

**BID DOCUMENTS
FOR
LEGAL NOTICE PRINTING PROPOSAL**



**CITY OF OWOSSO
301 W. MAIN STREET
OWOSSO, MICHIGAN 48867**

June 8, 2015

NOTICE TO BIDDERS

LEGAL NOTICE PRINTING PROPOSAL FOR THE CITY OF OWOSSO, MICHIGAN

Sealed bid proposals will be received by the city of Owosso for Legal Notice Printing Proposal and should be addressed to: Bid Coordinator, City of Owosso, 301 W. Main, Owosso, Michigan 48867. Sealed bids will be accepted until **3:00 p.m. Tuesday, June 23, 2015** for the Legal Notice Printing Proposal at which time bids will be publicly opened and read aloud.

All bids must be in writing and must contain an original signature by an authorized officer of the firm. Electronic bids (i.e., telephonic, FAX, etc.) are **NOT** acceptable. All bids shall clearly contain on the outside of the **sealed** envelope in which they are submitted: **LEGAL NOTICE PRINTING PROPOSAL**

The proposal, contract forms and specifications are on file and may be obtained at the office of the Bid Coordinator at city hall, phone (989)725-0550, or on the city's website at www.ci.owosso.mi.us.

The city reserves the right to accept any proposal; or to reject any proposal; to waive irregularities in a proposal; or to negotiate if it appears to be in the best interest of the city of Owosso. The undersigned hereby agrees that if the foregoing proposal shall be accepted by the City, the successful bidder will, within ten (10) consecutive calendar days after receiving notice of the acceptance of such bid proposal, enter into a contract to furnish the noted services at the price named in the cost proposal for a period of two years, July 15, 2015 through June 30, 2017.

GENERAL CONDITIONS

1. LOCAL PREFERENCE POLICY

The city of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the city of Owosso will be granted a 6% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the county will be granted a 3% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing 25% or more of the work of a general contract.*

2. BID ACCEPTANCE

The city reserves the right to reject any or all proposals. Unless otherwise specified, the city reserves the right to accept any item in the proposal. In case of error in extending the total amount of the bid, the unit prices shall govern.

3. PAYMENT

Unless otherwise stated by the bidder, time, concerning discount offered, will be computed from date of delivery and acceptance at destination or from date correct bill or claim voucher properly certified by the contractor is received. When so stated herein, partial payments, based on a certified approved estimate by the city of materials, supplies or equipment delivered or work done, may be made upon presentation of a properly-executed claim voucher. The final payment will be made by the city when materials, supplies, equipment or the work done have been fully delivered or completed to the full satisfaction of the city.

4. BID DEFAULT

In case of default by the bidder or contractor, the city of Owosso may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

5. UNIT PRICES

Prices should be stated in units of quantity specified.

6. QUOTED PRICES

Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to a designated destination and to include all charges for packing, crating, containers, shipping, etc., and being in strict accordance with specifications and standards as shown.

7. SPECIFIC SPECIFICATION

Wherever a reference is made in the specifications or description of the materials, supplies, equipment, or services required, to a particular trade name, manufacturer's catalog, or model number, the bidder, if awarded a contract or order, will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

8. HOLD CITY HARMLESS

The bidder, if awarded an order or contract, agrees to protect, defend, and save the city harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract. Bidder further agrees to indemnify and save the city harmless from suits or action of every nature and description brought against it, for or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his employees, subcontractors, or agents.

9. COMPETITIVE BIDDING STATUTES

The laws of the state of Michigan, the charter and ordinances of the city of Owosso, as far as they apply to the laws of competitive bidding, contracts and purchases, are made a part hereof.

10. SAMPLES

Samples, when requested, must be furnished free of expense to the city and, if not destroyed, will upon request be returned at the bidder' expense.

11. EQUAL EMPLOYMENT OPPORTUNITY AND OTHER CLAUSES

The contractor shall agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined by Michigan Compiled Statutes, or national origin. This provision shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities for persons with disabilities. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of the non-discrimination clause.

