



## **REQUEST FOR PROPOSAL**

Allegan County  
Information Services  
3283 -122<sup>nd</sup> Ave  
Allegan, MI 49010

**Credit Card Payment Processor**

**Bid Proposal # 10079**

**Bid Proposal Due Date and Time: April 16, 2010 @ 3:00 p.m.**

**Bid Proposal Opening Date and Time: April 16, 2010 @ 4:00 p.m.**

**REQUEST FOR PROPOSAL**

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## I. Allegan County

### Instructions to Bidders

#### ***Notice to Bidders***

Sealed bid proposals will be received until the time and the place and for the product(s) or service(s) as listed on the PROPOSAL-CONTRACT form attached and as further specified. These bid proposals will be publicly opened at the Allegan County Courthouse or other designated area, in the presence of bidders, attendance is optional, and County officials. After tabulation and review and when required, bid proposals will be presented to the County Commissioners for award of contract. The County reserves the right to review all bid proposals submitted for a period of 30 days after the date of bid proposal opening.

#### ***How to Submit a Proposal***

All bid proposals shall be submitted in *sealed envelopes*, mailed or delivered to: County of Allegan, Attention: Purchasing Analyst, 3283 – 122<sup>nd</sup> Ave, Allegan, MI 49010, and plainly marked on the outside with ***bid proposal number, identification of item and date of bid proposal opening***. It will be the sole responsibility of the bidder to ensure that the proposal reaches the location where bid proposals are to be sent before the closing hour and date shown on the enclosed PROPOSAL-CONTRACT form.

#### ***Purpose of Bid Proposal***

The County of Allegan intends to secure a source of supply for the product(s) and service(s) at the lowest price; early and satisfactory manufacture; and prompt and convenient shipment and service by the supplier to the County. Any failure on the part of the supplier to comply with the ensuing conditions and specifications shall be reason for termination of contract.

#### ***Examination of Contract Documents and Existing Conditions***

Before submitting a proposal, bidders should carefully examine the entire Contract Document, including the specifications, and by the submission of a bid proposal, the bidder will be understood to have read and be fully informed as to the contents of all of the bidding documents. Bidders should especially note any state or federal regulations and/or requirements in bid proposals involving funds from respective agencies and be prepared to adhere to those requirements.

Should a bidder find any discrepancies, omissions, ambiguities, or conflicts among the contract documents, or be in doubt about their meaning, they should bring such questions to the attention of the County Finance Director no later than five (5) business days prior to the date of the receipt of bid proposals. The County Finance Director will review the questions and, where information sought is not already indicated or specified, there will be a clarifying “Notice to Bidders,” which will become part of the Bid Proposal Documents. Neither the County nor the County Finance Director will be responsible for any oral instructions.

### ***Rejection of Bid Proposals***

The County reserves the right to reject any and all bid proposals or to accept the bid proposal or any part thereof which is determined to best serve the needs of the County and to waive any informalities or irregularities in the bid proposals. While cost is a factor in any bid proposal award, it is not the only factor and may not be the determining factor.

### ***Quantities***

The quantities or usage shown are estimated only unless otherwise stated. No guarantee or warranty is given or implied by the County as to the total amount that may be or may not be purchased from any resulting contracts. These quantities are for bidders information only and will be used for tabulation and presentation of bid proposal and the County reserves the right to increase or decrease quantities as required.

### ***Bidding on Equivalent Products***

If and wherever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is the purpose of establishing a grade or quality of material only. Since the County does not wish to rule out other competition and equal brands or makes, the phrase **or approved equal** is added. However, if a product other than those specified is bid proposal, it is the bidder's responsibility to name such a product within the bid proposal, and to prove to the County that said product is equal to that specified and to submit brochures, samples, and/or other specification in detail on the item(s) bid proposal. The County shall be the sole judge concerning the merits of bid proposals submitted.

### ***Trade Discounts and Price Variances***

Bid proposals on individual items must include unit prices, as well as total price. Where a variance exists on the bid proposal form between the unit price and the extension or whenever other discrepancies are noted between prices on the bid proposal form and prices quoted elsewhere in the bid proposal package, the unit price quoted on the bid proposal form shall prevail. The County will also consider trade discounts and other pricing features in each individual bid proposal prior to determining the successful bidder.

