



Macomb County Department of Roads

Addendum #1 RFP-12-06

Parts and Service Repair of a 1999 Grade-All XL 400 S/N 418277

Comments	Part Description	Parts Cost	Labor Cost	Total Amount
DIAGNOSE SWING BREAK FAILURE				
TOOL KNUCKLE REBUILD	PINS AND BUSHINGS			
BOOM SLIDE ROLLERS	ROLLERS AND SHAFTS			
BOOM HOSE GUIDE ROLLER				
RIGHT LOWER FENDER				
LOWER CAB REPAIR AND LINER				
UPPER CAB LEFT WINDOW				
UPPER CAB MARKER LIGHTS				
RECOVER UPPER SEAT				
REPAIR UPPER CAB RUST				
CLEAN AND DIAGNOSE LOWER ENGINE LEAKS				
CLEAN AND DIAGNOSE UPPER ENGINE LEAKS				
DIAGNOSE WORK LIGHTS NOT WORKING				
DIAGNOSE UPPER WARNING BUZZER GOING OFF				
CLUTCH ASSEMBLY				
Total Parts/Total Labor				
		Repair Total		
		Parts		
		Labor		
		Shop Supplies		
		Waste		
		Misc. Charges		
		Misc. Charges		
		Total		

MACOMB COUNTY DEPARTMENT OF ROADS

DIRECTOR OF ROADS

Robert P. Hoepfner, P.E.

FINANCE DIRECTOR

Michelle M. Mykytiak

PURCHASING DIRECTOR

JoAnna K. Strizic

Request for Proposal: **Parts and Service Repair of a 1999 Grade-All XL 400 S/N 418277**

Voluntary Pre-Proposal Meeting/Inspection:

A Voluntary pre-proposal meeting/inspection is scheduled for Wednesday, January 25, 2012 at 10:00 a.m., at the Macomb County Department of Roads New Haven Service Center, 58270 Williams St., New Haven MI, 48048.

Sealed proposals will be publicly opened at 11:00 A.M., E.S.T. on Wednesday February 1, 2012 at the office of the Macomb County Department of Roads, 117 S. Groesbeck, Mt. Clemens, Michigan, 48043 for the furnishing of the above materials, services, equipment, work and/or supplies in accordance with the terms, conditions and specifications as stated herein and hereto attached. Respondents must submit the proposal, One (1) "marked" original and two (2) copies for a total of three (3) proposals.

1. The Macomb County Department of Roads reserves the right to reject any and all Requests for Proposals, to waive any informality and, unless otherwise specified by the vendor, to accept any items in the proposal. In case of error in the extension of prices in the proposal or other arithmetical error, the unit prices will govern.
2. The proposal must be delivered in person or sent by mail to the Macomb County Department of Roads, 117 S. Groesbeck, Mt. Clemens, Michigan, 48043. It shall be in a sealed envelope marked with the name and address of the vendor on the outside of the envelope. The above referenced RFP number should also be highlighted on the outside of the envelope. Facsimile and/or e-mail transmitted RFP's will not be accepted.
3. The vendor shall assume full responsibility for delivery of proposals prior to the appointed hour for opening same and shall assume the risk of late delivery or non-delivery regardless of the manner he employs for the transmission thereof. Proposals shall be accepted by the Department of Roads at any time during the normal course of business only, said hours being 8:00 am to 4:30 pm, Monday through Friday, legal holidays excepted. A vendor may withdraw their proposal response by written request at any time prior to the scheduled opening. Any proposal received after the scheduled opening time will **not** be accepted. No proposal may be withdrawn, changed, or modified in any way for a period of sixty (60) calendar days from the date of the opening.
4. **IT IS UNDERSTOOD THAT THE MACOMB COUNTY DEPARTMENT OF ROADS IS A GOVERNMENTAL UNIT AND AS SUCH IS EXEMPT FROM THE PAYMENT OF ALL STATE AND FEDERAL TAXES APPLYING ON THE ABOVE MENTIONED ITEM AND ALL PRICES QUOTED SHALL NOT INCLUDE ANY SUCH TAX.**
5. The total price quoted by the vendor must be the total cost delivered to the location(s). All goods are to be shipped F.O.B. Shipments sent C.O.D. without the Department of Road's consent will not be accepted and will, at the Contractor's risk and expense, be returned. Unauthorized shipments are subject to rejection and returned at the Contractor's expense.
6. The vendor by execution of the proposal thereby declares that the RFP is made without collusion with any other person, firm or corporation making any other quotation, or who otherwise would make a quotation, and agrees to furnish all quoted items in strict accordance with all Federal Regulatory Measures.

