

**CITY OF DETROIT
OFFICE OF CONTRACTING AND PROCUREMENT
ARPA REQUEST FOR QUOTE**

**RFQ NO. 184348
ARPA – Recreation Center Technology Hub Equipment**

Buyer: Jessica Gassiyombo
Email: Jessica.Gassiyombo@detroitmi.gov

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	January 30, 2024
PRE-BID CONFERENCE – VIRTUAL	February, 6, 2024 @ 1:00PM EST
QUESTIONS DUE	February 9, 2024 @ 4:00PM EST In the Supplier Portal as specified in this RFQ.
QUOTE DUE DATE *	February 14, 2024 @ 4:00PM EST

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

Respondents must enroll in the Supplier Portal to download the bid documents and to ensure inclusion in our database www.detroitmi.gov/supplier. Instructions may be found on the City of Detroit website which includes tutorials on how to register. If you have any questions, please send an email to procurementinthecloud@detroitmi.gov or call (313) 224-4600.

1. BACKGROUND

The City of Detroit has received funds from the United States Department of the Treasury (the “Treasury”) pursuant to the Coronavirus State and Local Fiscal Recovery Fund under CFDA 21.027 (“ARPA Funds”), under Section 602 and 603 of Title VI of the Social Security Act, as amended by Section 9901 of the American Rescue Plan Act of 2021 (“ARPA”) (Subtitle M of Title IX of Public Law 117-2); and the City has allocated ARPA Funds to provide funding for appropriate and qualifying expenditures as allowed under the Treasury Guidance Interim Final Rule “Coronavirus State and Local Fiscal Recovery Funds” (86 Fed. Reg. 267878).

The City of Detroit Recreation Division operates Recreation Centers across the city. Among other activities, these recreation centers offer members access to computer labs and other technology. The Recreation Division is seeking to renew the standard of computer lab equipment across our system as well as add STEM Hardware, Mobile Technology, and Internal Staff Hardware to further support each Recreation Center’s ability to function as a Technology Hub for their local community.

INTRODUCTION

The Office of Contracting and Procurement on behalf of the General Services Department Recreation Division is seeking qualified bidders to provide technology equipment. Through this bid, the City of Detroit is looking to purchase desktop computers, peripherals, tablets, laptops, and STEM related equipment to outfit recreation centers across the city. In addition to public facing technology, this bid also includes equipment necessary for internal safety, record keeping and registration purposes that will allow the Recreation Division to better track and monitor overall performance goals.

The City is seeking quotes for equipment that will be installed by our own internal Department of Innovation and Technology in (14) Recreation Centers.

AGREEMENT

Requesting Maintenance agreement to provide as needed service to equipment through June 30, 2025.

SCOPE OF WORK – DELIVERABLE

Vendor to provide a range of Technology Equipment defined below:

Item	Quantity/Center	# of Centers	Total Quantity
Internal Staff Hardware			
Registration Computer (quantities vary by center)	2	14	28
Badge Printer	1	14	14
Card Scanner (two per center)	1	6	6
Credit Card Swipes (2 per center)	2	14	28
Monitor Mount	1	6	6
2 way radios	1	14	14
Portable PA System	1	14	14
Wireless Microphone	1	14	14
Tech Lab Hardware			
Standard Desktop	7	14	98
Standard Tablets	10	14	140
Premium Tablets	5	14	70
Outdoor Cases (for standard)	10	14	140
Chromebook	10	14	140
Monitors	5	14	70
Mice and Keyboards	2	14	28
Headsets	14	14	196
Scanner	1	14	14
Laser Black and White Printer	1	14	14
Smart TV	1	8	8
Sound Bar	1	8	8
STEM Hardware			
3D Printer	1	8	8
Cricut	1	14	14
Mobile Tech Hardware			
Charging Lockers	1	14	14
Charging ports for lobbies or reading rooms	3	14	42
Action Cameras	1	6	6
Outdoor Battery pack and Solar Charger	1	4	4

