



City of Greenville

Greenville Area Recreation & Community Center
411 S. Lafayette St.
Greenville, MI 48838
616.754.9163 Phone 616.754.5885 Fax

REQUEST FOR QUOTE GREENVILLE AREA COMMUNITY CENTER FLOOR SCRUBBER

The City of Greenville will accept proposals from qualified persons or firms interested in providing the following:

Base Bid: I-mop XL Floor Scrubber

One Signed Proposal
MUST BE RECEIVED BY:
2:00pm on January 11, 2018

Please send your sealed proposal marked
'Floor Scrubber' to:
City of Greenville
Attn: Kristina Berry, Director
411 S. Lafayette St.
Greenville, MI 48838
616.754.8887
kberry@greenvillemi.org

All bids will be opened publicly at 2:00pm on January 11, 2018. All vendors are invited to attend this bid meeting. No faxed or emailed bids will be accepted. No bids shall be withdrawn for a period of 90 days after the bid opening. The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

Questions pertaining to this Request for Proposal (RFQ) must be communicated in writing and the received by January 4, 2018. Questions must be sent to the email address below and should include the specified Bidder's name, and any question(s) should include a reference to the appropriate page and section number of the RFQ. Questions and answers will be posted on the City of Greenville webpage listed below by January 6, 2018 at 5:00pm.

Kris Berry
GARCC Director
Email: kberry@greenvillemi.org

Copies of the Request for Proposal, questions and answers, and any related documents are available on the City of Greenville website: <http://greenvillemi.org/bids-rfps/>

**GREENVILLE AREA RECREATION & COMMUNITY CENTER (GARCC)
FLOOR SCRUBBER**

**SECTION 1
INSTRUCTION TO BIDDERS**

1. Completed bid form to include the Section 4 Bid Form.
2. Brand names, design & technical descriptions are intended to indicate a range of performance, or a standard of quality, and not a designation of specific articles to the exclusion of all others. Bidders proposing alternate model must provide written description of all deviations from the specification in Section 3.
3. All items to be delivered within **14 days from the bid notification**.

PROJECT SCHEDULE & QUESTIONS CONCERNING REQUEST FOR BID

Release of Bid	December 22, 2018
Last Day to submit written question	January 4, 2018
Last Day to issue addenda	January 4, 2018
Bids Due	January 11, 2018 at 2:00pm

Any questions, interpretations or clarifications, either administrative or technical about this RFQ, must be requested in **writing or email**. All written questions will be answered in writing and conveyed to all vendors. The deadline for written questions will be January 4, 2018. Oral statements concerning the meaning or intent of the contents of this RFP by any person are unauthorized and invalid. All questions must be directed, in writing to:

Kris Berry
GARCC Director
Email: kberry@greenvillemi.org

SUBMISSION OF BID

Sealed bids, marked "Floor Scrubber" will be accepted on or before the date and time indicated. One original bid is to be delivered to City of Greenville, 411 S. Lafayette St., Greenville, MI 48838.

It is the responsibility of the vendor to see that the bid is received by the proper personnel, at the proper location, and in the time as stated in this RFP. Any bid not meeting these requirements will be disqualified from consideration. The vendor is cautioned that delays caused by the public or private mail systems will not excuse the vendor from the obligation to submit the bid as required in this paragraph.

LATE BIDS WILL NOT BE ACCEPTED.

**SECTION 2
GENERAL INSTRUCTION & CONDITIONS**

1. Bids should be verified before submission and cannot be withdrawn or modified after being opened. The GARCC will not be responsible for errors or omissions by the bidder on the bid form.
2. Bidders must furnish as references a list of customers who have purchased like equipment in the general area. References must include entity name, industry type, address, contact name and contact information including email address and year(s) service provided.
3. Changes or additions to the bid form, alternate bids, or any other modifications of the bid form which are not specifically called for in the bid documents may result in the GARCC's rejection of the bid as not being responsive to the invitation to bid. No oral, telephone, facsimile (fax), e-mail or telegraphic bid or modifications will be considered.
4. Any bidder may withdraw a bid personally or by written request at any time prior to the scheduled closing time for receipt of bids.
5. If any potential bidder finds discrepancies in or omissions from the bid documents, she/he may submit to the GARCC a written request by email for clarification or correction. Corrections will be made by written addenda and posted on the City of Greenville website. The GARCC will not be responsible for oral interpretations. All addenda issued during the time of bidding shall be incorporated into the bid.
6. **AWARD OF BID:**
 - a. The Greenville Area Recreation & Community Center reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bid or the bidding and to make its selection of items and quantities awarded based upon its best judgment as to which items substantially comply with the specifications, or which are most economical and/or best suited for the purpose for which they are intended.
 - b. **The Greenville Area Community Center reserves the right to reject any, all or to make an award on either (a) an all-or-none basis or (b) each item individually, according to funds available.**
 - c. **Bids shall remain open, valid, and irrevocable and subject to acceptance for ninety (90) days after the bid opening date.**
 - d. The successful contractor shall submit the following items within ten calendar days of written notification from the city of the bid award:
 - Proof of a valid and current business license
7. **BRANDS:** Brand or trade names and/or specifications are given for descriptive purposes to indicate the quality, utility and capabilities desired by the GARCC, but the specification is not intended to restrict competition. Competing brands shall be considered for award provided that the same general quality, utility and capabilities as those specified are available as determined solely by the GARCC. These specifications are not intended to be considered as minimum thresholds that competing brands must meet or exceed unless specifically noted in the specifications as a minimum requirement, but are used to describe the general performance levels or characteristics that the GARCC is interested in acquiring. Bidders should attempt to provide bids that closely approximate the stated specifications, but the GARCC reserves the right to select items that it believes will meet the needs for which the item(s) is/are intended regardless of performance levels or other characteristics. Descriptive information and information fully describing any brands offered **MUST** be submitted with the bid. Failure to submit such information may eliminate that brand from consideration for award.

