

CITY OF ANN ARBOR

INVITATION TO BID



4 - Two Wheeled Police Motorcycles

ITB # 4354

Due Date: November 5, 2014 by 10:00 AM

Fleet and Facility Services Unit, Public Services Area
Administering Service Unit

Issued By:

City of Ann Arbor
Procurement Unit
301 E. Huron Street
Ann Arbor, MI 48104

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ADVERTISEMENT TO BID
CITY OF ANN ARBOR
4 - TWO WHEELED POLICE MOTORCYCLES
ITB # 4354

Sealed Bids will be received by the City of Ann Arbor Procurement Unit, Fifth (5th) Floor, Guy Larcom City Hall, on or before Wednesday, November 5, 2014 at 10:00 AM (Local Time) for the purchase of Two Wheeled Police Motorcycles. Bids will be publicly opened and read aloud at this time.

Winning vendor will supply four two wheeled motorcycles configured for use by a law enforcement agency, to be construction as specified in this document.

Bid documents, specifications, plans and addendum shall be downloaded by vendors at either of the following web sites, Michigan Inter-governmental Trade Network (MITN) www.mitn.info or City of Ann Arbor web site www.A2gov.org.

Each Bid shall be accompanied by a certified check, or Bid Bond by a recognized surety, in the amount of 5% of the total of the bid price.

A Bid, once submitted, becomes the property of the City. In the sole discretion of the City, the City reserves the right to allow a bidder to reclaim submitted documents provided the documents are requested and retrieved no later than 48 hours prior to the scheduled bid opening.

Precondition for entering into a contract with the City of Ann Arbor: (i) compliance with Chapter 112 of Title IX of the Code of the City of Ann Arbor. Further information is outlined in the contract documents. All bidders are required to complete and submit the City of Ann Arbor Conflict of Interest Disclosure Form with the bid.

After the time of opening, no Bid may be withdrawn for a period of forty-five (45) days.

The City reserves the right to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

Any further information may be obtained from the Ann Arbor Procurement Office,
(734) 794-6500

CITY OF ANN ARBOR PROCUREMENT UNIT

INSTRUCTIONS TO BIDDERS

General

The City of Ann Arbor's Procurement Office is soliciting bids for the purchase of 4 - two wheeled motorcycles to be configured for use by the City's Police Department as specified in this document.

Any Bid which does not conform fully to these instructions may be rejected.

Preparation of Bids

Bids should be prepared providing a straight-forward, concise description of the Bidder's ability to meet the requirements of the ITB. Bids shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed and dated in ink by the person signing the Bid.

Bids must be submitted on "Bid Forms" provided with each blank properly filled in. Each section and sub-section of each item must be marked clearly as to it meeting the City's specifications completely or not. If forms are not fully completed it may disqualify the bid.

Any deviation from the specification must be fully described, in detail on a separate piece of paper to be titled "Alternate Proposal".

Each person signing the Bid certifies that he/she is the person in the Bidder's firm/organization responsible for the decision as to the fees being offered in the Bid and has not and will not participated in any action contrary to the terms of this provision.

Questions or Clarification on ITB Specifications

All questions regarding this ITB shall be submitted via email. Emailed questions and inquires will be accepted from any and all prospective Bidders in accordance with the terms and conditions of the ITB.

All questions shall be due on or before October 30, 2014 by 2:00 p.m. and should be addressed as follows:

Specification questions emailed to tjibbons@a2gov.org
Bid Process and HR Compliance questions emailed to mberryman@a2gov.org.

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 Gibbons, Financial Analyst - Fleet & Facilities Unit, at tjibbons@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.

Addenda

If it becomes necessary to revise any part of the ITB, notice of the Addendum will be posted to Michigan Inter-governmental Trade Network (MITN) www.mitn.info and/or City of Ann Arbor web site www.A2gov.org for all parties to download.

Each Bidder must in its Bid, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Bidder to receive, or acknowledge receipt of; any addenda shall not relieve the Bidder of the responsibility for complying with the terms thereof.

The City will not be bound by oral responses to inquiries or written responses other than written addenda.

