

INSTRUCTIONS TO BIDDERS

- The proposal shall be legibly prepared in ink or typed on the bid/RFP form furnished.
- Bid or proposal prices must have specific dollar values unless otherwise requested in the bid document.
- Any bid or proposal not stated in dollar value will be disqualified as non-responsive.
- If any price already entered by the vendor is to be altered, it shall be crossed out with ink, the new price entered above it with ink and initialed by the vendor, also in ink.
- Proposals or bids prepared with pencil will be rejected.
- All proposals must be submitted in enclosed sealed envelope bearing the name of the vendor and a notation in the lower left corner indicating item for which the bid or proposal is submitted.
- Bids or proposals must be received in the business office by the time specified on the cover documents.
- Invoices will be processed for payment within thirty (30) days after receipt and authorization of invoice. **SEE TERMS & CONDITIONS PROVIDED WITH BID/RFP DOCUMENTS.**
- Cash discounts, if any, shall be based on a period of 30 days or more after the delivery of the purchase item or service, following invoice delivery. Lesser periods will not be considered in the awarding.
- Material Safety Data Sheets (MSDS's) / Safety Data Sheets (SDS's) must be submitted with any bid or quote for products or services that requires the use of hazardous chemicals unless otherwise stated in the bid document. Data Sheets are kept on file at the RCKC, and Contractor may review for material housed or used by the RCKC. **RCKC highly recommends SDS's are provided.** RCKC must have SDS's available for use no later than June 1, 2016 to be in compliance with the Occupational Safety and Health Administration's (OSHA), Hazard Communication Standard (HCS).

Compliance with Federal Civil Rights Act of 1964

The parties hereto agree, when applicable, that they will comply with the Federal Civil Rights Act of 1964, the Federal, State and Local Fiscal Assistance Act of 1972, and all rules and regulations issued there under, as well as the applicable portions of the Elliott-Larsen Civil Rights Act and the Michigan Handicappers' Civil Rights Act being Article 2, Act No. 220, Public Acts of 1976, as amended. Specifically, contractors and subcontractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions or privileges or employment or any matter directly or indirectly related to employment because of such person's race, color, religion, national origin, ancestry, age or sex or protected classes as defined by law. Breach of this covenant may be regarded as a material break of the contract or purchasing agreement and may be processed as provided under the State of Michigan laws.

The Road Commission of Kalamazoo County 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.