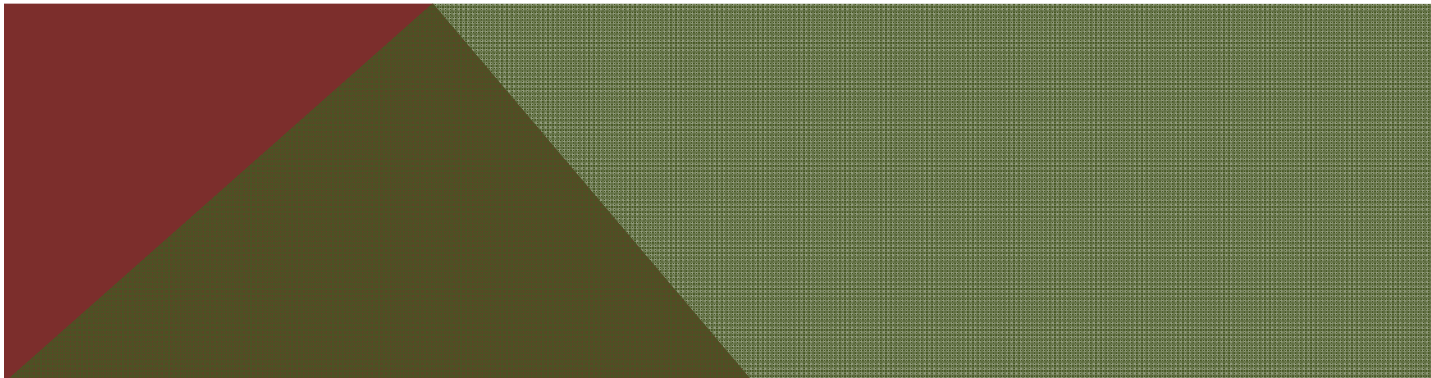




PROCUREMENT
BIDDER INFORMATION / PROCUREMENT PROCESS

DOING BUSINESS WITH MUSKEGON COUNTY

The procurement Office is a division of the Finance and Management Services Department. Its responsibilities include purchasing the necessary supplies, services, and equipment at the best value, consistent with the quality needed to meet the County's requirements and ensure that the maximum value for each dollar expended. Visits by sales representatives to the Procurement Office are welcomed and encouraged.



PROCUREMENT PROCESS

Purchases are made by Muskegon County using Formal and Informal procedures.

Informal Procedures are for purchases less than \$3,000

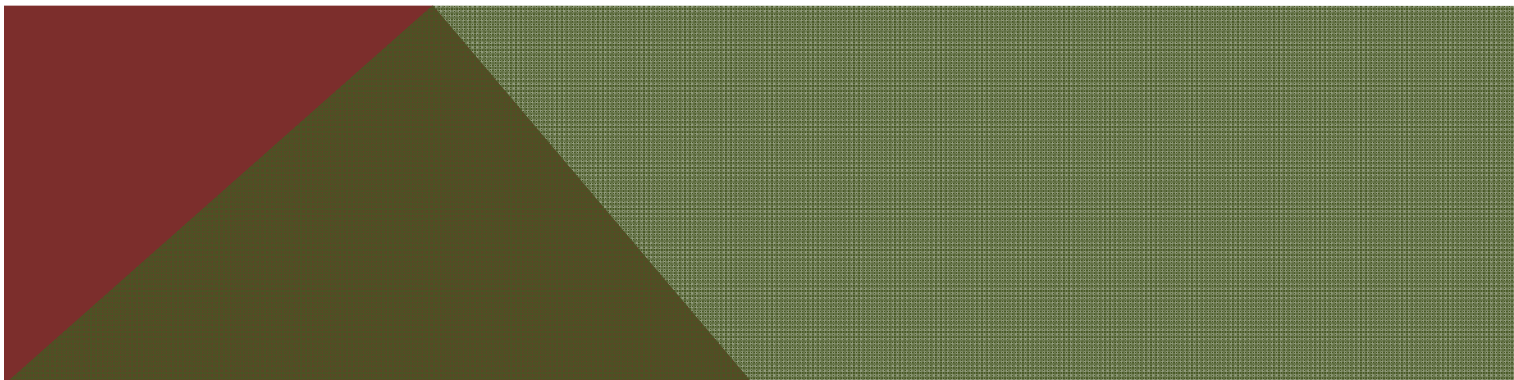
Formal Procedures start for purchases \$3,000 and over



