

MUSKEGON COUNTY

M I C H I G A N

**BOARD OF
COMMISSIONERS**

February 5, 2010

JANITORIAL SUPPLIES
REQUEST FOR QUOTATIONS
RFQ 10-1707

Kenneth Mahoney
Chair, District 1

Charles Nash
Vice Chair, District
7

Charles L. Buzzell
District 2

Lewis J. Collins
District 6

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District 4

Marvin R. Engle
District 5

Bill Gill
District 8

Louis A. McMurray
District 9

Robert Scolnik
District 11

I. John Snider II
District 3

Roger C. Wade
District 10

Vendor _____

The Muskegon County Board of Commissioners invites your quotation on Janitorial Supplies for the Muskegon County Department of Public Works / Parks Department. A set of conditions and specifications are enclosed.

Quotations are due in the Muskegon County Purchasing Office, Central Services Building, 141 E. Apple Avenue, Muskegon, Michigan, 49442, no later than 3:00 P.M., prevailing time, Wednesday, February 17, 2010.

The time of receipt shall be determined by the time clock stamp in the Purchasing Office. Bidders are responsible for insuring that their bids are stamped by Purchasing Office personnel by the deadline indicated.

No late quotations will be accepted.

Joseph W. Siedenstrang
Accounting Manager



DEPARTMENT OF FINANCE AND MANAGEMENT - PURCHASING • 141 E. APPLE AVENUE • MUSKEGON, MI 49442-3404
231.724.6281 • FAX 231.724.6593 • purchasing@co.muskegon.mi.us • www.co.muskegon.mi.us

An EEO / ADA Employer

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QUOTATION CERTIFICATION/NON-COLLUSION AFFIDAVIT

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or service, that it meets or exceeds all specifications contained herein, and is in all respects fair and without collusion or fraud. I understand collusive quoting is a violation of state and local law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this quotation and certify that I am authorized to sign for the vendor.

Vendor: _____

Vendor Address: _____

Phone Number: _____

Fax Number: _____

Signature: _____

Title: _____

Date Certified: _____

E-Mail: _____

Web Site: _____

QUOTATION SUMMARY

All cost (including shipping, handling and all other costs) must be included in the total quotation price.

Bidders are to submit prices on the lines (spaces) provided below. Every line (space) must contain a figure, zero (0) or line (-). Failure to complete the quotation summary as stated above shall be cause for rejection of quotation. (Remember to double check your addition, subtraction and multiplication.)

Vendor may bid on one item, all items or any number in-between. Please see Quotation Specifications beginning on Page 14 for more detail on item descriptions. Note * and ** and *** below.

<u>#</u>	<u>Description*</u>	<u>Your Product #</u>	<u>Unit of Measure**</u>	<u>Price Per Unit of of Measure***</u>
1.	Chlorine Bleach, Gal	_____	_____	_____
2.	Bowl Cleaner, Qt	_____	_____	_____
3.	Disinfectant Cleaner, Gal	_____	_____	_____
4.	Trash Bags 38 X 60, 200/Cs	_____	_____	_____
5.	Towels Single Fold, 4000/Cs	_____	_____	_____
6.	Gloves Large, 100/Bx	_____	_____	_____
7.	Gloves, Medium, 100/Bx	_____	_____	_____
8.	JRT JR TP Dbl Ply, 8/2000/Cs	_____	_____	_____
9.	Liquid Soap Refill, Gal	_____	_____	_____
10.	Dumpster Deodorizer, 28 Oz	_____	_____	_____
11.	Towels Rolled, 7.75"/600' RI/12RI/Cs	_____	_____	_____
12.	JRT Jr TP Dispenser, GP FTH58250, Ea	_____	_____	_____
13.	Toilet Paper 2 Ply, 550Sh/RI/80MinRI/Cs	_____	_____	_____
14.	Mop Heads, Dz	_____	_____	_____
15.	Trash Bags 33 X 40 Rolled, 250/Cs	_____	_____	_____
16.	Janitor's Broom, Ea	_____	_____	_____

Company Name: _____

Signature: _____

Printed Name: _____

- *Your Product #: Please outline all deviations on a separate piece of paper.
- **Unit of Measure: Please state, for example, 6gal/cs or 10bx/100 per cs
- ***Price per Unit of Measure: Please state, for example, \$12.00/cs

ADDENDA SUMMARY

Please initial below acknowledging receipt of any addenda (give number and date of each).
If none were received, please indicate this as well.