### ***Submissions***

Bidders must submit two (2) copies of PROPOSAL-CONTRACT forms.

- A. Unless otherwise specified, bidders must use PROPOSAL-CONTRACT forms furnished by the County. Failure to do so may cause a bid proposal to be rejected. Removal of any part of the bid proposal may invalidate the bid proposal.
- B. Proposals having any erasures or corrections must be initialed by bidder in ink. Bid proposals shall be signed in longhand, in ink, by the principal authorized to make contracts. All quotations shall be typewritten or filled in with pen and ink.

***Descriptive Data***

Bidders must enclose with their bid proposal forms data sheets, specifications, catalogs or literature completely describing the equipment, product or service to be furnished.

***Equal Opportunity Clause***

Bidders must verify with their bid proposal that they are an Equal Opportunity Employer.

***Assignment of Contract***

The successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of said contract, or his right, title or interest in or to same, or any part thereof, without previous consent in writing from the County Administrator, endorsed on or attached to the Contract.

***Service and Parts***

Bidders must be prepared to submit evidence to the County, in addition to that required in the attached specifications, that qualified personnel and adequate parts inventory are available to maintain all bid proposal equipment in effective operation.

***Guarantees/Warranties***

Bidders must indicate the full guarantees and/or warranties prevailing on all equipment, parts and labor.

***Delivery and/or Completion***

Bidders shall indicate delivery or completion date of product(s) or service(s). These dates may be taken into consideration in making the award. Penalties imposed upon the County for late performance, shall be the responsibility of the vendor.

***Contract Performance and Payment Bond***

When a construction contract that exceeds \$50,000 is awarded, the following bonds or security may be required and shall become binding on the parties upon the execution of the contract:

- (a) A performance bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, in an amount equal to 100% of the price specified in the contract; and
- (b) A payment bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bonds shall be an amount equal to 100% of the price specified in the contract.

Nothing herein shall prevent the requirement of such bonds on construction contracts under \$50,000 when the circumstances warrant.

***Manuals, Instructions, etc.***

Successful bidder must deliver with the product two (2) copies each of operation, shop and parts manual; instructions and schematics pertaining to the equipment or product to be furnished by the County.

***Samples and/or Demonstrations***

Evidence in the form of samples may be requested if brand is other than specified. Such samples are to be finished after the date of bid proposal opening only upon request of the County unless otherwise stated in the Bid Proposal Documents. If samples should be requested, such samples

***Quality***

All materials used for the manufacture or construction of any item(s) covered by this bid proposal shall be new. The items bid proposal must be new, the latest model, of the best quality and highest grade of workmanship, unless the option to include supplemental proposals for pre-owned, or demonstrator equipment or materials has been specified by the County.

***Default Provision***

In case of default by the bidder or contractor, the County of Allegan may procure the products or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned or incurred thereby.

***Compliance with Law***

All goods or equipment bid proposal shall comply with all applicable Federal, State, and local laws relative thereto including all safety related items as required by the Federal Occupational Safety and Health Act (OSHA). The successful bidder shall defend actions or claims brought and hold harmless the County from loss, cost or damage by reason of actual or alleged violations of Federal, State or local law in the design or manufacturing of equipment and/or material.

***Royalties and Patents***

The successful bidder shall pay all royalties and license fees and shall defend all suits or claims for infringement of any copyright or patent rights and shall hold and save the County and its officers, agents, servants and employees harmless from any and all loss and liability of any nature or kind whatsoever, including costs and expenses of defense, for or on account of any copyrighted, patented or unpatented invention, process, article or appliance manufactured or used in the performance of the contract, including its use by the bidder unless otherwise specifically stipulated in the Contract Document.

***Inspection Expenses***

Should it be required that County personnel travel outside of the County to inspect product(s) or equipment, all expenses covering such travel shall be at the expense of the bidder.

***Liability Insurance***

The successful bidder must carry Public Liability Insurance with limits of at least \$500,000/\$1,000,000 to protect the County of Allegan, and said bidder shall comply with the requirements of all Federal and State Laws and Regulations relating to Social Security, Unemployment Insurance and Workmen’s Compensation so that the County of Allegan will not be liable in any way for any claim evolving from said work in carrying out the contract.

