



# NOTICE TO BIDDERS CITY OF PLYMOUTH



Notice is hereby given that the City of Plymouth, Michigan will accept sealed bids up until 10:15 a.m., Thursday, Feb. 9, 2023. The bid opening will be at 10:30 a.m., Thursday, Feb. 9, 2023 for the following:

## **PURCHASE OF MITY-LITE TABLES, CHAIRS AND CARTS**

Specifications and bid documents are available at the city hall during normal business hours. You may also download a copy of the documentation from the City's web site at:  
<http://www.plymouthmi.gov>

The City of Plymouth reserves the right to accept or reject any or all bids, in whole or in part, and to waive any irregularities.

Maureen Brodie - City Clerk  
City of Plymouth  
201. S. Main  
Plymouth, MI 48170

## **INSTRUCTION TO BIDDERS**

MODIFICATIONS: The proposal shall not contain any recapitulations of the work to be done. The City is under no obligation to consider alternate proposals or modifications to the specifications unless specifically requested in the bid documents. Oral presentations will not be considered.

EXAMINATION/INTERPRETATION OF THE CONTRACT DOCUMENTS & ABILITY TO BID: Before submitting a proposal, bidders shall carefully read the specifications and other bid documents and shall fully inform themselves as to all existing conditions and limitations and shall include in the proposal a sum to cover the cost of all items included in the specifications. Any bidder in doubt as to the true meaning of any part of the specifications or contract documents may submit to the City of Plymouth a written request for an interpretation or correction thereof. The person submitting such request will be responsible for its prompt delivery. If the interpretation is of general significance to all bidders, the City will attempt to fax or mail a copy of the interpretation to all parties known to be considering the bid. If the interpretation is of sufficient importance to potentially affect other bids, then the City may extend the bid due date to give all potential bidders an opportunity to consider the interpretation. Neither the City, nor its agents and employees, shall be responsible for any other explanations or interpretations of the specifications and bid documents, other than those issued in writing by the City Clerk.

It is the intent of the City of Plymouth that all qualified contractors are able to bid under these specifications. If the bidder feels that the specifications are unreasonably restrictive and prevent an effective bid from being submitted, then the bidder is encouraged to notify the City and provide a written request for interpretation of the specification, which is being considered restrictive.

ADDENDA: Any addenda issued prior to the bid opening shall be covered by the bidder in the proposal and shall be made part of the contract documents. Receipt of such addendum shall be acknowledged in the proposal.

DELIVERY OF PROPOSALS: Bids shall be delivered by the time and to the place specified in the Notice to Bidders. It is the sole responsibility of the bidder to see that his/her proposal is received in proper time. Any proposal received after the scheduled closing time for receipt of proposals shall be returned to the bidder unopened. To avoid late receipt and disqualification of bids, it is recommended that bidders personally deliver bids or utilize overnight or certified mail with return receipt requested.

**BIDS SHOULD BE DELIVERED IN SEALED ENVELOPES BEARING THE INSCRIPTION "PURCHASE OF MITY-LITE TABLES, CHAIRS AND CARTS". DELIVER BIDS TO:**

Maureen Brodie - City Clerk  
City of Plymouth  
201 S Main  
Plymouth, MI 48170-1688

WITHDRAWAL: Any bidder may withdraw his proposal, either personally or by telegraphic, faxed or written request, at any time prior to the scheduled closing time for receipt of proposals.

OPENINGS: Proposals will be opened and publicly read aloud at the time designated.

BIDDER QUALIFICATIONS/REFERENCES: All bidders shall include a list of at least three references, preferably municipalities, which the City may contact regarding the bidder's performance. Upon request, the bidder shall also furnish a written statement of its qualifications for the proposed work and a list of work completed on similar projects.

DURATION OF PROPOSALS: Each proposal shall be considered binding and in effect for a period of ninety (90) days following the bid opening.

PAYMENT TERMS: To be determined by The City of Plymouth based on when the order is delivered.

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, color, or national origin. The contractor shall further not discriminate against any employee or applicant for employment to be employed in the performance of this contract with respect to his/her hire, tenure, terms, conditions, privileges of employment or any matter directly or indirectly related to employment because of age, except in cases of bona-fide occupational qualifications. Non-compliance with the non-discrimination clause of this contract shall result in cancellation, termination or suspension of the contract and the contractor may be declared ineligible for further City of Plymouth contracts.

HOLD HARMLESS CLAUSE: The contractor agrees to defend and hold the City of Plymouth and its tenants harmless from any claims, actions, damages, losses and expenses of any sort arising out of or in connection with any act or omission of said company, its employees, stewards agents or sub-contractors.

