INTRODUCTION

Kent County CMH Authority (d.b.a. Network180) seeks to contract to purchase general office supplies on and “as needed” or “just-in-time” basis for our three locations:

1. 3310 Eagle Park Dr. Suite 100, Grand Rapids, MI 49525
2. 790 Fuller Ave. NE, Grand Rapids, MI 49503
3. 2040 Raybrook Ave Suite 202/203, Grand Rapids, MI 49546

DESCRIPTION OF ORGANIZATION

Network180 is a Community Mental Health Authority governed by a twelve-member board appointed by the Kent County Board of Commissioners for three-year terms. Network180 is legally separate from the County of Kent, but is reported as a component unit on the financial statement of the County due to the nature of the relationship.

Network180 is a public behavioral health access and service facility serving the needs of Kent County citizens in the areas of mental health, substance use disorders, and intellectual/developmental disabilities.

SCOPE OF SERVICES

The contractor shall be required to provide and/or furnish all supplies, inventory, and services necessary to ensure the availability of office supplies to each requesting location. For scope and size of the ordering, here is an example of the most frequently ordered office supplies on a monthly basis:

<table>
<thead>
<tr>
<th>Description</th>
<th>Monthly Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correction tape 10/pk</td>
<td>2</td>
<td>Pack</td>
</tr>
<tr>
<td>Folder, file, letter</td>
<td>5</td>
<td>Box</td>
</tr>
<tr>
<td>Folder, hanging, letter</td>
<td>2</td>
<td>Box</td>
</tr>
<tr>
<td>Legal pad, 5 x 8</td>
<td>3</td>
<td>Dozen</td>
</tr>
<tr>
<td>Legal pad, 8.5 x 11.75</td>
<td>3</td>
<td>Dozen</td>
</tr>
<tr>
<td>Paper clip, large</td>
<td>10</td>
<td>Pack</td>
</tr>
<tr>
<td>Paper clip, regular</td>
<td>10</td>
<td>Pack</td>
</tr>
<tr>
<td>Paper, Aqua</td>
<td>10</td>
<td>Ream</td>
</tr>
<tr>
<td>Paper, copier (20 lb, 96 brightness)</td>
<td>15</td>
<td>Case</td>
</tr>
<tr>
<td>Post it 1 1/2 x 2</td>
<td>30</td>
<td>Pack</td>
</tr>
<tr>
<td>Post it 3 x 3</td>
<td>30</td>
<td>Pack</td>
</tr>
<tr>
<td>Post it 3 x 5</td>
<td>30</td>
<td>Pack</td>
</tr>
<tr>
<td>Staples</td>
<td>10</td>
<td>Box</td>
</tr>
<tr>
<td>Sanitizer Wipes</td>
<td>30</td>
<td>Canister</td>
</tr>
</tbody>
</table>

The proposal needs to address the following requirements:

Ordering – Proposals should detail the ability to accept orders by both phone and website. The website must be user-friendly and allow multiple users from all locations to place orders.
Sales Representative – The successful proposer shall make available a local sales representative as an account contact to assist each location.

Returns and/or Exchanges of Merchandise – Proposers must indicate their company’s return policy and outline procedures for the processing of returns and exchanges.

Pricing – network180 is seeking a contract with a discounted pricing structure that will ensure the best possible pricing on all office supplies. Proposals should provide detail on the offered pricing structure.

Please email questions by 5/15/17 to purchasing@network180.org.

GENERAL REQUIREMENTS

Compliance with Laws
The contractor agrees to adhere to all laws such that in carrying out its duties and responsibilities under this agreement, it will neither undertake, nor cause, nor permit to be undertaken, any activity which is illegal under any laws, decrees, rules, or regulations in effect in either the United States or the State of Michigan.

Freedom of Information Act
Information submitted in this proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposal is opened. The proposal will be available for review after staff has evaluated it.

Proprietary and Confidential Information
Network 180 cannot assure that any of the information submitted as part of or peripheral to your proposal will be kept confidential. Any language designated as confidential may be considered void. Network180 is subject to the Michigan Freedom of Information Act, which prohibits it from concealing information on or associated with proposals, successful or unsuccessful, once they are opened.

Non-Discrimination
Network180’s contractors will not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of religious or political beliefs, ethnicity, age, gender, height, weight, marital status, gender orientation, physical or mental disability, or a disability that is unrelated to the individual’s ability to perform the duties of a particular job or position.

Contractor will observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations which will be deemed to include, but not be limited to, the Elliott-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act.

Insurance Requirements
A. Commercial General Liability:

  Minimum Limits: $1,000,000/occurrence, $3,000,000/aggregate – Bodily Injury, Personal Injury, and Property Damage: (Broad Form). The Contractor agrees to provide Network180 with a certificate evidencing the insurance coverage. The Contractor further agrees to notify Network180 immediately if there are changes to the policy, including change of policy limits, cancellation or non-renewal of policy.

