



CHIPPEWA COUNTY REQUEST FOR QUOTATIONS

Health Department Vehicle

ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS

May 14, 2018

**Project Representative: Jim German
Chippewa County Administrator's Office
319 Court St.
Sault Ste. Marie, MI 49783-2194**

Phone: (906) 635-6330

Fax: (906) 635-6325

CHIPPEWA COUNTY NOTICE OF RECEIVING QUOTATIONS

Chippewa County seeks bids from qualified firms, on a competitive basis, for the following:

- One (1) Tradesman Cargo Van, front-wheel drive, automatic transmission

Qualified firms may secure a copy of the bid specifications www.chippewahd.com or www.chippewacountymi.gov or from:

Jim German
Chippewa County Administrator's Office
319 Court St.
Sault Ste. Marie, MI 49783-2194

All proposals must meet the deadline requirements to be considered. Chippewa County reserves the right to reject any or all proposals submitted.



CHIPPEWA COUNTY REQUEST FOR QUOTATIONS

HEALTH DEPARTMENT VEHICLE

I. INTRODUCTION

Chippewa County seeks bids from qualified firms, on a competitive basis, for the purchase and delivery of one (1) vehicle. The County is looking to have the vehicle delivered immediately. Bidders are requested to provide a single, unit price as well as any volume discount.

A. Quote Submittal and Project Representative

To be considered, firms must submit a complete, sealed response to this Request for Quotations (RFQ), using the format provided. Requests for information or interpretation of the intent of the RFQ and any/all other inquiries must be addressed to:

Jim German, Administrator
Chippewa County Administrator's Office
319 Court St.
Sault Ste. Marie, MI 49783-2194
(906) 635-6330

Contact with any other Chippewa County personnel regarding this RFQ will be considered grounds for elimination from the selection process.

To be considered, proposals must arrive at the Administrator's Office on or before 12:00 noon on Monday, June 4, 2018. Each proposal must be plainly marked on the exterior, "**HEALTH DEPARTMENT VEHICLE**" on the exterior. Proposals must be signed by an official authorized to bind the firm to its provisions. To be considered a valid response to this RFQ, the proposal must remain valid for at least sixty (60) days. Chippewa County is not liable for any cost incurred by the firm prior to the issuance of a contract.

B. Right of Refusal

Chippewa County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

C. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

D. Independent Price Determination

By submitting a proposal you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
 2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
 3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
- E. Each person signing the proposal certifies that:
1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
 2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.

II. SPECIFICATIONS

- A. The vehicle offered in response to this RFQ must meet or exceed specifications indicated on the attached Vehicle Bid Submission Form, including make, model, and if fleet (government pricing) is being utilized.
- B. Proposals must provide sufficient information to allow a determination that the specified requirements can be met.
- C. Each firm that submits a bid must also indicate any/all delivery charges.
- D. Provide pricing with potential trade-ins.

III. DETERMINATION OF THE BEST BID.

- A. Any purchase resulting from this RFQ will be made from respondent whose bid is most advantageous to the County. In determining which bid is most advantageous and/or best, the County will consider:
 1. the ability, capacity and skill of the respondent to provide the vehicle and follow-up service required.
 2. whether the bidder can fulfill the purchase and provide service promptly without delay or interference.

3. the character, integrity, reputation, judgment, experience and efficiency of the bidder.
 4. the quality of performance of previous engagements with the bidder.
 5. previous and existing compliance by the bidder with applicable laws and ordinances.
 6. the sufficiency of the financial resources and ability of the bidder to provide the requested vehicle and follow-up service.
 7. the ability of the bidder to provide future maintenance and service for the use of the vehicle.
 8. the number and scope of conditions attached to the bid.
 9. any potential conflicts of interest between bidders and the County governing body and staff.
- B. If all bids received are reasonably equivalent other than with respect to cost, bidders whose business is located within Chippewa County will be given preference. The bid maybe awarded to a Chippewa County vendor whose bid does not exceed the lowest bid by more than 3.0%.

IV. BID AWARD

Selection of a firm and awarding of a contract will be based upon evaluation by the County of the criteria listed above.



CHIPPEWA COUNTY
VEHICLE BID SUBMISSION FORM
Submission Deadline: 12:00 noon, Monday, June 4, 2018

Firm Name _____

Address _____ Phone (_____) _____

Description	Price
2018 Promaster City Tradesman Cargo Van	
Exterior color – white	
Interior – low back, bucket cloth seats, rear seating removed.	
Air conditioning	
Cruise control/tilt steering	
Intermittent windshield wipers	
AM/FM Radio	
Rear backup camera	
Front side-curtain airbags	
4-wheel antilock brakes	
Rear doors without glass	
Front and Rear cargo mats	
TOTAL BID PRICE	\$

A list of any other applicable costs must accompany the submitted bid.

Signature of official authorized to bind the firm to the provisions of the RFQ:

Signature: _____ Date _____

Typed or printed name and title:

Failure to complete this form may result in elimination from the selection process.
Proposals must be received on or before 12:00 noon September 6, 2017 to be considered.