



BOARD OF COUNTY ROAD COMMISSIONERS
BOARD OF PUBLIC WORKS

COMMISSIONERS:

W.C. Askew, Sr., Reginald D. Boze, Doug Burleson, Gregory H. Kinney, Wayne Nelson

REQUEST FOR PROPOSALS

The Van Buren County Road Commission is accepting sealed Proposals for ***Automotive and Equipment Filters*** at the Road Commission office, 325 W. James St., P.O. Box 156, Lawrence, MI 49064 until 3:30 PM on Tuesday, October 8, 2024.

All Proposals must be in a sealed envelope and plainly marked as set forth above and include the name of the bidder. All unmarked Proposals and/or Proposals received after the submitted deadline may be rejected.

A Request for Proposals containing the proposal requirements may be obtained at the office of the Road Commission.

The Road Commission reserves the right to reject any or all Proposals, to waive irregularities in the bidding, and to award the contract in any manner deemed to be in the best interest of the Van Buren County Road Commission.

AN EQUAL OPPORTUNITY EMPLOYER
VAN BUREN COUNTY ROAD COMMISSION

REQUEST FOR PROPOSALS

Automotive and Equipment Filters

General Specifications

1. Proposals on forms provided by the Road Commission, placed in a sealed envelope plainly marked "AUTOMOTIVE AND EQUIPMENT FILTERS" will be received by the Van Buren County Road Commission, 325 West James Street, Post Office Box 156, Lawrence, Michigan 49064 until **Tuesday, October 8, 2024 at 3:30 PM.**
2. Vendor shall submit quotation on the Proposal form(s) provided.
3. Any questions regarding this Request for Proposals shall be directed to **Nick Mead, Fleet and Facilities Superintendent, Email: ShopSupervisor@vbcrc.org, Phone: 269-674-8011, Extension 292.**
4. The Van Buren County Road Commission reserves the right to terminate the contract without penalty upon 30 days written notice due to poor performance, or for reasons deemed to be in its best interest. A designated representative of the Van Buren County Road Commission will be responsible for determining acceptable performance levels. His/her decision will be deemed to be in the best interest of the Van Buren County Road Commission, and will be final. The Van Buren County Road Commission reserves the right to re-award the contract to the second most qualified proposal, rebid the contract, or do what is deemed to be in its best interest.
5. All quantities stated unless indicated otherwise are estimates and the Van Buren County Road Commission reserves the right to increase or decrease the quantity at the unit price bid as best fits its needs.
6. The Van Buren County Road Commission is exempt from Michigan State Sales Tax. Prices quoted shall not include State taxes. The Van Buren County Road Commission will furnish the successful bidder with tax exemption certificates when requested.
7. The Van Buren County Road Commission, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award.
8. The Road Commission reserves the right to reject any or all bids, to waive irregularities in the bidding and to award the bid in any manner deemed to be in the best interest of the Road Commission.

9. Insurance and Indemnification

The successful bidder hereby covenants and agrees to take use, provide and make all proper, necessary and sufficient precautions, safeguards and protection against the occurrence of happenings of any accident, injuries, damages, or hurt to person or property during the course of the work herein covered as its sole responsibility.

The successful bidder further covenants and agrees to indemnify, defend and hold harmless the Board of County Road Commissioners of the County of Van Buren (a/k/a the Van Buren County Road Commission) and its agents, employees or servants from liability, including all claims and losses, and all related costs and expenses (including reasonable attorneys' fees and costs of investigation, litigation, settlement, judgments, interest and penalties), accruing or resulting to any person or entity that may be injured arising from said contracted services.

The successful bidder shall maintain, during the life of the contract, sufficient insurance to protect against all claims under Workers Compensation, Automobile Liability, and Professional Liability as follows:

- **Workers' Compensation** insurance with the Michigan statutory limits for all its employees assigned to perform services pursuant to the contract.
- **Automobile Liability** insurance on each vehicle owned, hired and/or non-owned while operating on the public highways during the life of this contract in the mimimum amount of \$1,000,000.00 Combined Single Limits.
- **Professional Liability** insurance in the amount of not less than \$250,000 per occurrence.

The successful bidder shall be responsible for payment of all deductibles contained in any insurance required hereunder.