B. Workers’ Compensation Insurance:

  As an independent contractor, the contractor represents that one of the following is true:

    1. Contractor is covered by a workers’ compensation insurance policy procured and paid for by the contractor;
    2. Contractor has a valid WC-337 Notice of Exclusion on file with the Michigan Workers’ Compensation Agency; or
    3. Contractor is a sole proprietor within the meaning of the Workers’ Disability Compensation Act of Michigan and has no employees.
Contractor will furnish a copy of insurance coverage, notice of exclusion, or signed statement of sole proprietorship with no employees.

Contract
This contract will not necessarily be grant to lowest cost bidder. Rather, a purchase order will be issued to the contractor whom Network180, in its sole discretion, judges to offer the best overall proposal and value.

The purchase order will incorporate all the requirements set forth in the bid, as well as this RFP, and will constitute a legal and binding contract. The effective date of this contract will be 7/1/17 through 6/30/20.

Cancellation of the contract
Procedures for cancellation of this contract are as follows:
1. Contractor or Network180 may cancel this contract at any time with 30 days written notice.
2. If it is deemed to be injurious to the facility or otherwise to Network180, this contract may be cancelled with no notice.

PROPOSAL SUBMISSION AND AWARD

Proposal Submission
Proposals must be received by the Purchasing Agent of Network180 no later than 5 p.m. on 5/19/17. Late responses will NOT be considered. Network180 is not responsible for delays caused by any occurrence. The decision to refuse or consider a proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest.

Submit to the following address:

Network180
Attn: Purchasing Department
3310 Eagle Park Dr NE, Suite 100
Grand Rapids, MI 49525

Proposals must be clearly marked:

RFP – Office Supply
Attn:  Purchasing

Proposals may also be submitted to the following email address:

Purchasing@Network180.org

Signatures
Proposal must be signed by a person authorized to sign contracts on behalf of the firm. The name of the person signing must be followed by title.

Incurring Costs
Proposals should be prepared simply and economically to provide a concise description of the firm’s capabilities to perform the services required.

Network180 is not liable for any costs incurred by any prospective vendor in addressing this proposal or prior to the awarding of a contract.

Taxes
As a Community Mental Health Authority, Network180 is classified as a local government and is exempt from all taxes.

Proposal Opening and Selection
Network180 will privately open proposals and will select the proposal that it deems, in its sole discretion, to be in its best interest. Network180 reserves the right to request additional information or clarification from vendors, to allow correction of errors or omissions, and to waive irregularities and/or formalities when so doing may serve the best interests of the organization.

Network180 reserves the right to reject any or all proposals received as a result of this request.
Network180 reserves the right to award to the firm that it believes, in its sole discretion, best meets the needs of the organization.

**Clarifications**
It is the vendor’s responsibility to become familiar with and fully informed regarding the terms, condition and specifications of this request. Lack of understanding and/or misinterpretation of any portions of the proposal shall not be cause for withdrawal after opening or for subsequent protest of award. Vendor must contact Purchasing via email: purchasing@network180.org a minimum of 48 hours prior to proposal opening should clarification be required.

**Withdrawal**
The proposal may be withdrawn in person or by written request prior to the time specified for opening the proposals.

**Non-Collusion**
The undersigned certifies that this RFP has not been made or prepared in collusion with any other bidder and the prices, terms or conditions thereof have not been communicated by or on behalf of the bidder to any other bidder and will not be so communicated to any other bidder prior to the official opening of this bid. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S.C. Section 1001, relating to the making of false statements.

**Proposal Retention**
Network180 will retain all proposals submitted.

**Proposal Award**
Proposals will be evaluated by Network180 administrative staff. Major factors that will be considered are cost, references, prior experience with Network180 and other similar organizations, completeness of proposal and past performance. It should be understood that award of this contract will not be based solely on cost. Network180 will make an award recommendation based on the bid it determines, in its sole discretion, to be in its best interest.

**Acceptance of Proposal Content**
The contents of the proposal of the selected firm may become contractual obligations. Failure to accept these obligations may result in cancellation of the selection.

**Payment Schedule**
Payment terms for any contract resulting from this RFP will be Net 30 days. Firm will invoice Network180 monthly for services performed during that month. Invoice must include a description of work performed.

**Oral Presentation**
Some contractors may be selected to make an oral presentation to the evaluation committee.

**Questions**
All questions concerning this proposal should be directed to Purchasing via email at purchasing@network180.org.

**TIMELINE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/7/17</td>
<td>Posting of RFP on Network180 website</td>
</tr>
<tr>
<td>5/19/17</td>
<td>Due date of proposals to Network180</td>
</tr>
<tr>
<td>6/6/17</td>
<td>Notification of award, pending formal approval by the Network180 Board on 6/5/17 at its public meeting.</td>
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