INSTRUCTIONS TO BIDDERS

1. Each proposal must be signed by the bidder with his usual signature. Bids by partnerships should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter. **Any paperwork not filled out properly or signed will cause the bid to be considered non-responsive and shall be rejected by the city.**
2. Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
3. Bidders are requested to use the proposal form furnished by the city when submitting their proposals. Envelopes must be **sealed** when submitted and clearly marked on the outside indicating the name of the bid.
4. Proposals having and erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.
5. References in the specifications or description of materials, supplies, equipment, or services to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the type of materials or supplies, equipment, or nature of the work desired. They should not be construed as excluding proposals on equivalent types of materials, supplies, and equipment or for performing the work in a manner other than specified. However, the bidders' attention is called to General Condition six (6).
6. Proposals should be mailed or delivered to the **Bid Coordinator's Office, City Hall, 301 W. Main Street, Owosso, MI 48867.**
7. Special conditions included in this inquiry shall take precedence over any conditions listed under General Conditions or Instructions to Bidders.
8. Bodily injury, property damage and worker's compensation – The contractor, prior to execution of the contract, shall file with the city copies of completed certificates of insurance naming the city of Owosso as an additional insured party, as evidence that the contractor carries adequate insurance satisfactory to the city.
9. The city of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the city of Owosso will be granted a six percent (6%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the county will be granted a three percent (3%) bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing twenty-five percent (25%) or more of the work of a general contract.*

GENERAL SPECIFICATIONS

LEGAL NOTICES PRINTING PROPOSAL

PURPOSE: The purpose of this request for proposals is to solicit information from interested bidders that will enable the City of Owosso to award a contract for the printing of legal notices (which includes City Council meeting synopsis, meeting notices, bid notices, etc.).

TERM OF CONTRACT: The contract to be awarded shall cover publication of the synopsis and legal notices from **July 15, 2015 through June 30, 2017**. The City reserves the right to terminate this contract with thirty days notice if electronic media becomes a legal alternative for meeting public notice requirements and the cost/benefit is determined to be in the public's best interest.

FORM OF PROPOSAL: The proposal shall be made using the form attached and include supplemental documentation as noted.

CONTENTS OF PROPOSAL: At a minimum, the proposal shall include the following information:

1. Proposed publication price. (All advertising will be charged by the COLUMN INCH, assumed to be 11picas or ≈ 1.83 inches. If exception is taken, specify width of the column.)
2. Amount of discount for e-mail transmission of legal notices and synopsis, if any.
3. Price quotation for publishing the attached legal notice sample.
4. Price quotation for publishing the attached synopsis sample.
5. Price quotation for affidavit of publication (required within seven (7) days of publication).
6. A proof of each of the attached legal notice and minutes/synopsis as they would appear if published. The proof submitted shall be in the same type face and size customarily used for other legal notices that appear in the publication.
7. Samples of legal notices published by organizations other than the City of Owosso. Bidder shall submit at least one legal notice from each of the preceding three months.

DELIVERY OF PROPOSAL: The proposal shall be delivered to the Bid Coordinator's Office, Owosso City Hall, 301 West Main Street. Owosso, MI 48867. All proposals must be received not later than **3:00 p.m. on Tuesday, June 23, 2015**.

RESERVATIONS OF RIGHTS: The City of Owosso reserves the right to accept or reject any or all proposals and to award a contract for that proposal whose terms and conditions are most advantageous to the City. The City also reserves the right to publish legal notices in the publication of the unsuccessful bidder if time constraints for legal compliance prohibit publication by the successful bidder.

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined above; the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications that they wish the City to consider, but the cost associated with these additions shall be stated separately.

PUBLIC HEARING NOTICE

The City Council of the City of Owosso will conduct a public hearing at 7:30 p.m. on Tuesday, September 7, 2010 at Owosso City Hall, 301 West Main Street, Owosso, Michigan, to hear public comment on the application of Daystarr Development, LLC for the granting of an Obsolete Property Rehabilitation Exemption Certificate at 307 North Ball Street, more specifically described as:

307 North Ball Street

S 3/4 OF LOT 9 (EX W 40' OF S 22') ALSO N 6" OF E 82' OF LOT 12 BLK 13 ORIGINAL PLAT

The hearing affords the opportunity to owners and occupants of the property included within the district and any other resident or taxpayer of the City of Owosso to appear and be heard. Information on the application and its purpose may be obtained from the City Assessing Office at (989)725-0730.

Amy K. Kohagen, CMC Owosso
City Clerk

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon 72 hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids on services should contact the City of Owosso by writing or calling Amy K. Kohagen, City Clerk, 301 West Main Street, Owosso, MI 48867 or at (989) 725-0500. The City website is: www.ci.owosso.mi.us.

CITY OF OWOSSO
REGULAR MEETING OF THE CITY COUNCIL
MINUTES SYNOPSIS
MONDAY, MARCH 7, 2011

Present: Mayor Benjamin R. Frederick, Mayor Pro-Tem Cindy S. Popovitch, Councilpersons Thomas B. Cook, Michael J. Erfourth, Christopher T. Eveleth, Joni M. Forster, and Gary W. Martenis.

Absent: None.

SPECIAL PRESENTATIONS

Housing Program Presentation. Housing Program Manager Sarah Warren-Riley gave a presentation detailing the City's new housing program.

