



Invitation for Bid (IFB)
DISPOSABLE PAPER PRODUCTS
IFB No. 7732
Annual Estimated Quantities
March 1, 2026 through January 31, 2027

Due: Tuesday, February 10, 2026, 2:30 p.m. Eastern Time

Company	Street address	City
State, Zip	Phone	Company Website

Completed IFB document and pricing **must** be submitted through the BidNet Michigan Inter-governmental Trade Network (MITN) website <https://www.bidnetdirect.com/>

This IFB is for a one-year firm-fixed price blanket order for Disposable Paper Products as specified in the pricing section. Please submit a bid for firm-fixed pricing for the material described herein. Items bid must be manufactured by the original equipment manufacturer (OEM) or must be an approved equal.

All goods meeting specifications, brand, and part number shall be delivered in good condition as required, on the dates established. All goods must be tailgate delivered to the Stockroom at 2420 Pontiac Lake Road, Waterford, Michigan. Deliveries are accepted Monday through Friday between 8:00 a.m. and 2:30 p.m., with the exception of RCOC observed holidays. RCOC item number and Purchase Order number must be on all packing slips and invoices.

1.00 SOLICITATION INFORMATION

1.01 COMMUNICATION

Purchasing Agent: Shari Graves
248-858-4780 voice
purchasing@rcoc.org

1.02 SOLICITATION SCHEDULE

Published on BidNet	Tuesday, January 27, 2026
IFB due date	Tuesday, February 10, 2026, 2:30 p.m., ET

Bid award will be posted on BidNet/MITN after RCOC Board approval.

1.03 BID AWARD

The contract will be awarded to the bidder who has offered the lowest price and has met the required specifications. RCOC reserves the right to award to more than one bidder, as it determines in its best interests. Unit prices on all items will prevail.

1.04 BIDDER REJECTION

RCOC reserves the right to reject any and all bids or any part thereof. Any incomplete bid and any bid in which prices are obvious errors may be rejected. A non-conforming response to the specifications or terms and conditions will be considered non-responsive and may be rejected.

1.05 PROTEST AND APPEAL PROCEDURES

Bidders aggrieved by the award of any solicitation or resulting contract, may file a written notice of protest with the purchasing agent within seven (7) calendar days of award by the Board of Road Commissioners for Oakland County.

1.06 ALTERNATE BID

Bidders may submit an alternate bid. Alternate bids must be submitted as a complete and separate bid.

1.07 INCURRED COSTS FOR BIDDING

RCOC shall not be responsible for costs incurred in the preparation and presentation of this bid.

1.08 SAMPLES

Samples may be requested to facilitate the evaluation process, especially if bidding an alternate product. If required, the samples shall be provided to RCOC within 48 hours. RCOC item number, bidder name, and product number shall be clearly marked on samples. Bidders requesting samples be returned must include a pre-paid shipping label, or UPS account information with the samples.

2.00 INFORMATION FOR BIDDERS

2.01 FINANCIAL DISCLOSURE REQUIREMENTS

RCOC requires that each bidder be financially capable of carrying out the terms of the contract. Bidders may be required to submit a copy of a recent financial statement or annual report. Such requests will be made in writing.

2.02 SUBCONTRACTS

The contractor shall not assign, transfer, convey, sublet or otherwise dispose of this contract, including any or all of its right, title or interest therein, or its power to execute such contract to any person, company or corporation without prior written consent of the RCOC.

2.03 EXEMPTION FROM TAXES

The RCOC is eligible for government pricing and is tax exempt.

2.04 GOVERNING LAW

This contract and all actions hereunder shall be governed by, subject to, and construed according to the laws of the State of Michigan.

2.05 CONTRACT COMMENCEMENT DATE

The contract commencement date shall be the date of the signing of the purchase order (PO) or execution of the contract, as set forth in the PO.

2.06 PACKING SLIPS

The successful bidder shall indicate purchase order number and delivery location on all packing slips and invoices.

2.07 INVOICING AND PAYMENT

Payment will be by ACH transfer or net thirty (30) days after acceptance by RCOC. The successful bidder shall provide a W-9 by email to acctspay@rcoc.org within ten (10) calendar days of award.

2.08 SERVICE CONTRACTS

Upon delivery, a signature of an RCOC employee must be obtained on the service ticket that states the quantity of material delivered. The signed delivery copy must be included with invoicing. RCOC will not be responsible for payment of invoices submitted without signed delivery tickets, or for any discrepancies not reported in writing within 30 days of occurrence.

2.09 HAZARDOUS SUBSTANCES

State law requires that shipments of hazardous substances shall include Material Safety Data Sheets (MSDS). If required, the website for the MSDS (or a paper copy) must be supplied prior to the first order shipped under any contract, and at any time the MSDS are revised.

2.10 CONFLICT OF INTEREST

It is RCOC's policy that no RCOC employees or businesses owned and operated by RCOC employees can be used in the performance of this contract.

The services described in this bid are not be assignable without the prior written consent of the RCOC.

3.00 INSURANCE

Successful bidders shall file with the Road Commission for Oakland County Board, copies of completed certificates of insurance as evidence that adequate insurance is carried and continuously maintain such insurance during the life of the contract. Insurance coverage shall be provided in accordance with the following:

1. Comprehensive General Liability and Auto Liability

Including coverage for owned, hired, and non-owned vehicles and Michigan no-fault coverage (PIP)

2. Bodily Injury and Property Damage:

The minimum limits of bodily injury liability and property damage liability shall be:

\$1,000,000/per person or occurrence/aggregate

OR Combined single limit: Bodily injury and property damage liability shall be \$1,000,000 per occurrence/aggregate. Such insurance shall include broad form contractual liability.

