



City of Three Rivers Fire Department  
333 W. Michigan Avenue  
Three Rivers, MI 49093  
269-278-3755  
Fax: 269-278-6808  
[www.threeriversmi.org](http://www.threeriversmi.org)

## **Request for Proposal**

### **Three Rivers Fire Department**

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333 W. Michigan Ave  
Three Rivers, MI 49093  
269-278-3755

*Established in 1855*



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## Performance Bids

The City of Three Rivers is committed to the concept of performance bids. All vendors are encouraged to submit bids which conform to the stated specifications, as well as, suggest deviations from the specifications, which in the vendor's opinion would be beneficial to the City in terms of price and performance. The City reserves the right to accept or reject any bid under these terms.

### *I. Instructions*

- A. Bids must be typewritten or clearly printed in ink and signed by a duly-authorized representative of the firm submitting the quote.
- B. Bids must be submitted in sealed envelopes, clearly marked on the outside, "**Bids for Three Rivers Fire Department 2024 Fire Department Exterior Door Project**".
- C. Bids will be received by the Office of the City Clerk, City Hall, 333 West Michigan Avenue, Three Rivers, Michigan, 49093, until **2:00 p.m. local time, Thursday, March 14th, 2024**. All bids will be date stamped and time marked when received.
- D. Faxed or emailed bids shall not be accepted.
- E. If you received this document from our website, please fax your contact information to 269-273-1042 so we can place you on the bidders list for addenda.

### *II. Conditions Applicable to Bids*

- A. Applicable Laws: The Ordinances and Charter of the City and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- B. Taxes: The City of Three Rivers is generally exempt from Federal Excise and Michigan State Sales Tax. Prices should not include tax.
- C. If the bidder elects to deviate from the specifications stated, all exceptions or other changes must be clearly noted.
- D. The City reserves the right to reject any and all bids, waive informalities or defects in bids, or accept such bids as it shall deem to be in the best interest of the City of Three Rivers.
- E. The City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
- F. The Bidder shall provide a completed W-9 form with this bid
- G. The City plans to award the equipment/project purchase at the **March 19th, 2024** City Commission meeting.
- H. All pre-order work will need to be coordinated with the Fire Department's Chief.
- I. If you have any further questions, please contact Chief Schoon, at 269-278-3755 or e-mail inquiries to [pauls@threeriversmi.org](mailto:pauls@threeriversmi.org).

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## Scope of Work

The project will require all labor, material, and equipment to complete the following work:

- Purchase, remove and replace the steel doors (minimum half windows), frames and hardware at fire department north and south entrance.
- Both doors are located within block or concrete structure.
- The bidder shall be responsible for obtaining all the necessary door dimensions needed for the door replacements prior to purchasing any doors. The City will not be responsible for any improperly ordered doors and all new doors shall fit properly within the existing space.
- It is anticipated that some minor repairs will be required around the door and frame locations during installation. The cost for any anticipated repairs around doors shall be included in this bid as incidental to the door installation.
- During the bidding process should bidders encounter a situation or have concerns about an area that may be considered more than minor repairs this shall be brought to the City's attention prior to bid submittal for consideration of an alternate solution. Should this notification not occur any required work to complete the installation will be assumed as included in the submitted bid pricing.
- All bidders shall make themselves familiar with the building material types within which the doors and frames will be placed.
- Doors shall be Commercial rated steel doors; including but not limited to the following items:
  - Exterior swing doors.
  - Weather strip, sweep and threshold.
  - Latch guard and Non-Removable Pin hinges.
  - Welded Universal Frame.

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- Exterior keypad lock, programmable by fire department staff.
- Interior push bar.
- Paint Interior/Exterior of doors.
- Door installation must comply with current City of Three Rivers building codes.
- Installer should include any warranty or guarantee on materials and workmanship.
- To inspect the proposed door locations, contact Chief Schoon at (269) 278-3755.

### Bid Form

The undersigned having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to perform everything required to be performed and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required in accordance with the specifications as prepared by the Three Rivers Fire Department, City of Three Rivers, Michigan, for, including Addenda No. \_\_\_\_\_ issued thereto, the following unit prices:

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

BID AMOUNT (INCLUDING APPLIED DISCOUNTS) \_\_\_\_\_

DISCOUNT AMOUNT \_\_\_\_\_

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