

**RFP #WR-20700-111119**

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REQUEST FOR QUALIFICATIONS

FOR

E-Waste and Recycling Services

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## BID SUMMARY

**Commodity/Service Being Requested:** E-Waste and Recycling Services

**Type of Solicitation:** Request for Qualifications (RFQu) - Wayne RESA, in partnership with the Michigan Association of Counties (MAC) CoPro+ Program, is implementing an E-Waste and Recycling Services procurement program statewide throughout Michigan. School districts and counties across the state have been requesting an E-Waste and Recycling Services contract vehicle be put in place that makes E-Waste and Recycling Services affordable and easy to order. Electronic waste (e-waste) refers to the disposal of broken or obsolete electronic components and materials. E-waste materials may be valuable and recyclable, such as random-access memory and reusable laptops. However, hazardous materials, such as cathode ray tube monitors, require special handling in disposal. Commonly discarded electronic products that include computers, televisions, copiers and fax machines.

Through this process, it is the goal of Wayne RESA to competitively prequalify and establish a list of contractors that will provide E-Waste and Recycling Services for the next three to five years. The resulting contract(s) will enable public municipalities, non-profit organizations, and school districts to “piggyback” and purchase on an as needed basis from the awarded pool of contractors. The list of entities that will be using this bid will continue to grow statewide. Please be sure in your proposal to list the areas of the state that you provide services.

**Type of Resulting Contract:** Statewide Cooperative Contract - As a result of this RFQu, Wayne RESA will work with the Michigan Association of Counties CoPro+ program to market and extend the resulting contract(s) to other government municipalities and school districts statewide. The vendor or vendors will be competitively selected as having been qualified as defined within the qualification section of this RFQu.

**Resulting Contract Term:** Three (3) years with two (2) one-year renewal options.

TIMETABLE	
Release of RFQu:	December 2, 2019
Question & Answer Due Date:	December 16, 2019
Questions and Answers Responses Posted:	December 18, 2019
Proposals Due by (5:00 pm/ EST) *:	January 6, 2020
Notice to Award:	January 2020
Master Agreement Award Date:	January 2020

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

**Contacts with Wayne RESA Personnel:** All contact with Wayne RESA regarding this RFQu or any matter relating thereto must be sent to the following email: [copro@resa.net](mailto:copro@resa.net)

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Solicitation Terms and Condition can be found at <http://www.resa.net/services/purchasing/>

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

### 1.1 Minimum Mandatory Requirements

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

1. Proposer must have three (3) years' experience, within the last five (5) years, providing E-Waste and Recycling Services equivalent or similar to those being requested by Wayne RESA as described herein.
2. If awarded, supplier will be required to present all product and services information in electronic catalogs; CoPro+ will assist with all catalog and technology requirements.

***Proposer Response:***

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

### 1.2 Product and Service Categories

Wayne RESA is seeking a service provider that has the depth, breadth and quality of resources necessary to provide E-Waste and Recycling Services.

The Entities will be utilizing the services of the vendor(s) for tasks that include, but are not limited to, pickup/recycling of E-WASTE on a regularly scheduled and “as needed” basis, provide documentation of quarterly tracking reports and recycled commodity amounts and certification of destination of all E-WASTE collected and a reconciliation of reimbursements and or fees to the ordering entity. The Contractor shall provide all necessary packaging materials (pallets, Gaylord boxes, shrink wrap, etc.) to meet shipping requirements and staff training to the entities ordering this service.

E-Waste Supplier that follows best industry practices for E-Waste recycling, data-neutralization, destruction and disposal to handle the removal of E-Waste Assets from pre-defined sites. The Supplier will focus on three key areas of service to include Logistics, Liability Management and Security of all assets once transferred. The Supplier understands that the acquisition of transferred assets may be a generation of revenue for the District by a defined list of commodity/scrap pricing negotiated on a set per item of accepted assets.

### 1.3 Product Specifications

#### 1.3.1 Reservation of Rights

All products being bid shall be certified as new and unused. Please bid top-of-the-line products. Generics are not preferred. The product lines of nationally recognized manufacturers who regularly advertise, promote and distribute catalog products to the school and local government market are preferred. However, Wayne RESA will evaluate the merits of all bids submitted and

reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all bids or portions of bids with or without cause. Wayne RESA further reserves the right to waive any irregularity or informality in the RFQu process or any bid, and the right to award to one or multiple vendors. Wayne RESA reserves the right to add or delete products or services from the bid, extend agreements, or change vendors, in order to best serve the eligible agencies. These changes will follow approved bidding laws. Wayne RESA may use the product or service cost, or the sum of groups of products and/or services, may group similar products, and/or total cost of ownership, to evaluate prices and award bids. Wayne RESA reserves the right to request additional information from any or all Proposers. Wayne RESA also reserves the right to select one or more vendors to award a contract to under this RFQu. In the event a bid is accepted by Wayne RESA and the vendor asserts exceptions, special considerations or conditions after acceptance, Wayne RESA, in its sole and absolute discretion, reserves the right to reject the bid and award other Proposer(s).

