	\$ _____	\$ _____

	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Bid</b>
34	Filter-Oil	Carquest-84243	6	\$ _____	\$ _____
35	Filter-Oil	Carquest-85741	6	\$ _____	\$ _____
36	Filter-Oil	Carquest-85522	5	\$ _____	\$ _____
37	Filter-Oil	Carquest-85372	10	\$ _____	\$ _____
38	Filter-Oil	Carquest-84106	5	\$ _____	\$ _____
39	Filter-Oil	Carquest-85452	10	\$ _____	\$ _____
40	Filter-Oil	Carquest-85494	5	\$ _____	\$ _____
41	Filter-Oil	Carquest-85516MP	7	\$ _____	\$ _____
42	Filter-Oil	Carquest-84060	5	\$ _____	\$ _____
43	Filter-Oil	Carquest-85455	5	\$ _____	\$ _____
44	Filter-Oil	Carquest-85768	5	\$ _____	\$ _____
45	Filter-Oil	Carquest-85311	5	\$ _____	\$ _____
46	Filter-Fuel	Carquest-86033	8	\$ _____	\$ _____
47	Filter-Fuel	Carquest-86061	5	\$ _____	\$ _____
48	Filter-Fuel	Carquest-86166	5	\$ _____	\$ _____
49	Filter-Fuel	Carquest-86370	6	\$ _____	\$ _____
50	Filter-Fuel	Carquest-86481	40	\$ _____	\$ _____
51	Filter-Fuel	Carquest-86357	8	\$ _____	\$ _____
52	Filter-Fuel	Carquest-86358	25	\$ _____	\$ _____
53	Filter-Fuel	Carquest-86211	8	\$ _____	\$ _____
54	Filter-Fuel	Carquest-86377	10	\$ _____	\$ _____
55	Filter-Fuel	Carquest-89104	5	\$ _____	\$ _____
56	Filter-Fuel	Carquest-86353	6	\$ _____	\$ _____

	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Bid</b>
57	Filter-Fuel	Carquest-86354	6	\$ _____	\$ _____
58	Filter-Fuel	Carquest-86311	23	\$ _____	\$ _____
59	Filter-Fuel	Carquest-86548	8	\$ _____	\$ _____
60	Filter-Fuel	Carquest-86748	8	\$ _____	\$ _____
61	Filter-Fuel	Carquest-86546	8	\$ _____	\$ _____
62	Filter-Fuel	Carquest-86752	6	\$ _____	\$ _____
63	Filter-Fuel	Carquest-86296	12	\$ _____	\$ _____
64	Filter-Fuel	Carquest-86271	8	\$ _____	\$ _____
65	Filter-Fuel	Carquest-86910	8	\$ _____	\$ _____
66	Filter-Fuel	Carquest-86624	8	\$ _____	\$ _____
67	Filter-Fuel	Carquest-86418	5	\$ _____	\$ _____
68	Filter-Fuel	Carquest-86528	5	\$ _____	\$ _____
69	Filter-Fuel	Carquest-86626	15	\$ _____	\$ _____
70	Filter-Fuel	Carquest-86595	5	\$ _____	\$ _____
71	Filter-Fuel	Carquest-86442	15	\$ _____	\$ _____
72	Filter-Fuel	Carquest-86614	6	\$ _____	\$ _____
73	Filter-Fuel	Carquest-86579	8	\$ _____	\$ _____
74	Filter-Fuel	Carquest-86547	8	\$ _____	\$ _____
75	Filter-Fuel	Carquest-86583	6	\$ _____	\$ _____
76	Filter-Fuel	Carquest-86192	6	\$ _____	\$ _____
77	Filter-Breather	Carquest-88990	8	\$ _____	\$ _____
78	Filter-Transmission	Carquest-85892	5	\$ _____	\$ _____
79	Filter-Transmission	Carquest-85917	6	\$ _____	\$ _____

