

**CITY OF ROSEVILLE
BIDDERS MAILING LIST APPLICATION**

Mail or Fax Back
to:
City of Roseville
Attn: Purchasing Dept.
29777 Gratiot
Roseville, MI 48066-9021
Phone No. (586) 445-5425 Fax No. (586) 445-5478

Instructions: Please complete all sections; print, sign and return to the Purchasing Department at the address or fax number listed above.

DATE:

VENDOR NAME:

ADDRESS:

CITY, STATE, ZIP:

TELEPHONE #:

FAX #:

FEDERAL ID#:

TYPE OF ORGANIZATION:

(please check one)

INDIVIDUAL

PARTNERSHIP

CORPORATION

CHECK APPROPRIATE AREA IF MINORITY OWNED:

Black

Female

Other

Asian-American

American Indian/Alaskan Native

Hispanic

Persons to contact on matters concerning bids and contracts:

NAME

OFFICIAL CAPACITY

TELEPHONE #

Indicate classes of equipment, supplies, materials, and/or services of which you desire to bid below:

I certify that the information supplied herein, including all pages attached, is correct and that neither the applicant nor anyone connected with the applicant as a principal or officer is now declared ineligible by the City of Roseville to bid on furnished materials, supplies or services.

NOTE: Failure to respond to bid requests may be cause for suspension from bidders mailing lists. All applicants are subject to review and investigation prior to validation for placement on approved bidders mailing lists.

A ranking official of the concern must sign this application.

Signature: _____ Date:

Title:

TERMS AND CONDITIONS

1. Inspection of delivery will be made at the delivery point unless otherwise specified.
2. All containers or reels are to remain the property of the buyer unless otherwise specified.
3. The buyer is exempt from any sales and excise tax.
4. The Purchasing Director may grant additional time for delivery when the buyer is at fault or if he is satisfied the delivery is beyond the control of the vendor. Such grant must be in writing and made part of the order.
5. Rejected material will be returned to the vendor at the vendor's risk and expense.
6. Material must be properly packaged. Damaged material will not be accepted.
7. It is agreed that goods delivered shall comply with all Federal, State or Local laws relative thereto, and that the vendor shall defend actions or claims brought and save harmless the buyer free from loss, cost or damage by reason or actual or alleged infringements or letters patent.
8. Bidder shall insert unit and total price opposite each item.
9. Trade discounts will be a factor in determining the successful bidder.
10. A bidder offering foreign-made merchandise must so indicate in the bid.
11. All prices must be FOB, Delivery Point, where specific purchase is negotiated FOB, Shipping Point, the vendor is to pre-pay shipping charges and add to invoice.
12. The Purchasing Director will decide the award of tie bids.
13. Where the unit price and the total price are at variance, the unit price will prevail.
14. The buyer reserves the right to reject any or all bids; to waive informality when in the opinion of the Purchasing Director it is to the best interest of the buyer to do so.
15. In case of default of the contractor, the buyer may procure the articles or services from other sources and charge the contractor as liquidated damages any excess cost of damage occasioned thereby.
16. Samples must be furnished where required.
17. Specifications or plans included with any bid shall be fully complied with.
18. Bidders are not permitted to take advantage of any errors or omissions in specifications, since full instructions will be given should they be called to our attention not less than two working days before bids are due.
19. Businesses located in the City of Roseville, or Principal Officer of business being a resident of the City of Roseville, will be granted a five percent (5%) allowance toward bid price as per Roseville City Charter.
Please submit business name, principal officer name, and address location with your bid quote.