



CITY OF LANSING  
PURCHASING OFFICE  
124 W, Michigan Ave 3<sup>rd</sup> Floor  
Lansing, Michigan 48933  
(517) 483-4282  
<http://www.lansingmi.gov/460/purchasing>

Andy Schor, Mayor

March 18, 2026

## NOTICE TO BIDDERS

### **B/26/060** **2026 IMPRINTED T SHIRTS, HATS, ETC.**

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-Governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to [www.mitn.info](http://www.mitn.info)

Sealed Bids marked "B/26/060, 2026 IMPRINTED T-SHIRTS, HATS, ETC." "will be accepted electronically thru [www.mitn.info](http://www.mitn.info) or in person at, City of Lansing, Purchasing Office, 124 W. Michigan Ave, 3<sup>rd</sup> Floor, Lansing, Michigan 48933, until 2:00 p.m., local time in effect on April 2, 2026.

Bid results will **only** be released via email, self-addressed stamped envelopes or on the Internet at [www.mitn.info](http://www.mitn.info). Please forward your email request to: [Marilyn.chick@lansingmi.gov](mailto:Marilyn.chick@lansingmi.gov)

If any changes or additions are required for this bid an addendum will be issued by the Purchasing Office. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, along with those products of United States manufacture and assembly.

**Any contractual or bid package questions should be directed to Marilyn Chick at (517) 483-4282 or email: [Marilyn.chick@lansingmi.gov](mailto:Marilyn.chick@lansingmi.gov). Technical questions should be directed to Emily Stevens at (517) 483-6074 or email at [Emily.stevens@lansingmi.gov](mailto:Emily.stevens@lansingmi.gov)**

Marilyn Chick  
Senior Buyer

## **Attention Bidders**

**The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.**

### **Local Preference Statement:**

**A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 10% of the low bid will be given an opportunity to match the low bid amount to receive the contract, if the total price exceeds \$30,000.00. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.**

**If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.**

### **Qualifications for Lansing Based Business status:**

**1) Pay City income taxes on Net Profits**

**and**

**2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.**

### **Additional Information:**

**The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk's office or on the City of Lansing Purchasing Web site located at:**

**<https://www.lansingmi.gov/460/Purchasing>**

**Solicitation Number & Name: B/26/060 2026 IMPRINTED T SHIRTS, HATS, ETC.**

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

**I. Where did your firm receive of this solicitation?** Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please

list: \_\_\_\_\_

**II. Demographic Information:**

Is your firm located or have a business office within the corporate city limits of Lansing

yes \_\_\_\_\_ no \_\_\_\_\_

**III. Company Information**

**Federal Tax ID Number** \_\_\_\_\_

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address (Street, City, State, ZIP)

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

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

\_\_\_\_\_  
Web Site Address

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

Thank you for your participation.

CITY OF LANSING  
PURCHASING OFFICE  
124 W. MICHIGAN AVE 3<sup>RD</sup> FLOOR  
LANSING, MICHIGAN 48933

**THIS IS NOT AN ORDER**

NOTE: If your bid/quotation is not returned and **completed** on this form, it may not be considered.  
Bid/quotation number must appear on outside of return envelope.

INVITATION FOR BID # B/26/060

FOR: **2026 IMPRINTED T SHIRTS, HATS, ETC.**

DATE: MARCH 18, 2026

PARKS AND RECREATION DEPARTMENT

**SEALED BIDS DUE 2:00 PM, MARCH 11, 2026 LOCAL TIME IN EFFECT**

The City of Lansing Purchasing Office requests bids for the purchase of IMPRINTED T SHIRTS, HATS, ETC. as per the attached specifications.

The City is looking for a flat price for each of the items listed. Orders will vary in quantity from 12-800, price should be the same regardless. Assistance with design layout should be included. Can add additional fees for complete graphics design work. Price bid shall be FOB: 200 North Foster St., Lansing MI 48912.

ITEM	QTY	DESCRIPTION	MFG/PART#	UNIT COST	TOTAL
		See Attached Sheets			

**TOTALS ARE ESTIMATED NOT GUARANTEED.**

**ORDERS CAN BE PARTIAL QUANTITIES WITH DIFFERENT ART THROUGHOUT THE YEAR.**

**“TWO WEEKS TURN AROUND TIME FOR ALL ORDERS”**

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City.