***Delivery Provisions***

Bid proposal price is to be based upon the delivery terms of Free on Board { } 3283 122<sup>nd</sup> Ave, Allegan, Michigan or { } \_\_\_\_\_. Title to the purchased goods does not pass until the item(s) is received by the County.

***Withdrawal of Bid Proposals***

A written request for the withdrawal of a bid proposal or any part thereof will be granted if the request is received by the County Administrator prior to the specified time of opening. Formal bid proposals, amendments thereto, or requests for withdrawal of bid proposals received by the County Finance Director after time specified for bid proposal opening will not be considered.

***Failure to Quote***

If you do not choose to submit a bid proposal, please return bidding documents, state reason thereon, and request that your name be retained on our bidders list. Failure to respond may result in your firm’s removal from our bid proposal mailing list.

***Taxes***

The County of Allegan is exempt from Federal Excise Tax and Michigan Sales Tax and same shall not be charged to the County.

***Hold Harmless Agreement***

The successful bidder shall agree to save and hold harmless and defend the County of Allegan from and against any or all claims, demands, suits and liability for death or injury to any person or damage to or loss of property, which injury, loss or damage is caused by or arises out of the execution of this contract of agreement.

***Endorsement Prohibition***

The successful bidder is specifically denied the right of using in any form or medium the name of Allegan County, supportive documentation or photographs of County projects, plant, equipment or employees for public advertising unless express permission is granted by the Allegan County Board of Commissioners.

***Further Information or Clarification***

Should prospective bidders require further information or clarification, contact the County Finance Director.

Allegan County  
**PROPOSAL CONTRACT**

Bid Proposal	# 10079
Item	Credit Card Payment Processer
Date of Opening	April 16, 2010 @ 4:00 P.M

**Product(s) or Service(s) Required:**

See attachment "A"

***BID PROPOSALS MUST BE SUBMITTED ON OR BEFORE APRIL 16, 2010 @ 3:00 P.M***

\*Eastern Standard Time or Eastern Standard Daylight Savings Time, as applicable. The official time shall be recorded in the County Administrator's office. It will be the sole responsibility of the bidder to ensure that their proposal reaches the office of the County Administrator on or before closing hour and date shown above.

The Legal Notice, Invitation-to-Bid, Instruction to Bidders, Specifications, and/or any other pertinent documents form a part of the proposal and are made a part hereof.

***Anti-Collusion Statement:*** The below signed bidder has not divulged to, discussed or compared its bid proposal with other bidders and has not colluded with any other bidder, with the exception of qualified subcontractors, or parties to the bid proposal. (Note: No premiums, rebates or gratuities to employees or officials of the County are permitted either with, prior to, or after any delivery of product(s) or service(s). Any such violation will result in cancellation and/or return of the item(s), as applicable, and removal from Bid Proposal List(s)).

***Allegan County Administrator:*** We (I), the below signed, hereby agree to furnish the following product(s) or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. We (I) have read all attachments including the Specifications and fully understand what is required. By submitting this signed Proposal-Contract, we (I) officially accept a Contract if approved by the Board of Commissioners and such acceptance covers all terms, conditions and specifications of this Proposal-Contract; and we (I) hereby agree that we (I) will make available for audit to appropriate County officials any applicable records pertinent to a resulting order and/or Contract for verification of pricing per terms of purchase agreement.

**All prices to be quoted F.O.B. Allegan County, Michigan** (Delivered at the applicable County address indicated in bidding document and/or purchase order).

**We (I) propose to furnish the following to Allegan County, Michigan.** (Full description and price – attach separate sheet if necessary).

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**Variance:** State any variances to the specifications, terms and/or conditions in this space or reference herein all variances contained on other pages of this proposal form or in any bid proposal attachment. Failure to do so may be cause for rejection of bid proposal, or if order is executed, material and/or services provided which do not comply will not be accepted. If no statement is contained in the above space, it is hereby implied that your bid proposal complies with the full scope of this bid proposal invitation. (Variances may be outlined on a separate sheet to be attached to this Proposal-Contract form.)

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Bid proposal is firm for acceptance within \_\_\_\_\_ days after bid proposal opening (minimum of 30 days).

**Completion of Delivery:** \_\_\_\_\_ calendar days after receipt of Purchase Order.  
[Note: County reserves the right to consider delivery or completion time as a vital consideration when making or recommending award.]

