DATE: NOVEMBER 4, 2026

REQUEST FOR SEALED BID PROPOSAL

CITY OF SAGINAW- CITY HALL
PURCHASING OFFICE
1315 S. WASHINGTON AVENUE, ROOM #105
SAGINAW, MICHIGAN 48601
PHONE: (989) 759-1430

SEALED BID: P2157-27

TITLE: HYDRAULIC ELEVATOR MODERNIZATIONS AT SAGINAW POLICE DEPARTMENT & PUBLIC WORKS BUILDINGS

DUE BY: NOVEMBER 24, 2026, AT 3:00 PM

The City of Saginaw is soliciting Sealed Bid Proposals for Hydraulic Elevator Modernizations at Saginaw Police Department and Public Works Buildings with specifications as shown in bid document. Bids must be received in the Purchasing Office prior to 3:00 PM on the due date to be considered.

The City reserves the right to split said bid to our best benefit.

The City of Saginaw does not accept sealed bid proposals via fax or email. Bid documents are available for download on the City of Saginaw's web site, www.saginaw-mi.com, under the 'Find A Bid' tab.

'All or None' means bidders are required to submit pricing for all years and/or all items requested. Any proposal submitted that does not meet this requirement may be disqualified. If said bid is not listed as 'All or None', the City reserves the right to split said bid to our best benefit.

'No Substitutions' means bidders are required to submit pricing for goods/materials as noted in specifications. If the bid does not include no substitutions language, the respective bidder can submit pricing for a substitution and/or alternate. You must identify the brand, model, part number, etc., method or process. Bidders may include supporting documents. The City reserves the right to determine equivalent.

MANDATORY WALK-THROUGH:

Interested bidders must attend mandatory walk throughs of the locations on Tuesday, November 17, 2026, 10:00 AM. Interested bidders will begin meeting at the Saginaw Public Works Building, 1435 S. Washington Ave., Saginaw, MI 48601. Bidders who have questions about this project can contact Jay Gustin, Facilities Administrator, at (989)752-2191.

SPECIFICATIONS:

HYDRAULIC ELEVATOR MODERNIZATION SPECIFICATION

Police Department Building & Public Works Building – Elevator Modernization
Complying with Applicable ASME A17.1 and State Elevator Codes

1. GENERAL

1.1 Scope of Work

Provide all labor, materials, equipment, engineering, permits, supervision, testing, inspections, and related work necessary to modernize the existing hydraulic elevator located within the Police Department building. The existing elevator was originally installed in the 1970s and shall be upgraded to provide safe, reliable, code-compliant operation.

The modernization shall include replacement, upgrade, repair, or reconditioning of elevator equipment and systems as necessary to meet current code requirements and operational standards.

The work shall include, but not be limited to:

• Hydraulic elevator control system modernization • Replacement of obsolete electrical and mechanical components • Hydraulic power unit upgrades • Elevator cab modernization and ADA compliance upgrades • Door operator replacement or modernization • Safety device upgrades • Fire alarm and recall integration • Emergency communication upgrades • Required testing, inspections, and certifications

All work shall comply with:

• ASME A17.1 / CSA B44 – Safety Code for Elevators and Escalators • NFPA 70 – National Electrical Code • ADA Accessibility Guidelines (ADAAG) • Applicable state elevator codes and regulations • Local building and fire codes • Authority Having Jurisdiction (AHJ) requirements.

2. EXISTING CONDITIONS

• Existing elevator is a hydraulic passenger elevator installed in the 1970s • Contractor shall field verify all existing conditions prior to bid submission

• Contractor shall inspect existing equipment, machine room, hoistway, pit, cab, entrances, and associated systems • Any discrepancies or additional required work identified during inspection shall be reported to the Owner.

