



VENDOR CONCESSION EQUALIZATION CREDIT APPLICATION

Business Information

Name: _____

Address: _____

Telephone: _____ Fax: _____

Contact Name: _____

Email: _____

Contract Information

For all current contracts with Wayne County please identify (Use Additional Sheets as Necessary):

<u>Contract or PO Number</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Total Contract Value</u>	<u>Amount Remaining on Current Contract</u>

By signing and submitting this application, the undersigned business hereby acknowledges and agrees that upon certification by the Wayne County Purchasing Division, will execute any and all documents necessary to effectuate a 5% reduction in the current contract amount(s). Failure to execute the necessary documents will result in forfeiture of the 2.5% equalization credits offered pursuant to Wayne County Enrolled Ordinance No. 2009-716.

Authorized Signature: _____

Printed Name: _____

Its: _____

Date: _____

Submit completed application to:

Wayne County Purchasing
The Guardian Building
500 Griswold, 15th Floor
Detroit, MI 48226

Telephone: 313-224-5151
Facsimile: 3133-224-5182

(NOTE NEW OFFICE LOCATION)

INSTRUCTIONS FOR COMPLETING VENDOR CONCESSION EQUALIZATION CREDIT APPLICATION

1. Complete and sign the application.
2. Submit the application in person, by mail or facsimile to:

Wayne County Purchasing
The Guardian Building
500 Griswold, 15th Floor,
Detroit, MI 48226
Fax: 313-224-5182

Note: This is a new office location

3. Submit to Wayne County Purchasing **no later than WEDNESDAY, JANUARY 6, 2010** to ensure that you are certified by January 11, 2010. Though we will continue to accept applications submitted after January 6, 2010, we cannot guarantee that they will be processed in time to meet the certification deadline of January 11, 2010.
4. Upon review of all the applications received, the Purchasing Division will issue notices of certification to those businesses that are eligible.
5. Those businesses that are certified must complete the necessary documentation, including contract amendments, to reduce the contract amounts by 5%.
6. Those certified businesses will then receive 2.5% equalization credits on all bids submitted in response to all competitive solicitations issued on or before September 30, 2012.
7. By signing and submitting the application, you are agreeing to accept the contract reductions and will execute any and all necessary documents to effectuate the same. Failure to do so will result in forfeiture of the 2.5% equalization credits.

NOTE: To enhance your access to future Wayne County bidding opportunities, be sure to register (or update your existing registration) on the County's ePurchasing website at: <http://www.waynecounty.com/epurchasing/>. If you have questions about registration, please call our office at 313-224-5151 and ask for the Vendor Registration Representative.