**Guarantee or Warranty:**

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**Proposal-Contract Submitted by:**

Company/Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**II. ATTACHMENT “A”  
Specifications**

Bid proposal Number	<b>10079</b>
Item	<b>Credit Card Payment Processing</b>

**DEFINITIONS**

BIDDER refers to the submitter of this RFP.

CARDHOLDER refers to someone using BIDDERS credit card service for the purpose of processing a payment.

CONVENIENCE FEES refers to any banking, processing or other fees charged and collected by the BIDDER above and beyond the COUNTY’s original billed amount for which the CARDSHOLDER is paying.

COUNTY refers to the County of Allegan governmental offices.

HARDWARE refers to any physical piece of equipment related to the delivery of services specified in this document.

SOFTWARE refers to any software program or software interface related to the delivery of services specified in this document.

USER or END USER refers to the client side user of the proposed solution.

**1.0 INTRODUCTION:**

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For the past ten (10) years, the COUNTY has employed the services of three (3) different credit card processing vendors to facilitate the online and/or over the counter (OTC) payments from the public for fees and/or services provided by the COUNTY. Currently, these vendors supply services to only four (4) county departments. The remaining departments only accept cash or certified check. There is a driving need to expand the usages of these services to other departments throughout the COUNTY. The COUNTY is seeking proposals to select a single vendor to consolidate and expand credit card payment processing services.

**2.0 SCOPE OF SERVICES:**

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- 2.1 Provide a solution for accepting payments by credit and debit cards for at least VISA, MasterCard, and Discover.

- 2.2 Provide a process for accepting payments by credit cards over the Internet via an externally hosted web solution.
- 2.3 Provide a process for accepting payments by credit cards at any one of the COUNTY's many service windows via self service methods by the CARDHOLDER (i.e. hosted Internet) or COUNTY assisted.
- 2.4 Provide a “pay by telephone” or Interactive Telephone Voice Response System (IVR) option.
- 2.5 Allow for defined payment types (i.e. dog license, delinquent tax, water inspections, etc.) for the CARDHOLDER to correlate back to the COUNTY for reconciliation purposes. Payment types must be easily modified over time, at no charge to the COUNTY.
- 2.6 Provide for full or partial payment options.
- 2.7 Provider must comply with the Payment Card Industry Data Security Standard (PCI DSS) requirements and provide a certificate of proof.
- 2.8 Credit card payments collected must be deposited electronically into the COUNTY's bank account. Details will be finalized with the chosen BIDDER.
- 2.9 BIDDER must provide for a web-hosted reconciliation interface with real-time payment monitoring and at least 18 month historical access.

### **3.0 PAYMENT PROCESSING**

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- 3.1 Proposals must be able to allow for payment over the Internet; both self-service by the CARDHOLDER and the COUNTY.
  - 3.1.1 COUNTY will provide links on our website ([www.allegancounty.org](http://www.allegancounty.org)) to redirect a CARDHOLDER to the BIDDER's site to process the credit card payment.
  - 3.1.2 Proposals must provide language support for English and Spanish.
  - 3.1.3 BIDDER's proposals must be completely self contained and must not require programmatic changes or integration with the COUNTY's existing Internet presence.
  - 3.1.4 BIDDER's website must be able to be modified to include Allegan County elements such as, but not be restricted to, COUNTY seal and COUNTY verbiage, to reassure CARDHOLDER that they have reached an approved COUNTY site.

- 3.1.5 BIDDER's website must provide at least 256bit encryption.
- 3.1.6 BIDDER's website must be compatible with Microsoft Internet Explorer 7.x and above.
- 3.1.7 BIDDER's website must provide a confirmation page for the CARDHOLDER to indicate successful or unsuccessful transaction.
- 3.1.8 BIDDER's website must provide for an email confirmation to be sent if the CARDHOLDER chooses to enter one.
- 3.2 Solution must be able to provide for a “pay by phone” option.
  - 3.2.1 Menu must be available in both English and Spanish.
  - 3.2.2 Menu verbiage and options must be able to be customized by the COUNTY either directly or assisted by BIDDER.
- 3.3 All CONVENIENCE FEE’s are to be charged to the CARDHOLDER. Should the COUNTY later choose to absorb any of these fees, the BIDDER's system must be customizable to allow for that transfer from the CARDHOLDER to the COUNTY both on an individual service transaction or account-wide.
- 3.4 All payments must be processed and available for reconciliation by the COUNTY within 24 hours of being submitted by the CARDHOLDER.
- 3.5 BIDDER must include in their RFP response a copy of their complete fee structure.