Bid Submission

All Bids are due and must be delivered to the City of Ann Arbor Procurement Unit on or before November 5, 2014 at 10:00 a.m. (Local Time) Bids submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each Bidder must submit one (1) original Bid and two (2) Bid copy in a sealed envelope clearly marked: **ITB 4354 – 4 - Two Wheeled Police Motorcycles.**

Bids must be addressed and delivered to:

City of Ann Arbor
Customer Service Desk, 1st Floor
301 East Huron Street
P.O. Box 8647
Ann Arbor, MI 48107

All Bids received on or before the Due Date will be publicly opened and recorded on due date and time or shortly thereafter. No immediate decisions are rendered.

Hand delivered bids will be date/time stamped/signed at the address above in order to be considered. Normal business hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding Holidays. The City will not be liable to any Bidder for any unforeseen circumstances, delivery or postal delays. Postmarking to the Due Date will not substitute for receipt of the Bid. Each Bidder is responsible for submission of their Bid.

Additional time will not be granted to a single Bidder; however, additional time may be granted to all Bidders when the City determines that circumstances warrant it.

Award

The City intends to award a Purchase Order to the lowest responsible Bidder. The City may also utilize alternatives offered in the Bid Forms, if any, to determine the lowest responsible Bidder.

The acceptability of major subcontractors will be considered in determining if a Bidder is responsible. In comparing Bids, the City will give consideration to alternate Bids for items listed in the bid forms.

The City will evaluate bids based on cost as well as experience. Bidders that have not included references of similar work experience may have their bids rejected.

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

Official Documents

The City of Ann Arbor shall accept no changes to the bid documents made by the Bidder unless those changes are set forth on a separate page marked as "Alternate Section" of Bid form.

The City of Ann Arbor officially distributes bid documents from the Procurement Unit or through

the Michigan Intergovernmental Trade Network (MITN). Copies of the bid documents obtained from any other source are not considered Official copies. Only those Bidders who obtain bid documents from MITN system are guaranteed access to receive addendum information if any issued. If you obtained City of Ann Arbor Bid documents from other sources, it is recommended that you register on www.MITN.info and obtain an official Bid

Bid Security

Each bid must be accompanied by a certified check, or Bid Bond by a surety licensed and authorized to do business within the State of Michigan, in the amount of 5% of the total of the bid price.

If the Bidder enters into the Contract in accordance with this Bid, or if this Bid is rejected, then the accompanying check or Bid Bond shall be returned to the Bidder.

Withdrawal of Bids

After the time of opening, no Bid may be withdrawn for the period of forty five (45) days.

Cost Liability

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the Bidder prior to the execution of a Purchase Order with the City. The liability of the City is limited to the terms and conditions outlined on the Purchase Order. By submitting a bid, a bidder agrees to bear all costs incurred or related to the preparation, submission and selection process for the bid.

Human Rights Compliance

Below outlines the requirements for fair employment practices under City of Ann Arbor Purchase Order/Contracts. To establish compliance with the City ordinance, the Bidder should complete and return with its bid completed copies of the Human Rights Division Contract Compliance forms or an acceptable equivalent. In the event Human Rights forms are not submitted with the bid, the bidder will have twenty-four (24) hours to provide once requested by the City.

Compliance Requirements

If total costs of all services rendered by the Respondent to the City of Ann Arbor in the last 12 months exceed \$10,000 in combination with this Proposal, Respondent will be required to comply with the City Living Wage Ordinance. Human Rights compliance is required for all services valued over \$10,000.

The selected Bidder shall take affirmative action to insure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon race, national origin or sex. See Form in Attachment A.

Conflict Of Interest Disclosure

The City of Ann Arbor Purchasing Policy requires that prospective Vendors complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected Vendor unless and until the Procurement Unit and the City Administrator have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or situation disclosed on the Disclosure Form may be a

disqualifying conflict. Depending on applicable law and regulations, some contracts may awarded on the recommendation of the City Administrator after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the award is in the best interest of the City. A copy of the Vendor Conflict of Interest Disclosure Form is attached as Attachment B.

Major Subcontractors

The Bidder shall identify each major subcontractor it expects to engage for this Contract if the work to be subcontracted is 15% or more of the bid sum or over \$50,000, whichever is less. The Bidder also shall identify the work to be subcontracted to each major subcontractor.

Debarment

Submission of a Bid in response to this ITB is certification that the Bidder is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

Disclosures

All information in a submitter's bid is subjected to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempted under the Freedom of Information Act.

