**RFP #** **WRESA-32-2024-2025-11**

# REQUEST FOR PROPOSALS FOR SECURITY GUARD SERVICES

## BID SUMMARY

**Commodity/Service Being Requested:** Security Guard Services.

**Type of Solicitation:** Request for Proposals (RFP) – Wayne RESA, in partnership with the Michigan Association of Counties (MAC) CoPro+ Program, is competitively bidding and awarding a Master Agreement to a contractor or contractors for Security Guard Services.

**Type of Resulting Contract:** Statewide Cooperative Contract – As a result of this RFP, Wayne RESA will work with the Michigan Association of Counties CoPro+ program to market and extend the resulting contract to other public municipalities, non-profit organizations and schools statewide in having access to contract(s) for Security Guard Services. This contract will enable public municipalities, non-profit organizations, and schools to “piggyback” and purchase commodity/service on an “as needed” basis from the supplier(s). Proposers shall list which regions you will service and identify any limitations on commodities and/or services areas within Appendix A – Regional Map, within this RFP.

**Resulting Contract Term**: Three (3) years with two (2) one-year renewal options. The base term for this Contract is for three (3) years. At the end of the initial term, this Agreement will be evaluated. If the parties agree that it is a mutually beneficial relationship, the Agreement may be extended through a signed Amendment by both parties for up to two (2) additional one (1) year, which may be exercised individually or together.

| **RFP TIMETABLE** | **DATE / TIME** |
| --- | --- |
| RFP Issue Date | February 4, 2025 |
| Pre-Proposal Meeting\*\*:  | February 18, 2025, at 11:00 a.m. Eastern Time |
| Submission of Question(s) from Supplier Due | February 20, 2025, by 12:00 p.m. Eastern Time |
| Answers to Supplier Questions Due | February 26, 2025 |
| **Proposals Due\*** | **March 7, 2025, by 12:00 p.m. Eastern Time** |
| Contract Start |  May 2025 |

**\*Responses received later than the specified deadline will be disqualified.**

\*\*Pre-Proposal Meeting is mandatory to attend. The Pre-Proposal Meeting will be on-site at the address below. Please have your ID with you when checking in at the front desk and let them know you are there for the Pre-Proposal Meeting.

**Pre-Proposal Meeting**:

Wayne RESA Education Center

33500 Van Born Rd.

Wayne, MI 48184

**Boyd Aurther’s Auditorium**

Time: February 18, 2025, 11:00 a.m. Eastern Time (US and Canada)

Wayne RESA reserves the right to change this schedule as needed and all information provided by Wayne RESA in this RFP is offered in good faith. Individual items are subject to change at any time. Wayne RESA makes no certification that any item is without error.

The Sole Point of Contact During this Solicitation Process is:

Stacey Shaw

purchasing@resa.net

(989) 307-1307

**Contacts with Wayne RESA Personnel:** All contact with Wayne RESA regarding this RFP or any matter relating thereto must be sent to the following email: purchasing@resa.net

Electronic forms of all bid documents are available online at: [Wayne RESA Bid Documents](https://www.resa.net/administrative-support/purchasing/request-for-proposal)

If you experience any issues downloading the documents, contact Stacey Shaw at purchasing@resa.net

Selected Suppliers may be required to participate in interviews. Failure of a Supplier to participate on the date scheduled may result in the rejection of the Supplier’s proposal. In addition, Wayne RESA may decide to make site visits to the selected Suppliers’ reference sites or other sites provided by the Supplier.

Award of this proposal is contingent upon the approval of funding from Wayne RESA Board of Education.

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**Solicitation Terms and Conditions can be found at** <https://www.resa.net/administrative-support/purchasing/request-for-proposal> as (DOC) [CoPro+ Contract Terms and Conditions](https://resanet.finalsite.com/fs/resource-manager/view/37d4c62f-a8ec-4d15-9232-98486e323064)

## SECTION 1.0 – PROPOSER RESPONSES TO SCOPE OF WORK AND PRICING

### 1.1 Minimum Mandatory Requirements

All proposals will be reviewed for compliance with the minimum mandatory requirements. Proposals deemed non-responsive will be eliminated from further consideration.

Interested and qualified proposers that can demonstrate their ability to successfully provide the services requested under this RFP are invited to submit proposal(s), provided they meet the following:

1. Proposer must have seven (7) years’ experience, within the last seven (7) years, providing Security Guard Services equivalent or similar to the services being requested in this proposal. Enter in Section **2.2 References**.

**Proposer will enter responses in the “Proposer Response” text boxes provided. There is no minimum requirement or limitation on the amount of words used for responses.**

 **-EXAMPLE-Proposer Response:**

|  |
| --- |
|  |

### 1.2 Introduction and Background

Wayne RESA, established by the Michigan Legislature in 1960, is the largest of fifty-six (56) such agencies throughout the state. The Wayne RESA board is elected by one vote from each of the thirty-three (33) local Wayne County school district boards. WRESA provides a wide variety of services to thirty-three (33) public school districts and approximately ninety-seven (97) public school academies in Wayne County, Michigan; serving more than 260,000 students. WRESA, through various consortium arrangements, provides a variety of services to other educational agencies throughout the state of Michigan.

