



**PROCUREMENT**  
BIDDER INFORMATION / PROCUREMENT PROCESS

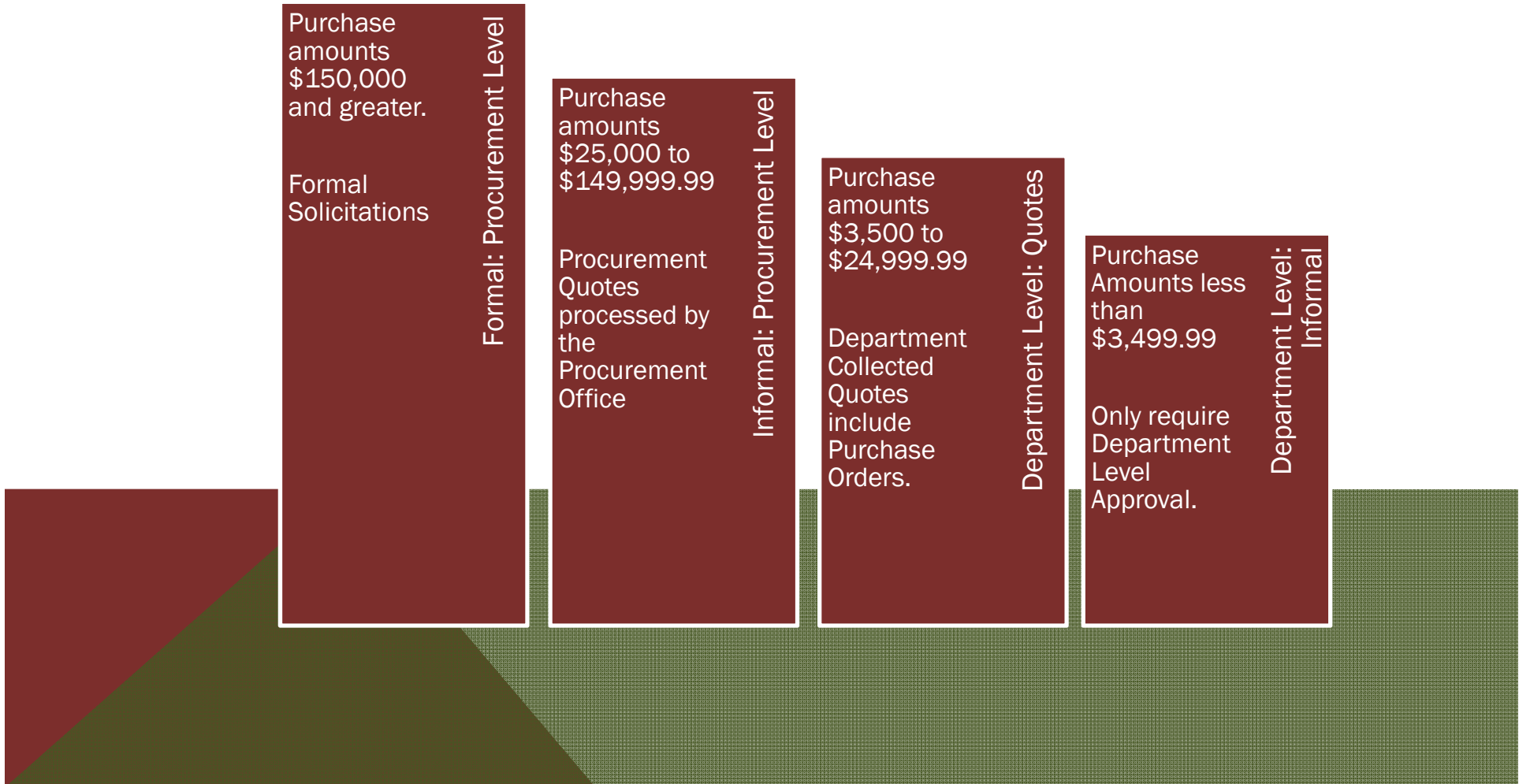
# DOING BUSINESS WITH MUSKEGON COUNTY

The Procurement Office is a division of the Finance 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 AUTHORITY THRESHOLDS

Purchases are made by Muskegon County based on purchase thresholds. The chart below displays the purchase threshold and Procurement Authority.



