

City Surplus Auctions:

The City of Rochester Hills utilizes the Michigan Inter-Governmental Trade Network (MITN) to auction used and obsolete 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 or www.rochesterhills.org (select City Government/Departments/Purchasing/City Surplus Auctions).

Anyone can browse through items that are up for auction, but you must register in order to place a bid. Membership is free.

All awarded auction bidders must pay for and pick-up equipment within 10 days of award.

This auction site is not an Auctioneer.

Purchasing Division

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QR code to MITN



*THE CITY OF
ROCHESTER HILLS*



*A GUIDE TO DOING
BUSINESS WITH THE
CITY*

1000 Rochester Hills Drive
Rochester Hills, Michigan 48309
www.rochesterhills.org

The City of Rochester Hills welcomes your company to partner with us in providing the products and services necessary to meet the needs of a progressive local government. The City posts its solicitations for purchases on the MITN website.



What is MITN?

The City of Rochester Hills participated in creating an online procurement 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' vendor 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 March 2014, over 100 cities, counties, townships, villages, school districts & other governmental entities are participating in the online service. It has also attracted more than 7,800 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 is offered for a small fee. The cost for notifications is \$89.95 per year or \$149.95 for two years. There is no cost for participating agencies to take part in the network.

HOW TO GET REGISTERED:

Visit either of the following sites:

- www.rochesterhills.org (select City Government / Departments/Purchasing / 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 products and services.

The City buys products and services in the following ways:

Informal Solicitation: Purchases for products and services valued at less than \$25,000 are solicited through informal price quotations. Most 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. Most 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 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 a description of the work desired, as well as general conditions and instructions relative to the project. Instructions relative to bid/proposal submissions, as well as bid security, must be accurately followed. Specifications or scope of work are part of a formal bid or request for proposal document and 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 the MITN website.

FORMAL BID/REQUEST FOR PROPOSAL PROCESS:

Bids/proposals must be signed by the vendor, and should be returned to the Purchasing Division office or submitted using the MITN website (if applicable) by the date and time outlined in the solicitation. All submittals are date and time stamped immediately, upon receipt at the Purchasing Division. In fairness, late submittals will not be considered and will not be accepted via fax or email.

At a public bid opening, names and addresses of bidders and price proposals are read aloud. At a public proposal due date, names and address of proposers 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 execution of a contract and issuance of a purchase order. Workers compensation liability, commercial general liability and motor vehicle liability are required with limits established within the solicitation documents. 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.

AWARDS:

Upon award, information will be posted on the MITN website.

CONCLUSION:

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