### 1.3 Scope of Work

Wayne RESA is seeking proposals from qualified vendors to provide security guard services on an as-needed basis. WRESA is committed to providing a safe and secure environment for all staff, students and clients that conduct business or visit any WRESA-operated campus. Services will be provided at one or all of the following locations:

|  |  |
| --- | --- |
| **LOCATION** | **ADDRESS** |
| Wayne RESA Education Center | 33500 Van Born Road, Wayne, MI 48184 |
| Wayne RESA Burger Baylor Building | 28865 Carlysle, Inkster, MI 48141 |
| Wayne RESA Annex Building | 5454 Venoy Road, Wayne, MI 48184 |
| Beacon Building | 12501 Telegraph Road, Taylor, MI 48180 |
| Other locations or future projects as provided/detailed by WRESA staff | TBD |

WRESA reserves the right to change and/or add locations as needed at any time. Other participating agencies will provide specific details before Contract activities start at their locations.

**Proposer Response:**

**Please confirm your understanding by checking Yes or No.**

|  |
| --- |
| **☐** Yes ☐ No |

1. **General Requirements**

This Request for Proposal (RFP) outlines the requirements for supplying security guard services. Services will be performed in a variety of locations. All unique requirements and or regulations for each location shall be strictly followed by the Supplier and the Supplier’s employees.

1. Staffing Requirements/Positions:
* One (1) Dedicated Site Supervisor
* One (1) External Officer with vehicle (Wayne RESA Burger Baylor Building) with capability to enter building as needed
* One (1) Officer for Internal Security (Wayne RESA Education Center)
* One (1) Officer for Internal Security for meetings and events (as needed)
* One (1) Officer for External Security (Wayne RESA Education Center, including Wayne RESA Annex Building) after hours coverage with vehicle
* Officer for Internal & External Security for Beacon Building with vehicle
1. Delivery of Services: Supplier must be able to provide services during normal business hours and after hours:
2. Wayne WRESA Education Center normal hours of operation:
	* Monday through Friday
	* 6:30 a.m. EST to 10:00 p.m. EST
	* Internal Security provided Monday through Friday 4:30p.m. EST through 10:00 p.m. EST and Saturday 7:00 a.m. EST through 3:00 p.m. EST. Times subject to change based on WRESA needs.
3. Wayne RESA Annex Building normal hours of operation:
	* Monday through Friday
	* 6:30 a.m. EST to 4:30 p.m. EST
	* Internal/External Security provided Monday through Friday 6:00 p.m. EST through 6:00 a.m. EST and Friday 6:00 p.m. EST through Monday 6:00 a.m. EST. Times subject to change based on WRESA needs.
4. Wayne RESA Burger Baylor Building:
	* 24/7/365 Security required
	* One (1) External Security Officer with vehicle
5. Beacon Building:
	* 24/7 Security required
	* One (1) Internal & External Security Officer with vehicle

Recognized holidays will be included unless otherwise specified. The provided personnel will execute duties articulated in the above-listed days and hours unless agreed by the parties in writing. WRESA will send on call schedule directly to Supplier employees. It is the responsibility of the Supplier to notify the client of its concerns in writing if Supplier levels by the client expose either party to undo risk.

Some services will be required based on a set schedule; others may be requested on an as-needed basis. Other participating agencies will provide specific schedule details before Contract activities start at their locations.

**Proposer Response:**

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| --- |
| If you agree with Section 1.3.A, please state, “I agree.” If not, please state your exception(s) and reference specific subsection(s): |

1. **Supplier Requirements**

Supplier will be required to furnish properly trained and equipped security guards to maintain order, protect clients, staff, visitors and property from harassment, injury, damage or theft and take any necessary appropriate action.