## **DEPARTMENT LEVEL: QUOTES \$3,500- 24,999.99**

Department Level Quotes require the department to collect three (3) or more written quotes from qualified vendors 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



## **INFORMAL PROCUREMENT LEVEL: \$25,000-149,999.99**

Informal Procurement Level Quotes will contain more formal language than a Department Level Quotes. An Informal Level Quote will be reviewed and sent out by the Procurement Office on the behalf of a department to collect the quote responses from a three (3) or more vendors.

Vendors will be expected to return their responses by set deadline determined by the request.



# FORMAL PROCUREMENT LEVEL: \$150,000 +

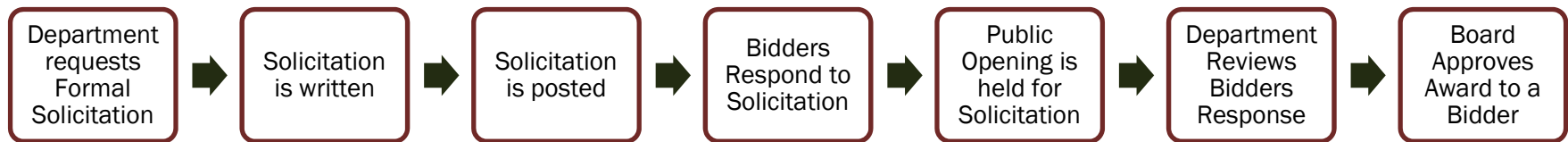
Formal Procurement Level Solicitations will contain Formal language and be posted on Bid Net Direct at: <https://www.bidnetdirect.com/mitn/muskegon-county> . Registration is required on this site. Vendors can register for free or for a fee get extra features.

To receive notices on the County's postings sign up for alerts to Notices for solicitations posted on the County's site here: <https://mi-muskegoncounty.civicplus.com/Bids.aspx>.



# FORMAL SOLICITATION PROCESS

Below is a simplified flow chart showing the Formal Solicitation Process.





**FORMAL SOLICITATION  
COMPONENTS**



# FORMAL SOLICITATION DOCUMENT COMPONENTS

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

1. Invitation Cover Letter
2. Certification/Non-Collusion Affidavit
3. Summary
4. Addenda Summary
5. Conditions/Instructions to Bidders
6. Technical Specifications
7. References
8. Insurance Requirements
9. No 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.



