



September 15, 2017

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 **Wednesday, September 27, 2017, at 2:00 PM** for the following:

**TWO (2) UTILITY SNOWMOBILES (CURRENT MODEL YEAR) AND
ONE (1) TWO PLACE FLAT BED-STYLE OPEN, TILT OR RAMPED TRAILER**
(Specifications attached)

If the specifications are obtained from the City's website link at: 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

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 **“Utility Snowmobiles and Trailer.”**

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 Dave Courtad, Garage Superintendent, at (231) 922-4900 X-111 before the bid is submitted.

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

SPECIFICATION:

MINIMUM REQUIREMENTS: The attached detailed specification shall be construed as minimum. Should manufacturer's current published data or specifications exceed these, such standards shall be considered minimum and furnished. All integral parts not specifically mentioned in the scope of these specifications which are necessary to provide a complete working unit shall be furnished.

SILENCE OF SPECIFICATIONS: The apparent silence of this specification and any supplemental specification as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only material of first quality and correct type, size, and design are to be used. All workmanship is to be first quality. All interpretations of this specification shall be made upon the basis of this statement.

COMPLIANCE: Bidder must complete and return the enclosed bid forms, including bid sheet. Enter "**COMPLY**" in the "**BIDDER PROPOSES TO FURNISH**" column if your equipment meets or exceeds the requested specification. If your equipment does not comply with the requested specification then enter "**EXCEPTION**" or other information which may pertain. All exceptions must be fully explained in the "bidder proposes to furnish" column or on another sheet of paper. If nothing is written in the column then the City will assume that the bidder will precisely and exactly meet the specifications requested.

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 ARE IN THE BEST INTEREST OF THE CITY OF TRAVERSE CITY.

IN ANY CIRCUMSTANCE DURING OR PRIOR TO DELIVERY OF THE VEHICLE/ EQUIPMENT, WHEREUPON THE CITY OF TRAVERSE CITY (CUSTOMER) BECOMES ELIGIBLE TO RECEIVE A REBATE FOR ANY VEHICLE PURCHASED UNDER THIS BID, IT SHALL BE THE SUCCESSFUL BIDDERS RESPONSIBILITY TO INFORM DAVE COURTAID GARAGE SUPERINTENDENT, OF ITS QUALIFICATION FOR SUCH REBATE AND TO ADVISE THE PROCEDURES FOR OBTAINING SUCH REBATES.

It is the intent of these specifications to describe **Two Utility Snowmobiles Current Model Year and One 2-Place Flat-Bed Style Open, Tilt or Ramped Trailer for use at Hickory Hills Ski Area.** There are numerous makes and models of equipment available that will meet or closely meet these criteria. If the specifications requested do not exactly coincide with your equipment, you may take exception and bid your equipment. All exceptions must be noted and fully explained on a separate sheet of paper.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT MR. DAVE COURTAID, AT 231-922-4900, EXT. 111, BEFORE THE BID IS SUBMITTED, IF INSPECTION IS REQUESTED.

SPECIFICATION – SNOWMOBILES

550 – 600 cc Utility Snowmobile Long Track Used at Hickory Hills Ski Area for all operational needs of a Ski Resort.

QUANTITY: (2) TWO NEW AND UNUSED - CURRENT MODEL YEAR

**BIDDER PROPOSES
TO FURNISH**

List Make, Model, and year of Proposed Equipment. _____

Utility Type Snowmobile. _____

Warranty, please list terms. _____

Engine Type, Horizontal in line two cylinder. _____

Two Stroke engine. _____

Displacement CC/CI _____ / _____

Electric Start. _____

Carburation Type. _____

Reverse. _____

Length of Machine. _____

Width. _____

Height. _____

Ski Stance. _____

Dry Weight. _____

Fuel Capacity. _____

Oil Capacity. _____

Seating for 2. _____

Seat Backrest. _____

**BIDDER PROPOSES
TO FURNISH**

Ski Material. _____

Skag Material. _____

Track Length. _____

Track Width. _____

Lug Height. _____

Rear Rack for storage _____

High Windshield. _____

Heated Hand Grips. _____

Dual Handle Bar Mirrors. _____

Additional Required Equipment:

Heavy Duty Hitch (Pintle Style). _____

State Regulatory Affairs Safety Requirements:

“RED” 360 degree rotating Beacon Elevated above Riders Head Height. _____

“Switched” Audible signal capable of producing a minimum warning sound of 85 decibels. _____

A Fluorescent flag measuring at least 40 square inches mounted at least 6 feet above the bottom of the tracks and visible 360 degrees. _____

****Additional pricing required below for One 2-Place Flat Bed-Style Open, Tilt or Ramped (please specify below) Trailer. No License is required for either piece of equipment, title fee only.**

SHEET – Utility Snowmobiles and Trailer

MAKE AND MODEL OF **SNOWMOBILE #1** BID: _____

TOTAL COST OF UNIT: _____

EXPECTED DATE OF DELIVERY: _____

MAKE AND MODEL OF **SNOWMOBILE #2** BID: _____

TOTAL COST OF UNIT: _____

EXPECTED DATE OF DELIVERY: _____

MAKE AND MODEL OF **TRAILER** BID: _____

TILT OR RAMPED TRAILER: _____

TOTAL COST OF UNIT: _____

TOTAL COST OF ALL EQUIPMENT: _____

Bidder - Please complete and return

BID SUMMARY

TITLE: UTILITY SNOWMOBILES and TRAILER

DUE DATE: Wednesday, September 27, 2017, at 2:00 PM

Having carefully examined the specifications and any other applicable information, the bidder proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees that the bid may not be withdrawn for a period of thirty (30) days from the actual date of the opening of the bid.

Bidder understands and agrees, if selected as the successful bidder, to accept a Purchase Order / Service Order / Contract from the City and to provide proof of any 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.

Bid forms are to be completed, including bid sheet, and submitted. Items not meeting specifications must be noted in the "comply" column and bidder shall fully describe every variance, exception, and/or deviation. Additional sheets may be used and submitted with bid.

Bidder is also required to submit, with the bid, the latest printed manufacturer's specifications and advertising literature on the equipment (including components) to be provided. Completed unit MUST be equipped in compliance with all applicable ANSI, OSHA, State and Federal Motor Vehicle Safety standards and regulations in effect at time of manufacture.

Bidder understands that the City reserves the right to accept any or all bids in whole or in part and to waive irregularities in any bid in the best interest of the City of Traverse City. The bids will be evaluated and awarded on the basis of the best value to the city. Criteria used will include, but not be limited to, bidder/contractor's ability, qualifications, experience, type and amount of equipment, purchase price, maintenance cost(s), insurance, resale, license and permits and overall capability meeting the needs of the City of Traverse City. The City is sales tax exempt – Government.

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.

Pre-delivery Inspection: Successful bidder shall make a complete inspection of equipment to insure it meets specifications and perform any pre-delivery service(s) required before the equipment is delivered. Acceptance shall be subject to complete inspection and approval of the City.

Terms: Net Cash. Payment will be made as soon as possible after delivery/acceptance of equipment. Price quoted shall include any title fee and all delivery costs to the City Garage, 625 Woodmere Ave., Traverse City, MI 49686.

Bidder certifies that as of the date of this bid, Bidder's company or Bidder 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.

The City may require an in house equipment demonstration for your bid to be considered.

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 thirty (30) 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

E-MAIL ADDRESS:

Sole proprietorship/partnership/corporation

If corporation, state of corporation