

CHARTER TOWNSHIP OF SHELBY

REQUEST FOR PROPOSALS FOR ENERGY REDUCTION SERVICES

Bid Request and Submittal. The Charter Township of Shelby is requesting sealed bids from persons interested in providing an Energy Conversion Plan and Services to reduce the Township's Lighting Costs on those terms and in accordance with the Duties and Request for Services List. For Bids to be considered they must be received at the Township Clerks Office, 52700 Van Dyke, Shelby Township, MI 48316 on or before the Bid Deadline stated below in a sealed envelope, the outside of which shall contain the Bid Number, the words "Energy Reduction Plan and Services", Bidder's Legal name, and Bidder's address.

Bid Deadline Day, Date and Time: Sealed Bids received must be received by 2:00 p.m., Thursday, November 2, 2017.

Required Bid Documents. For a bid to be considered complete, the Township is requesting the Billing Agency to detail their approach and specific procedures as relates to the attached Duties and Request for Services List within their RFP and submit same in a single sealed envelope:

Bid Opening, Review, Evaluation and Acceptance Process, Criteria, Reservations and Conditions.

1. Bid Opening. Immediately after the Bid Deadline, all timely bids will be opened publicly in the Township Board Chambers and be identified and summarized by a Township Representative reading the Bidder names and bid prices. After that all Bids shall be subject to public disclosure under the Freedom of Information Act. At the bid opening, if the acceptance of a Bid and Contract Award will be by the Township Board, the tentative date of the meeting at which that will occur, shall be announced.
2. Bid Review and Evaluation. After the Bid Opening, the Township Clerk's office will review, evaluate, tabulate and prepare a synopsis of the Bids. The review and evaluation may include checking the truth, accuracy, and completeness of information submitted, and performing any other investigation of one or more Bidders or their Bids that the Township determines to be appropriate. The Township reserves the right to request additional information from one or more Bidders during the Bid review and evaluation process, with any such information to be provided within five (5) business days of the Township's request.
3. Bid Synopsis, Tabulation and Recommendation. Once the Bid Review and Evaluation is completed, the tabulation, synopsis and a recommendation to the Township Board (or other Township Official authorized to accept a Bid) shall be publicly filed by the Township Clerk with a copy of the tabulation provided to each Bidder. Once publicly

filed, the tabulation, synopsis and recommendation shall be subject to public disclosure under the Freedom of Information Act.

4. Township's Reserved Rights Regarding Bids. The Township reserves the rights to reject any and all Bids, waive informalities, allow correction of errors, or omissions, negotiate individually with one or more Bidders, waive or modify one or more of the requested services, request Supplemental Bids, and to tentatively, conditionally or finally accept one or more Bids based on what the Township Board (or other Township Official authorized to accept a Bid) determines to be in the best interest of the Township.

Charter Township of Shelby

Stanley S. Grot, Clerk

Date: _____