


SEALED BID

PROPOSAL FORM

L. BROOKS PATTERSON - OAKLAND COUNTY EXECUTIVE

**OAKLAND COUNTY
PURCHASING DIVISION**
SOLICITATION QUOTATION – PROFESSIONAL SERVICES

Contact Information: Oakland County Purchasing Division Building 41 West – Lower Level 2100 Pontiac Lake Road Waterford, MI 48328	Buyer:	Joan Daniels
	Phone:	248 585 5481
	Fax:	248 585 1677
	Email:	danielsj@oakgov.com

Solicitation Event ID: 000861	Response Due: 2/10/09	By: 4:30 P.M. Eastern Time
--------------------------------------	------------------------------	--------------------------------------

Event Title:	Water & Sewer Bill Printing and Mailing
Category Codes:	91558, 92021, 92022, 96603 & 96686

The Oakland County Purchasing Division is issuing a Request for Proposal (RFP) seeking bidders to perform services as detailed in Attachment (B).

Index:

- Proposal Form (This Form)
- Attachment (A) – Mailing Label
- Attachment (B) – Solicitation Specifications
- Attachment (C) – Oakland County Professional Services Contract Boilerplate (for information purposes only)

General Submission Information:

- This solicitation event can be accessed at the Michigan Inter-governmental Trade Network (MITN) website: www.mitn.info
- It's the bidder's responsibility to insure that responses are received in the Purchasing Division prior to the date and time specified. Purchasing Division's address, due date and time are listed on the first page of the proposal form. The responsibility rests entirely with the bidder, notwithstanding delays resulting from postal handling or for any other reasons. No late or misdelivered bids will be accepted. The official time clock shall be the date/time stamp machine located at the Purchasing Division main office located at the address listed above.
- Sealed bid responses may only be delivered to the Oakland County Purchasing Division.
 - o Package must be sealed.
 - o Package must have the provided mailing label affixed to the outside of the package.
 - o Package must list the submitting company's name, contact person and address.
 - o Deliver to: **Oakland County Purchasing Division**
Building 41 West – Lower Level
2100 Pontiac Lake Road
Waterford, MI 48328
 - o Bid responses shall be accepted at the Oakland County Purchasing Division any time during the normal course of business only; said hours being 8:30 A.M. to 5:00 P.M. Eastern Time, Monday through Fridays, excluding legal holidays.

- All questions regarding this solicitation should be submitted in writing or email (preferred) to the buyer listed on page one of the proposal form. Subject line must include the solicitation event number listed on page one of the proposal form.

Submissions:

- This proposal form must be signed by a person authorized to bind and commit the company to provide such goods and /or services offered to the County should their bid be accepted by the County.
- The bidder acknowledges that the County is a public entity and therefore is subject to public disclosure laws.

Modifications:

- Prior to opening the solicitations, clarifications, modifications, or amendments may be made to the solicitation at the discretion of Oakland County Purchasing Division. Should any such changes be made, an addendum will be issued and posted on the Michigan Inter-governmental Trade Network (MITN) website. www.mitn.info
- It's the responsibility of the bidder to check the website for addendums.

Contract Requirement:

- A copy of the County's Professional Services Contract boilerplate is enclosed as Attachment (C) (for information purposes only). Bidder is encouraged to review the attached boilerplate contract with the proposed terms and conditions. Review the insurance requirements in Exhibit I "Contractor Insurance Requirements". The successful bidder will be required to comply with same. Awarded bidder shall provide required insurance documentation upon notice of award.

Alternatives to Specifications:

- Bidders may offer alternatives from the expressed specifications described by the County. The County reserves the right to consider and accept or reject such alternatives. Alternatives must clearly describe all variances from the specifications herein. Provide product literature, specification sheets and drawings with bid if providing an alternate.

Withdrawal:

- Responses may be withdrawn by writing or electronic notice provided such notice is received by the Purchasing Division prior to the time set for the opening of the responses.

Specifications:

- Specification response requirements must be submitted with signed proposal form.
- Failure to include in the response all information outlined in this RFP may be cause for rejection of the response.

Award Information:

- Organizations may be requested to submit a completed, signed Federal W-9 form prior to an award of a contract or purchase order.
- Awarded bidder shall provide required insurance documentation upon notice of award.

Terms and Conditions:

No late or misdelivered proposals will be accepted.

The official time clock shall be the date/time stamp machine located at the Purchasing Division main office located at the address listed above.

