

January 24, 2012

**CITY OF ANN ARBOR  
INVITATION TO BID  
CABLE SPLICING TRAILER**

**BID NO. 4201**

**DUE: TUESDAY, FEBRUARY 14, 2012**

Sealed bids will be received (**Original Plus Two (2) Copies**) by the Procurement Office, 301 E. Huron Street, Ann Arbor, MI 48107 on the 5th Floor, before 10:00 a.m., Tuesday, February 14, 2012 at which time they will be opened and publicly read aloud. All bids become the property of the City of Ann Arbor.

Specifications are attached.

We have enclosed our Human Rights Work Utilization Forms to be filled out and returned with your bid or you may submit an updated EEO-1 with your bid. Submittal of these forms with your bid is not a requirement of this bid; however, the first and second low bidders are required to complete a contract compliance form or an acceptable equivalent by no later than 5:00 p.m. of the workday following the opening.

No bidder may withdraw his bid within 60 days after the date set for the opening thereof.

The City of Ann Arbor reserves the right to accept any bid, to reject any bid or all bids, to waive irregularities and/or informalities in any bid, and to make the award in any manner deemed in the best interest of the City.

Specifications referred to herein are used to indicate the desired type, and/or construction, and/or operation. An alternate may be offered if deviations from specifications are minor and if all deviations are properly outlined on a separate sheet. Failure to outline all deviations may be grounds for rejection of your bid (see attached specifications).

The decision of the City of Ann Arbor, acting through the Administrative Services Director, or his authorized representative, shall be final as to what constitutes acceptable deviations from specifications.

All envelopes must be marked, ITB 4201 -"CABLE SPLICING TRAILER". We cannot be responsible for any bid not marked as stated above.

**CITY OF ANN ARBOR  
INVITATION TO BID  
CABLE SPLICING TRAILER**

**BID NO. 4201**

**DUE: TUESDAY, FEBRUARY 14, 2012**

**GENERAL:** The City of Ann Arbor's Procurement Office is soliciting Bids for the purchase of ONE (1) CABLE SPLICING TRAILER.

**CONTACT PERSON:** If there any questions concerning this bid, please contact Thomas A. Gibbons, Financial Analyst – Fleet & Facility Unit. Please send written questions to via email to [tgibbons@a2gov.org](mailto:tgibbons@a2gov.org) before February 8, 2012 at 3:00 pm.

**COPIES OF BID:** All venders will be required to return the complete original bid plus two copies. Each copy should include a set of drawings show dimensions and location of all items.

**DEVIATIONS FROM SPECIFICATIONS:** Each sub-section of each Item must be marked clearly as to it meeting the City's specifications completely or not. Any deviation from the specification must be fully described, in detail on the last page of this bid document

**UNITS MUST MEET ALL OSHA OR MIOSHA REGULATIONS AT TIME OF  
MANUFACTURE**

**CITY OF ANN ARBOR  
INVITATION TO BID  
CABLE SPLICING TRAILER**

**BID NO. 4201  
DUE: TUESDAY, FEBRUARY 14, 2012**

<p><b><u>QUANTITY</u></b> One: (1) Fiber Optic Cable Splicing Trailer</p>	<p><b><u>DESCRIPTION</u></b> Supply one fully enclosed, 7 wide by 12 long trailer. Vendor must meet or exceed component specification listed below.  <b>Note:</b> Tow Vehicle will be supplied by the City.</p>	
<p><b>ITEM</b></p>	<p><b>SPECIFICATION</b></p>	<p>Please fill in the following blanks.</p>
<p><b><u>FRAME:</u></b></p>	<p>All Aluminum Tube Frame construction with 24" on center floor crossmembers. The perimeter frame shall be 2" X 5" with 1/4" wall tube and crossmembers shall be a minimum of 2" X 3" with 1/8" wall tubing.</p>	<p>_____ Yes _____ No</p>
	<p>2- 5/16 " Ball coupler with Adjustable height for connecting to a variety of vehicles</p>	<p>_____ Yes _____ No</p>
	<p>2000 lb. manual jack mounted to front of unit and 4 scissor type stabilizing jacks, one at each corner.</p>	<p>_____ Yes _____ No</p>
	<p>Two 3500 lbs. torsion axles with 205/75R15 Tire, steel wheels and electric brakes (on both axles).</p>	<p>_____ Yes _____ No</p>
<p><b><u>TRAILER SHELL:</u></b></p>	<p>3/4" plywood subfloor mounted on top of a one piece Aluminum vapor barrier and topped with rubber "coin" flooring</p>	<p>_____ Yes _____ No</p>
	<p>All walls shall be a minimum of 1" X 1 1/2 " aluminum tube with 1/16" wall, mounted on 16" centers with 1" insulation, white FRP exterior covering and white vinyl interior covering. (interior walls shall have NO visible seams)</p>	<p>_____ Yes _____ No</p>
	<p>Both the curb and street side walls shall include a 30" X 22" ,window with screen</p>	<p>_____ Yes _____ No</p>
	<p>The unit shall have two, RV style, 24" entrance doors, one at curbside front and the other at back center. Both doors to include Screen doors and exterior steps.</p>	<p>_____ Yes _____ No</p>

