

# INVITATION TO BID

BID DATE: 03/12/2020

**PLEASE REFER TO BID NO. 2020-022**

**QUOTE NOT LATER THAN: 03/18/2020 BY 4:00 PM  
(EST)**

TO:  
VENDOR NAME:  
ADDRESS:

FROM:  
PURCHASING DEPARTMENT  
COUNTY OF BERRIEN, MICHIGAN  
ADMINISTRATION CENTER  
701 MAIN STREET  
ST. JOSEPH, MICHIGAN 49085

CONTACT:  
TELEPHONE #:  
EMAIL:

**PLEASE INDICATE "BID NO. 2020-022" ON OUTSIDE OF SEALED ENVELOPE TO INSURE PROPER  
BID PLACEMENT.** DELIVERY REQUIREMENTS: AS PER SPECIFICATIONS

*The Berrien County Board of Commissioners reserves the right to reject any and all bids or make any deviations  
deemed in the best interest of Berrien County.*

Quality: All materials/services furnished must be the best of their respective kinds (unless otherwise specified) and will be subject to our inspection and approval after delivery. If materials are rejected it will be held for disposition at your risk and expense.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
SEE ATTACHED	<p><b><u>REQUEST FOR BID ON THE FOLLOWING:</u></b></p> <p>VARIOUS SIZES AND QUANTITIES OF .080 GAUGE FLAT TREATED ALUMINUM SIGN BLANKS</p> <p>PLEASE SEE ATTACHED SPECIFICATIONS</p> <p><b><u>TOTAL COST:</u></b></p> <p><b><u>PLEASE SEND TWO (2) COPIES OF BID PROPOSAL</u></b></p> <p>PURSUANT TO MICHIGAN PUBLIC ACT 517 OF 2012, AN IRAN-LINKED BUSINESS IS NOT ELIGIBLE TO SUBMIT A BID FOR THIS RFP. FURTHER, <b>EACH BID SUBMISSION <u>MUST</u> INCLUDE WRITTEN CERTIFICATION BY THE BIDDER THAT THE BIDDER IS NOT AN IRAN LINKED BUSINESS (SEE ATTACHED FORM). A BID SUBMISSION WITHOUT THE REQUIRED WRITTEN</b></p>		

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	<p>CERTIFICATION MAY BE REJECTED AS INCOMPLETE AND VIOLATIVE OF LAW. A SUSTAINED DETERMINATION BY THE COUNTY THAT A BIDDER HAS SUBMITTED A FALSE CERTIFICATION OF BEING AN IRAN LINKED BUSINESS MAY RESULT IN THE CANCELLATION OF AN EXISTING CONTRACT, A CANCELLATION OF INTENT TO ENTER INTO A NEW CONTRACT, AND/OR REPORTING OF THE BIDDER TO THE STATE ATTORNEY GENERAL, AND POSSIBLE FINES AND COSTS, AND BAR FROM FURTHER BIDDING ON COUNTY RFP'S FOR AN ADDITIONAL 3 YEARS, AS PROVIDED UNDER P.A. 517 OF 2012.</p> <p>MEMBER OF HPS (HOSPITAL PURCHASING SERVICES), STATE OF MICHIGAN MIDEAL PURCHASING PROGRAM, AND NATIONAL JOINT POWERS ALLIANCE</p> <p>ANY QUESTIONS REGARDING BID SPECIFICATIONS, PLEASE CONTACT MICHAEL JUENGLING AT 269-925-1196 EXT. 4424 OR <a href="mailto:mjuengling@bcroad.org">mjuengling@bcroad.org</a></p> <p>ALL OTHER QUESTIONS REGARDING THE BID PROCESS, PLEASE CONTACT THE PURCHASING DEPT. AT 269-983-7111 EXT. 8020</p>		

*Cheri Vance*

---

CHERI VANCE  
 ACCOUNTING COORDINATOR  
 PHONE: 269-983-7111 EXT. 8020  
 (cvance@berriencounty.org)  
 FAX: 269-982-8668

BIDDERS NAME: \_\_\_\_\_

BIDDERS PHONE NUMBER: \_\_\_\_\_

BID DATE: \_\_\_\_\_



# BERRIEN COUNTY

## ROAD DEPARTMENT

**PROPOSAL AND SPECIFICATIONS**  
**FOR**  
**ALUMINUM SIGN BLANKS**

**Berrien County Road Department**  
**2860 EAST NAPIER AVENUE**  
**BENTON HARBOR, MI 49022**  
**1-269-925-1196**  
[www.berriencounty.org](http://www.berriencounty.org)

# BERRIEN COUNTY ROAD DEPARTMENT

## ANNUAL SUPPLY OF ALUMINUM SIGN BLANKS

Orders for the sign blanks will be placed by the Road Department periodically throughout the year (April 16, 2020 to April 15, 2021). The ordered material **must be delivered within 30 days of receipt of order.**

Unless otherwise stated in this proposal, all sign blanks, must meet current Michigan Department of Transportation Specifications.