1. Supplier must have experience and an understanding of offering security guard services in today’s K-12 educational setting.
2. Supplier must be licensed and insured. Permits and Licensure Requirements:
3. Supplier must be a qualified and licensed supplier who specializes in commercial and school district or educational facility-based security guard services. Supplier should indicate if they hold all current licensing and certifications needed to provide the services required in the State of Michigan.
4. Proof of Licensing: Supplier shall submit proof of professional license, insurance and business license upon award.
5. Supplier must provide all equipment, materials and labor for both scheduled and as-needed security guard services in various WRESA locations.
6. Supplier must give “priority” service to any call for emergency security guard services. Response times must be stated. Reliable emergency response capabilities are critical. Supplier must commit to emergency response times as responded to here.
7. Safety Measures: Supplier must take all necessary precautions for the safety of employees on the worksite and must erect and properly maintain at all times, as required on job conditions and process of the work, all necessary safeguards for the protection of the workmen and public including traffic control and warning signs.
8. The Supplier must provide the WRESA Senior Executive Director of Operations and IT Infrastructure or designee a pre-approved list of employees assigned to each location outlining their area of responsibility prior to commencement of any contracted work. List will be submitted at the start of the Contract and every month following. List of employees to include photo of employee and contact number. Only employees approved by the WRESA Human Resources Department will be allowed on the list and worksites. Supplier will work with WRESA on employee background checks. The employee list should include additional personnel, approved for either substitution or replacement coverage as required. This electronic list shall be current and updated as employees are hired and or terminated.
9. WRESA will be given a minimum of 48-hour notification of new employees prior to the assignment to this contract. Failure to comply with the requirements may result in termination of the contract.
10. Security personnel assigned to WRESA locations are a combination of full-time and part-time employees of Supplier. Supplier will pay all wages and payroll taxes as well as applicable and mandated insurances to and on behalf of its employees, including but not limited to, workers’ compensation insurance. Supplier releases and agrees to hold Client harmless from any liability resulting from claims made by any of the Supplier’s employees who are working or have worked at either of the locations to the extent not caused by Client’s negligence.
11. Supplier shall be responsible for all matters relative to screening, hiring, training, licensing, discipline, payroll/taxation and unemployment for all of its employees and shall hold the Client harmless thereon. It is acknowledged that all personnel used by the Supplier are employees, whether part-time or full-time, and have no direct or indirect employment relationship with Client.
12. Supplier and its employees, officers and directors shall be solely responsible for the supervision of its security personnel that it employs to provide the services required by the resulting contract.
	1. Supplier shall, as soon as safely possible, remove from service and replace any of its security personnel that Client reasonably believes to be unqualified to perform his or her duties, is unable to perform their duties in a professional manner and properly interact with the Client’s employees, business invitees and guests. In the event any of the Supplier’s security personnel are replaced as herein provided, Supplier shall indemnify and hold Client harmless from any claims arising from the removal of any such security personnel employed by the Supplier.
	2. Security personnel assigned to WRESA must report to their assigned locations and be ready to work by the specified times. In the case of a call-in due to sickness, family emergency, etc., back-up personnel must be provided within two (2) hours of specified start time.
	3. If Supplier fails to provide the agreed upon Security personnel at any of the WRESA locations by the specified work times three (3) times, with exception to providing back-up personnel within two (2) hours of specified time (Section 1.3.B.10.b.), this may result in termination of the Contract under Termination for Cause (Section 11.5 of the [CoPro+ Contract Terms and Conditions](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.resa.net%2Fdownloads%2Fpurchasing%2Fcoprocontracttermsandconditions.docx&wdOrigin=BROWSELINK)).
13. The Supplier or its employees shall keep the post workstations at both locations clean and free from rubbish. Supplier shall ensure that its employees do not remove any of the Client’s property from the work site at either of the locations without the Client’s written permission. In the event any of the Client’s property is removed, the Supplier shall ensure that its employee has returned any property taken unless otherwise agreed in writing. In the event the property cannot be returned, the Supplier shall be responsible for reimbursing the Client for the value of the property not returned.
14. Any property, weapons or the like confiscated from any of the Client’s business invitees or guests shall be listed in a written report to the Client and shall be given to the Client or the appropriate law enforcement agency as soon as possible but not later than the end of the business day in which the confiscation occurs. Supplier must perform all services under and must ensure that all of its employees operate under, stringent safety precautions and must provide suitable safety appliances as may be needed to safely provide the security services provided.
15. While on duty at any of the locations, Supplier’s employees must wear uniform polo type shirts with a company logo provided by the Supplier and have proper identification displayed at all times. Employees of the Supplier who are not on duty are not allowed at the locations. If Supplier provides any equipment in connection with Supplier’s services, all such equipment is for Supplier’s use and will always be Supplier property. Supplier is not selling or leasing any of the equipment to Client, and Supplier provides no warranty to Client regarding the equipment. Supplier will be provided with reasonable time and access to remove all its equipment upon termination of this Agreement. Other participating agencies will provide specific details regarding uniform and equipment requirements before Contract activities start at their locations.
16. Security Officer’s with vehicles must be appropriate, functional, and well-maintained to ensure a professional and effective security presence. Vehicles must be reliable and in good working condition, free from excessive noise, mechanical issues, or modifications that could be deemed inappropriate, disruptive, or unprofessional. The use of loud, damaged, or unreliable vehicles is strictly prohibited, as they must support a safe and secure environment without causing unnecessary distractions or disruptions.
17. The Supplier is to notify the client of any concerns in writing if Supplier levels by the client expose either party to undo risk.

**Proposer Response:**

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| --- |
| If you agree with Section 1.3.B, please state, “I agree.” If not, please state your exception(s) and reference specific subsection(s): |

1. **Training and Continuing Education Requirements**

Security personnel provided by the Supplier to the Client are well-trained security guards. Supplier agrees to provide ongoing education and testing. Training will include:

* Customer Service
* First aid, CPR, and AED
* De-escalation Training
* Defensive Tactics

Training is mandated for all employees of the Supplier at all locations. All company training shall be done by qualified instructors. Supplier’s employees are tested and are required to pass all company training. Client will be provided with appropriate certification of all training on a semi-annual basis. All of the Supplier’s employees shall be cross trained in all positions at each of the locations for which the Supplier is supplying employees.

