

City of Detroit



Request for Quote and Qualifications (RFQQ)

Moving and Relocation Services

for the

**Detroit Supply Schedule
Schedule 7**

Part 1 – Services

OVERVIEW

The City of Detroit, Office of Contracting and Procurement (OCP), hereby requests General Contractors and/or Moving Companies to establish a Multiple Award Schedule for **Moving & Relocation Services**. The DSS Program provides Detroit customer agencies with competitive choices, reduced procurement processing time and long-term contract opportunities.

The Detroit Supply Schedule Program establishes long-term indefinite delivery indefinite quantity city-wide contracts with commercial firms for a wide range of goods and services to meet the demands of Detroit agencies and service delivery to the citizens of Detroit.

The applicant must agree to enter a contract in the form of the DSS Contract and complete the required attachments. It is critical that you review the DSS contract terms and conditions (Contract) before completing the application process.

Completion and submission of the application will be done electronically via Oracle Supplier Portal.

For information, please contact Toni Stewart-Limmitt, (313) 378-8362, limmittl@detroitmi.gov

MOVING AND RELOCATION SERVICES

Services include, but are not limited to the Moving and hauling services that are authorized ordering activities within the City of Detroit departments.

Set-Aside: **Open**
Maximum Order 5-Year Limitation: **\$6,430,000.00**
The Schedule Item Numbers (ITEMs) for Supply Schedule 7 are listed as follows:

Moving and Relocation Services Schedule 7

Moving and Relocation Services	\$6,430,000.00
Total Maximum Order Limitation	\$6,430,000.00

SECTION 2

SPECIFICATIONS

SCOPE: MOVING AND LOGISTICS SERVICES

INTRODUCTION:

Moving projects may be provided for a city building or between one or more City sites/facilities and will be requested on an as needed basis and usage is not guaranteed.

The Contractor is to provide Moving and Related Services for the City of Detroit and all departments. All non-urgent services shall be done within each department's regular business hours, even if these differ from listed hours.

2. DEFINITIONS:

2.1 Coordinator: City agency/department assigned project lead. A coordinator will be assigned to each move.

2.2 Driver: A person with a valid license who drives a car, truck, or any vehicle. The driver shall also be part of the moving crew. Driver/Mover & Packer shall be used interchangeably in this Contract.

2.3 External Move: Moves of materials where the process requires utilization of a truck to transport the goods from one location to another. External moves can be to different locations within the same City or to locations beyond City lines. Trucks utilized in this type of move must have an enclosed compartment which will protect materials being moved from water, road, grime, etc.

2.4 Installer: Contractor staff assigned to install and uninstall any prefabricated modular furniture. Contractors must have a current and valid D34 – Prefabricated Equipment Contractor Classification License with the CSLB.

2.5 Internal Move: Moves materials where the entire process is conducted without utilization of a truck. Internal moves can be to different locations and/or floors within the same building, or to different buildings that share common ground. A dispatch charge will be allowed for billing at the rate set at the time of bid.

2.6 Mixed Moves: A move that consists of transporting goods from one location to another location within the same building or different buildings that share common ground and transporting goods to another location within the City of Detroit or beyond. An example of this kind of move would be a department moving from the 10th floor to the 3rd floor and moving excess furniture to an offsite storage facility. Trucks utilized in

RFQQ No. _____

this type of move must have an enclosed compartment which will protect materials being moved from water, road grime, etc.

2.7 Modular Furniture: Prefabricated products/equipment installed by contractor, includes but is not limited to all types of modular office, institutional or home improvement systems including, but not limited to all types of pre-finished and/or UL listed pre-wired wall panels.

2.8 Mover: Contractor staff assigned to moving modular furniture, free standing office furniture, boxes, and other miscellaneous office items. A mover shall also be part of the moving crew. Driver/Mover & Packer shall be used interchangeably in this contract.

2.9 Moving Carts: Equipment used to relocate shelving, books, office equipment, etc.

2.10 Packer: A person that packs boxes, especially someone who prepares and packs for transportation. A packer shall also be part of the moving crew. Driver/Mover & Packer shall be used interchangeably in this contract.