The Quantities given are estimates. The actual quantities ordered will likely vary from these estimates.

If the initial successful bidder demonstrates that they are unable to meet all conditions of this bid, their contract will be withdrawn and given to the next low qualified bidder.

Holes in the aluminum blanks shall be punched as indicated in the attached sketch.

ACCEPTANCE: At time of delivery, the sign blanks will be inspected for their conformance to the before mentioned specifications. Any sign blank failing to meet these specifications will be returned for replacement. Signing a delivery receipt by a member of the Road Department field personnel does not constitute acceptance.

PRICES: Bid prices will remain in effect until April 15, 2021

The quantities given are estimates. The actual quantities ordered will likely vary from the estimated quantities.

.080 GAUGE FLAT TREATED ALUMINUM SIGN BLANKS

<u>EST QTY</u>	<u>SIZE</u>	<u>SHAPE</u>	<u>UNIT COST</u>	<u>TOTAL</u>
200	30" x 30"	Octagon	_____	_____
100	36" x 36"	Octagon	_____	_____
25	36"	Triangle (Yield)	_____	_____
50	24" x 10"	Rectangle	_____	_____
50	24" x 12"	Rectangle	_____	_____
50	12" x 18"	Rectangle	_____	_____
50	30" x 12"	Rectangle	_____	_____
200	24" x 30"	Rectangle	_____	_____
50	48" x 24"	Rectangle	_____	_____
10	48" x 30"	Rectangle	_____	_____
25	24" x 18"	Rectangle	_____	_____
100	18" x 24"	Rectangle	_____	_____
25	36" x 18"	Rectangle	_____	_____
200	30" x 30"	Diamond	_____	_____
100	36" x 36"	Diamond	_____	_____
25	36"	Circle	_____	_____
25	12" x 36"	Obstruction Panel	_____	_____
50	18" x 18"	Square	_____	_____
25	18" x 18"	Diamond	_____	_____
50	24" x 24"	Square	_____	_____
25	36" x 36"	Pentagon (School)	_____	_____
25	24" x 8"	Rectangle	_____	_____
			<b>TOTAL</b>	_____

# BERRIEN COUNTY ROAD DEPARTMENT

**NOTE: PLEASE QUOTE PRICES FOR ALL OF THE PRECEDING ITEMS**

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

(Type or Print Name Also)

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TERMS: \_\_\_\_\_

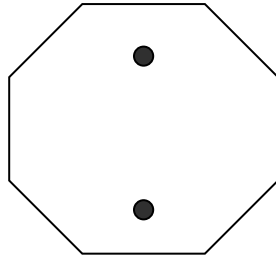
\_\_\_\_\_  
\_\_\_\_\_

# BERRIEN COUNTY ROAD DEPARTMENT

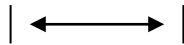
## Aluminum Sign Blanks

### OCTAGON

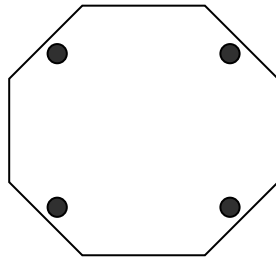
R1-1 (30")



Regular Drill Spaces



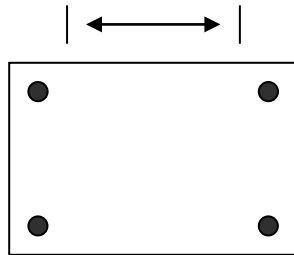
R1-1 (36")



26" Center Spaces

### RECTANGLE

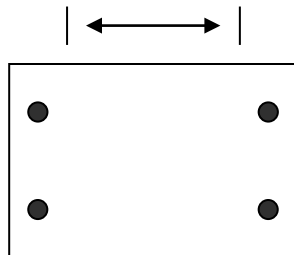
W1-6  
W1-7  
(48" x 24")



36" Center Spaces

### RECTANGLE

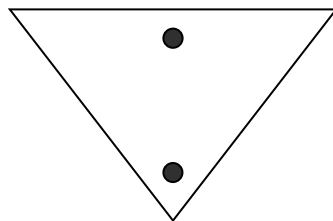
W4-4P  
(36" x 18")



26" Center Spaces

### TRIANGLE

R1-2 (36")



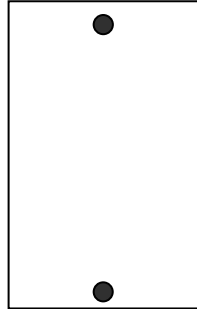
Regular Drill Spaces

# BERRIEN COUNTY ROAD DEPARTMENT

## Aluminum Sign Blanks (Cont.)

### Rectangle

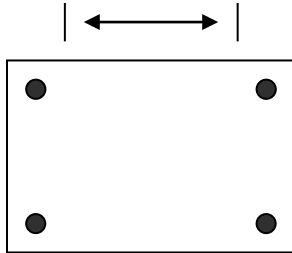
12" x 18"  
12" x 36"  
18" x 24"  
24" x 30"  
24" x 36"  
Regular Drill Spaces