**CITY OF ANN ARBOR  
INVITATION TO BID  
CABLE SPLICING TRAILER**

**BID NO. 4201  
DUE: TUESDAY, FEBRUARY 14, 2012**

<p><b><u>TRAILER SHELL :</u></b> Continued</p>	<p>The unit shall have two, RV style, 24" entrance doors, one at curbside front and the other at back center. Both doors to include Screen doors and exterior steps.</p> <p>To the left of each entry door there shall be a 16" X 14" Cable door. Each door shall include a small opening with brushes to seal out weather during use. This opening must include a cover to seal it when not in use.</p> <p>The roof shall have a minimum of 1" X 1 1/2" aluminum tube with 1/16" wall, mounted 16" on center, with a minimum of 1" insulation and covered with a 3/8" plywood and topped with .027 one piece aluminum sheet on the exterior and white vinyl on interior ceiling. (Roof must be capable of walking on to services A/C unit )</p>	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>
<p><b><u>ELECTRICAL POWER:</u></b></p>	<p>Unit to includes a minimum 25' Motorbase to Shore Cord</p> <p>The trailer shall be equipment with an Onan brand 5.5 kw, gasoline powered generator. Including a 20-gallon fuel tank mounted inside trailer with exterior filling port and interior tank gauge.</p> <p>Generator is to be mounted to the front of the trailer with an aluminum cover to protect it from the elements.</p> <p>Generator must have a remote Start/Stop control mounted inside of the trailer.</p> <p>The electrical system, at a minimum, must include the following items:</p> <p style="text-align: right;">Automatic Transfer Switch</p> <p style="text-align: right;">50 amp Load Center</p> <p style="text-align: right;">60 amp Converter/Charger</p> <p style="text-align: right;">12 volt Cut-Off Switch</p> <p style="text-align: right;">12 volt, Deep Cycle, Marine Battery</p>	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>

**CITY OF ANN ARBOR  
INVITATION TO BID  
CABLE SPLICING TRAILER**

**BID NO. 4201**

**DUE: TUESDAY, FEBRUARY 14, 2012**

<p><b><u>LIGHTING:</u></b></p>	<p>Interior shall include two, 120 volt, 48" fluorescent light, mounted to light the counter top. Operated by two, three-way wall switches mounted at each door way</p> <p>The interior ceiling shall include two 12 volt dome lights operated by two, three-way wall switches mounted at each door way.</p> <p>All exterior marker and clearance lights must be LED.</p> <p>A Whelen model TA837A arrow stick shall be mounted to rear of the trailer above entry door with control head mounted to interior, curbside cabinet.</p> <p>A Whelen model 2022HPA strobe light shall be mounted to roof at the street side, rear corner.</p> <p>Above each cable door shall be a flush mounted flood light angle down to laminate curb box area.</p>	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>
<p><b><u>INTERIOR:</u></b></p> <p><b>The Street Side:</b></p>	<p>Three lower modules, each 46"W X 39H X 22"D, and Two upper modules, each 24"W X 20"H X 12"D.</p> <p>Lower Modules, Moving from back to front:</p> <p>First module shall have one full width pull out drawer with two equal sized cabinet doors below(lower cabinet to include one adjustable shelf),</p> <p>Center module shall have two equal size cabinet doors and include a minimum of two adjustable shelves.</p> <p>Last Module shall have the left side of three pull out drawer, 24" wide with the right side made of one full height cabinet door (interior shall include hooks for hanging extension cords and cables)</p> <p>Each upper module shall have two cabinet doors and two adjustable shelves. The modules shall be mounted starting at the front wall moving towards the window.</p> <p>All cabinet doors and drawers must have latches to prevent them from opening during transport.</p>	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>