INFORMAL PURCHASES < \$3,000

Informal Quotes are collected by Departments for purchases less than \$3,000.

Telephone, fax, or internet request for quotations are generally used for acquiring low value items in a relatively short time.



FORMAL PURCHASES >\$3,000

Three - Methods of Formal Solicitations typically used:

Quotations: This solicitation type is for products and/or services obtained by the requesting Department (or with the assistance of the Purchasing Office) for purchases between \$3,000- \$24,999.99.

Bids: This solicitation type is for products and/or services obtained by the requesting Department working with the Purchasing Office for purchases of \$25,000 and higher.

Proposals: This solicitation type is for products and/or services obtained by the requesting Department working with the Purchasing Office for purchases of \$25,000 and higher.

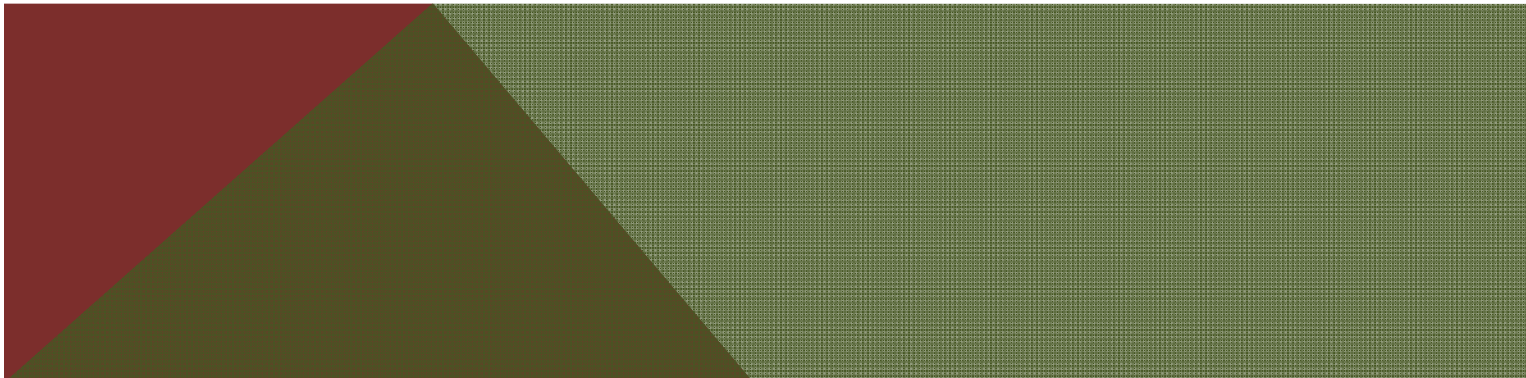


QUOTATIONS: PURCHASES FROM \$3,000-\$24,999.99

Generally, the receipt of three (3) or more written quotes is the preferred amount prior to vendor selection. The goal is to prepare specifications that will encourage competitive solicitations whenever possible.