**All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).**

Any contractual or bid package questions should be directed to Marilyn Chick 517-483-4282. Technical questions should be directed to Emily Stevens at (517) 483-6074 or email at [emily.stevens@lansingmi.gov](mailto:emily.stevens@lansingmi.gov).

FEDERAL I.D.# _____	ADDRESS _____	<b>NOTE:</b> Bid results will <b>only</b> be released via email or on the Internet at <a href="http://www.mitn.info">www.mitn.info</a>
COMPANY _____	CITY & STATE _____	
SIGNATURE _____	TELEPHONE _____	
PRINTED NAME _____	F.O.B. _____	
TITLE _____	SHIP VIA/ROUTING: _____	
DATE: _____	TERMS: _____	

**MICHIGAN CIVIL RIGHTS ACT**

Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

ITEM	DESCRIPTION	PRICE/EACH DELIVERED
<b>T-Shirts (50/50 Gildan or better w/single screen) One and Two-sided options (Approx. 800 per year) List Manufacturer and Model of Product Bid:</b>		
7	WHITE – Youth Sm – Youth Lg	\$ one side
8	WHITE – Youth Sm – Youth Lg	\$ two side
9	LIGHT COLORS–Youth Sm – Youth Lg	\$ one side
10	LIGHT COLORS–Youth Sm – Youth Lg	\$ two side
11	DARK COLORS–Youth Sm – Youth Lg	\$ one side
12	DARK COLORS–Youth Sm – Youth Lg	\$ two side
13	WHITE – Adult Sm – XL	\$ one side
14	WHITE – Adult Sm – XL	\$ two side
15	WHITE– XXL	\$ one side
16	WHITE– XXL	\$ two side
17	LIGHT COLORS–Adult Sm – Adult XL	\$ one side
18	LIGHT COLORS–Adult Sm – Adult XL	\$ two side
19	LIGHT COLORS – XXL	\$ one side
20	LIGHT COLORS – XXL	\$ two side
21	DARK COLORS –Adult Sm-XL	\$ one side
22	DARK COLORS –Adult Sm-XL	\$ two side
23	DARK COLORS– XXL	\$ one side
24	DARK COLORS– XXL	\$ two side

COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED SIGNATURE AND TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ITEM	DESCRIPTION	PRICE/EACH DELIVERED
<b>T-Shirts (50/50 Gildan or better w/2-color screen) Two color front, one color back (Approx. 350 per year) List Manufacturer and Model of Product Bid:</b>		
25	WHITE – Youth Sm – Youth Lg	\$ one side
26	WHITE – Youth Sm – Youth Lg	\$ two side
27	LIGHT COLORS–Youth Sm – Youth Lg	\$ one side
28	LIGHT COLORS–Youth Sm – Youth Lg	\$ two side
29	DARK COLORS–Youth Sm – Youth Lg	\$ one side
30	DARK COLORS–Youth Sm – Youth Lg	\$ two side
31	WHITE – Adult Sm – XL	\$ one side
32	WHITE – Adult Sm – XL	\$ two side
33	WHITE– XXL	\$ one side
34	WHITE– XXL	\$ two side
35	LIGHT COLORS–Adult Sm – Adult XL	\$ one side
36	LIGHT COLORS–Adult Sm – Adult XL	\$ two side
37	LIGHT COLORS – XXL	\$ one side
38	LIGHT COLORS – XXL	\$ two side
39	DARK COLORS –Adult Sm-XL	\$ one side
40	DARK COLORS –Adult Sm-XL	\$ two side
41	DARK COLORS– XXL	\$ one side
42	DARK COLORS– XXL	\$ two side

COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED SIGNATURE AND TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ITEM	DESCRIPTION	PRICE/EACH DELIVERED
<b>T-Shirts (50/50 Gildan or better w/up to 5 color screen one side and 1 color screen 2 side) (Approx. 450 per year) One- and Two-sided options: List Manufacturer and Model of Product Bid:</b>		
43	WHITE – Youth Sm – Youth Lg	\$ one side
44	WHITE – Youth Sm – Youth Lg	\$ two side
45	LIGHT COLORS–Youth Sm – Youth Lg	\$ one side
46	LIGHT COLORS–Youth Sm – Youth Lg	\$ two side
47	DARK COLORS–Youth Sm – Youth Lg	\$ one side
48	DARK COLORS–Youth Sm – Youth Lg	\$ two side
49	WHITE – Adult Sm – XL	\$ one side
50	WHITE – Adult Sm – XL	\$ two side
51	WHITE– XXL	\$ one side
52	WHITE– XXL	\$ two side
53	LIGHT COLORS–Adult Sm – Adult XL	\$ one side
54	LIGHT COLORS–Adult Sm – Adult XL	\$ two side
55	LIGHT COLORS – XXL	\$
56	DARK COLORS –Adult Sm-XL	\$
57	DARK COLORS– XXL	\$
<b>Polo Shirts (Dry Fit w/ City Seal embroidered) (Approx. 30 per year) List Manufacturer and Model of Product Bid:</b>		
58	WHITE – Adult Small – XL	\$
59	WHITE—XXL	\$
60	LIGHT COLORS–Adult Small – XL	\$
61	LIGHT COLORS—XXL	\$
62	DARK COLORS – Adult Small – XL	\$
63	DARK COLORS—XXL	\$

COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED SIGNATURE AND TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

<b>Hooded Sweatshirts with front pocket (80/20- 9oz with up to 5 color screen)(Approx 12 per year) List Manufacturer and Model of Product Bid:</b>		
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PRICE/EACH DELIVERED</b>
64	WHITE – Adult Sm-XL, XXL	\$
65	WHITE – Adult XXL	\$
66	LIGHT COLORS – Adult Sm-XL , XXL	\$
67	LIGHT COLORS – XXL	\$
68	DARK COLORS – Adult Sm-XL, XXL	\$
69	DARK COLORS – Adult XXL	\$
<b>Crew Sweatshirts 50/50 with up to 5 color screen) List Manufacturer and Model of Product Bid Approx 50</b>		
70	WHITE – Adult Sm-XL, XXL	
71	WHITE – Adult XXL	
72	LIGHT COLORS – Adult Sm-XL, XXL	
73	LIGHT COLORS – XXL	
74	DARK COLORS – Adult Sm-XL, XXL	
75	DARK COLORS – Adult XXL	
<b>Long Sleeve Swim Shirts – 1 color screen 2 sides List Manufacturer and Model of Product Bid Approx 20</b>		
76	WHITE – Adult Sm-XL, XXL	
77	WHITE – Adult XXL	
78	LIGHT COLORS – Adult Sm-XL, XXL	
79	LIGHT COLORS – XXL	
80	DARK COLORS – Adult Sm-XL, XXL	
81	DARK COLORS – Adult XXL	

**COMPANY NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**AUTHORIZED SIGNATURE AND TITLE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

<b>Dry Fit t-shirt w/up to 5 color screen one side, one color second side (Approx 800 per year) One and two sided options, same list as 43-57</b>			
82	WHITE – Youth Sm – Youth Lg	\$	one side
83	WHITE – Youth Sm – Youth Lg	\$	two side
84	LIGHT COLORS–Youth Sm – Youth Lg	\$	one side
85	LIGHT COLORS–Youth Sm – Youth Lg	\$	two side
86	DARK COLORS–Youth Sm – Youth Lg	\$	one side
87	DARK COLORS–Youth Sm – Youth Lg	\$	two side
88	WHITE – Adult Sm – XL	\$	one side
89	WHITE – Adult Sm – XL	\$	two side
90	WHITE– XXL	\$	one side
91	WHITE– XXL	\$	two side
92	LIGHT COLORS–Adult Sm – Adult XL	\$	one side
93	LIGHT COLORS–Adult Sm – Adult XL	\$	two side
94	LIGHT COLORS – XXL	\$	
95	DARK COLORS –Adult Sm-XL	\$	
96	DARK COLORS– XXL	\$	
<b>Tank Tops one color 2 sides</b>			
97	WHITE – Adult Sm-XL, XXL		
98	WHITE – Adult XXL		
99	LIGHT COLORS – Adult Sm-XL, XXL		
100	LIGHT COLORS – XXL		
101	DARK COLORS – Adult Sm-XL, XXL		
102	DARK COLORS – Adult XXL		