- Vendors to Provide Lead Time (Number of Days) for Delivery
- Equipment orders to be completed and delivered to the specified location within a maximum of 30 days from placement of the order.
- Ensure that equipment is labeled, separated, and delivered to multiple service locations with inventory sheet in each box.
- All purchases related to this contract must be delivered and invoiced by April 2025.
- The term of the contract will terminate on June 30, 2025

2. MINIMUM QUALIFICATIONS

1. Vendor must have a minimum of Two (2) years of experience providing technology equipment at a scale similar to quantities noted in the attached price sheet (i.e., computers, tablets, peripherals, charging and storage equipment).
2. Vendors must have the inventory capacity to meet the City's ongoing Technology equipment needs as specified here within the duration of the contract.
3. **All Vendors must include with their quote a list of at least three (3) current references for whom comparable work has been performed within the last five (5) years.**

3. PRICING (SEE ATTACHMENT C)

The City of Detroit has made a good faith effort in preparing this RFQ, including estimated quantities listed on the attached bid tab/pricing sheet. These estimates are not a guarantee of future orders. Quantities ordered shall vary. The City reserves the right to add to or subtract from the items listed on the attached bid tab/pricing sheet for evaluation purposes. The City reserves the right to make multiple awards if it is deemed in the best interest of the City.

The City requests Vendors to include in their quote submission any pertinent information pertaining to order discounts that they may offer (i.e. bulk orders of a given item, dollar value, etc.)

4. RENEWAL:

There are no renewals with this contract.

5. MINOR DEVIATIONS:

Specifications referred to herein are used to indicate desired type, and/or construction, and/or operation. Other products and/or services may be offered if deviations from specifications are minor and if all deviations are properly outlined and stated in the bid document. Failure to outline all deviations may be grounds for rejection of your bid.

The decision of the City of Detroit, acting through the Chief Procurement Officer, shall be final as to what constitutes acceptable deviations from specifications.

6. REJECTIONS, MODIFICATIONS, CANCELLATIONS:

The City of Detroit expressly reserves the right to: 1) accept or reject, in whole or in part, any and all proposals/quotes received; 2) waive any non-conformity; 3) re-advertise for proposals/quotes; 4) withhold the award for any reason the City determines; 5) cancel and/or postpone the request for

proposals/quotes, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the City. This RFQ does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of a proposal/quote under this request, or to procure or contract for services.

7. SUPPLIER PORTAL INFORMATION:

Vendor must enroll in Supplier Portal to ensure inclusion in our database and for invoicing purposes. Instructions may be found on the City of Detroit Website which includes tutorials on how to enroll. If you have any questions please send an email to procurementinthecloud@detroitmi.gov or call (313) 224-4600.

8. SUBMITTAL INSTRUCTIONS

All bids must be submitted through the Oracle system. Each bidder is responsible for ensuring that its bid is received by the City on a timely basis. **Faxed or mailed bids will not be accepted.**

Bidders shall not distribute their bids to any other City office or City employee. Bids received become the property of the City. The City is not responsible for any costs associated with preparation or submission of bids. All bids submitted by the due date will be recorded in the Oracle system. Bids received **will not** be available for review. Bids received will be subject to disclosure under applicable Freedom of Information Act. An officer of the company authorized to bind the company to a contractual obligation with the City must sign the bid in the Oracle system. The contact person regarding the bid should also be specified by name, title, and phone number. The successful Bidder(s) will receive an award letter. Bidders who are not awarded will receive a notification that the award decision has been made.

9. REQUIRED SUBMITTAL INFORMATION

Any Contract/Purchase Order resulting from this solicitation shall include the forms indicated below that are available to download in the Oracle system as **FORMS, AFFIDAVITS AND DOCUMENTATION CHECKLIST.pdf**.

Bidders shall complete the required forms, to include this RFQ document (where applicable) and return them, along with the checklist, with the signed bid document. Failure to submit the ARPA Forms may be a basis for rejection of your bid.