	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Bid</b>
80	Filter-Transmission	Carquest-84740XE	8	\$ _____	\$ _____
81	Filter-Coolant	Carquest-89071	6	\$ _____	\$ _____
82	Filter-Coolant	Carquest-89073	5	\$ _____	\$ _____
83	Filter-Air	Carquest-87370	5	\$ _____	\$ _____
84	Filter-Air	Carquest-87933	5	\$ _____	\$ _____
85	Filter-Air	Carquest-87995	20	\$ _____	\$ _____
86	Filter-Air	Carquest-88001	8	\$ _____	\$ _____
87	Filter-Air	Carquest-88036	12	\$ _____	\$ _____
88	Filter-Air	Carquest-88139	20	\$ _____	\$ _____
89	Filter-Air	Carquest-88166	8	\$ _____	\$ _____
90	Filter-Air	Carquest-88562	20	\$ _____	\$ _____
91	Filter-Air	Carquest-88088	8	\$ _____	\$ _____
92	Filter-Air	Carquest-88531	5	\$ _____	\$ _____
93	Filter-Air	Carquest-88281	5	\$ _____	\$ _____
94	Filter-Air	Carquest-88429	12	\$ _____	\$ _____
95	Filter-Air	Carquest-88433	12	\$ _____	\$ _____
96	Filter-Air	Carquest-88553	10	\$ _____	\$ _____
97	Filter-Air	Carquest-88554	6	\$ _____	\$ _____
98	Filter-Air	Carquest-87868	5	\$ _____	\$ _____
99	Filter-Air	Carquest-87321	8	\$ _____	\$ _____
100	Filter-Air	Carquest-87679	12	\$ _____	\$ _____
101	Filter-Air	Carquest-87769	6	\$ _____	\$ _____
102	Filter-Air	Carquest-88302	6	\$ _____	\$ _____

	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Bid</b>
103	Filter-Air	Carquest-87222	8	\$ _____	\$ _____
104	Filter-Air	Carquest-87947	5	\$ _____	\$ _____
105	Filter-Air	Carquest-88635	5	\$ _____	\$ _____
106	Filter-Air	Carquest-88525	6	\$ _____	\$ _____
107	Filter-Air	Carquest-87519	5	\$ _____	\$ _____
108	Filter-Air	Carquest-87948	5	\$ _____	\$ _____
109	Filter-Air	Carquest-88440	20	\$ _____	\$ _____
110	Filter-Air	Carquest-87088	9	\$ _____	\$ _____
111	Filter-Air	Carquest-87098	25	\$ _____	\$ _____
112	Filter-Air	Carquest-87126	6	\$ _____	\$ _____
113	Filter-Air	Carquest-87291	5	\$ _____	\$ _____
114	Filter-Air	Carquest-88664	12	\$ _____	\$ _____
115	Filter-Air	Carquest-87119	5	\$ _____	\$ _____
116	Filter-Air	Carquest-87924	7	\$ _____	\$ _____
117	Filter-Air	Carquest-88441	12	\$ _____	\$ _____
118	Filter-Air	Carquest-88144	5	\$ _____	\$ _____
119	Filter-Air	Carquest-88117	10	\$ _____	\$ _____
120	Filter-Air	Carquest-88418	8	\$ _____	\$ _____
121	Filter-Air	Carquest-88744	6	\$ _____	\$ _____
122	Filter-Air	Carquest-88569-Inner	12	\$ _____	\$ _____
123	Filter-Air	Carquest-87668-Outer	6	\$ _____	\$ _____
124	Filter-Air	Carquest-87234	6	\$ _____	\$ _____
125	Filter-Air	Carquest-87562	5	\$ _____	\$ _____

