



WEST BLOOMFIELD TOWNSHIP

INVITATION TO BID

CDBG PUBLIC SERVICE CONTRACTS

CONTRACT FUNDING SOURCES: CDBG Program Year 2010

DEADLINE: Friday, August 20, 2010 at 4:00 p.m.

Sealed bids for the following services for West Bloomfield Township will be accepted by the Community Development Department, Planning Division until Friday, August 20, 2010 at 4:00 p.m., after that time they will be publicly opened and read the West Bloomfield Township Boardroom:

1. Administer a program to provide minor home repairs for the homes of low income households. Repairs will conform to Oakland County guidelines and State of Michigan Lead Based Paint requirements. (\$2,500)
2. Provide assistance and training for those interacting with deaf and hearing impaired individuals, as well as providing assistance to individuals with hearing impairments. (\$2,500)
3. Provide emergency food assistance to low income households. (\$3,000)

The bids will cover a one year period, from July 1, 2010 through June 30, 2011. Billing arrangements will be detailed later in this document.

1. Preparation of Bid

- A. Bidders are expected to examine specifications and all instructions. Failure to do so will be at the bidder's risk.
- B. Each bidder shall furnish all the information required. Erasers or other changes must be initialed by the person signing the bid form. Partial bid packages will be rejected.
- C. If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other conditions within the invitation, it is advised to call and have that portion clarified. For clarification, contact Sara Roediger, Senior

Planner, at (248) 451-4828.

- D. Each bid shall indicate the measured deliverable in a unit cost amount (i.e. cost per meal delivered or unit hour of contact for assistance or programming).
- E. Each bid shall acknowledge that case documentation shall be completed and filed indicating new service to individuals and income/age qualification, as appropriate.

2. Submission of Bid

- A. All bids must be submitted in a sealed envelope and must include the following information on the face of the envelope: bidders' name, address, bid number and bid item. Failure to do so may result in the premature opening of or failure to open such a proposal. Address bids as directed below:

West Bloomfield Township
Community Development Department, Planning Division
Attn: Sara Roediger
4550 Walnut Lake Road
West Bloomfield MI 48323

DO NOT PLACE BIDS IN THE TOWN HALL DROP BOX!

- B. Bidders are responsible for submitting proposals before the stated closing time. Delays in the mail will not be considered. Any proposal received after the stated deadline will be rejected. Facsimile bids will not be accepted.
- C. Any bid may be withdrawn by giving written notice to the Planning Department before the stated closing time. After the stated closing time, no bid may be withdrawn or canceled for a period of 60 days after said closing time, except the successful bidder whose prices will remain for the entire contract period.

3. Terms & Invoicing

- A. All bids are tax exempt.
- B. All bids will be considered net 30 unless otherwise stated. Payment will be made when all work or equipment specified is received and properly invoiced. Invoices are expected on a monthly basis.

4. Award

- A. The evaluation and award of this bid will be based on a combination of factors including, but not limited to, the following: bid price, past performance, ability to meet service requirements, manpower and equipment available to perform this service, completeness of bid, compliance with specifications, and any other factors considered to be in the Township's best interest.
- B. The Township of West Bloomfield reserves the right to make an award in total or to split

the award in whatever manner deemed to be in the best interest of the Township entities.

5. General Conditions

- A. Since this service impacts public safety the Township reserves the right to cancel this contract immediately for failure of the contractor to comply with terms and conditions set forth herein that might impact the safety/well-being of the Township and residents utilizing this site. In case of default of the contractor, the Township may cancel the contract or purchase order and procure services from other sources and hold the contractor responsible for any excess costs occasioned thereby. The Township may remove a defaulting contractor from future bid lists.
- B. The Township reserves the right to cancel this contract without cause or reason upon 30 days written notice.
- C. No agreement with the Township may be assigned by the vendor without prior written consent of the Township.
- D. The Township of West Bloomfield reserves the right to accept or reject any or all bids, to let bids again, and to waive any irregularities in the best interest of the Township.
- E. Any errors, omissions, or discrepancies in the specifications discovered by a prospective contractor and/or service provider will be brought to the attention of Sara Roediger, Senior Planner, as soon as possible after discovery. Further, the contractor and/or service provider will not be allowed to take advantage of errors, omissions or discrepancies in the specifications.