8. **INSPECTION AND ACCEPTANCE:** All items provided by the successful bidder under this bid shall meet or exceed the bid specifications upon which the bid was awarded and shall comply with Federal and Michigan State laws governing their production, handling, processing and labeling. Inspection and acceptance of all items shall be at destination. Items found to be defective or not in accordance with the bid specifications shall be replaced by the bidder at no cost to the GARCC. Failure to replace said items shall be considered sufficient cause for default action under the DEFAULT provision of the contract documents.
9. **WARRANTY:** The bidder shall include with the bid response the manufacturer's standard written warranty for all items bid including materials and labor.
10. **SAFETY STANDARDS:** All equipment offered must conform to all applicable code requirements and shall be in conformance with industry standards of operation and practices. All materials, arrangements, and procedures shall comply with applicable code requirements, allowing the users to arrange and operate a safe assembly and working environment for audience and user personnel.
11. **RIGHTS AND REMEDIES OF GARCC FOR DEFAULT:**
 - a. In the event any item furnished by the firm in the performance of the contract or purchase order should fail to conform to the specifications therefore, or to the sample submitted by the vendor with this bid, the GARCC may reject the same, and it shall thereupon become the duty of the vendor to reclaim and remove the same forthwith, without expense to the GARCC and immediately to replace all such rejected items with others conforming to such specifications or samples, provided that should the vendor fail, neglect or refuse so to do, the GARCC shall thereupon have the right to purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any moneys due or that may thereafter become due to the vendor the difference between the price named in the contract or purchase order and the actual cost thereof to the GARCC.
 - b. In the event the vendor shall fail to make prompt delivery as specified of any item, the same conditions as to the rights of the GARCC to purchase in the open market and to reimbursement set for the above shall apply, except when delivery is delayed by fire, strike, freight embargo, or Act of God or of the government.
 - c. In the event of the cancellation of the contract or purchase order, either in whole or in part, by the reason of the default or breach thereof by the vendor, any loss or damage sustained by the GARCC in procuring any items which the vendor therein agreed to supply shall be borne and paid for by the vendor.
 - d. The rights and remedies of the GARCC to provide above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.
12. **PROJECT SCHEDULE & DELIVERY**
 - a. The floor scrubber must be delivered within 14 days from notification of award of bid.

The GARCC reserves the right to reject any or all bids, or to waive any irregularities or informalities in the bids.

END OF GENERAL INSTRUCTIONS & CONDITIONS

**SECTION 3
PROJECT SCOPE-TECHNICAL SPECIFICATIONS**

SCOPE OF WORK

The Greenville Area Community Center is seeking a qualified vendor to provide a firm fixed price for the supply and delivery of an I-Mop XL Floor Scrubber, or equivalent, meeting the minimum specifications list below:

1. Required Specifications:

- Brush Drive System
- Brush Pad: 350 RPM
- Minimum 18.1” pad
- Out of the box floor scrubbing solution
- Lithium-ion battery powered with charger
- Solution tank, minimum 1 gallon
- Recovery tank, minimum 2 gallons
- Follow behind squeegee
- Minimum 3 year parts /3 year labor warranty
- Minimum run time: 1- hour
- Average cleaning rate: 10,000-14,000 sq ft/hr
- Minimum brush pad pressure: 49.6 lbs.
- Cleaning width: minimum 18.1”

2. General Information

- Unit must weigh less than 50lbs to allow for easy transport up/down stairs.
- Unit must be work efficiently in tight spaces and underneath obstacles with swivel operation.
- Bid should include 1 set of replacement brushes & pads.
- Operator’s manual and/or technical manual must be included with machine.
- Bid must include delivery and installation training to the Greenville Area Recreation & Community Center, 900 E. Kent Rd., Greenville, MI.
- The City of Greenville will consider purchasing a demonstrator unit providing it comes with a warranty.

END OF TECHNICAL SPECIFICATIONS

**SECTION 4
BID FORM – i-MOP XL FLOOR SCRUBBER**

For the i-Mop XL Floor Scrubber (or equivalent) in the City of Greenville, Michigan.

The undersigned, as bidder declares that:

- (1) (s)he has carefully examined the annexed advertisement for Proposals, Specifications, and forms for Contract and Bond therein mentioned;
- (2) (s)he has received, examined and taken into full account the provisions of Addenda Number _____, dated _____.
(if none, so state)
- (3) (s)he has examined fully into the conditions, costs and expenses involved in the performance of the proposed work; and (s)he hereby proposes, and agrees that if this proposal is accepted (s)he will enter into contract with the City of Greenville to provide the necessary equipment, machinery, tools, power, labor, services, hauling, superintendence and all materials and things required for, and will do and perform all work of installation, construction and completion of the entire Project described in said Specifications, all in entire accordance with the requirements of the said Specifications, for the following prices.
- (5) The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the services or commodity in accordance with all terms and conditions herein. Please type or print the information below. Respondent is REQUIRED to complete, sign and return this form with the submittal.

Company Name

Address

City/State/Zip

Telephone # Fax #

Email

Authorized Person (Print)

Signature

Title

Date

Tax ID #

BID SUMMARY

BASE BID:

i-Mop XL Floor Scrubber

_____ New _____ Used/Demonstrator # hours on machine: _____

Total Delivered Cost \$ _____

Alternate Make/Model

Specify Make/Model: _____

_____ New _____ Used/Demonstrator # hours on machine: _____

Total Delivered Cost \$ _____

Warranty Information _____

Maximum Delivery Time _____ Days from receipt of purchase order or notice to proceed.