

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

**RFQ NO. 184844  
Program Supplies for Recreation Centers**

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Buyer: Bianca Washington

<b>EVENT / ACTIVITY</b>	<b>DUE DATE / TIME</b>
<b>ADVERTISEMENT DATE</b>	August 9, 2024
<b>QUESTIONS DUE</b>	August 15, 2024 on or before 5:00 p.m. EST  All questions must be submitted online in the Supplier Portal
<b>PRE-BID CONFERENCE</b>	Virtual Pre-Bid Meeting August 14, 2024 at 2:00 p.m. EST Location: Microsoft Teams <a href="#">Join the meeting now,</a> <a href="https://tinyurl.com/RFQPreBidMeeting184844">https://tinyurl.com/RFQPreBidMeeting184844</a> Meeting ID: 263 617 594 467 Passcode: 9RyUCJ  <b>Dial in by phone</b> <a href="tel:+14699986602">+1 469-998-6602</a> , <a href="tel:+14699986602">493828227#</a> United States, Dallas <a href="#">Find a local number</a> Phone conference ID: 493 828 227#
<b>ANSWERS DISTRIBUTED</b>	1-2 business days
<b>QUOTES DUE DATE *</b>	August 21, 2024 on or before 4:00 p.m. EST In the Supplier Portal as specified in this RFQ.

\* 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](http://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](mailto:procurementinthecloud@detroitmi.gov) or call (313) 224-4600.

## E-Procurement Open Assistance Sessions

### Learning How to Navigate Oracle

To join E-Procurement experts for Oracle demonstrations and Q&A pick one of the time slots

Virtual Learning Session (30 min. each)	Day & Time Option 1	Day & Time Option 2
Supplier Registration	<u>Mondays, 10:30 AM</u>	<u>Thursdays, 1:00 PM</u>
Supplier Profile Updates	<u>Mondays, 11:30 AM</u>	<u>Thursdays, 1:30 PM</u>
Responding to Bids	<u>Mondays, 9:30 AM</u>	<u>Fridays, 9:30 AM</u>
Invoicing	<u>Tuesdays, 1:30 PM</u>	<u>Fridays, 11:30 AM</u>
Online Office Hours (General)	<u>Tuesdays, 3:00 PM</u>	<u>Wednesdays, 9:30 AM</u>

**Have additional Supplier Portal questions?** Schedule a phone call with our E-Procurement Specialist here - [Supplier Portal Support Questions](#)

## **1. PROJECT REQUEST**

The City of Detroit Office of Contracting and Procurement (OCP) requests for quotes from qualified Respondents to render certain technical or professional services ("Services") as set forth in this RFQ to provide Program Supplies for Recreation Centers.

The City of Detroit is seeking qualified firms to provide recreation program supplies (arts, crafts, afterschool, decor materials, etc.) for all recreation centers in the City. Through this contract, the Recreation Division is looking to activate numerous programs and events for all age groups. Respondents to this RFQ will need to provide quotes for items listed in the attached price sheet that meet or exceed the quality standards listed therein.

## **2. BACKGROUND/DESCRIPTION OF ENVIRONMENT**

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.

The City of Detroit Recreation Division provides a variety of programming at each of their Recreation Center locations to more than 5,000 individuals monthly. The City of Detroit is committed to providing opportunities that improve the quality of life and public health of residents through enrichment and leisure programs and special events. Recreation Centers are open up to six (6) days per week and up to twelve (12) hours per day. Many programs offered rely on a steady supply of high-quality Arts & Crafts items, Décor materials, STEM materials, etc.

This Request for Quotes will be used to outfit these activities with necessary materials.