Addendum Number	Addendum Date	Initials
_____	_____	_____
_____	_____	_____
_____	_____	_____

Company Name: _____

Signature: _____

Printed Name: _____

QUOTATION CONDITIONS/INSTRUCTIONS TO BIDDERS

These conditions are an integral part of this quotation and the vendor must comply with them.

1. Quotation Submittals

Vendor must quote on this form and as requested. **Vendor must submit two (2) copies of quotation; One (1) copy marked “Original” and one (1) copy marked “Copy”.** Vendor should make copy of quotation for his or her file. The vendor’s name and address must appear on the outside of the envelope. The quotation must be sealed. If the quotation was downloaded from the internet, the vendor must clearly write the quotation name and number on the outside of the envelope along with the vendor’s business name.

2. All cost (including shipping, handling and all other costs) must be included in the total quotation price as stated on the Quotation Summary page.

Bidders are to submit prices on the lines (spaces) provided on the Quotation Summary page(s). Every line (space) must contain a numeric figure, zero (0) or line (-). Failure to complete the quotation summary as stated above shall be cause for rejection of quotation. (Remember to double check your addition, subtraction and multiplication.)

3. Delivery Date

The delivery time or completion date, as stated in the quotation form, shall be the time required to deliver and complete item(s) after the receipt of the order or award of the contract. Where multiple items appear on a quotation request, the bidder/offeror shall, unless otherwise stated by the County, show the delivery time for each item separately.

State anticipated delivery date _____

All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.

4. Invoices and Payment Terms

Invoices are to be mailed to the County department on the resulting purchase order. All invoices must include the purchase order number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payments within not less than ten (10) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.

State terms of sale _____

5. State the maximum time this quotation will be in force _____ (Minimum 60 Days).

6. Specification Inquiries
If there are any questions concerning the specifications contained in this Quotation Request, please contact Jim Wood, Parks Superintendent at (231) 744-3580.
7. Quotation Procedure Inquiries
If there are any questions regarding quotation procedures, please contact the Purchasing Office at (231) 724-6281.
8. State manufacturer name and number where requested.
9. Brochures and Literature
Enclose brochure with quotation, if available.
10. Vendor Samples
Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
11. Insurance Requirements
~~The vendor should enclose with his or her quotation an insurance certificate indicating the insurance coverage stated under "County of Muskegon Insurance Requirements" section of this quotation. This must be furnished before the awarding of the quotation and before the signing of any County/contractor agreements and/or work performed by the vendor.~~
12. Commission Privilege
The Board of Commissioners reserves the right to accept or reject any or all quotations, reserves all rights granted to it by law, reserves the right to waive formalities and to take such action as it deems necessary in the best interest of the County of Muskegon.
13. Legal Requirements
Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quotation and disputes about quotations. Lack of knowledge by a vendor about applicable law is not a defense.
14. Bidder/Offeror Representation
Each bidder/offeror must sign the quotation with his/her usual signature and shall give his/her full business address on the form provided in this quotation.

Quotations by partnership shall be signed with the partnership name by one of the members or by an authorized representative. Quotations by corporations shall be signed with the name of the corporation followed by the signature and designation of the president, secretary or other person authorized to bind it in the matter.

15. Subcontracting
No portion of this quotation may be subcontracted without the prior written approval by the County. It may be in the best interest of the awardee to subcontract some parts of any given job; however, the contractor will be held responsible by the County for the quality, delivery and all terms and conditions of this quotation.

