

**REQUEST FOR PROPOSAL
BID NUMBER 001073**

Wayne County Community College District is soliciting bids for a college-wide contract for **Printing of 2010 Summer Academic & CE Schedule book.**

A MANDATORY Pre-Bid Conference will be held on Wednesday, October 21, 2009 at 2:00 p.m. at the following location:

**Wayne County Community College District
Central Administration Building (Purchasing Department)
801 W. Fort St.
Detroit, MI 48226**

(Located at the corner of Fort St. and Third Ave.)

IMPORTANT: Your company is responsible for knowing any changes or modifications discussed at the Pre-Bid Conference. Those bids, which do not meet specifications, will be rejected.

(FAXED BIDS WILL NOT BE ACCEPTED)

Following the Pre-Bid Conference, bids will be received by:

**Wayne County Community College District
ATTN: Tami Stanza
Purchasing Department
801 W. Fort Street
Detroit, MI 48226
Voice: (313) 496-2612/fax: (313) 961-7693**

The deadline for receipt of proposals will be Wednesday, October 28, 2009 at 3:00 p.m. At that time, the bids will be opened publicly. Indicate on the outside of your (SEALED) envelope **your company name, the Bid Number, project name and the deadline.**

Information required from Bidders:

Please return the following with your submission:

1. Proposal page(s), complete with authorized signature (if provided)
2. Proof of three (3) years in business
3. Proof of business insurance
4. References (a minimum of three)
5. Certificate of Awardability (available from the State of Michigan Civil Rights Office, telephone number is (313) 456-3822; a copy of a letter stating you have applied is sufficient)
6. Addendum to Independent Contractor Agreement (supplied by the College)
7. Financial Statement (required only if your total bid is \$50,000.00 or more)
8. Bid Guarantee (required only if your total bid is \$50,000.00 or more)
9. Outline of any suggested modifications or an explanation of any proposal suggestion submitted by you, which may not be clear.

(NOTE: Items 1 through 7 are required with any bid submission)

REQUIREMENTS IN DETAIL

1) PROPOSAL PAGE

Your bid proposal **must** be submitted on 8.5" x 11" paper; you may submit supporting documentation, etc. but the College reserves the right to dispose of said support (covers, oversize envelopes, etc.) at the completion of the bid.

1) PRE-AWARD PERSONNEL SURVEY / EQUAL EMPLOYMENT OPPORTUNITY GOALS

The College will, in addition to considering the traditional factors in determining the bidder's responsibility, consider as a major factor is the bidder's efforts to employ minority workers. To this end, the Pre-Award Personnel Survey supplied must be properly filled out and returned with your bid, regardless of the amount of the bid.

2) PROOF OF THREE YEARS IN BUSINESS

Any company submitting a bid must show proof of being in business for at least three (3) years. Proof of 3 years in business can be a copy of a three year old document bearing the company's name. These documents may include; Articles of Incorporation, bank statement, licenses, telephone bill, etc.

3) PROOF OF BUSINESS INSURANCE

Your company must be insured and possess the proper amounts of liability, workman's compensation, auto, etc., required by law. Please include a copy of your certificate with your bid.

4) REFERENCES

References shall consist of a minimum list of clients (three) presently serviced by your company, for whom you perform the same or similar service(s), and a contact person with current telephone number at each establishment.

5) CERTIFICATE OF AWARDBLITY

Each contractor submitting a proposal must establish if he or she is awardable under criteria established by the Michigan Civil Rights Commission. **A Certificate of Awardability** must accompany your bid. Certificates may be obtained through the Michigan Civil Rights Commission Office located at 3054 W. Grand Blvd., Suite 3-600 Detroit, MI (phone (313) 456-3822). A letter stating that you have applied for the certificate is acceptable until receipt of the certificate.

6) ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT

This document, supplied by the College, is required with most bids. This states that the contractor and employees including subcontractors **are not** employees of the College.

7) FINANCIAL STATEMENT – Must be submitted with BIDS OF \$50,000.00 OR MORE. A financial statement covering the latest complete business cycle is required.

8) *BID GUARANTEE*

A certified check, bank cashier's check or bid bond equal to **five percent (5%)** of your total base bid is required for each bid; the items should be made payable to **Wayne County Community College District**. A bid bond shall be issued by a bonding company licensed to transact business in the locality.

The successful bidder's bid guarantee will be retained until he has entered into a contract with the College. The College reserves the right to hold the bid guarantee of the next two bidders until the successful bidder has entered into a contract with the College, or for a period of sixty (60) days, whichever time elapses first. Bid guarantees of all other bidders will be returned to them as soon as possible after the bid opening.