3. Products Liability/Completed Operation

\$1,000,000/ occurrence/aggregate

Worker's Compensation Insurance – Bodily Injury – Statutory

Employer's Liability -- \$500,000/person

The successful bidders shall not cancel, reduce, or non-renew the coverage of any insurance required by this section without 30 days prior written notice to the Board. All insurance provided in accordance with this section shall include an endorsement whereby the insurer shall agree to notify the Board immediately of non-renewal or any reduction or cancellation of any coverage.

The successful bidder shall obtain owner's protective liability insurance with the Road Commission for Oakland County as the named insured.

The successful Bidder agrees to save harmless, indemnify, represent and defend the Board, its officers, agents and employees against any and all claims for personal injury, property damage, or any other claims of whatsoever nature arising out of or related to the performance or non-performance of the work by the Bidder, the Bidder's employees, agents and subcontractors.

RCOC must be listed as additional insured on General Liability and Auto Liability.

The successful bidder shall require subcontractors maintain insurance as stated above. All insurance shall be carried with insurance companies authorized to do business in the State of Michigan and acceptable to the RCOC. Alternate acceptable insurance may be approved by RCOC.

4.00 ORDER AND CONTACT INFORMATION

Please provide the following information for ordering and for customer service contacts.

Order Desk

Name

Phone number

Email address

Customer Service

Name

Phone number

Email address

5.00 INFORMATION FROM BIDDER

Is there an objection or deviation?

YES NO

Specify: _____

How long do you anticipate your ability to hold pricing? _____

Minimum order requirements. _____

Indicate number of days for delivery to RCOC after receipt of order: _____

Do you offer payment discounts? For example, 2% 10 Net 30 YES NO

If so, state discount _____

The undersigned is authorized to represent the persons, firms and corporations joining and participating in the submission of this quote, and commits to meeting all aspects of the bid, terms and conditions, and agrees to deliver goods for one year.

Authorized Signature

Title

Print Name

Email

Company

Street address

City

State, Zip

Phone

Company Website

**ROAD COMMISSION FOR OAKLAND COUNTY
TERMS AND CONDITIONS**

Specification Deviation: Any deviation from this specification MUST be noted in detail and submitted in writing. Completed specifications should be attached for any substitutions offered. The absence of a specification deviation statement and accompanying specification will hold the solicitor strictly accountable to the specifications as written herein. Failure to submit this document of specification deviation, if applicable, shall be grounds for rejection of the item when offered for delivery. If specifications or descriptive papers are submitted with bids or proposals, the solicitor's name should be clearly shown on each document. The RCOC retains the right to determine the equivalency of any product or service.

Quantities: The RCOC requests purchase prices for the items identified in this solicitation, and in accordance with the specifications provided. The quantities provided may be given as a guideline only for the purpose of quote preparation. These quantities shall not be construed as the total number of purchases for the contract. This estimated figure may increase and/or decrease throughout the term. No guarantee is expressed or implied as to the total quantity of items to be purchased under this contract. The RCOC reserves the right to add or delete like or related items at any time during the term of this contract. The additions or deletions shall be incorporated into the contract in the form of an addendum.

Evaluation: It is RCOC's intent to award the contract to one supplier; however, RCOC reserves the right to award to multiple suppliers if RCOC, at its sole discretion, deems such action to be to the best interest of the public we serve. Contract award will be made to the lowest responsive/responsible supplier meeting all specifications.

Fiscal Funding: Funding of this contract is dependent on budget appropriations set each fiscal year. If necessary funds to continue with the specified equipment and services are not allocated by RCOC's Board, this contract shall be terminated at the expiration of the appropriated funds.

Delivery and Receipt of Goods: Accessibility for delivery purposes shall be between the hours of 7:30 a.m. and 2:30 p.m. Monday through Friday, with exception of RCOC observed holidays. All deliveries shall be received acceptance "subject to inspection". All goods must be tailgate delivered.

F.O.B. Destination Freight Prepaid: Title passes to the RCOC when goods are delivered to an RCOC location. The supplier shall pay all freight charges, owns the goods during transit and files claims, if any.

Performance: The supplier agrees to deliver all items meeting specifications, brand, and part number in good condition, on the dates established. For blanket orders, failure to comply with the above performance standards in excess of 5% may result in the cancellation of the order.

Hold Harmless: The supplier agrees to save harmless, indemnify, represent, and defend the RCOC Board, its officers, agents, and employees against any and all claims of whatsoever nature arising out of, or related to, the performance or non-performance of the work by the supplier, the supplier's employees, or agents.

MIOSHA Regulations: All equipment, machinery, tools and vehicles must meet all MIOSHA standards to be considered.

Compliance with Applicable Laws and Regulations: The supplier specifically agrees to comply with any and all applicable State, Federal, and Local statutes, ordinances, and regulations, and with RCOC regulations during performance of the services and will require compliance of all subcontractors. Additionally, the supplier shall comply with the following: In accordance with Michigan 1976 PA 453, the supplier hereto agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, because of race, color, religion, national origin, age, sex, height, weight or marital status. Further, in accordance with Michigan 1976 PA No. 220, as amended, the parties hereby agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The supplier further agrees that it will require all subcontractors for this project comply with this provision.

Taxes: The RCOC, a government agency, is eligible for government pricing schedules and is tax exempt.

Payment: Payment shall be approximately 30 days after receipt of goods and correct invoice and all specifications herein being met, including the providing of a W-9 form to RCOC via email at acctspay@rcoc.org. The purchase order number must appear on all invoices.

Termination for Convenience

RCOC may terminate this contract at any time for any reason by giving at least thirty (30) days' notice in writing to the supplier. If the agreement is terminated by RCOC, the supplier will be paid for all outstanding invoices as of the date of termination.