<b>Micro Mesh Shirts</b>			
103	100% Nylon Reversible Micro Mesh Shirts w/ short sleeves Youth small – Adult XL (Approx 500 per year)	w/1 color screen on both sides list manufacturer and model of product bid	\$
<b>Baseball Caps and Visors</b>			
104	<b>Adult Baseball Caps</b> (w/o printing) (Approx 36 per year)	Adjustable band, low profile six panel 1000 stitch embroidered	\$

<b>105</b>	<b>Baseball Caps</b> (w/printing) (Approx 600 per year)	Adjustable Velcro band, low profile six panel 1000 stitch embroidered	\$
<b>106</b>	<b>Visors</b> (Approx 100 per year) (Youth – Adult Sizes)	Cotton – Adj. Band screened	\$
	Bucket Hats 1 color print (50)		

<b>Additional Charges</b>			
<b>107</b>	Embroidery of City logo	\$	
<b>108</b>	Add'l Cost for 1 color screen on t-shirt back	\$	
<b>109</b>	Set-up Charges:	\$	Per
<b>110</b>	Screen Charges:	\$	Per
<b>111</b>	Artwork Design	\$	
<b>Terms</b>			
<b>112</b>	Freight Terms		
<b>113</b>	Payment/Discount Terms		

**COMPANY NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**AUTHORIZED SIGNATURE AND TITLE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

## SCOPE OF WORK

Two (2) week turnaround time for all orders.

\* The bulk of these shirts are needed for our summer program. Partial quantities will be ordered throughout the year. Also, occasionally we will need to reorder shirts (based on increased participation in our camps).

The successful vendor will work with the Lansing Parks and Recreation Staff in the design of the screens and the staff shall issue a final approval before any work is done.

Any minimum order amount must be stated in your bid response.

**For any of the sports the City may require 1 to 3 runs. Depending on registration, there may be occasions where additional shirts need to be printed. Please indicate on a separate sheet of paper any additional charges that would be associated with this.**

**Indicate anticipated turnaround time for reorders, reorder prices, and quantity breaks.**

**Indicate any and all service charges, art charges, and set up charges.**

**All artwork remains the property of the City of Lansing.**

**If your firm has any additional charges for the screening and proofing of t-shirt not listed on the bid page, please submit a separate sheet of paper with those charges listed. Any charges not specifically listed in this bid will not be entertained by the City of Lansing as a valid charge at a later date.**

The quantities the City estimates are needed shall act neither as a guarantee or a limit to what is actually ordered.

**Samples of t-shirts showing artwork created by your firm are required.** Samples will be returned if requested. Samples of t-shirts must be the brand your firm bid.

**Specify on a separate sheet of paper what colors your firm considers LIGHT COLORS and which are considered DARK COLORS.**

**On a separate sheet of paper provide a brief history of your firm. Include number of years in business, prior work experience and three references including contact names and numbers.**

**Award of this quote shall be made by evaluating price, quality of t-shirts and artwork, and the answer to all questions requested in the above specifications. Incomplete answers to any of the evaluation criteria may render your bid non-responsive.**

**This quote shall be for a period of one year with an option to extend for an additional year, up to a maximum of two (2) one-year extensions. Extensions are subject for review by the Purchasing Office and the Parks and Recreation Department thirty (30) days prior to contract expiration. Pricing needs to be firm for one year. The City of Lansing Purchasing Office shall be notified in writing, 30 days prior of any changes which will affect our contract pricing and must be agreeable to any price increases or contract may be voided.**

## **SPECIFICATIONS**

### **T - Shirts: \***

- These shirts are for summer camps, special events and sports leagues. Different logos and artwork will be used.
- Some assistance with new logos will be expected.
- Screen Star Best T shirts (or better) 50/50: Youth sizes small - large. Adult sizes small - XXL
- Up to 5 color screened logo on front
- The City anticipates it will need approximately 1600 t-shirts

