

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6304

FORD 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 #6304

September 18, 2006

Washtenaw County Purchasing Division on behalf of Fleet Services is issuing a Sealed Request for Proposal for two (2) 2006 Ford E350 Super Duty Extended Length XL Van.

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, September 27, 2006

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 clearly mark the envelope or package with "SEALED RFP # 6304".
- 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 Bill How at (734) 973-4638.

Thank you for your interest.

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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 two (2) 2006 Ford E350 Super Duty Extended Length XL Van.

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.

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D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP's may be 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.

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

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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.

COST OF RFP: The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

SPECIFICATIONS

The following is the specifications for the van:

2006 E350 Ford XL Super Duty Ext. Length
5.4L SEFI Engine
4-Speed Automatic Transmission
12 Passenger Vinyl Seats
Rubber Floor Coverings
Front/Rear High Capacity Air Conditioning/Heater
AM/FM Radio
Hinged Side Cargo Doors
Privacy Glass
Exterior Color: Gold Ash
Interior Color: Medium Pebble

NOTE: NO POWER LOCKS OR POWER WINDOWS

Equipped with:
Extended Roof (Paint to Match) W/FMVSS Roll Cage & Cloth Headliner
Hi-Top Conversion Minimum of 60 Inch Clearance
Ricon S-Series 32x51 Platform Fully Automatic Rear Mount Wheelchair Lift/Extend Belt, to be NHTSA Compliant
Securement Kit Series A, W/S-HK W/Lap/Shoulder Belts with Retractor Option
Four Tie Downs for Four (4) Wheelchairs
Brake Interlock/Required Per ADA Specs.
Lift Spotlight/Required Per ADA Specs.
Stepwell Light/Required Per ADA Specs.
Horseshoe Station/Grab Bar

Vehicle to have mounts for 3 bench seats left in place.

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BID SHEET

Qty.	Description	Price Each	Total Price
2	2006 Ford E350 Van	\$ _____	\$ _____
2	Delivery Charges		\$ _____
	Any other charges		\$ _____
		TOTAL	\$ _____

State delivery date of vehicles: _____

ADDENDA

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

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