



CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

REQUEST FOR QUOTE

Floor Removal and Replacement - Butzel Family Recreation Center

RFQ NO. 184502

Proposal Due Date: (3/22/24 4:00 PM)

QUESTION DEADLINE (EST): March 14, 2024, 4:00 PM EST
Questions will NOT be entertained after the deadline date/time

*Bids must be uploaded into the Supplier Portal on or prior to the exact date and time indicated above. Late or emailed bids will not be accepted.

Respondents must [register in the Oracle Supplier Portal](#) to download the bid documents and to ensure inclusion in our database. Instructions may be found on the [Office of Contracting & Procurement website](#) which includes [tutorials](#) on how to register. If you have any questions, please send an email to procurementinthecloud@detroitmi.gov or call (313) 670-6604.

Conference Type: Walk Thru

Participation Type: Optional *Bidders are expected to know condition of site*

Conference Date: March 13, 2024 @ 11:00 am EST

Additional Information: N/A

Pre-Bid Walk Through Address: Butzel Family Center, 7737 Kercheval, Detroit, MI 48214

The individual listed below is the bid contact.

Company **City of Detroit**
 Buyer **ARNITA CLARK**
 Location **2 WOODWARD AVENUE**
STE 1100
DETROIT, MI 48226
UNITED STATES
 Phone **313-224-1875**
 Fax
 E-mail **ArnitaC@detroitmi.gov**

When submitting your response, include the following information.

Your Company Name	
Company Site <i>(Optional)</i>	
Address	
Contact Details	
Response Valid Until <i>(Optional)</i>	

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1 Overview

1.1 General Information

Title **Floor Removal and Replacement - Butzel Family Recreation Center**
 Synopsis **The City of Detroit will receive bids for Floor Removal and Replacement at the Butzel Family Recreation Center**
 Buyer **ARNITA CLARK** Outcome **Purchase Order**
 E-Mail **ArnitaC@detroitmi.gov**

1.2 Schedule

Preview Date _____ Open Date **3/5/24 4:27 PM**
 Close Date **3/22/24 4:00 PM** Award Date _____
 Time Zone **Eastern Standard Time**

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **No indicator displayed**
 Ranking Method **Price only**

1.4 Terms

Payment Terms **Net 30** Freight Terms **Account of Seller**
 Shipping Method **Lowest Cost Carrier** FOB **Delivered**
 Negotiation Currency **USD (US Dollar)**
 Price Precision **2**

1.5 Attachments

File Name or URL	Type	Description
184502 RFQ Notice - Flooring f	File	
Signature Page 10.5.23.pdf	File	
General_Conditions_Updated 5.8	File	
PROFESSIONAL SERVICE CONTRACT	File	

2 Requirements

**Response is required*

2.1 Section 1. Proposer's Attachments and Affidavits

- *1. Complete the attached form for Combined Certificates of Authority and upload to your response

Attachments:

File Name or URL	Type	Description
Combined Certificates of Autho	File	

Select one of the following:

- a. Uploaded (*Response attachments are optional*)
 b. Not Uploaded (*Response attachments are optional*)

Comments:

- *2. Complete the attached Affidavit of Disclosure of Interests and upload to your response.

Attachments:

File Name or URL	Type	Description
Affidavit of Disclosure of Int	File	

Select one of the following:

- a. Yes (*Response attachments are required*)
 b. No (*Response attachments are optional*)

Comments:

- *3. Complete the attached Non-Collusion Affidavit and upload to your response.

Attachments:

File Name or URL	Type	Description
Non-Collusion Affidavit 4.4.20	File	

Select one of the following:

- a. Yes (*Response attachments are required*)
 b. No (*Response attachments are optional*)

Comments:

- *4. Bidder has read and complies with all provisions stated in the INSTRUCTIONS TO BIDDERS. Please check Yes or No.

Select one of the following:

- a. Yes
 b. No

Comments:

- *5. Below document is necessary for you to upload along with the proposal:
Reference Form

Attachments:

File Name or URL	Type	Description
Reference Form.doc	File	

Select one of the following:

- a. Uploaded (*Response attachments are optional*)
 b. Not Uploaded (*Response attachments are optional*)

Comments:

6. For information regarding the City of Detroit's Equalization Credit Statement, please download and review the attachment.

Attachments:

File Name or URL	Type	Description
Equalization Credit Statement_	File	

Comments:

- *7. Please use the below URL to complete the Income Tax and Account Receivables Clearance process:

<http://bit.ly/detroitclearances>

Select one of the following:

- a. Completed
 b. Not Completed

Comments:

- *8. Will you be utilizing any Sub-Contractors?

Select one of the following:

- a. Yes (upload all required documents) (*Response attachments are optional*)
 b. No (*Response attachments are optional*)

Comments:

9. Attention: Considering a Joint or Mentor Venture? [Click the URL.](#)

<https://app.smartsheet.com/b/form/2359d53ee4364f709cdda15913b530d6>

Comments:

3 Lines

Instructions
Please upload references with your response

3.1 Line Information

Line	Target Quantity	Response Quantity	Response Price	Line Amount	Promised Date
1-Floor removal, replacement and installation for Butzel Family Center					

3.2 Line Details

3.2.1 Line 1 Floor removal, replacement and installation for Butzel Family Center

To provide an alternate line, see appendix.

Category Name **AA.09 Floor Installation, Repair, & Maintenance Services**

Allow Alternate Lines **Yes**
Requested Date

Alternate Line Provided Yes No

Location **2 WOODWARD AVENUE STE 1100 DETROIT, MI 48226**

Start Price (USD)

4 Appendix: Alternate Lines

4.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

4.2 Alternate Lines Template

Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i>	Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.
Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i>	
Alternate Line Description	
Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i>	
Response Quantity	
UOM	
Promised Date	
Note to Buyer	