

INSTRUCTIONS

1. PROPOSALS:

Proposals must be legibly printed or type written. Proposals must be sealed in an opaque envelope labeled "Door County Beach Project Proposal: Final Construction Plans ". Proposals must set forth the scope of services to be provided and the qualifications of the individual or entity. Any deviation from the specifications or these instructions must be noted clearly and concisely. Proposals must be signed (by the individual or by a duly authorized representative of the entity) and dated. Proposals must remain firm for a period of forty-five (45) days.

2. NEGOTIATIONS

This is a negotiated procurement. Negotiation is a procedure that includes receipt of proposals from offerors, allows discussion and bargaining, and may afford an opportunity to revise offers before award of a contract. Bargaining – in the sense of discussion, persuasion, alteration of initial assumptions and positions - and give-and-take that may apply to price, schedule, technical requirements, etceteras.

Door County may make an award on the basis of the original proposal, without negotiations with any offeror, at Door County's sole discretion.

3. QUALIFICATIONS OF INDIVIDUAL OR ENTITY

Individual or entity shall be licensed, certified, accredited, and/or meet all of the necessary qualifications to perform the services contemplated. Door County may make that investigation as it deems necessary to determine the ability of the individual or entity to perform the work. Door County reserves the right to reject any proposal if the individual or entity fails to satisfy the County that the individual or entity is qualified to perform the services contemplated.

4. CONSIDERATION/AWARD OF CONTRACT:

Door County reserves the right to reject or accept any or all proposals, or parts thereof, and/or waive technical defects. Door County reserves the right to consider all elements entering into the question determining the responsibility of the individual or entity. The award of this contract shall be to the lowest responsible individual or entity offering a compliant proposal. A responsible individual or entity is one who is not only financially responsible, but who is possessed of the judgement, skill, ability, capacity and integrity requisite and necessary to perform a public contract according to its terms.

5. INDIVIDUAL'S OR ENTITY'S PROOF OF RESPONSIBILITY

Each individual or entity shall submit a full and complete statement of financial ability, equipment, experience in the work prescribed and of such other matters as Door County may require for the protection and welfare of the public.

6. CONTRACT

The successful individual or entity shall execute an Independent Contractor Agreement, substantially similar to that included with the instructions and specifications, within fifteen (15) days after notice of the award of the contract is given. The request for proposal, instructions, specifications, and proposal in their entirety form the primary basis of the agreement.

7. LAWS AND REGULATIONS

The successful individual or entity must be cognizant of and shall abide by all applicable federal, state, and municipal laws, ordinances, rules and regulations. This includes, but is not limited to, non-discrimination laws, equal employment obligations, affirmative action mandates, labor standards, and the Americans with Disabilities Act.

8. LATE PROPOSALS

Proposals that are not timely received will not be accepted.

9. INDIVIDUAL'S OR ENTITY'S CERTIFICATE

Each individual or entity shall incorporate and make a part of their proposal a sworn statement by the individual or entity that the individual or entity has examined and carefully checked the specifications and instructions before submitting the proposal, and have offered a compliant proposal.