16. Assignment
Any purchase order awarded shall not be assignable by the vendor without the express written approval of the County and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

17. Civil Rights
A. The Vendor assures that in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), Title IX of the Education Amendment of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), the Regulations issued thereunder by the U.S. Department of Health and Human Services (45 CFR Parts 80, 84, 86, and 91), the Michigan Handicapper's Civil Rights Act (1976, P.A. 220), and the Michigan Civil Rights Act (1976, P.A. 453), no individual shall, on the ground of race, creed, age, color, national origin or ancestry, religion, sex, marital status, or handicap be excluded from participation, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity provided by this Vendor.

Assurance is given to County that good faith efforts will be made to identify and encourage the participation of minority, women and handicapper owned businesses in contract solicitations. The vendor shall incorporate language in all contracts awarded: (1) prohibiting discrimination against minority, women, and handicapper owned business in subcontracting; and (2) making discrimination a material breach of contract.

B. The Vendor assures that it meets the requirements of the Americans with Disabilities Act, Public Law 101-336, enacted July 26, 1990.

C. The Vendor assures that it meets the requirements of the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F.

18. Alternates & Deviations
Specifications referred to herein are used to indicate the desired type, and/or construction, and/or operation. An alternate may be offered if deviations from specifications are minor and if all deviations are properly outlined on a separate sheet. Failure to outline all deviations may be grounds for rejection of your quotation.

Alternates must be placed on a separate sheet.

The decision of the County of Muskegon, acting through the Accounting Manager or his authorized representative, shall be final as to what constitutes acceptable deviations from specifications.

19. Rejection of Quotation
Quotations may be considered irregular and may be rejected if they show omissions, alterations of form, additions not called for, conditions, limitations or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of quotation.
20. Award
The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the quotation. The following criteria may be considered by the County in selecting the most advantageous quotation: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) Vendor references.
21. Bidder/Offeror Qualifications
No quotation shall be accepted from and no contract will be awarded to any person, firm or corporation that is in arrears to the County upon debt or contract that is a defaulter, as surety or otherwise, upon any obligation to the County, or that is deemed irresponsible or unreliable by the County. If requested, bidders/offers shall be required to submit satisfactory evidence that they have a practical knowledge of the particular supply/service quotation and that they have the necessary financial resources to provide the proposed supply/service as described in the Specifications.
22. Vendor/Bidder Complaints or Protests
The County of Muskegon has established administrative procedures for handling vendor's complaints in a fair and timely manner. Vendors should observe the following steps in order to file complaints:
- Step 1
The vendor must contact the Accounting Manager within seven (7) days of the incident about which he or she has a complaint. The Accounting Manager may request the vendor to present the complaint in writing if it is serious and/or the vendor is requesting a delay of the purchase award.
- The Accounting Manager will investigate the complaint and review all findings with the County Administrator. The Accounting Manager will reply verbally or in writing to the vendor after discussion with the County Administrator.
- Step 2
If the vendor is dissatisfied with the Accounting Manager's reply, an appeal must be made in writing within seven (7) days to the County Administrator or the Muskegon County Board of Commissioners.
23. Material Safety Data Sheet
Each vendor shall provide the County of Muskegon with a complete copy of the U.S. Department of Occupational Safety and Health Administration, Material Safety Data Sheet, (Form OSHA-20) for each product you are using on this project, if hazardous materials are being used.

24. Errors/Omissions/Discrepancies
Any errors, omissions or discrepancies in the specifications discovered by a prospective contractor and/or service provider shall be brought to the attention of the Accounting Manager as soon after discovery as possible. Further, the contractor and/or services provider shall not be allowed to take advantage of errors, omissions or discrepancies in the specifications.
25. Quotation Opening
Quotations will be opened and read publicly in the Muskegon County Purchasing Office, Central Services Building, 1st Floor, 141 E. Apple Avenue, East Entrance, Muskegon, MI at 3:00 P.M., prevailing time, Wednesday, February 17, 2010.