**Proposer Response:**

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| --- |
| If you agree with Section 1.3.C, please state, “I agree.” If not, please state your exception(s): |

1. **Criminal Background Check**

WRESA is committed to providing a safe and secure environment for all staff, students, and clients that conduct business or visit any WRESA operated campus. Prior to any individual servicing WRESA operated campuses, a criminal history records check shall be conducted in accordance with state law. Individuals seeking access to WRESA operated campuses will be held to a similar standard of review as WRESA employees and contractors, including the requirement that any criminal conviction will require the individual to provide requested documentation so that WRESA can conduct a targeted review and individualized assessment. Background checks must be fully completed prior to starting work on any WRESA campus, and only individuals authorized in writing by Wayne RESA utilizing a DETERMINATION FOR ASSIGNMENT form will be accepted as qualified for placement.

Supplier will be responsible for working with WRESA to run proper background checks. WRESA will process background checks for a fee of seventy-five dollars ($75.00) for each CHRI record initiated by the Supplier. The Supplier is responsible for all processing costs and fees associated with background checks, including WRESA processing fees. Wayne RESA shall issue an invoice to the Supplier detailing the fees owed to Wayne RESA during each month of the Term. The Supplier must remit payment within thirty (30) days of receipt of such invoice. Any invoices unpaid after that thirty (30) day period shall be deducted from amounts due from WRESA to the Supplier.

**Proposer Response:**

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| --- |
| If you agree with Section 1.3.D, please state, “I agree.” If not, please state your exception(s): |

1. **Subcontracting**

Any person or vendor undertaking a part of the work under the terms of the contract, by virtue of an agreement with the Supplier, must receive the approval of the designated WRESA staff prior to any such undertaking. The WRESA may terminate the contract if the subcontracting is done without this approval.

**Proposer Response:**

**Please confirm your understanding by checking Yes or No.**

|  |
| --- |
| **☐** Yes ☐ No |

1. **Wayne RESA Security Guard Duties**
2. Provide a single point of contact (Dedicated Site Supervisor) for all WRESA locations.
3. Act as liaison with security monitoring company, law enforcement and/or fire officials in responding to alarm situations at Burger Baylor (when requested).
4. Guards will assist law enforcement personnel and employees of the client in apprehending an absconder and in assisting with unruly and/or violent business invitees or guests visiting either of the locations to maintain a safe and secure environment, de-escalate a situation, or remove a person from the building at either of the locations.
5. Parking lot surveillance plan and protocol at the facilities shall be negotiated between the client and the Supplier.
6. Have the ability to provide a lead officer as needed for high profile events and issues, both internal and external. A thirty (30) minute response time is requested.
7. Provide assistance to WRESA Human Resources for employee issues.
8. Provide transportation to and from testing locations for WRESA employees/contractors as it relates to WRESA Reasonable Suspicion Policies.
9. All persons assigned must have contact information available to Wayne RESA Building Operations and Events.
10. Supplier must comply with all local, state, and federal laws pertaining to providing private security services, including, but not limited to the provisions of the Michigan Private Security Business and Security Alarm Act, being Public Act No. 330 of 1968.
11. Supplier’s personnel shall use verbal skills to diffuse and/or mediate confrontational situations.
12. Supplier shall provide the client with a daily summary of any incidents as well as specific incident reports, as needed, sent via email to client.
13. Understand and carry out oral and written instructions.
14. Instruct others on necessary rules, duties and function.
15. Recognize dangerous conditions about buildings and grounds and respond as necessary.
16. Meet and deal courteously, diligently, and effectively with employees and visitors.
	1. Route and/or guide visitors to conference rooms or other buildings as-needed.
17. Have knowledge of safety precautions and of fire prevention methods.
18. Prepare clear, concise, complete, legible and true written reports.
19. If required to operate a motor vehicle, security guard must possess a valid State of Michigan driver’s license.
20. Walk, stand, run, and climb over prolonged periods of time so that guard personnel can perform the tasks detailed in the specifications.
21. Remain alert, even tempered, and exercise good judgment.
22. Must show initiative, maturity, integrity and high ethical standards.
23. Must show strong attention to detail, especially under stress
24. Read and understand regulations detailed written orders and training materials.
25. Operate telephone and radio communications equipment as provided by the agency.
26. Determine the identity and business of visitors and employees.
27. Maintain the integrity and confidentiality of the tour of duty.
28. Keep a critical eye to safeguard persons and property.
29. Speak English clearly and distinctly.
30. Must carry a cellular phone at all times that is operational while on duty.
31. Give directions and instructions verbally to the general public, agency personnel, visitors and other tenants.
32. Summon telephonically emergency fire/ambulance/medical assistance when necessary.
33. Use WRESA property including keys entrusted to his/her responsibility, building access control surveillance equipment system as provided by the agency.
34. See with normal color vision to distinguish color-coded entry media and have the ability to hear audible alarms.
35. Complete all necessary forms provided by the entity.
36. Initiate and render first assistance in first aid to members, employees, volunteers and visitors in situations of emergency, injury, or illness.
37. Must be able to solve problems and de-escalate situations in a non-confrontational manner.
38. Must possess the ability to perform basic mathematical calculations, such as addition, subtraction, multiplication, and division as a minimum.
39. Three documented unsatisfactory responses to security requirements by an employee of the Contractor may result in termination of contracted employee.
40. Shall be bound to confidentiality of any information they may become aware of during the course of performance of their contracted tasks.
41. The use of all drugs, alcohol, tobacco products, fireworks and explosives are prohibited.
42. All employees of the Contractor assigned to the locations shall be appropriately attired wearing uniform polo type shirts with a company logo (provided by Contractor) and have proper identification displayed at all times. Any employee whose moral conduct, behavior or appearance is unsatisfactory will be brought to the Contractor’s attention for appropriate action up to and including discharge.

