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City Council

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<i>Councilman</i>	Robert Mijac
<i>Councilman</i>	Michael V. Radtke Jr.
<i>Councilwoman</i>	Maria G. Schmidt
<i>Councilman</i>	Henry Yanez
<i>Councilwoman</i>	Barbara A. Ziarko

City Manager Mark D. Vanderpool

INVITATION TO BID

ITB-SH26-002

The City of Sterling Heights, Michigan is accepting sealed bids for BULK AGGREGATE MATERIALS until TUESDAY, FEBRUARY 3, 2026 AT 2:30 P.M. Please refer to the attached for instructions, specifications, and bid submission procedures.

Erik Skurda
Purchasing Manager

Office of Purchasing
586-446-2740

INVITATION TO BID

BULK AGGREGATE MATERIALS

**CITY OF STERLING HEIGHTS
40555 UTICA ROAD
STERLING HEIGHTS, MI 48313**

**CONTACT PERSON: ERIK SKURDA, PURCHASING MANAGER
PHONE: 586-446-2741, FAX: 586-276-4062, E-MAIL: shpurchasing@sterlingheights.gov**

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I. GENERAL CONDITIONS

All information requested of the vendor shall be entered in the appropriate space on the form. Failure to do so may result in your bid being deemed non-responsive.

All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid. Corrections and/or modifications received after the closing time specified will not be accepted.

Time of delivery/installation shall be stated as the number of calendar days following receipt of the purchase order by the vendor to receipt of the goods or services by the City. Time of delivery/installation may be a consideration in the award.

Prices shall be stated in units of quantity specified in the bid document. In case of a discrepancy in computing the amount of the bid, the unit price shall govern. All quantities stated, unless indicated otherwise, are estimates and the City reserves the right to increase or decrease the quantity at the unit price bid as best fits its needs.

All prices will be bid F.O.B. Destination and remain in effect for at least 90 days to allow for approval by City Council. The successful bidder's prices will remain firm through the length of the contract as designated within these bid specifications.

Bids shall include all charges for delivery, packing, crating, etc. unless otherwise stated in the bid document. General delivery hours are 7:00 a.m. to noon and 1:00 p.m. to 3:30 p.m. Monday – Friday. The City is not to be held responsible for, and will not pay, any fuel surcharges during the term of the contract. Unit prices bid shall include delivery.

Prices will be considered net if no cash discount is shown.

All bids shall be signed by an authorized officer or employee of the bidder.

Bid Submission Options: Please refer to Section III Bid Submission Instructions for directions on submitting a bid electronically. Hard paper copy, email or fax submission of bids / proposals is not an option.

To be considered, your bid must be submitted to the City as instructed prior to the Date and Time specified. No late bids will be accepted. Bids may be withdrawn by a bidder, or authorized representative, provided their identity is made known and an email, phone call or fax is made to the City and the City can verify via return email or phone call the identity of the bidder and the intention to withdraw the bid, and if withdrawal is made prior to the stated bid deadline. On the mitn.info portal, electronic bids may be withdrawn by placing the bid into "storage" through the Edit option prior to the stated bid deadline.

The City of Sterling Heights reserves the right to postpone the bid opening for its own convenience.

Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in your bid price. The City will furnish the successful contractor with tax exemption certificates when requested. The following exception shall apply to installation projects. When sales tax is charged to the successful contractor for materials to be installed during the project, that cost shall be included in the bid cost and not charged as a separate item. The City is not tax exempt in this case and cannot issue an exemption certificate. If you are unfamiliar with your sales and use tax obligations, please contact the Michigan Department of Treasury for directions, including any applicable Revenue Administrative Bulletins (i.e. 1999-2 and any subsequent replacements / updates).

The City's normal payment terms are 30 days in connection with any cash discounts specified on this bid. Time will be computed from the date of complete delivery of supplies or equipment as specified, or from the date correct invoices are received in the City's Finance Department, if the latter date is later than the date of delivery.