2.11 Reconfiguration Services: To change or re-arrange the elements or setting of current furniture configuration to meet the changing needs of the City Department. To change the shape or formation of existing furniture. Remodel or restructure existing furniture pieces.

2.12 Supervisor: Contractor assigned on-site project lead. Supervisor should be able to provide answers to any questions arising during the move and should have easy access to the main office and be able to communicate in English.

2.13 Vehicles: Any truck, cargo van or vehicle used for transporting or moving purposes.

3. CONTRACTOR RESPONSIBILITIES:

3.1 General Requirements

3.1.1 Contractor shall provide moving services as requested by the City.

3.1.2 Contractor shall perform moves as directed by the coordinator.

3.1.3 Contractor must perform all Moving and Related Services per City regulations, State, Federal, and all other applicable laws and regulations.

3.1.4 Contractor shall take all necessary steps to comply with all building codes, including, but not limited to, all fire and safety codes.

RFQQ No. _____

3.1.5 If the Contractor cannot complete all work specified in the project estimate for the estimated cost, Contractor shall immediately contact the coordinator. The city will not pay any amount more than project estimate without advance written approval from the City.

3.1.6 Contractor shall provide a mechanism for reporting damages caused by mover's actions and for the replacement/repair of damaged items.

3.1.7 Contractor shall not handle and/or relocate/move City computers or copiers, unless requested by the coordinator.

3.1.8 Contractor staff shall wear the company logo shirt and be easily recognizable as the moving services contractor to the City.

3.1.9 Contractor shall be responsible for briefing and prepare their crew staff on the project details prior to arriving to location.

3.1.10 Contractor shall leave a ticket slip or bill of lading to include, but not limited to,

(1) Date of scheduled move, (2) Name of Department, (3) City Coordinator name and phone number, (4) List of Contractor's staff classification and corresponding number of total hours per each classification. City reserves the right to have Contractor sign a separate sign-in sheet.

3.2 Pre-Move Assessment and Quotations

3.2.1 Contractor shall evaluate all moves for requirements and provide a written estimate of the expected cost delineating the equipment, number of movers, and hours required to complete the move. The contractor shall provide a copy of the estimate to the designated City Coordinator and obtain City's written authorization/approval prior to proceeding with the move.

3.2.2 Any packing and/or unpacking that shall be done by the Contractor shall be determined and mutually agreed upon during the pre-move walk-through and included in the detailed work order.

3.2.3 Contractor is responsible for inspection of moving sites prior to providing an estimate of the move. Contractor shall provide moving inspections/job walks at no cost to City.

3.2.4 When moving includes moving of confidential records, Contractor must use a secured method, i.e., padlocked vehicle, etc. while transporting such materials.

RFQQ No. _____

Contractor shall advise City Coordinator of the proposed method to be used and obtain City approval prior to the move. At no time shall vehicles transporting confidential records be left unattended.

3.3 Equipment, Materials and Supplies

3.3.1 Contractor shall provide all equipment necessary to perform both internal and external, moves or any combination of internal and external moves where the distance between pick-up point and delivery point is less than twenty (20) miles.

3.3.2 Contractor shall furnish, erect and maintain all warning devices, i.e., barricades, cones, etc. as may be required to affect the move and ensure the safety of the public, and City and Contractor's workers.

3.3.3 Contractor shall provide vehicles in good working condition and in compliance with all federal, state, and local laws and regulations for operation.

3.3.4 Contractor shall provide all materials including blankets/pads, dollies and cargo dollies, necessary for move at no additional cost to City. Contractors are not required to provide consumable items such as new storage boxes and labels.

3.3.5 Contractor lead coordinator shall arrive at the moving site as scheduled and check-in with assigned City Coordinator.

3.3.6 Contractor shall supply and bill for all new materials at the rates set forth in Price Form.

3.3.7 Contractor shall provide for continuous radio/cellular communication with its supervisors, lead mover, main office, and movers at the point of origin and the point of destination during each move to ensure timely and accurate dissemination of information to City regarding any delays.

The contractor shall provide City Coordinator with all radio/cellular telephone numbers prior to beginning any work.