Quotes can be received in various ways. Examples include:

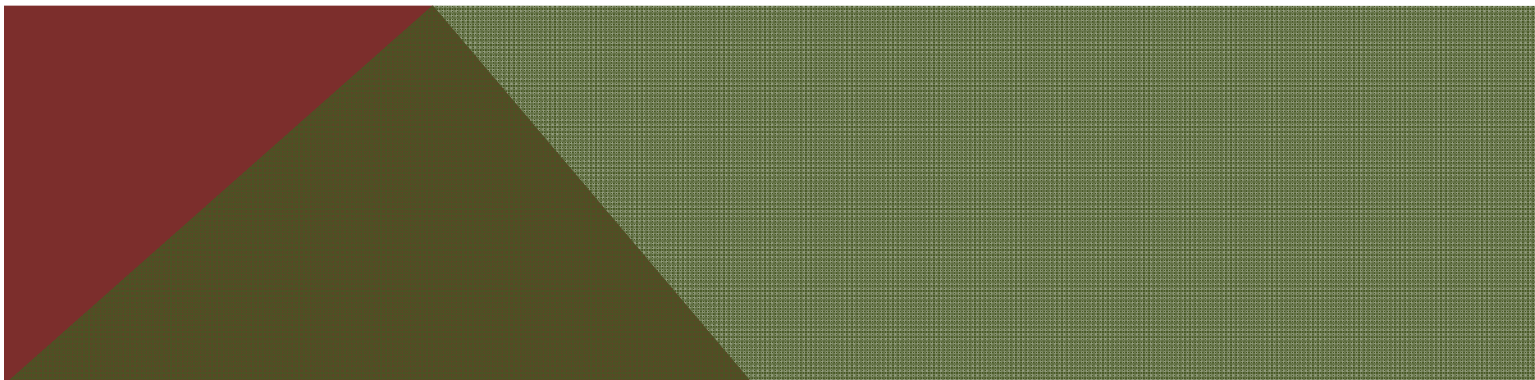
- non-advertised mail (brochures, flyers, etc.)
- facsimile (fax)
- e-mail
- website



BIDS PURCHASES \$25,000 AND UP

Bid Process: The term bid is used to identify solicitations which represent major purchases by the County and require special or formal handling. Certain solicitations may require advertising in a newspaper of general circulation in Muskegon County and West Michigan area. A public opening is required of all bids with at least one (1) other person as a witness.

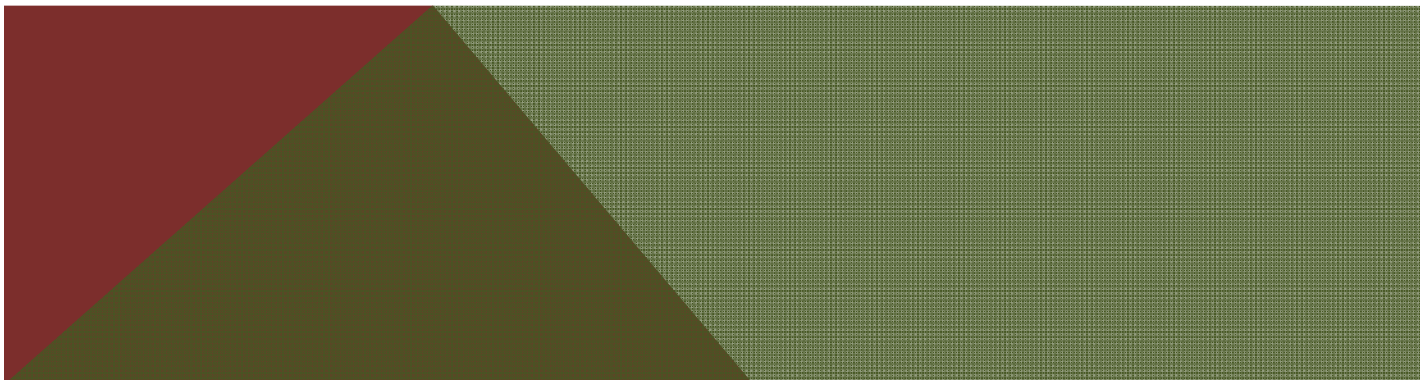
Because of the scope of the contracts covered in the formal bid process, the specifications, general terms and conditions and required award documentation (written contracts, insurance certificates and bonds where required) are considerably more detailed and complex.