	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Bid</b>
126	Filter-Air	Carquest-88035	6	\$ _____	\$ _____
127	Filter-Air	Carquest-88644	12	\$ _____	\$ _____
128	Filter-Air	Carquest-88503	8	\$ _____	\$ _____
129	Filter-Air	Carquest-87276	5	\$ _____	\$ _____
130	Filter-Air	Carquest-88522	8	\$ _____	\$ _____
131	Filter-Air	Carquest-84202	8	\$ _____	\$ _____
132	Filter-Air	Carquest-88678	8	\$ _____	\$ _____
133	Filter-Air	Carquest-88477	6	\$ _____	\$ _____
134	Filter-Air	Carquest-88476	6	\$ _____	\$ _____
135	Filter-Air	Carquest-87824	8	\$ _____	\$ _____
136	Filter-Air	Carquest-88077	15	\$ _____	\$ _____
137	Filter-Air	Carquest-87487	8	\$ _____	\$ _____
138	Filter-Air	Carquest-88406	5	\$ _____	\$ _____
139	Filter-Air	Carquest-88782	5	\$ _____	\$ _____
140	Filter-Air	Carquest-88836	6	\$ _____	\$ _____
141	Filter-Air	Carquest-88837	8	\$ _____	\$ _____
142	Filter-Air	Carquest-88761	8	\$ _____	\$ _____
143	Filter-Air	Carquest-88766	6	\$ _____	\$ _____
144	Filter-Air	Carquest-87641	6	\$ _____	\$ _____
145	Filter-Air	Carquest-87648	5	\$ _____	\$ _____
146	Filter-Air	Carquest-88671	8	\$ _____	\$ _____
147	Filter-Air	Carquest-88672	5	\$ _____	\$ _____
148	Filter-Fuel/Water Separator	Carquest-86630	6	\$ _____	\$ _____

149	Filter-Air	Carquest-87679	6	\$ _____	\$ _____
150	Filter-Oil	Carquest-85261		\$ _____	\$ _____
151	Filter-Fuel	Carquest-86032		\$ _____	\$ _____
152	Filter-Fuel	Carquest-86118	8	\$ _____	\$ _____
153	Filter-Fuel	Carquest-86472	12	\$ _____	\$ _____
154	Filter-Air	Carquest-87253	6	\$ _____	\$ _____
155	Filter-Hydraulic	Carquest-85495	6	\$ _____	\$ _____
156	Filter-Oil	Carquest-85110	6	\$ _____	\$ _____
157	Filter-Oil	Carquest-85799	5	\$ _____	\$ _____
158	Filter-Air	Carquest-88569	5	\$ _____	\$ _____
159	Filter-Oil	Carquest-85374	32	\$ _____	\$ _____
160	Filter-Air	Carquest-87678	50	\$ _____	\$ _____
161	Filter-Air	Carquest-87672	5	\$ _____	\$ _____
162	Filter-Air	Carquest-87673	5	\$ _____	\$ _____
163	Filter-Fuel	Carquest-86394	5	\$ _____	\$ _____
164	Filter-Air	Carquest-87518	7	\$ _____	\$ _____
165	Filter-Fuel	Carquest-86583	12	\$ _____	\$ _____
166	Filter-Oil	Carquest-85748xd	12	\$ _____	\$ _____
167	Filter-Oil	Carquest-84750	9	\$ _____	\$ _____
168	Filter-Air	Carquest-87331	5	\$ _____	\$ _____
169	Filter-Air	Carquest-87330	50	\$ _____	\$ _____
170	Filter-Oil	Carquest-84082	40	\$ _____	\$ _____

171	Filter-Fuel	Carquest-86633	22	\$ _____	\$ _____
172	Filter-Oil	Carquest-84744	25	\$ _____	\$ _____
173	Filter-Oil	Carquest-84076	10	\$ _____	\$ _____
174	Filter-Air	Carquest-83117	7	\$ _____	\$ _____
175	Filter-Air	Carquest-89807	5	\$ _____	\$ _____
176	Filter-Oil	Carquest-85191	5	\$ _____	\$ _____
177	Filter-Fuel	Carquest-86361	15	\$ _____	\$ _____
178	Filter-Air	Carquest-87233	5	\$ _____	\$ _____
179	Filter-Hydraulic	Carquest-85483	10	\$ _____	\$ _____
180	Filter-Air	Carquest-87676	6	\$ _____	\$ _____
181	Filter-Oil	Carquest-85042	20	\$ _____	\$ _____
182	Filter-Hydraulic	Carquest-84841	6	\$ _____	\$ _____
183	Filter-Hydraulic	Carquest-85448	6	\$ _____	\$ _____
184	Filter-Air	Carquest-88870	5	\$ _____	\$ _____
185	Filter-Fuel	Carquest-86484	10	\$ _____	\$ _____
186	Filter-Air	Carquest-88294	5	\$ _____	\$ _____
187	Filter-Air	Carquest-88657	10	\$ _____	\$ _____
188	Filter-Fuel	Carquest-86584	5	\$ _____	\$ _____
189	Filter-Hydraulic	Carquest-85247	7	\$ _____	\$ _____
190	Filter-Oil	Carquest-85307	5	\$ _____	\$ _____
191	Filter-Oil	Carquest-85348	5	\$ _____	\$ _____
192	Filter-Oil	Carquest-85523	5	\$ _____	\$ _____
193	Filter-Hydraulic	Carquest-85553	5	\$ _____	\$ _____