3.3.8 In the event of inclement weather, Contractor shall ensure that all City property is provided adequate protection.

3.3.9 Contractor will take whatever precautions are necessary to protect source locations, such as floors, floor coverings, walls, elevators, lobbies, loading docks, stairways, doors, and doorjamb, etc., from damage when operating hand trucks, dollies, rolling bins, weight-moving appliances, etc.

RFQQ No. _____

3.3.10 Contractor shall be responsible for any damage that occur during the provision of direct service resulting from a move. The contractor shall reimburse City in full for all/any damages.

3.3.11 Contractor must provide all equipment and materials necessary to perform installation services, including modular installations, reconfigurations, de- installations, breakdown and set-up of office furniture and transportation of modular office components built, and/or otherwise provided by modular furniture companies.

3.3.12 Delivery locations may not have a loading/receiving dock. Contractor is required to make all necessary arrangements for lift trucks or other means necessary to complete delivery of the

Contract items at no additional cost to City. Inside delivery to secure facilities may be required.

3.4 Personnel

3.4.1 Contractor personnel shall be trained appropriately for the work performed. All work performed shall be in accordance with the State of Michigan Safety Codes and all other applicable laws. Fees associated with any licenses and permits are the sole responsibility of the Contractor.

3.4.2 Contractor personnel shall exercise extreme care when loading, transporting, and unloading equipment and furniture.

3.4.3 Contractor is responsible for furnishing sufficient personnel to accomplish the work in the time indicated on their estimate. If work is not completed within that period and requires Contractor's payment of overtime, the City shall not be liable for reimbursement of Contractor's overtime charges unless prior written approval is obtained. In addition, overtime shall not accrue due to Contractor's failure to provide personnel and equipment at the designated place and time.

3.4.4 Contractor shall provide all labor and supervision of staff to perform requested moves.

3.4.5 Contractor personnel shall have been brief and given the details of what the project entails when arrive at the project site and be prepared to execute the project with minimal direction from City, unless otherwise specified by City.

3.4.6 Contractor personnel shall stay and maintain perimeters within the area of required service and shall not explore other areas without approval by City coordinator.

RFQQ No. _____

4. HOURS OF OPERATIONS

4.1 Hours of Operations

4.1.1 Contractor shall maintain, at Contractor's expense, a telephone answering system, which at a minimum, provides eight (8) hours per day, five (5) days per week live coverage from the hours of 8:00 a.m. to 5:00 p.m. and an e-mail address to place service requests/orders that is monitor from the hours of 8:00 a.m. to 5:00 p.m., as well as a contact name and number for after-hours service requests.

*Account Representative Name: Telephone No:

Cell Phone No

E-Mail Address:

AFTER-HOURS CONTACT

*After Hours Contact Name:

After Hours Telephone No:

After Hours E-Mail address:

*Any changes in Account Representative or After-Hours Account Representative shall be notified in writing to City, and Procurement.

4.1.2 Contractor shall complete all work within regular City business hours, Monday through Friday 8:00 a.m. to 5:00 p.m. (EST), unless other arrangements are made by the City Site Coordinator.

Each Agency/Department may have different service needs due to facility organization and/or hours of operations, Contractor shall accommodate requests based on each Facility needs and hours of operation.

5. RECONFIGURATION SERVICES

5.1 RECONFIGURATION SERVICES:

5.1.1 Contractor shall provide reconfiguration services on existing furniture to the City at the request of the City Coordinator. Reconfiguration work may involve de-installing and re-installing furniture on the same floor, between floors, or in different buildings.

RFQQ No. _____

5.1.2 Contractor shall conduct a field study for site measurements for Contractor shall have the ability to review drawings for completeness, accuracy, and proper application of product. Review plans to determine quantity of each panel connection, hinge condition, two-way, three-way, or four-way connection.

5.1.3 Contractor shall perform reconfiguration services during regular business hours as requested per City Coordinator unless other arrangements are made or required by City Coordinator.

5.1.4 Contractor and City shall coordinate and store and keep inventory of any excess furniture that has been left from a reconfiguration at either contractor's warehouse or another location determined by City.