## **3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS**

If a contract is awarded as a result of this RFQ, it will be a City of Detroit **Professional Services Contract**. **The term of the contract will be for two (2) years with three (3) additional one (1) year terms.** Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council and signed by the Chief Procurement Officer. **The City anticipates one or multiple awards as a result of the RFQ.**

## **4. STATEMENT OF WORK**

Vendor is expected to:

- Provide Program Operational Supplies for all Recreation Centers. Types to include but not limited to:
  - Arts Supplies (Paint, Brushes, Crayons, Canvases, etc.)
  - Crafts Supplies (Scissors, Craft Kits, Glue Sticks, etc.)
  - STEM and Afterschool Supplies (Table Games, Modeling Kits, etc.)
  - General and Holiday Decorations (Door Decorations, Easter eggs, Halloween décor, etc.)
  - Event Supplies (Table skirts, Balloons, Bulk Candy)

## **5. OPERATIONAL INFORMATION**

Awarded Contractor(s) will work closely with City agency staff.

The Respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City.

## **6. MINIMUM QUALIFICATIONS**

Vendors are required to have:

- Supply orders completed and delivered to the specified location within a maximum of 30 days from the day an order is placed (see attached Delivery Locations).
- Supplies labeled, separated, and delivered to multiple service locations with an inventory sheet in each box.
- A stocked supply of common operational supplies to service:
  - o Afterschool activities
  - o Senior Arts & Crafts
  - o STEM Education
  - o Holiday Celebrations

Qualified vendors must be an established program supplies distributor. Qualified bidders must have direct knowledge and availability of a variety of supplies necessary for program operation at a Recreation Center space. Needs at a Recreation Center are similar to programming needs of community centers, schools, churches, etc.

Qualified vendors must be capable of providing supplies, on an as-needed basis, with the ability to deliver to our main office and our recreation center facilities (see attached list of locations).

- Must have a minimum of 3 years of experience in business.
- Must have a minimum of 3 years experience providing program supplies for large municipalities, recreation authorities, or school districts including arts, crafts, holiday décor and supplies, etc.
- Past experience may be factors in making the award.

## **7. OPERATIONAL INFORMATION**

Awarded Contractor(s) will work closely with City agency staff.

The Respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City.

Specifications, Change of Specification, and Errors or Omission. Specifications which refer to brand names are given for reference. Respondents may quote on equivalent articles, provided that brand name and catalog number(s) and any deviations are noted on the bid form and complete descriptive literature is furnished. Exceptions will state "Do Not Substitute."

The decision of the City shall be final.

#### **8. QUESTION DEADLINE**

**All questions regarding the RFQ shall be submitted through the Supplier Portal no later than the time and date specified on the Cover Page.** In the interest of transparency, only written questions will be accepted. Answers to questions will be posted within the Supplier Portal. The City of Detroit does not guarantee a response to questions not submitted after the question deadline.

Should a Respondent be in doubt as to the true meaning of any portion of this RFQ or find any patent ambiguity, inconsistency, or omission herein, the Respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFQ.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the City of Detroit shall be binding upon the City of Detroit.

Respondents requesting changes to the RFQs terms and conditions, specifications, quantities, etc.; or if clarifications are needed, must make the request in writing by the stated bid submission deadline.

#### **9. REJECTIONS, MODIFICATIONS, CANCELLATIONS**

The City of Detroit expressly reserves the right to:

- 1) accept or reject, in whole or in part, any and all quotes received;
- 2) waive any non-conformity;
- 3) re-advertise for quotes;
- 4) withhold the award for any reason the City determines;
- 5) cancel and/or postpone the request for 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 quotes under this request, or to procure or contract for services.

#### **10. PROTESTS**

Protests can be filed with the Office of Procurement. Interested parties aggrieved by a solicitation or the award of any resulting contract, may file written notice of protest to the following:

**City of Detroit Chief Procurement Officer  
2 Woodward Avenue, Suite 1008  
Detroit, MI 48226  
“Procurement Protest”**

At a minimum, such protests shall include:

- 1) name of protestor.
- 2) solicitation/contract number and description; and
- 3) statement of grounds for protest (reference specific text in the solicitation, bid or contract document that is at issue).

The decision of the Chief Procurement Officer and/or the Department Director are final and is not subject to appeal.