3. MODERNIZATION REQUIREMENTS

3.1 Elevator Controller

• Replace existing controller with a new microprocessor-based hydraulic elevator controller • Controller shall be non-proprietary to the extent possible • Provide diagnostic display and fault logging capabilities • Provide surge protection and code-required disconnects • Controller shall support future serviceability and replacement parts availability

3.2 Hydraulic Power Unit

• Inspect existing hydraulic system components • Replace hydraulic pump motor, control valve assembly, seals, and associated components as required • Replace hydraulic oil as necessary • Provide new sound and vibration isolation components • Verify proper operation and leveling performance

3.3 Elevator Cab Modernization

Provide modernization of the elevator cab including:

• New wall panels or refinishing of existing cab interior • New ceiling and LED lighting • New flooring • New handrails as required • ADA-compliant operating panel with braille markings and emergency controls • New position indicators and directional lanterns where required • Cab ventilation upgrades as required

3.4 Elevator Entrances and Doors

• Replace or modernize door operators and related equipment • Adjust and repair door tracks, hangers, and interlocks as required • Provide new door safety edges or infrared light curtain protection • Refinish or replace entrance frames and doors as required • Ensure smooth and reliable door operation

3.5 Safety Upgrades

Provide all code-required safety upgrades including:

• Emergency battery lowering system • Emergency lighting within cab • Emergency alarm system • Firefighters' emergency operation upgrades • Seismic upgrades where required by code • Pit ladder and pit stop switch upgrades if required • Machine room code compliance modifications • Hoistway safety and access compliance upgrades.

4. FIRE ALARM AND BUILDING SYSTEM INTERFACES

• Coordinate elevator recall functions with the building fire alarm system • Provide smoke detector interface and recall programming as required by code • Verify proper operation of Phase I and Phase II emergency recall functions • Coordinate with existing building electrical and life safety systems.

5. ELECTRICAL WORK

• Provide all electrical work required for complete elevator modernization • Replace obsolete wiring associated with modernization scope • Provide new disconnects, conduits, and branch circuits as required • All wiring and installation methods shall comply with NFPA 70 and applicable codes • Coordinate electrical shutdowns with Owner to minimize disruption to Police Department operations.

6. TESTING AND INSPECTION

• Contractor shall perform all required operational testing and adjustments • Perform full load testing and safety testing in accordance with applicable codes • Coordinate all required state inspections and certifications • Provide all required permits and inspection fees • Contractor shall include all required state elevator testing, inspections, certifications, and associated fees for a period of three (3) years following final acceptance of the modernization project • Three-year testing requirements shall include all periodic state-mandated inspections and testing required by applicable elevator codes and state regulations, including but not limited to

annual inspections, pressure testing, safety device testing, and any required recertifications • Contractor shall coordinate scheduling of all required testing and inspections with the Owner and Authority Having Jurisdiction (AHJ) • Copies of all inspection reports, certifications, deficiencies, corrective actions, and final approvals shall be provided to the Owner • Final acceptance shall be subject to approval by the Authority Having Jurisdiction and Owner's representative.

7. DOCUMENTATION AND TRAINING

Contractor shall provide:

• As-built documentation • Wiring diagrams and controller documentation • Maintenance manuals and operating instructions • Copies of inspection certificates and permits • Training for Owner personnel covering: o Basic operation o Emergency procedures o Troubleshooting overview o Maintenance recommendations

8. WARRANTY AND SERVICE

• Provide minimum one-year warranty on parts and labor from date of final acceptance • Contractor shall provide emergency response service information and escalation procedures • Provide optional pricing for extended maintenance and service agreement • Contractor shall identify availability of replacement parts and expected service life of installed equipment

9. SCHEDULING AND COORDINATION

• Coordinate all work activities with the Police Department to minimize operational disruptions • Elevator downtime shall be minimized to the greatest extent practical • Contractor shall provide estimated outage durations and project schedule prior to beginning work • Maintain safe access and secure work areas throughout construction

ITEM	QTY	DESCRIPTION	TOTAL COST
1)	LOT	HYDRAULIC ELEVATOR MODERNIZATION AT SAGINAW POLICE DEPARTMENT 612 FEDERAL AVE, SAGINAW, MI	$_____
2)	LOT	HYDRAULIC ELEVATOR MODERNIZATION AT PUBLIC WORKS BUILDING 1435 S. WASHINGTON AVE., SAGINAW, MI	$_____

***Note:** The City reserves the right to split the bid award in its best interest. Due to funding availability, elevator modernizations may be phased or completed at different times.

