

INSTRUCTIONS TO BIDDERS 4000 GALLON 50' BOOM DEICING TRUCK

The Capital Region Airport Authority (CRAA) hereby invites from persons, firms, or corporations, who meet the qualifications hereinafter set forth, sealed bids to provide one deicing truck for use at Capital Region International Airport, Lansing, Michigan.

For the information of prospective bidders and their convenience in the submission of a bid, the following documents, which constitute the bid Package, are being furnished to each bidder and are attached hereto:

1. Instructions to Bidders;
2. 4000 Gallon 50 Foot Boom Deicing Truck Bid Specifications;
3. Bid Form

This bid package shall constitute contract documents for successful bidder. Please read all terms and conditions thoroughly before submitting bids.

Any variations from the specifications listed in the Bid Specifications must be listed on a separate page and included in the bid submittals. Variations from the specifications listed in the Bid Specifications will be considered by the CRAA when awarding the bid.

Each bidder must complete and return the attached Bid Form, filling in the forms completely and in full accordance with these instructions; so that the bid is received in the office of the Capital Region Airport Authority, Capital Region International Airport, Lansing, Michigan, by 3:00 p.m. August 27, 2014 at which time bids will be opened. Bids received after this specified time will not be given consideration. **Bid forms returned without authorized signature will be rejected in whole.**

The CRAA reserves the right to consider the relative experience and qualifications of each of the respective bidders and to select the bidder to whom it will award the bid.

The CRAA reserves the right to reject any and all bids and to waive any informality or irregularity in the submittals. The CRAA shall be the sole judge of the adequacy of bidder's qualifications. The CRAA will award to the bidder best meeting the airport's needs, as determined by the CRAA in its discretion. The CRAA is not bound to award the Concession to the lowest bidder. The CRAA reserves the right to negotiate with one or more bidders after opening bids. The CRAA may, in its discretion, conduct one or more interviews with bidders prior to selection.

Should a bidder find any discrepancy in or omissions from these "Instructions" or other bid documents, he/she should at once notify the CRAA in writing, which will send clarifying written instructions to all prospective bidders. The CRAA will not accept responsibility for any other explanations or interpretations of the instructions. Bids shall be submitted ATTN: Ron O'Neil, Director of Maintenance Capital Region Airport Authority 4100 Capital City Blvd. Lansing MI 48906.

No bid will be considered from any person, firm or corporation who has failed to perform acceptably in any existing or prior contract or agreement with the CRAA.

Each bid shall include the expected delivery time in days from the date the unit is ordered.

Ron O'Neil
Director of Maintenance
517-886-3729

CRAA BID FORM

Instructions: Mail form to arrive or deliver by the time and place shown in the bid invitation in sealed envelope clearly marked with item being bid on. No late, faxed, or emailed bids will be accepted.

The undersigned has read and understands the bid specification and agrees to provide products and/or services in accordance with the bid specifications as follows:

4000 GALLON 50 FOOT BOOM DEICING TRUCK

Price FOB: \$ _____

In submitting bids, successful bidder agrees:

To supply CRAA with one (1) 4000 gallon 50 foot boom deicing truck as specified in the Bid Specifications. Quote prices FOB Capital Region International Airport

COMPANY

TELEPHONE

ADDRESS (Include Zip Code)

AUTHORIZED SIGNATURE

PRINT NAME

TITLE

DATE