BID DOCUMENTS

FOR

TABLETOP CLAMPING TYPE TIRE CHANGER



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

January 23, 2024

NOTICE TO BIDDERS

TABLETOP CLAMPING TYPE TIRE CHANGER

FOR THE CITY OF OWOSSO, MICHIGAN

Sealed bid proposals will be received by the city of Owosso for:

TABLETOP CLAMPING TYPE TIRE CHANGER

Major items include:

Performance Tabletop Tire Changer, Brand: Hunter Engineering Company TCX53H

Sealed proposals 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, February 6, 2024 for the **TABLETOP CLAMPING TYPE TIRE CHANGER** at which time bids will be publicly opened and read aloud.

All bids shall clearly contain on the outside of the **sealed** envelope in which they are submitted:

TABLETOP CLAMPING TYPE TIRE CHANGER

Hard copies of the proposal and specifications are on file and may be obtained for a fee in accordance with the city's FOIA Policy at the office of the Bid Coordinator, City Hall, 301 West Main Street, Owosso, Michigan 48867. Bid documents are available at no charge on our website at www.ci.owosso.mi.us.or.on the MITN website at www.mitn.info.

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.

INQUIRIES/ADDENDUMS

Addendums will be available on the city's website at www.ci.owosso.mi.us and on the MITN website at www.mitn.info.

All inquiries regarding this bid must be received at least (7) calendar days prior to the submission and shall be addressed to the Bid Coordinator. Inquiries shall be received in, and responded to, in writing via FAX at 989-729-6137 or by e-mail: thomas.Wheeler@ci.owosso.mi.us

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 seven (7).
- Proposals should be mailed or delivered to: 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. Insurance coverage The winning bidder, 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.
- 10. The following items must be included with the bid response:
 - a. Bid Proposal
 - b. Signature Page & Legal Status/Acknowledgement of Addendum(s)
 - c. Local Preference Affidavit
 - d. W-9 Request for Taxpayer ID No. and Certification

BID Proposal PERFORMANCE TABLETOP TIRE CHANGER

TO: THE CITY OF OWOSSO (HEREINAFTER CALLED THE "CITY") Bidders must provide pricing for each item listed. If additional pricing elements are being offered by the bidder, they are to be listed under "other services/items offered."

The undersigned, having examined the bid proposal forms and specifications, does hereby offer PERFORMANCE TABLE-TOP TIRE CHANGER, as listed below at the following prices to wit:

Ite m	Description	QTY	Unit Price
1	Performance Table-Top Tire Changer Hunter Engineering Company- Model TCX53H	1	
2	Wheel Lift Kit	1	
3	TCX Small Wheel Mount Head	1	
4	AR 46 Expander/Reducer	1	
5	SHIPPING/DELIVERY CHARGES		
	TOTAL		
	LEAD TIME FOR DELIVERY		

SPECIFICATIONS

No Substitutions Accepted

Brand: Hunter Engineering Company Model: TCX53H

CONFIGURATION: NEW TABLETOP CLAMPING TYPE TIRE CHANGER		
-Tabletop clamping type.		
220V 1 PHASE ELECTRIC MOTOR.		
Table capable of clamping rims from 5" to 30" in diameter		
Table rotation speed 17 RPM		
Double Cylinder Clamping Table		
Performance type Swing-Arm, 2-point Bead Press Roller System		
MUST INCLUDED:		
Wheel Lifting Device-Kit		
Lifting/Demounting disc.		
Mounting Head appropriate for wheels down to 5" diameter and a Maxin	num rim d	iameter 30
inch.		
3 way adjustable bead breaker with power retract.		
MANUALS:		
One set of complete and comprehensive operators, maintenance, and		
parts manuals shall be furnished with each unit. The manuals must		
include operating instructions, maintenance schedules, instructions for		
include operating instructions, maintenance schedules, instructions for		
include operating instructions, maintenance schedules, instructions for completing maintenance items, and necessary illustrations, drawings, or		
include operating instructions, maintenance schedules, instructions for completing maintenance items, and necessary illustrations, drawings, or photographs required for clarity. The parts manual must include parts		
include operating instructions, maintenance schedules, instructions for completing maintenance items, and necessary illustrations, drawings, or photographs required for clarity. The parts manual must include parts lists and part numbers with illustrations in sufficient detail to allow		
include operating instructions, maintenance schedules, instructions for completing maintenance items, and necessary illustrations, drawings, or photographs required for clarity. The parts manual must include parts lists and part numbers with illustrations in sufficient detail to allow easy ordering of replacement parts		
include operating instructions, maintenance schedules, instructions for completing maintenance items, and necessary illustrations, drawings, or photographs required for clarity. The parts manual must include parts lists and part numbers with illustrations in sufficient detail to allow easy ordering of replacement parts As built line sheet with part numbers for all components		
include operating instructions, maintenance schedules, instructions for completing maintenance items, and necessary illustrations, drawings, or photographs required for clarity. The parts manual must include parts lists and part numbers with illustrations in sufficient detail to allow easy ordering of replacement parts As built line sheet with part numbers for all components OTHER:		

SIGNATURE PAGE AND LEGAL STATUS

On behalf of _		, I hereby sub	omit this proposal for TABLETOP CLAMPING	
			indersigned acknowledges that this proposal	
			ations included in the contract documents. The documents in the to bind his firm and to enter into a contract	
	accept this proposal.			
Rid proposa	ıl by (Name of Firı	m)·		
		Legal status of b		
Please chec			RECT LEGAL NAME.	
	Corporation	State of Incorpo	oration:	
	Partnership	List of names:		
	DBA	State full name:	:	
П	Other	Explain:		
		1 20		
Signature of	f Bidder:			
Title:				
Signature of	f Bidder:			
Title:				
Address:				
City, Zip:				
Telephone:				
Email Addre	9SS:			
Signed this		Day of	2024	
	Bidder ackno	wledges receipt of t	he following Addenda:	
ADDENDUM NO: BIDDER'S INITIALS:				
	_		-	

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. SUBSTITUTIONS

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 Complied 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.

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.

W-9 INFORMATION FOR LEGAL STATUS

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Please see attached W-9 Request for Taxpayer Identification Number and Certification form for a detailed explanation on filling out the W-9 form.



Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
Print or type. Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	
	single-member LLC	Exempt payee code (if any)	
Print or type. c Instructions	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that	and (if any)	
P	is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ▶	(Applies to accounts maintained outside the U.S.)	
e Spe		e and address (optional)	
See	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		
Par			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.			
	If the account is in more than one name, see the instructions for line 1. Also see What Name and er To Give the Requester for guidelines on whose number to enter.	er identification number	
Par	Certification		
Unde	penalties of perjury, I certify that:		
2. I ar Ser	number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be in not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been vice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (onger subject to backup withholding; and	notified by the Internal Revenue	
3. I ar	n a U.S. citizen or other U.S. person (defined below); and		

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interset and dividends on your tay return. For real estate transactions, item 2 does not apply. For mortgage interset paid

Sign Here	Signature of	Data >		
other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.				
acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments				
you have falled to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid,				

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,