211 Service. Shiawassee United Way Director Retta Parsons gave a presentation on the new 211 service coming to Shiawassee County.

PUBLIC HEARINGS

None.

CITIZEN COMMENTS AND QUESTIONS

Shelva Cebulski inquired about the annual cost of the 211 service. She also noted the upcoming blood drive at the Knight's of Columbus hall on Wednesday, March 16th from 12:00 – 5:45 p.m.

Burton Fox wished Councilperson Erfourth a happy birthday. He also inquired about the emergency purchase of heating and cooling units for the Public Safety building, saying he was concerned no bids were taken. It was noted the purchase was emergent in nature and 4 quotes were sought from various providers.

Corunna City Manager Joseph Sawyer indicated the City of Corunna is closing on grant funding to improve their water and sewer systems in anticipation of upcoming economic growth, but changes were needed to the water and sewer agreements to allow them to receive the grant. He further noted he was present to answer any questions on the proposed amendments necessitated by the grant.

Brent Jones of the SEDP gave his support to the proposed amendments saying they were essential to allow Corunna to take a proactive approach for economic development.

Justin Horvath, Director of the SEDP, echoed Mr. Jones's comments saying Shiawassee County has very few, if any, vacant industrial buildings and steps must be taken to improve land to allow for further development.

Eddie Urban commented on the new 211 service as well as his feelings on the proposed ordinance amendment regarding the discharge of weapons within the City limits.

Thomas Manke commented on the proposed water and sewer agreements saying he supports any cooperative efforts between communities in the region. He also encouraged Council to view the community as a part of the greater region when making all decisions.

Councilperson Martenis mentioned he would like to see an aquatic center come to fruition as a regional project. He also asked why the benches on Washington Street do not face the street.

Councilperson Erfourth noted that cupcakes in honor of his birthday were available for anyone that was interested.

Mayor Frederick noted that March is Reading Month and he had greatly enjoyed reading to some local elementary classes. He also noted a recent ceremony honoring two local Eagle Scouts.

Councilperson Cook indicated that in the interest of cooperation he would like to hold a joint council meeting with the City of Corunna. He also encouraged people to contact their legislators regarding the potential cuts to State shared revenue and various tax incentive programs at the State level.

Councilperson Martenis commended the Fire Department for the work they do educating kids.

CITY MANAGER REPORT

City Manager Crawford detailed the proposed ordinance amendment regarding the discharge of weapons in the City saying there were reasonable times a weapon could legally be discharged and a permit process should be put in place to allow things such as archery competitions and shooting ranges as long as specific conditions were met.

CONSENT AGENDA

The Consent Agenda was approved as follows:

Set Public Hearing-Alley Closure. Set a public hearing for March 21, 2011 to receive citizen comment regarding request to close Public alley east of lots 70-75 and west of lots 106-111, Park Hill Addition, City of Owosso, Shiawassee County, Michigan. (alley north of Cleveland Avenue parallel to Lafayette Street)

First Reading and Set Public Hearing - Ordinance Amendment. Conducted First Reading and set a public hearing for March 21, 2011 to receive citizen comment regarding proposed ordinance amendment to amend Chapter 19, Nuisances, Article VII, *Offenses Against Public Safety*, Section 19-129, Discharge of Weapons, of the Code of Ordinances of the City of Owosso, Michigan.

Emergency Purchase Authorization. Authorized emergency purchase and installation of heating and air-conditioning units for the Public Safety Building from Lamphere's Plumbing and Heating in the amount of \$10,837.00.

Warrant No. 419. Accepted Warrant No. 419 as presented.

ITEMS OF BUSINESS

Corunna Water Agreement Amendments. Authorized amendments to the water agreement with the City of Corunna to facilitate their acceptance of a USDA Rural Development grant for infrastructure improvements.

Corunna Sewer Agreement Amendments. Authorized amendments to the sewer agreement with the City of Corunna, Owosso Charter Township and Caledonia Charter Township to facilitate the City of Corunna's acceptance of a USDA Rural Development grant for infrastructure improvements.

COMMUNICATIONS

Cable Access Advisory Commission. Minutes of the Meeting of February 14, 2011.

Owosso Historical Commission. Minutes of Meeting of February 15, 2011.

Councilperson Forster inquired whether the Historic Commission was maintaining contact with the Parks & Recreation Commission and the Main Street Board in relation to the replacement of the plaque on the Heritage Bridge. It was noted they were.

CITIZEN COMMENTS AND QUESTIONS

Councilperson Cook reminded the City Manager he would like to see cost estimates for the goals established by Council in January.

Mayor Frederick noted the continued vacancy on the Cable Access Advisory Commission.