The City reserves the right: (1) To award bids received on the basis of individual items, or groups of items, or on the entire list of items, (2) To reject any or all bids, or any part thereof, (3) To waive any irregularity in the bids, (4) To accept the bid that is in the best interest of the City, (5) To accept an alternate to the product or service being bid out if deemed equivalent in the sole discretion of the city, except where alternates are prohibited by the terms of the invitation to bid (6) To reduce or eliminate this purchase without prior notice, (7) To split the award to realize the greatest cost savings, (8) To issue Post-Bid Addendums to clarify or request additional information, including pricing, (9) To require one or more selected bidders to perform the requested service on a trial basis, at the unit prices bid, as evidence of a bidders ability to satisfactorily perform the requested service, prior to a formal recommendation and approval by City Administration / City Council.

This invitation to bid and the acceptance of a bid by the City is not a contract for the purchase of services or products. The City will issue a Purchase Order, which will define, make reference to, and incorporate the bid specifications and the pricing bid as accepted by the City. Winning bidder is not to commence with any service or product order without receiving a Purchase Order signed by the Purchasing Manager. Unless otherwise stated, all contracts for services are subject to additions, reductions and/or termination at the sole discretion of the City and without prior notice by the City. Please forward any questions you may have regarding this solicitation to the Purchasing Manager via email at shpurchasing@sterlingheights.gov.

Bid prices submitted by the successful bidder should remain firm for the length of the contract from date of award by City Council. If tariffs imposed by superseding governmental authorities change during the term of this contract and directly impact the cost of a product or a clearly defined component part thereof, either party may request a price adjustment if the net changes in cost attributable solely to such tariff change exceeds five percent (5%) of the total contract price. Any such adjustment shall be limited to the lesser of (i) twenty percent (20%) of the original contract price or (ii) one-half (50%) of the net increase caused by the tariff.

The basis date for evaluating eligibility for tariff adjustments shall be:

- The latest of five (5) days prior to the bid submission date, proposal submission date, or best and final offer receipt date, as indicated on the appropriate basis form.

- The later of the date the Contractor submitted pricing or the Contractor's signature date.

All requests for tariff adjustments:

1. Must be submitted in writing and include a comprehensive cost breakdown detailing how the tariff impacted the total cost of the finished product.
2. Must include official importer receipts or customs documentation showing proof of tariff payment and transaction date.
3. Will only be considered if the seller can clearly demonstrate a direct impact from the tariff on the specific goods or components being purchased under this contract.
4. Are subject to the City of Sterling Height's sole discretion and written approval is required prior to implementation of any price change.

In the event the City is requested to approve a tariff adjustment, the Contractor shall provide all required supporting documentation, as outlined above, within fifteen (15) calendar days of the City's request, if the request is not fulfilled by the contractor within the time specified, the price adjustment shall be denied.

In the event the City requests a tariff adjustment in the City's favor due to a known decrease in tariff value, the Contractor shall provide all required supporting documentation, as outlined above, within thirty (30) calendar days of the City's request.

No retroactive adjustments shall be allowed for tariff changes prior to the applicable basis date.

ALL BIDS MUST INCLUDE MATERIAL SAFETY DATA SHEETS FOR MATERIALS AS REQUIRED BY M.I.O.S.H.A.

The City of Sterling Heights is now part of an organization called the Michigan Inter-governmental Trade Network (MITN), a group of agencies that joined forces to create a Regional Bid Notification System to notify companies of new bid opportunities. All bids, quotations and proposals are now being posted online. All vendors are encouraged to visit <http://www.mitn.info> in order to register their company and gain access to new bids and proposals. If you do not have internet access, please call 1-800-835-4603 to speak to a representative at BidNet®, the technical support group that handles the MITN system.

II. CHECK LIST FOR BIDDERS

All information required by the terms of the bid documents must be furnished.

MISTAKES OR OMISSIONS CAN RESULT IN THE REJECTION OF YOUR BID.

Important items for you to check are included in, but not limited to, those listed below. This checklist is furnished only to assist you in submitting a proper bid.