#### **4.0 INSTALLATION SERVICES**

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- 4.1 All software installation and configuration of the new system for complete operation shall be the responsibility of the chosen BIDDER(s).
- 4.2 Banking and account activity must be coordinated with the Allegan County Treasurer or their designee.
- 4.3 Any technical support or configuration required must be coordinated with the Allegan County Information Services Director or their designee.
- 4.4 Installation will be deployed in a mutually agreed upon phased manner between the BIDDER and the COUNTY.

## 5.0 TRAINING

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- 5.1 The chosen BIDDER will be required to provide any and all training to users of their solution.
- 5.2 The COUNTY assumes no responsibility for the facilitating or hosting any training of a BIDDER's solution.

## 6.0 SUPPORT AND MAINTENANCE

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- 6.1 Support and maintenance to the COUNTY.
  - 6.1.1 A maintenance and support agreement must be included in this proposal to address the usage of the BIDDER's solution.
  - 6.1.2 All support and maintenance to BIDDER's solution is the sole responsibility of the BIDDER.
  - 6.1.3 COUNTY maintains exclusive ownership and rights to the payment information collected by the BIDDER's proposal.
  - 6.1.4 The chosen BIDDER must provide 24/7 response telephone number and must provide 24/7 service on the system for CARDHOLDERS or the COUNTY to use.
  - 6.1.5 BIDDER must provide the phone number of a 24 hour support hotline to report trouble with the service.
  - 6.1.6 BIDDER must respond either by telephone or email to trouble calls initiated by the COUNTY within one (1) hour from the time they are reported.
  - 6.1.7 Should the BIDDER need to dispatch a field technician to resolve the trouble call and requires COUNTY assistance, BIDDER must provide the COUNTY with at least a one (1) hour advanced notice of arrival. Contact information will be established during contractual discussions. Arrival at the COUNTY must be within four (4) hours from the time the call is reported. If the support is to be facilitated through some form of remote connectivity, this activity must be coordinated with the COUNTY's Information Services department.
  - 6.1.8 Best efforts must be made to resolve all support calls reported to the VENDOR within twenty-four (24) hours from the time they are reported.

- 6.2 BIDDER must provide all support and maintenance to users of their system directly. The COUNTY assumes no responsibility for providing support services to the users of the proposed solution nor will serve as an in-between or proxy to the end users.

## 7.0 MINIMUM REQUIREMENTS

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- 7.1 Provide a letter of Understanding of your interpretation of the scope of work.
- 7.2 Furnish a work plan on how your company would implement this project and the timeline it would take to complete it.
- 7.3 Provide information about the corporate structure of your firm and the number of years in business.
- 7.4 Provide a list of work experience of three (3) to five (5) projects similar to this RFP. Include a contact name, addresses, telephone numbers, and e-mail address if available.
- 7.5 Provide copies of licenses and certifications if applicable.
- 7.6 This bid proposal shall be submitted a *sealed envelope*, mailed or delivered to: Allegan County Services Bldg, Attn: Kriss Dee Kraker – Purchasing Analyst, 3283 – 122<sup>nd</sup> Ave, Allegan, MI 49010, and plainly marked on the outside with *bid proposal # 10079, Credit Card Payment Processor, 3:00PM on April 16, 2010*. These bid proposals will be publicly opened at the Allegan County Services Bldg with the names of the bidders only read out loud. The County reserves the right to review and evaluate before releasing any dollar amounts.
- 7.7 Provide two (2) copies of bid proposal response with one (1) marked Master copy and (1) electronic file in Abode (.pdf) format on either a CD or flash drive.
- 7.8 Provide detailed information about any legal actions or settlement disputes taken against your company in the past five years.
- 7.9 Supply a Contract or Service Agreement for the County’s review.

