

Request for Proposal (Bids) September 17, 2024

Project: Elevator Major Modification

Location: Sparta Township Hall 160 East Division Street, Sparta, Michigan 49345

Proposals (Bids) Due by 5:00 P.M. November 14<sup>th</sup>, 2024

Sealed bids shall be required and brought to or mailed to the Sparta Township Clerk.

The Sparta Township Board will award the bid on November 14<sup>th</sup>, 2024, at the Sparta Township Board meeting at 160 East Division Street, Sparta Mi. 49345

The bids shall require the following information as appropriate:

Bidders' qualifications

Warranties

References

Performance Bonds

Acquisition costs, fees, or other Township financial obligations

All work provided shall bring the Township into compliance of all governmental requirements and meet all codes and required standards.

The Sparta Township Board reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and accept any bid deemed to be in the best interest of the Township, including bids that are not in the lowest amount.

Sealed bids shall be submitted to the Township Clerk by November 14<sup>th</sup>, 2024, by 5:00 p.m. The bids shall be marked on the outside "Sealed bid for Elevator Major Modification." All bids submitted by the date and time shall be opened publicly. All bidders will be notified of the contract award in a timely manner.

If you have any questions about the bid process please contact Dale Bergman, Sparta Township Supervisor, Sparta, Mi. 49345 phone 616-887-8863

BID POLICY  
Pursuant to P.A. 167 and 168 of 1993

The Sparta Township Board shall solicit sealed bids for all contracts for which the Township Board anticipates a total township obligation of \$20,000 or more. The requirement for sealed bids shall not apply to intergovernmental contracts, contracts for professional services or emergency repairs.

At such time as the solicitation of bids is authorized by the Township Board, the Board shall determine if the authority to award a bid shall be delegated to a named official, or if the Board reserves to itself the authority to award the bid.

When sealed bids are required, a request for bids shall be developed by the department head responsible for the purchase, which shall be approved by the Township Supervisor and/or the Township Board. The request for bids shall specify the following information as appropriate:

- Description of service or goods desired
- Desired delivery date or commencement date
- Desired termination date
- Deadline to submit bids
- Date, time and place that bids will be publicly opened
- Address to which bids are to be submitted

The request for bids shall require interested bidders to provide the following information as appropriate:

- Bidder's qualifications
- Warranties
- References
- Performance bonds
- Acquisition cost, fees, or other township financial obligation

All requests for bids shall include a statement that the Sparta Township Board reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township, including bids that are not for the lowest amount.

Sealed bids shall be submitted to the Township Clerk by a date and time specified, and shall be marked on the outside "Sealed bid for \_\_\_\_ (indicate goods or services) \_\_\_\_." All bids submitted by the date and time indicated on the request for bids shall be opened publicly. All bidders shall be notified of the contract award in a timely manner.