**CITY OF ANN ARBOR  
INVITATION TO BID  
CABLE SPLICING TRAILER**

**BID NO. 4201  
DUE: TUESDAY, FEBRUARY 14, 2012**

<p><b><u>ADDITIONAL ITEMS:</u></b></p>	<p>The trailer must include all of the following items:</p> <p style="text-align: right;">5,200 BTU Electric Wall Heater</p> <p style="text-align: right;">13,500 BTU roof mounted Air Conditioner</p> <p style="text-align: right;">12 volt Powered Roof Vent</p> <p style="text-align: right;">First Aid Kit</p> <p style="text-align: right;">Eye Wash Station</p> <p style="text-align: right;">AM/FM/CD Radio with Four Speakers</p> <p style="text-align: right;">7-Way Trailer plug</p> <p style="text-align: right;">Safety Chains and Hooks</p>	<p style="text-align: right;">_____ Yes _____ No</p> <p style="text-align: right;">_____ Yes _____ No</p> <p style="text-align: right;">_____ Yes _____ No</p> <p style="text-align: right;">_____ Yes _____ No</p> <p style="text-align: right;">_____ Yes _____ No</p> <p style="text-align: right;">_____ Yes _____ No</p> <p style="text-align: right;">_____ Yes _____ No</p> <p style="text-align: right;">_____ Yes _____ No</p>
<p><b><u>MANUALS:</u></b></p>	<p>Two service and parts manuals for each of the following:</p> <p style="text-align: right;">Generator</p> <p style="text-align: right;">Electric Heater</p> <p style="text-align: right;">Air Conditioning unit</p> <p style="text-align: right;">Axles</p> <p style="text-align: right;">Trailer</p>	<p style="text-align: right;">_____ Yes _____ No</p> <p style="text-align: right;">_____ Yes _____ No</p> <p style="text-align: right;">_____ Yes _____ No</p> <p style="text-align: right;">_____ Yes _____ No</p> <p style="text-align: right;">_____ Yes _____ No</p>

**NOTE:** Note: The City reserves the right to withhold a minimum of **\$500.00** from payment until all manuals are supplied.

**WARRANTY:** All parts and workmanship shall be fully warranted against defects in performance or construction for TWO (2) year of actual use.

The vendor confirms that the Cable Splicing Trailer is warranted for \_\_\_\_\_ months of actual use (attach copy of standard guarantee).

**CITY OF ANN ARBOR  
INVITATION TO BID  
CABLE SPLICING TRAILER**

**BID NO. 4201**

**DUE: TUESDAY, FEBRUARY 14, 2012**

**INSPECTION:** Any materials, workmanship, or equipment, which may be discovered to be defective within the warranty period, shall be removed and made good by the vendor at their expense regardless of any previous inspection or final acceptance.

If any campaign change made necessary by improper material, improper installation or material or faulty designs, the campaign change shall be made and the cost shall be borne by the manufacturer of the trailer and/or the equipment manufacturer.

**QUOTATION:** Cost per complete unit as specified: \$ \_\_\_\_\_ EACH

**AWARD:** An award will be made to the lowest responsive bidder (**warranty costs may be a factor in determining the lowest responsive bidder**) or in any manner deemed to be in the best interest of the City of Ann Arbor. The City of Ann Arbor reserves the right to reject low bids, which do not meet specifications.

**NOTE:** Previous experience and performance will be a factor in making the award.

**NOTE:** If cost exceeds \$10,000.00 it will require Human Rights approval and if it exceeds \$25,000.00 it will require City Council approval.

**CERTIFICATION:** We hereby certify that unless otherwise stated the "Cable Splicing Trailer" in the bid is new, in unused condition and will meet or exceed your specifications in every respect.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Printed Name

**CONTRACT COMPLIANCE:** The successful bidder must comply with the City of Ann Arbor's Non-Discrimination requirement (Chapter 112, Section 9:161 of the City Code) before award and at all times during the term of this proposed contract and/or agreement.

**CITY OF ANN ARBOR  
INVITATION TO BID  
CABLE SPLICING TRAILER**

**BID NO. 4201**

**DUE: TUESDAY, FEBRUARY 14, 2012**

**DELIVERY PROCEDURE OF COMPLETE UNIT:** Unit must be delivered ready for road service. This includes oil in generator, paper removed from doors, etc., and unit thoroughly washed.

