



## 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: AUGUST 3, 2010  
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**BIDS DUE: AUGUST 10, 2010 @ 3:00 PM**

**MARK ENVELOPE SEALED BID: # P-866-11**

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 THE BELOW LISTED TESTING WITH SPECIFICATIONS AS FOLLOWS: ("THIS IS AN ALL OR NOTHING BID")**

**NOTE: A HARD COPY OF THIS DOCUMENT IS AVAILABLE ON THE CITY OF SAGINAW WEB SITE, [www.saginaw-mi.com](http://www.saginaw-mi.com). (CLICK ON "QUICK LINKS", THEN PURCHASING) YOU CAN REFER TO THIS SITE FOR INFORMATION ON OUR FUTURE BID REQUIREMENTS.**

**IF YOU RECEIVE A BID COPY FROM OUR WEB SITE, YOU CAN ALSO COMPLETE A COPY OF OUR "VENDOR COMPLIANCE FORM" AND RETURN IT TO US OR CONTACT OUR PURCHASING OFFICE SO YOU CAN BE FORMALLY ADDED TO THE BIDDERS LIST. (989) 759-1430**

**ALSO: IT IS VERY IMPORTANT THAT YOU PROVIDE AN E-MAIL ADDRESS AS THIS IS HOW YOU WILL BE NOTIFIED OF FUTURE BID OPPORTUNITIES.**

### **SPECIFICATIONS FOR TOTAL TOXIC ORGANIC TESTING**

Testing service to determine levels of Total Toxic Organics in the City's sewer system and other waste streams. The analytes included in Total Toxic Organics will be defined by the list given in 40CFR413.02. The City's Wastewater Treatment Division Personnel will take samples. The bid price to include all other services needed to complete analysis including: all sample bottles, shippers, shipping and clean up or other fees associated with sampling. The vendor awarded the bid will be responsible for all duties included in sample pickup and delivery. The City of Saginaw personnel will not be responsible for the arrangement of shipping or courier services.

Total Toxic Organics shall be broken down into six (6) individual parts that can/will be ordered separate:

Polychlorinated Biphenyl (PCBs) analyses shall not be included in the TTO analysis.

Total Toxic Organics (TTO) – report acid extractables, base-neutral extractable & volatile organics (including Xylenes). EPA Methods 624/625.

TTO Acid – report acid extractables only, EPA Method 625.

TTO – Base/Neutral – report base neutral extractables only, EPA Method 625.

TTO – VOC's – report volatile organics (including xylenes) only, EPA Method 624.

BTEX – report benzene, toluene, ethyl benzene, xylenes, and total BTEX, EPA Method 624.

Sample procedures, preservation and handling, and analytical protocol shall be in accordance with EPA approved Methods 624, 625, Standard Methods 6000 or equivalents. Shall include Quality Assurance/Quality Control as described in EPA approved methods or Standard Methods 20<sup>th</sup> Edition. The detection limits shall not exceed those listed in EPA/Standard Methods. Laboratories that submit bids to perform analytical work for the City of Saginaw must submit a copy of their Laboratory Quality Assurance/Quality Control Manual with their respective bid.

Sample analysis and documentation shall be performed with sufficient care to produce evidence admissible in enforcement proceedings or in judicial action.

Sampling results shall be reported to the Wastewater Treatment Division within Ten (10) days of Vendor's receipt of samples with a final hardcopy version of the reports sent via mail to WWTP.

## **SPECIFICATIONS FOR PCB TESTING**

Project Description & Purpose:

To quantify levels of polychlorinated biphenyls (PCB's) in the City of Saginaw's sewerage system and other waste streams.

Project location:

City of Saginaw Wastewater Treatment Plant  
2406 Veterans Memorial Parkway  
Saginaw, MI 48601

Owner's Name

City of Saginaw  
1315 S. Washington Ave.  
Saginaw, MI 48601  
(989) 759-1630

Contact Person for Questions:

Jeanette Best  
Wastewater Treatment Division  
Phone (989) 759-1631  
Fax (989) 759-1344  
Email: jbest@saginaw-mi.com

Estimated number of samples per year is 450.