No quotation award will be made at the time of the opening.
26. Telegraphic/Electronic Quotation Submittal
Telegraphic and/or quotation offers sent by electronic devices (e.g. facsimile machines or electronic mail) are **not** acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their quotation either by airfreight, postal service, or other means.
27. Quotation Changes
No late quotations will be accepted.
Quotations, amendments thereto, or withdrawal requests received after the time stated advertised for quotation opening will be void regardless of when they were mailed.
28. Purchase Order
A purchase order will be issued to the successful vendor after the quotation has been awarded by the Board. The County of Muskegon shall not be responsible for any goods delivered or services performed without a purchase order issued and signed by the Accounting Manager or an authorized representative.
29. Accelerated Pay Discounts
Accelerated discounts should be so stated on the quotation form. If quick pay discounts are offered, the County reserves the right to include that discount as part of the award criteria. Prices bid must, however, be based upon payment in thirty (30) days after receipt, inspection and acceptance. In all cases, quick pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.
30. Quotation Results
Vendors submitting quotations who wish to know the results before the award is made, may visit the website at <http://www.co.muskegon.mi.us/financeandmgt/bidtabulations.cfm> , call the Muskegon County Purchasing Office at (231) 724-6281, or visit the office. After the award is made, the quotation results will be posted on the Muskegon County Purchasing website.

31. Taxes
Sales Tax: For purchases made directly by the County of Muskegon, the County is exempt from State and Local Sales Tax. Prices shall not include such taxes. Exemption Certificates for County Sales Tax will be furnished upon request.
- Federal Excise Tax: The County of Muskegon may be exempt from Federal Excise Tax, or such taxes may be reimbursable, if articles purchased under this contract are used for the County's exclusive use. Certificates exclusive use is for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent to the contractor upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Codes, prices shall not include the Federal Excise Tax.
- The County's Tax Exempt Certification is available for bidder viewing upon request. http://www.co.muskegon.mi.us/financeandmgt/pur_forms.htm
The County's Federal ID # is 38-6006063.
32. For the benefit of brevity, when the pronouns "he" or "his" / "she" or "her" are used, it is not intended to denote the gender of any person.
33. Exceptions
The bidder shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions and specifications. Failure to furnish the statement will mean that the bidder agrees to meet all requirements of the terms, conditions and specifications.
34. Brand Names
Unless otherwise specified, manufacturer's names, trade names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quotation must: a) indicate the alternate manufacturer's name and catalog number; b) include complete descriptive literature and/or specifications; c) include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If bidder fails to name a substitute, goods identical to the specified standard must be furnished.
35. Ownership and Use of Documents
- a. All documents prepared in connection with this agreement will become the property of the County whether any project related to this agreement is executed or not.
 - b. The vendor will retain all of its records and supporting documentation relating to this agreement, and not delivered to the County, for a period of three years, except that in the event the vendor goes out of business during that period, it will turn over to the County all of its records relating to the project for retention by the County.

36. Termination for Convenience
Muskegon County may terminate a contract, in whole or in part, whenever the County determines that such termination is in the best interest of the County, without showing cause, upon giving notice to the vendor. Muskegon County shall pay all reasonable costs incurred by the vendor up to the date of termination. However, in no event shall the vendor be paid any amount which exceeds the price quotation for the work performed. The vendor will not be reimbursed for any profits which may have been earned up to the date of termination.
37. Termination for Default
When the vendor has not performed or has unsatisfactorily performed the contract or in the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the contract and/or purchase order for default. Upon termination for default, payment will be withheld at the discretion of Muskegon County. Failure on the part of a vendor to fulfill the contractual obligations shall be considered just cause for termination of the contract. The vendor will be paid for work satisfactorily performed prior to termination less any excess costs incurred by the County in procuring and completing the work.
38. Termination Due to Unavailability of Funds in Succeeding Fiscal Years
When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled and the vendor shall be reimbursed for a reasonable value of any non-recurring costs incurred, but not amortized in the price of the supplies or services delivered under the contract.
39. Rights and Remedies of County for Default
If any item furnished by the vendor fails to conform to specifications, or to the sample submitted by the vendor, the County may reject it. Upon rejection, the vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the vendor the difference between the prices named in the purchase order and the actual cost to the County. If the vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
40. Avoidance of Conflict of Interest and Confidentiality
The contractor may provide consultation services to other government organizations in Michigan and elsewhere. In order to preserve the trust and confidence of their client, the contractor adheres to a set of principles that enables them to perform their work in a manner that is free of real or perceived conflicts of interests. These principles are as follows:

- a. Contractor will not discuss, distribute or use in any way the data or information acquired in the course of providing services to Muskegon County without prior approval by the county.
 - b. Contractor will not undertake a specific activity which may be viewed as adverse to the interests of another client without obtaining the agreement of both parties.
 - c. Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
41. Quotation conditions/instructions to bidders, specifications/requirements may become part of a contract for this product/service.
42. Freedom of Information Act
 Quotations will be available for public inspection after the award announcement, except to the extent that a bidder designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the remainder of the quotation to facilitate public inspection of the non-confidential portion of the quotation. A bidder's designation of material as confidential will not necessarily be conclusive and the bidder may be required to provide justification why such material should not be disclosed, on request, under the Michigan Freedom of Information Act.
43. Debarment
 If a bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your quotation from consideration or termination of the purchase order, once awarded.
44. Bidder Registration
 If the successful bidder is not registered with the County of Muskegon as a vendor, the bidder will be required to complete a vendor registration in order to be awarded the quotation. If the awarded bidder does not submit the completed registration to the Purchasing Office within 48 hours of its being notified of the award, the County may determine that the bidder shall be deemed not responsive and not be considered for an award. (www.co.muskegon.mi.us/financeandmgt/pur_cs.htm)
- If the vendor is a DBE (Disadvantaged Business Enterprise), the vendor is encouraged to complete the Unified Certification Application and become a certified vendor with the County of Muskegon.
45. Mandatory Pre-Bid Meetings
~~A representative from the bidder's company is required to attend the mandatory pre-bid meeting. The representative must be in attendance of the meeting before the meeting is officially adjourned by the moderator in attendance. Failure to attend the mandatory pre-bid meeting will result in the bidder being disqualified from bidding.~~

46. Cooperative Bidding

Various municipalities (consisting of the county, cities, townships and villages) along with other non-profit organizations located within the boundaries of Muskegon County, Michigan, have formed a cooperative purchasing group for the purpose of combining procurement of like commodities. It is requested that the vendor awarded the quotation extend to members of the group the same prices quoted in this bid. Each individual participating member will place their own orders and be responsible for paying their own invoices.

47. Contract Renewal Option

~~The contract is for one year with the option to renew for two subsequent years, one year at a time, based on mutual agreement between both parties.~~

QUOTATION SPECIFICATIONS

If there are any questions regarding the following specifications, contact:
Jim Wood, Parks Superintendent at (231) 744-3580