Bid Protest

All Bid protests must be in writing and filed with the Purchasing Agent within five (5) business days of the award action. The vendor must clearly state the reasons for the protest. If a vendor contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the vendor to the Purchasing Agent. The Purchasing Agent will provide the vendor with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee whose decision shall be final.

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.

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."

Inspection:

Any materials, workmanship, or equipment, which may be discovered to be defective within the guarantee period, shall be removed and made good by the contractor 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 motorcycle and/or the supplying dealer.

Reservation of Rights

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

INVITATION TO BID

City of Ann Arbor
Guy C. Larcom Municipal Building
Ann Arbor, Michigan 48107

Ladies and Gentlemen:

The undersigned, as Bidder, declares that this Bid is made in good faith, without fraud or collusion with any person or persons bidding on the same Contract; that this Bidder has carefully read and examined the bid documents, including Advertisement, Human Rights Division Contract Compliance Forms, Conflict of Interest Disclosure Form, Instructions to Bidders, Bid, Bid Forms, General Conditions, Standard Specifications, Detailed Specifications, all Addenda, and understands them. The Bidder also declares that it has extensive experience in supplying trucks similar to the vehicles specified.

The Bidder acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this Bid is based solely upon the Bidder's own independent business judgment.

In accordance with these bid documents, and Addenda numbered _____, the undersigned, as Bidder, proposes to supply vehicles and warrants to complete the work specified in connection with the vehicle supplied in strict accordance with all terms of this Bid for the amounts set forth in the Bid Forms.

The Bidder declares that it has become fully familiar with the liquidated damage clauses for compliance with City Code Chapter 112, understands and agrees that the liquidated damages are for the non-quantifiable aspects of non-compliance and do not cover actual damages that may be shown and agrees that if awarded the Contract, all liquidated damage clauses form part of the Contract.

The Bidder declares that it has become familiar with the City Conflict of Interest Disclosure Form and certifies that the statement contained therein is true and correct.

The Bidder encloses a certified check or Bid Bond in the amount of 5% of the total of the Bid Price. The Bidder agrees both to contract for the work and to furnish the necessary Bond and insurance documentation within 10 days after being notified of the acceptance of the Bid.

If this Bid is accepted by the City and the Bidder fails to contract and furnish the required Bonds and insurance documentation within 10 days after being notified of the acceptance of this Bid, then the Bidder shall be considered to have abandoned the Contract and the certified check or Bid Bond accompanying this Bid shall become due and payable to the City.

In submitting this Bid, it is understood that the right is reserved by the City to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

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.

SIGNED THIS _____ DAY OF _____, 2013_.

Bidder's Name

Official Address

Telephone Number

Authorized Signature of Bidder

(Print Name of Signer Above)

LEGAL STATUS OF BIDDER

(The Bidder shall fill out the appropriate form and strike out the others.)

Bidder declares that it is:

* A corporation organized and doing business under the laws of the state of _____, for whom _____, bearing the office title of _____, whose signature is affixed to this Bid, is authorized to execute contracts.

* A limited liability company doing business under the laws of the state of _____, whom _____ bearing the title of _____ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.

* A partnership, organized under the laws of the State of _____ and filed with the county of _____, whose members are (list names and the street and mailing address of each):

Signature(_____ Date: _____
(Print) Name _____ Title _____
Company: _____
Address: _____
Contact Phone _____ Fax _____
Email _____

BID FORM

Two Wheeled Police Motorcycles – Please indicate the requested information listed below:

Model Year: _____

Model : _____

Mfg. By: _____

Supplied By _____

Motorcycle Rated Radar Model : _____

Mfg. By: _____

Supplied By: _____

P.A. Compatible Siren Model : _____

Mfg. By: _____

Supplied By: _____

Price per Cycle as specified \$ _____

Grand Total to purchase 4 Police Motorcycles.

TOTAL BID \$ _____

CERTIFICATION: We hereby certify that unless otherwise stated the "Two Wheeled Police Motorcycles" in the bid are new, in unused condition and will meet or exceed your specifications in every respect.

Authorized Representative's Signature

Printed Name

BID FORM 2
Delivery and Service

DELIVERY PROCEDURE OF COMPLETE UNIT: Units must be delivered ready for immediate operation. This includes oil in engine, oil filter filled, plastic removed, tools and equipment mounted, etc., and unit thoroughly washed.

