

“Let’s Do Business” with Wayne County



New Vendor Presentation by the
Wayne County Management and
Budget

Procurement Division



WAYNE COUNTY, MICHIGAN



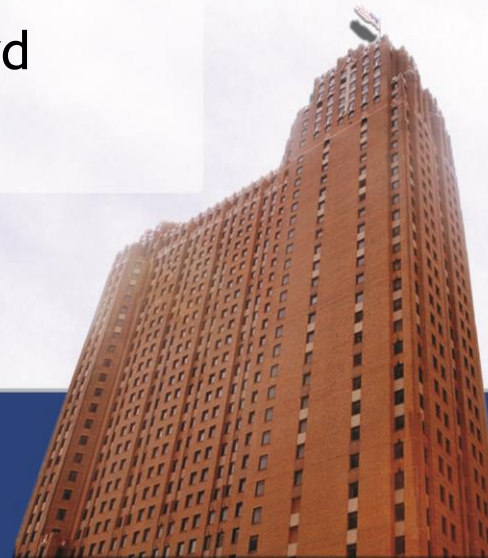


Agenda

- Information about Wayne County
- How to bid on Wayne County projects
- Evaluation and contract award process



WAYNE COUNTY, MICHIGAN

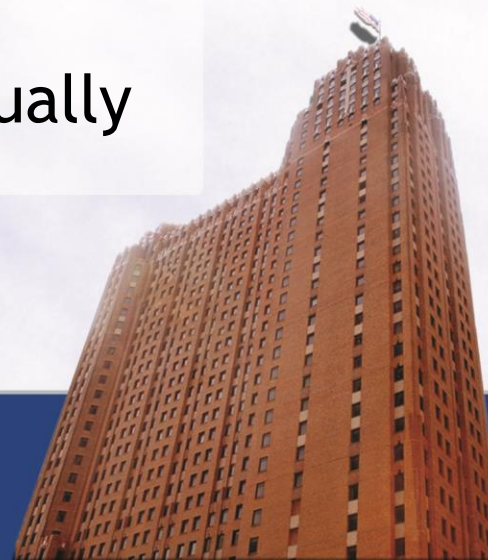


Who We Are

- Largest County in the state of Michigan
- Home to 43 Communities and 1.8 million citizens
- Wayne County purchases goods and services for all county departments and agencies.
- Contract expenditures exceed \$850M annually



WAYNE COUNTY, MICHIGAN



Procurement with Wayne County

- **Responsibilities of the Procurement Division:**
 - Providing procurement services with quality and integrity
 - Providing fair and equitable treatment of all persons or firms involved in procurement by Wayne County.
- **Wayne County posts solicitation opportunities** on Bidnet Direct's MITN Purchasing Group at <https://www.bidnetdirect.com/mitn>



WAYNE COUNTY, MICHIGAN



Types of Contracting Services

Wayne County procures a wide variety of goods and services to support operations and serve county residents including:

- Supply contracts
- Non-Professional Service contracts
- Professional Service contracts
- Construction Service contracts



WAYNE COUNTY, MICHIGAN



Bidding on Wayne County Projects

Visit Bidnet Direct at

<https://www.bidnetdirect.com/mitn>

Searching solicitations is free

Optional subscription will push email alerts of the solicitations

Wayne County Procure2Pay/Jaggaer

Register with Wayne County through Procure2Pay

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=WayneCounty>



WAYNE COUNTY, MICHIGAN



Typical Contractor Qualifications & Requirements

- **Insurance** - Most projects will require general liability insurance that names Wayne County as additionally insured.
- **Fair Employment Practices (FEP) Certificate** - A current FEP certificate is required of all companies that do business with Wayne County.
- **Ethics in Contracting** - Form discloses relationships between the members of the bidding company and Wayne County employees
- **Bonds** - Construction projects will require bid, performance, and payment bonds.
- **Project Specific Requirements** - Projects will have specific requirements based upon the funding source and dollar amount. All requirements are included in each solicitation package.



WAYNE COUNTY, MICHIGAN



County-Based Business Enterprise (and other) Advantage Programs

- **Equalization Credits** - Wayne County administers a procurement program that gives pricing advantages (equalization credits) to businesses located within Wayne County and to businesses located within the 10 Targeted Growth Communities within Wayne County (Detroit, Ecorse, Hamtramck, Highland Park, Inkster, Melvindale, River Rouge, Romulus, Sumpter Township, and Taylor). The County shall apply equalization credits up to 7% to the price for bids submitted by certified County Based Enterprises (CBE) and 2% for Targeted Growth Community Enterprise (TGCE).
- **Additional Credits** - This program also includes five additional certifications that provide businesses with equalization credits. The five additional certifications are: Small Business Enterprise (SBE), Expanding Business Enterprise (EBE), Joint Venture (JV), Mentor Venture (MV) and Veteran Enterprise (VE). These equalization credits for qualifying certified suppliers have maximum allowable credits that cannot exceed 10% of the price.