Samples may be any of the following:

- Sanitary Wastewater
- Industrial Wastewater
- Storm water runoff
- River, stream or other natural waters
- Municipal sanitary sewage sludge (Bio solids)
- Industrial sludge
- Water mixed sediments

Sample handling, preservation, and analytical protocol shall be in accordance with EPA method 608 and 40 CFR 403.8(f)(2)VI. All QA/QC data shall be supplied. Detection limits shall not exceed 0.1ug/L unless higher levels are appropriate due to matrix interference. Quantification level must be 0.2 ug/L, which is established by EPA and MDEQ unless higher levels are appropriate due to matrix interference.

Sample clean up costs shall also be included. Analytical results of analyses must be returned to the City of Saginaw Wastewater Treatment Plant on or before ten days from the date of receipt of the sample.

### **SPECIFICATIONS FOR HEAVY METALS TESTING**

Testing services to determine levels of Heavy Metals in the City's sewer system and other waste streams. The City's Wastewater Treatment Division Personnel will take the samples. The bid price needs to include all other services needed to complete analysis including: all sample bottles, shippers, shipping and clean up or other fees associated with sampling. The Vendor awarded the bid shall be responsible for all duties included in sample pickup and delivery. The City of Saginaw personnel will not be responsible for the arrangement of shipping or courier services.

Heavy Metals shall be broken down into 14 individual parts that can/will be ordered separately or as a set. (Total Recoverable):

<b>Metal</b>	<b>MDL</b>	<b>Method</b>
Antimony	1 ug/L	EPA Method #200.7, 200.8, 200.9. Standard Method #3111B, 3113B, 3120B.
Arsenic	1 ug/L	EPA Method #200.7, 200.8. Standard Method #3113B, 3114B, 3120B.
Beryllium	1 ug/L	EPA Method #200.7, 200.8, 200.9. Standard Method #3111D, 3113B, 3120B.
Cadmium	0.2 ug/L	EPA Method #200.7, 200.8, 200.9. Standard Method #3111B or C. 3113B. 3120B.
Chromium	5 ug/L	EPA Method #200.7, 200.8, 200.9. Standard Method #3111B or C, 3113B, 3120B.
Copper	1 ug/L	EPA Method #200.7, 200.8, 200.9. Standard Method #3111B or C, 3113B, 3120B.
Lead	1 ug/L	EPA Method #200.7, 200.8, 200.9. Standard Method #3111B or C, 3113B, 3120B.
Lithium		EPA Method #200.7.

Nickel	5 ug/L	Standard Method #3120B. EPA Method #200.7, 200.8, 200.9. Standard Method #3111B or C, 3113B.
Mercury	0.2 ug/L	EPA Method #245.1, 245.2. Standard Method #3112B.
Selenium	1 ug/L	EPA Method #200.7, 200.8, 200.9. Standard Method #3113B, 3120B.
Silver	0.5 ug/L	EPA Method #200.7, 200.8, 200.9. Standard Method #3111B, 3120B.
Thallium	1 ug/L	EPA Method #279.2, 200.7, 200.8, 200.9. Standard Method #3111B or C, 3113B, 3120B.
Zinc	1 ug/L	EPA Method #298.1, 289.2, 200.7. Standard Method #3120B, 3111B or C.

Sample procedures, preservation and handling, and analytical protocol shall be in accordance with EPA approved Methods that are listed above or equivalents. Shall include Quality Assurance/Quality Control as described in EPA approved methods or Standard Methods 20<sup>th</sup> edition. The detection limits shall not exceed those listed in EPA/Standard Methods and must comply with the limits set forth in the Saginaw Code of Ordinances. Laboratories that submit bids to perform analytical work for the City of Saginaw must submit a copy of their Laboratory Quality Assurance/Quality Control Manual with their respective bid.

Sample analysis and documentation shall be performed with sufficient care to produce evidence admissible in enforcement proceedings or in judicial action.

Sampling results shall be reported to the Wastewater Treatment Division within ten (10) days of Vendor's receipt of samples, with a final hardcopy version of the reports sent via mail to the WWTP.