The above service will be performed by: _____

At the following address: _____

DELIVERY: Delivery of the four Police Motorcycles is desired as soon as possible. At a minimum the unit should be delivered 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: The vehicle as specified should be delivered F.O.B. Destination, freight prepaid to the following location:

City of Ann Arbor
Fleet & Facilities Unit
4251 Stone School
Ann Arbor, MI 48108

PARTS AVAILABILITY: Repair parts are should be available within 24 hours after order.

_____ We can meet delivery.

_____ We cannot meet the 24 hour limit, but offer the following: _____

NOTE: The City of Ann Arbor reserves the right to reject low bids which do not offer satisfactory parts availability.

PARTS DISCOUNT: Vendor shall allow a _____% discount on parts, which are not covered during the warranty period or after the warranty, has expired.

SERVICE AVAILABILITY: Vendor hereby certifies that service is available for the units quoted in this ITB, 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.

BID FORM 3

SERVICE LOCATION: The above services will be performed by:

Address: _____

Telephone Number: _____

Contact Person: _____

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

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

GUARANTEE: The motorcycles shall have as a minimum of thirty-six (36) months/60,000 miles of actual use or the manufacturer's standard guarantee if greater.

The Police Motorcycles quoted in this ITB are guaranteed for _____ months of actual use (attach copy of standard guarantee).

TRAINING: The winning vendor shall hold a training seminar at a time agreed to by both The City of Ann Arbor and Vendor on the proper operation and all safety practices that need to be followed when operating these motorcycles for all current employees using the vehicles.

In addition arrangement shall be made for minimum of two (2) mechanics from the Fleet & Facilities Unit to attend a factory sponsored maintenance and repair classes for the brand of motorcycle offered.

_____ Yes, we will provide training at No Charge

_____ No, we cannot provide training at no charge but will provide it for a total charge of \$ _____.

Please indicate what is provided for total charge listed above:

Registration _____

Travel _____

Housing _____

Meals _____

Major Subcontractors

For purposes of this Purchase Order Contract, a Subcontractor is anyone (other than the Bidder) who performs and is compensated for work at 15% or more of the bid sum or over \$50,000, whichever is less, , directly or indirectly for or on behalf of the Bidder (and whether or not in privity of Contract with the Bidder), but shall not include any individual who furnishes merely the individual's own personal labor or services.

For the work outlined in these documents the Bidder expects to engage the following major subcontractor(s) to perform the work identified:

Subcontractor (Name and Address)	Work	Amount
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		

If the Bidder does not expect to engage any major subcontractor, the Bidder MUST complete the following statement:

For the work outlined in this request for bid, the undersigned Bidder does not expect to engage any major subcontractor to perform work under the Contract.

Signature of Authorized Representative of Bidder: _____

References

Include a minimum of three references from government entities/private companies for whom you have provided and configured motorcycles for similar purposes as this bid within the past ten years

Please include a contact name and phone number for all reference listings as well as a description of the work performed for the named reference.

DETAILED SPECIFICATIONS

The delivered unit MUST meet or exceed all MIOSHA Standards in place at the time of Delivery

<p><u>QUANTITY</u></p> <p>One (4)</p>	<p><u>DESCRIPTION</u></p> <p>A 2015 BMW MODEL R-1200RT-P MOTORCYCLE DESIGNED AND BUILT FOR THE USE BY LAW ENFORCMENT AGENCES OR APPROVED EQUALS TO BE EQUIPPED AS FOLLOWS:</p>	
<p>ITEM</p>	<p>SPECIFICATION</p>	<p>Please fill in the following blanks:</p>
<p><u>OPERATORS COMPARTMENT:</u></p>	<p>Operator’s area to include: Front fairing with motorized windshield. Water proof, heated seat with height adjustment. Heated hand grips. Note pad holder. Full color TFT dashboard with adjustable angle to eliminate glare, and at a minimum the following High/Low indicator, Speedometer, RMPs, turn signal indicator, radio head mounting bracket.</p>	
<p><u>ENGINE:</u></p>	<p>2 cylinder, 4 valve head, twin motor with a minimum of 1,000 cc displacement and 125 bhp @7,500 rpm.</p>	<p>_____ Yes _____ No _____ CC _____ BH.P. At _____ R.P.M.</p>
<p><u>COOLING SYSTEM:</u></p>	<p>Engine cooling system shall include a combination of liquid and air cooling with an air flow management that directs engine heat away from operator.</p> <p>Engine to be equipped with factory installed thermostatically-controlled radiator cooling fan</p>	
<p><u>TRANSMISSION:</u></p>	<p>Minimum of Six Speed using constant mesh gear design with neutral indicating light easily visible to operator.</p> <p>A curb side rocker type foot shift lever designed to be operated by toe or toe and heel and shall not interfere with normal foot position on foot peg or board</p> <p>Foot shift lever shall be adjustable for size of rider’s boot</p> <p>Shift pattern shall be as follows: Neutral located between first and second gears, shall shift down from neutral to first gear and up from neutral to second, third, fourth, fifth, etc.</p> <p>8 plate, self-energizing, Wet Clutch with self-adjusting hydraulic actuation. Operated by a curb side hand lever that shall be adjustable to the size of operator’s hand.</p>	
<p><u>SAFETY CONTROLS:</u></p>	<p>The motorcycle MUST be equipped with the manufactory’s latest Traction Control system. the system must include at a minimum:</p> <p align="right">Anti-Slip Control Tire Pressure Monitoring</p>	