- _____ Is your bid properly signed? (refer to bid documents)
- _____ If required, have you entered a unit price or lump sum for each bid item?
- _____ Are decimals in unit price in the proper places? Are your figures legible?
- _____ Are any bid bonds or bid deposits, if required, included in your bid package? Include a copy of any bid bond or a copy of a certified check to show compliance with this requirement
- _____ Did you complete and include the **Cooperative Agreement, Hold Harmless, Non-Iran Linked Business Certification and References.**
- _____ **Bid Submission** – Bids are to be submitted via the mitn.info bid submittal system. Bids submitted by email, fax, hard copy drop off, US Mail and delivery service are not options at this time. Please use the bid submission label provided (See section X) as the cover page of your submittal via mitn.info. Include in your bid submittal package all required forms / documents, but please do not include the specifications and instructions. Return only the forms requiring completion.
- _____ Did you submit your original bid form (no additional copies are required)?
PLEASE DO NOT RETURN COPIES OF OUR SPECIFICATIONS/INSTRUCTIONS. RETURN ONLY THE FORMS REQUIRING YOUR COMPLETION (Pages 9-15). Failure to include all pages may result in your bid being deemed non-responsive.
- _____ Did you check the MITN website (or email the Purchasing Department) for any addendums which may have been posted? ***Addendums may be posted at any time and must be submitted to the MITN website no later than 2:30 p.m.***

III. BID SUBMISSION INSTRUCTIONS

Please read these instructions carefully. **Your bid / proposal may be deemed non-responsive if it is not submitted as detailed below.** Bids / proposals are considered received when downloaded into the mitn.info system before the submission deadline date and time, late bids / proposals will not be considered.

Bid / Proposal Submission Deadline: Tuesday FEBRUARY 3, 2026 before 2:30 P.M.

Electronic Bid Submission via the MITN system as described below is the only bid submittal option.

Call the Purchasing Office at 586-446-2740 if you have any questions and we will assist.

Electronic Bid Submission Only

The vendor / Contractor will need to complete, scan and upload your entire bid package through the MITN system. All electronic bids / proposals will be submitted directly into a secured MITN “vault” that cannot be opened until the bid / proposal submission deadline date and time.

Vendor / Contractor Submittal Procedure:

- Login to the MITN website using your previously registered credentials at <http://www.mitn.info>.
- Locate and enter the Sterling Heights Solicitation you have prepared a bid for.
- Click on the “**Place Bid**” button **PLACE BID** on the upper right side of the page.
- In the “Place a Bid” window, select “**Place a new Bid**” or “**Place a No Bid**” (Depending on your response). Select the “**Continue**” button **CONTINUE**.
- On the next page, in the “Documents” tab, select “**Add File**” **Add File** or “**Import Zip file**” **Import Zip file** (Depending on your file type). Complete all required actions and click the “**Next**” **NEXT** button.
- This will bring you to the “Pricing” tab. There you will see a reminder to “Don’t forget to attach your pricing in the ‘Documents’ section”. Select the “**Next**” **NEXT** button.
- On the following screen, in the “Exceptions” section, select “No” or “Yes” (depending on your response). In the “Bidder Compliance & Authentication” section, you will enter your full name and password where prompted. Click the “**Submit Bid**” **SUBMIT BID** button.
- In the “Bid Submission Confirmation” window, select “No” or “Yes” (depending on your response).
- Finally, the next screen will confirm your bid submission. Here you will receive a confirmation number and will be able to download a PDF version of the confirmation for your records.

Important: The mitn.info system locks at 2:30 pm (Sterling Heights, Michigan Time) on the due date, and no bids / proposals can be downloaded after that time. No exceptions. Bids / proposals must be downloaded and accepted by the mitn.info downloading portal before 2:30 pm. Do not wait until the last minute to submit your bid / proposal, internet

connections, computer systems failures on the submitter's part could cause a bid / proposal to be denied from downloading into mitn.info system. The system locks at 2:30 p.m. Late bids / proposals will not be considered.