**Proposer Response:**

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| --- |
| If you agree with Section 1.3.F, please state, “I agree.” If not, please state your exception(s) and reference specific subsection(s): |

### 1.4 Statewide Cooperative Contract

### Wayne RESA is working with the Michigan Association of Counties CoPro+ program on this bid solicitation.  If your bid meets the minimum qualifications, is responsive and responsible and offers competitive pricing you may be considered and approached to extend a term agreement and pricing to other public entities within the county, the region, and the state, in accordance with Michigan Compiled Laws 124.504.  This process is called “piggybacking”; it offers tremendous value to public ordering entities regarding the cost and time to manage an end-to-end purchasing event.  This process also offers exceptional value to selected vendors in terms of their company’s resources and time to respond to multiple solicitations from various public entities who have a similar need for their products or services.

### All pricing submitted to Wayne RESA and its participating entities shall include a 2% administrative fee to be remitted to CoPro+ by the contractor on a quarterly basis. Administrative fees will be paid against actual sales volume for each quarter. It is the contractor’s responsibility to keep all pricing up to date and on file with Wayne RESA/CoPro+. All price changes shall be presented to Wayne RESA/CoPro+ for acceptance, using the same format as was accepted in the original contract.

**Proposer Response:**

**Please confirm your understanding by checking Yes or No.**

|  |
| --- |
| **☐** Yes ☐ No |

###

### 1.5 RESERVED

### 1.6 Service Capabilities

**1.6.1 Communication Plan/Contract Management**

Proposers shall identify their company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger or acquisition.

**Proposer Response:**

|  |
| --- |
| Contract Performance: Describe how your company maintains communication to ensure the project stays on schedule, within scope, and aligned with expectations.Issue Management: Outline your process for identifying, addressing and resolving issues that impact the schedule, budget or quality.Change Management: Explain your approach to handling significant organizational changes to ensure continuity during the contract. |

**1.6.2 Primary Account Representative**

Proposers must identify by name and location the primary account representatives who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents.

**Proposer Response:**

|  |
| --- |
| Contact person’s name, email address, location for Contract Performance:Contact person’s name, email address, location for Bid Documents:Contact person’s name, email address, location for Reports: |

### 1.7 Customer Service

It is preferred that the Vendor have an accessible customer service department with an individual specifically assigned to Wayne RESA. Customer inquiries should be responded to with forty-eight (48) hours or two (2) business days unless it is an emergency issue. Describe your company’s Customer Service Department (hours of operation, number and location of service centers, regular and emergency response times, etc.).

**Proposer Response:**

|  |
| --- |
| Customer Service Contact:Customer Service Phone#:Hours of Operations:Address:Regular Response Times:Emergency Response Times: |

### 1.8 Purchase Orders

Requests for quotes will be initiated by participating agencies as specific needs arise. Participating agencies will issue individual detailed specifications to the pre-qualified vendor pool along with specific response information required, deliverables, and any special terms and conditions. The vendors will respond directly to the requesting agency within the timeframe specified in the request for quote. The participating agency will evaluate the responses and determine the vendor that will be awarded a purchase order (PO). Resulting orders are to be shipped and billed directly to these institutions.

**Proposer Response:**

**Please confirm your understanding by checking Yes or No.**

|  |
| --- |
| **☐** Yes ☐ No |

### 1.9 Delivery and Acceptance

Proposer must address the following items and costs in their proposal and other items/costs that they are aware of that may not have been requested in this bid.

1. All pricing must reflect net 30 payment terms.
2. Ordering/customer service capabilities and procedures.
3. Policies and procedures for an organization accepting product/service.

**Proposer Response:**

|  |
| --- |
| 1. All pricing must reflect net 30 payment terms. Agree? Yes or No
2. Ordering/customer service capabilities and procedures.
3. Policies and procedures for an organization accepting product/service.
 |

###

### 1.10 Management and Staff

Proposer should address the following items in their proposal:

1. Project Management of the contract. (Point of Contact during the Contract)
	* Staffing and responsibilities of Supplier. Please include an Organizational Chart, if available, include staff names, job titles, years of experience, etc.