WAYNE COUNTY, MICHIGAN



County-Based Business Enterprise (and other) Advantage Programs (cont.)

- **Eligibility** - All suppliers, who wish to receive credits for their bids, must be certified by the Human Relations Business Inclusion Division at the time of Bid and must submit a copy of their current certification in the bid.
- **Certification Process** - If you have questions regarding certification or to apply for certification please visit the Human Relations Business Inclusion website at <https://www.waynecounty.com/departments/corpcounsel/certification-program.aspx> or contact the office (313) 224-5021 or by e-mail at humanrelations@waynecounty.com



WAYNE COUNTY, MICHIGAN



Human Relations Business Inclusion Division Registration Instructions

- To begin registration, create an account in the Procure to Pay system.
- www.waynecounty.com > Type in Procure to Pay>Procure to Pay Registration > Create Account
- Creating your account is a 2step process. You must finalize registration by responding to the email sent by Procure to Pay.
- Once registration is successfully completed, you will be sent an application link for all requested certifications to your registered email.
- If you do not receive a requested Certification Application within 24 hours please contact Human Relations.



WAYNE COUNTY, MICHIGAN



Preparing a Bid/Proposal

- **Complete Paperwork** - Where required, download and complete all required paperwork.
- **Attention to detail** - Follow the format.
- **Ask Questions** - ask questions, ask questions
- **Submit online at MITN** - Bids, all attachments, and any modifications or withdrawals, must be submitted electronically through the BidNet Direct (MITN) Bid System (<https://www.bidnetdirect.com/mitn>).

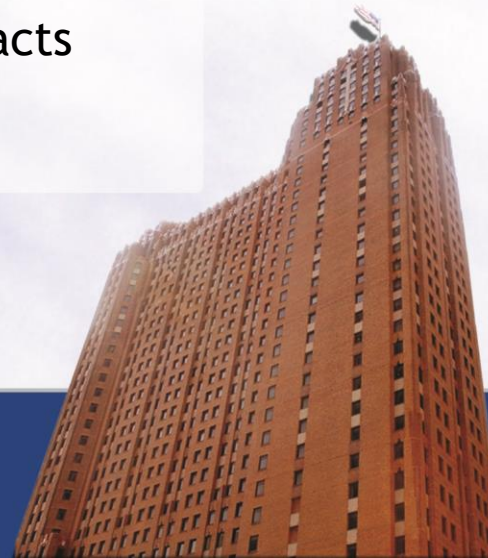


Formal Bids/Proposals

- **A Public Bid Opening** is held for sealed bids. The public openings are currently conducted virtually. RFPs are not opened publicly
- **A Pre-Bid conference** is often held, allowing contractors to ask questions, visit the site, and also allow subcontractors to meet potential general contractors
- **Special Requirements** - Bid Bond, Performance Bond, and Payment Bond are required for construction contracts
- **Liquidated Damages** may be assessed on construction contracts for failure to complete the job on time



WAYNE COUNTY, MICHIGAN



Bid Evaluation

- **Low to high** - Bids are reviewed based upon price from lowest to highest, ensuring compliance with bid requirements.
- **No Negotiations** - Wayne County may request clarification of a bidder's submission, but there are no bid negotiations.
- **The evaluation time varies** based upon the bid and the responses received.
- **Notification** - Bidders are notified of the bid results after the review period.



WAYNE COUNTY, MICHIGAN



Request for Proposal (RFP) Evaluation

- **Evaluation** - Proposals are evaluated by committee of County staff members.
- **Additional Information** - Wayne County may request additional information, interview respondents or request best and final offers.
- **Evaluation Factors** - Award is based upon the evaluation factors listed in the RFP. Cost is not the sole determining factor.
- **The evaluation time varies** based upon the RFP and the responses received.
- **Notification** - Proposers are notified of the award decision after the review period.



WAYNE COUNTY, MICHIGAN



Contract Award

- **Notification** - Successful contractor is notified
- **Contract documents** sent to successful contractor
- **Applicable Insurance and Bonds** are requested
- **Pre-Construction conference** is held before work commences for construction services



WAYNE COUNTY, MICHIGAN



Summary

- **Opportunities** - Wayne County the largest county in Michigan, with various contract opportunities available each year.
- **Range of bids** - Contract opportunities range from small to large, and Contractors of all types may bid on projects.
- **Contracts awarded** openly and fairly to the contractors meeting all requirements.
- Additional information can be obtained by visiting our Web site at www.waynecounty.com/departments/mb/procurement.aspx

Arthur J. Walker, CPPO
Procurement Director

awalker2@waynecounty.com

Monica Jackson, MBA
Asst. Division Director

mjackson@waynecounty.com



WAYNE COUNTY, MICHIGAN