If you have questions with the electronic bid submission procedures, please contact the MITN Vendor Support Department at (800) 835-4603, option #2 or email: e-procurementsupport@bidnet.com

The City of Sterling Heights officially distributes bid and RFP documents through the Michigan Inter-governmental Trade Network (MITN). Copies of bid and RFP documents obtained from any other source are not considered official copies. Bids or notification of bids issued by members of MITN are to be posted, in whole or in part, **ONLY** on the MITN system. Any other use is prohibited. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. The City of Sterling Heights cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by information received from alternate sources.

The City reserves the right, at its sole discretion, to allow a bidder to resubmit a copy of a bid that was otherwise submitted via the mitn.info system before the bid due date and time, when the bid document submitted via the mitn.info system is corrupt or otherwise not readable / downloadable by the City, and when in the opinion of the City, the fault was not that of the bidder.

If you received this document from a source other than the sources indicated, please notify us. It is recommended that all vendors register on the MITN website at www.mitn.info to obtain an official copy. All future bids, proposals, quotes and any addenda and tabulations will be posted on the MITN website.

BID BOND SUBMITTAL: Please refer to the specifications and forms for bid bond requirements and additional information. When bid bonds are required, all bidders must submit a photocopy of the Bid Bond (surety, cashier check, certified check) as part of the electronic bid submission. The photocopy must be of sufficient resolution to show a valid stamp, seal, signatures, names, dates, etc. The original Bid Bond must be provided upon request of the City. Failure to submit the original Bid Bond, upon request by the City, may result in the bid being deemed unresponsive and the bid rejected without further evaluation.

PUBLIC BID OPENING: A public bid opening will be accessible 30 minutes after the posted due date and time via three simultaneous formats:

1. Microsoft Teams live stream - [Join the meeting here](#)
2. Conference call, participants must call 586-446-2663, (enter Conference ID Code 4462740 when prompted).
3. In person at the City of Sterling Heights City Council Chambers located at: 40555 Utica Road, Sterling Heights MI, 48313.

A Purchasing Department representative will read the bids / name of firms submitting proposals as they are downloaded and made available.

IV. SPECIFICATIONS

Sealed bids for **Bulk Aggregate Materials** for the City of Sterling Heights are being accepted.

This inquiry implies no obligation on the part of the buyer. Unless otherwise specified, there is no restriction on the number of items that may be ordered. Quantities indicated in the proposal are estimated and may vary during the course of the Contract. The estimated quantities are used for assisting in the determination of the lowest responsible bidder.

APPROVAL OF MATERIALS:

Materials supplied may be sampled and tested for conformance with the specification requirements or as determined with a material certification.

The procedures followed for sample or for certification will be in accordance with the Michigan Department's Materials Sampling Guide.

The materials supplier shall provide such facilities as may be required for collecting and forwarding samples and shall not use the materials represented by the sample until they have been found to satisfy the requirements of the specifications.

The materials supplier shall furnish the required samples without charge and when required, shall prepay transportation charges for shipment of samples to the testing laboratory.

Materials will be tested by and at the expense of the City of Sterling Heights unless otherwise provided.

All materials proposed to be used may be inspected and tested at any time and at any place during this agreement.

GENERAL INFORMATION:

Deliveries: Deliveries will be required to accommodate various locations within the City of Sterling Heights boundaries which may include specific jobsites. Delivery is desired within two (2) business days of notice to deliver. Expected delivery locations are 7200 18 Mile Road.

Charges: List all miscellaneous charges on a separate sheet.

Bid prices will be firm for one (1) year beginning with the date of City Council Award.