7. All proposals must be submitted on the Department of Roads form of proposal. The proposal shall be legibly prepared in ink or typewriter. Erasures or alterations must be initialed by the vendor.
8. Submission of a proposal will be construed as a conclusive presumption that the vendor is thoroughly familiar with the RFP and specifications and that he/she understands and agrees to abide by each and all of the stipulations and requirements contained therein.
9. In the specifications, whenever an article or material is defined by brand name, the name and catalog number of a particular manufacturer, vendor or a limited description, the term "OR APPROVED EQUAL" is written. Any reference to a particular manufacturer's product either by brand name or limited description is only for purposes of setting a standard of performance, quality, composition, construction or size.
10. The Macomb County Department of Roads reserves the right to award the proposal which best fits our needs and appears to be in the best interest of the Department of Roads at the time the proposals are evaluated.
11. When applicable, contractor shall furnish material safety data sheets for their products.
12. VENDORS ARE REQUIRED TO SUBMIT DATA AND DESCRIPTIVE LITERATURE COVERING THE ITEM PROPOSED TO BE FURNISHED. PROPOSALS SUBMITTED WITHOUT THE ABOVE DOCUMENTATION MAY BE CONSIDERED NON-RESPONSIVE AND REJECTED.
13. Addenda issued during the proposal period covering additions, deletions or changes to documents shall be acknowledged as having been received and included in the proposal.
 Addendum No. _____ Dated _____
 Addendum No. _____ Dated _____
14. Prior to furnishing the requested products and services, it shall be the responsibility of the awarded vendor to obtain all licenses and permits required to complete this contractual service, at no cost to the Department of Roads. These licenses and permits shall be readily available for review by the Administration and Purchasing Personnel.
15. Vendors will provide a general history, description and status of their company.
16. All applicable Federal and State laws and rules and regulations over the project shall apply to the project contract throughout and will be deemed to be included in the contract herein written out in full.
17. The Macomb County Department of Roads adheres to Title VI related requirements as outlined in USDOT Regulation 49 CFR-Part 26, Appendix A of MDOT Bidding Specifications, and the MCDR Policy #440.
18. The Macomb County Department of Roads will not pay fuel surcharges.
19. This document is available over the internet at www.mitn.info or www.rcmcweb.org.

JoAnna Strizic
 Purchasing Director
jstrizic@rcmcweb.org

Greg Zukowski
 Vehicle Maintenance Foreman
gzukowski@rcmcweb.org

Copies of Proposals and Tabs are available on the following websites:
www.mitn.info or www.rcmcweb.org

MACOMB COUNTY DEPARTMENT OF ROADS

Specifications for:

Service and Repair of a 1999 Grade-All

General Requirements

The intent of the Scope of Work is to describe work consisting of furnishing all materials, supplies, equipment, tools, transportation and facilities and performing all labor and services necessary for the complete over haul and repair of a 1999 Grade-All. Proposals will be considered only from vendors who are a certified Grade All Service Technicians that are known to be skilled and have been regularly engaged in the repair of in this type of equipment for a period of not less than ten (10) years. Bidders must be a supply manufacturer parts listing with pricing.

If any materials or work are required, which are necessary to carry out the full meaning and intent of the repair and specifications, the contractors hereby agree to consider and provide the same in their proposal for the work as fully as if they were noted and to do so and execute the same without charge or claim for compensation thereof.

Insufficient information or description of materials of labor, which prevents the repair of the Grade All, must be reported to the Vehicle Maintenance Foreman prior to continuing the repair. Any and all additional costs must be pre-approved by the Purchasing Department, contact information is as follows; direct line 586-791-3348 and email address jstrizic@rcmcweb.org. The contractor's proposal shall be construed as an offer to complete all work without additional cost to the Macomb County Department of Roads.

The bidder shall include in the proposal package a list of at least five (5) users of the repair service offered in the package, so that department personnel can check the references.

MINIMUM QUALIFICATIONS: Respondents will be deemed non-responsible and rejected without any further evaluation if they do not meet the following qualifications: Must have a good work history (to be determined by supplying five (5) references). Contractor represents and warrants that the performance of this order and the furnishing of goods or services required shall be in accordance with the applicable standards, provisions and stipulations of all pertinent Federal and State laws, rules, regulations, resolutions, and ordinances. Delivery time, past performance of the bidder and/or the equipment offered, as well as price, will be considered major factors in determining the successful bidder.

