

CITY OF MARSHALL

SPECIFICATIONS FOR QUOTES TOWN HALL LANDSCAPING

The City of Marshall is committed to the concept of performance quotes. All vendors are encouraged to submit quotes that conform to the stated specifications, as well as, suggested deviations from the specifications, which in the vendor's opinion will be beneficial to the City in terms of price and performance. The City reserves the right to accept or reject, award in whole or in part any quote under these terms.

The purpose of this specification is to describe bedding plants for urns at Oakridge Cemetery.

INSTRUCTIONS TO BIDDERS

PREPARATION OF QUOTES

- A. Quotes must be submitted typewritten or clearly printed in ink on the original document by mail or messenger and signed by a duly authorized representative of the firm submitting the quote. Quotes will be received until 1:00 pm. on May 8, 2012 by the City of Marshall, Purchasing Agent, 323 W Michigan Ave, Marshall MI 49068. "Town Hall Landscaping" must be clearly printed on the outside of the envelope.
- B. Late, faxed, or e-mailed quotes will not be accepted and will be returned to the bidder.
- C. All quotes submitted in response to this invitation shall become the property of the City of Marshall and be a matter of public record and available for review.
- D. Communications regarding this proposal may be directed to Cheryl Vosburg, Environmental Coordinator at 269.781.3985.

AWARD

The quote will be awarded to that responsible, responsive bidder whose quote, conforming to this solicitation, will be most advantageous to the City of Marshall, price and other factors considered. The City of Marshall reserves the right to accept a quote in whole or in part, and to award by item or by group, whichever is deemed to be in the best interest of the City of Marshall. Any bidder, who is in default to the City of Marshall at the time of submittal of the quote, shall have his quote rejected. The City of Marshall reserves the right to clarify any contractual terms with the concurrence of the Contractor; however, any substantial non-conformity in the offer, as determined by the City of Marshall, shall be deemed non-responsible and the offer rejected.

BID RESULTS

A bid tabulation will be available for review after quotes are completely evaluated.

DELIVERY

The landscaping plants shall be delivered to 323 W Michigan Ave., Marshall MI. Bids shall include firm charges for delivery, environmental fees and any other fees that may be assessed to the final invoice. Please call Cheryl Vosburg at 269.781.3985 to make delivery arrangements for mid May.

CURRENCY

Prices calculated by the bidder shall be stated in U.S. dollars.

PRICING

Prices shall be stated in units of quantity specified in the Bid Document. In case of discrepancy in computing the amount of the quote, the unit price quoted will govern.

GENERAL TERMS AND CONDITIONS

- A. Applicable Laws: the Ordinances and Charter for the City and the laws of the State of Michigan concerning competitive bids, quotes, contracts, proposals and purchases will be employed.
- B. Taxes: The City of Marshall is generally exempt from Federal Excise and Michigan Sales Tax. Prices shall not include tax. The City of Marshall is a governmental agency and qualifies for governmental discounts.
- C. If the bidder elects to deviate from the specifications stated, all exceptions or other changes shall be clearly noted.
- D. The City does not discriminate based on race, color, national origin, sex, religion, age, or disability in employment or the provision of services.
- E. Bids may not be withdrawn or changed for a period of ninety (90) days after the official date of opening thereof. This time period may be extended by mutual agreement of the City and any bidder or bidders.
- F. The City of Marshall reserves the right to reject any and all quotes, waive informalities or defects in quotes and accept such quotes, as it shall deem to be in the best interest of the City of Marshall.
- G. The City of Marshall reserves the right to take other action before a contract is signed or a purchase order is approved; even after City Council accepts or approves the bid.

CHANGES AND ADDENDA TO BID DOCUMENTS

Information of change or addendum issued in relation to this quote document will be on file and available in the Office of the Purchasing Agent. In addition, to the extent possible, copies will be mailed to each vendor registered as having received a set of bid documents. It shall be the bidder's responsibility to make inquiry as to changes or addenda issued. All such changes or addenda shall become part of the contract and all bidders shall be bound by such addenda.

GENERAL SPECIFICATIONS

Unless otherwise stated by the bidder, the quotes shall be considered as being in accordance with the City of Marshall's applicable standard specifications, and any special specifications outlined in the Bid Document. References to a particular trade name, manufacturer's catalogue, or model number are made for descriptive purposes to guide the bidder in interpreting the requirements of the City of Marshall, and should not be construed as excluding bids on other types of materials, equipment and/or supplies. However, the bidder, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless departure or substitution is clearly noted and described in the bid. The City of Marshall reserves the right to determine if the equipment/product being bid is an acceptable alternate. Any unsolicited alternate bid, or any changes, insertions, or omissions to the terms and conditions, specification, or any other requirements of this bid, may be considered non-responsive. The City of Marshall reserves the right to disregard any conflicting terms and conditions submitted by the contractor and hold the contractor to the submitted bid price. Contractors are strongly encouraged not to submit anything with their bid that is not specifically requested in this solicitation.