NEXT MEETING

March 21, 2011

BOARDS AND COMMISSIONS OPENINGS

Cable Access Advisory Commission, term expires 06-30-2011

ADJOURNMENT

The meeting was adjourned at 8:53 p.m.

Benjamin R. Frederick, Mayor

Amy K. Kirkland, City Clerk

Note: Complete printed copies of the minutes and any ordinances contained therein are available to the public at the Office of the City Clerk and the Shiawassee District Library – Owosso Branch during regular business hours or on the Internet at www.ci.owosso.mi.us.

BID PROPOSAL

LEGAL NOTICE PRINTING PROPOSAL

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY")

Bidder must provide pricing for each item listed. If additional pricing elements are being offered by the bidder under "other services/items offered."

The undersigned, having examined the bid proposal forms and specifications, does hereby offer to provide for the publication of the synopsis and legal notices from July 15, 2015 through June 30, 2017 listed below at the following prices to wit:

Item	Description	Approx. Quantity	Unit	Unit Price 2015-16	Unit Price 2016-17
1	PRINTING OF SYNOPSIS AND LEGAL NOTICES	800	Column Inches		
2	AFFIDAVIT OF PUBLICATION	1	Ea		
3	PROOF OF ATTACHED SYNOPSIS	1	Ea		
4	PROOF OF ATTACHED LEGAL NOTICE	1	Ea		

VARIANCE FROM SPECIFICATIONS: If the bidder is unable to comply with the specifications as outlined, the bidder shall clearly note these variations from the specifications. The bidder may also propose additions to these specifications that the city may consider, but the costs associated with these additions shall be stated separately.

Exceptions Yes
 No

Explain Exceptions:

On behalf of the firm named below, I hereby submit this proposal for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. In submitting this proposal, it is understood that the right is reserved by the CITY to reject any and all proposals, and waive any irregularities in the bidding process. The CITY may award this contract based on any combination of the total bid and/or alternates.

The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the city accept this proposal.

Bid proposal by _____
(Name of Firm)

Signature of Bidder _____ Title _____
(Authorized Signature)

Signature of Bidder _____ Title _____
(Authorized Signature)

Signed this _____ day of _____ 20____.

Address _____ City _____ Zip _____

Telephone () _____

Bidder acknowledges receipt of the following Addenda:

ADDENDUM NO.	BIDDER'S INITIALS
_____	_____
_____	_____
_____	_____

LOCAL PREFERENCE POLICY

The following affidavit should be completed if a bidder is located within Shiawassee County or intends to sub-contract more than twenty-five percent (25%) to a Shiawassee County based business: The city of Owosso has a local preference policy for the purchase of goods and services as recorded in the city ordinance in section 2-348. "Lowest qualified bidder" defined.

1. The term "lowest qualified bidder," as used in this division, shall mean the lowest bidder having qualifications to perform the work which are satisfactory to the council. The lowest bidder shall be determined based on an adjusted bid tabulation which shall be prepared in the following manner: To the bid of any bidder which is neither a city-based business nor a county-based business shall be added an amount equal to six (6) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less.
2. To the bid of any bidder which is a county-based business shall be added an amount equal to three (3) percent of the bid or two thousand five hundred dollars (\$2,500.00), whichever is less; provided, however, that if no bid is received from a city-based business, no additional amount shall be added to the bid of a county-based business.
3. "Owosso-based business" shall be interpreted to mean a business registered with the county clerk or a corporation registered with the state having a business address within the city limits which pays real and/or personal property taxes levied by the city.

The term "county-based business" shall be interpreted to mean a business other than a city-based business registered with the county clerk or a corporation registered with the state having a business address within the county which pays real and/or personal property taxes levied by the county.

4. If twenty-five (25) percent or more of a contract for construction or other services is to be subcontracted by a city-based business bidder to a non-city-based business or businesses, or by a county-based business bidder to a non-county-based business or businesses, the adjusted bid shall be calculated by applying the provisions of this section separately to each portion of the contract based on the status of the contractor or subcontractor performing that portion of the contract as a city-based or county-based business.

AFFIDAVIT

In accordance with Section 2-348 of the Owosso city code, the bid from a business located in Shiawassee County shall be adjusted to reflect a preference. In order for the city to calculate the adjustment, the bidder hereby deposes and states that their business address is registered, and is currently paying real and/or personal property taxes in Shiawassee County at the following address:

Registered business address

The affiant further deposes and states that a sub-contract with a business registered, and paying real and/or personal property taxes in Shiawassee County will be executed for a percentage equal to or greater than twenty-five percent (25%) as stated below:

Business name and address of sub-contractor

Percentage of contract

Date

Authorized signature

Title

Company name