SPECIFICATIONS AND SCOPE OF WORK

Purchased and Stocked on Consignment

1. Award will be based on the price that is in the best interest of the Van Buren County Road Commission. Manufacturer filter numbers are listed on the bid sheet for cross-reference purposes. The following are the acceptable brand name filters and do not require prior approval: **Wix, Fram, Fleetguard, NAPA, Baldwin, Donaldson, Luber-Finer, Hastings and OEM (Original Equipment Manufacturer)**. Any substitute for the acceptable brand name filters listed must be approved prior to the bid opening in order to be considered for the award.
2. Prices must be firm for the entire contract period, i.e., one year from the date of the award. It is the responsibility of the bidder to ascertain which filter is applicable to the Van Buren County Road Commission's needs, and to price accordingly on the bid sheet FOB: 204 South Second Street, Lawrence, MI 49064.

3. Filters will be purchased and stocked on consignment to the Van Buren County Road Commission. Supplier will conduct an on-site inventory a minimum of two (2) times per month and shall rotate supplies as standards or update changes. All prices quoted by Supplier shall be FOB Destination and shall include all handling or other charges.
4. Awarded supplier shall agree to stock an adequate supply of the specific filters listed on the bid sheets. In the event that an item not listed on the bid sheets is ordered three (3) times within a one month period it shall become a "stock item" for the vendor. Awarded supplier agrees to provide any filter on the bid sheet, or subsequently added to stock list by virtue of order frequency.
5. Supplier must invoice with prices on the bid contract. Invoices shall be provided to the Van Buren County Road Commission, Post Office Box 156, Lawrence, MI 49064.
6. Supplier will be responsible for establishing initial inventory and maintaining inventory at the Van Buren County Road Commission, 204 South Second Street, Lawrence, MI 49064.
7. The Supplier shall provide all consignment parts to the Van Buren County Road Commission within 7 days from time of purchase. The Supplier will be excused from this in the event of a Natural Disaster (snow storm, tornado, etc.). If the Supplier cannot meet this time frame, they must contact the **Fleet and Facilities Superintendent**, or his/her designee, immediately. The Van Buren County Road Commission reserves the right to purchase parts outside the bid to continue operation.

“Automotive and Equipment Filters”

COMPANY NAME: _____

Van Buren County Road Commission
 325 West James Street, Post Office Box 156
 Lawrence, Michigan 49064

Commissioners:

The undersigned hereby certifies that the information provided in this Proposal submitted to the Van Buren County Road Commission is accurate and complete, and that I am duly authorized to submit the same. I hereby certify that I have reviewed all documents and requirements as set forth in the Specifications, and accept their terms and conditions.

Purchased and Stocked on Consignment

Description	NAPA Part # for Cross Reference	Estimated Annual Quantity	Unit Price	Extended Price
Air Dryer Filter	500071	10	\$	\$
Fuel Filter	600103	18	\$	\$
Air Filter	6843	14	\$	\$
Air Dryer Filter	220129	15	\$	\$
Oil Filter	7909	12	\$	\$
Transmission Filter	7740XE	13	\$	\$
Oil Filter	7703	8	\$	\$
Oil Filter	1791	20	\$	\$
Hydraulic Filter	1759	13	\$	\$
Power Steering Filter	1637	13	\$	\$
Hydraulic Filter	1407	16	\$	\$
Oil Filter	7502	8	\$	\$
Oil Filter	7060	12	\$	\$
Oil Filter	1372	8	\$	\$
Oil Filter	1307	6	\$	\$
Oil Filter	1348	2	\$	\$
Oil Filter	1522	2	\$	\$
Oil Filter	100255	4	\$	\$
Air Filter	2321	4	\$	\$
Air Filter	2808	9	\$	\$
Coolant Filter	4155	4	\$	\$
Air Filter	6522	4	\$	\$

Description	NAPA Part # for Cross Reference	Estimated Annual Quantity	Unit Price	Extended Price
Air Filter	6883	4	\$	\$
Oil Filter	1749	4	\$	\$
Hydraulic Filter	1758	4	\$	\$
Oil Filter	1970	4	\$	\$
Fuel Filter	3386	3	\$	\$
Fuel Filter	3644	6	\$	\$
Fuel Filter	3655	6	\$	\$
Oil Filter	1734	3	\$	\$
Oil Filter	7312	4	\$	\$
Oil Filter	1042	2	\$	\$

Very truly yours,

Submitted by: _____

Company: _____

Address: _____

Phone: _____

Email: _____