194	Filter-Hydraulic	Carquest-85610	8	\$ _____	\$ _____
195	Filter-Hydraulic	Carquest-85628	5	\$ _____	\$ _____
196	Filter-Oil	Carquest-85734	5	\$ _____	\$ _____
197	Filter-Oil	Carquest-85759	6	\$ _____	\$ _____
198	Filter-Oil	Carquest-85772	40	\$ _____	\$ _____
199	Filter-Oil	Carquest-85799	8	\$ _____	\$ _____
200	Filter-Oil	Carquest-85806	25	\$ _____	\$ _____
201	Filter-Hydraulic	Carquest-85826	8	\$ _____	\$ _____
202	Filter-Fuel	Carquest-86012	10	\$ _____	\$ _____
203	Filter-Fuel	Carquest-86380	5	\$ _____	\$ _____
204	Filter-Fuel	Carquest-86381	6	\$ _____	\$ _____
205	Filter-Fuel	Carquest-86393	6	\$ _____	\$ _____
206	Filter-Fuel	Carquest-86422	23	\$ _____	\$ _____
207	Filter-Fuel	Carquest-86484	8	\$ _____	\$ _____
208	Filter-Fuel	Carquest-86518	8	\$ _____	\$ _____
209	Filter-Fuel	Carquest-86980	8	\$ _____	\$ _____
210	Filter-Air	Carquest-87389	6	\$ _____	\$ _____
211	Filter-Air	Carquest-87668	12	\$ _____	\$ _____
212	Filter-Air	Carquest-87679	8	\$ _____	\$ _____
213	Filter-Air	Carquest-87803	8	\$ _____	\$ _____
214	Filter-Air	Carquest-87804	8	\$ _____	\$ _____
215	Filter-Air	Carquest-88458	5	\$ _____	\$ _____
216	Filter-Air	Carquest-88459	5	\$ _____	\$ _____

217	Filter-Air	Carquest-88484	15	\$ _____	\$ _____
218	Filter-Air	Carquest-88489	5	\$ _____	\$ _____
219	Filter-Air	Carquest-88490	15	\$ _____	\$ _____
220	Filter-Air	Carquest-88728	6	\$ _____	\$ _____
221	Filter-Air	Carquest-88902	8	\$ _____	\$ _____
222	Filter-Air	Carquest-88907	8	\$ _____	\$ _____
223	Filter-Transmission	Carquest-88988	6	\$ _____	\$ _____
224	Filter-Fuel/Water	Carquest-89206	6	\$ _____	\$ _____
225	Filter-Air	Carquest-89814	8	\$ _____	\$ _____
226	Filter-Fuel	PrimeLine-7-07103	5	\$ _____	\$ _____
227	Filter-Fuel	JCB-32/925423	6	\$ _____	\$ _____
228	Filter-Fuel	JCB-32/912001	8	\$ _____	\$ _____
229	Filter-Hydraulic	JCB-990/00090	6	\$ _____	\$ _____
230	Filter-Fuel	JCB-32/925371	5	\$ _____	\$ _____
231	Filter-Air	JCB-32/909101	5	\$ _____	\$ _____
232	Filter-Air	JCB-32/905002	5	\$ _____	\$ _____
233	Filter-Hydraulic	JCB-32/913500	20	\$ _____	\$ _____
234	Filter-Hydraulic	Filtermart-9vs7	8	\$ _____	\$ _____
235	Filter-Oil	Mopar-4105409	12	\$ _____	\$ _____
236	Filter-Fuel	JohnDeere-re529643	20	\$ _____	\$ _____
237	Filter-Fuel	JohnDeere-re522878	8	\$ _____	\$ _____
238	Filter-Air	MichiganCat-227-7449	20	\$ _____	\$ _____
239	Filter-Trans	MichiganCat-119-4740	8	\$ _____	\$ _____