## **11. INVOICES**

Vendors must be registered in City of Detroit Vendor Portal and be a registered vendor with the City of Detroit to submit invoices and receive payments. Go to <http://www.detroitmi.gov/Supplier> to register.

### **AUTHORIZATION TO COMMENCE WORK OR SHIP GOODS – READ CAREFULLY!!!**

Contractors may begin work or ship goods upon receipt of the required authorization, which is the CPA (Contract Purchase Agreement), in addition to *SPO (Standard Purchase Order)*, from Procurement.

*The CPA (City Council Approved and Awarded Contract Purchase Agreement) alone is NOT authorization to begin work! NO letter of Intent, or Letter to Commence Work will be issued.*

**\*\*Work commencing without issuance of the SPO is subject to Payment Delays and/or Non-Payment! \*\***

#### **Required vendor steps to invoice:**

- 1) Invoices should NOT be uploaded until the Contractor receives confirmation of review and approval from the City of Detroit.
- 2) Vendors should submit their invoices via City of Detroit Vendor Portal. Portal invoice amount and creation date must match the date on attached invoice. Please follow the below invoice requirements:

#### **Invoice MUST contain or have as attachment:**

- Vendor Name and address on Invoice
- Contact Info on Invoice (Accounts Receivable contact with phone and email)
- Remittance information (MUST be included, or the invoice is subject to rejection)
- City of Detroit contact (person who authorized work to commence)
- Invoice Date
- Date of service/delivery
- Contract number
- Purchase order number
- Total Invoice amount

#### **Other invoice requirements:**

- Invoice must be billed based on Purchase Order rates
- Total invoice amount must tie to the total supporting documents
- Supporting documentation must be attached to the invoice in the portal

Terms are standard NET 30 Days, unless otherwise negotiated, and start from the invoice receipt date, provided that the invoice is submitted timely to our AP department with the necessary supporting documentation.

If you need assistance, please contact the Office of Departmental Financial Services (ODFS) 313-410-7804.

## **12. PREVIOUS EXPERIENCE**

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

## **13. MISCELLANEOUS**

It shall be the responsibility of the Respondent 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 Respondent 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.

**Contractors 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](http://www.detroitatwork.com) for specific contact information regarding these opportunities.**

## **14. GENERAL CONDITIONS:**

It is the responsibility of the Bidder to review General Conditions located on the City of Detroit's website.

### **1. 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.

### **2. LOCAL PREFERENCE CONDITIONS**

It is the responsibility of the Bidder to review the Local Preference Conditions attached to this bid and comply with all requirements therein.

### **3. 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 will 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.

**4. RENEWAL**

The proposed agreement may be renewed per contract terms. Both parties must agree to an extension under the same terms and conditions as exist in the then current contract.

**5. AWARD (multiple)**

Multiple Awards will be made on a low bid basis, as determined by the City of Detroit based on contractor's ability and equipment as described in the specification. Blank spaces are considered to be no offer. The City of Detroit reserves the right to delete any item(s) from the award. The City of Detroit reserves the right to limit the amount of the award per contractor.

**6. TERMINATION OF CONTRACT**

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.

**7. SPECIFICATION CHECK**

We have read the specifications thoroughly and the brand(s) offered:

- Meets specifications without deviation.
- All deviations are properly outlined on an attached sheet marked \_\_\_\_\_ for identification.

**8. PRICE**

Discount from price list is FIRM. Price list is subject to adjustment to superseding published price list(s) and/or supplement(s). The City of Detroit must be notified in advance before any price increase becomes effective.

If, during the period of this contract, the parties cannot mutually agree on the extent of any change in the market price, the City of Detroit reserves the right to terminate the contract without prejudice.