**Proposer Response:**

|  |
| --- |
| Project Management of the Contract (Point of Contact):Staffing and responsibilities of Supplier. Please include an Org Chart, if available, include staff names, job titles, years of experience, etc. – **Feel free to include as a separate attachment.** |

### 1.11 Pricing Schedule

Respondents will provide pricing information on the price sheet (**Attachment A**) that will be utilized when evaluating price competitiveness.

**1.11.1 RESERVED**

**1.11.2 Bid Pricing**

Proposers have the option to provide high-volume pricing. Proposers who offer high-volume pricing may be evaluated more favorably than those who do not. Proposers should specify this discount option within their cost proposal and at what level.

**1.11.3 Quantity Term**

Vendor agrees to supply the complete quantity and products that each customer requires.

**1.11.4 Tax Excluded from Price**

(a) Sales Tax: Wayne RESA and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.

(b) Federal Excise Tax: Wayne RESA may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Wayne RESA's exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.

**Proposer Response:**

**Include any comments regarding pricing, discounts being offered, and information on other cooperative contracts held by respondent.**

|  |
| --- |
|  |

### 1.12 Price Assurance

The awarded vendor agrees to provide pricing to Wayne RESA and its participating entities that are the lowest pricing available, and the pricing shall remain so throughout the duration of the contract. The awarded vendor agrees to promptly lower the cost of any product purchased through Wayne RESA following a reduction in the manufacturer or publisher's direct cost. If respondent has existing cooperative contracts in place, Wayne RESA requests equal or better than pricing to be submitted.

**All pricing submitted to Wayne RESA shall include a 2% administrative/remittance fee** to be remitted to CoPro+ by the awarded vendor**.** It is the awarded vendor’s responsibility to keep all product listings up to date and on file with Wayne RESA/CoPro+.

**Proposer Response:**

**Please confirm your understanding by checking Yes or No.**

|  |
| --- |
| **☐** Yes ☐ No |

**If “NO” was answered on any item in this RFP, please explain:**

|  |
| --- |
|  |

## SECTION 2.0 – PROPOSER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the bid documents, including, without limitation, any RFP Addenda and Exhibits have been read.

The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the bid documents of this RFP.

1. The undersigned has reviewed the bid documents and fully understands the requirements in this bid and that each proposer who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, and agrees that its bid, if accepted by Wayne RESA, will be the basis for the Proposer to enter into a contract with Wayne RESA in accordance with the intent of the bid documents.
2. The undersigned acknowledges receipt and acceptance of all addenda.
3. The undersigned agrees to the following terms, conditions, certifications, and requirements listed in Section 2.3:
* Contractor’s Employment Eligibility
* Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
* Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
* Assurance Regarding Access to Records and Financial Statements
* Iran Economic Sanctions Act
* Certificate of Independent Price Determination
* Certifications/Disclosure Requirements Related to Lobbying
* U.S. Department of Energy Assurance of Compliance Non-Discrimination in Federally Assisted Programs
1. The undersigned acknowledges that proposer will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated bid documents.
2. It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions and, if applicable, the site conditions. By the submission of a bid, the proposer certifies that if awarded a contract they will make no claim against Wayne RESA based upon ignorance of conditions or misunderstanding of the specifications.
3. Patent indemnity: Vendors who do business with the Wayne RESA shall hold Wayne RESA, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
4. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This documentation must be provided to Wayne RESA, prior to award, and shall include an insurance certificate and additional insured certificate, naming Wayne RESA, which meets the minimum insurance requirements, as stated in the terms and conditions.

### 2.1 Company Profile

| **Company Profile** |
| --- |
| Official Name of Proposer: |
| Street Address: |
| City: |
| State:Zip Code: |
| Website: |
| Primary Contact Name: |
| Primary Contact Phone Number:  |
| Primary Contact Email Address: |
| Dun & Bradstreet (D&B) Number (if applicable): |
| Has your company been debarred by the Federal and/or State Government? ☐ Yes ☐ No*If yes, has it been lifted and if so, when?* |
| Have you ever been in bankruptcy or in reorganization proceedings? |
| Brief history of your company, including the year it was established: |
| Signature: |
| Name and Title of Signer: |
| Date: |

### 2.2 References

Provide a minimum of three (3) customer references for product and/or services of similar scope dating within the past seven (7) years. Please identify any experience relevant to the services you propose to provide through this RFP within the Description of Services:

|  |  |
| --- | --- |
| Entity Name: |  |
| Contact Name: | Title: |
| City: | State: |
| Phone Number: | Years Serviced: |
| Description of Services: |  |
| Annual Volume: |  |

|  |  |
| --- | --- |
| Entity Name: |  |
| Contact Name: | Title: |
| City: | State: |
| Phone Number: | Years Serviced: |
| Description of Services: |  |
| Annual Volume: |  |

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| --- | --- |
| Entity Name: |  |
| Contact Name: | Title: |
| City: | State: |
| Phone Number: | Years Serviced: |
| Description of Services: |  |
| Annual Volume: |  |

###

### 2.3 Assurances and Certifications

**CONTRACTOR’S EMPLOYMENT ELIGIBILITY**

By entering the contract, Contractor warrants compliance with ARS subsection 41-4401, ARS subsection 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws. Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The vendor complies and maintains compliance with FINA, ARS 41-4401 and 23-214 which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the Wayne RESA Participating entities in which work is being performed.