FOB: CITY OF SAGINAW
1435 S. WASHINGTON AVE.
SAGINAW, MI 48601

PAYMENT TERMS: _____ DELIVERY LEAD TIME: _____

SHIPPING/HANDLING
All shipping and handling charges and all costs associated with the delivery, installation and/or completion of the product or service requested must be included in your bid, including but not limited to any titles, fees, and transfer cost.

VENDOR COMPLIANCE
The City of Saginaw requires bidders to submit documentation furnished by the Purchasing Office indicating compliance with the Ordinance §14.33. Vendor Compliance Forms must be on file with City of Saginaw Purchasing Office, 1315 S. Washington Ave, Room #105, Saginaw, Michigan 48601. Forms are available for download at www.saginaw-mi.com.

EVIDENCE OF BIDDER'S QUALIFICATIONS
Bidders may be required to submit a Statement of Qualification and/or provide satisfactory evidence that they have been regularly engaged in the business and are reasonably familiar therewith, and that they are fully prepared with the necessary capital, materials, and machinery to complete the work or to furnish the materials contracted for to the satisfaction of the City.

CONTRACT ASSIGNMENTS OR TRANSFERS PROHIBITED
The assignment or transfer of a contract, or of interests in the contract, are prohibited unless approved by the City of Saginaw Purchasing Office, respective City department and City Council.

THIRD PARTY
In the event the awarded bidder uses a third-party company to provide the goods and/or services requested, the bidder must notify the Purchasing Office before said goods are shipped and/or services provided. At that time, the City reserves the right to accept or reject the use of a third-party. The awarded bidder shall be solely responsible for payment to the third-party company.

AS NEEDED BASIS
The City reserves the right to request items on an 'as needed' basis.

CONTRACTOR COMPLIANCE
Early termination of this Agreement, with or without cause, may be made by the City with thirty (30) days written notice to the Contractor. Upon any such early termination, Contractor shall tender to the City any work in progress and submit an invoice to City for any fees for work performed up to the date of termination.

It is expressly understood and agreed that Contractor, and its employees and agents, are independent contractors. Contractor, and its employees and agents, shall in no way be deemed to be and shall not hold themselves out as the employees, servants or agents of the City. Contractor, and its employees and agents, shall not be entitled to any fringe benefits of the City. Contractor shall be responsible for the withholding and payment of all applicable taxes for its employees and agents, including, but not limited to, income and Social Security taxes, to the proper Federal, state and local governments. Contractor shall carry workers' compensation coverage for its employees, to the extent required by law, and shall provide the City with proof of said coverage, if requested.

Contractor shall provide all services to be performed under this Contract in complete compliance with all applicable federal, state and local laws, ordinances, rules and regulations, including those laws prohibiting discrimination of any protected class. The laws of the State of Michigan shall control the provisions of this Contract, and any dispute hereunder shall be in the jurisdiction of the Michigan courts.

INDEMNITY

The Contractor shall, at Contractor's own expense, protect, defend, indemnify and hold harmless the City, and its officers, employees, agents, or representatives, from and against all claims, damages, liabilities, losses and expenses, including reasonable attorney's fees, resulting from the acts, omissions, or negligence of the Contractor, or any of Contractor's officers, employees, agents, representatives, or subcontractors, in any way connected or otherwise related to their performance or nonperformance of this Contract.

INSURANCE

When proof of insurance is required, it is to be carried out within the following parameters:

(A) Limits of liability and types of coverage required will vary depending on the specifications involved in the project and the indemnification needs of the City as set forth in such individual project specifications.

(B) All certificates of insurance submitted to the Purchasing Officer, or his or her designee, must list the City as an additional insured, and be delivered, either by facsimile transmission or mail, directly from the issuing agent.

(C) It is the responsibility of the insured contractor to confirm that such proofs of insurance are on file with, and their form acceptable to, the City Purchasing Officer, or his or her designee, respective of the individual project specifications, prior to the issuance of any purchase order, purchase order contract, written contract, or professional service.

