

Request for Bids



Project Name: Equipment Trailer
Issue Date: February 9, 2026
Bid Due Date: February 25, 2026 10:00AM EST

PROJECT OVERVIEW

The City of Buchanan is seeking competitive bids for purchase of one Tandem Axle I-Beam Equipment Trailer for use by our Department of Public Works.

INSTRUCTIONS TO BIDDERS

Responders provide:

- Completed proposal form
- Completed exceptions sheet, if applicable
- Any accompanying standard or optional specifications and associated pricing
- The bid will be returned by February 25, 2026 10:00AM EST, in a sealed envelope marked ATTN: Equipment Trailer

STANDARD TERMS AND CONDITIONS

The following standard clauses shall apply to all Requests for Proposals (RFPs) issued by the City of Buchanan, State of Michigan. Submission of a proposal constitutes acknowledgment and acceptance of these terms.

Right to Reject or Accept Proposals

The City reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to award the contract in whole or in part to the proposer deemed to be in the best interest of the City.

No Obligation to Award

Issuance of this RFP does not obligate the City to award a contract, and the City shall not be liable for any costs incurred by proposers in the preparation, submission, or presentation of proposals or in anticipation of award.

Proposal Costs

All costs associated with the preparation, submission, and presentation of a proposal shall be borne solely by the proposer. The City shall not be responsible for any costs or expenses related to this process.

Right to Negotiate

The City reserves the right to negotiate with one or more proposers deemed most responsive and qualified, to request additional information or clarification, and to conduct interviews or presentations as necessary.

Proposal Validity

All proposals shall remain valid and binding for a period of not less than ninety (90) days following the proposal due date unless otherwise specified in the RFP.

Addenda and Modifications

Any interpretation, correction, or change to this RFP will be made by written addendum issued by the City. Only those communications identified by formal written addendum shall be binding.

Disclosure and Public Record

Proposals submitted in response to this RFP become public records subject to disclosure under the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq., following award or rejection of all proposals.

Award and Contract Execution

The successful proposer shall be required to enter into a written agreement with the City in a form acceptable to the City Attorney. The City reserves the right to accept or reject proposed contract terms and to make modifications in the best interest of the City.

Compliance with Laws

The proposer shall comply with all applicable federal, state, and local laws, ordinances, codes, and regulations, including but not limited to those governing non-discrimination, safety, and employment.

Reservation of Rights

The City reserves the right to:

- Reject any proposal deemed non-responsive or non-responsible;
- Withdraw or cancel the RFP at any time without obligation;
- Negotiate with one or more proposers;
- Postpone proposal submission or opening dates; and
- Consider any other factors deemed to be in the City's best interest.

SCHEDULE

In order to be considered, the proposal must be received at the City of Buchanan, 302 N Redbud Trail, Buchanan MI 49107, on or before **February 25, 2026 10:00AM EST**. All proposals shall be in a sealed package marked: **ATTN: BID – Equipment Trailer**

Please submit your sealed bid by **February 25, 2026 10:00AM EST** to:
Kalla Langston-Weiss, City Clerk
302 North Red Bud Trail
Buchanan, MI 49107

For any questions regarding the project, please contact:
Emma Lysy, Administrative Assistant
elysy@cityofbuchanan.com
269-695-3844 ext. 10

PROPOSAL FORM

Please complete the proposal form below. The bidder may offer any product that meets or exceeds the applicable specifications. The bidder must demonstrate comparability, by including appropriate catalog materials, literature, specifications, test data, etc.

All answers of *Exceeds* or *N/A or does not meet spec* shall be explained on the Exception Sheet included in this packet. Cite the corresponding Item Number of the feature involved.

Item No.	Feature Description	Meets	Exceeds	N/A or does not meet spec
1	Tandem Axle I-Beam Equipment Trailer			
2	Axles: 2 7,000 pound axles			
3	Brakes: Forward Self-Adjusting Electric Brakes on All Hubs			
4	Jack: 12,000 pound Drop-Leg Jack (Side Wind)			
5	Frame: 8" I-Beam			
6	Ramps: 5' Tall, 16" Stand Up Rams (Spring Assisted)			
7	Dovetail: 40" Cleated Dovetail			
8	Lights: L.E.D. D.O.T. Stop, Tail, Turn & Clearance			
9	Tie downs: (6) 5/8" D-Rings			
10	Stake Pockets Along Both Sides			
11	15,400 GVWR minimum			
12	Suspension: Multi-leaf slipper spring			
13	Bed Length: 16' minimum (please specify)			
14	Coupler: 2 5/16" adjustable coupler			
15	Provide one (1) year full warranty on entire unit. Include documentation that details the full warranty provided.			

EXCEPTIONS SHEET

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder’s offer is in total compliance with all aspects of the proposal or bid. Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

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Mailing Address City/State/Zip	Bidder’s Telephone Number
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Bidder’s Signature	Print Bidder’s Name

REFERENCES

Please list three (3) references (Municipal Government) wherein your company has provided similar services of this type being proposed for the City of Buchanan. Failure to list references may result in your company being disqualified.

CLIENT_____

ADDRESS_____

CONTACT PERSON_____

PHONE NUMBER_____

EMAIL_____

CLIENT_____

ADDRESS_____

CONTACT PERSON_____

PHONE NUMBER_____

EMAIL_____

CLIENT_____

ADDRESS_____

CONTACT PERSON_____

PHONE NUMBER_____

EMAIL_____

NOTE

Previous experience and performance may be a factor in making the award.