

BIDDERS COMPANY NAME

**REQUEST FOR PROPOSAL**

**#6129**

**SIGN FOR**

**WASHTENAW COUNTY**

**ADMINISTRATION BUILDING**

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) 222-6749, Fax (734) 222-6764

## **REQUEST FOR PROPOSAL # 6129**

February 17, 2004

Washtenaw County Purchasing Division on behalf of the Washtenaw County Facilities Department is issuing a Sealed Request for Proposal (RFP) #6129 for Signage at the Washtenaw County Administration Building.

**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 2:00 p.m. on Tuesday, March 9, 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 #6129**".
- Please direct purchasing and procedural questions regarding this RFP to Crystal Wake at **(734) 222-6761**.
- Please direct specific technical questions regarding this RFP to Donald Bilbey at **(734) 973-4702**.

Thank you for your interest.

<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 Purchasing on behalf of Facilities Management Department is accepting bids for Signage at the Administration Building.

**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.

**RFP #6129    SIGN FOR ADMINISTRATION BUILDING**

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.

F. For price increases to be considered, the Purchasing Division, shall be notified, in writing, by letter as well as a letter from the manufacturer 30 days prior to the increase taking effect.

G. The estimated quantity indicated on the Bid Sheet is an approximation of the requirement and is not binding on the County. The County has the right to order any quantity which the responsible department manager or the Purchasing Division manager deem necessary.

**II. PROPOSAL SPECIFICATIONS**

The Proposal should include all of the following information:

- A. State vendor's qualifications, years in business, experience in providing the materials as specified in the proposal.
- B. At least three (3) current references. Include company name, contact name, phone number.
- C. Give bank reference with name and phone number of contact person.

**TERMS AND CONDITIONS**

**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.

**Low Bidder:** The County intends to award the bid to one individual vendor.

**Responsibility:** The selected bidder will deliver and install the sign to:

Washtenaw County Administration Building  
220 N. Main  
Ann Arbor, MI 48104

**Delivery:** Delivery and installation charges to 220 N. Main are to be included in the overall price on the Bid sheet.

Sign for Administration Building

Proposal A.

**Qty. Description**

- 1 Kinawa Granite flat black wall sign  
Specs:  
5'-0 high x 16'-0 long x 8" wide; Job includes removal of flag pole footing, new excavation, pour footings below frost line, build & install concrete form, pour stone backer wall and hang new stone or granite.

Unit Price: \_\_\_\_\_

Proposal B.

**Qty. Description**

- 1 Kinawa Granite black curved, fluted end columns wall sign  
Specs:  
5'-0 high x 16'-0 long x 8" wide (not including columns); Job includes removal of flag pole footing, new excavation, pour footings below frost line, build & install concrete form, pour stone backer wall and hang new stone or granite.

Unit Price: \_\_\_\_\_

\*All prices must include installation and shipping costs in the each price.

**SIGNATURE PAGE**

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