### **SPECIFICATIONS FOR FATS, OILS & GREASES (FOG) TESTING**

Testing service to determine levels of FOG in the City's sewer system and other waste streams. The City's Wastewater Treatment Division Personnel will take the samples. The bid price to include all other services needed to complete analysis including all sample bottles with the correct preservatives, shippers, shipping and clean up or other fees associated with sampling. The Vendor awarded the bid shall be responsible for all duties included in sample pickup and delivery. The City of Saginaw Personnel will not be responsible for the arrangement of shipping or courier services.

Sample procedures, preservation and handling, and analytical protocol shall be in accordance with EPA approved Methods 1664A, Standard Methods 5520B or equivalents. Shall include Quality Assurance/Quality Control as described in EPA approved Methods or Standard Methods 20<sup>th</sup> Edition. The detection limits shall not exceed those listed in EPA/Standard Methods and must comply with the limits set forth in the Saginaw Code of Ordinances. Laboratories that submit bids to perform analytical work for the City of Saginaw must submit a copy of their Laboratory Quality Assurance/Quality Control Manual with their respective bid.

Sample analysis and documentation shall be performed with sufficient care to produce evidence admissible in enforcement proceedings or in judicial action.

Sampling results shall be reported to the Wastewater Treatment Division within ten (10) days of Vendor's receipt of samples, with a final hardcopy version of the reports sent via mail to the WWTP.

## **SPECIFICATIONS FOR CYANIDE TESTING**

Testing service to determine levels of Cyanide in the City's sewer system and other waste streams.

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The City's Wastewater Treatment Division Personnel will take the samples. The bid price needs to include all other services needed to complete analysis including all sample bottles, shippers, shipping and clean up or other fees associated with sampling. The vendor awarded the bid shall be responsible for all duties included in sample pickup and delivery. The City of Saginaw personnel will not be responsible for the arrangement of shipping or courier services.

Cyanide shall be broken down into two (2) individual parts that can/will be ordered separately:

Amenable Cyanide – Cyanide that is amenable to Chlorination with a quantification level of 2 ug/L.

Total Cyanide – Total Cyanide

Sample procedures, preservation and handling, and analytical protocol shall be in accordance with EPA approved Methods 335.1, 335.2, 335.4, Rev 1.0, Standard Methods 4500-CN-E, F or G, OIA-1677 or equivalents. Shall include Quality Assurance/Quality Control as described in EPA approved Methods or Standard Methods 20<sup>th</sup> Edition. The detection limits shall not exceed those listed in EPA/Standard Methods and must comply with the limits set forth in the Saginaw Code of Ordinances. Laboratories that submit bids to perform analytical work for the City of Saginaw must submit a copy of their Laboratory Quality Assurance/Quality Control Manual with their respective bid.

Sample analysis and documentation shall be performed with sufficient care to produce evidence admissible in enforcement proceedings or in judicial action.

Sampling results shall be reported to the Wastewater Treatment Division within ten (10) days of Vendor's receipt of samples, with a final hardcopy version of the reports sent via mail to the WWTP

## **SPECIFICATIONS FOR MERCURY (PURGE AND TRAP) TESTING**

Testing service to determine levels of Mercury in the City's Wastewater Treatment Plant Effluent. The vendor awarded the bid shall be responsible for collection of the samples, using the "clean hands/dirty hands" collection method. The bid price needs to include all other services needed to complete analysis including: all sample bottles, sample collection, shipping and clean up or other fees associated with sampling. The vendor awarded the bid shall be responsible for all duties included in the sample collection, sample pickup and delivery.

The analytical protocol for total mercury shall be in accordance with EPA Method 1631, Revision C, "Mercury in Water by Oxidation, Purge and Trap, and Cold Vapor Atomic Fluorescence Spectrometry". The quantification level for total mercury shall be 0.5 ng/L, unless a higher level is appropriate because of sample matrix interference.

Guidance for "clean hands/dirty hands" technique is contained in EPA Method 1669, Sampling Ambient Water for Trace Metals at EPA Water Quality Criteria Levels (Sampling Guidance), EPA-821-R96-001, July 1996.

Sample results shall be reported to the Wastewater Treatment Division within ten (10) days of Vendor's receipt of Samples.