<p><u>BRAKES:</u></p>	<p>Linked or partially linked braking system with the manufacturer's most current anti-lock braking system for the motorcycle.</p> <p>Front brakes shall be dual disks; hand operated from the street side handlebar and will be adjustable to fit the operator.</p> <p>Rear brake shall be single disk with foot brake lever on street side of Motorcycle.</p> <p>Brake pedal shall incorporate a non-skid pedal surface or pad. Foot pedal and linkage shall be designed and located so that full travel of pedal or rider's foot shall be such that brake can be applied without lifting heel from the, footrest/footboard.</p>	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>
<p><u>SUSPENSION:</u></p> <p>Front Forks</p>	<p>Hydraulic design front forks to be adjusted to permit the shortest possible turning radius with handling characteristics for police service. Fork pre-load shall not be gas pressure adjustable.</p>	<p>_____ Yes _____ No</p>
<p>Rear Springs</p>	<p>Swinging arm type rear fork shall have integral coil springs and hydraulic/gas shock absorbers. Rear shock absorbers shall have provision for adjustment to accommodate rider's weight</p>	<p>_____ Yes _____ No</p>
<p><u>ELECTRICAL SYSTEM:</u></p>	<p>Heavy duty 540 watt alternator, producing a minimum of 25A at recommended engine idle speed (without special police equipment in operation)</p> <p>Dual heavy duty gel batteries, one for the operation of the motorcycle and anti-lock brake system, and one auxiliary battery connected to a minimum of 8 fused circuits for the operation of specialized police equipment.</p> <p>Both batteries shall be linked to recharge from the central alternator during motor operation.</p> <p>An electrical management system shall disengage the auxiliary battery when the engine is not running (or producing current) to enable all special police equipment to draw only from the auxiliary battery, thereby preserving the primary battery to enable reliable restarting.</p> <p>The electrical system shall allow the emergency lighting and police equipment to operate with the ignition key removed from the cycle.</p>	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>

<p><u>LIGHTING:</u></p>	<p>The Motorcycle must be equipped with the manufactures “Full Light Package” All emergency lights must be LEDs and wired to a single, handle bar mounted control switch.</p> <p>The “Full Light Package” must at a minimum include the following components:</p> <p><u>Street Side Front module</u> consisting of three red/blue combination light assemblies, one forward facing, one 10-degree off set, and one 90-degree off set. Plus one white take down light assembly and one white alley light assembly.</p> <p><u>Curb Side Front module</u> consisting of three red/blue combination light assemblies, one forward facing, one 10-degree off set, and one 90-degree off set. Plus one white take down light assembly and one white alley light assembly.</p> <p><u>Rear Module</u> consisting of four red/blue combination light assemblies, two rear facing, one curb side facing, and one street side facing. Plus an auxiliary duplex assembly with two red/blue light assemblies, both rear facing.</p> <p><u>Saddle bag lights</u>, two motion activated lights, one each side to illuminate saddle bag compartment.</p> <p>High mounted, auxiliary LED brake and taillight assembly with intergraded rear and side facing LED turn signals</p> <p>Dual element low beam and single element high beam, quartz halogen head lights. Head light’s high/low beams shall wig wag when emergency lights are activated.</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><u>SIREN:</u></p>	<p>Code 3 brand, 120 db, Public Address compatible, siren with handle bar mounted controls.</p> <p>A wireless Push to Talk (PTT) system with handle bar mounted rocker switch that allows the operator’s helmet mounted microphone to operate both Public Address system and Motorola radio.</p>	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>
<p><u>STORAGE:</u></p>	<p>Two, top opening, composite saddle bags with a minimum capacity of 23 liters each. Saddle bags lid must be lockable and sealed from moisture and dirt. A glove-friendly rear latch shall allow operator to open lid while seated on motor. Latch secures lid without requirement to lock / key lock standard for security.</p> <p>Behind seat there shall be a lockable integrated radio storage box with grounded base suitable for mounting of police radio / video system / etc.</p>	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>
<p><u>RADAR:</u></p>	<p>One Kustom K-brand radar, including one front facing antenna, one remote control, and one Kustom Radar display head. Radar Must be rated for use on Motorcycles</p>	<p>_____ Yes _____ No</p>
<p><u>WHEELS:</u></p>	<p>Front 3.5 X 17” cast Aluminum with MTH@ rim profile</p> <p>Rear 5.50 X 17” cast Aluminum with MTH@ rim profile</p>	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>
<p><u>TIRES:</u></p>	<p>Front 120/70 ZR 17 Michelin Pilot Road 4</p> <p>Rear 180/55 ZR 17 Michelin Pilot Road 4</p>	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>

