



Village of Birch Run
12060 Heath Street
P.O. Box 371
Birch Run, MI 48415
(989) 624-5711 Fax (989)624-9681

REQUEST FOR PROPOSALS

FOR

{Enter Info Here}

General Information

The Village of Birch Run is requesting proposals from **{enter the type of company you're looking for services from}** for **{enter what you're asking for}**.

{Any basic standard practices that need to be met}

{Any basic things that will be provided to the company by the organization}

Information About the Request

One (1) copy of the proposal should be provided in a sealed envelope clearly marked "Proposals for **{Enter Info Here}** – Village of Birch Run" and will be accepted at:

Village of Birch Run
12060 Heath St.
P.O. Box 371
Birch Run, Michigan 48415

Proposals will be accepted through **{Time and Date}**. Submitted proposals will be opened at this time, proposals received after the deadline will not be considered.

Questions about the Village or this proposal should be directed to:

Alyssa Barto, Village Clerk
(989) 624-5711

The Village Council reserves the right to reject any and all proposals submitted. The Village Council will make the final selection of the **{type of service requested}** based on evaluation of all responses, qualifications, thoroughness and pricing. It is anticipated a selection will be made at the regularly scheduled council meeting in March (March 26, 2012 at 7:00 pm, in the Village Council Chambers). Proposers will be notified shortly thereafter.

Description of the Village of Birch Run (if necessary based on type of bids requested)

The Village of Birch Run (population 1,653) is a home rule village located in Southeast Saginaw County. The Village operates on a July 1st through June 30th fiscal year. The Village is a Manager-Council form of government, with a five person council.

The Village provides law enforcement, roads, water, sewer, planning, zoning, building and economic development services to its residents.

Mandatory Qualifications of the Proposer

The proposer must be properly licensed for {type of work requested}.

The proposer should furnish a list of clients.

Nature of Services Rendered

{All specific expectations of the successful bidder}

Request for Proposal Response

The bid should provide a profile of the company and specific profiles of the individual(s) assigned to the Village's account.

The proposal must contain, *at a minimum*, the following information:

- 1) Work Plan
 - a) Explanation of methodology
 - i) {scope and level of work performed}.
 - ii) {procedures the proposer considers necessary for work to be completed}.
- 2) Pricing Information
 - a) The proposal should include all pricing information relative to performing the {service requested}. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including out of pocket expenses. The bid may be broken out into the following areas:
 - i) Inclusive fee for the {entire project}.
 - ii) Hourly fees for services that may be retained above and beyond those services outlined in this RFP. Indicate hourly fees by staff classification. Note the quantity, if any, of follow-up consultation that will be included in the package bid or billed at an hourly rate to the Village.
- 3) The successful bidder should outline first availability of resources that is in line with selection of bid. In addition, availability which impacts pricing should also be noted.

Proposer Warranties

The proposer will warrant that it will not delegate or subcontract its responsibilities under agreement without prior written permission of the Village Council.

Additionally, the proposer will warrant that all information provided by it in connection with this proposal is true and accurate to the best of its knowledge.

In the event that final {work done} by the successful bidder are not acceptable to {whatever agency oversees compliance of work}, the successful bidder shall, at its own expense, take the necessary steps to prepare and resubmit final {work done} which will be acceptable to {whatever agency oversees compliance of work}.