**Field Collection**

The City of Saginaw WWTP is currently on a quarterly low-level mercury sampling frequency. The vendor will be required to collect one influent and one effluent sample on a quarterly basis, which shall include all QA/QC samples required by EPA method 1631. The City of Saginaw WWTP may require

the vendor to perform additional low level mercury sampling if retests are necessary or NPDES permit requirements change.

**Lab Analysis Only**

City of Saginaw personnel will collect the samples for low-level mercury analysis.

<b>ITEM</b>	<b>QTY</b>	<b>DESCRIPTION</b>	<b>1ST YR. (thru 6/30/2011) UNIT COST PER TEST</b>	<b>TOTAL COST</b>
1	75 EA	TESTING FOR TOTAL TOXIC ORGANICS (TTO).	\$ _____	\$ _____
2	75 EA	TESTING FOR TTO ACID	\$ _____	\$ _____
3	75 EA	TESTING FOR TTO BASE/NEUTRAL	\$ _____	\$ _____
4	75 EA	TESTING FOR TTO-VOC's	\$ _____	\$ _____
5	132 EA	TESTING FOR BTEX	\$ _____	\$ _____
6	200 EA	TESTING FOR AMENABLE CYANIDE	\$ _____	\$ _____
7	200 EA	TESTING FOR TOTAL CYANIDE	\$ _____	\$ _____
8	200 EA	TESTING FOR FATS, OILS & GREASES (FOG)	\$ _____	\$ _____
9	200 EA	TESTING FOR ANTIMONY	\$ _____	\$ _____
10	200 EA	TESTING FOR ARSENIC	\$ _____	\$ _____
11	200 EA	TESTING FOR BERYLLIUM	\$ _____	\$ _____
12	200 EA	TESTING FOR CADMIUM	\$ _____	\$ _____
13	200 EA	TESTING FOR CHROMIUM	\$ _____	\$ _____
14	200 EA	TESTING FOR COPPER	\$ _____	\$ _____
15	200 EA	TESTING FOR LEAD	\$ _____	\$ _____
16	200 EA	TESTING FOR LITHIUM	\$ _____	\$ _____
17	200 EA	TESTING FOR NICKEL	\$ _____	\$ _____

18	200 EA	TESTING FOR SELENIUM	\$ _____	\$ _____
19	200 EA	TESTING FOR SILVER	\$ _____	\$ _____
20	200 EA	TESTING FOR THALLIUM	\$ _____	\$ _____

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21	200 EA	TESTING FOR ZINC	\$ _____	\$ _____
22	200 EA	TESTING FOR MERCURY-COLD VAPOR	\$ _____	\$ _____
23	12 TRIPS	TESTING FOR MERCURY-PURGE & TRAP WITH FIELD COLLECTION ONE INFLUENT SAMPLE COLLECTION AND ANALYSIS ONE EFFLUENT SAMPLE COLLECTION AND ANALYSIS QA/QC SAMPLES AND ANALYSIS PROVIDED IN ACCORDANCE WITH METHOD 1631	\$ _____	\$ _____
24	24 EA	TESTING FOR MERCURY-PURGE & TRAP, LAB ANALYSIS ONLY	\$ _____	\$ _____
25	450 EA	PCB TESTING	\$ _____	\$ _____

TOTAL COST \$ \_\_\_\_\_

ITEM	QTY	DESCRIPTION	2 <sup>ND</sup> YR.(7/1/2011 – 6/30/2012) UNIT COST PER TEST	TOTAL COST
1	75 EA	TESTING FOR TOTAL TOXIC ORGANICS (TTO).	\$ _____	\$ _____
2	75 EA	TESTING FOR TTO ACID	\$ _____	\$ _____
3	75 EA	TESTING FOR TTO BASE/NEUTRAL	\$ _____	\$ _____
4	75 EA	TESTING FOR TTO-VOC's	\$ _____	\$ _____
5	132 EA	TESTING FOR BTEX	\$ _____	\$ _____
6	200 EA	TESTING FOR AMENABLE CYANIDE	\$ _____	\$ _____
7	200 EA	TESTING FOR TOTAL CYANIDE	\$ _____	\$ _____
8	200 EA	TESTING FOR FATS, OILS & GREASES (FOG)	\$ _____	\$ _____