BID AND AWARD

To: Marshall City Purchasing Agent

The undersigned bidder declares that they have carefully read, become familiar with and understands the bid/contract documents and specifications and hereby proposes to fulfill the attached bid.

The City of Marshall desires to purchase landscaping plants for Town Hall.

SPECIFICATIONS ARE AS FOLLOWS:

1 EACH	LIRIODENDRON TULIPFERA 2'' - 2 ½''	\$ _____
1 EACH	GINKGO BILOBA 2 ½'' - 3''	\$ _____
1 EACH	CHAM. O. GRACILIS 4' - 5'	\$ _____
3 EACH	CHAM. GOLD THREAD #3	\$ _____
6 EACH	PICEA A. NIDIFORMIS #3	\$ _____
6 EACH	ROSA DOUBLE KOCKOUT #3	\$ _____
20 EACH	BUXUS GREEN GEM #3	\$ _____
8 EACH	HYDRANGEA ENDLESS SUMMER #3	\$ _____
3 EACH	RHODODENDRON PJM #5	\$ _____
8 EACH	HEMEROCALLIS STELLA D'ORO #1	\$ _____
3 EACH	HOSTA PATRIOT #1	\$ _____
3 EACH	HOSTA BLUE ANGEL #1	\$ _____
13 EACH	PENNISETUM HAMELN #2	\$ _____
9 EACH	HAKONECHLOA AUREOLA #1	\$ _____
25 EACH	VINCA MINOR 32 CELL FLAT	\$ _____
2 EACH	BUXUS GREEN MOUNTAIN SQUAT #5	\$ _____
	TOTAL	\$ _____

In submitting this proposal, it is understood and agreed by the undersigned that the right is reserved by the City of Marshall to reject any or all quotes. It is further understood and agreed by the undersigned that any qualifying statements, or conditions made to the above quote, as originally published, as well as any erasures, omissions, or entered wording obscure as to its meaning, may cause the quote to be declared irregular and may be cause for rejection of the quote.

SIGNATURE OF BIDDER_____

BY_____TITLE_____

NAME OF COMPANY_____

ADDRESS_____

CITY_____STATE_____ZIP CODE_____

TELEPHONE_____FAX_____

E-MAIL_____DATE_____

CONTRACT
REPRESENTATIVE_____PHONE_____

Questions may be referred to Cheryl Vosburg, Environmental Coordinator at 269.781.3985.

STATEMENT OF NO BID

NOTE: If you DO NOT intend to bid on this commodity or service, please complete and return this form. Your response will assist us in evaluating all responses for this project, to improve our bid solicitation process and not waste your time in the future.

The Purchasing Division of the City of Marshall wishes to keep its bidders list up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

If you do not respond to this inquiry before the bid deadline, we will assume that you can no longer supply this commodity/service, and your name will be removed from this bid list.

- _____ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).
- _____ Specifications are unclear (explain below).
- _____ We are unable to meet specifications.
- _____ Insufficient time to respond to the Request for Quote.
- _____ Our schedule would not permit us to perform.
- _____ We do not offer this product or service.
- _____ Remove us from your bidders list for this commodity or service.
- _____ Other (explain below).

REMARKS _____

SIGNED _____ NAME _____
TITLE _____ DATE _____ (Type or Print)
FIRM NAME _____
PHONE _____ FAX _____
ADDRESS _____
(Street Address) (City) (State) (Zip)

Mailed 04/20/2012

Bosserd Farms
14721 Verona Rd
Marshall MI 49068

Darling Ace Hardware
855 W Michigan Ave
Marshall MI 49068

Chapman's Nursery & Garden Center
15200 Beadle Lake Rd
Battle Creek MI 49014-7554

Line Design & Landscape
10505 18 ½ Mile Road
Marshall MI 49068

Morse Nursery
12300 Betz Rd
Battle Creek MI 49015-9614

Lafleur Landscape & Design
321 E Hughes St
Marshall MI 49068

Marshall Cutting Edge
20555 E Michigan Ave
Marshall MI 49068

Outdoor Landscape & Supplies
1130 Watkins Rd
Battle Creek MI 49015-8605

Oerther's
311 W Spruce St
Marshall MI 49068

Mushroom House Landscaping
16169 18 Mile Rd
Marshall MI 49068

Advance Landscape
97 Kenosha Ave
Battle Creek MI 49014-4254

Battle Creek Landscape Services
13985 Renton Rd
Battle Creek MI 49015-8634

Greenscape Services
2810 W Dickman
Battle Creek MI 49037-7943