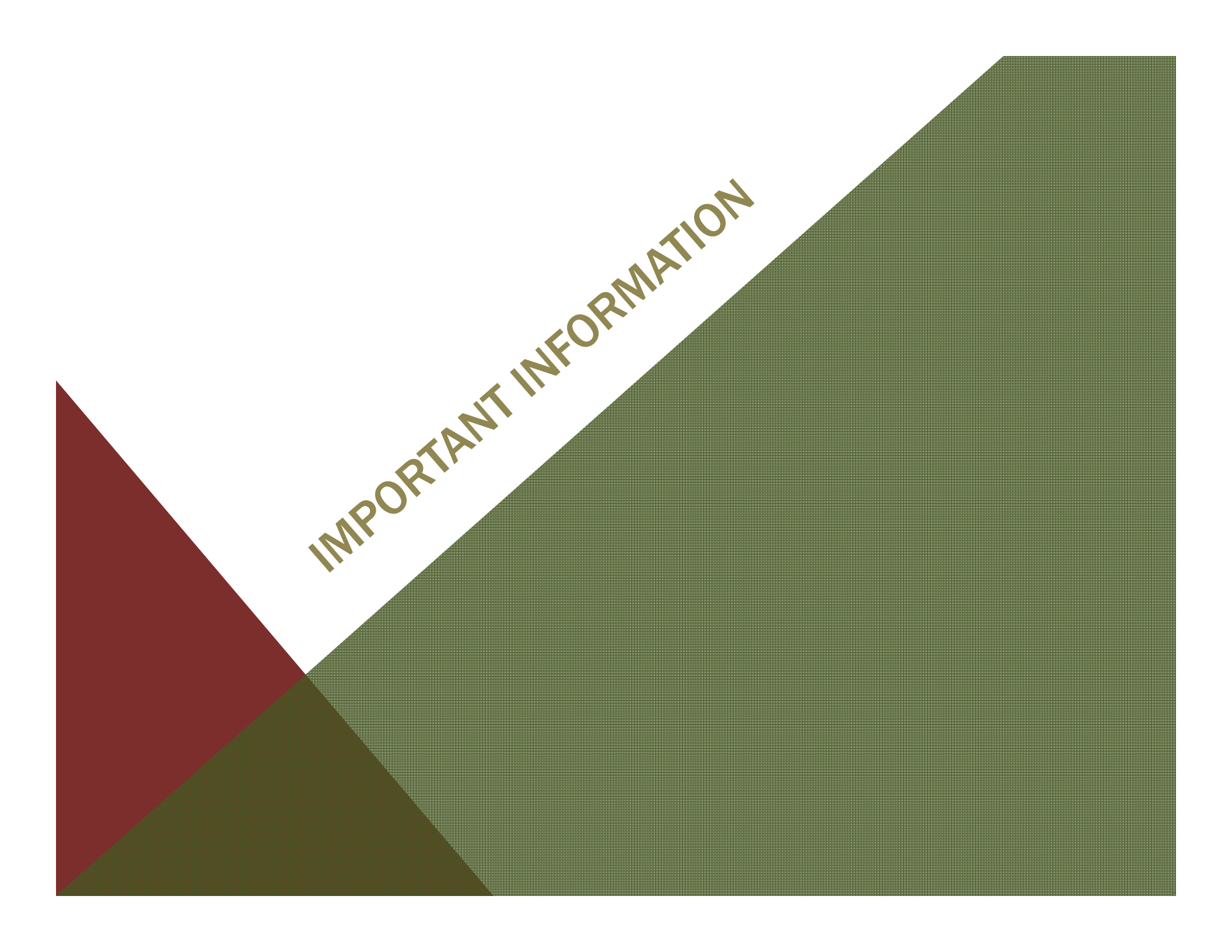
# BONDS

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.





**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.



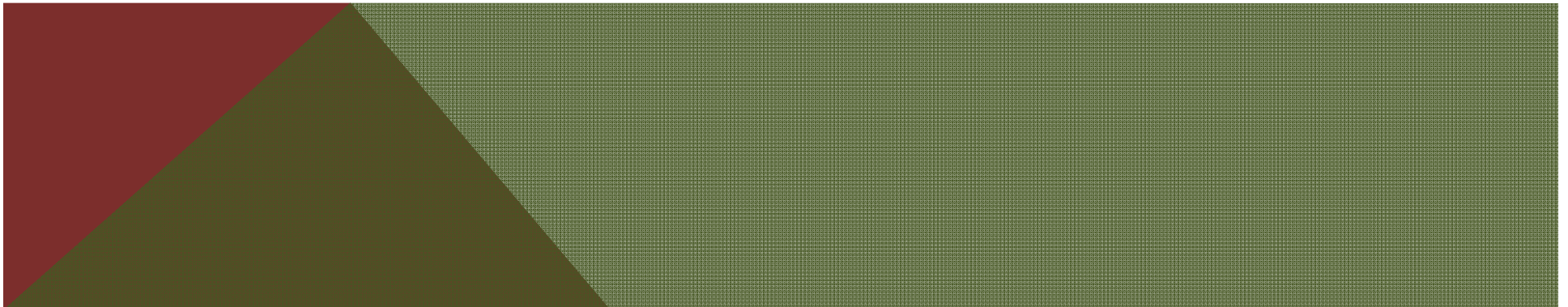


# COMPLAINTS OR PROTESTS

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@muskegoncounty.net](mailto:purchasing@muskegoncounty.net)