5.1.5 Contractor shall be responsible for the removal and disposal of all packing material from City locations.

5.1.6 Contractor shall be solely responsible for all damages to the installed product, as well as any additional City property, which may incur damage because of installation services.

5.1.7 Contractor shall be responsible to coordinate delivery of product to new location and schedule with City Coordinator time of delivery and installation, to include:

5.1.8 Scheduling of dock Use (if needed)

5.1.9 Scheduling of elevator use (to minimize work schedules)

5.1.10 Installation start and estimated completion date.

5.1.11 Number of personnel needed to perform project.

5.1.12 Total number of hours needed to complete job.

RFQQ No. _____

6. CITY RESPONSIBILITIES:

- 6.1 City shall appoint a Coordinator for each moving project.
- 6.2 City shall be responsible for labeling boxes and packing all personal items.
- 6.3 Coordinator shall provide Contractor with a timeline for the move and coordinate all aspects of the move, ensuring Contractor access and ease of movement from one location to the next.
- 6.4 The Coordinator shall provide written acceptance of written estimates prior to project start date.
- 6.5 For reconfigurations projects, the City shall render the job site clean, clear, and free of debris prior to delivery and reconfiguration of furniture. Electricity, HVAC, and elevator services will be arranged and furnished without charge to the Contractor.
- 6.6 The Coordinator will complete Contractor Performance Evaluation after each moving project and submit such evaluation to the City Procurement Office Contract Administrator.

7. LIABILITY FOR LOSS AND DAMAGES/ PERSONNEL:

- 7.1 Any damages by the Contractor to the City’s facility including equipment, furniture, materials, or other City property will be repaired or replaced by the Contractor to the satisfaction of the City at no cost to the City. The City may, at its option, repair such damage and deduct the cost thereof from any sum due to Contractor under this Contract.
- 7.2 Personnel shall not smoke or use profanity or other inappropriate language while on-site.
- 7.3 Personnel shall not enter the facility while under the influence of alcohol, drugs or other intoxicants and shall not have such materials in their possession.
- 7.4 Personnel shall plan their activities to minimize the number of times they must enter and exit a facility, i.e., transport all equipment and materials needed for the day at the start of work and restrict all breaks to the absolute minimum.

RFQQ No. _____

7.5 Contractor employee(s) shall be well-disposed to the public and City staff utilizing the facilities but shall be responsive only to the requests of the Contract Coordinator unless otherwise directed and shall direct all inquiries or requests to the Contract Coordinator.

GENERAL INFORMATION

Once approved as a DSS contractor, contractors will compete for business under the Request for Quote process. The Request for Quote will provide the location and services to for the department relocation. The award will be based on the lowest most responsive and responsible prices. There is no guarantee of business.

This DSS is mandatory for use for the City of Detroit. Contractors are strongly encouraged to provide prices that are highly competitive. In accordance with ordering procedures, ordering activities will solicit Requests for Quotes (RFQ) from Contractors on this Schedule (Schedule 7) based on each ITEM category of services. Contractors will respond to the RFQQ with a quote based upon their awarded prices. The preferred type of Task Order issued against this DSS contract is firm-fixed-price. However, Labor-Hour or Time and Materials task orders may be issued when the ordering activity deems it appropriate.

The Chief Procurement Officer may evaluate offers and award a contract without negotiations. Therefore, the initial proposal should contain the Contractors best terms from a price and technical standpoint.

INSURANCE:

- I. The Contractors shall maintain at its expense during the term of this contract, the following insurance:
 - A. Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee. For Federal and State Funded Training Programs etc., is required to secure insurance for workers' compensation for all its participants and The City of Detroit should also be listed as an additional insured.
 - B. Commercial General Liability insurance with a combined Single limits of \$1,000,000.00 per occurrence subject to a minimum aggregate limit of \$2,000,000.00
 - C. Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined Single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by vendor's auto) with minimum property damage limits of \$1,000,000.00 each occurrence.

RFQQ No. _____

- II. If during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of the City, render inadequate the insurance limits, the Contractors will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the Contractors expense, under valid and enforceable policies.

- III. All policies shall name the Contractors as insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days' prior notice to the City. The Commercial General Liability insurance policy shall name the City as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to the Finance Department, Purchasing Division, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates of expiring policies.

