

City of Mt. Pleasant, Michigan

CONTRACT DOCUMENTS

For

2017 TRACTOR BID



KATHLEEN LING
Mayor

NANCY RIDLEY
City Manager

Prepared By:
Division of Public Works

JOHN ZANG
DPW Director

FEBRUARY 2017

City of Mt. Pleasant, Michigan
TABLE OF CONTENTS

2017 TRACTOR BID

Bidding Information

Notice to Bidders

Instructions to Bidders

Contract Documents

Proposal

Specifications



THE CITY OF
MT. PLEASANT, MICHIGAN

CITY HALL

320 W. Broadway • 48858-2447
(989) 779-5300
(989) 773-4691 fax

PUBLIC SAFETY

804 E. High • 48858-3595
(989) 779-5100
(989) 773-4020 fax

PUBLIC WORKS

1303 N. Franklin • 48858-4682
(989) 779-5400
(989) 772-6250 fax

NOTICE TO BIDDERS

2017 TRACTOR BID

The City of Mt. Pleasant, Michigan, is requesting sealed bids at the Office of the City Clerk, City Hall, 320 W. Broadway Street, Mt. Pleasant, Michigan 48858, until 1:30 p.m. (local time), on Tuesday, February 28, 2017, at which time and place the bids will be publicly opened and read. All bids shall be submitted in a sealed envelope, plainly marked "2017 Tractor Bid – February 28, 2017."

Proposals are solicited on a unit price basis, for the following:

One (1) 75 HP Tractor, per bid specifications

No bid deposit, performance, labor, or material bond will be required.

Questions regarding the bid should be directed to Craig Brune at (989) 779-5340 or 779-5342, or via email at cbrune@mt-pleasant.org.

To view and download the complete bid documents and specifications at no charge, visit the City of Mt. Pleasant website at www.mt-pleasant.org and navigate to the Bids and Quotes page.

The City of Mt. Pleasant reserves the right to accept or reject any or all bids, to waive any irregularities in the bids, and to select the bid considered most advantageous to the city.

John Zang
DPW Director
(989) 779-5402

Jeremy Howard
City Clerk

City of Mt. Pleasant, Michigan
INSTRUCTIONS TO BIDDERS
FOR MATERIALS

1. **Proposals**

Proposals must be made upon the forms provided, therefore, with the Bid amount both written and shown in figures, and all other data required submitted.

The Proposal, bound together with all Proposal Documents, must be enclosed in a sealed envelope marked as specified in the Notice to Bidders for such Bid and clearly indicating the name and address of the Bidder and must be received by the City Clerk, City Hall, 320 West Broadway Street, Mt. Pleasant, Michigan 48858, no later than the time and date specified in the Notice to Bidders. At such specified time, Proposals shall be publicly opened and read aloud.

2. **Basis of Proposals**

Proposals are solicited on the basis of unit price(s) and/or lump sum(s), as specified on the Proposal form.

The City of Mt. Pleasant, (also referred to as "Owner"), reserves the right to accept any Bid, to reject any or all Bids, and to waive any irregularities in the Bids, and to select the Bid considered most advantageous to the city.

3. **Comparison of Bids**

In comparing Bids, consideration shall be given to the time proposed for completion of the Contract, qualifications of Bidder, price differentials, alternate Proposals for the alternate items listed in the Proposal (if applicable), and any other pertinent factors. **The City of Mt. Pleasant grants a preference to businesses located within the Mt. Pleasant City Limits. The preference given is a differential above the low bid if the low bid is not from a City of Mt. Pleasant bidder. The differential allowed is 3% of the total for bids between \$5,000 and \$9,999 and 2% of the total for bids over \$10,000. The maximum credit allowed is \$1500.00.** The Owner reserves the right to make an award to the Bidder whose Proposal is deemed to be in the best interest of the Owner.

4. **Time**

Time is of the essence in the performance of the Contract, and each Bidder, by submitting a Proposal, certifies his/her acceptance of the time allowed by the Contract for the completion of the work specified.

5. **Indemnification**

The Contractor shall save and hold harmless the city and its employees from and against all claims, damages, losses, or expenses, including attorney's fees, arising out of or resulting from the performance of the work; provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent or willful act of omission of the contractor, subcontractor, employee, or anyone under their direction. The Contractor shall at his/her own expense, defend any and all such actions and shall pay all attorney's fees, costs, and expenses pertaining thereto.

6. Interpretation of Documents

If any Bidder is in doubt as to the true meaning of any part of the Plans, Specifications or any Contract Document, he/she may submit to the Owner a written request for an interpretation thereof.

Any interpretation made in response to such query shall be made only by Addendum, duly issued, and a copy of such Addendum shall be mailed or duly delivered to each prospective Bidder. The Owner shall not be responsible for any other explanation or interpretation of the Contract Documents.

7. Execution of Bid Proposal

A Bid Proposal which is not signed by the individual making it should have attached thereto a Power of Attorney evidencing authority to sign the Bid Proposal in the name of the person for whom it is signed.

