

REQUEST FOR PROPOSALS

FOR THE

CITY OF ALPENA

Department of Public Works/City Hall Paper & Supplies

May 2017

Prepared By:

City of Alpena
Engineering Department
208 N. First Avenue
Alpena, MI 49707
(989) 356-1730



Request for Proposals

The City of Alpena will receive Proposals from vendors for the delivery of paper and supplies to the Department of Public Works Building, located at 1001 Long Lake Avenue and City of Alpena's City Hall Building, located at 208 North First Avenue, both in Alpena, MI 49707

Proposals will be received via sealed submittal until 2:00 p.m., Tuesday, June 13, 2017. The City reserves the right to reject any proposals and to waive irregularities in proposals, which may be in the best interest of the City.

Beginning on Tuesday, May 30, 2017, requests for proposals may be obtained on the City of Alpena website at www.alpena.mi.us.

City of Alpena

Karen Hebert
By: Karen Hebert
City Clerk

Bid Proposal

Prices must remain firm July 1 through June 30 of each specified year.

Price is per unit case.

This list is not guaranteed to be an exhaustive listing of all paper items used by the City of Alpena.

Quantities are based on estimated total yearly usage. This is only an estimate and quantities may increase or decrease.

Vendor may choose to stock entire quantities with periodic releases when requested by the City of Alpena.

The City may take several small deliveries throughout the year.

The City reserves the right to award to one or more bidders in the best interest of the City

ITEM	DESCRIPTION	QTY	PRICE 2017	PRICE 2018	PRICE 2019
TRASH BAGS	38" x 58" ACTUAL SIZE- 60 GALLON 1.2 MIL - NOT COLOR SPECIFIC	50 CASES			
TRASH BAGS	24" X 33" LIGHTWEIGHT BAGS - NOT COLOR SPECIFIC	10 CASES			
TOILET TISSUE	A GRADE - 96 ROLLS PER CASE 500 2 PLY SHEETS 4.5x3.75 INCHES 58.59 SQ FT- WHITE	10 CASES			
TOILET TISSUE	B GRADE - 96 ROLLS PER CASE 500 2 PLY SHEETS 4.5x3.75 INCHES 58.59 SQ FT - WHITE	8 CASES			
TOILET TISSUE	CORELESS -2 PLY WHITE -18 PER CASE GP COMPACT 19378	10 CASES			
CENTERPULL TOWELS	WHITE - 6 ROLLS PER CASE	20 CASES			
BROWN ROLLED TOWELS	BROWN - 6 ROLLS PER CASE - 800' PER ROLL	6 CASES			
MULTIFOLD TOWELS	CASE - MULTIFILD TOWELS - NOT COLOR SPECIFIC	3 CASES			

Bid Proposal

ITEM	DESCRIPTION	QTY	PRICE 2017	PRICE 2018	PRICE 2019
LIQUID SOAP	BOARDWALK - PINK LOTION SOAP BWK 410 1 GAL CONT - 4 PER CASE	2 CASES			
LIQUID SOAP	DIAL BASICS - 1 GALLON CONTAINERS - 4 PER CASE	2 CASES			

Vendor Submittals

1. Each vendor shall submit their proposal in a sealed envelope marked “**Department of Public Works/City Hall Paper & Supplies**” to the City of Alpena Clerk’s Office by 2:00 p.m., Tuesday, June 13, 2017, at the following address: City of Alpena, 208 N. First Avenue, Alpena, MI 49707.

Review and Selection Process

The Engineering Department and additional City staff, as necessary, will review the Proposals received. The decision will not be based solely upon cost. The City will evaluate the abilities and experience of each firm and will make a selection in the best interest of the City.

The City of Alpena reserves the right to delete or amend the items listed in the bid proposal and to add additional items upon negotiation with the vendor.

Questions regarding the bid contents should be directed to the City of Alpena Engineering Department via letter, written facsimile (989) 354-1709 or email to engineer@alpena.mi.us.

Insurance Requirements

While working within the City Limits, on City projects, and on City Owned Property, the Consultant shall conform to the following requirements.

All Bidders shall maintain at own expense during the term of this Contract the insurance coverage(s) where indicated by an [X]:

1. [X] Workers Compensation Insurance
 - a. Bidder shall maintain statutory workers compensation and employer’s liability insurance. Limits shall be no less than \$ 500,000 for bodily injury by accident or \$500,000 each employee for bodily injury by disease, Dependent on the type of project the minimum coverage may be increased.

