

A GUIDE TO DOING BUSINESS WITH THE CITY OF ROCHESTER HILLS

The City of Rochester Hills welcomes your company to partner with us in providing the goods and services necessary to meet the needs of a progressive local government. Please be advised that the City posts all solicitations for purchases on the MITN website. **Registration with MITN is required in order to do business with the City.**



What is MITN?

The City of Rochester Hills participated in creating an online bidding service called Michigan Inter-Governmental Trade Network (MITN) to make bidding on government business more efficient. Instead of traveling to various communities duplicating information on cities' bid registration lists, potential vendors can now take care of business on a central website where the information can be accessed by each participating entity.

As of February 2009, forty-four (44) cities, counties & other governmental entities are participating in the online service. It has also attracted more than 7,500 vendors. The list of participants continues to grow each day!

What are the costs associated with using MITN?

Vendor registration is free to vendors, however, an automatic notification option via email or fax is offered for a small fee. The cost for notifications is \$49.95 per year, \$79.95 for two years or \$99.95 for three years. There is no cost for participating agencies to take part in the network.

HOW TO GET REGISTERED:

Please visit either of the following sites to register:

[Vendor Registration](#)

www.mitn.info

WHAT AND HOW THE CITY BUYS:

The demand generated by a city of approximately 70,000 people results in continual purchases of a large variety of good and services. The City buys goods and services in the following ways:

Informal Solicitation: Purchases for goods and services valued at less than \$25,000 are solicited through informal price quotations. These price quotations are posted on the MITN website.

Formal Competition: Purchases or contracts exceeding \$25,000 require competition through sealed bids or requests for proposals. Purchases in this category require award by City Council. These bids and requests for proposals are posted on the MITN website.

Purchasing by the City of Rochester Hills is governed by its Purchasing Ordinance. The purpose of this purchasing law is to gain the best value, resulting in maximized public funds. The City reserves the right to reject any or all bids/proposals when determined to be in the City's best interest.

Bidders/Proposers whose performance on City contracts is unsatisfactory, or who are in default or in arrears on financial obligation with the City may be refused an award of a City purchase or contract.

PROJECT SPECIFICATIONS:

The specifications or scope of work are a formal statement of the City's needs. It provides the scope of work desired, as well as general conditions and any additional important instructions relative to the project. Instructions relative to bid security must be accurately followed. Specifications are posted primarily on the MITN website. Documents can also be picked up at the Purchasing Division, City of Rochester Hills Offices, 1000 Rochester Hills Drive, Rochester Hills, and Michigan 48309 during business hours (Monday-Friday, 8 a.m. – 5 p.m.)

If revisions or clarifications to a specification are required, the Purchasing Division will prepare an addendum, which will be posted on MITN and mailed to bidders who came in to pick up specifications at the City offices.

FORMAL BID/REQUEST FOR PROPOSAL PROCESS:

After the bid/proposal is completed and signed by the vendor, it should be returned to the Purchasing Division office by the date and time outlined in the specifications. All proposals are date and time stamped immediately, upon receipt at the Purchasing Office. In fairness to others, late bids will not be considered and will not be accepted via fax or email.

All bid/proposal openings are open to the public. At a bid opening, names and addresses of bidders and price proposals are read aloud. At a proposal opening, only names and address of bidders are read aloud.

INSURANCE & BOND REQUIREMENTS:

All companies performing in a service capacity on city-owned property or on behalf of the City of Rochester Hills are required to provide a certificate of insurance prior to the issuance of a purchase order. Minimal limits of liability for workers compensation, commercial general liability and motor vehicle liability are required. Professional liability is required as dictated by the service supplied.

Payment, performance and maintenance bonds may be required as provided in bid or request for proposals documents.

CITY SURPLUS AUCTIONS:

The City utilizes the Michigan Governmental Trade Network (MITN) to auction out-of-service equipment and supplies. By establishing this centralized auction system, interested bidders gain 24-hour access to sale opportunities and receive on-line notification of successful purchases.

For a listing of available surplus items, please visit the website www.mitn.info, click on Surplus Auction. Anyone can browse through items that are up for auction, but you must register in order to place a bid. Membership is free.

CONCLUSION:

It is the hope of the Purchasing Division that this brochure will help suppliers understand the role and responsibility involved in purchasing goods and services by the City of Rochester Hills. We also encourage vendors to register on the MITN website. Rochester Hills is excited to be part of the MITN program producing efficiencies for the City and opportunities for its suppliers!

To reach the Purchasing Division, please call (248) 841-2533.