Forms and Affidavits

1. Certificate of Authority
2. Amendment Form
3. Conflict of Interest and Disclosure Form
4. Debarment and Suspensions
5. Byrd Anti-Lobbying Amendment

6. Consolidated Affidavits
 - I. HIRING POLICY COMPLIANCE
 - II. SLAVERY ERA RECORDS AND INSURANCE, AND PRISON INDUSTRY AND IMMIGRATION DETENTION SYSTEM RECORDS AND INTERESTS DISCLOSURE
 - III. COVENANT OF EQUAL OPPORTUNITY
 - IV. STATEMENT OF POLITICAL CONTRIBUTIONS AND EXPENDITURES
7. Non-Collusion Affidavit
8. COVID & ARPA FEDERAL REQUIREMENTS

Documentation Required for Contract.

1. Sample Employment Application
2. Income and Revenue Tax Clearance
3. System of Awards Management (SAM)

RFQ Attachment List

1. Attachment A – Respondent Questionnaire
2. Attachment B – Quote Introduction/Solution
3. Attachment C – ARPA Price Sheet
4. Attachment D – Forms, Affidavits and Documentations Checklist
5. Attachment E – Model Professional Services Contract

10. AWARD:

One, or more, awards of contract shall be made on a low total net bid based on the estimated quantities shown; as well as the vendor(s) ability to provide a given item based on the vendor providing pricing information. If no pricing is provided for any given item, the City shall assume that the item cannot be provided. It is preferred that Bidders quote on all items (if possible), leave no blanks and state "No Charge" where applicable. The City of Detroit reserves the right to delete any item(s) from the award.

All awards are subject to Ordinance No. 15-0.

11. LITERATURE:

Descriptive literature showing the unit's dimensions and features must be included. If the size, capacity, or features of the unit, or any of its components are not clearly defined in the printed literature submitted with the Bid, the Bidder shall furnish supportive data in sufficient detail so that the unit may be checked for conformity to the specifications.

12. SPECIFICATION CHECK:

We have read the specifications thoroughly and we:

- () Are able to meet specifications without deviation
- () All deviations are properly outlined on an attached sheet marked _____
_____ for identification.

Signed: _____

Title: _____

13. SAMPLES:

Bidder shall furnish samples, if and when requested, at no cost to the City; submitted samples will not be returned. Samples shall be properly marked with vendor's name and item numbers.

14. EXPERIENCE AND REFERENCES:

Past performance and experience may be factors in making the award.

We have furnished goods and or services of a similar nature, as follows (Complete in entirety):

Reference Form #1	Respondent Response
a. Name of Reference (Company Name)	
b. Project Name/Title	
c. Contact Person Name Contact Person Title Contact Person Phone Number Contact Person E-mail Address	
d. Description of Services Provided	

Reference Form #2	Respondent Response
e. Name of Reference (Company Name)	
f. Project Name/Title	
g. Contact Person Name Contact Person Title Contact Person Phone Number Contact Person E-mail Address	
h. Description of Services Provided	

Reference Form #3	Respondent Response
i. Name of Reference (Company Name)	
j. Project Name/Title	
k. Contact Person Name Contact Person Title Contact Person Phone Number Contact Person E-mail Address	
l. Description of Services Provided	

15. PREVIOUS EXPERIENCE:

The City’s past experience with the bidder on previous contracts will be considered in determining the award.

16. BID WITHDRAWAL:

No bid shall be withdrawn for ninety (90) days from submission deadline unless otherwise stated in this bid form. Bidders may suggest reducing this period by clearly stating on bid; however, the City of Detroit reserves the right to reject such bids on the basis on the reduced time period.

17. PRICE: Contract prices are FIRM for the entire contract period.

18. F.O.B.: Goods are to be F.O.B. delivered to General Services Department Recreations Division various locations detailed below:

Center Name	Address	Open
Adams/Butzel Complex	10500 Lyndon, Detroit, MI 48238	Currently
Butzel Family Center	7737 Kercheval St, Detroit, MI 48214	Currently
Clemente Recreation Center	2631 Bagley St, Detroit, MI 48216	Currently
Coleman Young Recreation Center	2751 Robert Bradby St., Detroit, MI 48207	Winter 2025
Community Center at AB Ford	100 Lenox St, Detroit, MI 48215	Currently
Crowell Recreation Center	16630 Lahser St., Detroit, MI 48219	Currently
Dexter Elmhurst Recreation Center	11825 Dexter Ave, Detroit, MI 48206	Spring 2025
Farwell Recreation Center	2711 Outer Drive E, Detroit, MI 48234	Currently
Heilmann Community Center	19601 Crusade, Detroit, MI 48205	Currently
Kemeny Recreation Center	2260 S. Fort, Detroit, MI 48217	Currently
Lasky Recreation Center	13200 Fenelon St, Detroit, MI 48212	Currently
Patton Recreation Center	2301 Woodmere, Detroit, MI 48209	Currently
Northwest Activities Center	18100 Meyers Rd, Detroit MI, 48235	Currently
Williams Recreation Center	8431 Rosa Parks Blvd, Detroit, MI 48206	Spring 2024

19. SHIPMENT:

The contractor will be expected to make reasonably prompt deliveries consistent with quantities ordered. Should an emergency arise for items which are not available, the City of Detroit reserves the right to secure enough from others to meet its immediate needs without prejudice of the proposed contract. If, however, in the sole opinion of the Finance Department, Purchasing Division, the contractor fails to render reasonably prompt delivery service, the City of Detroit may terminate the contract forthwith and no damages will accrue.

The City of Detroit wherein referred to shall mean the City of Detroit, acting through the Chief Procurement Officer.

It is understood that these supplies will be required in various shipments from time to time. Shipments will be made within 30 days after each notice to ship. The City of Detroit reserves the right to reject low bids offering unsatisfactory shipment terms.

20. TERMS OF PAYMENT:

A discount of _____% will be allowed for payment of invoice within forty-five days of delivery and acceptance of the above items and vendor's invoice. Other terms less **than thirty (30) days**, E.O.M., Proximo, etc., shall not be considered. Payment terms will not be considered in determining the award of the contract(s), except in the case of tie bids. However, discounts may be offered to facilitate prompt payment.

The City of Detroit reserves the unqualified right to reject any bid which includes a provision for a service charge levied by a vendor when payment by the City is not made within a specified time period.

21. INSURANCE:

The Contractor shall maintain at its expense during the term of this contract, the following insurance:

TYPE	AMOUNT NOT LESS THAN:
Workers' Compensation	Michigan Statutory minimum
Employers' Liability	\$500,000.00 minimum each disease \$500,000.00 minimum each person \$500,000.00 minimum each accident
Commercial General Liability Insurance (Broad Form Comprehensive)	\$1,000,000.00 each occurrence \$2,000,000.00 aggregate
Automobile Liability Insurance (covering all owned, hired and non-owned vehicles with personal and property protection insurance, including residual liability insurance under Michigan no fault insurance law)	\$1,000,000.00 combined single limit for bodily injury and property damage

22. CONTRACT ACCEPTANCE:

The successful bidder shall be notified of the execution of a contract by the City of Detroit upon issuance of a "Contract Award Notice" or a Purchase Order. The "Contract Award Notice" shall contain the date the contract award was approved.

The signed, accepted bid of the successful bidder will be the contract between the bidder and the City of Detroit, containing the full description of all contractual terms and conditions. A copy of your signed bid will not be mailed to you. Each bidder shall keep a copy of his/her signed bid form for future reference.

23. INVOICES:

Original Invoices must be submitted through the Oracle system. A copy of the original Invoice must be submitted to the City of Detroit point of contact identified on the Purchase Order. Bidder must utilize manufacturer's warranty, rebates, or other discounts, as applicable, prior to billing the City for any/all necessary repairs. For further information regarding Invoices, please refer to Section 8 of the General Conditions.

24. PAYMENT:

All properly executed Invoices submitted by the Bidder shall be paid in accordance with the City of Detroit Prompt Payment Ordinance.

25. TERMINATION OF CONTRACT:

The City of Detroit reserves the right to terminate this contract, for cause as determined by the purchasing director without any liability whatsoever upon ten (10) days' notice. The City reserves the absolute right to terminate this contract in whole or in part, for the convenience of the City at its sole discretion on thirty (30) days written notice to the Vendor.