RFQQ No. _____

Part 2 – Solicitation Instructions

REQUESTS FOR EXPLANATION OR INFORMATION

All questions regarding the RFQQ shall be submitted through the Oracle Supplier Portal System. Respondents shall provide notice to take exception to any requirements of the RFQQ. Such exceptions may reflect negatively on the evaluation of the Proposal.

Written requests for explanation or information regarding this solicitation must be submitted in the Oracle Supplier Portal.

CONTRACTOR PREPARATION

- (a) Read the entire solicitation prior to preparing your proposal.
- (b) Electronic submissions of proposals via Supplier Portal is mandatory.
- (c) Proposals must be current, concise and complete and demonstrate a thorough understanding of solicitation requirements. By submission of a proposal, the Contractor attests that there have been no exceptions taken to the terms and conditions of this RFQQ.
- (d) The following documents are a part of proposal submission by all Contractors and shall be completed and uploaded directly through Oracle:
 - (1) Tax Clearances and Affidavits;
 - (2) Financial Statements; three (3) years
 - (3) Company Background and Experience;
 - (4) Supporting Documentation- Attachment A, & D;
 - (5) All Affidavits
 - (6) References;
 - (7) Dedicated Staff list and equipment
 - (8) Organization Chart
- (f) Contractors must provide financial statements for the previous three-year period (audited, if available). At a minimum, each financial statement must consist of a balance sheet and income statement. The Chief Procurement Officer will use this information to determine financial responsibility. Provide an explanation for any negative financial information disclosed, including negative equity or income. Contractors may be required to provide letters of credit or other documentation to demonstrate that adequate financial resources are available. In

RFQQ No. _____

accordance with the Detroit City Ordinance section 17-5-1, contracts will only be awarded to responsible prospective contractors. To be determined responsible, a contractor must have adequate financial resources to perform the contract or the ability to obtain them.

(g) The contractor may submit brochures, public relations materials, advertisements, newsletters or other marketing materials as a part of its proposal.

(h) **Technical Proposal:** The offeror must address the following three technical proposal evaluation factors:

Factor 1: Municipal Experience:

The offeror must submit a narrative description of its municipal experience. This narrative cannot exceed two pages and must address the following:

- (1) The number of years of municipal experience in providing moving and relocation services described under this Schedule, regardless of the specific services being proposed. A minimum of two (2) years of municipal experience is required;
- (2) Number of employees and resources available to enable performance;
- (3) Information that demonstrates the contractor’s organizational and accounting controls;
- (4) A discussion regarding the intended use of subcontractors. This discussion must correlate to the subcontracting plan, if applicable.

Factor 2: Past Performance:

The proposal shall describe in detail three (3) relevant current or past contracts within the past three (3) years that identifies the contractor’s and proposed subcontractors’ experience and ability to perform the required effort successfully and shall include the following information:

- (a) Description of the Project;
- (b) Contract Number;
- (c) Contract Order Amount;
- (d) Name of Organization;
- (e) Point of Contact (POC) name, address, phone number and email address; and
- (f) Current status, e.g. completed and/or in progress, start and estimated completion dates.

Proposals shall provide the above information or shall affirmatively state that the contractor possesses insufficient relevant past performance that is directly related to or like the efforts required by the _____.

RFQQ No. _____

Factor 3: Quality Control

The contractor must submit a narrative for this criterion regardless of the number of ITEMS offered. This narrative cannot exceed two (2) pages and must address the following:

- (1) Identification of individuals responsible for ensuring quality control;
- (2) How potential problems and solutions are handled;
- (3) Procedures for ensuring quality performance when responding to and meeting urgent requirements;
- (4) How quality control will be managed when performing multiple task orders for multiple ordering activities.

SCOPE OF CONTRACT (ELIGIBLE ORDERING AGENCIES/ORDERING ACTIVITIES)

(a) This solicitation is issued to establish contracts which may be used on a mandatory basis for the City of Detroit and on a non-mandatory basis for all other ordering agencies/ordering activities named below:

- (1) All Executive agencies in the City of Detroit reporting to the Mayor;
- (2) The States of Michigan, Ohio, Illinois and Wisconsin; and
- (3) Other municipalities and jurisdictions within the United States of America authorized by the City of Detroit pursuant to Ordinance to use Detroit Supply Schedules.

