



DATE: MARCH 15, 2022

## REQUEST FOR SEALED BID PROPOSAL

CITY OF SAGINAW- PURCHASING OFFICE  
RM #105, CITY HALL  
1315 S. WASHINGTON AVENUE  
SAGINAW, MICHIGAN 48601  
(989) 759-1483

**SEALED BID: #P1861-22**

**DUE BY: MARCH 29, 2022 @ 3:00 PM**

THE CITY OF SAGINAW IS SOLICITING SEALED BID PROPOSALS FOR CITY WIDE ANNUAL CSD-1 STATE BOILER INSPECTION, PLUS MONTHLY BOILER INSPECTIONS DURING THE 7 MONTHS THAT THE BOILERS ARE IN OPERATION PER SPECIFICATIONS AS FOLLOWS. BIDS MUST BE RECEIVED IN THE PURCHASING OFFICE, 1315 S. WASHINGTON AVE., SAGINAW, MI 48601, RM #105, PRIOR TO 3:00 PM ON THE BID OPENING DATE. THIS BID WILL BE CONSIDERED ALL OR NONE.

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The Purchasing Office closes at 4:00pm daily. Bids may be hand-delivered prior to the above mentioned deadline.

"All or None" means bidders are required to submit pricing for all years and/or all items requested. Any proposal received that does not meet this requirement may be disqualified. If said bid is not listed as "All or None" the City reserves the right to split said bid to our best benefit.

**WE DO NOT ACCEPT SEALED BIDS VIA FAX OR EMAIL.** A hard copy of this document is available on the City of Saginaw web site, [www.saginaw-mi.com](http://www.saginaw-mi.com), click on the "Find A Bid" tab. You can also refer to this site for information on future bid requirements as well as bid results.

Substitutions and Alternates: If a document is issued with the language "No Substitutions", then none will be considered. If a document does not include this language the respective bidder can include a substitution and/or alternate of which the City reserves the right to determine equivalent.

A bid tabulation sheet showing the initial results will be posted on our website within 48 hours of the bid opening date. Once the respective department reviews the bids they will make a recommendation on who our City Council should award the bid to. At that time the recommendation will also be posted on the tabulation sheet as a secondary notice. If you receive a bid copy from our web site, and have never conducted business with us you can also complete a copy of our "Vendor Compliance Form" and return it to us or contact our Purchasing Office so you can be formally added to the respective bidders list for that good or service. (989) 759-1430.

## **ANNUAL INSPECTION SCOPE OF WORK:**

SUPPLY LABOR TO COMPLETE THE ANNUAL PORTION OF THE STATE REQUIRED CSD-1, RULE 27, ANNUAL TESTING AND DOCUMENTATION OF BOILER CONTROLS AND SAFETY DEVICES ON THE LISTED BOILERS.

## **MONTHLY PREVENTIVE MAINTENANCE PROGRAM SCOPE OF WORK: OCTOBER - APRIL**

- Review the status of the equipment and components with the customer for any anomalies.
- Complete the monthly portion of the State of Michigan required boiler CSD-1 testing and documentation.
- Check operation and condition of burner linkage and air damper assembly.
- Test boiler feed water system for proper operation.
- Inspect boiler room's outdoor combustion air intake for any obstructions and sufficiency.
- Spot check burner combustion.
- Perform a blow down of the boiler's low water cut offs and bottom blow down valve to clear any accumulation of impurities.
- Inspect electrical termination points, contactors, and wiring in equipment panels.
- Review the boiler water treatment program log documentation for routine maintenance.
- Provide facility management with a written report of each unit's operation and test results including any noted deficiencies. Reports shall include recommendations for corrections.

**CITY OF SAGINAW IS TAX EXEMPT; PRICES SHOULD NOT INCLUDE ALL TAXES.**

BIDDER WILL COMPLETE WORK FOR FOLLOWING PRICE(S) BASED ON UNIT PRICES STATED ON UNIT PRICE SHEET.