26. MISCELLANEOUS:

It shall be the responsibility of the Bidder to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The Bidder agrees to abide by the rules and regulations as prescribed herein by the City as the same now exists or may hereafter from time to time be changed in writing.

In accordance with 2 C.F.R. § 200.321, Bidders are encouraged to contract with small and minority businesses, women's business enterprises, labor surplus area firms and Detroit businesses. The City strongly encourages the hiring of Detroit residents whenever possible by contacting Detroit At Work for your hiring needs. Visit the Detroit At Work website at www.detroitatwork.com for specific contact information regarding these opportunities.

27. CHANGES TO FEDERAL REQUIREMENTS:

The Bidder shall at all times comply with all applicable ARPA Federal regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between the City and ARPA, as they may be amended or promulgated from time to time during the term of this contract. The Bidder's failure to comply shall constitute a material breach of this Contract.

28. ACCESS TO RECORDS AND REPORTS:

Bidder shall maintain full and complete Records reflecting all operations related to this Contract. The Records shall be subject to inspection, review, and audit by the City and the Government-Grantor Agency. Such Records shall be maintained in accordance with generally accepted accounting and internal controls, and all federal, state, and local accounting principles and governmental accounting and financial reporting standards, as required under 2 C.F.R. 200, Subpart D, and 31 C.F.R. Part 35(Pandemic Relief Programs). All Records must be maintained for a duration no less than the later of (a) five (5) years after all ARPA Funds have been expended or returned to the City and/or the Government-Grantor Agency, as the same may be extended by the Treasury, and (b) December 31, 2031.

The City and any Government-Grantor Agency providing funding under this Contract shall have the right at any time without notice to examine and audit all Records and other supporting data of the Contractor as the City or any Government-Grantor Agency deems necessary.

The Contractor shall make all Records available for examination during normal business hours at its Detroit offices, if any, or alternatively at its facility nearest Detroit. The Contractor shall

provide copies of all Records to the City or to any such Government-Grantor Agency upon request.

If in the course of such inspection the representative of the City or of another Government-Grantor Agency should note any deficiencies in the performance of the Contractor's agreed upon performance or record-keeping practices, such deficiencies will be reported to the Contractor in writing. The Contractor agrees to promptly remedy and correct any such reported deficiencies within ten (10) days of notification.

Any costs disallowed as a result of an audit of the Records shall be repaid to the City by the Contractor within thirty (30) days of notification or may be set off by the City against any funds due and owing the Contractor, provided, however, that the Contractor shall remain liable for any disallowed costs exceeding the amount of the setoff.

Each party shall pay its own audit costs. However, if the dollar amount of the total disallowed costs, if any, exceeds three percent (3%) of the dollar amount expended by the City pursuant to this Contract through the date of such audit, the Contractor shall pay the City's audit costs.

Nothing contained in this Contract shall be construed or permitted to operate as any restriction upon the powers granted to the Auditor General by the City Charter, including but not limited to the powers to audit all accounts chargeable against the City and to settle disputed claims.

In accordance with 2 C.F.R. § 200.337 (a) "Records of non-Federal entities", the Government-Grantor Agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity (including, but not limited to the City), or any of their authorized representatives, shall have the right of access to any documents, papers, or other records of the Contractor which are pertinent to the ARPA Funds, in order to make audits, examinations, excerpts, and transcripts. The foregoing right also includes timely and reasonable access to the Contractor's personnel for the purpose of interview and discussion related to such documents.

The rights of access in this Section 29 are not limited to the required retention period, but shall continue for such longer period as the Records are retained.

The Contractor shall, upon request by the City, provide to the City all data and information as necessary to allow the City to meet the City's reporting obligations to the Government-Grantor Agency, including but not limited to data and information needed by the City for closeout submissions, if any, to the Government-Grantor Agency.

29. GEOGRAPHIC RESTRICTIONS:

Bidder agrees to refrain from using state or local geographic preferences, except those expressly mandated or encouraged by Federal statute, and as permitted by FTA [Acquisition of Management, Architectural and Engineering Services 49 U.S.C. Section 5325(d)].

