



City Hall • 333 West Ellsworth Street • Midland, Michigan 48640-5132 • 989.837.3300 • 989.835.2717 Fax • www.midland-mi.org

INVITATION TO BID

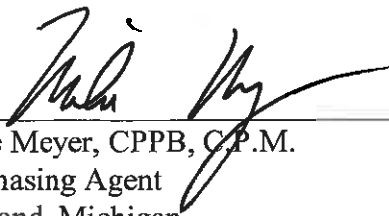
BID NO. 3403

WATER DISTRIBUTION FITTINGS

Sealed bids will be accepted at the Office of the Purchasing Agent, City Hall, 333 West Ellsworth, Midland, Michigan, 48640, until 2:00 PM, Tuesday, February 14, 2012, for furnishing prices on Water Service Fittings, in accord with the attached specifications. Technical questions shall be directed to Andrew Parrott, General Supervisor, Water Distribution, at (989) 837-6950.

This Invitation to Bid and all its pages, documents, and attachments, including those added subsequently by written notice, submitted and properly executed, shall constitute the contract between the City and the successful bidder when approved and accepted by the City.

The City reserves the right to accept or reject all or any parts of and all bids, to waive irregularities and to award contract to other than the low bidder in the best interest of the City of Midland.



Mike Meyer, CPPB, C.P.M.
Purchasing Agent
Midland, Michigan

**CITY OF MIDLAND, MICHIGAN
STANDARD INSTRUCTIONS TO BIDDERS**

1. Receipt and Opening of Bids: Sealed bids will be accepted and time stamped upon receipt in the office of the City Clerk, City Hall, 333 West Ellsworth, Midland, MI 48640, until the time indicated on the attached Invitation to Bid for goods or services listed in the specifications and will be publicly opened and read aloud.
2. Form of Bid: Bids shall be submitted on the enclosed form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.
3. Submission of Bids:
 - A) Envelopes containing bids shall be sealed and clearly marked on the outside of the envelope with the name and address of the bidder, the title and bid number of the project, and the date and time of the scheduled bid opening.
 - B) Any bid received after the scheduled time of opening will not be accepted and will be returned to the vendor unopened.
 - C) Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening time.
 - D) Telephonic or faxed bids will not be accepted and telephonic, telegraphic, or faxed amendments to bids or withdrawals will not be accepted under any circumstance.
 - E) Unless otherwise specified, no bid may be withdrawn for a period of sixty (60) calendar days from the date of the bid opening.
 - F) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
 - G) Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to an officer or employee of the City for the premature opening of a bid not properly addressed or identified.
 - H) In case of a discrepancy between unit prices and their extensions, the unit price bid shall govern.
4. Brand Names: Whenever in the specifications or proposal form, brand names, trade names, manufacturer, or catalog numbers are called, it is for establishing a grade or quality level only and the phrase "or equal" is deemed to follow unless a prequalified list of the term "only", "no exceptions", or similar phrase is included.
5. Taxes: The City of Midland is exempt from State and Federal taxes. However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of property owned by the City is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts, must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.
6. Acceptance of Bids: Receipt of a purchase order for the City of Midland covering the materials or services as described in the bid will indicate the award of bid and contract of purchase.
7. City's Rights: The City reserves the right to accept or reject any or all bids, to waive irregularities or defects, to award on a split-order or lump-sum basis, and accept the bid or parts thereof deemed to be in the City's best interests.
8. Delivery: Bids shall include all delivery charges with terms of Freight Prepaid-FOB Midland, Michigan.
9. Laws: The laws of the State of Michigan shall govern the rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process.
10. Disclosure: All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed.
11. Independent Price Determination: By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.