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Printed Name of Respondent Signature of Respondent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name Date of Signature

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

**Certification Regarding Nondiscrimination Under Federally and State Assisted Programs**

The applicant herby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

**Assurance Regarding Access to Records and Financial Statements**

The applicant hereby assures that it will provide the pass-through entity, i.e., the Wayne County Regional Educational Service Agency, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F and Compliance Supplement for the U.S. Department of Education.

**Iran Economic Sanctions Act**

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the “Iran Economic Sanction Act” Public Act 517 for clarifications or questions. Wayne RESA as a Michigan public entity is required to follow Public Act 517 of 2012.

| Vendor Signature: |
| --- |
| Date: |

| **Notary** |
| --- |
| State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Sworn to and subscribed before me, a notary public in and for the above state and county, on this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_\_\_. |
| Notary Public \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_My commission expires: |

**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

1. By submission of this offer, the offeror certifies each party thereto certifies as to its own organization, that in connection with this procurement:
2. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting completion, as to any matter relating to such prices with any other offeror or with any competitor;
3. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to bid opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
4. No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.
5. Each person signing this offer on behalf of the manufacturer or processor certifies that:
6. He or she is the person in the offeror’s organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
7. He or she is not the person in other offeror’s organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this manufacturer or processor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company’s Authorized Representative / Position Title Signature of Company Representation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name Date of Signature

**CERTIFICATIONS/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING**

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, and imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their subtier contractors and/or subgrantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress and any Federal agency in connection with the award of a particular contract, grant, cooperative agreement, or loan. In addition, for each award action in excess of $100,000 (or $150,000 for loans) on or after December 23, 1989, the law requires recipients and their subtier contractors and/or subgrantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their subtier contractors or subgrantees will pay with profits or non-appropriated funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if material changes occur in their use. The law establishes civil penalties for noncompliance. If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress and any Federal agency in connection with a particular contract, grant, cooperative agreement or loan; You are required to execute the attached certification at the time of submission of an application or before any action in excess of $100,000 is awarded; and You will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, Federal Register (pages 6736-6746).

**CERTIFICATION REGARDING LOBBYING CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

**The undersigned certifies, to the best of his or her knowledge and belief, that:**

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of any Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement;

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

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Company’s Authorized Representative / Position Title Signature of Company Representation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name Date of Signature

## SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS

This section contains a description of activities as well as instructions to proposers on how to prepare and submit their proposal:

### 3.1 Wayne RESA Responsibility

Wayne RESA is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

### 3.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Wayne RESA Administrator/Purchasing agent designee’s sole judgment and his/her judgment shall be final.

### 3.3 Proposers Questions

**Proposers may submit written questions regarding this RFP by e-mail to the address identified below. All questions must be received by no later than** **the date identified on the cover page of this RFP.**  All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions please specify the RFP section and paragraph number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. Wayne RESA reserves the right to group similar questions when providing answers. Questions should be addressed to:

**E-mail address:** purchasing@resa.net

Wayne RESA may modify the RFP at any time during the bid process. All changes to the RFP will be posted under the bid number and each posting officially revises the RFP.

##

### 3.4 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFP. The proposal must remain valid for at least 120 days from the due date for responses to this RFP.

The Proposer will be responsible for completing and submitting the following sections of this RFP:

**Section 1.0 – Bid Responses to Scope of Work and Pricing** - The Proposer’s proposal must include detailed responses to each of the outlined requirements in the text boxes provided. There is no requirement or limitation on the amount of words for proposer’s responses.

**Section 2.0 – Proposer Information and Acceptance** – The Proposer will be required to complete the information in this section and provide required signatures and notarization.

**Attachment A – Pricing Schedule** – The Proposer will be required to complete the tables that make up the pricing schedule.

### 3.5 Bid Submission Deadline

**See Cover Page for the Bid Submission Deadline (the "Due Date").**

1. Submit an electronic version of your Bid to BidNet not later than the **Due Date** identified on the cover page**.** Wayne RESA has no obligation to consider any proposal that is not timely received. Proposals will not be accepted via U.S. mail or any other delivery method.

**Steps to Access Full RFP on MITN:**

1. Go to [www.bidnetdirect.com/mitn/resa](http://www.bidnetdirect.com/mitn/resa).
2. Register or log in if you are already a member.
3. Navigate to the RFP section and search for the solicitation number or title.
4. Download all relevant documents and follow the instructions specified in the RFP to submit your response.