240	Filter-Hydraulic	MichiganCat-126-1817	5	\$ _____	\$ _____
241	Filter-Fuel	MichiganCat-156-1200	5	\$ _____	\$ _____
242	Filter-Air	Briggs&Stratton-7-083034	12	\$ _____	\$ _____
243	Filter-Hydraulic	Komatsu-419-60-35152	12	\$ _____	\$ _____
244	Filter-Fuel/Water	Toro-69-1770	10	\$ _____	\$ _____
245	Filter-Air	Leach-101348	6	\$ _____	\$ _____
246	Filter-Fuel	MichiganCat-228-9130	5	\$ _____	\$ _____
247	Filter-Air	MichiganCat-293-4053	8	\$ _____	\$ _____
248	Filter-Fuel	Fleetguard-fs1065	12	\$ _____	\$ _____
249	Filter-Fuel	Fleetguard-ff5636	6	\$ _____	\$ _____
250	Filter-Coolant	Fleetguard-WF2077	6	\$ _____	\$ _____
251	Filter-Cab	Komatsu-427-07-22120	8	\$ _____	\$ _____
252	Filter-Air	FleetGuard-AF25352	5	\$ _____	\$ _____
253	Filter-Air	MichiganCat-293-4053	5	\$ _____	\$ _____
254	Filter-Air	MichiganCat-151-0914	6	\$ _____	\$ _____
255	Filter-water separator	Michigan Cat-1r-1804	5	\$ _____	\$ _____
256	Filter-Air	Carquest-83115	5	\$ _____	\$ _____
257	Filter-Air	Carquest-83926	20	\$ _____	\$ _____
258	Filter-Air	Carquest-88153	9	\$ _____	\$ _____
259	Filter-Air	Ac Delco-19166107	25	\$ _____	\$ _____
260	Filter-Air	Carquest-88316	6	\$ _____	\$ _____
261	Filter-Air	Mopar-421358313AB	5	\$ _____	\$ _____
262	Filter-oil	Carquest-85848	12	\$ _____	\$ _____



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.

**BIDDER REQUIREMENTS:**

1. EACH PROPOSAL SHALL BE GOOD FOR 120 DAYS FROM THE BID OPENING DATE.
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 OR CERTIFIED CHECK. IF AGREEMENT IS FOR MULTIPLE YEARS, EACH YEAR SHOULD BE ADDED FOR YOUR TOTAL. (SEE **"SEALED BID INSTRUCTIONS"**)
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.
8. 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.
9. THE ITEMS ON THIS BID MAY BE REQUESTED ON AN AS NEEDED BASIS AS APPLICABLE.
10. ALL BIDS MUST BE RETURNED TO THE PURCHASING OFFICE AT 1315 S. WASHINGTON, SAGINAW, MI 48601, BY THE PREVIOUSLY STATED DUE DATE.

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

\_\_\_\_\_

TELEPHONE#: \_\_\_\_\_

FAX #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**VERY IMPORTANT!!!**



**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/WRITTEN CONTRACT CANNOT BE INCREASED OVER 10% OF THE TOTAL PURCHASE ORDER UP TO FIFTY THOUSAND 00/100 (\$50,000.00) DOLLARS 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.

**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 (Form B02) 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 three percent (3%) 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 in the lower level of City Hall in Room 8.
11. **EACH BID MUST BE ENCLOSED IN A SEPARATE SEALED ENVELOPE WITH "SEALED BID AND THE BID NUMBER" MARKED ON THE FRONT.**
12. Each bidders envelope, FED EX 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.

**MAIL OR DELIVER ALL SEALED BIDS TO THE FOLLOWING ADDRESS BY THE DATE AND TIME SPECIFIED ON BID FORM:**

**CITY OF SAGINAW PURCHASING OFFICE  
LOWER LEVEL-ROOM 8  
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](http://www.saginaw-mi.com)) by selecting **PURCHASING** from the Quick Links in the upper right hand corner of the homepage. 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.**