



CITY OF BAY CITY
 301 Washington Avenue
 Bay City, MI 48708
 989-894-8115

QUOTATION REQUEST

This Is Not An Order

Date: 29-Jan-10

Bids must be received at the above address **NOT** later than 2:00 P.M. Michigan Local Time, Wednesday, March 3, 2010

BIDS not complying with above will be **REJECTED**.

BIDDER:

Prices for sealed quotation should be stated on page 2 of this bid package. If not interested or unable to quote, please RETURN the Statement of No Bid.

Leslie Koscielecki, CPPB Purchasing Manager
 Leslie Koscielecki, CPPB Purchasing Manager

ITEM AND DESCRIPTION
<p>The City of Bay City is accepting sealed bids for the construction of a counter in the Account Receivable Department.</p> <p>There will be a MANDATORY pre-bid meeting on Tuesday, February 16, 2010 at 10:00 a.m. at City Hall, 301 Washington Avenue, Room 301, Bay City, MI. This meeting must be attended in order to submit a bid. Bids will not be accepted unless bidders have attended the MANDATORY PRE-BID MEETING.</p> <p>All sealed bids are to be received at the City of Bay City, Purchasing Department, Room 202, City Hall, 301 Washington Avenue, Bay City, MI no later than 2:00 p.m. Michigan Local Time on date of bid opening as stated above.</p> <p style="margin-left: 40px;">All respondents must conform to the following:</p> <ol style="list-style-type: none"> 1. Proposal Form (submittal) 2. Non-Collusion Affidavit (submittal) 3. Statement of Bidder's Qualifications (submittal) 4. Instructions to Bidders 5. General Conditions 6. Wage Decision 7. Statement of No Bid (submittal only if applicable) 8. Sample Contract 9. Bonds (Performance and Labor & Material) 10. One original and two copies of proposal to be submitted (submittal) * 11. Bid Bond (submittal) ATTACH BID BOND TO FRONT OF BID <p style="margin-left: 40px;">Any questions regarding this bid must be submitted in writing to the Purchasing Manager via e-mail or fax no later than one (1) week prior to bid opening.</p> <p style="margin-left: 80px;">Leslie Koscielecki, CPPB Purchasing Manager Lkoscielecki@baycitymi.org (989) 894-8116 (989) 894-8222 Fax</p>

SUBMITTAL CHECKLIST

Is Bid Bond included with proposal, if applicable? [Yes [No
 Is your business Bay City based and eligible under the Local Purchasing Preference Policy? [Yes [No
 If yes, has your business submitted an executed Local Vendor Affidavit this calendar year? [Yes [No
 If no, please complete and submit the affidavit with your proposal. The Local Vendor Affidavit can be found on the City of Bay City's website at www.baycitymi.org under Purchasing.

Is the signed non-collusion affidavit included with the proposal? [Yes [No

Are all the submittals required as stated above or in Instructions to Bidders included with your proposal [Yes [No

We hereby agree to furnish and invoice above listed materials or service delivered or performed in accordance with your specifications, requirements and terms as specified herein at prices specified.

 BIDDERS BUSINESS NAME

 SIGNATURE

 TITLE

 PRINT NAME

 ADDRESS

 DATE

 PHONE

 FAX

 E-MAIL ADDRESS