## 8.0 EVALUATION CRITERIA

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8.1 The County will review and evaluate each submitted proposal in accordance with the requirements of this RFP. The evaluation will include weighted criteria detailed in sections 2.0 through 7.9. If further information is desired, vendors may be requested to make additional written submissions or oral presentations to the County.

8.2 Bid proposals will be evaluated on the following:  
Rating Scale: 1 = Inadequate 2 = Below Average 3 = Average  
4 = Above Average 5 = Superior

		Rated score 1- 5
1	Letter of Understanding	
2	Work Plan	
3	Experience, references, and years in business	
4	Company Information	
5	Any legal action within the past five years? (yes or no – no points given)	
6	Pricing (this score will be completed by Finance)	

## 9.0 OTHER/NOTES:

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9.1 Insurances: The selected vendor must maintain the following insurance during the term of the contract:

- **Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- **Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E)

Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

- **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit, Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be ***Additional Insureds***: “Allegan County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.”
- **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Allegan County Administrator, 3283 122<sup>nd</sup> Ave, Allegan, MI 49010.
- **Professional Liability:** The contractor shall procure and maintain during the life of this contract, Professional Liability Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. The contractor shall be required to keep policy in force, or purchase “tail” coverage for a minimum of 3 years after the termination of this contract.
- **Proof of Insurance Coverage:** The Contractor shall provide the Allegan County at the time the contracts are returned by him for execution, certificates and policies as listed below:
  - a. One (1) copy of Certificate of Insurance for Workers' Compensation Insurance;
  - b. One (1) copy of Certificate of Insurance for Commercial General Liability Insurance;
  - c. One (1) copy of Certificate of Insurance for Vehicle Liability Insurance;

d. If so requested, Certified Copies of all policies mentioned above will be furnished.

- If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the Allegan County at least ten (10) days prior to the expiration date.

9.2 Freedom of Information Act: Information submitted in this proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposals are opened. All proposals shall be available for review after County's staff has evaluated them.

9.3 The County will accept payment terms at net 30 days and may consider incentives for earlier payment schedules.

9.4 Further Information or Clarification: **All questions must be submitted in writing by the deadline posted in the timeline.** The County, at its discretion, may respond to an individual question directly with the inquisitor or to all potential vendors. A list of all the bidder's questions and Allegan County's response will be available to all bidders following the deadline for the County response to questions posted in the timeline. Inquiries concerning clarification on any portion of this RFP should be made to:

Kriss Dee Kraker

County Budget and Finance – Purchasing Analyst

County of Allegan

3283 – 122nd Ave

Allegan, MI 49010

[kkraker@allegancounty.org](mailto:kkraker@allegancounty.org)

### **III. TIMELINE**

Request for Proposals issued	March 19, 2010
Deadline for Questions to be submitted	5:00 PM, April 6, 2010
Deadline for County's response to questions	5:00 PM, April 8, 2010
Due date for proposals	3:00 PM, April 16, 2010
Proposal Opening*	4:00 PM, April 16, 2010

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\*Only vendor's names who have submitted a proposal will be announced on this date. Once the County has evaluated and confirmed that the proposals are responsive and are from responsible bidders then information (bid proposal tab, etc.) will be available and sent to ALL responders.

**IV. ATTACHMENT "B"**  
**Allegheny County RFP #10079 Bid Proposal Form**

Date Bids Due: <b>April 16, 2010 @ 3:00 p.m.</b> Date Bids Opened: <b>April 16, 2010 @ 4:00 p.m.</b>
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Vendor Name:	
E-Mail Address:	
Vendor Fax:	
Vendor Address:	
City, State, Zip:	

**ITEMS:**

Supply pricing as stated in "Attachment A" Specifications

Attach a detailed Schedule of Fees for all services provided that would affect the COUNTY in accordance with this proposal. Include both percentage based and payment amount threshold based service fees for comparison purposes.

**DESCRIPTION:**

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If there are any fees from the BIDDER billable to the COUNTY directly for these services, please itemize them in their entirety and attach them to your response. Costs will need to be identified as either "one time" and/or "on going" in accordance with their nature.

**PAYMENT TERMS:** \_\_\_\_\_

**REPRESENTATIVE NAME (PRINT):** \_\_\_\_\_

**REPRESENTATIVE SIGNATURE:** \_\_\_\_\_

If awarded project, project to be completed by (date): \_\_\_\_\_