PROPOSAL PURCHASES \$25,000 AND UP

Request for Proposals is the method used to purchase professional or consultant services where price is not the most important factor. With this method, the price of the service may be negotiated with the best qualified firm.

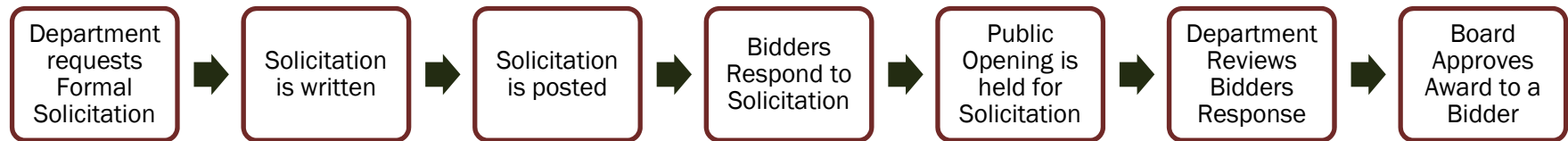
Proposals differ from quotations and bids because there are evaluation criteria (weights) in the solicitation package. Price is typically not the most important factor and is to be submitted in a separate sealed envelope. A review team evaluates, interviews (if necessary) and provides a recommendation.



BID/PROPOSAL SOLICITATION PROCESS

Bids & Proposals are very similar and follow the same general process.

Below is a simplified flow chart showing the process of a Formal Bid/Proposal.



POSTING BIDS & PROPOSALS

Bids and Proposals are posted on www.bidnetdirect.com

Vendors are encouraged to register with this site.

For more information on how to register with Bid Net visit the vendor registration page here:

http://www.co.muskegon.mi.us/financeandmgt/vendor_register.htm



The background features a large, dark olive-green area with a fine halftone dot pattern. This area is bordered on the left by a solid dark red triangle and a solid dark brown triangle. The text 'BID/PROPOSAL COMPONENTS' is centered in the white space above the green area.

**BID/PROPOSAL
COMPONENTS**

BID/PROPOSAL DOCUMENT COMPONENTS

The following are some of the components used to prepare the solicitation:

1. Bid Invitation Cover Letter
2. Bid Certification/Non-Collusion Affidavit
3. Bid Summary
4. Addenda Summary
5. Bid Conditions/Instructions to Bidders
6. Bid Specifications
7. References
8. Insurance Requirements
9. No Bid Response Form
10. Responsible Engineering and Construction Contracting Documents



RESPONSIBLE ENGINEERING CONSTRUCTION CONTRACTING DOCUMENTS:

Muskegon County Board of Commissioners Policy #2007-512. The complete policy document is available on the Board of Commissioner's website:

<http://www.co.muskegon.mi.us/boardofcommissioners/policies.htm>

The purpose of this policy is to:

- ✓ Provide guidance for Construction Contracting pre-bid considerations, bid review and evaluation policies and procedures.
- ✓ Provide an outline for preparing engineer's estimates and for reviewing bids prior to award.
- ✓ To ensure competitive bidding procedures.

Prior to the Department's recommendation, a review team consisting of the Finance and Management Services Director, Project Manager, EEO Officer, Architect/Engineer and Risk Management complete a Responsible Contractor/Subcontractor Checklist.



PRE-BID MEETINGS

Pre-bid meetings are an excellent way of increasing the possibility that the Purchasing Office and potential vendors will have a common understanding.

The pre-bid meeting is held after the solicitation to potential suppliers has been issued. The intent of the pre-bid meeting is to inform potential suppliers of the complex requirements of the solicitation package and for the suppliers to ask questions relating to the solicitation package.

Vendors are required to sign an attendance sheet at a mandatory meeting.