**PRICE SHEET**

Failure to complete the attached price sheet and submit with your Bid shall result in your Bid being deemed non-responsive and rejected without any further evaluation. You can bid on all, or a portion of the items listed in the price sheet. **These items are not to be considered as the only items to be purchased.**

The price bid shall be all inclusive, which means that all related expenses including shipping shall be factored into the unit prices below. Travel, including airfare, hotel, meals, and any other related accommodations are the Contractor's responsibility and will not be reimbursed or paid for by the City of Detroit.



Vendors should provide unit pricing for items they are bidding on along with Item Description, if different from that specified in the price sheet.

## **9. 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.

If any of the features or dimensions of the unit the Bidder proposes to furnish do not meet the specified requirements, the Bidder shall indicate such deviations in the space provided on the Bid Form. Failure to provide this information may result in rejection of your bid.

## **10. 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 sufficient quantities from others to meet its immediate needs without prejudice of the proposed contract. If, however, in the sole opinion of the Finance Department, Office of Contracting and Procurement, 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 [REDACTED] days from each notice to ship. The City of Detroit reserves the right to reject low bids offering unsatisfactory shipment terms.

## **11. TERMS OF PAYMENT**

A discount of [REDACTED]% will be allowed for payment of invoice within thirty (30) 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.

This paragraph supersedes paragraph 4 of the General Conditions.

**12. F.O.B.**

Goods are to be F.O.B. delivered to location(s) within the City of Detroit and other specified locations as indicated.

Supplies labeled, separated, and delivered to multiple service locations with an inventory sheet in each box.

**13. DELIVERY**

Is desired within **fifteen (15) days** from receipt of Purchase Order or Stores Release.

( ) We can meet the above delivery

( ) We cannot meet the above delivery schedule but offer the following:

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The City of Detroit reserves the right to reject low bids offering unsatisfactory delivery. For all deliveries to agencies within the City-County Building, it shall be the vendor's or contractor's responsibility to transport the items from the dock area up to the individual locations.

**14. INSURANCE**

The successful bidder must furnish 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 Workers' Compensation Michigan Statutory minimum

**15. 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.

**16. BID WITHDRAWAL**

No bid shall be withdrawn for 90 days from submission deadline. Bidders may reduce this period if stated on bid, but such bids may be rejected on the basis of the reduced time period.

This paragraph supersedes paragraph 14 of the General Conditions.

**17. EQUALIZATION FACTOR**

In accordance with Ordinance No. 15-00, any Detroit based firm shall be deemed a better bid than the bid of any competing firm which is not Detroit-based, whenever the bid of such competing firm shall be equal to or higher than the bid of the Detroit-based firm after the appropriate equalization percentage credit from the Equalization Allowance Table has been applied to the bid of the Detroit-based firm.

The firm making the lowest bid thus evaluated shall be deemed the lowest bidder.

Vendors who wish to receive Equalization credit for bids submitted must fill out the attached Equalization Eligibility Form and return it with their bid document along with any supporting documentation required to substantiate eligibility. The Equalization Eligibility Form and supporting documentation must be submitted with each and every bid response submitted by the vendor. Failure to return the Equalization Eligibility Form and/or Affidavit along with required documentation will result in equalization credit not being applied to your bid.

**18. ALTERNATE BID**

Additional bids submitted on brands other than the brands referenced in the specification shall clearly be labeled (ALTERNATE). Alternate bids submitted will be at no cost to the city of Detroit. The decision of the City of Detroit, acting through the Chief Procurement Officer, shall be final as to what constitutes an acceptable alternate from specifications.

**19. PATENTS.** The Contractor shall protect and indemnify the City against expense of any nature, shall bear the cost of any law suits which may arise and shall pay damages which may be awarded against the City for the use, under this specification, of any patented device, process, apparatus, material or invention.

**20. DELIVERY TERMS/TIME. F.O.B. delivered prices are preferred. F.O.B. delivered means** delivered to the dock of the institution of department noted on the bid, and will include all charges for packing, draying, etc. Bidder may, at their option, quote F.O.B. shipping point. Prices bases on F.O.B. Shipping Point will be considered after adding transportation charges and insurance costs. Bidders must show shipping weight and point of shipments on all shipping point bids. Delivery time is a part of the consideration and must be adhered to. If time varies on different items, the bidder shall so state.



