

WASHTENAW COMMUNITY COLLEGE
Purchasing Department – Room SC 326
RFP 6717 – Janitorial Supplies
RFP Due Date: April 14th, 2025 at 2:00 pm EDT

4800 E. Huron River Drive
Ann Arbor, MI 48105-4800
PHONE: (734) 973-3448

WASHTENAW COMMUNITY COLLEGE Request for Proposal #6717

Janitorial Supplies

RFP Release Date: March 24th, 2025

Proposal Due Date: April 14th, 2025 at 2:00pm EDT

Submit proposals electronically via email to:

Susan Pulice
Washtenaw Community College
pur@wccnet.edu
RFP # 6717 – Janitorial Supplies

1.0 Proposal Invitation

The Washtenaw Community College “WCC” Facilities Management Department is requesting contract pricing for new janitorial supplies for an initial twelve (12) month period, effective upon receipt of an executed WCC purchase order sent to supplier(s) by a college purchasing agent. At the end of the initial term this agreement will auto-renew at then current rates, terminable by either party for any reason with 30-day prior written notice.

This is an Indefinite Scope, Indefinite Delivery RFP. Response to this RFP confirms an understanding that this is not a contract or offer of business by the College. This RFP in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be offered, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order.

WCC is a member of E & I, OMNIA Partners, NJPA, MI Deal, REMC, NIGP and NAEP. Please include any educational discounts or rebates available. If someone in your company coordinates pricing for one of these groups, please forward this invitation to them to complete. Prices must include all shipping, handling, and delivery charges, shipped FOB pre-paid Washtenaw Community College (WCC). Shipping address is 4800 E. Huron River Drive, Ann Arbor, MI 48105-4800.

2.0 Planned RFP Schedule

RFP Issued – March 24th, 2025

Submission of Written Questions from Vendors – March 31st, 2025

Written Questions Responded by the College – April 3rd, 2025

RFP Due Date – April 14th, 2025 at 2:00pm EDT

3.0 Project Specifications & Pricing

The manufacturer and model number for preferred janitorial products listed in Attachment A has been provided for reference purposes only. The College, at its sole discretion, may consider alternate products and add or subtract additional SKU’s as needed through the contract period. Vendors are encouraged to submit a catalog/line card of current janitorial supply product offerings with corresponding pricing.

4.0 RFP Specifications - General

The College is not liable in any manner or to any extent for any cost or expense incurred by the vendor in the preparation, submission, presentation or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the vendor or indirectly through the vendor's agents, employees, assigns or others, whether related or not to the vendor.

In submitting a proposal, vendor agrees that all materials associated with, attached to, or referenced by the submitted proposal will become the property of the College and may be incorporated into a subsequent contractual agreement between the successful vendor and the College. Response to this RFP confirms an understanding that this is *not* a contract or offer of business by the College.

5.0 Contract Award

Award of a contract may be issued to one or more vendors and will be based on the best overall proposal(s). Criteria for award of a contract include, but are not limited to price, the proposal that includes the specifications contained herein, previous range of capabilities, location, customer references, portfolio samples, deliverable timeline, and the recommendations put forth by the vendor.

The College reserves the right to reject any and all proposals and waive any irregularities. Proposals which fail to comply fully with any provisions of this document may be considered invalid and may not receive consideration. The College reserves the right to award a contract based on any combination of the specifications described herein.

Proposal submissions shall be subject to and governed by the College's [Terms and Conditions for Product Purchase and Installation by WCC](#) and are hereby incorporated as part of this solicitation.

In the event there is any conflict or inconsistency between the Terms & Conditions referenced in the RFP documents and those included in a vendor's proposal response, the Terms & Conditions of the RFP documents shall govern. Proposal submissions must include all terms and conditions of service. A purchase order signed by an authorized agent of the College must accompany a fully executed complete and final agreement to constitute acceptance of Proposal offer and offer terms and conditions of service. This RFP and any subsequently offered contracts will be governed by the laws of the State of Michigan. Any and all applicable valid executive orders, Federal, State or local laws, ordinances or rules or regulations shall apply to any contract if and when offered and are deemed incorporated herein.

As a public institution, the College is subject to the terms and conditions of the Freedom of Information Act. As required by law, any information submitted in response to this request for proposal could become public information. Contractors responding to this proposal are cautioned not to include any proprietary information as part of their proposal unless such proprietary information is carefully identified in writing as such and accepted by the College as proprietary. Any documents submitted may be reviewed and evaluated by any person at the discretion of the College, including non-allied and independent consultants retained by the College now or in the future.

This request for proposal in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order.

6.0 RFP Requirements - General

The following requirements must be met when responding to this RFP:

- A. Proposals should provide a comprehensive solution to achieve the objectives listed above.
- B. Proposals should be comprehensive by including all services available as well as any costs necessary to meet the goals of the College as outlined in this RFP.
- C. A statement acknowledging the vendor's understanding of the scope of this RFP (signature page).
- D. The vendor must provide a comprehensive price proposal that outlines costs of products and any listed alternatives. Washtenaw Community College holds a tax-exempt status and shall not be charged any Federal or State taxes where allowed. Tax-exempt documentation shall be presented when required.
- E. The vendor must warrant its products and services to the requirements and objectives in this RFP.
- F. **Proof of Insurance** - shall be maintained and a copy shall be provided to the College. No changes are permitted in the insurance coverage unless agreed to in writing by the College. Insurance shall be maintained in accordance with Section 8 – Insurance Coverage and Levels in the College's [Terms and Conditions for Product Purchase and Installation by WCC](#)
- G. **Vendor Company Information**
 - 1. Background - Brief history and background of your company as well as the length of time you have supplied products requested in this RFP. Describe the product(s) and service(s) being offered for this solution.
 - 2. Industry Recognition - What industry recognition has your company received?
 - 3. Customers- Who are your key customers? Do you specialize in a certain vertical?

7.0 Proposal Submission Directions

- A. Proposals following the guidelines outlined in this document are due on or before April 14th, 2025 at 2:00pm EDT

Submit proposals electronically via email to:

Susan Pulice
Washtenaw Community College
pur@wccnet.edu
RFP # 6717 – Janitorial Supplies

- B. Submit **one (1)** signed electronic copy in a single PDF format. Faxed and mailed replies are not acceptable and will be rejected. It is the responsibility of the contractor to ensure that proposals are received via email on or before the due date and time.
- C. Questions must be addressed to pur@wccnet.edu with "RFP 6717 Question" in the subject line. The deadline to submit questions is March 31st, 2025. All questions received by the deadline date will be posted with answers on the WCC Purchasing website [Requests for Proposals and Bids \(wccnet.edu\)](#) by end of day April 3rd, 2025.

SIGNATURE PAGE

This page must be signed and submitted with the proposal.

By virtue of submittal of a proposal, Contractor acknowledges:

- That all of the requirements of this RFP have been read and understood.
- That Contractor is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal department or agency.
- Any responses, materials, correspondence, or documents provided to WCC are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with the Act.
- By signing below the Contractor warrants that the information submitted is complete and factual.
- The individual signing below has authority to enter into this on behalf of Contractor.
- Proposal shall remain valid for a minimum of ninety (90) days.
- Supplier agrees that in the event there is any conflict between the Terms & Conditions referenced in this RFP and those included or referenced in any response to this RFP, the Terms & Conditions referenced herein shall prevail.

Company Name

Title

Printed Name

Signature

Address

Phone

City, State, Zip

email

The vendor agrees to comply with all applicable federal, state, local and College laws, rules and regulations in providing goods and services under this agreement.