**DELIVERY:** Delivery of the Cable Splicing Trailer is desired as soon as possible. Delivery will be made within 90 calendar days after receipt of purchase order.

\_\_\_\_\_ We can meet delivery schedule.

\_\_\_\_\_ We cannot meet the above delivery schedule, but we offer the following:

---

**NOTE:** The City of Ann Arbor reserves the right to reject bids which offer an unsatisfactory delivery schedule.

**DELIVERY LOCATION:** All material as specified will be delivered F.O.B. Destination, freight prepaid by vendor to the following location:

City of Ann Arbor  
Wheeler Service Center  
4251 Stone School Road  
Ann Arbor, MI 48108

**VENDOR'S RESPONSIBILITY:** The basic unit and all required components shall be compatible and are recommended for use in combination by the manufacturer. It shall be the vendor's responsibility to insure that all components operate according to manufacturer's recommendations in regard to operation speed, imposed load, etc., and to deliver a functionally complete unit, complying with good engineering and accepted commercial practice and in accordance with the intent and details of the specifications.

**CITY OF ANN ARBOR  
INVITATION TO BID  
CABLE SPLICING TRAILER**

**BID NO. 4201**

**DUE: TUESDAY, FEBRUARY 14, 2012**

**ERRORS, OMISSIONS, DISCREPANCIES:** Any error, omissions or discrepancies in the specification discovered by a prospective contractor and/or service provider shall be brought to the attention of Thomas A. Gibbons, Financial Analyst - Fleet & Facility Unit (734) 794-6000 ext. 43503 or e-mail to [tgibbons@a2gov.org](mailto:tgibbons@a2gov.org) as soon after discovery as possible. Further, the contractor and/or service provide shall not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

**SERVICE AVAILABILITY:** Vendor hereby certifies that service is available for the unit quoted above within 24 hours after a request is made:

\_\_\_\_\_ We can meet service schedule.

\_\_\_\_\_ We cannot meet the service schedule, but offer the following:

\_\_\_\_\_

**NOTE:** The City of Ann Arbor reserves the right to reject low bids which offer unsatisfactory service availability or service location.

**SERVICE LOCATION:** The above services will be performed by:

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**NOTE:** The City of Ann Arbor reserves the right to reject low bids which offer unsatisfactory service availability or service location.

**SERVICE HOURS:** Service shall be provided by the successful bidder, which will include parts and labor, during the warranty and extended service periods.

The vendor is open for hours of business (service only) from \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M., telephone number: \_\_\_\_\_ for service call.

**CITY OF ANN ARBOR  
INVITATION TO BID  
CABLE SPLICING TRAILER**

**BID NO. 4201**

**DUE: TUESDAY, FEBRUARY 14, 2012**

**FAILURE TO FULFILL GUARANTEE:** In the event of the failure of any equipment within the guarantee period to meet the requirements of the detailed specifications, or failure to perform satisfactorily in service, such failure shall be adequate cause and justification for rejection of any or all equipment furnished under these "detailed specifications."

**PLEASE CHECK:** We have read the attached specifications thoroughly?

Yes       No

Are all exceptions to the attached specifications properly outlined?

Yes       No

**INVOICE TERMS:** Discount of \_\_\_% or \$\_\_\_\_\_ will be allowed for payment of invoice thirty (30) days from day of delivery and acceptance.

**OTHER TERMS:** Less than 30 days, E.O.M., Proximo, etc., will not be considered in determining award of contract.

The City of Ann Arbor reserves the right to accept any bid, to reject any bid or all bids, to waive irregularities and/or informalities in any bid, and to make the award in any manner deemed in the best interest of the City.

The undersigned agrees that if the bid is accepted by the City of Ann Arbor a binding contract will be in effect for the delivery of the goods in accordance with the bid.

All envelopes must be marked ITB 4210 - "Cable Splicing Trailer". We cannot be responsible for any bid not marked as stated above.

