

CITY OF CEDAR SPRINGS

BID PROCEDURE FORMS

CHECKLIST:

- _____ Department Head Review/Approval
 - _____ Prepare service or product specifications (*General Description*)
- _____ Determine if Bid Performance Bond and/or deposit is necessary
- _____ Determine insurance requirements (for services only)
- _____ Prepare Invitation to Bid
- _____ City Manager's approval. Complex contracts may also require City Attorney or Finance Director/Treasurer approval.
- _____ City Clerk Review/Approval.
 - _____ Prepare Publication Notice (see page 5 for requirements)
 - _____ Clerk publishes notice on **November 15, 2018**
 - _____ Mail bid packages to prospective bidders, if known.
 - _____ Public opening and reading of bids by Clerk and /or Treasurer
November 29, 2018 at 9am
 - _____ Prepare recommended bid acceptance resolution
 - _____ Present resolution to Council for adoption. **December 13, 2018 at 7pm**
 - _____ Send resolution and letter of acceptance with return endorsement

Bid Package for "Library Snow Blockade System"

City of Cedar Springs
66 S. Main Street
P.O. Box 310
Cedar Springs, MI 49319

Bidder's Business Name: _____

Bidder's Address: _____

Bidder's Telephone Number: (___) - ___ - ____

Bidder's E-Mail Address: _____

Bidder's Fax Number: (___) - ___ - ____

Bids must be placed in a sealed envelope clearly marked "**Library Snow Blockade System**" and sent to:

City Clerk Rebecca Johnson
City of Cedar Springs
66 S. Main Street, P.O. Box 310
Cedar Springs, Michigan 49319

Bids must be received no later than 9:00 a.m. **November 29, 2018** where the bids will be publicly opened at City Hall in the City Council Chambers at the address above. City staff will review all bids and make a recommendation to the City Council with regard to the award of a bid(s) at a regular meeting of the City Council 7:00 p.m. **December 13, 2018** in the City Council Chambers. Questions should be directed to Bill LaRose at 616.696.1330 Ext. 108, Monday through Friday, 7:30 AM to 4 PM.

General product specifications: The City of Cedar Springs is currently soliciting bids to purchase and install a snow blockade system at the Cedar Springs Community Library Building. The bidding contractor will be responsible for installing approximately 232 linear feet of snow blockades on a snap on batten style roof. The color of the snow blockade must match existing steel roof closely. All hardware must be stainless. No anchors can be installed on the flat portion of the roof.

Please submit written bid detailing the cost and type of the system, materials, and labor costs. All bids should also include a list of your professional qualifications, a statement of any previous municipal work completed, a list of three (3) previous municipal or commercial/industrial clients as references with contact information, evidence of a commercial liability insurance policy covering the contractor, contractors employees and can be amended to add the City of Cedar Springs as additionally insured during the completion of this contract.

Bids must remain valid for at least 60 days following the closing date.

All bids accepted by the City Council are to be delivered no later than 9:00 a.m. on **November 29, 2018**.

The City reserves the right to reject any and all bids, to waive irregularities and nonconformities in bids, to accept and reject bids based on what the City Council deems is in the best interests of the City, to negotiate with the selected bidder and to make the bid award as the City Council deems in the best interests of the City.

All errors in the bid will be the sole responsibility of the bidder.

A contract may be deemed to be executed only upon execution of a written contract.

The bid, bid acceptance notice and any subsequent written contract, signed by the parties, shall constitute the entire agreement of the parties.

All bids must be submitted in a sealed envelope plainly marked identifying the bidder and the project.

Withdrawal of any bid is prohibited for a period of 30 days after the actual date of opening thereof.

City of Cedar Springs

Library Snow Blockade System

I have read and understand the Notice, Invitation to Bidders and Bid Package specifications. The bid that is represented herein complies in all respects to the conditions and instructions contained therein, and where different, has been clearly noted in this bid.

Signature: _____

Name: (print) _____

Title: _____

Telephone Number: (_ _ _) - _ _ _ - _ _ _ _

Company Name: _____

Date: _____

City of Cedar Springs
Invitation to Bidders

“Library Snow Blockade System”

The City of Cedar Springs is currently soliciting bids to purchase and install a snow blockade system at the Cedar Springs Community Library Building. The date and time of the bid opening is at 9:00 a.m. **November 29, 2018** in the City Council Chambers of City Hall located at the address below. Bids are to be placed in a **sealed** envelope mailed or delivered to Rebecca Johnson, City Clerk, and clearly marked **“Library Snow Blockade System”**. This notice is being published **November 15, 2018**, posted on the City’s web page (www.cityofcedarsprings.org) and at City Hall. Prospective bidders may make an appointment to visit the facility and pick up a complete bid package by contacting Mr. Bill LaRose at 616.696.1330 Ext. 108, Monday through Friday, 7 AM to 4 PM. The City of Cedar Springs reserves the right to reject any and all bids, to waive irregularities and nonconformities in bids, to accept and reject bids based on what the City Council deems is in the best interests of the City, to negotiate with the selected bidder and to make the bid award as the City Council deems is in the best interests of the City. The bid packet must also include the total cost, proof of insurance and a list of three (3) previous municipal or commercial/industrial clients as references with contact information.

City of Cedar Springs
City Hall
66 S. Main Street
P.O. Box 310
Cedar Springs, MI 49319
616.696.1330

BID ACCEPTANCE RESOLUTION

The resolution by which the City Council accepts a bid must contain the name of the successful bidder, a description of the project or service, the acceptable price and a statement that the City reserves the right to reject any and all bids, to waive irregularities and nonconformities in bids, to accept and reject bids based on what the City Council deems is in the best interests of the City, to negotiate with the selected bidder and to make the bid award as the City Council deems is in the best interests of the City.

A copy of the resolution will be mailed to the successful bidder with a cover letter informing the bidder of the City's acceptance of the bid and other instructions or information deemed appropriate. It may include the bidder's name and address, all conditions of acceptance such as price, time and performance, work to be performed and completion date. It may also request the endorsement and return of a copy of the letter and may enclose a copy of the proposed contract.