### 1.3.2 Competition Promoted

The name of a model, manufacturer or brand in Wayne RESA bid documents shall not be considered as exclusive of other brands unless "NO SUBSTITUTE" is stated in the item description. Proposers may offer a variety of brands and models, as it is the intent of Wayne RESA to provide a multitude of options to the eligible agencies. Wayne RESA expects all supplies, materials, equipment or products bid to meet or exceed the specifications set forth in this RFQu. Further, it is Wayne RESA's intent that this RFQu permit competition. Accordingly, the use of any patent, proprietary name or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies, materials, equipment or products requested in this RFQu are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. Wayne RESA, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by Proposer meet the specifications contained in this RFQu and possess equivalent and/or better qualities. It is the Proposer's responsibility to notify Wayne RESA in writing if any specifications or suggested comparable equivalent products/brands require clarification by Wayne RESA prior to the due date for bids

Please confirm your understanding by checking Yes or No.

Yes                       No

### 1.4 Service Specifications

All services furnished must be in conformity with each participating agency requirements and specifications and will be subject to acceptance by the individual customers at delivery. The right is reserved to reject the service at the risk and expense of the vendor.

Please confirm your understanding by checking Yes or No.

Yes                       No

## 1.5 Service Capabilities

### 1.5.1 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:**

### 1.5.2 Primary Account Representative

Proposers must identify by name and location the primary account representatives and key contacts who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents. Include names, titles, address, phone number, and email addresses.

**Proposer Response:**

## 1.6 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 within 24 hours or one (1) 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:**

## 1.7 Purchase Orders

Requests for quotes will be initiated by participating entities as specific needs arise. Participating entities 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 entity will evaluate the responses and determine the vendor that will be awarded a purchase order (PO). Resulting orders are to be delivered and billed directly to these institutions.

Please confirm your understanding by checking Yes or No.

Yes                       No

## 1.8 Delivery & Acceptance

The Proposer will be required to quote prices for all known costs or revenue for E-Waste Recycling services. Proposer should address the following items and costs in their proposal and other item/costs that they are aware of that may not have been requested in this bid.

- Time frames for delivery of service;

- Please give a description and the costs or revenue associated with a service model you recommend. Based on your model do you have any information you can share, of the long term cost savings or revenue for an organization by using your service model.
- What is your Service Ordering procedure or process;
- Policies and procedures for an organization accepting a delivery of service.

**Proposer Response:**

**1.8.1 Reporting Capabilities**

Contractors are required to submit quarterly sales reports and other reporting documents.

Please confirm your understanding by checking Yes or No.

Yes                       No

**1.8.2 Shipping Errors**

The receiving entities have been instructed to make immediate inspection on receipt of products/services and to process payment documents promptly. Payment documents, however, will be delayed if the products/services fail to comply with specification requirements.

Please confirm your understanding by checking Yes or No.

Yes                       No

***If "NO" was answered on any items in Section 1.3, 1.4, 1.7, 1.8, please explain:***

**1.9 Management & Staff**

Proposer should address the following items in their proposal:

- Project Management of the contract;
- Staffing and responsibilities;
- Process and procedures to keep safe and secure facilities when delivering service;
- Awarded Supplier upon receipt of assets accepts full liability of assets including damages which may occur due to any improper handling and/or failed hardware neutralizing. Areas of focus include the transfer of asset ownership, secure data erasure "neutralization" of all HISD-related information from all hardware and asset destruction when hardware cannot be neutralized. Supplier must provide the secure erasure or destruction of data bearing equipment when required and display responsible reuse and recycling that meets or exceeds all local, state and federal guidelines. Supplier must provide details regarding the company's procedure for the secure erasure or destruction of data bearing equipment, when required, and responsible reuse and recycling that meets or exceeds all local, state and federal guidelines.
- Awarded supplier will provide appropriate security policies and processes to ensure the proper handling of an entities end-of-life electronic assets and data. Areas of focus include secure handling of assets, following proper chain of custody protocols and implementing appropriate facility security to ensure and asset safety. Supplier must provide the company's security policies and processes to ensure the proper handling of an entities end-of-life electronic assets.