### **Polo Shirts\***

- These shirts are for Full Time staff. City Logo will be used
- Up to 5 color logo embroidery left breast
- The City anticipates it will need approximately 30 polo shirts.
- Dry Fit Shirts color Kelley Green. Men and Women Adult sizes small - XXL

### **Ball Caps\*:**

- These Ball Caps are for the Youth Baseball program and adult staff,
- Ball Caps - low rise, 6 panel, adjustable Velcro
- 1000 stitch embroidered
- The City anticipates it will need approximately 600 caps.

### **Visors\*:**

- These Visors are for the girls' softball programs and lifeguards
- Cloth visors - cotton
- The City anticipates it will need approximately 150 visors.

### **Bucket Hats\*:**

- For Lifeguards Adult size
- One Color
- 50 total

### **Sweatshirts\*:**

- 50/50 Hooded sweatshirts 9oz.
- Adult sizes Sm-XXL
- Screen on left breast
- The City anticipates it will need approximately 70 shirts.

### **Dry Fit Shirts\*:**

- For Mayor's Race
- Youth Sm to Adult XXXL
- 5 color front, one color back
- The City anticipates it will need approximately 800 shirts.

### **Tank Tops\*:**

- For lifeguards
- Adult sizes Sm-XXL
- One color Screen on left breast and back
- The City anticipates it will need approximately 70 shirts.

**Swim Shirts\*:**

- For lifeguards
- Adult sizes Sm-XXL
- One color Screen on left breast and back
- The City anticipates it will need approximately 20 shirts.

**Mesh Reversible Shirts w/ short sleeves**

- 100% Nylon Micro Mesh
- Crew neck rib knit neckline
- No trim on sleeve
- The City anticipates it will need approximately 500 shirts a year
- Screen on both sides

**Other**

- Would like options for higher end shirts for full time staff uniform.



List 3 References of similar projects: List business name, contact name, type service provided, address and length of service.

1.

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2.

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3.

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**COMPANY NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**AUTHORIZED SIGNATURE AND TITLE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_



**CITY OF LANSING**

PURCHASING OFFICE  
1110 S. Pennsylvania Ave.  
Lansing, Michigan 48912  
(517) 483-4282

<http://www.lansingmi.gov/787/purchasing>

Andy Schor, Mayor

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
- (2) Have not, within the three-year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
  - (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
  - (b) For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

*[ ] I am able to certify to the above statements. [ ] I am unable to certify to the above statements. Attached is my explanation*

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Name of Agency/Company/Firm *(Please Print)*

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Name and title of authorized representative *(Please Print)*

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Signature of authorized representative

Date



**PREPARATION OF BID:** Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

**B. SIGNATURES:** All bids, notifications, claims and statements must be signed as follows:

(1) **CORPORATIONS:** Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

(2) **PARTNERSHIPS:** Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed.

**C. REJECTION OR WITHDRAWAL:** The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

**D. CONTRACT:** Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

**E. DEFAULT TO CITY:** It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

### GENERAL CONDITIONS

#### **1. DEFINITIONS:**

"CITY" - the City of Lansing.

"DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.

"CONTRACTOR" - the bidder whose proposal is accepted by the City.

"NOTIFICATION" - written notice delivered in person or by mail.

"CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

**2. CONFLICTS AND OMISSIONS:** The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Directors decision shall be final.

**3. ROYALTIES, PATENTS, NOTICES AND FEES:** Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

**4. MATERIALS AND WORKMANSHIP:** Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

**5. OTHER CONTRACTS:** The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

**6. INSPECTION:** Contractor shall at all times permit and facilitate inspection of the work by the Director.

**7. TERMINATION FOR BREACH:** The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City

may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

**8. GUARANTEE:** Contractor shall furnish the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

**9. PAYMENT:** Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:

(a) The required guarantees, and

(b) satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.

(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

**10. LIABILITY FOR TAXES:** When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

**11. INSURANCE:** No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by \$1,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

**12. HOLD HARMLESS:** To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.