

# **REQUEST FOR PROPOSAL**

## **#6309**

### **AUTOMOTIVE PARTS**

### **CATALOG**

### **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 #6309**

October 2, 2006

Washtenaw County Purchasing Division on behalf of the Washtenaw County Facilities Fleet Division is issuing a Sealed Request for Proposal (RFP) #6309 for Automotive Part Catalogs.

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

**Washtenaw County Purchasing Division  
220 N. Main St. Room B-35  
Ann Arbor, MI. 48107**

**by 4:00 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 bid and are not acceptable unless waived by the Purchasing Manager.

- Please clearly mark the envelope to read "**SEALED RFP #6309**".
- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake at 734-222-6760.
- Please direct and technical questions regarding this RFP to Bill How at 734-973-4638.

|                    |
|--------------------|
| <b>I. PROPOSAL</b> |
|--------------------|

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

"Bidder" an individual or business submitting a Proposal to the Washtenaw County.

"Contractor" one who contracts to perform work or furnish materials in accordance with a contract.

"Parts Books" are authorized price lists directly from **Ford** and **General Motors**. They list part numbers and have several columns of prices.

**Purpose of Proposal:** Washtenaw County Facilities/Fleet has the need for a reliable supplier of auto parts for their Ford and General Motors vehicles.

**PROPOSAL**

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 Proposal, addenda will be provided. Deadlines for submission of Proposal'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. If awarded, the contractors discount structure, in regard to the **Ford** and/or **General Motors** price books in the Proposal, will not be subject to any changes from the date on which the Proposal is opened at the County Purchasing Office to the termination of the contract.

F. All equipment or work is open to inspection and acceptance or rejection at the discretion of the County. Such inspection may be conducted at any time.

**II. VENDOR QUALIFICATIONS**

The Proposal should include all of the following information:

- A. Contractor's qualifications, years in business, experience in providing automotive genuine **Ford** and/or **General Motors** light and medium parts as specified in the proposal.
- B. Contractor's ability to provide 30 minute or less response on delivery of parts.
- C. Vehicles for parts delivery, location and number.  
AND/OR  
Proof of an alternate delivery method such as UPS, etc. Delivery will not be charged to the County except in an emergency.
- E. Spare parts, location and quantities.
- F. CERTIFICATION OF SUPPLY OF PARTS from an authorized representative of **Ford** and/or **General Motors**.
- G. At least three (3) current references. Include company name, contact name, phone number.
- H. Contractor's ability to provide Internet, On-Line ordering of items listed on this RFP. Include set up requirements and maintenance requirements.

**RFP #6309 AUTOMOTIVE PARTS CATALOG**

**Term of Contract:** The County intends to award the entire proposal to two or more contractors. The contract is for one (1) year period with an option for an additional 2 years. Providing contractor and county agree.

**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.

The intent is to award the Proposal to one **Ford** light and medium parts supplier and one **General Motors** light and medium parts supplier able to supply the County as specified.

**Low Bidder:** Will be determined by bidder offering the:

greatest *discount* the from Manufacturer's published price book (state column - i.e. list price)

OR

lowest *increase* over the Manufacturer's published price book (state column - i.e. dealer price).

**Responsibility:** The Contractor will be responsible for delivering any automotive parts to:

Facilities Management/Fleet  
2201 Hogback Road,  
Ann Arbor, MI 48160  
Attn.: Bill How  
734-973-4638

## RFP #6309 AUTOMOTIVE PARTS CATALOG

**Delivery:** Delivery to 2201 Hogback Road, Ann Arbor 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.

The County needs **Ford** Light parts for Ford vans, pickups, etc.

The County needs **General Motors** Light parts for GM cars, pickups, etc.

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 bidder presents information on inventory levels such as an average dollar amount of parts inventory or Purchasing Department may have to conduct a site visit.

**Price Book:** Each bidder must supply at least one price book along with the proposal. Upon completion of the evaluation, the awarded vendors must supply the county with an additional price book at no charge. Thereafter if the price book is updated the County will receive one (1) copy of the new price book. However the originally bid terms and conditions shall remain in effect for the life of the contract. Unless otherwise noted, proposals will be deemed to cover the complete lines of items listed in the manufacturer's price books submitted with proposal and all price supplements.

All price books submitted must indicate original manufacturer's prices. Altered price books will not be accepted.

**BID SHEET**

Bidders are required to insert **either**

**A) *discount percentage off Manufacturer's price book***  
State exact column that discount applies

**OR**

**B) *increase percentage over Manufacturer's price book***  
State exact column that increase applies

The price book will be the basis of ordering throughout the life of the contract.

|                        |                   |    |                   |
|------------------------|-------------------|----|-------------------|
| <b>Ford Price Book</b> | <i>% Discount</i> |    | <i>% Increase</i> |
|                        | _____             | OR | _____             |
| Date of Price Book     | Column            |    | Column            |
| _____                  | _____             |    | _____             |

|                                  |                   |    |                   |
|----------------------------------|-------------------|----|-------------------|
| <b>General Motors Price Book</b> | <i>% Discount</i> |    | <i>% Increase</i> |
|                                  | _____             | OR | _____             |
| Date of Price Book               | Column            |    | Column            |
| _____                            | _____             |    | _____             |

**SIGNATURE PAGE**

|                           |                                 |
|---------------------------|---------------------------------|
| _____<br>Signature        | _____<br>Company Name           |
| _____<br>Print Name       | _____<br>Company Address        |
| _____<br>Title            | _____<br>City      St.      Zip |
| _____<br>Telephone #      | _____<br>Fax #                  |
| _____<br>Federal Tax ID # | _____<br>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.