TITLES AND FEES

All vehicles purchased by the City shall be titled to "City of Saginaw". Contact the Purchasing Office for title and license plate instructions.

FORM OF BIDS

(1) Bids submitted in response to any notice shall be submitted according to the following instructions, or the bid may be disqualified.
   a. Bids must be submitted on printed forms furnished by the City Purchasing Officer, or his or her designee. Voluntary alternates may be attached to the bid form, if necessary.
   b. Bids must be in ink or typewritten.
   c. Bids must contain the bidder's complete name, address, and telephone number.
   d. Bids must be signed in ink and dated.
   e. Bids must include delivery or completion time.
   f. If an addendum (Form B02) is issued by the City, it must be signed, dated, and returned with bid.
   g. An <u>original</u> bid bond, certified check, or cashier's check in the amount of five percent (5%) of the total amount bid must be submitted with any bid in excess of $100,000. If the agreement is for multiple years, each year should be combined to get your total cost. Facsimiles or copies of the bid bond will not be accepted, and your bid will be disqualified if submitted in that manner.
   h. All erasures or corrections to pricing information must be initialed in ink.
   i. In case of a discrepancy between a unit price and its extension, the unit price will be considered correct, and the bid will be recalculated to determine the amount bid. All additional errors will be corrected, and the total bid will be adjusted to reflect the corrections.
   j. All bids must be submitted to the City Purchasing Office by the date and time specified on bid forms. The Purchasing Office is located at Saginaw City Hall in room #105.
   k. Each bid must be enclosed in a sealed envelope with the "bid number" marked on the front.
   l. Once a bid has been submitted, the bidder will not be allowed to withdraw, modify, or correct any information.
   m. The original bid and one (1) copy should be submitted.

(2) The City reserves the right to accept or reject any and all bids, or parts thereof, and to waive any irregularities which do not materially affect the bid document or otherwise conflict with statute or ordinance. Any rejections of bids shall be made only if there is a sound documented reason for the same.

§ 14.36, PREFERENCE FOR LOCAL BIDDERS

(A) (1) If the lowest bidder is not a Saginaw-based bidder, as defined above, any Saginaw-based bidder with a bid within 5% of the lowest bid shall be deemed the lowest bidder if it agrees to reduce its bid to match the bid of the lowest bidder. Such a bidder will remain bound to all other terms of their original bid. (2) A lowered bid by a Saginaw-based business which is premised upon, in whole or in part, changes to or variances to the bid specifications, contract requirements, or scope of work, shall be considered non-responsive and will not be considered.

(B) If such a Saginaw-based business refuses to reduce its bid to match the lowest bid, then the next lowest responsive and responsible Saginaw-based business with a bid within 5% of the lowest bid shall be deemed the lowest bidder if it agrees to reduce its bid to match the bid of the lowest bidder. Such a bidder will remain bound to all other terms of their original bid.

(C) If no responsive and responsible Saginaw-based businesses within 5% of the lowest bid agree to reduce their bids, then the contract shall be awarded to the person or business with the lowest, most responsive, and responsible bid.

(D) In the event of a tie between two (2) or more Saginaw-based businesses, where all other factors are equal, the award of the bid shall be by coin toss conducted by the Purchasing Officer or his/her designee.

(E) No contract awarded pursuant to this ordinance shall be sublet in any manner that permits 50% or more of the dollar value of the contract to be performed by a subcontractor or subcontractors who do not meet the definition of “Saginaw-based business”.

(F) The section shall not waive or constrain, in any manner, the right and prerogative of the City to reject any and all bids or proposals from any Saginaw-based business which fails to meet the requirements of any other section of this ordinance, or to reject a bid which is in any way incomplete, irregular, not responsive or not responsible.

(G) Local preferences shall not be applied in cases of procurements funded, even in part, with federal dollars, unless such procurement is for architectural and engineering services. When contracting for architectural and engineering services, local preference may be a selection criterion provided its application leaves an appropriate number of qualified vendors, given the nature and size of the project, to complete the contract.