The Respondent shall be responsible for all costs incurred in the development and submission of this response. Oakland County assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a Respondent, the evaluation of an accepted response, or the selection of finalists. Oakland County shall not be contractually bound until Oakland County and the successful Respondent have executed a written contract for performance of the work.

Submission is a conclusive presumption that the bidder is familiar with the RFP, Contractual Requirements, and Specifications and that the bidder understands and agrees to abide by each and all of the stipulations and requirements contained herein. Any exceptions to the stipulations should be submitted separately. Each response should be prepared simply and economically, providing a straightforward concise description of the proponent's approach and ability to meet the County's needs, as stated in this RFP.

All prices shall be quoted in U.S. dollars. Unless Respondents specifically note otherwise, any and all quoted prices will be firm. If the vendor's consumer pricing is reduced during the term of the contract, the lower price will apply. In case of error in the extension of prices in the response, the unit prices shall govern.

The County of Oakland reserves the right to reject any or all solicitation responses, awarding the solicitation to other than the lowest priced solicitation response and to waive any irregularities and /or formalities. Also to accept any solicitation response which, in its judgment, best serves the County's interest.

The County of Oakland reserves the right to request any additional information which might be deemed necessary after the submission of this document to bidder, and after responses from bidder have been received by the County.

The County of Oakland reserves the right to conduct interviews, reference checks, and any other due diligence deemed necessary to select the successful bidder.

The County of Oakland reserves the right to split or abstract any or all bids and award multiple contracts from the same solicitation based on price, availability, and services when in its judgment best serves the County.

All County Contractors are required to comply with all Federal, State, or Local laws. The County reserves the right to cancel the contract for services if the contractor has not done so. Failure to comply with all Federal, State, or Local laws either currently or historically is a consideration in the bid evaluation process as well. Such compliance shall include, but not be limited to, non-discrimination against any employee or applicant for employment because of sex, race, religion, color, national origin, or handicap in violation of State and Federal law; prohibition of use of any copyrighted software contrary to the provisions of any applicable Software license agreement or State or Federal law; compliance with all applicable grant requirements if any part of a Contract is supported or paid for with any State or Federal funds granted to the County; compliance with the Immigration Reform and Control Act (IRCA) and I-9 employment verification requirements. Any and all future Federal, State, or Local laws must also be complied with while the contractor is providing services/products to the County.

Vendors that have been found guilty or held civilly liable for violation of any federal or state law, or have been barred and/or declared ineligible from consideration in receiving any federal, state or municipal contract, must provide information as part of their proposal on all such violations / barrings / ineligibilities.

All work shall be performed in a professional manner and shall be consistent with the practices of the trade.

The Contractor shall be responsible for any permits and inspections.

All labor and materials shall be in accordance with applicable building, safety, and fire codes.

Shipping terms are to be F.O.B Destination unless otherwise stated in the solicitation specifications.

Pursuant to Act 167 of the Public Acts of 1933, the County of Oakland, A Michigan Constitutional Corporation, is exempt from the sales tax provisions of this Act. In addition, the Michigan Department of Treasury has promulgated General and Specific Sales and Use Tax Rules which provide that the County of Oakland is not required to have a sales tax exemption number. (R205.79; Rule 29)

For reporting purposes – County of Oakland I.D. #38-6004876W.

Bidder Signature (person authorized to bind and commit the company)

Print Bidder Name

Company Name

Date

000861

Solicitation Event Number

Proposal Form (pages 1-4) must be returned with this signature page.

ATTACHMENT (A)**Bid Solicitation Check Sheet:**

- ☐ Original plus 3 additional hard copies or CDs
- ☐ Signed Proposal Form
- ☐ Complete Solicitation Specification Requirements
- ☐ Affix your company address, contact person and phone number on the exterior of package
- ☐ Affix label below to exterior of package if mailing or shipping
- ☐

----- Please cut below dotted line and affix to mailing envelope or package -----

<u>FROM:</u> Company Name: _____ Contact Person: _____ Phone Number: _____		
S E A L E D	Solicitation Event Title <u>Water & Sewer Bill Printing and Mailing</u> Solicitation Event Number <u>000861</u> Due Date: <u>2/10/09</u> Time: <u>4:30 P.M.</u> E.T.	B I D
 Buyer Initials JED		
<u>DELIVER TO:</u> OAKLAND COUNTY PURCHASING DIVISION EXECUTIVE OFFICE BUILDING 41W – LOWER LEVEL 2100 PONTIAC LAKE ROAD WATERFORD MI 48328		