

CITY OF MARSHALL

SPECIFICATIONS FOR QUOTES SPRING TRASH CLEAN UP

The City of Marshall is committed to the concept of performance quotes. All vendors are encouraged to submit quotes that conform to the stated specifications, as well as, suggested deviations from the specifications, which in the vendor's opinion will be beneficial to the City in terms of price and performance. The City reserves the right to accept or reject any quote under these terms. The purpose of this specification is to describe Spring Trash Clean Up for the City of Marshall.

PREPARATION OF QUOTES

- A. Quotes must be submitted typewritten or clearly printed in ink on the original document and signed by a duly authorized representative of the firm submitting the quote. Quotes will be received until 1:00 pm., April 9, 2012, by the City of Marshall, Purchasing Agent, 323 W. Michigan Ave., Marshall, MI 49068.
- B. Quotes will be accepted by mail or messenger only at the above address until the time and date specified.
- C. Quotes may be mailed to: City of Marshall, Sheri Zienert, 323 W. Michigan Ave., Marshall MI 49068, and clearly marked on the outside "Spring Trash Clean Up".
- D. Late, e-mailed or faxed quotes will not be accepted and will be returned to the bidder.
- E. All quotes submitted in response to this invitation shall become the property of the City of Marshall and be a matter of public record available for review.
- F. Communications regarding this proposal may be directed to Carl Fedders @ 269.781.3985 ext 101.

AWARD

The quote will be awarded to that responsible, responsive bidder whose quote, conforming to this solicitation, will be most advantageous to the City, price and other factors considered. The City reserves the right to accept a quote in whole or in part, and to award by item or by group, whichever is deemed to be in the best interest of the City of Marshall. Any bidder, who is in default to the City at the time of submittal of the quote, shall have his quote rejected. The City of Marshall reserves the right to clarify any contractual terms with the concurrence of the Contractor; however, any substantial non-conformity in the offer, as determined by the City of Marshall, shall be deemed non-responsible and the offer rejected.

BID RESULTS

A bid tabulation will be available for review after quotes are completely evaluated.

CURRENCY

Prices calculated by the bidder shall be stated in U.S. dollars.

INVOICING

A copy of all disposal tickets showing tonnage shall be submitted with the payment request. The Contractor is responsible for all traffic control and shall meet all Federal, State and Local laws and standards and regulations pertaining to their operation and disposal of all material collected.

GENERAL TERMS AND CONDITIONS

- A. Applicable Laws: the Ordinances and Charter for the City and the laws of the State of Michigan concerning competitive bids, quotes, contracts, proposals and purchases will be employed.
- B. Taxes: The City of Marshall is generally exempt from Federal Excise and Michigan Sales Tax. Prices shall not include tax. The City of Marshall is a governmental agency and qualifies for governmental discounts.
- C. If the bidder elects to deviate from the specifications stated, all exceptions or other changes shall be clearly

noted.

- D. The City does not discriminate based on race, color, national origin, sex, religion, age, or disability in employment or the provision of services.
- E. Bids may not be withdrawn or changed for a period of one hundred twenty (120) days after the official date of opening thereof. This time period may be extended by mutual agreement of the City and any bidder or bidders.
- F. The City of Marshall reserves the right to reject any and all quotes, waive informalities or defects in quotes and accept such quotes, as it shall deem to be in the best interest of the City of Marshall.

CHANGES AND ADDENDA TO BID DOCUMENTS

Information of change or addendum issued in relation to this quote document will be on file and available in the Office of the Purchasing Agent. In addition, to the extent possible, copies will be mailed to each vendor registered as having received a set of bid documents. It shall be the bidder's responsibility to make inquiry as to changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such addenda.

GENERAL SPECIFICATIONS

Unless otherwise stated by the bidder, the quotes shall be considered as being in accordance with the City of Marshall's applicable standard specifications, and any special specifications outlined in the Bid Document. References to a particular trade name, manufacturer's catalogue, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City of Marshall, and should not be construed as excluding bids on other types of materials, equipment and/or supplies. However, the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless departure or substitution is clearly noted and described in the bid. The City of Marshall reserves the right to determine if the equipment/product being bid is an acceptable alternate. Any unsolicited alternate bid, or any changes, insertions, or omissions to the terms and conditions, specification, or any other requirements of this bid, may be considered non-responsive. The City of Marshall reserves the right to disregard any conflicting terms and conditions submitted by the contractor and hold the contractor to the submitted bid price. Contractors are strongly encouraged not to submit anything with their bid that is not specifically requested in this solicitation.