CHECK LIST - BEFORE SUBMITTING YOUR BID:

- ✓ **Did you check www.saginaw-mi.com to see if there was an addendum issued?**
- ✓ **Is your bid signed, in ink, in BOTH PLACES by an authorized representative of your company?**
- ✓ **Did you provide the payment terms & delivery lead time?**
- ✓ **Is the outside of your envelope (shipping and/or regular) labeled with the bid number?**
- ✓ **Are you submitting your original bid plus one (1) copy as required?**
- ✓ **Did your total bid exceed $100,000? If so, did you include the original bid bond, certified bank or money order in the amount of 5% of the total bid amount?**

By submitting a response to this request for proposal, the bidder agrees to the terms and conditions set forth herein. Any changes made to such terms and conditions by the bidder in the bidder's response may result, at the City's sole discretion, in the bidder's disqualification.

By signature, the bidder acknowledges that the signer has complete authority to execute the bid on behalf of the bidder and that the bid is genuine and not collusive in any manner; and that no other bidders were improperly induced to refrain from bidding or induced to submit a sham bid; and that the bidder agrees to have withheld from any payment due them, any amounts owed for taxes or other charges due the City of Saginaw; and that successful bidders are subject to mandatory City of Saginaw income tax withholdings.

The vendor hereby agrees to maintain the bid price for one (1) year from the date of this bid and the City reserves the right, in its sole discretion, to purchase such additional supplies as it deems necessary at said rate in an amount not to exceed the total contract price of the original bid.

Company Name: _____

Signature (ink): _____

Printed Name: _____

Title: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

MICHIGAN'S IRAN ECONOMIC SANCTIONS ACT:
The Act provides that Iran linked businesses are ineligible from submitting a bid on the City's requests for proposals. The Act further provides that the City shall require all bidders to certify that they are not Iran linked businesses.

Definition**:** Iran linked businesses are those linked to the Iranian energy sector. An Iran linked business is specifically defined as:

(*i*) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran.

(*ii*) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

The provisions of the Act are only in effect if a country is a state sponsor of terror. A state sponsor of terror is defined as any country determined by the United States Secretary of State to have repeatedly provided support for acts of international terrorism. Iran is currently on the US SOS state sponsor of terror along with Cuba, North Korea, and Syria.

The signature below certifies your company is in compliance with the Michigan Iran Economic Sanctions Act as identified above. Further information on this act can be viewed at http://www.state.gov/j/ct/list/c14151.htm.

_____
Signature

_____
Printed Name

REVIEW OF BIDS

(A) After opening the sealed bids, the Purchasing Officer, or his or her designee, shall refer the bids to the affected department head for review. A bid tabulation sheet detailing initial results shall be available in the City Purchasing Office and posted on the City of Saginaw website.

(B) Upon review of the bids received, the respective department shall make a recommendation to the members of the Purchasing Committee.

(C) Upon approval of the Purchasing Committee, the respective department will be advised to prepare a Council Communication to be reviewed and potentially approved by City Council.

This offer is accepted by the issuance of a purchase order signed by The City Purchasing Officer for all or any portion of this bid and shall constitute a contract between the parties.

The City of Saginaw at its sole discretion may choose to extend any agreement/contract for goods and/or services for a period of no more than two (2) one-year extensions providing the bidder is willing to keep their pricing and terms for said goods and/or services the same as the previous agreement and/or contract.

All invoices must be submitted within sixty (60) days from the time of delivery of goods or services or the completion of projects. Invoices must refer to a valid purchase order number to be paid. All invoices that do not reference a valid purchase order number will be held for validation and/or returned to the original source.

CITY OF SAGINAW, a Municipal Corporation

BY: _____ DATE: _____
(PURCHASING OFFICER)

1315 S. WASHINGTON AVE
SAGINAW, MICHIGAN 48601
TELEPHONE: (989) 759-1430

Bidder acknowledges that by its signature below and approval of Bidder's bid by City Council, this Request for Sealed Bid Proposal shall become a binding Contract on Bidder.

BY: _____ DATE: _____
(VENDOR REPRESENTATIVE NAME)