- Supplier will describe how they will minimize costs and outline revenue generation potential for the disposition of end-of-life electronic assets.
- Supplier will provide an explanation of how they will erase all HISD data bearing assets in conformity of the NIST 800-88 Guidelines for Media Sanitation.
- Supplier will provide a list of supplies that the supplier will not accept.
- Background checks process, depending on the facility ordering the work a more restrictive background check may be required.

**Proposer Response:**

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**1.10 Pricing/Revenue Schedule**

Respondents shall provide pricing/revenue opportunities on the price sheet (Attachment A). Add rows to Attachment A for additional item(s) and or other service offerings that your company provides. Please include with your proposal any narrative or spreadsheet that would detail your program for this type of service. Rates provided on all forms should cover all related overhead, profit, supplies, materials, travel, etc., for the performance of work required. Request for compensation beyond that stated in your bid submission will be rejected.

If pricing varies based on geographical regions serviced, please explain in your proposal. Please also list all areas that you offer services.

Respondents should indicate any discounts or promotional pricing available. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. If respondent has existing cooperative contracts in place, Wayne RESA requests equal or better than pricing to be submitted.

**1.10.1 Price Guarantee**

For the first twelve months of the Agreement, the vendor must guarantee to provide the products at the proposed rates. The vendor can propose price increases or decreases after the above stated time period.

**1.10.2 Promotional Pricing**

Proposer may offer promotional pricing for awarded products and/or services during the contract term. Upon promotion expiration, the pricing must return to previous item price and remain in compliance with the Price Guarantee.

**1.10.3 Free On Board (F.O.B) Delivered/Destination (Required)**

Prices shall be quoted "F.O.B. Delivered/Destination" to each Customer with transportation charges prepaid on all orders that meet the minimum order dollar amount.

**1.10.4 Bid Pricing**

Bid pricing must reflect Net 30 payment terms.

**1.10.5 Quantity Term**

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



#### 1.10.6 Rebates and Special Promotional Capabilities

All vendors are encouraged to make manufacturer promotions, rebates and special pricing opportunities available. Wayne RESA must approve promotional materials referring to the Wayne RESA/CoPro+ Agreement prior to release. Wayne RESA/CoPro+ will post rebate and special pricing information on its web site.

Guidelines for Vendor /Contractor promotions for Wayne RESA/CoPro+ awarded items:

- A. Submit all promotions for approval
- B. Identify the savings amount
- C. Identify the final price
- D. Specify the time period in which a purchase must be made
- E. Identify the link to a rebate form (preferred) or provide the form

#### 1.10.7 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 and local units of government 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.***

#### 1.11 Price Assurance

The awarded vendor agrees to provide pricing to Wayne RESA and its participating entities ensuring the lowest pricing available. The awarded vendor agrees to promptly lower the cost of any product/service 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 and revenues submitted to Wayne RESA shall include 1.5% administrative/remittance fee to be remitted to CoPro+ by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings and sales reports up to date and on file with Wayne RESA/CoPro+.

## SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the bid documents, including, without limitation, any RFP Addenda and Exhibits have been read.
2. 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 RFQu # WR-20700-111119 – E-Waste and Recycling Services.
3. The undersigned has reviewed the bid documents and fully understands the requirements in this bid and that each bidder 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 Bidder to enter into a contract with Wayne RESA in accordance with the intent of the bid documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements listed in Section 2.3:
  - 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
6. The undersigned acknowledges that bidder 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 RFQu and associated bid documents.
7. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a bid, the bidder certifies that if awarded a contract they will make no claim against Wayne RESA based upon ignorance of conditions or misunderstanding of the specifications.
8. 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.
9. 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.
10. **Solicitation Terms and Condition can be found at <http://www.resa.net/services/purchasing/>**

## 2.1 Company Profile

Official Name of Bidder:		Type of Entity/Organization (check one):  <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other: _____
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 Government? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Has your company been debarred by State Governments? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
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 5 years.

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Served:
Description of Services:	
Annual Volume:	

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Served:
Description of Services:	
Annual Volume:	

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Served:
Description of Services:	
Annual Volume:	

### 2.3 Assurances and Certifications

#### **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 hereby 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 Section 400 (d) (4) of the U.S. Department of Education Compliance Supplement for A-133.