**Attachment A – Respondent Questionnaire**

**PART 1 – RESPONDENT EXPERIENCE / ORGANIZATION**

**1. Respondent’s Contact Information**

*Complete the following table for your Sole Point of Contact During RFQ Process.*

Single Point of Contact for RFQ	Respondent Response
a. Name	
b. Title	
c. Address	
d. E-mail	
e. Phone Number	

*Complete the following table for your firm’s Partner and or Manager(s) that will be in charge of this project if awarded.*

Partner and or Manager Contact Details	Respondent Response
a. Name	
b. Title	
c. Address	
d. E-mail	
e. Phone Number	

**2. Respondent Background Information**

Complete this table with your background information. Quotes by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture by completing this table for all parties.

	Respondent Response
a. Full legal business name.	
b. Full legal business address of the firm’s principal place of business and, if different, the location of the place of performance of the contract.	
c. Business entity designation, e.g., sole proprietor, Inc., LLC, or LLP.	
d. Current tax status and Federal Employer Identification Number (FEIN) (if applicable).	
e. State company formed in.	
f. Company phone number.	
g. Website address (if applicable).	
h. Number of years in business.	
i. Average number of employees during each of the last three (3) years.	



	Respondent Response
j. Does your company have experience working with the City of Detroit? If so, please list the contracts you hold or have held with the City of Detroit for the last 5 years.	
k. Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last ten (10) years.	
l. Identify any projects in which your contract was terminated for any reason.	

**3. Prior Experience (Respondent)**

Describe at least **three (3)** municipal or school district experiences from the last three **(3) years** supporting your ability to successfully manage a contract of similar size and scope for the work described in this RFQ, by completing the table(s) below.

Reference Form #1	Respondent Response
a. Name of Reference (Company Name)	
b. Project Name/Title	
c. Client Location	
d. Contact Person Name	
e. Contact Person Title	
f. Contact Person Phone Number	
g. Contact Person E-mail Address	
h. Dates of Service (mm/yy – mm/yy)	
i. Description of Services Provided	
j. Identify respondent’s key personnel working on this project (if applicable)	



Reference Form #2	Respondent Response
a. Name of Reference (Company Name)	
b. Project Name/Title	
c. Client Location	
d. Contact Person Name	
e. Contact Person Title	
f. Contact Person Phone Number	
g. Contact Person E-mail Address	
h. Dates of Service (mm/yy – mm/yy)	
i. Description of Services Provided	
j. Identify respondent's key personnel working on this project (if applicable)	



Reference Form #3	Respondent Response
a. Name of Reference (Company Name)	
b. Project Name/Title	
c. Client Location	
d. Contact Person Name	
e. Contact Person Title	
f. Contact Person Phone Number	
g. Contact Person E-mail Address	
h. Dates of Service (mm/yy – mm/yy)	
i. Description of Services Provided	
j. Identify respondent's key personnel working on this project (if applicable)	



**4. Respondent’s Subcontractor(s) Prior Experience (if applicable)**

Question	Respondent Response
<p>a. Do you intend to utilize any subcontractors?</p> <p><i>If yes, provide their legal business name and address, and a description of the goods/services they will supply. Also complete the Subcontractor Reference Form provided below for each subcontractor.</i></p>	

If applicable, describe below at least **one (1)** relevant experience from the last five **(5) years** supporting your subcontractor’s ability to successfully perform similar work as set forth in your company’s Quote.

Subcontractor Reference Form	Respondent Response
a. Name of Reference (Company Name)	
b. Project Name/Title	
c. Client Location	
d. Contact Person Name	
e. Contact Person Title	
f. Contact Person Phone Number	
g. Contact Person E-mail Address	
h. Dates of Service (mm/yy – mm/yy)	
i. Description of Services Provided	