A Bid Proposal, which is signed by a partnership, shall be signed by all of the partners or by an Attorney-in-Fact. If signed by an Attorney-in-Fact, there should be attached to the Bid, a Power of Attorney evidencing authority to sign the Bid Proposal in the name of the partnership and such Power of Attorney shall be signed by all partners of the partnership.

A Bid Proposal, which is signed for a corporation should have the correct corporate name thereof and the signature of the President, or other authorized officer(s) of the corporation, manually written below the corporate name and on the line indicating "By: _____." If such Bid Proposal is manually signed by an officer other than the president of the corporation, a certified copy of the Resolution of the Board of Directors evidencing the authority of such officer(s) to sign the Bid Proposal should be attached thereto. Such Bid Proposal should also bear the attested signature of the Secretary of the corporation and an impression of the corporate seal.

8. Delivery

The successful Bidder shall deliver equipment and/or materials as specified to the City of Mt. Pleasant, Division of Public Works, 1303 N. Franklin Street, Mt. Pleasant, Michigan, 48858, or as specified in the proposal. The proposal amount should include delivery F.O.B. Mt. Pleasant. All equipment, literature, manuals, warranty papers, and any other items listed in the specifications of the equipment or materials, must be delivered before payment in accordance with this contract.

March 23, 2012

City of Mt. Pleasant, Michigan
2017 TRACTOR BID

PROPOSAL

TO: Office of the City Clerk
City Hall
320 West Broadway St.
Mt. Pleasant, MI 48858

BID DATE: Tuesday, February 28, 2017
TIME: 1:30 p.m.

In accordance with the specifications and other bid requirements heretofore provided, the undersigned agrees to provide the below listed bid items at the price(s) set forth below. This is a firm bid and not subject to withdrawal or change for a period of sixty (60) days.

<u>Bid Item</u>	<u>Qty</u>	<u>Unit</u>	<u>Total Bid</u>
One (1) Tractor, per bid specifications	1	EA	\$ _____

_____ and _____/100 Dollars.
(written)

Optional bidder three-year buy-back price: _____

Estimated delivery date to City of Mt. Pleasant: _____

Respectfully Submitted,

COMPANY _____ DATE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

PRINT OR TYPE NAME & TITLE _____

EMAIL _____

**City of Mt. Pleasant, Michigan
2017 TRACTOR BID
SPECIFICATIONS**

General:

1. Bidders are required to complete and submit this section of the bid with the bid proposal sheet.
2. Tractor must be a new and of a current production model. Manufacturer to supply a minimum 24-month full coverage warranty with a 2,000 hour maximum.
3. Please indicate in the provided space if the units comply with the listed specifications. **Explanations for non-compliance must be provided on a separate sheet and included with the bid proposal.** Failure to do so will deem the proposal incomplete and it will not be considered.
4. Questions regarding these specifications should be directed to Craig Brune at (989) 779-5340 or 779-5342, or via email to cbrune@mt-pleasant.org.
5. Pricing must be all-inclusive. No fuel surcharges, service charges or freight charges will be allowed.
6. The City will also consider a three-year buy-back option. Bidder has the option of indicating a three-year buy-back price should the City want to trade-in this tractor for a new model. Please indicate buy-back price on the proposal sheet and include all relevant information.

Specifications:

These are minimum specifications based on a New Holland T4.75 Tractor. The City of Mt. Pleasant will consider all brands and specifications for a similar unit.

Specifications	Comply	
	Yes	No
4-cylinder diesel engine		
Tier 4 final emissions certified with EGR system and a PM Catalyst		
Horsepower: Minimum 74 engine HP at rated engine speed; minimum 65 PTO HP at rated engine speed		
Electric Grid heater		
4 x 4 deluxe cab		
Deluxe fabric air suspension seat with 15° swivel		
40 kph road speed		
12 x 12 power shuttle		
3-point ground control		
4-110 lbs. R weights		
16.9 x 30 11.2 x 24 ag tires		
Throttle control: hand-operated base line throttle setting with a foot controlled override with spring return.		
To include appropriate loader bucket attachment		

1. Operating and Maintenance Instructions: One (1) complete set of operating and maintenance/repair manuals and parts lists shall be furnished at time of delivery.
2. Warranty: The manufacturer's warranty for the complete unit shall be submitted in writing with the bid. The warranty shall provide for the replacement of all

defective parts during the warranty period. Such replacement shall be performed at no cost to the City.

3. The approved bidder shall deliver the item to the City of Mt. Pleasant's Public Works yard, located at 1303 North Franklin Avenue, Mt. Pleasant, between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday.
4. **Penalty: The delivery date shall be agreed upon by both the Bidder and the City of Mt. Pleasant. The bidder shall compensate the City of Mt. Pleasant for any delay in delivery, at \$100 / day for each calendar day the contracted delivery date is exceeded.**