<u>Item</u>	<u>Description</u>	<u>Specification</u>	<u>Estimated Annual Usage</u>	<u>Estimated Average Order</u>
A.	Fill Sand	Clear of Debris and Rocks	300 Ton	50 Ton
B.	Fine Crushed Concrete	Fine Crushed Concrete MDOT Specification for 21AA aggregate	400 Ton	50 Ton
C.	Coarse Crushed Concrete	Coarse Crushed Concrete 3" X 1" (approximate size of aggregate)	400 Ton	50 Ton
D..	Clean Top Soil	Clean Top Soil	1,000 CY	200 CY
E.	6A Stone	Limestone	300 Ton	50 Ton
F.	Road Gravel	23A Dense Graded Aggregate	500 Ton	50 Ton
G.	Mason Sand	Fine Grade - screened and washed	200 Ton	50 Ton
H.	Pea Gravel	Clean Pea Gravel ~ 3/8"	200 Ton	50 Ton
I.	60/40 Gravel	60% 6A Gravel + 40% 2NS Sand	400 Ton	50 Ton

V. BID FORM

Page 1 of 2

Company_____

The undersigned hereby declares that the instructions and specifications have been carefully examined and that the various **BULK AGGREGATE MATERIALS** will be furnished for the prices set forth in this bid to the City of Sterling Heights. It is understood and agreed that all bids are **F.O.B. DESTINATION** and shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for the award of the bid; and that if chosen as the successful vendor, the prices bid will remain firm for one (1) year from date of contract.

All quantities indicated are estimated amounts for one (1) year and may vary during the course of the contract. The estimated quantities are used for assisting in the determination of the lowest responsible bidder. It is the intent of the City to purchase the services in the quantity and frequency as listed in this bid, however, the City reserves the right to reduce or eliminate this purchase without prior notice. The City reserves the right to split and/or reject all bids to realize the greatest cost savings.

ALL BIDS MUST INCLUDE MATERIAL SAFETY DATA SHEETS FOR MATERIALS AS REQUIRED BY M.I.O.S.H.A.

Indicate number of days to complete delivery after receipt of an order: _____

Is your bid pricing conditioned upon any miscellaneous or extra delivery, quantity, charges, conditions or bid exceptions? _____ If yes, list on an attachment you bid submission

Payment Terms: _____

I hereby state that I have read, understand and agree to be bound by all the terms of this bid document. The undersigned certifies that he has downloaded all documents/addendums associated with this bid from the MITN website.

Company_____

Address_____

City/State/Zip_____

Representative/Title_____

Telephone/Fax_____

E-Mail Address/Website_____

Signature/Date_____

V. BID FORM

Page 2 of 2

Company _____

<u>Item</u>	<u>Estimated Annual Usage (Qty)</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total (Qty x Unit Price)</u>
A.	300 Tons	Fill Sand	\$ _____ Per Ton	\$ _____
B.	400 Tons	Fine Crushed Concrete	\$ _____ Per Ton	\$ _____
C.	400 Tons	Coarse Crushed Concrete 3" X 1"	\$ _____ Per Ton	\$ _____
D.	1,000 Cubic Yards	Clean Top Soil	\$ _____ Per C/Y	\$ _____
E.	300 Tons	6A Limestone	\$ _____ Per Ton	\$ _____
F.	500 Tons	Road Gravel	\$ _____ Per Ton	\$ _____
G.	200 Tons	Mason Sand	\$ _____ Per Ton	\$ _____
H.	200 Tons	Pea Gravel	\$ _____ Per Ton	\$ _____
I.	60/40 Gravel	60% 6A Gravel + 40% 2NS Sand	\$ _____ Per Ton	\$ _____

This form **must** be completed and returned with your bid.

VI. QUALIFICATION QUESTIONNAIRE

All bidders must complete the following Questionnaire. This information may be presented on another page if desired.