<u>Item #</u>	<u>Product Description</u>	<u>Estimated Quantity</u>
1.	Chlorine Bleach , Liquid 10% Hypochlorite 1 gallon containers 6 gal/cs.	60 gallons
2.	Bowl Cleaner , Liquid 23% HCL 1-quart containers 12 per case <u>with bowl brushes</u>	180 quarts
3.	Disinfectant Cleaner , Hospital Grade, Pine Scent Hospital Grade/Germicide/Fungicide/Mildew stat One-gallon containers 4 gal/cs.	60 gallons
4.	Trash Bags , Plastic, Black-Rolled 38 X 60 16-17 microns 200 bags per case with ties	15 cases
5.	Hand Towels , Natural, Single Fold 9" X 10-1/4" 4,000 per case	30 cases
6.	Synthetic Disposable Gloves (latex alternative) , Large, 100 gloves per box, NON-powdered	70 boxes
7.	Synthetic Disposable Gloves (latex alternative) , Medium, 100 gloves per box, NON-powdered	40 boxes
8.	J.R.T. Jr. , Jumbo Roll of Toilet Tissue - junior size equivalent to 6 standard rolls of toilet paper - <u>Double ply</u> 9" outer Dia. with 3" core inner Dia. 8/2000/cs	115 cases
9.	Antibacterial Liquid Soap Refill , 1 gallon containers Everyday hand washing, non-staining formula, thick viscosity 4 gal/cs.	60 gallons

<u>Item #</u>	<u>Product Description</u>	<u>Estimated Quantity</u>
10.	Deodorizer , Odor/Insect control for Garbage Dumpsters Crystal Form (industrial/institutional) 28 oz. Canisters	40 canisters
11.	Rolled Hand Towels , Natural Rolled 12 rolls per case 7.75 in/600 ft roll with a 2" core Comparable to Main Street RK600E	15 cases
12.	JRT Jr. Toilet Paper Dispensers , Jumbo Roll of Toilet Tissue, Tissue specs are 9" outer Diameter with 3" core inner diameter. Georgia Pacific (FTH58250) brand only.	10-12 each
13.	Toilet Paper , Double Ply, 550 sheet/roll, Minimum 80 rolls/case	10 cases
14.	Mop Heads , Cotton, String 24 oz To fit a Geerpres type - Model 4110-0	3 dozen
15.	Trash Bags , Plastic, Clear 33 X 40 16-17 microns 250 bags per case with ties package in rolled form (preferable)	10 cases
16.	Janitor's Brooms - Straw brooms with wooden handles	12 each

*Please note that all quantities are estimated. Actual order will depend on pricing and based upon current needs. **MSDS SHEETS MUST BE SENT UPON ORDER.**

All products ordered shall be **delivered** to:

Pioneer County Park
1563 North Scenic Drive
Muskegon, MI 49445
*****Vendors must call Jim Wood 24 hours prior to delivery*****
(231) 744-3580

All products delivered shall be **invoiced** to:

Muskegon County Public Works/County Parks
Attention: Jim Wood
131 E. Apple Avenue, 4th Floor
Muskegon, MI 49442

REFERENCES

The vendor must furnish at least three (3) references from persons who can attest to the quality of similar prior work performed.

1. Company Name: _____

Address: _____

Contact Person: _____

Phone No.: _____

E-mail: _____

2. Company Name: _____

Address: _____

Contact Person: _____

Phone No.: _____

E-mail: _____

3. Company Name: _____

Address: _____

Contact Person: _____

Phone No.: _____

E-mail: _____

NO BID RESPONSE FORM

**Muskegon County Purchasing
Central Services Building, 1st Floor
141 East Apple Avenue, East Entrance
Muskegon, MI 49442
Fax Number: 231.724.6593**

Complete this form if you do not intend to respond to this request. Failure to do this may result in your firm being removed from our bid list for this commodity.

Bid Number: _____ **Opening Date:** _____

Name of Bid: _____

1. Specifications are too tight, i.e., geared toward one (1) brand or manufacturer only (Explain below). _____
2. Specifications are unclear (Explain below). _____
3. We are unable to meet specifications. _____
4. Insufficient time to respond. _____
5. Our schedule would not permit us to perform within the required time. _____
6. We are unable to meet bond requirements. _____
7. We are unable to meet insurance requirements. _____
8. We do not offer this product or service. _____
9. Remove us from your bidder's list for this particular commodity or service. _____
10. Keep our name on your bidder's list for future reference. _____
11. Other (Specify below). _____

REMARKS:

Company Name: _____ **Date:** _____

Signature: _____ **Printed Name & Title:** _____