<p><u>MISCELLANEOUS:</u></p>	<p>Center service stand permanently fitted to motor, raising one wheel off the ground when deployed, to enable operator to rotate - check condition of either tire.</p> <p>One dry powder fire extinguisher</p> <p>Three sets of ignition key for each unit</p> <p>Motorcycle dust cover</p> <p>Motorcycle MUST include <u>ALL Factory Standard</u> equipment plus any optional equipment listed in these specifications.</p>	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>
<p><u>MANUALS:</u></p>	<p>One operation manuals, one service manual, and one parts manual for each of the following</p> <p>Engine</p> <p>Electrical System (must include wiring diagram)</p> <p>Body and Frame</p> <p>All manuals shall including manufactures, parts break downs and part numbers for all hydraulic cylinders</p> <p><u>NOTE:</u> Note: The City reserves the right to withhold a minimum of \$500.00 from payment until all manuals are supplied</p>	<p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p> <p>_____ Yes _____ No</p>

ATTACHMENT A - CONTRACT COMPLIANCE FORMS

City of Ann Arbor Procurement Office INSTRUCTIONS FOR CONTRACTORS

For Completing CONTRACT COMPLIANCE FORM

City Policy

The “nondiscrimination 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:
Procurement Office of the City of Ann Arbor
(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 HUMAN RIGHTS OFFICE
CONTRACT COMPLIANCE FORM**

Form #1

Entire Organization (Totals for All Locations where applicable)

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)													TOTAL COLUMNS A-L
	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 Alaskan Native		
A	B	C	D	E	F	G	H	I	J	K	L			
Exec/Sr. Level Officials														
Supervisors														
Professionals														
Technicians														
Sales														
Admin. Support														
Craftspeople														
Operatives														
Service Workers														
Laborers/Helper														
Apprentices														
Other														
TOTAL														
PREVIOUS YEAR TOTAL														

**CITY OF ANN ARBOR HUMAN RIGHTS OFFICE
CONTRACT COMPLIANCE FORM**

Form #2

Local Office (Only those employees that will do local or on-site work, if applicable)

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-L
	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 LatinO	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	
A	B	C	D	E	F	G	H	I	J	K	L		
Exec/Sr. Level Officials													
Supervisors													
Professionals													
Technicians													
Sales													
Admin. Support													
Craftspeople													
Operatives													
Service Workers													
Laborers/Helper													
Apprentices													
Other													
TOTAL													
PREVIOUS YEAR TOTAL													



Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

Certification: I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Vendor Name	Vendor Phone Number
Conflict of Interest Disclosure *	
Name of City of Ann Arbor employees, elected officials, or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee _____ <input type="checkbox"/> Interest in vendor's company _____ <input type="checkbox"/> Other _____

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that the information provided is true and correct by my signature below:

 Signature of Vendor Authorized Representative Date Printed Name of Vendor Authorized Representative

PROCUREMENT USE ONLY

- Yes, named employee was involved in Bid / Proposal process.
- No, named employee was not involved in procurement process or decision.