METHOD OF AWARD: Award will be based on the following items:

- Certification for Grade-All Repair
- Work history provided by references provided
- Pricing for identified problems with the Grade-All
- Cost for labor
- Discount on parts
- Past performance and experience
- The Department of Roads reserves the right to award the proposal which best fits our needs and appears to be in the best interest of the Department of Roads at the time the proposals are evaluated.

Proposal

WE, THE UNDERSIGNED, agree to furnish to the Macomb County Department of Roads, parts and service repair of a 1999 Grade-All XL 400 conforming to the attached specifications at the pricing indicated as noted. F.O.B., delivered to 58270 Williams Street, New Haven, MI 48048

The undersigned herein submitted this proposal and agrees to enter into an agreement with the Macomb County Department of Roads in accordance with the proposal documents. In submitting this complete and signed proposal, it is understood that the right is reserved by the Macomb County Department of Roads to reject any or all proposals and to make such award that is in the best interest of the Macomb County Department of Roads.

Discounts on parts pricing is to be based on a published list of parts price list, which must be submitted with proposal. The discount for parts is to be based on a published list. This proposal is based on _____ list. This list is updated _____ (annually, quarterly, monthly, etc...)

A copy of the pricing list must be submitted with this proposal.

Percentage Discount on Parts _____

Hourly Labor Rate _____

COMPANY NAME: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PRINTED NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

PHONE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____ TERMS: _____

Comments	Part Description	Parts Cost	Labor Cost	Total Amount
DIAGNOSE SWING BREAK FAILURE				
TOOL KNUCKEL REBUILD	PINS AND BUSHINGS			
BOOM SLIDE ROLLERS	ROLLERS AND SHAFTS			
BOOM HOSE GUIDE ROLLER				
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DIAGNOSE WORK LIGHTS NOT WORKING				
DIAGNOSE UPPER WARNING BUZZER GOING OFF				
Total Parts/Total Labor				
			Repair Total	
			Parts	
			Labor	
			Shop Supplies	
			Waste	
			Misc. Charges	
			Misc. Charges	
			Total	

INSURANCE

The following insurance shall be obtained:

- | | | |
|----|---|--|
| A. | Comprehensive General Liability including | \$1,000,000 per occurrence and
\$2,000,000 aggregate |
| | 1. Products and completed operations | |
| | 2. Broad form property damage | |
| | 3. Premises operations | |
| | 4. Broad form contractual | |
| | 5. Personal injury | |
| B. | Workers' Compensation Employers Liability Statutory
Coverage and Employer's Liability Limits of: | \$500,000/\$500,000/\$500,000 |
| C. | Automobile liability including hired and leased
Vehicles owned and non-owned autos | \$1,000,000 CSL or \$500,000 per person
\$1,000,000 per accident \$500,000
Property damage |

Personal Injury Protection – Statutory Limits and Property Protection Insurance - \$1,000,000 Limit.

Supplemental Environmental Auto Liability (SEAL) coverage or insurance that covers the loading and unloading of scheduled pollutants is required.

CERTIFICATES OF INSURANCE (GENERAL)

All certificates of insurance and duplicate policies of an outsider, vendor or contractor shall contain the following clauses:

- A. "Underwriters shall have no right of recovery or subrogation against the MCDR (including its agents and agencies as aforesaid), it being the intention of the parties that the insurance policy so effected shall protect both parties in primary coverage for any and all losses covered by the subject policy."
- B. "Any coverage afforded the MCDR shall apply as primary and not excess to any insurance issued in the name of the MCDR, et al."
- C. "The insurance company(s) issuing the policy or policies shall have no recourse against the MCDR for payment of any premiums or for assessments under any form of policy."
- D. "The term 'insured' is used severally, not collectively but the inclusion in this policy of more than one insured shall not operate to increase the limit of the MCDR's liability."

All certificates are to provide thirty (30) days written notice of material change or cancellation. Certificates of insurance and insurance binders must be provided not less than ten (10) working days before commencement of work to the Macomb County Department of Roads, 117 S. Groesbeck Hwy., Mt. Clemens, MI 48043. Insurance carriers are subject to the approval of MCDR.