1. Name of Company submitting a bid:

2. Authorized Representative Name/Title:

3. Office Address:

4. Local Telephone/Fax Numbers:

24-Hour/7-Day Emergency Telephone Number:

E-mail address:

Website:

5. State the legal status of the company submitting the bid. A corporation shall provide the state of incorporation, a partnership shall provide the names of all partners:

6. Name of Owner, President, Managing Partner or CEO:

7. Does your business qualify as any of the below designations: Please circle if appropriate.

- a. Black Owned
- b. Women Owned
- c. Veteran Owned
- d. People of Color Owned
- e. LGBTQ Owned
- f. Native/Indigenous Owned

8. Are any of the employees unionized? Please specify which employees are if applicable.

9. Give a brief summary of the history of the business:

10. How many full-time employees? Part time?

11. How long have you been in business of a similar nature for the services contemplated within this bid?

12. List any licenses / professional certifications of the company or employees assigned to this contract that would be applicable to services contemplated within this bid.
13. How many years' experience do you have in providing for the services contemplated within this bid? Please list the municipalities, when applicable:
14. How many clients does your company currently serve with the type of work described?
15. Has your company had a similar contract for services terminated for cause within the last three years? If yes, please explain.
16. Please provide information on your hiring practices, employee training and employee safety programs:
17. Do you have any current contracts for similar services in Sterling Heights? If yes, please list location(s):

Questionnaire completed by:

Company Name: _____

Print Name _____

Title _____

Signature _____

Date: _____

This form **must** be completed and returned with your bid.

VII. COOPERATIVE AGREEMENT

EXTENSION OF AWARD TO MITN PURCHASING COOPERATIVE

The City of Sterling Heights is a member of the MITN Purchasing Cooperative consisting of many cities, townships, counties and other governmental agencies throughout Michigan. If your company is awarded item(s) referenced in the bid, the cooperative governmental entities may wish to use this contract and will use a purchase order for the item(s) awarded in this bid following minimum order requirements set forth in the bid document. Each entity will provide their own purchase order and delivery location(s) and must be invoiced separately to the address indicated on the purchase order.

() If an award is made to _____, it is agreed that
(Company)

the contract will be extended to the MITN Purchasing Cooperative under the same prices, terms, and conditions.

Signature of Company Representative _____

() Our company is NOT interested in extending the contract.

Company_____

Address_____

City/State/Zip_____

Representative/Title_____

Telephone/Fax_____

E-Mail Address/Website_____

Signature_____

This form **must** be completed and returned with your bid.

VIII. HOLD HARMLESS AND INDEMNITY

To the fullest extent permitted by law, the contractor expressly agrees to indemnify and hold the City of Sterling Heights (City), its elected and appointed officials, employees and volunteer and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of contractor or anyone acting in its behalf in connection with or incident to this contract or the work to be performed hereunder, except that the contractor shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence; and the Contractor shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced hereunder, and the Contractor shall pay any and all judgments which may be recovered in any such suit, action or proceeding, and any and all expense, including, but not limited to, costs, attorneys' fees and settlement expenses which may be incurred therein.

PLEASE PRINT:

Company Name _____

Authorized Representative _____

Signature/Date _____

This form **must** be completed and returned with your bid.

IX. NON-IRAN LINKED BUSINESS CERTIFICATION

Pursuant to Michigan law before accepting any bid or proposal or entering into any contract for goods and services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business".

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran Linked Business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard."

PLEASE PRINT:

Company Name _____

Authorized Representative _____

Signature/Date _____

This form **must** be completed and returned with your bid.

X. REFERENCES

List at least three references with whom you have had similar contracts during the past three years. Include letters of reference when available.

1. Company or City_____

Contact Name_____

Telephone Number_____

E-mail_____

2. Company or City_____

Contact Name_____

Telephone Number_____

E-mail_____

3. Company or City_____

Contact Name_____

Telephone Number_____

E-mail_____

Bidder's Signature_____ Date_____

Company_____

This form **must** be completed and returned with your bid.

XI. BID SUBMISSION LABEL

Please complete and affix scanned copy as cover page to Bid submission

Bid Documents Cover Page

From:

Company Name: _____

Contact Person: _____

Phone Number: _____

Solicitation Title:

BULK AGGREGATE MATERIALS

Solicitation

ITB-SH26-002

Number:

Due Date:

FEBRUARY 3, 2026

Time:

2:30 p.m.

Submit to:

City of Sterling Heights

Via the following submittal method:

Electronic: mitn.info