30. GENERAL CONDITIONS:

It is the responsibility of the Bidder to review General Conditions. In your quotation a distinction between dollars and cents must be made. Also, illegible bids may be grounds for rejection of

your bid. All changes made to the bid form altering, price, terms, quote and/or conditions. MUST be crossed out and initialed. Failure to initial any changes will be grounds for rejection of your bid. CORRECTION FLUID IS NOT ACCEPTABLE.

*****UNSIGNED BIDS CANNOT BE CONSIDERED*****

IN THE FURTHER DESCRIPTION OF THIS QUOTE, WE SUBMIT INFORMATION IDENTIFIED AS FOLLOWS:

BIDDING UNDER THE NAME OF: _____
(PRINT FULL LEGAL NAME)

(PURCHASE ORDER WILL BE ISSUED AND PAYMENT WILL BE MADE ONLY IN THE NAME ABOVE. ALL PAYMENTS ARE TO BE MAILED. VENDOR PICK-UP OF PAYMENT IS NOT ACCEPTABLE)

MAILING ADDRESS: _____

(ZIP CODE)

PAYMENT MAILING ADDRESS: _____
(IF DIFFERENT FROM ABOVE) _____
(ZIP CODE)

BUSINESS ADDRESS: _____

(CHECK ONE): _____
LEASE _____ RENT _____ OWN _____ (ZIP CODE)

FEDERAL EMPLOYER ID #: _____

CHECK ONE:

() CORPORATION, Incorporated Under The Laws Of The State Of _____

If Other Than Michigan Corporation, Licensed To Do Business In Michigan? _____ YES _____ NO

() PARTNERSHIP, Consisting of (List Partners)

() ASSUMED NAME (Register No.) _____

() INDIVIDUAL

IF NOT SIGNED BY OFFICER OF FIRM, THE PERSON SIGNING MUST HAVE AUTHORITY TO COMMIT THE FIRM TO THIS BID.

E-MAIL: _____

AUTHORIZED SIGNATURE:

DATE _____

SIGNED: _____

TELEPHONE NO. _____

PRINTED _____

FAX NO. _____

TITLE/POSITION _____

CELL PHONE NUMBER: _____

ALTERNATE COMPANY CONTACT _____

*****UNSIGNED BIDS CANNOT BE CONSIDERED*****

IN THE FURTHER DESCRIPTION OF THIS QUOTE, WE SUBMIT INFORMATION IDENTIFIED AS FOLLOWS:

BIDDING UNDER THE NAME OF:	
	(PRINT FULL LEGAL NAME)
(PURCHASE ORDER WILL BE ISSUED AND PAYMENT WILL BE MADE ONLY IN THE NAME ABOVE. ALL PAYMENTS ARE TO BE MAILED. VENDOR PICK-UP OF PAYMENT IS NOT ACCEPTABLE)	
MAILING ADDRESS:	
PAYMENT MAILING ADDRESS: (IF DIFFERENT FROM ABOVE)	
BUSINESS ADDRESS:	
(CHECK ONE): LEASE _____ RENT _____ OWN _____	
FEDERAL EMPLOYER ID #:	
CHECK ONE:	

CHECK ONE:

CORPORATION, Incorporated Under The Laws Of The State Of _____

If Other Than Michigan Corporation, Licensed To Do Business In Michigan? _____ YES _____ NO

PARTNERSHIP, Consisting of (List Partners)

ASSUMED NAME (Register No.) _____

INDIVIDUAL

IF NOT SIGNED BY OFFICER OF FIRM, THE PERSON SIGNING MUST HAVE AUTHORITY TO COMMIT THE FIRM TO THIS BID.

E-MAIL: _____

AUTHORIZED SIGNATURE:

DATE _____

SIGNED: _____

TELEPHONE NO. _____

PRINTED _____

FAX NO. _____

CELL PHONE NUMBER: _____

TITLE/POSITION _____
ALTERNATE COMPANY CONTACT _____