(b) The Contractor is obligated to accept orders received from the Executive agencies reporting to the Mayor.

(c) The Contractor is not obligated to accept orders received from ordering activities outside the Executive branch of the City of Detroit. However, the Contractor is encouraged to accept such orders. If the Contractor elects to accept such orders, all provisions of the contract shall apply. If the Contractor is unwilling to accept such orders, the Contractor shall return the order by U.S. mail or other means of delivery within 5 work days from receipt.

ORDERING

(a) Any services to be performed under this contract shall be ordered by issuance of purchase order by the City of Detroit or authorized ordering activities.

RFQQ No. _____

(b) All purchase orders are subject to the terms and conditions of this contract. In the event of a conflict between a purchase order and this contract, the contract shall control.

(c) Purchase orders are considered “awarded” when the ordering activity sends the purchase order by electronic commerce methods. If the purchase orders are mailed, the purchase order is considered “awarded” when the ordering activity deposits the purchase order in the mail.

PERFORMANCE BEYOND THE CONTRACT PERIOD—AWARDING ORDERS

This contract covers all requirements that may be ordered during the term of the DSS contract. Any moving or relocation service request to the contractor on or before the expiration of the contract, and providing for delivery or performance within the number of days specified in the contract, shall constitute a valid order.

INTERPRETATION OF CONTRACT REQUIREMENTS

No interpretation of any requirement of this contract shall be binding on the City of Detroit unless agreed to in writing by the Chief Procurement Officer or his/her designated representative.

ECONOMIC PRICE ADJUSTMENT IF A CONTRACT IS AWARDED

Price adjustments include price increase and price decreases. Adjustment will be considered as follows:

(a) Contract shall submit price decreases anytime during the contract period in which they occur. Price decreases will be handled in accordance with the provisions of the Price Reduction clause.

(b) Contractors may request price increases under the following conditions:

(1) Increases resulting from a re-issue or other modification of the contractor’s commercial pricelist that was used as the basis for the DSS contract award.

(2) Only three (3) increases will be considered during the contract period (including any options that may be exercised).

(3) Increases may only be requested after the first 120 days of the contract period and prior to the last 60 days of the contract period.

(4) At least 30 days must elapse between requested increases.

RFQQ No. _____

(c) The aggregate of the increases in any contract unit price pursuant to this clause shall not exceed 3 percent of the original contract unit price. The Chief Procurement Officer reserves the right to raise this ceiling where changes in market conditions during the contract period support an increase.

(d) The following information shall be submitted with the request for a price increase:

(1) A copy of the commercial pricelist showing the price increase and the effective date for commercial customers.

(2) Documentation supporting the reasonableness of the price increase.

(e) The Chief Procurement Officer reserves the right to exercise one of the following options:

(1) Accept the contractor's price increases as requested when all conditions of (b), (c) and (d) of this clause are satisfied.

(2) Negotiate more favorable discounts from the new commercial prices when the total increase requested is not supported; or

(3) Remove the product(s) from the applicable contract pursuant to the Cancellation Clause of this contract when the increase requested is not supported.

(f) The City of Detroit realizes the potential impact of unforeseeable major changes in market conditions. When those changes occur, the Chief Procurement Office will review adjustment requests, subject to the review of industry-wide market conditions. If adjustments are approved, the DSS contract will be modified to reflect the adjustment. The adjustment will be subject to negotiation by the Chief Procurement Officer.

(g) The contract modification reflecting the price adjustment shall be signed by the Chief Procurement Officer and made effective upon the date signed. The increases in contract prices shall apply to task orders or delivery orders issued to the contractor on or after the effective date of the contract modification.

OPTION TO EXTEND THE TERM OF THE CONTRACT

The Chief Procurement Officer may require continued performance of this contract for an additional 5-year period when it is determined that exercising the option is advantageous to the City of Detroit considering price and other factors. The option may be exercised for all or a portion of the additional 5-year period. When the option to extend the term of this contract is exercised the following conditions are applicable:

RFQQ No. _____

(a) It is determined that exercising the option is advantageous to the City of Detroit considering price and other factors specified in (b through d below).

