

BIDDERS COMPANY NAME

# REQUEST FOR PROPOSAL

**# 6474**

## DIVE HELMETS & ACCESSORIES

For

## WASHTENAW COUNTY SHERIFF'S DIVE TEAM

Prepared By:

Washtenaw County Purchasing  
Administration Building  
220 N. Main, B-35  
Ann Arbor, MI 48104

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





## WASHTENAW COUNTY

Finance Department

Purchasing Division

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

### REQUEST FOR PROPOSAL # 6474

July 13, 2009

Washtenaw County Purchasing Division on behalf of the Washtenaw County Sheriff Departments Dive Team is issuing a Sealed Request for Proposal (RFP) #6474 for a Dive Helmets with Accessories.

**Sealed Proposals:** Consultant 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  
Ann Arbor, MI. 48107**

**by 4:00 p.m. on WEDNESDAY JULY 22, 2009**

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

- Please be sure the envelope is clearly marked "**SEALED RFP #6474**".
- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake at **734-222-6760**.
- Please direct any technical questions regarding this RFP to Sgt. Paul Cook at **734-260-4859**.

Thank you for your interest.

# RFP 6474 – DIVE HELMETS & ACCESSORIES

<b>I. PROPOSAL</b>
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**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 Sheriff’s Dive Team has a need for Dive Helmets with accessories.

**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 Contractors qualifications and capabilities to provide the specified service, and other factors that 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.

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 contractor 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. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **three (3) copies**, the one **(1) original and two (2) copies** (one copy unbound and suitable for photocopying) must be at the County on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor’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.

F. In the event, the County receives two or more bids from responsive, responsible bidders, on or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box is not, in and of itself, sufficient to discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two or more bids are substantially equal.

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## II. PROPOSAL SPECIFICATIONS

The proposal shall include all the following information (failure to include all the information could result in disqualification):

- A. Contractor's Qualifications, years in business, experience in providing the level and type of equipment specified in the proposal.
- B. Bank references with name and phone number of contact person.
- C. At least three (3) current references using similar equipment listed in the proposal. Include company name, contact name and phone number.

## III. TERMS AND CONDITIONS

**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 Bid" 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. Washtenaw County may award the entire proposal to one bidder or it may be split between several bidders. Whichever is in the County's best interest.

**Low Bid:** Low Bid will be determined by response given on the Bid Sheet to the most responsive and responsible bidder.

**Term:** The term will be for a one (1) year period from the date of award.

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**BID SHEET**

**Kirby Morgan Model KM57 Superlight Helmets and Accessories**

**Must be Kirby Morgan KM57 helmets. No alternates will be accepted.**

<b>QTY.</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
5	KM57 Dive Helmet including: 510-629 Large Neoprene Neck-Dam Modified communications plug to OTS High-use connection. Bronze Male QD to main air.	\$ _____	\$ _____
5	510-633 Medium/Large Latex Neck-Dam	\$ _____	\$ _____
5	500-901 Helmet Bags	\$ _____	\$ _____
5	Bail-Out Whip with: Brass Hansen Series 3000 Quick Disconnect	\$ _____	\$ _____

**EARLIEST DELIVERY DATE:** \_\_\_\_\_

**TOTAL COST:** \$ \_\_\_\_\_

**WARRANTY:** Warranty coverage: \_\_\_\_\_

Extended Warranty coverage and cost?

Extended Coverage Period: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

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**SIGNATURE SHEET**

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

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.

**By checking this box we hereby certify that we are a Washtenaw County company as defined in Section I.,F. above . If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.**