9	200 EA	TESTING FOR ANTIMONY	\$ _____	\$ _____
10	200 EA	TESTING FOR ARSENIC	\$ _____	\$ _____
11	200 EA	TESTING FOR BERYLLIUM	\$ _____	\$ _____
12	200 EA	TESTING FOR CADMIUM	\$ _____	\$ _____

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13	200 EA	TESTING FOR CHROMIUM	\$ _____	\$ _____
14	200 EA	TESTING FOR COPPER	\$ _____	\$ _____
15	200 EA	TESTING FOR LEAD	\$ _____	\$ _____
16	200 EA	TESTING FOR LITHIUM	\$ _____	\$ _____
17	200 EA	TESTING FOR NICKEL	\$ _____	\$ _____
18	200 EA	TESTING FOR SELENIUM	\$ _____	\$ _____

ITEM	QTY	DESCRIPTION	UNIT COST PER TEST	TOTAL COST
19	200 EA	TESTING FOR SILVER	\$ _____	\$ _____
20	200 EA	TESTING FOR THALLIUM	\$ _____	\$ _____
21	200 EA	TESTING FOR ZINC	\$ _____	\$ _____
22	200 EA	TESTING FOR MERCURY-COLD VAPOR	\$ _____	\$ _____
23	12 TRIPS	TESTING FOR MERCURY-PURGE & TRAP WITH FIELD COLLECTION ONE INFLUENT SAMPLE COLLECTION AND ANALYSIS ONE EFFLUENT SAMPLE COLLECTION AND ANALYSIS QA/QC SAMPLES AND ANALYSIS PROVIDED IN ACCORDANCE WITH METHOD 1631	\$ _____	\$ _____
24	24 EA	TESTING FOR MERCURY-PURGE & TRAP, LAB ANALYSIS ONLY	\$ _____	\$ _____
25	450 EA	PCB TESTING	\$ _____	\$ _____

TOTAL COST \$ \_\_\_\_\_

ITEM	QTY	DESCRIPTION	UNIT COST PER TEST	TOTAL COST
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3RD YR.(7/1/2012 – 6/30/2013)

1	75 EA	TESTING FOR TOTAL TOXIC ORGANICS (TTO).	\$ _____	\$ _____
2	75 EA	TESTING FOR TTO ACID	\$ _____	\$ _____
3	75 EA	TESTING FOR TTO BASE/NEUTRAL	\$ _____	\$ _____
4	75 EA	TESTING FOR TTO-VOC's	\$ _____	\$ _____

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5	132 EA	TESTING FOR BTEX	\$ _____	\$ _____
6	200 EA	TESTING FOR AMENABLE CYANIDE	\$ _____	\$ _____
7	200 EA	TESTING FOR TOTAL CYANIDE	\$ _____	\$ _____
8	200 EA	TESTING FOR FATS, OILS & GREASES (FOG)	\$ _____	\$ _____
9	200 EA	TESTING FOR ANTIMONY	\$ _____	\$ _____
10	200 EA	TESTING FOR ARSENIC	\$ _____	\$ _____
11	200 EA	TESTING FOR BERYLLIUM	\$ _____	\$ _____
12	200 EA	TESTING FOR CADMIUM	\$ _____	\$ _____
13	200 EA	TESTING FOR CHROMIUM	\$ _____	\$ _____
14	200 EA	TESTING FOR COPPER	\$ _____	\$ _____
15	200 EA	TESTING FOR LEAD	\$ _____	\$ _____
16	200 EA	TESTING FOR LITHIUM	\$ _____	\$ _____
17	200 EA	TESTING FOR NICKEL	\$ _____	\$ _____
18	200 EA	TESTING FOR SELENIUM	\$ _____	\$ _____
19	200 EA	TESTING FOR SILVER	\$ _____	\$ _____
20	200 EA	TESTING FOR THALLIUM	\$ _____	\$ _____
21	200 EA	TESTING FOR ZINC	\$ _____	\$ _____
22	200 EA	TESTING FOR MERCURY-COLD VAPOR	\$ _____	\$ _____
23	12 TRIPS	TESTING FOR MERCURY-PURGE & TRAP WITH FIELD COLLECTION ONE INFLUENT SAMPLE COLLECTION AND ANALYSIS	\$ _____	\$ _____