#### **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:

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

This section contains key project dates and activities as well as instructions to proposers on how to prepare and submit their proposal:

TIMETABLE	
Release of RFQu:	December 2, 2019
Question & Answer Due Date:	December 16, 2019
Questions and Answers Responses Posted:	December 18, 2019
Proposals Due by (5:00 pm/ EST) *:	January 6, 2020
Notice to Award:	January 2020
Master Agreement Award Date:	January 2020

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

#### 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 RFQu by e-mail to the address identified below. All questions must be received by 5:00 pm EST (Eastern Standard Time) no later than December 16, 2019.** All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFQu.

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

Questions should be addressed to:

**Email address: copro@resa.net**

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

### 3.4 Preparation of the Proposal

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

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

**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 your responses.

**Section 2.0 – Bidder 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 excel spreadsheets that make up the pricing/revenue schedule.

### 3.5 Bid Submission Deadline

**The Deadline for receipt of Bids is: December 20, 2019, 5:00 PM EST (the "Due Date").**

1. Submit an electronic version of your Bid to Wayne RESA via email to [copro@resa.net](mailto:copro@resa.net) not later than **5:00 p.m. on January 6, 2019**. Wayne RESA has no obligation to consider any proposal that is not timely received. Note: Timely delivery is regarded as to the time and date that the e-mail arrives within Wayne RESA not when the e-mail was sent. Proposals will not be accepted via U.S. mail or any other delivery method.
2. APPLICANTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL:  
*"RFQu WR-20700-111119" with Company Name, and "message 1 of 3" as appropriate if the proposal consists of multiple emails. Note: All e-mails from a Proposer must be received by Wayne RESA by the stated time and date in order for the proposals to be deemed submitted on time.*

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

Wayne RESA Administrator or designee shall review Section 2.0 Bidder Information and determine if the Proposer meets the minimum requirements as outlined in this RFQu.

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 Evaluation Process

All bids will be reviewed for compliance with the mandatory requirements stated within this RFQu. Bids not meeting the 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 RFQu. 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. It is anticipated that pre-qualified contract awards will be made to multiple vendors.

### **3.8 Evaluation Criteria**

1. Evaluation Factors for Statement of Work (Section 1) – 30 points
2. Company Profile (Section 2.1) - 10 points
3. References (Section 2.2) – 20 points
4. Pricing/Revenue (Section 1.10 and Attachment A) – 40 points

### **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 RFQu. 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 RFQu, 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 RFQu or any matter relating thereto must be in e-mailed as follows:

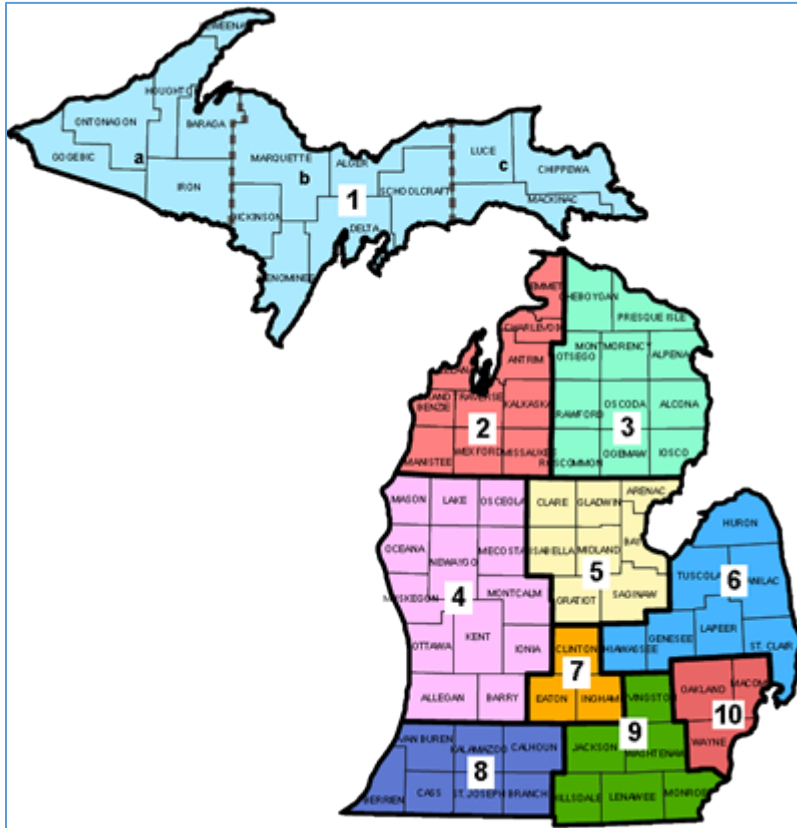
**Email address:** [copro@resa.net](mailto:copro@resa.net)

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 RFQu.

### **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.

### APPENDIX A – Food Service Equipment Repair Services 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