**FIRST YEAR COST: OCTOBER '22 THRU APRIL '23**

**UNIT PRICES: complete the following chart for Monthly Inspections and CSD-1 pricing:**

<b>BUILDING NAME/ ADDRESS</b>	<b>BOILER MANUFACT</b>	<b>STATE BOILER #</b>	<b>MONTHLY SEASONAL INSPECTIONS x7 MONTHS</b>	<b>CSD-1 ANNUAL INSPECTION ONCE/YEAR</b>
<b>CITY HALL GARAGE</b> 1315 S. Washington Ave.	2 Total			
	1 KEWANEE	MIR331257	\$ _____	\$ _____
	1-2010 LES INC	MIR426482	\$ _____	\$ _____
<b>FOREST LAWN CEMETERY</b> 3210 S. Washington Ave.	1 Total			
	1 SLANT FIN	MIR332978	\$ _____	\$ _____
<b>GREENPOINT CENTER</b> 3010 Maple Street	1 Total			
	1 McCLAIN	R381694	\$ _____	\$ _____
<b>MERRILL PARK</b> 1901 Maple Street	2 Total			
	1 A O SMITH	R321938	\$ _____	\$ _____
	1 BURNHAM	R321938	\$ _____	\$ _____
<b>POLICE DEPARTMENT</b> 612 Federal	2 Total			
	1 AJAX	MIR327344	\$ _____	\$ _____
	1 AJAX	MIR337345	\$ _____	\$ _____
<b>TOTAL PRICE 1<sup>st</sup> YEAR</b>			\$ _____	\$ _____

**SECOND YEAR COST: OCTOBER '23 THRU APRIL '24**

**UNIT PRICES: complete the following chart for Monthly Inspections and CSD-1 pricing:**

<b>BUILDING NAME/ ADDRESS</b>	<b>BOILER MANUFACT</b>	<b>STATE BOILER #</b>	<b>7-MONTHLY SEASONAL INSPECTIONS x7 MONTHS</b>	<b>CSD-1 ANNUAL INSPECTION ONCE/YEAR</b>
<b>CITY HALL GARAGE</b> 1315 S. Washington Ave.	2 Total 1 KEWANEE 1-2010 LES INC	MIR331257 MIR426482	\$ _____ \$ _____	\$ _____ \$ _____
<b>FOREST LAWN CEMETERY</b> 3210 S. Washington Ave.	1 Total 1 SLANT FIN	MIR332978	\$ _____	\$ _____
<b>GREENPOINT CENTER</b> 3010 Maple Street	1 Total 1 McCLAIN	R381694	\$ _____	\$ _____
<b>MERRILL PARK</b> 1901 Maple Street	2 Total 1 A O SMITH 1BURNHAM	R321938 R321938	\$ _____ \$ _____	\$ _____ \$ _____
<b>POLICE DEPARTMENT</b> 612 Federal	2 Total 1 AJAX 1 AJAX	MIR327344 MIR337345	\$ _____ \$ _____	\$ _____ \$ _____
<b>TOTAL PRICE 2nd YEAR</b>			\$ _____	\$ _____

**THIRD YEAR OCTOBER '24 THRU APRIL '25**

**UNIT PRICES: complete the following chart for Monthly Inspections and CSD-1 pricing:**

<b>BUILDING NAME/ ADDRESS</b>	<b>BOILER MANUFACT</b>	<b>STATE BOILER #</b>	<b>7-MONTHLY SEASONAL INSPECTIONS x7 MONTHS</b>	<b>CSD-1 ANNUAL INSPECTION ONCE/YEAR</b>
<b>CITY HALL GARAGE</b> 1315 S. Washington Ave.	2 Total 1 KEWANEE 1-2010 LES INC	MIR331257 MIR426482	\$ _____ \$ _____	\$ _____ \$ _____
<b>FOREST LAWN CEMETERY</b> 3210 S. Washington Ave.	1 Total 1 SLANT FIN	MIR332978	\$ _____	\$ _____
<b>GREENPOINT CENTER</b> 3010 Maple Street	1 Total 1 McCLAIN	R381694	\$ _____	\$ _____
<b>MERRILL PARK</b> 1901 Maple Street	2 Total 1 A O SMITH 1 BURNHAM	R321938 R321938	\$ _____ \$ _____	\$ _____ \$ _____
<b>POLICE DEPARTMENT</b> 612 Federal	2 Total 1 AJAX 1 AJAX	MIR327344 MIR337345	\$ _____ \$ _____	\$ _____ \$ _____
<b>TOTAL PRICE 3<sup>rd</sup> YEAR</b>			\$ _____	\$ _____

Does your company offer discounts? Yes/No

If discounts are offered, please explain.

