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September 8, 2015

Bidder:

The City of Traverse City will receive sealed bids in the Office of the City Manager, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Tuesday, October 6, 2015, at 2:00 PM** for the following:

**COIN COUNTER/SORTER**  
(specifications attached)

If the specifications are obtained from the City's website link at: [http://www.traversecitymi.gov/bids\\_and\\_rfps.asp](http://www.traversecitymi.gov/bids_and_rfps.asp), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to [jdalton@traversecitymi.gov](mailto:jdalton@traversecitymi.gov)

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City.

The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for the **“Coin Counter/Sorter.”**

You must submit **TWO (2) SEALED COPIES** of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Telefaxed or E-Mail bids will not be accepted.

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

If you have any questions, please contact Nicole Van Ness, Parking Administrator, at (231) 922-0241, before the bid is submitted.

PLEASE SUBMIT BID TO: Julie Dalton, Purchasing Agent  
400 Boardman Avenue, 2<sup>nd</sup> floor  
Traverse City, MI 49684

# GENERAL REQUEST FOR BID INFORMATION

The City of Traverse City will receive sealed bids in the Office of the City Manager, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684 until **Tuesday, October 6<sup>th</sup>, 2015 at 2:00 PM.**

You must submit **TWO (2) sealed formal quotes/bids** to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Telefaxed or Email bids will not be accepted.

Bid inquiries should be directed to Parking Administrator, Nicole VanNess, [nicole@downtowntc.com](mailto:nicole@downtowntc.com), (231) 922-0241.

## BACKGROUND

Parking Services is seeking bids to purchase a Coin Counter/Sorter that will be used daily following parking single space and multi-space meter collections. Parking Services collects \$650,000+/- in coin per year. Coin revenue is tracked and reported by individual block (100 block of E Front, 200 block of E Front, etc.) and by individual lot (Lot A, Lot B, etc.). Single space meters accept coin only and multi-space meters accept both coin and bills.

## GOALS

Parking Services is looking to accomplish two goals by bringing the coin counting in-house:

1. Know coin revenue totals from single space meters prior to sending coin to the bank which is then shipped downstate for counting and reporting allowing for a transparent checks and balance process.
2. Decrease the amount of time spent by the office staff to sort and roll multi-space coin revenue prior to sending to the Treasurer's Office for deposit.

## BID REQUIREMENTS

The Bidder shall provide a quote that outlines all options including but not limited to hardware purchase, hardware lease options, maintenance agreement options, recommended replacement parts, software subscriptions, etc. Please provide all hardware dimensions. Power cords/batteries must be included.

## HARDWARE REQUIREMENTS

Coin counter/sorter is a commercial unit capable of handling large volumes of coin on a daily basis.

Coin counter/sorter shall offer high speed counting and sorting.

Coin counter/sorter shall provide a minimum of 98.5% accuracy when counting and sorting.

Allow for configuration of bags by coin denomination.

Allow for configuration to specify dollar amount or number of coins per bag.

Sorting cabinet shall hold no less than 6 configurable denomination bags (US currency: 1 cent, 5 cent, 10 cent, 25 cent, 50 cent, and 1 dollar coins). Please note CAD or other currency capabilities.

Device software or web-based software must allow for subtotals in order to track individual block or lot revenue totals as coin is counted and sorted.

Option for secure locked cabinet doors.

## **OPTIONAL HARDWARE REQUIREMENTS**

Currency (bill) counter is a commercial unit capable of handling large volumes of bills on a daily basis.

Currency (bill) counter shall offer high speed counting.

Currency (bill) counter shall provide a minimum of 99% accuracy when counting

Currency (bill) counter shall be capable of counting US currency \$1 bill, \$2 bill, \$5 bill, \$10 bill, \$20 bill, \$50 bill, and \$100 bills. Please note CAD or other currency capabilities.

Device software or web-based software must allow for subtotals in order to track individual block or lot revenue totals as bills are counted.

**Bidder - Please complete and return**

**BID SUMMARY**

**TITLE: COIN COUNTER/SORTER**

**DUE DATE: TUESDAY, OCTOBER 6, 2015 AT 2:00 PM**

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse city's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

(a) conviction of a criminal offense incident to the application for or performance of a contract;

(b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;

(c) conviction under state or federal antitrust statutes;

(d) attempting to influence a public employee to breach ethical conduct standards; or

(e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which

reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Phone                      Fax

\_\_\_\_\_  
City,                      State,                      Zip

\_\_\_\_\_  
Sole proprietorship/partnership/corporation

\_\_\_\_\_  
If corporation, state of corporation