12" x 6"  
24" x 10"  
24" x 12"  
24" x 18"  
30" x 12"  
24" x 8"  
36" x 18"  
Regular Drill Spaces

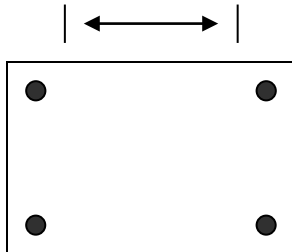


60" x 24"



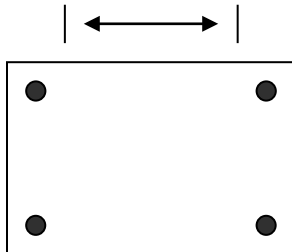
40" Center Spaces

48" x 30"  
48" x 24"



36" Center Spaces

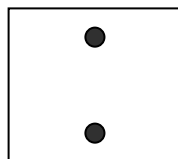
72" x 24"



48" Center Spaces

### SQUARE

18" X 18"  
24" X 24"



Regular Drill Spaces

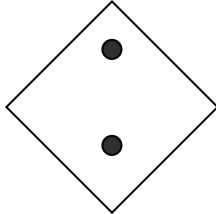


# BERRIEN COUNTY ROAD DEPARTMENT

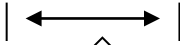
## Aluminum Sign Blanks (cont.)

### DIAMOND

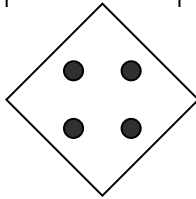
18" x 18"  
30" x 30"



Regular Drill Spaces



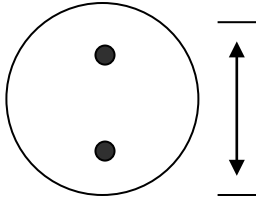
36" x 36"  
Drilled for  
Two Posts



30" Center Spaces

### CIRCLE

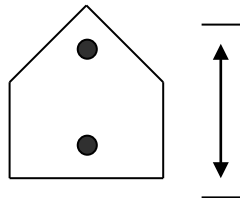
36" Diameter



30" Center Spaces

### PENTAGON

36"



30" Center Spaces

# BERRIEN COUNTY ROAD DEPARTMENT

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, code of Federal Regulations, Part 21 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulation, including employment practices when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the **BERRIEN COUNTY ROAD DEPARTMENT** to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State highway department, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-compliance:** In the event of the contractor’s non-compliance with the non-discrimination provisions of this contract, the **BERRIEN COUNTY ROAD DEPARTMENT** shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - (a) Withholding of payments to the contractor under the contract until the contractor complies, and/or
  - (b) Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the

Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the **BERRIEN COUNTY ROAD DEPARTMENT** may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the **BERRIEN COUNTY ROAD DEPARTMENT** to enter into such litigation to protect the interests of the County, and, in addition, the contractor may request the State highway department to enter into such litigation to protect the interests of the State and/or the United States to enter into such litigation to protect the interests of the United States.

**SWORN AND NOTARIZED AFFIDAVIT OF COMPLIANCE  
IRAN ECONOMIC SANCTIONS ACT  
Michigan Public Act No. 517 of 2012**

All bidders must submit the following certification statement in compliance with Public Act No.517 of 2012 (the “Iran Economic Sanctions Act”) and attach this form to the bid; bidders may file a certification statement with the County of Berrien that confirms compliance for all bids submitted in fiscal year 2020. By submitting this form to the County of Berrien, you are confirming that you are in compliance with the Act in relation to the submitted bid(s). **The County of Berrien shall not accept a bid unless, and until, this sworn and notarized certification statement is submitted to the County of Berrien either as an attachment to a given bid, or, as filed with the County of Berrien to confirm compliance during fiscal year 2020.** A certification statement filed with the County of Berrien for fiscal year 2020 will only be effective for bids submitted and dated from 1/1/20 to 12/31/20. The completed form will be kept on file in the purchasing department. The undersigned, the owner or authorized officer of \_\_\_\_\_ (the “Bidder”), pursuant to the compliance certification requirement provided in the County of Berrien Request for Proposal, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, and that in the event the Bidder is awarded a contract as a result of the aforementioned Request for Proposal, the Bidder will not become an “Iran linked business” at any time during the course of performing the work or any services under the contract. The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification is made, whichever is greater, the cost of the County of Berrien’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

**BIDDER:**

\_\_\_\_\_  
Name of Bidder

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ )

)ss

COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

\_\_\_\_\_

, Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_