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**MANDATORY WALK-THRU:** A mandatory walk through on Wednesday, March 23, 2022, at 11:00 AM at the City Hall Building located at 1315 S. Washington Ave., Saginaw, MI 48601.

Bidders who have questions on this project can contact Facilities Administrator, Jay Gustin at (989) 759-2191.













If this bid proposal is selected as the lowest and best offer, it will be accepted in the following manner:

- 1) The city council will approve this bid proposal at a regularly scheduled or special meeting.
- 2) The city's purchasing officer will sign this bid proposal on behalf of the city. The bid proposal shall then constitute a written contract between the parties.
- 3) For administrative purposes, the city will also issue a sequentially numbered purchase order.

**CITY OF SAGINAW, a Municipal Corporation**

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**(PURCHASING OFFICER)**

1315 S. WASHINGTON  
SAGINAW, MICHIGAN 48601  
TELEPHONE: (989) 759-1430  
FACSIMILE: (989) 759-1498

The Purchase Order/Contract cannot be increased over 10% of the total purchase order without the prior approval of City Council.

This offer is accepted by the issuance of a purchase order signed by The City Purchasing Officer for all or any portion of this bid and shall constitute a contract between the parties.

All invoices must be submitted within sixty (60) days from the time of delivery of goods or services or the completion of projects. Invoices must make reference to a valid purchase order number in order to be paid. All invoices that do not reference a valid purchase order number will be held for validation and/or returned to the original source.

**NOTICE TO ALL BIDDERS**

**SEALED BID DOCUMENTS:**

EFFECTIVE IMMEDIATELY: All interested bidders may obtain sealed bid document forms, proposal instructions, general specifications, and bid results from the City of Saginaw website [www.saginaw-mi.com](http://www.saginaw-mi.com), go to "Find a Bid" and scroll down to the applicable document.

You can refer to this site for information on our future bid requirements as well as bid results. Companies who do not have access to the internet may contact the Purchasing office at 989-759-1430 to request bid document copies.



## GENERAL INFORMATION

**MAIL OR DELIVER ALL SEALED BIDS TO THE FOLLOWING ADDRESS BY THE DATE, TIME AND OFFICE HOUR DEADLINE SPECIFIED ON BID FORM:**

**CITY OF SAGINAW PURCHASING OFFICE  
ROOM #105  
1315 S. WASHINGTON AVENUE  
SAGINAW, MICHIGAN 48601**

### **NO CONTRACT SHALL BE VALID UNLESS APPROVED BY CITY COUNCIL**

Pursuant to the Charter of the City of Saginaw, written contracts involving the expenditure of \$2,000 or more shall require the approval of City Council. No City employee has the authority to bind the City to such a contract.

### **ALTERATION OF BID BY BIDDER**

After bids have been opened, the bidder will not be allowed to withdraw, modify, or correct any bid.

### **EVIDENCE OF BIDDER'S QUALIFICATIONS**

Bidders may be required to give some satisfactory evidence that they have been regularly engaged in the business or are reasonably familiar therewith, and that they are fully prepared with the necessary capital, materials, and machinery to complete the work or to furnish the materials contracted for to the satisfaction of the City.

### **FAMILIARITY OF BIDDER WITH CONTRACT REQUIREMENTS**

Bidders are warned that they must inform themselves of the character and amount of work, labor, or material to be furnished under the contract.

### **CONTRACT ASSIGNMENTS OR TRANSFERS PROHIBITED**

The assignment or transfer of a contract, or of interests in the contract are prohibited unless approved by the proper City department and City Council.

### **CITY INCOME TAX COMPLIANCE**

Bidders are hereby notified that the City of Saginaw has an income tax. All successful bidders will be subject to income tax withholdings and compliance is mandatory.

### **WITHHOLDING FROM PAYMENTS**

As part of the consideration for any bid/contract, all bidders agree to have withheld from any payments due them, any amounts for taxes, fees or other charges due the City of Saginaw.

### **CONTRACT COMPLIANCE ORDINANCE**

The City of Saginaw has a Contract Compliance Ordinance which requires bidders to submit documentation furnished by the City indicating compliance with the Ordinance. Contract compliance forms must be sent to the City Purchasing Office; 1315 S. Washington Avenue; Saginaw, Michigan 48601. Forms may be obtained by calling (989) 759-1430.

### **INSTRUCTIONS AS PART OF CONTRACT**

These instructions are to be construed with and made a part of the contract or purchase order.