**ONE EFFLUENT SAMPLE COLLECTION AND  
ANALYSIS QA/QC SAMPLES AND ANALYSIS  
PROVIDED IN ACCORDANCE WITH METHOD 1631**

24	24 EA	TESTING FOR MERCURY-PURGE & TRAP, LAB ANALYSIS ONLY	\$ _____	\$ _____
25	450 EA	PCB TESTING	\$ _____	\$ _____

TOTAL COST \$ \_\_\_\_\_  
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GRAND TOTAL FOR 3 YEARS \$ \_\_\_\_\_

PRICE TO INCLUDE ALL SAMPLE BOTTLES, SHIPPERS, SHIPPING AND INSTRUCTIONS FOR SAMPLING. CITY OF SAGINAW WASTEWATER DIVISION PERSONNEL WILL TAKE SAMPLES WHERE STATED.

TO BE ORDERED AS NEEDED FROM ANTICIPATED COUNCIL APPROVAL DATE OF 9/13/2010 THROUGH JUNE 30, 2013. PRICES BID TO REMAIN FIRM THROUGH JUNE 30, 2013.

QUANTITY IS ESTIMATED AND DOES NOT CONSTITUTE A MINIMUM OR MAXIMUM

**CHECK LIST: BEFORE SUBMITTING YOUR BID**

- |   | <b><u>YES</u></b> |
|---|-------------------|
| 1. Before submitting your bid, check our web-site bid copy to make sure there are no description, quantity or Addendums changes. (Go to <a href="http://www.saginaw-mi.com">www.saginaw-mi.com</a> , click on "quick link" box and go to "Purchasing"). | _____             |
| 2. Assuming they are permitted, if you're submitting an alternate(s) bid the pricing must be listed on page ___ of this form and labeled as such. All support information should also be attached and labeled Alternate #1, #2, #3, etc.                | _____             |
| 3. Is your bid signed by an authorized representative of your company?  | _____             |
| 4. Have you provided the Terms & Delivery information requested?  | _____             |
| 5. Is the OUTSIDE of your ENVELOPE properly labeled with the bid number?  | _____             |
| 6. Are you submitting your original bid plus <b><u>ONE (1) COPY as required?</u></b>  | _____             |
| 7. If your bid is over \$100,000.00 do you have a Bid Bond, Certified Bank Check or Money Order enclosed? (Alternate bids submit one (1) of the above For the lowest amount over \$100,000.00)  | _____             |

**NOTE:** An **original** Bid Bond, Certified Check, Bank Money Order 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.**

TERMS: \_\_\_\_\_ DELIVERY: \_\_\_\_\_

FOB: CITY OF SAGINAW  
2406 VETERANS MEMORIAL PARK WAY  
SAGINAW, MI 48601

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. TAX PERCENTAGE IS 1.5% ON INCOME EARNED IN THE CITY.

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**ADDITIONAL BIDDER REQUIREMENTS:**

**EVALUATION OF QUALIFICATIONS:**

Each Proposal shall include a Statement of Qualifications to include a discussion and itemization of the following criteria, upon which the proposal shall be reviewed and evaluated:

- Number of Offices (laboratories, facilities, etc.)
- Number of current clients
- List of Client references
- Specialty areas of expertise, types of analyses

- Number of personnel
- Credentials and qualifications of personnel
- College degrees and expertise

- Sampling and Analyses Performance
- Quality assurance /quality control program description and copy of written procedures
- Types of analyses performed
- Special protocols
- Types of equipment and instrumentation used
- Statement of methodology used
- Sample retainment policy.

**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.

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**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.

1. EACH PROPOSAL SHALL BE GOOD FOR 120 DAYS FROM THE BID OPENING DATE.
2. IN A SEPARATE ENVELOPE, LABELED **COST PROPOSAL**, EACH PROPOSAL SUBMITTED SHALL BE BASED ON A THREE (3) YEAR CONTRACT PERIOD. IF IT IS DETERMINED YOUR COMPANY DOES NOT MEET THE MINIMUM STANDARDS, YOUR COST PROPOPOSAL WILL BE RETURNED TO YOU UNOPENED. 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.**

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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.**

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- 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.

**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 (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.

## **GENERAL INFORMATION**

**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.**