



BID DOCUMENTS

FOR

**Limestone, Sand, and Cold Patch**

**DUE: 2:00pm Friday October 20, 2017**

**BID NUMBER**

**YCUA17560012**

YPSILANTI COMMUNITY UTILITIES AUTHORITY  
2777 STATE ROAD  
YPSILANTI, MICHIGAN 48198

All information requested of the vendor shall be entered in the appropriate space on the form. Failure to do so may disqualify your offer.

All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid.

Corrections and/or modifications received after the closing time specified will not be accepted.

Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor to receipt of the goods or services by the Authority. Time of delivery may be a consideration in the award.

Prices shall be stated in units of quality specified in the bid document. In case of a discrepancy in computing the amount of the bid, the unit price shall govern. All quantities stated, unless indicated otherwise, are estimates and the Authority reserves the right to increase or decrease the quantity at the unit price bid as best fits its needs.

All prices will be bid F.O.B. Destination and remain in effect for at least 90 days to allow for approval by the Authority Board. The successful bidder's prices will remain firm through the length of the contract as designated within these bid specifications.

Bids shall include all charges for delivery, packing, crating, etc. unless otherwise stated in the bid document. General delivery hours are 8:30 a.m. to 3:30 p.m. Monday – Friday.

Prices will be considered net if no cash discount is shown.

All bids shall be signed by an authorized officer or employee of the bidder.

Bids must be submitted by the date and at or prior to the time specified to be considered. No late bids, telegraphic, faxed bids or telephone bids will be accepted.

Submit bids in a sealed envelope, stating item being bid, closing date and time on outside of envelope. **Please submit two (2) copies of your bid.**

Bids may be withdrawn in person by a bidder, or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid deadline.

YCUA reserves the right to postpone the bid opening for its own convenience.

Samples of articles selected may be retained for future comparison.

Samples which are not destroyed by testing, or which are not retained for future comparison will be returned upon request at your expense.

Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in your bid price. The Authority will furnish the successful contractor with tax exemption certificates when requested. The following exception shall apply to installation projects. When sales tax is charged to the successful contractor for materials to be installed during the project that cost shall be included in the bid cost and not charges as a separate item. The Authority is not tax exempt in this case and cannot issue an exemption certificate.

The Authority's normal payment terms are 30 days in connection with any cash discounts specified on this bid. Time will be computed from the date of complete delivery of supplies or equipment as specified, or from the date correct invoices are received in the Authority's Finance Department, if the latter date is later than the date of delivery.

The Authority reserves and has the right, in the Authority's sole discretion: to reject or accept any bid/proposal, including without limitation, a non-conforming, non-responsive, unbalanced, incomplete or conditional bid/proposal; to waive any failure to comply with or fully satisfy the requirements of bid specifications or the specifications of a request for proposal; to extend the time for filing a bid or proposal; to reject the bid/proposal of any bidder/proposer if the Authority believes it would not be in the best interest of the project or the Authority to make an aware to the bidder/proposer; to reject the bid or proposal of any bidder/proposer whom the Authority finds, after reasonable inquiry, to be non-responsible to waive all informalities not including price, time or changes in the work; or, to negotiate contract terms with the apparent successful bidder/proposer.

**ALL BIDS MUST INCLUDE MATERIAL SAFETY DATA SHEETS FOR MATERIALS AS REQUIRED BY M.I.O.S.H.A.**

Ypsilanti Community Utilities Authority is now part of an organization called the Michigan Intergovernmental Trade Network (MITN), a group of agencies that joined forces to create a Regional Bid Notification System to notify companies of new bid opportunities. All bids, quotations and proposals are now being posted online. All vendors are encouraged to visit <http://www.mitn.info> in order to register their company and gain access to new bids and proposals. If you do not have internet access, please call 1-800-677-1997, extension 214 to speak to a representative at BidNet®, the technical support group that handles the MITN system.

# **BID SPECIFICATIONS**

## **General**

21AA limestone, 6A limestone, Class II sand and cold patch: content size, and mix shall comply with Michigan Department of Transportation Standard Specifications for Highway Construction. Certification of the materials specified may be required prior to award of contract.

## **Deviations**

Any deviations from specifications, terms, and/or conditions shall be indicated below in the space provided or by providing an attached summary thereof. Failure to do so shall be interpreted to mean that the bidder is complying in full with all specifications.

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## **Quantities**

While specified quantities are a reasonable estimate of the Authority's projected usage for one year, they are subject to variation and are given solely for the purpose of comparing bids. Quantities to be delivered will be based upon amounts needed at the time orders are placed. The bidder, however, shall provide all quantities actually required by the Authority for the period indicated.

## **Order Placement and Delivery**

The Authority shall place individual orders for any quantities required on an "as needed" basis; orders shall not be for quantities of less than 50 cubic yards per order.

Delivery of materials shall be made by the vendor to the YCUA Service Center at 2780 Clark Road in Ypsilanti, or to the YCUA Maintenance Facility located at 2777 State Road, also located in Ypsilanti. Delivery hours at both facilities shall be 8:30 a.m. until 3:30 p.m., Monday through Friday, unless approved in advance by a Transmission & Distribution Supervisor, or a Maintenance Supervisor.

*Bid prices submitted by the successful bidder should remain firm for the length of the contract from date of award by the Authority Board.*

Materials shall be delivered within twenty-four hours of a telephone order, unless approved in advance by one of the Supervisors as indicated above.

Failure to deliver materials within the stated time shall constitute sufficient cause for cancellation of contract or purchase order at the option of the Authority, in which case the Authority may procure product from the second low bidder, or from any vendor in the open market.

## Itemized Bid

All prices are to be fixed and firm at the amounts listed for the period beginning upon aware of quote through \_\_\_\_\_.

<u>Material (MDOT spec)</u>	<u>Estimated qty.</u>	<u>Price/ton, delivered</u>	<u>Estimated annual cost</u>
21AA limestone	1,500 tons	\$ _____	\$ _____
6A limestone	250 tons	\$ _____	\$ _____
Class II sand	2,500 tons	\$ _____	\$ _____
Cold patch	300 tons	\$ _____	\$ _____
		Total:	\$ _____

## Authorization

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact person \_\_\_\_\_

Phone, if different than above \_\_\_\_\_

Specific questions may be answered by contacting YCUA T & D Supervisor Keenen Crump at: [kcrump@ycua.org](mailto:kcrump@ycua.org), or by calling 734-484-4600, extension 300.