(b) The contractor's insurance has been received, approved, and kept current.

(c) Performance on this contract has been acceptable.

(d) Set-aside contracting goals have been submitted and approved.

The Chief Procurement Officer may exercise the option by providing a written notice to the contractor within 30 days before exercising the option prior to the expiration of the contract or option.

When the Chief Procurement Officer exercises its option to extend the term of this contract, prices in effect at the time the option is exercised will remain in effect during the option period, unless an adjustment is made in accordance with the Economic Price Adjustment or Price Reduction term and condition.

NOTICE REGARDING OPTIONS

The City of Detroit has included an option to extend the term of this contract in order to demonstrate the value it places on quality performance by providing a mechanism for continuing a contractual relationship with a successful offeror that performs at a satisfactory or above level. When deciding whether to exercise the option, the Chief Procurement Officer will consider the quality of the contractor's performance under this contract.

SOLICITATION UNDERSTANDING

This solicitation is an open solicitation from which the City of Detroit contemplates award of contracts for the services listed in the Schedule of Items. This solicitation will remain open and in effect unless replaced by an updated solicitation or until the period of performance expires.

There is no closing date for receipt of proposals, therefore, qualifications may be submitted for consideration at any time up until 12 months prior to expiration of the period of performance.

A proposal may be rejected if an offeror fails to meet timelines established by the Chief Procurement Officer either to address deficiencies in the offer or submit a best and final offer. A resubmission(s) is permitted; however, it may be rejected immediately if it is still deficient in the area(s) that caused its initial rejection.

DSS contracts awarded against this solicitation will be in effect for five (5) years from the date of award unless the five (5) year option is exercised pursuant to the Option to Extend the Term of

RFQQ No. _____

the Contract, canceled pursuant to the Cancellation clause or terminated pursuant to the termination provisions of this contract.

If a company was previously awarded a DSS contract that was terminated or allowed to expire due to low or no sales, a new proposal for the same DSS will not be considered unless a minimum of 12 months have passed since the effective date of the termination or expiration date of the previous contract. Any proposal submitted prior to the completion of this 12-month will be rejected.

NEW SERVICE OFFERINGS

If new services are offered within the scope of the Detroit Supply Schedule, but not currently available on the Detroit Supply Schedule that provides a new service that may provide a more economical or efficient manner for the City of Detroit to accomplish its mission, contractors are encouraged to provide the new service offering to the Chief Procurement for consideration as Special Item Number.

A new or improved services can be offered at any time. The Chief Procurement Officer will evaluate the Special Item Number, and a technical review will be performed. Contractors may be required to demonstrate that the new service offering can provide a more economical or efficient manner for Detroit agencies to accomplish their mission.

The Chief Procurement Officer has the sole discretion to determine whether the service will be accepted and added to the Detroit Supply Schedule as a Special Item Number.

PERFORMANCE REPORTING REQUIREMENTS

This applies to all contracts estimated to exceed \$25,000.00:

Unless otherwise notified in writing by the Chief Procurement Officer, the contractor may assume contract performance is satisfactory.

If negative performance is submitted by ordering activities, the Chief Procurement will notify the contractor in writing and provide feedback from any complaints received. The contractor will have 15 calendar days from receipt of this notification to submit a rebuttal and/or a report of correction action taken.

The Chief Procurement Officer will decide what punitive action, if any, that will be accessed.

RFQQ No. _____

Part 3 – Evaluation Criteria for Contract Award

EVALUATION OF PROPOSALS

The Chief Procurement Officer may make multiple awards for the services offered in response to this solicitation. Awards may be made to the responsible contractor that meets the general requirements, conforming to the solicitation, and will be most advantageous to the City of Detroit, taking into consideration, experience, staff and vehicle capacity, references, and other pertinent factors.

A wide selection of comparable services gives ordering activities the opportunity to fulfill their requirements with the ITEMS that constitute the best value that meets their needs at the lowest overall cost.

A written notice of award will be furnished to the contractor and shall result in a binding contract without further action by either party.