

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6155

CHEVROLET VEHICLE

FOR WASHTENAW COUNTY

Prepared By:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main, B-35
Ann Arbor, MI 48107

Crystal A. Wake, C.P.M., CPPB
Buyer
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

P. O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6155

August 16, 2004

Washtenaw County Purchasing Division on behalf of Fleet Services is issuing a Sealed Request for Proposal for one 2005 Chevrolet Tahoe 4X4 with a Z71 Trim Package.

Sealed Proposals: Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
P.O.Box 8645
Ann Arbor, MI. 48107**

by 4:00 p.m. on Wednesday, August 25, 2004

This submission shall include the entire Request For Proposal document and any amendments if issued.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6155".
- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake at (734) 222-6760.
- Please direct specific technical questions regarding this RFP to Carl Graham at (734) 973-4680.

Thank you for your interest.

RFP #6155 Chevrolet Vehicle

I. PROPOSAL

Definitions:	“County”	-	is Washtenaw County in Michigan.
	“Bidder”	-	an individual or business submitting a bid to Washtenaw County.
	“Contractor”-		One who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal:

Washtenaw County is seeking bids for one 2005 Chevy Tahoe 4 x 4 with a Z71 trim package. Exterior: Silver Birch Metallic, Interior: Grey Charcoal.

II. PROPOSAL TERMS

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor’s qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County’s specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadline for submission of the RFP’s maybe adjusted to allow for revisions. The entire proposal document with any amendments should be returned in triplicate. To be considered, original proposal and two copies must be at the County Purchasing Division on or before the date and time specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor’s ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

RFP #6155 Chevrolet Vehicle

III. PROPOSAL SPECIFICATIONS

The proposal shall include all of the following information. Failure to include all of the required information could result in disqualification of a Bidder.

- A. The responding vendor's qualifications, years in business.

Attach as Addenda A

- B. State the warranty period on the equipment and what is/is not covered .

Attach as Addenda B

- C. Attach all specifications of equipment.

Attach as Addenda C

IV. GENERAL PROPOSAL REQUIREMENTS

Award:

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

It is the intention of the County to award the entire bid to one contractor.

Low Bidder:

Low bidder will be based on the most responsive, responsible bidder with the total lowest price as stated on the bid sheet.

Invoices:

Invoices submitted must include the county's purchase order number.

RFP #6155 Chevrolet Vehicle

BID SHEET

2005 Chevrolet Tahoe 4x4 w/E71 trim package : \$ _____
Exterior: Silver Birch Metallic, Interior: Grey Charcoal

Price of delivery: \$ _____

Additional charges: \$ _____

State date and time of delivery: _____

RFP #6155 Chevrolet Vehicle

ADDENDA

Attach requested **ADDENDA A** through **C** to the balance of this RFP.

SIGNATURE PAGE

_____ Signature	_____ Company Name		
_____ Print Name	_____ Company Address		
_____ Title	_____ City	_____ St.	_____ Zip
_____ Telephone #	_____ Fax #		
_____ Federal Tax ID #	_____ Email/URL Address		

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 day.