INSURANCE REQUIREMENTS

Insurance requirements add protection for the County. Insurance requirements and Hold Harmless Agreements are intended to verify the financial responsibility of vendors and contractors to protect the public from injuries or damages arising out of the negligence of vendors and contractors, and protect the assets of the County, and the interest of its employees, resulting from such negligence of vendors and contractors.

Insurance requirements are included in all solicitations.



BONDS

County construction projects and some highly technical projects in the amount of \$100,000.00 or over (and Federal construction contracts in excess of \$2,000.00) may have some sort of bonding requirement that will be determined by the Purchasing Office.

Types of Bonds:

- Bid Bond - Five (5%) percent of the bid price.
- Performance Bond - One hundred (100%) percent of the contract price.
- Payment Bond or Labor Bond - A payment bond is one executed in connection with a contract to assure payment, as required by law, of all persons supplying labor and material.
- Material Bond - Insures property/equipment used in the contract.
- Retaining of Bid Guarantee - The bid bond will be retained by the County until the award.
- Return unnecessary Bid Guaranty - Bid guarantees should be returned to proposers as soon as it is determined that they have no reasonable chance of winning the contract.



PREVAILING WAGE

Any construction, remodeling or repair contract with over \$2,000 of Federal funds will be required to meet prevailing wage rates pursuant to the Davis Bacon Act (otherwise noted by Federal Funding announcement) as determined and published by the U.S. Department of Labor, Wage and Hour Division.

Any construction, remodeling or repair contract over \$100,000 funded through State and/or local dollars will be required to meet prevailing wage rates as determined and published by the State of Michigan, Department of Licensing and Regulation, Wage and Hour Division.

Successful bidders will be required to meet the terms and conditions for payment of proper rates and fringe benefits as outlined in the EEO Compliance section of the solicitation packet.



IMPORTANT INFORMATION

LATE SUBMISSIONS

Late submissions will not be considered.

NO EXCEPTIONS!



MODIFICATION AND WITHDRAWAL OF SOLICITATION

Prior to Solicitation Opening:

When a Bidder discovers a mistake prior to the solicitation opening, the bidder will be permitted to modify his/her solicitation to correct the error. The bidder may then submit a corrected sealed solicitation. If the bidder does not wish to modify, then a notice of withdrawal can be submitted before solicitation opening time.

Following Solicitation Opening:

If a mistake or error is discovered by the bidder or by the Purchasing Office after the solicitation opening, the Purchasing Office has the obligation to call it to the attention of the bidder and to request a verification. If the bidder cannot honor what was submitted, then a notice of withdrawal should be submitted.



COMPLAINTS OR PROTESTS

The County of Muskegon has established administrative procedures for handling supplier's complaints in a fair and timely manner. Suppliers should observe the following steps in order to file a complaint:

Step 1 – The supplier must contact the Director of Finance & Management Services within seven (7) days of the incident about which he or she has a complaint. The Director of Finance & Management Services will reply verbally or in writing to the supplier after discussion with the County Administrator.

Step 2 – If the supplier is dissatisfied with the Director of Finance & Management Services reply, an appeal must be made in writing within seven (7) days to the Muskegon County Board of Commissioners.



AWARD FACTORS

Award factors considered may include:

1. Price
2. Supplier's previous performance and/or service
3. Responsiveness & responsibility of the bid
4. Quality and conformance to conditions & specifications
5. Ability to meet bonds and insurance (as required)
6. Ability to meet delivery schedule



AWARD

The Board of Commissioners reserves the right to accept or reject any and all bids, proposals or quotes, 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.



QUESTIONS AND ANSWERS

Questions regarding doing business with the County may be directed to the Procurement Office at:

231-724-6281

or

purchasing@co.muskegon.mi.us

To register to do business with the County or to find solicitation documents, please visit the Bidder Registration Page at:

http://www.co.muskegon.mi.us/financeandmgt/vendor_register.htm

