



July 17, 2020

Bidder:

The City of Traverse City will receive sealed bids in the Office of the City Engineer, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Thursday, August 6th, 2020 at 10:00am** for the following:

Rental Shop Tuning Machine
(Specifications attached)

If the specifications are obtained from the City's website link at: http://www.traverscitymi.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 ksheridan@traverscitymi.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 **“Hickory Hills Rental Shop Tuning Machine.”**

You must submit **TWO (2) SEALED COPIES** of the bid to the City Engineer's Office prior to the above-indicated time and date or the bid will not be accepted. **Alternatively**, E-Mailed bids **will be** accepted. Please indicate in the subject line of your e-mail that you are submitting a “Sealed Bid” together with the project description, “Rental Shop Tuning Machine,” and submit your e-mailed bid to kaldrich@traverscitymi.gov **before Thursday, August 6th, 2020 at 10:00 a.m.**

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 Timothy Lodge, City Engineer at (231) 922-4456 before the bid is submitted.

PLEASE SUBMIT BID TO: Timothy Lodge, City Engineer
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684

SPECIFICATION: Rental Shop Tuning System:

- Rental shop tuning system to condition the base and edges of rental ski and snowboards for the rental shop at the Hickory Hills Ski Area. The City currently owns a waxing and polishing machine. We anticipate a rental fleet consisting of 100 pairs of skis and 40 snowboards.
- The machine shall have a compact design and be manufactured by QBL Systems, Montana, Reichmann, Wintersteiger or approved equal.
- The machine shall be capable of base and edge preparation
- The machine shall be compatible with four wire, 3 phase, 120/208 volt electrical (US) supply
- Optional automatic feed

MINIMUM REQUIREMENTS: The above 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.

DELIVERY: The costs for delivery of the requested items should be included within the bid price. Units shall be delivered to the City of Traverse City in first class operating condition.

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" 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 "Comply Column." 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.

If you have ANY questions, or are unclear about what we may be requesting, please contact Timothy Lodge at 231-922-4456. Please ask questions or request clarifications before the bid is submitted.

Bidder - Please complete and return

BID SUMMARY

TITLE: Hickory Hills Rental Shop Tuning Machine

DUE DATE: Thursday, August 6th, 2020, at 10:00am

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

EMAIL ADDRESS:

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. _____
Contact Person: _____ Telephone: _____

2. _____
Contact Person: _____ Telephone: _____

3. _____
Contact Person: _____ Telephone: _____

Nearest Equipment Service Center to Traverse City Michigan:

Company Name

Company Address

Phone Fax

City, State, Zip

BID SHEET

Hickory Hills Rental Shop Tuning Machine

Make and model of unit bid: _____

COMPLY EXCEPTION

Dimensions: _____ Voltage/Amperage: _____

Base and Edge Prep: Yes No

Total cost of unit: \$ _____

Total cost of delivery to Traverse City, Michigan including any freight, customs, logistics and related charges for unit: \$ _____

Total cost of unit including delivery: \$ _____

Total cost of automatic feed system option for unit: \$ _____

Total cost of unit including delivery and automatic feed system for unit:
\$ _____

Attach pricing for consumable materials (belts, spare parts, etc) Yes No

Warranty offered: _____

Expected delivery date: _____

By: _____ Date: _____

Title: _____

Company: _____

Address: _____

Phone: _____

Signature: _____