

REQUEST FOR PROPOSAL

#6388

POOL CHEMICALS

FOR

WASHTENAW COUNTY PARKS

AND

RECREATION COMMISSION

Prepared By:
Washtenaw County Purchasing
Administration Building
P.O. Box 8645
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Ann Arbor, MI 48107

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Buyer
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

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REQUEST FOR PROPOSAL # 6388

March 3, 2008

Washtenaw County Purchasing Division on behalf of the Washtenaw County Parks and Recreation Commission is issuing a Sealed Request for Proposal (RFP) #6388 for Pool Chemicals for Rolling Hills County Park.

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 MONDAY MARCH 17, 2008

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 be sure the envelope is clearly marked "**SEALED RFP #6388**".
- 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 Steve Wyatt at 734-484-9676.

I. PROPOSAL

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.

"WCPRC" is the Washtenaw County Parks and Recreation Commission.

PURPOSE OF PROPOSAL:

Washtenaw County Parks and Recreation Commission presently has a water park located at 7660 Stony Creek Road in Ypsilanti, Michigan. The Park is scheduled to re-open in the spring of 2008.

The Washtenaw County Parks and Recreation Commission is requesting proposals for chemicals for the water park.

PROPOSAL TERMS:

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.

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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. 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.

II. PROPOSAL SPECIFICATIONS

The Proposal should include all of the following information:

- A. Contractor's qualifications, years in business.
- B. At least three (3) current references. Include company name, contact name, phone number.
- C. Contractor's ability to provide Internet, On-Line ordering of items listed on this RFP. Include set up requirements and maintenance requirements.
- D. Bank References with name and phone number of contact person.

III. 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.

The intent is to award the Proposal to one supplier able to supply the goods to the County as specified.

Term: The term of this proposal will be for the 2008 season.

Low Bidder: Will be based on the lowest responsible bid best able to meet the terms and conditions with the lowest price to the County.

Delivery: The Contractor will be responsible for delivering on an "AS NEEDED" basis to the storage area at:

Rolling Hills County Park
7660 Stony Creek Road
Ypsilanti, MI 48197

BID SHEET

<u>QTY</u>	<u>Description</u>	<u>Price Per Pail</u>	<u>Total Amount</u>
290	PPG Accu-Tab S.I.	\$ _____	\$ _____
Based on Prepayment of 290 pails		\$ _____	\$ _____
Pails hold 55lbs. Price includes delivery charges.			
State normal ordering format (telephone, fax internet ordering), delivery turnaround time and schedule:			

Minimum Order limits, if any:			

Product Return Policy:			

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 days.