FAILURE TO PERFORM: Failure to perform according to the specifications and bid will result in immediate cancellation of the contract, with the understanding that the City will contact the contractor and inform him/her of any deficiencies and allow corrections of said deficiencies to be made within 24 hours of such notification. Repeated failures of same deficiency will result in immediate termination of the contract after written notice has been given and noted as final notice of failure to comply.

NON-COLLUSION AFFIDAVIT: Bidders will complete the enclosed Affidavit of Non-collusion by Contractor form.

***THE CITY OF PLYMOUTH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, IN WHOLE OR IN PART, AND TO WAIVE ANY IRREGULARITIES. LOW BID DOES NOT AUTOMATICALLY GUARANTEE BID AWARD. BID IS AWARDED TO "BEST BID" AS DETERMINED BY THE CITY OF PLYMOUTH.***

***Bid may be awarded to more than one bidder.***

**AFFIDAVIT OF NONCOLLUSION**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

\_\_\_\_\_ (name), being first duly sworn deposes and says

that he/she is \_\_\_\_\_ (title) of \_\_\_\_\_ (corporation)

who submits herewith to the City of Plymouth a proposal for **PURCHASE MITY-LITE TABLES, CHAIRS AND CARTS** for the City of Plymouth and certifies:

That all statements of fact in such proposal are true;

That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such proposal is genuine and not collusive or sham;

That said bidder has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Plymouth, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

1. Did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
2. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his bid;
3. Did not in any manner, either directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else or to raise or fix any overhead, profit, cost element of his proposal price or of that of anyone else;
4. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the content thereof, or divulge information relative thereof, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in this business.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date:

## **MITY-LITE TABLES, CHAIRS AND CARTS**

Alternate Bid Tables, Chairs and Carts will **NOT** be accepted.

### **Chairs**

***Mity-Lite Elite Crown Chair – Hybrid***

***Item No: ELCR06010001670W50***

***Qty: 50***

#### **Description:**

- \* Finish: Black
- \* Back: Fixed
- \* Seam Style: Waterfall
- \* Ganging: Retractable
- \* Tubing Profile: Smooth
- \* Chair Upholstery: Sherpa – Gargoyle

### **Tables**

***Mity-Lite ABS Round Table 72"***

***Item No: CT72BGB0F000F000***

***Qty: 10***

#### **Description:**

- \* Top: Beige
- \* Bottom: Brown
- \* Trim: ABS Brown
- \* Leg: Wishbone
- \* Leg Base Color: Brown

***Mity-Lite ABS Rectangle Table 30" x 72"***

***Item No: RT3072BGB0F000F0000***

***Qty: 20***

#### **Description:**

- \* Top: Beige
- \* Bottom: Brown
- \* Trim: ABS Brown
- \* Leg: Wishbone
- \* Leg Base Color: Brown
- \* Height: 29" Tall

## **Carts**

### ***Mity-Lite Chair Cart***

***Item No: CRT4WCHHTBLK2***

***Qty: 1***

#### **Description:**

- \* Color: Black Sand
- \* Capacity: Holds 10 Elite Model Chairs

### ***Mity-Lite Rectangle Table Cart (48"- 96" Length)***

***Item No: CRTRTUBLK2***

***Qty: 3***

#### **Description:**

- \* Color: Black Sand
- \* Capacity: Holds 7 - 30"x72" Tables

### ***Mity-Lite Circular Table Cart (42"- 72" Diameter)***

***Item No: CRTCT42-72BLK56***

***Qty: 2***

#### **Description:**

- \* Color: Black Frame
- \* Capacity: Holds 6 - 72" Round Tables

# City of Plymouth Proposal Form

## Table, Chair and Carts Bid – Feb. 9, 2023

- Please provide pricing for equipment in table below
- Completed Non-Collusion Affidavit
- Submit three (3) copies of the proposal form

Bidder Company Name:	
Address:	
Phone Number:	
Fax:	
Email Address:	
Contact Person:	

<b>Bid Pricing</b>	
<b>List per unit bid for all items listed.</b>	
Mity-Lite Elite Crown Chair – Hybrid Item No: ELCR06010001670W50	\$
Mity-Lite ABS Round Table 72" Item No: CT72BGB0F000F000	\$
Mity-Lite ABS Rectangle Table 30" x 72" Item No: RT3072BGB0F000F0000	\$
Mity-Lite Chair Cart Item No: CRT4WCHHTBLK2	\$
Mity-Lite Rectangle Table Cart (48"- 96" Length) Item No: CRTRTUBLK2	\$
Mity-Lite Circular Table Cart (42"- 72" Diam.) Item No: CRTCT42-72BLK56	\$

I affirm that I have the authority to submit this bid to the City of Plymouth for the items specified on the attached sheet. I propose to supply the materials and labor to the City as outlined in this proposal in a timely manner.

Signature of Authorized Agent:	
Printed Name of Authorized Agent:	
Date:	