

Subject: Request for ADA-Compliant Original Documents for RFP Submissions

Dear RFP Respondents,

As part of Delta County's commitment to accessibility and compliance with ADA standards, we require all submitted documents, especially PDFs, to be accessible and originally created files. Scanned PDFs often do not meet accessibility standards and can hinder our review process.

What We Need from You:

- Please submit **original, accessible documents** that are created electronically, not scanned copies.
- Ensure your documents are ADA-compliant by:
 - Using proper headings and logical structure
 - Including alternative text for images
 - Making hyperlinks descriptive
 - Using accessible fonts and color contrast
- Utilize accessibility checkers (such as Microsoft Word or Adobe Acrobat's accessibility tools) to verify your files.
- Submit your final, accessible PDF by **Monday December 22, 2025 at 1:00pm**.

Helpful Resources:

For detailed guidelines on creating ADA-compliant documents, please see attached step-by-step guides for common applications and visit our website for video tutorials. <https://deltacountymi.gov/bids-rfp-information/>

Key points from the guides include:

- Using tags, reading order, and alt text
- Ensuring logical document structure with proper headings
- Conducting accessibility checks before submission
- Do not scan original documents

Support & Assistance:

If you need help, contact Delta County IT at: <https://deltacountymi.gov/it-support/>

Your efforts help ensure our materials are inclusive and compliant with ADA standards. We further emphasize the importance of NOT scanning original documents. Please provide original documents and not scanned documents.

Thank you for your cooperation.

Sincerely,
Brandon Couvillion
Director of Information Technology
Delta County
906-789-5100



DELTA COUNTY BOARD OF COMMISSIONERS

310 Ludington Street, Suite 222
Escanaba, MI 49829

Masonville-Bay de Noc Township Pump & Roll Modifications Request for Proposals

1.1 Purpose

Delta County is requesting sealed proposals for the below listed **Masonville-Bay de Noc Township Pump & Roll Modifications to be paid for** with the assistance of funds from the Secure Rural Schools and Community Self Determination Act Title III program.

1.2 Scope of Work

The **Masonville-Bay de Noc Township Pump & Roll Modifications RFP** must include the following specifications:

1. Modifications to 2014 Kenworth tender to enable pump and roll.
(Mechanical and computer work required).

For project specific questions, the contact for further information is Mr. John Vandeville, 906.250.4061

1.3 Required Submission Documents

- a. Vendor Experience and Qualifications
- b. Timeline of work if selected
- c. Cost proposal listing the individual cost-per-item which includes either installation of (if applicable) and/or delivery to the Delta County agency for which the item(s) are being bid.
- d. Any changes or deviations from listed specifications in section 1.2 (Scope of Work) must be noted in the submitted RFP.

Please mark all sealed proposals with: Masonville-Bay de Noc Township Pump & Roll Modifications Title III Funds RFP

1.4 Schedule of Events

Proposals must be received, in a sealed envelope in the Administrative Office, Delta County Courthouse, 310 Ludington St, Suite 222 Escanaba MI 49829, up until **1:00pm** on: **Monday December 22, 2025**

Proposals will be opened on:

Monday December 22, 2025 at 1:00pm at 310 Ludington St. Escanaba, MI 49829 Room 222, Admin Conf. Room

A final decision is on the proposals is expected to be made during:

The Delta County Board of Commissioners Meeting Scheduled for Tuesday January 20, 2026

Proposals received at or after 1:00 p.m. on Monday December 22, 2025 will not be opened or eligible for consideration. The Delta County Board of Commissioners will make selection based on its current approved procurement policy.

1.5 Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline. No amendments or withdrawals will be accepted after the deadline unless they are in response to the County's request.

1.6 Required Review

Defects: Vendors shall carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable material must be made in writing and received by Paul R. Geyer Delta County Emergency Management Coordinator, 2800 College Ave, Escanaba, MI 49829. (906) 420-3050 Email is acceptable at: pgeyer@deltacountymi.gov

Telephone conversations are not considered official and must be confirmed in writing by the interested party.

1.7 Preparation Costs

The County or Township is not responsible and will not pay for any costs associated with the preparation, submittal, or presentation of any proposal.

1.8 Copies of Proposal

Interested Bidders will provide 4 copies of their proposal

3 - County of Delta

1 - Township

1.9 Confidential Information

Once proposals are opened, they will become public record, subject to public viewing and requests under the Freedom of Information Act.

1.10 Right to Cancel

The County of Delta reserves the right to reject any and all proposals presented and re-advertise for proposals. If no proposals are received, the County may award the project or contract through negotiations with vendor or vendors. Absent other factors, such as past performance, that should be considered in evaluating bids or proposals, the County shall make purchases from the lowest responsive bidder. A responsive bidder is one that does not vary from specifications and terms required. Purchases shall be made that obtain, on behalf of the taxpayer, the best overall value at the least cost.