



Department of Public Services  
5228 South Isabella Road  
Mt. Pleasant, MI 48858  
989-772-4600 ext. 223 & 224

## **Notice to Bidders**

### **2019 Utility Vehicle (UTV) Purchase**

The Charter Township of Union is accepting sealed bids for the purchase of one (1) 2019 Utility Vehicle (UTV).

Bids will be accepted until May 28, 2019, at, 10:00 am., at which time they will be opened and read aloud at the Isabella Treatment Facility located at 5228 South Isabella Road Mt. Pleasant, MI 48858.

To view and download complete specifications, visit the Charter Township of Union website at [www.uniontownshipmi.com/utilities/rfp](http://www.uniontownshipmi.com/utilities/rfp)

Bids are solicited on a lump sum basis and no bid deposit or bond is required with this bid.

All bids are to be sealed and clearly marked "Bid for "2019 Utility Vehicle (UTV)".

The Charter Township of Union reserves the right to accept or reject any and all bids and to select the bid considered most advantageous to the Charter Township of Union.

## **2019 Utility Vehicle (UTV)**

### **Instructions to Bidders**

#### **1. Proposals**

Proposals must be made upon the forms provided, therefore, with the Bid amount both written and shown in figures, and all other data required submitted.

The Proposal, with all Proposal Documents, must be enclosed in a sealed envelope marked as specified in the Notice to Bidders for such Bid and clearly indicating the name and address of the Bidder and must be received by the Public Service Director, Union Township Hall, 5228 South Isabella Road, Mt. Pleasant Michigan 48858, no later than the time and date specified in the Notice to Bidders. At such specified time, Proposals shall be publicly opened and read aloud.

#### **2. Basis of Proposals**

Proposals are solicited on the basis of unit price(s) and/or lump sum(s), as specified on the Proposal form.

The Charter Township of Union, (also referred to as "Owner"), reserves the right to accept any Bid, to reject any or all Bids, and to waive any irregularities in the Bids, and to select the Bid considered most advantageous to the Township.

#### **3. Comparison of Bids**

In comparing Bids, consideration shall be given to the time proposed for completion of the Contract, qualifications of Bidder, delivery time, price differentials, alternate Proposals for the alternate items listed in the Proposal (if applicable), and any other pertinent factors.

The Owner reserves the right to make an award to the Bidder whose Proposal is deemed to be in the best interest of the Owner.

#### **4. Time**

Time is of the essence in the performance of the Contract, and each Bidder, by submitting a Proposal, certifies his/her acceptance of the time allowed by the Contract for the delivery of the equipment.

#### **5. Indemnification**

The Contractor/Vendor shall save and hold harmless the Township and its employees from and against all claims, damages, losses, or expenses, including attorney's fees, arising out of or resulting from the performance of the work; provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent or willful act of omission of the Contractor, subcontractor, employee, or anyone under their direction. The Contractor shall at his/her own expense, defend any and all such actions and shall pay all attorney's fees, costs, and expenses pertaining thereto.

## 6. Interpretation of Documents

If any Bidder is in doubt as to the true meaning of any part of the Plans, Specifications or any Contract Document, he/she may submit to the Owner a written request for an interpretation thereof. Any interpretation made in response to such query shall be made only by Addendum, duly issued, and a copy of such Addendum shall be posted on our website no later than five days prior to bid due date. The Owner shall not be responsible for any other explanation or interpretation of the Contract Documents. All addendum will be posted on the Township's website at:

[http://www.uniontownshipmi.com/Departments/PublicServicesDepartment/UtilityDepartment/RequestforProposals\(RFP\).aspx](http://www.uniontownshipmi.com/Departments/PublicServicesDepartment/UtilityDepartment/RequestforProposals(RFP).aspx)

## 7. Execution of Bid Proposal

A Bid Proposal must be signed by the individual making it and who is duly authorized by the vendor to submit such proposal/bid on their behalf.

A Bid Proposal, which is signed by a partnership, shall be signed by all of the partners or by an Attorney-in-Fact. If signed by an Attorney-in-Fact, there should be attached to the Bid, a Power of Attorney evidencing authority to sign the Bid Proposal in the name of the partnership and such Power of Attorney shall be signed by all partners of the partnership.

A Bid Proposal, which is signed for a corporation should have the correct corporate name thereof and the signature of the President, or other authorized officer(s)/individual of the corporation, manually written below the corporate name and on the line indicating "By:\_\_\_\_\_."

## 8. Delivery

The successful Bidder shall deliver equipment and/or materials as specified to the Charter Township of Union, within 60 days of acceptance of bid to 4511 East River Road Mt. Pleasant, MI 48858, or as specified in the proposal. The proposal amount should include delivery F.O.B to Mt. Pleasant. All equipment, literature, manuals, warranty papers, and any other items listed in the specifications of the equipment or materials, must be delivered before payment in accordance with this contract.



Department of Public Services  
5228 South Isabella Road  
Mt. Pleasant, MI 48858  
989-772-4600 ext. 223 & 224

## 2019 Utility Vehicle (UTV) Purchase Proposal

TO: Office of the Public Service Director  
Charter Township of Union  
5228 South Isabella Road  
Mt. Pleasant, MI 48858

**BID DATE: May 28, 2019**  
**TIME: 10:00 a.m.**

In accordance with the specifications and other bid requirements heretofore provided, the undersigned agrees to provide the below listed bid items at the price(s) set forth below.

This is a firm bid and not subject to withdrawal or change for a period of sixty (90) days.

<b>QTY</b>	<b>BID ITEM</b>	<b>TOTAL</b>
1	<b>2019 Utility Vehicle (UTV)</b> Per bid specifications	1 each \$ _____ <b>TOTAL \$</b> _____ (Figures)

\_\_\_\_\_  
(Written) \_\_\_\_\_ and \_\_\_\_\_ /100 Dollars.

**Respectfully Submitted,**

COMPANY: \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS : \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT OR TYPE NAME & TITLE \_\_\_\_\_

EMAIL \_\_\_\_\_

## **2019 Utility Vehicle (UTV) Purchase**

### **Specifications**

Bidders are required to complete the certification at the end of this section of the bid by signing in the provided space. This section verifies that the unit complies with the listed specifications. Explanations for non-compliance must be provided on a separate sheet. Failure to do so will deem the proposal incomplete and will not be considered. Written questions regarding these specifications may be directed to Kim Smith, Public Service Director 2010 South Lincoln Road, Mt. Pleasant MI 48858 or via email to [ksmith@uniontownshipmi.com](mailto:ksmith@uniontownshipmi.com).

### **2019 Utility Vehicle (UTV) Minimum Specifications:**

Model Year: 2019

Diesel Engine

Max Speed 30 mpg or ability to limit speed with speed limiter

Four-wheel drive

Locking rear differential

Minimum 1,000 lbs Cargo Capacity

Minimum ,1300 lbs Towing Capacity

2" rear hitch receiver

Electric or hydraulic bed lift

Bed Mat

Fully enclosed cab, hard doors, hard roof, hard rear panel

Glass windows

Cab heater/defroster

Cab mounted work lights (front)

Cab mounted beacon

Electric windshield wiper



Department of Public Services  
5228 South Isabella Road  
Mt. Pleasant, MI 48858  
989-772-4600 ext. 223 & 224

Fully adjustable v-plow

Hard surface tires

Minimum 3-year warranty (provide warranty information with bid documents)

**No bidder may withdraw their bid within 90 days after the actual date of bid opening.**

**This section must be completed and returned with the bid proposal to verify that the unit proposed meets or exceeds the specifications listed above.**

---

Specification Verification (name and title)

Date