The City reserves the right to cancel the award without liability to the bidder or the City of Marshall at any time with written notice sent by certified mail to the address specified in the bid award of the specification for quotes.

The contractor will carry liability amounts and workmen's compensation coverage required by law on his operation and employees and requires same of any sub-contractors and provides proof of same to the City of Marshall. The contractor is also responsible for obtaining any licenses and/or permits required by law for activities on City of Marshall property.

The contractor shall follow all MIOSHA safety laws while working on City of Marshall property, including but not limited to working in the State of Michigan right-of-ways.

TIME LINE

The City of Marshall has scheduled Spring Cleanup beginning June 4, 2012. Residents will be asked to have all items at the curbside before 7:00 am. The selected vendor will be given three (3) days to complete the entire pick up and will make only one round of pick up.

PROPOSAL

To: Purchasing Agent, City of Marshall, Michigan

The City of Marshall desires to secure a refuse service for spring trash clean up. The undersigned, having familiarized themselves with the quote specifications hereby proposes to fulfill the attached quote and to deliver services necessary to conform to the City's specifications, for the sum set forth in the following:

Hourly rate for truck & crew \$ _____

Disposal cost per ton \$ _____

Acceptable Items:

- All bagged and containerized municipal waste
- Bags and containers must weigh less than 50 pounds
- Larger items such as furniture, toys, bicycles, appliances (Air conditioners, refrigerators and dehumidifiers must have FREON removed by a licensed Mechanical Contractor and a sticker placed on the appliance), home fixtures and any other non-hazardous items
- Miscellaneous building materials (i.e. a door, a window, a section(s) of fencing (must be cut down to fit into the truck and can be lifted by one (1) person
- Latex paints – must be dried up in the container (you may pour kitty litter into the container to dry it up)
- Wheel rims and small car parts

Unacceptable Items

- Yard waste – may be taken to the County Compost Center
- Liquid or hazardous waste
- Tires or tires on rims
- Non-Latex paints or varnishes
- Motor oil or solvents
- Car batteries
- Regulated medical waste
- Large car parts such as engine blocks, bodies, oversized hoods and doors
- Building demolition debris such as drywall, plaster and/or lath, concrete steps and similar items (one (1) person must be able to lift

HISTORICAL DATA

YEAR	HOURS	TONS
2011	94	110
2010	71	78
2009	42	42
2008	85	70
2007	71	86
2006	65	85

BID AND AWARD

To: Marshall City Purchasing Agent

The undersigned bidder declares that they have carefully read, become familiar with and understands the bid/contract documents and specifications and hereby proposes to fulfill the attached bid.

In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved by the City of Marshall to reject any or all quotes. It is further understood and agreed by the undersigned that any qualifying statements, or conditions made to the above quote, as originally published, as well as any erasures, omissions, or entered wording obscure as to its meaning, may cause the quote to be declared irregular and may be cause for

rejection of the quote.

SIGNATURE OF BIDDER _____

BY _____ TITLE _____

NAME OF COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE _____ FAX _____

E-MAIL _____ DATE _____

CONTRACT REPRESENTATIVE _____ PHONE _____

Questions may be referred to Sheri Zienert, Purchasing Agent at 269.781.3985.

STATEMENT OF NO BID

NOTE: If you DO NOT intend to bid on this commodity or service, please complete and return this form. Your response will assist us in evaluating all responses for this project, to improve our bid solicitation process and not waste your time in the future.

The Purchasing Division of the City of Marshall wishes to keep its bidders list up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

If you do not respond to this inquiry before the bid deadline, we will assume that you can no longer supply this commodity/service, and your name will be removed from this bid list.

- _____ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).
- _____ Specifications are unclear (explain below).
- _____ We are unable to meet specifications.
- _____ Insufficient time to respond to the Request for Quote.
- _____ Our schedule would not permit us to perform.
- _____ We do not offer this product or service.
- _____ Remove us from your bidders list for this commodity or service.
- _____ Other (explain below).

REMARKS _____

SIGNED _____ NAME _____
(Type or Print)

TITLE _____ DATE _____

FIRM NAME _____

PHONE _____ FAX _____

ADDRESS _____
(Street Address) (City) (State) (Zip)