

**BOARD OF COMMISSIONERS**

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- William J. Bunek**, District #3
- Ty Wessell**, District #4
- Patricia Soutas-Little**, District #5
- Carolyn Rentenbach**, District #6
- Melinda C. Lautner**, District #7



**Chet Janik**, County Administrator

Leelanau County Government Center  
 8527 E. Government Center Drive, Suite #101  
 Suttons Bay, Michigan 49682  
 (231) 256-9711 ♦ (866) 256-9711 toll free  
 (231) 256-0120 fax  
 leelanau.cc ♦ cjanik@co.leelanau.mi.us

**LEELANAU COUNTY  
 SUBMITTING BIDS/PROPOSALS INSTRUCTIONS**

Vendors submitting a bid/proposal to Leelanau County (County) must follow these three steps:

1. Register as a vendor with the County by means of this link: <http://www.mitn.info> After completing a brief company profile, you shall be asked to categorize the product(s) and/or services you provide. Completing this registration will add you to the County's vendor database.

If already registered, review your on-line profile and revise to current information.

2. Download the bid document by accessing the following link:

<http://www.mitn.info/Leelanau-County.asp?AgencyID=2549&PageType=open>

**LEELANAU COUNTY  
 REQUEST FOR PROPOSAL  
 FOR ANIMAL CONTROL VEHICLE EQUIPMENT INSTALLATION  
 LEELANAU COUNTY ADMINISTRATOR'S OFFICE  
 (231) 256-9711**

ISSUE DATE: **November 3, 2016**  
 DUE DATE: **November 28, 2016, 2:00 p.m. EST**  
 PROJECT: **Animal Control Vehicle Equipment/Installation – RFP-LCAO-07-2016**

This Request for Proposals with all pages, documents, and attachments contained herein or subsequently added or made a part hereof, and the responding properly executed bid/proposal, shall be the basis on which a contract shall be developed and entered into between the County of Leelanau and the successful and most responsible Bidder, as determined by the County, when approved and accepted by the County of Leelanau.