

REQUEST FOR PROPOSAL

6308

AUTO PARTS & SUPPLIES

FOR

WASHTENAW COUNTY

FACILITIES/FLEET

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main Street, B-35
Ann Arbor, MI 48104

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 # 6308

October 2, 2006

Washtenaw County Purchasing Division on behalf of the Facilities Management Fleet Department is issuing a Request for Proposal #6308 for Auto Parts & Supplies.

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: **3:00 p.m. on Tuesday, October 10, 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 with "**SEALED RFP # 6308**".
- 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.

I. PROPOSAL

Definitions:

"**County**" is Washtenaw County in Michigan.

"**Bidder**" an individual or business submitting a bid to Washtenaw County.

Purpose of Proposal:

Washtenaw County Purchasing Division on behalf of the Facilities Management Fleet Department is accepting bids for Auto Parts & Supplies.

A. Washtenaw County reserves the right to reject any and all quotes received as a result of this Proposal. If a Proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors 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 Proposal 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.

B. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 60 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

C. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of 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 Office on or before the date and time specified.

D. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the Proposal. Proposal 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.

E. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed to date of award.

II. PROPOSAL SPECIFICATIONS

RFP # 6308 Auto Parts & Supplies

The Proposal must include all of the following information:

- A. Vendor's qualifications, years in business, experience in providing automotive light and medium parts as specified in the proposal.
- B. Vendor's ability to provide rapid response on delivery of parts.
- C. Location and number of vehicles for parts delivery.
- D. Proof of alternate delivery method such as UPS, etc. Delivery will not be charged to the County except in an emergency.
- E. Spare parts, location and quantity.
- F. At least three (3) current references. Include company name, contact name, phone number.

III. TERMS

Award: Washtenaw County reserves the right to reject any and all offers received as a result of this Proposal. If a Proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors 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 contractor whose proposal is deemed to best meet the County's specifications and needs.

Term: The term of the bid is for a 3 year period from date of award.

Low Bidder: The County intends to award the bid to one or multiple vendors.

Responsibility: The Contractor will be responsible for delivering the goods to:

Washtenaw County Facilities Management/Fleet
2201 Hogback Road
Ann Arbor, MI 48106

Delivery: Delivery to 2201 Hogback Road is to be included in the overall discount on the Bid sheet. For emergency deliveries the actual charge of the delivery may be passed on to the County.

Response Time: The response time for delivery of parts will be taken into consideration in the award of the contract.

Parts: All parts are to be new and unused unless rebuilt parts are specifically identified. At the time of the Proposal opening the vendor must be able to establish that an adequate supply of parts is available to the county. Either the vendor presents information on inventory levels such as an average dollar amount of parts inventory or the Purchasing department may have to conduct a site visit.

Price List: Vendor must supply at least three (3) copies of the current price list along with the proposal.

IV. BID SHEET

The price list will be the basis of ordering throughout the life of the contract. Prices to be changed upon receiving new manufacturers price sheets. **No substitutions of brand names will be allowed.** Include in the price on stock orders for a 24 hr. delivery. Price on rush orders are for 30-60 minute delivery.

Bidders are required to:

Include the bid applicable price sheet and list any discount off of the price for the following categories:

Filters Oil-Air

-NAPA Gold
-Hastings

Belts & Hoses

-NAPA 25 Series
-Gates

Spark Plugs

-AC
-Motorcraft
-Champion

Ignitions

-Motorcraft
-AC Delco
-Belden
-Standard

Spark Plug Wires

-AC Delco
-Motorcraft
-Belden
-Standard

Batteries

-AC Delco
-OPTIMA
-Motorcraft

Starters/Alternators

-New & Rebuilt
-AC Delco
-Motorcraft
-Raylock

Shocks

-NAPA
-Monroe

New Water Pumps

Wiper Blades

-Trico

Light Bulbs

Exhaust

-Walker

Brakes - New

-Bendix
-Raybestos

Chassis Parts

U-Joints

-Spicer

SIGNATURE PAGE

Signature

Company Name

Print Name

Company Address

Title

City St. Zip

Telephone #

Fax #

Federal Tax ID #

CHECK ONE
Partnership _____
Non Profit Corp. _____
Profit Corp. _____
Other _____

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 days.