CHIPPEWA COUNTY
REQUEST FOR PROPOSALS

Card Reader

ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS

Project Representative: **Anthony Zakic, Information Technology Specialist**
Chippewa County Information Systems
319 Court St.
Sault Ste. Marie, MI 49783-2194

Phone: (906) 635-7611
Fax: (906) 635-7610

CHIPPEWA COUNTY

NOTICE OF RECEIVING PROPOSALS

Chippewa County seeks proposals from qualified firms, on a competitive basis, for Card Reader. Qualified firms and individuals may secure a copy of the bid specifications online at www.chippewacountymi.gov or from:

Kelly Church
Chippewa County Administrator's Office
319 Court St.
Sault Ste. Marie, MI 49783-2194

Proposals received on or before 2:00 PM Monday, December 7, 2026, will be considered. Chippewa County reserves the right to reject any or all proposals submitted.

CHIPPEWA COUNTY
REQUEST FOR PROPOSALS

Card Reader

I. INTRODUCTION

Chippewa County seeks quotations from qualified firms, on a competitive basis, for a Card Reader.

A. Bid Submittal and Project Representative

To be considered, firms must submit a complete, sealed response to this Request for Proposals (RFP), using the format provided. Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to:

Kelly Church
Chippewa County Administrator's Office
319 Court St.
Sault Ste. Marie, MI 49783-2194
(906) 635-6330

Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to:

Chippewa County Information Systems
ATTN: Anthony Zakic – Information Technology Specialist (Project Representative)
325 Court St. Suite 105
Sault Ste. Marie, MI 49783
(906)635-7611
azakic@chippewacountymi.gov

Contact with any other Chippewa County personnel regarding this RFP will be considered grounds for elimination from the selection process.

B. Submittal Requirements and Deadline

Each quote must be submitted on the attached form in a sealed envelope and marked "**card reader**". An official authorized to bind the firm to its provisions must sign proposals. To be considered a valid response to this Request for Proposal, the proposal must remain valid for at least sixty (60) days. Chippewa County is not liable for any cost incurred by the firm prior to the issuance of a contract. Proposals must be received on or before 2 pm Monday, December 7th, 2026, to be considered.

C. Right of Refusal

Chippewa County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

D. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

E. Independent Price Determination

By submitting a proposal, you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;

2. Unless otherwise required by law, the prices that have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and

3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

F. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or

2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.

G. Insurance Requirements. The successful firm will be required to provide and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFP. The firm is responsible for insuring the protection of all persons and property at all times. Documentation of the above insurance must be provided by the successful bidder prior to contract execution. Chippewa County must be included as a separate named insured.

Minimum insurance requirements are as follows:

1. Commercial general liability insurance of limits not less than $1,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products and/or completed operations, personal injury and contract liability.
2. Automobile liability including statutory no-fault coverages, including all owned,

non-owned, and hired autos within limits of a minimum of $1,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's insurance counselor.

3. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the County Clerk stating that the firm has no employees and will not hire any while working for Chippewa County as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the County Clerk**.**

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The firm will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations as may be required.

H. County Liability. Officers, agents and employees of Chippewa County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on behalf of the County. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFQ. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel during this engagement, except when such loss or damage is due to the fault or negligence of the County.

II. SPECIFICATIONS

PLEASE READ CAREFULLY: Proposals that fail to meet the minimum specifications, or those determined to exclude important components, features, services, etc.… may not be considered. Bidders are encouraged to contact the Project Representative with any questions concerning the specifications PRIOR TO submitting their proposal.

This proposal is for the acquisition of a total of Supplies reader, software, and remote support for setup

Option 1

HARDWARE

i)USB readers

Requirements

All reader must work with HID iclass SE Card from Avigilon

All reader must work with Imprivata Enterprise Access Management

SPECIFICATIONS	QTY	REQUIREMENTS
Proximity USB reader	56	Must fit both USB-c and USB-b connection

ii. Delivery

USB reader must be delivered by **end of 2026,** to Chippewa County Information System located at

325 Court St Suite 105, Sault Sainte Marie, MI 49783

iii. WARRANTY

Manufacturer warranty for all hardware.

I. DETERMINATION OF THE BEST BID.

A. Any purchase resulting from this RFP will be made by respondent whose bid is most advantageous to the County. In determining which bid is most advantageous and/or best, the County will consider:

1. the ability, capacity and skill of the respondent to provide the item/services required.

2. whether the bidder can fulfill the purchase and provide service promptly without delay or interference.

3. the character, integrity, reputation, judgment, experience and efficiency of the bidder.

4. the quality of performance of previous engagements with the bidder.

5. previous and existing compliance by the bidder with applicable laws and ordinances.

6. the sufficiency of the financial resources and ability of the bidder to provide the requested product / services.

7. the number and scope of conditions attached to the bid.

8. any potential conflicts of interest between bidders and the County governing body and staff.

B. If all bids received are reasonably equivalent other than with respect to cost, bidders whose business is located within Chippewa County will be given preference as follows:

1. If bids are taken for items or services for a cost between $250 and $2,500, the bid of the Chippewa County vendor may not exceed the lowest bid by more than 5.0%.

2. For bids exceeding $2,500, the bid of the Chippewa County vendor must not exceed the lowest bid by more than 3.0%.

II. BID AWARD

Selection of a firm and awarding of a contract will be based upon evaluation by the County of the criteria listed above.

CHIPPEWA COUNTY
Card Reader

Firm/Individual Name _____

Address_____ Phone (_____) _____

Description	Price
USB reader (56)	
TOTAL BID PRICE	**$**

A list of any other applicable costs must accompany the submitted bid.

Signature of official authorized to bind the firm to the provisions of the RFP:

Signature:_____ Date _____

Typed or printed name and title:

Failure to complete this form may result in elimination from the selection process.
Proposals must be received on or before 2 pm, December 7th, 2026, to be considered.