Should a bidder fail to enter into a contract with the College within ten (10) days, after his bid is accepted, his bid guarantee will be **forfeited** to the College as liquidated damages but not as a penalty.

OTHER INFORMATION

ADDENDA

Addenda will be mailed, faxed or delivered to all who are known by WCCCD to have a complete set of bid documents. No addenda will be issued later than (24) hours prior to the bid opening date except for addenda withdrawing the bid or postponing the bid opening date.

EXPLANATION OF BID DOCUMENTS

Any bidders requesting clarifications or corrections to bid documents must put their requests in writing and fax them to WCCCD Purchasing Department at 313.961.7693. Clarification requests must be received no later than **Tuesday, October 27, 2009 by 12:00 p.m.**

BIDS EXCEEDING \$50,000.00

If the combined total of your bid on this package is \$50,000.00 or above, it is **MANDATORY** that all information requested in the previous section titled "Information Required from Bidders" be included in your bid package at the time of the bid opening to insure that your bid be considered.

WITHDRAWAL OF BIDS

Any bidder may withdraw his bid, either personally or by written request, at any time prior to the hour set for the bid opening. No bid may be withdrawn or modified later than the time set for opening unless and until the award of contract is delayed for a period exceeding sixty (60) days.

SUBMISSION OF FORMS

Proposals must be submitted on forms furnished by the College (if provided); forms may be requested in duplicate. Attachment(s) may be made to clarify or supplement the College form(s). Please note that oversized attachments and other supplemental submissions may be disposed of at the completion of the bid process.

TERMS

The College's terms are net 30, unless otherwise negotiated.

ACCEPTANCE OF BID PROPOSAL(S)

The College reserves the right to reject any or all bids; the College may waive any informalities or irregularities in bid proposals submitted during the bidding process. **The College also reserves the right to award the contract to other than the low bidder.**

Sealed bids may be submitted prior to the closing date in an envelope clearly marked with the **company name, bid number, title of the project and the date and time it is due.** The College accepts no responsibility for bids, which do not meet the deadline because they were improperly labeled.

“LOWEST RESPONSIBLE BIDDER”

The lowest responsible bidder shall be based upon the following criteria: (1) purchase price; (2) the reputation of the vendor and of the vendor’s goods or services; (3) the quality of the vendor’s goods or services; (4) adequate financial resources for performance; (5) the extent to which the goods or services meet the College’s needs; (6) the vendor’s past relationship with the College; (7) adequate experience, organization and technical qualifications, skills and facilities; (8) ability to comply with the required timeline for delivery of services or goods; (9) a satisfactory record of integrity, judgement and performance; (10) in form and substance, a commitment to MBE, WBE, and WCBE goals.

ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT

This will confirm that I have informed Wayne County Community College District (WCCCD) that I meet four basic tests used by the General Accounting Office to determine whether a true separate business entity exists which permits the College to engage me as an independent contractor.

- 1. I have a principal place of business other than furnished by the College. I understand that a home does not qualify as a separate place of business unless it qualifies as a deduction of certain expenses in connection with business use of the home.**
- 2. I maintain a separate set of books and records that reflect all items of income and expenses at my business.**
- 3. I have the risk of suffering a loss as well as the opportunity of making a profit.**
- 4. I hold myself out in my own name/Company name as self-employed and make my services generally available to the public.**

In addition to meeting the above basic tests, I have read and understand the twenty-factor test set forth by the Internal Revenue Service cited at Rev Rul 87-41, 1987 which is used to determine whether an individual is an independent contractor, I generally meet the requirements, and hereby certify to Wayne County Community College District (WCCCD) that I am an independent contractor in accordance with the Internal Revenue Service twenty-factor test included therein.

Name of Independent Contractor

Name of Firm (if applicable)

Employer Identification Number

Date

Specifications

Printing of 2010 Summer Academic & CE Schedule Book
Bid #001073

****See attached PDF file**

Bid Number
001073
Proposal Page

SUBMITTED BY:

Company Name

Address, City, State, Zip

Contact Name

(_____) _____
Phone number

Signature of Authorized Representative, Title

Total Cost: _____

Leadtime: _____

Insert Price for SUMMER 2010

	45,000	55,000	65,000
Price for 164 Total pages Including Cover			
Price for 172 Total pages Including Cover			
Price for 180 Total pages Including Cover			
Reply Card Not included in Page Count			