WEXFORD COUNTY
REQUEST FOR PROPOSALS

2020 BULK OFFICE PAPER PURCHASE

ISSUED BY: WEXFORD COUNTY BOARD OF COMMISSIONERS

July 27, 2020

Project Representative: Janet Koch, Administrator
Wexford County Administration
437 E. Division St.
Cadillac, MI 49601
Phone: (231) 779-9453
Fax: (231) 779-9745
E-mail: administration@wexfordcounty.org

WEXFORD COUNTY
NOTICE OF RECEIVING PROPOSALS

Wexford County seeks bids from qualified firms, on a competitive basis, for the bulk purchase of office paper. Qualified firms may secure a copy of the bid specifications from:

Wexford County Administration
437 E. Division St.
Cadillac, MI 49601
or online at www.wexfordcounty.org

Proposals received on or before **3:00 p.m. on Thursday, August 13, 2020** will be considered.

Wexford County reserves the right to reject any or all proposals submitted.

WEXFORD COUNTY
REQUEST FOR PROPOSALS

2020 BULK PURCHASE OF OFFICE PAPER

I. INTRODUCTION

Wexford County seeks bids from qualified firms, on a competitive basis, for bulk purchase of office paper.

A. Bid Submittal and Project Representative

To be considered, firms must submit a complete, **sealed** response to this Request for Proposals (RFP), using the form provided. **In order to be considered, office paper proposals must be received no later than 3:00 p.m. on Thursday, August 13, 2020.** Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to:

Janet Koch, Administrator
Wexford County Administration Office
437 E. Division St.
Cadillac, MI 49601
(231) 779-9453
(231) 779-9745 FAX
administration@wexfordcounty.org

Contact with personnel of Wexford County other than the above stated person regarding this RFP will be considered grounds for elimination from the selection process.

Each proposal must be plainly marked on the exterior, "Bulk Paper Purchase." Proposals must be signed by an official authorized to bind the firm to its provisions. To be considered a valid response to this RFP, the proposal must remain valid for at least ninety (90) days. Wexford County is not liable for any cost incurred by the firm prior to the issuance of a contract.

B. Right of Refusal

Wexford 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. Wexford County seeks office paper products in the quantities specified on the bid form. The form appears on the following page.

B. Delivery of the product in full or in part, must be done within 14 days of the award and must be transported to three separate destinations, which are all within a two mile radius of each other.

C. Bid opening will commence on **Thursday, August 13 at 3:00 p.m.**, which is open to the public, and will be held in the 2nd floor foyer of the Historic Courthouse.

III. BID AWARD

It is anticipated that a decision will be made on or before **August 19, 2020.**

WEXFORD COUNTY BID SUBMITTAL FORM
2020 BULK OFFICE PAPER PURCHASE

Firm Name _____

Firm Address _____

Phone Number (_____) _____

Email Address _____

Description	Quantity (in cases)	Unit Price	Total
8½ x 11 #20 copy paper - white (not recycled)	288		
8½ x 14 #20 copy paper - white (not recycled)	10		
Subtotal			$
Shipping			$
TOTAL BID PRICE			**$**

PAPER SPECIFICATIONS: Bidders are required to complete the following on paper stocks quoted:

BRAND NAME: _____

MANUFACTURER: _____

RECYCLED CONTENT: _____

BRIGHTNESS: _____

OPACITY: _____

_____
Signature of official authorized to bind the firm to the provisions of the RFP

_____ Date _____
Typed or printed name and title:

Failure to complete this form may be considered grounds for elimination from the selection process.

Bid opening will commence on ***Thursday, August 13 at 3:00 p.m.*** *on the 2nd floor foyer in the Historic Courthouse and is open to the public.*

Delivery Guidelines attached.

2020 Bulk Office Paper Purchase

Delivery Guidelines

****Please note: There are no loading docks, so it is best for the delivery truck to have a power lift gate and a pallet jack, semi-trailers are permissible.**

There are three different locations where the paper must be delivered:

Courthouse
437 E. Division St., Cadillac, MI

- Full pallets may be brought into the paper room
- The driver should park on the west side of the building

Sheriff's Office
1015 Lincoln St., Cadillac, MI

- Requires that the paper be unloaded by hand to the front door

Lake Street Location
401 Lake St., Cadillac, MI

- Requires that the paper be unloaded and brought into the building by dolly or handcart
- The driver should back up to the back side of the building

Please call ahead to set up delivery time and date.
Adam Kerr, Maintenance Supervisor
231-779-9469 or 231-920-9073