INDEMNIFICATION

MCDR will not be responsible for injury to contractor’s employees, sub-contractors, or to third parties caused by the contractor’s agents, servants or employees. Therefore, the contractor agrees to incorporate the below hold harmless agreement into the required insurance and to be evidenced by being contained in the certificate of insurance. Further, the below listed indemnification is incorporated and is part of the subject contract.

“The contractor agrees to protect, defend, indemnify and hold the MCDR and its officers, employees and agents free and harmless from and against any and losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, legal fees, liens, demands, court costs, obligation, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc. relating to personal injury, death, damage to property, defects in materials or workmanship, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder”.

“The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc. at his sole expense and agrees to bear all other costs and expenses related hereto, even if it (claims, etc.) is groundless, false or fraudulent. In any case in which this indemnification would violate legal prohibition, the foregoing provision concerning indemnification shall not be construed to indemnify the MCDR for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the MCDR, its officers, employees or agents”.

WORK REFERENCES (at least three)

Name of Company	Location	Name of Person Approving Work and Telephone No.	Time Period of Project
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

FEDERAL EMPLOYER IDENTIFICATION

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PRINTED NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

PHONE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____ TERMS: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

Which is (check one of the following:)

() Corporation, incorporated under the laws of the State of: _____

() Partnership, consisting of (list partners): _____

() Assumed Name (register no.) _____

() Individual _____

When payment on such order or contract is to be directed to the same company at an address different from above, fill in the following address: _____

MACOMB COUNTY DEPARTMENT OF ROADS

VENDOR CERTIFICATION

DEBARMENT

All information requested in this section must be completed and the document notarized. Any information omitted, or erroneously reported, may result in disqualification for current or future bidding and supply on behalf of the Macomb County Department of Roads.

The undersigned warrants and represents that they have full complete authority to make representations for and on behalf of the undersigned company and that their representations are fully binding upon the undersigned company.

1. The undersigned are not presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from transactions by any federal department or agency, or any state, county or local municipality, department or agency.

2. The undersigned has not within a three (3) year period preceding this bid been convicted of, or had a civil judgment rendered against them for the commission of fraud, a criminal offense in connection with obtaining, attempting, to obtain, or performing a public (federal, state or local) transaction, or a contract a public transaction, violation of federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

3. The undersigned are not presently indicted for or otherwise criminally or civilly charged by any governmental entity (federal, state or local) with commission of any of the offenses set forth in paragraph 2.

4. The undersigned have not within a three (3) year period preceding this bid, had one or more public transactions (federal, state or local) terminated or attempted to be terminated for cause or default.

IF THE APPLICANT IS UNABLE TO CERTIFY TO ANY OF THE STATEMENTS IN THIS CERTIFICATION, CERTIFICATION AND EXPLANATION SHALL BE ATTACHED AND PRESENTED WITH THIS CERTIFICATION.

THE UNDERSIGNED CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED MADE ON BEHALF OF THE UNDERSIGNED BIDDER.

Bidder:

Bidder Address:

Applicant/Bidder Representative:

Signature: _____
(Print full name)

Subscribed and sworn to before me this
_____ day of _____, 2012.

Notary Public
County of _____,
State of _____
My commission expires: _____

**Statement of Non-Submission of Proposal
Macomb County Department of Roads**

Proposal Number: RFP 12-06
Title: Service and Repair of 1999 Grade-All XL 400

Please Send or Fax To:
Macomb County Department of Roads
Attn: Purchasing Department
34592 Nova Drive
Clinton Twp., MI 48035
Fax Number: (586) 791-5860

We, the undersigned, have declined to submit a proposal for the following reasons:

Check All That Apply	Reason
	Our company does not handle the type of product/service
	We cannot meet the specifications nor provide an approved alternate – please explain below
	Our company is not interested in submitting a proposal at this time
	Job is too small
	Job is too large
	Cannot be competitive
	Liability issues such as insurance, bonding, indemnification, hold harmless
	Insufficient time to respond – please explain below
	Our company’s schedule would not permit performance of the specifications
	Other – describe below

Remarks: _____

Company Information:

Company Name: _____

Signature of Authorized Company Representative: _____

Printed Name: _____

Title: _____

Company Address: _____

Fax Number: _____

Telephone Number: _____

Important Note: To qualify as a respondent to the proposal, the vendor must submit a proposal or return this completed form.

VENDOR REGISTRATION: The Macomb County Department of Roads uses the MITN website for vendor registration, proposal and tabulation posting, award information and other processes. Final proposal results will be posted on the MITN website after award. Please register to see results – www.mitn.info.