- b. Waiver of Subrogation - Bidder waives all rights against the City of Alpena, its agents, public officials, employees, and volunteers for recovery of damages to the extent these damages are covered by workers compensation and employer's liability insurance obtained by the Bidder.
- c. If Bidder is self-insured for purposes of workers compensation, the Bidder must submit a copy of a current letter, permit, or certification issued by the appropriate state agency.

2. [X] Commercial General Liability and Umbrella/Excess Liability Insurance

- a. Bidder shall maintain commercial general liability (CGL), and, if necessary, commercial umbrella/excess insurance with a limit of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate. If the CGL insurance contains a general aggregate limit, such limit shall apply separately to this project. Projects of a larger scope that could or would impact the greater population may require a CGL of \$2,000,000 per occurrence and \$4,000,000 aggregate. The required amount of coverage will be included in the bid specifications.
- b. CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract, including this contract.
- c. City of Alpena shall be included as an additional insured under the CGL and under the commercial umbrella/excess, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance program afforded to the City of Alpena. *A copy of the certificate shall be provided to the City prior to the execution of the contract.* On the Additional Remarks Schedule of the certificate it shall state: "The City of Alpena is an Additional Insured on the noted policies with respect to any contract between the Named Insured and the Certificate Holder." A sample Certificate of Liability Insurance form is attached to the end of this policy.
- d. Waiver of subrogation - Bidder waives all rights against the City of Alpena and its agents, public officials, employees, and volunteers to the extent these damages are covered by the CGL or commercial umbrella liability maintained pursuant to this agreement.

3. [X] Business Auto and Umbrella/Excess Liability Insurance

- a. Bidder shall maintain business auto liability and, if necessary, commercial umbrella/excess liability insurance with a limit of not less

than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto, including owned, non-owned, and hired.

- b. Waiver of subrogation - Bidder waives all rights against the City of Alpena and its agents, public officials, employees, and volunteers for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella insurance obtained pursuant to this agreement.

All the above insurance policies shall contain the following wording:

“It is agreed that this insurance shall not be cancelled, materially changed, or non-renewed without at least a sixty (60) day written notice to the City of Alpena at their principal mailing address.”

Insurance Company Approval and Certificates of Insurance

Insurance Companies, additional insured endorsements, and policy forms shall be subject to the approval of the City of Alpena. Such approval shall not be unreasonably withheld. Contractor shall furnish the City Manager of the City of Alpena with certificates of insurance or a certified copy of the policy, if requested by the City Manager.

Hold Harmless Clause

The Contractor shall defend, pay on behalf of, and hold harmless the City of Alpena, its employees, agents, public officials, and volunteers from and against any and all losses, damages, expenses, claims, suits, and demand of whatever nature resulting from damages or injuries, including death, to any persons or property, and including any claim for losses incurred by reason of project delay, impact (soft) costs, or other intangible losses that might result from Contractor’s late or defective performance, caused by or arising out of any action, omission or operation performed in connection with work attributable to the Contractor, any Sub-contractor, any Sub-subcontractor, any material men, any of their respective employees, agents, servants, or representatives; provided, however, the Contractor shall not be required to indemnify the City of Alpena, its employees, agents, public officials, and volunteers for any damages or injuries, including death, to any person or property caused solely and exclusively by the negligence of the City of Alpena, its employees, public officials, and volunteers

Local Bidder’s Preference

The City reserves the right to enact the Local Bidders Preference. The City may grant an award to a *qualified* local bidder/vendor as defined below for an amount equal to the lowest bid submitted meeting specifications. The following businesses shall be given the opportunity to lower their overall bid amount if they are within the following percentages:

A. Alpena City businesses:

Within 7% for projects under \$100,000 and 5% for projects at or over \$100,000

B. Alpena County businesses:

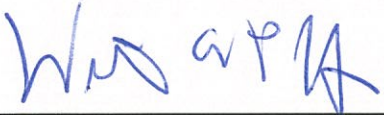
Within 5% for projects under \$100,000 and 3% for projects at or over \$100,000

City of Alpena businesses shall have priority over Alpena County businesses.

To be considered for local bidder preference, a local bidder/vendor shall have met the following qualifications for at least one year prior to the date bid proposals are due:

1. Shall have a legal and permanent business address within Alpena County.
2. Shall be a personal property and real property taxpayer in Alpena County.
3. Shall be in compliance with all City Codes and Ordinances.
4. Shall not be indebted or in default to the City.

City Attorney Document Review

 5/18/17

William Pfeifer, City Attorney Date
(approved as to form only)