**CITY OF ANN ARBOR  
INVITATION TO BID  
CABLE SPLICING TRAILER**

**BID NO. 4201  
DUE: TUESDAY, FEBRUARY 14, 2012**

CITY OF ANN ARBOR  
FINANCIAL SERVICES AREA- PURCURMENT UNIT  
301 EAST HURON STREET  
P.O. BOX 8647  
ANN ARBOR, MI 48107-8647

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

\_\_\_\_\_  
Company's Representatives Signature

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail



## City of Ann Arbor Procurement Office

### INSTRUCTIONS FOR CONTRACTORS

### For Completing CONTRACT COMPLIANCE FORM

#### City Policy

The “non discrimination in contracts” provision of the City Code, (Chapter 112, Section 9:161) requires contractors/vendors/grantees doing business with the City not to discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, condition of pregnancy, marital status, physical or mental limitations, source of income, family responsibilities, educational association, sexual orientation, gender identity or HIV status against any of their employees, any City employee working with them, or any applicant for employment. It also requires that the contractors/vendors/grantees include a similar provision in all subcontracts that they execute for City work or programs.

This Ordinance further requires that each prospective contractor/vendor submit employment data to the City showing current total employee breakdown by occupation, race and gender. This allows the Human Rights Office to determine whether or not the contractor/vendor has a workforce that is reflective of the availability of women and under-represented minorities within the contractor’s labor recruitment area (the area where they can reasonably be expected to recruit employees). ***This data is provided to the City on the Human Rights Contract Compliance Forms (attached).***

#### To complete the form:

- 1) **If a company has more than one location, then that company must complete 2 versions of the form.**
  - **Form #1** should contain the employment data for the **entire corporation**.
  - **Form #2** should contain the employment data for those employees:
    - who will be working on-site;
    - in the office responsible for completing the contract; or,
    - in the case of non-profit grantees, those employees working on the project funded by the City grant(s).
- 2) If the company has only one location, fill out Form #1 only.
- 3) Complete all data in the upper section of the form including the name of the person who completes the form and the name of the company/organization’s president.
- 4) Complete the Employment Data in the remainder of the form. Please be sure to complete all columns including the Total Columns on the far right side of the form, and the Total row and Previous Year Total row at the bottom of the form.
- 5) Return the completed form(s) to your contact in the City Department for whom you will be conducting the work.

#### **For assistance in completing the form, contact:**

City of Ann Arbor Procurement Office at  
734-794-6576

If a contractor is determined to be out of compliance, the Procurement Office will work with them to assist them in coming into compliance.

**CITY OF ANN ARBOR PROCUREMENT OFFICE  
HUMAN RIGHTS CONTRACT COMPLIANCE FORM**  
*Entire Organization (Totals for All Locations where applicable)*

**Form #1**

Name of Company/Organization \_\_\_\_\_ Date Form Completed \_\_\_\_\_

Name and Title of Person Completing this Form \_\_\_\_\_ Name of President \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_ Phone # \_\_\_\_\_  
(Street address) (City) (State) (Zip) (Area Code)

Fax# \_\_\_\_\_ Email Address \_\_\_\_\_  
(Area Code)

**EMPLOYMENT DATA**

Job Categories	Number of Employees												
	(Report employees in only one category)												
	Male						Female						TOTAL COLUMNS A-M
	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	
A	B	C	D	F	G	H	I	J	K	L	M		
Exec/Sr. Level Officials													
Supervisors													
Professionals													
Technicians													
Sales													
Admin. Support													
Craftspeople													
Operatives													
Service Workers													
Laborers/Helper													
Apprentices													
Other													
<b>TOTAL</b>													
<b>PREVIOUS YEAR TOTAL</b>													

**CITY OF ANN ARBOR PROCUREMENT OFFICE  
HUMAN RIGHTS CONTRACT COMPLIANCE FORM**  
*Local Office (Only those employees that will do local or on-site work, if applicable)*

**Form #2**

Name of Company/Organization \_\_\_\_\_ Date Form Completed \_\_\_\_\_

Name and Title of Person Completing this Form \_\_\_\_\_ Name of President \_\_\_\_\_

Address \_\_\_\_\_ (Street address) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_ County \_\_\_\_\_ Phone # \_\_\_\_\_ (Area Code)

Fax# \_\_\_\_\_ (Area Code) \_\_\_\_\_ Email Address \_\_\_\_\_

**EMPLOYMENT DATA**

Job Categories	Number of Employees													TOTAL COLUMNS A-M
	(Report employees in only one category)													
	Male						Female							
	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native		
A	B	C	D	F	G	H	I	J	K	L	M			
Exec/Sr. Level Officials														
Supervisors														
Professionals														
Technicians														
Sales														
Admin. Support														
Craftspeople														
Operatives														
Service Workers														
Laborers/Helper														
Apprentices														
Other														
<b>TOTAL</b>														
<b>PREVIOUS YEAR TOTAL</b>														