**WRESA Contact Information**

For any queries related to this bid, please contact:

* **Contact Person:** Stacey Shaw
* **Email:** purchasing@resa.net

### 3.6 Adherence to Minimum Mandatory Requirements (Pass/Fail)

Wayne RESA Administrator or designee shall review Section 2.2 References and determine if the Proposer meets the minimum mandatory requirements as outlined in this RFP.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Wayne RESA may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

### 3.7 Evaluations Process

All Bids will be reviewed for compliance with the minimum mandatory requirements stated within this RFP. Bids not meeting the minimum mandatory requirements will be deemed non-responsive and eliminated from further consideration. Wayne RESA may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

A. Wayne RESA may contact the Proposer for clarification of the Proposer's Bid.

B. Wayne RESA may use other sources of information to perform the evaluation.

C. Wayne RESA. may require the Proposer to submit additional and/or supporting materials.

Responsive bids will be evaluated on the factors identified in this RFP. The Proposer(s) whose bid is advantageous to the Eligible Agencies, taking into consideration the evaluation factors, will be recommended for award approval.

After a prospective supplier has been selected, Wayne RESA and the prospective supplier(s) will negotiate a Master Agreement. If a satisfactory Master Agreement cannot be negotiated, Wayne RESA may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal.

### 3.8 Evaluation Criteria

|  | **Technical Evaluation Criteria** | **Points** |
| --- | --- | --- |
| 1. | **Sections 1.3 through 1.9** – Including but not limited to the following: Scope of work, adherence to requirements, service capabilities, management and staff, etc. | 50 |
| 2. | **References** – Section 2.2 | 35 |
| 3. | **Management and Staff** – Including but not limited to the following: qualifications and experience of the proposed staffing (Section 1.10). | 15 |
|  | **Total Points Possible** | **100** |

Award shall be made to the most responsible vendor whose proposal is determined to be best value to Wayne RESA taking into consideration the terms and conditions set forth in this RFP. A valid and enforceable contract exists when an agreement is fully executed between Wayne RESA and the Supplier.

In determining the best value, Wayne RESA will review and consider the technical evaluation criteria and pricing. Proposals receiving **80** or more technical evaluation points (see table above) will have pricing evaluated and considered for award.

### 3.9 Optional Tools to Enhance Evaluation Process

Wayne RESA during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Wayne RESA.

* Clarifications
* Deficiency Report
* Oral Presentation
* Site Visit
* Best and Final Offer (BAFO)
* Negotiations

### 3.10 Wayne RESA Option to Reject Proposals

Wayne RESA may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFP. Wayne RESA shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. Wayne RESA reserves the right to waive inconsequential disparities in a submitted proposal.

### 3.11 Freedom of Information Act

This contract and all information submitted to Wayne RESA by the Contractor and Proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Wayne RESA shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by law. The Proposer(s) must specifically label only those provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.

By submitting a response to this RFP, the Proposer shall be deemed to have agreed to indemnify and hold harmless Wayne RESA for any liability arising from or in connection with Wayne RESA's failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFP which have been marked "Trade Secret," "Confidential," or "Proprietary."

### 3.12 Contacts with Wayne RESA Personnel

All contact with Wayne RESA regarding this RFP or any other matter relating thereto must be emailed as follows:

Email address: purchasing@resa.net

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Wayne RESA personnel other than the Procurement Contact, Wayne RESA, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Wayne RESA in writing will be binding with respect to this RFP.

### 3.13 Final Agreement Award Determination

Wayne RESA reserves the right to make one total award, one award for each section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Wayne RESA.

### 3.14 Cancellation of Invitations for Bids or Requests for Proposals

An IFB, a RFP, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of the County in accordance with regulations.

### APPENDIX A – Regional Map

****

1. Upper Peninsula

2. Northwest

3. Northeast

4. West

5. East Central

6. East

7. South Central

8. Southwest

9. Southeast

10. Detroit Metro

**Proposer Response:**

**Please list which Regions you will service.**

|  |
| --- |
|  |

**Attachment A – Pricing Schedule**

1. The Proposer must provide pricing for the deliverables stated in this RFP using the table below. You may add additional rows as needed. Failure to complete the pricing schedule may result in the disqualification of your proposal.
2. Price proposals must include all costs, including but not limited to, any one-time or set-up charges, fees, travel, maintenance, and potential costs that the vendor may charge (e.g., shipping and handling, per piece pricing, and palletizing).
3. Additional pages may be added as needed to propose alternative solutions/pricing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Line-Item Description | UOM | Year 1 | Year 2 | Year 3 |
| Dedicated Site Supervisor | Hourly Rate |  |  |  |
| External Officer with vehicle (Wayne RESA Burger Baylor Building) with capability to enter building as needed | Hourly Rate |  |  |  |
| Officer for Internal Security (Wayne RESA Education Center) | Hourly Rate |  |  |  |
| Officer for Internal Security for meetings and events (as needed) | Hourly Rate |  |  |  |
| Officer for External Security (Wayne RESA Education Center, including Wayne RESA Annex) After hours coverage with vehicle | Hourly Rate |  |  |  |
| Officer for Internal & External Security for Beacon Building with vehicle | Hourly Rate |  |  |  |