

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

RFQ NO. 185928

Portable Basketball Systems for the Chandler Park Athletic Dome

Buyer: Aroya Rush

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	Monday, July 21, 2025
QUESTIONS DUE	Monday, July 28, 2025 by 3:00pm EST All questions must be submitted online in the Supplier Portal
ANSWERS DISTRIBUTED	Wednesday, July 30, 2025 by 3:00pm EST
QUOTES DUE DATE *	Tuesday, August 5, 2025 by 3:00pm 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. 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) 24-4600.

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 two (2) T-REX Club portable basketball systems.

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.***

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 Purchase Order. This will be a one (1) time purchase.** 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**

Respondents need to provide quotes that meet or are similar to the specifications listed below.

T-REX® Club Portable Basketball System (SKU: BA894GSR-BK)

- Safe Play Area at 10': 54" (decreases as the rim is lowered for play)
- Glass Backboard Size: 42" x 72"
- Breakaway Rim: BA35S
- Beam Size: 4" Sq.
- Ballast Weight: 950#
- Total Weight: 1700 #
- Padded Base Dimension: 40"(w) x 60"(l)
- Total 8" (d) x 2" (w) Wheels: 2 (F), 2 (R)
- Stored Dimensions: 76"(w) x 124"(l) x 78"(h)
- Beam Padding: Included
- Rear Hold Down: Optional
- Backboard Padding: 17 colors
- Base Padding (16 colors): 2" Thick Stapled
- Base Color: Bright White
- Front Levelers: Lead Screw
- Floor Load Transport: N/A
- Floor Load Playing: N/A
- Min. Required Floor Space Outside Court: 72"

PRICE BIDS

Vendor should provide unit pricing for items they are bidding on along with Item Description if different from that specified above. Vendor should also include pricing for any costs related to delivery or shipping fees.

INVOICING

- All invoices submitted against the contract must include unit quantities, unit list price, item name/description, discount (if applicable), and total.
- Copy of invoice must be submitted for approval to the Department personnel identified on the purchase order as being responsible for processing payment before uploading into Oracle. If a Department contact person is not listed on the purchase order, the vendor shall request in writing from the Office of Contracts and Procurement the name and phone number of the contact person responsible for processing payments.

Once signed off on and approved, the original invoice must be submitted to the City of Detroit Supplier Payment portal (Oracle).

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**

Responding vendors must provide three (references) showing that they have a minimum of five (5) years of experience providing gymnasium equipment.

7. **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.

8. **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.

9. **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.

10. **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.

11. PREVIOUS EXPERIENCE

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

12. 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 for specific contact information regarding these opportunities.

13. GENERAL CONDITIONS:

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

1. 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.

2. 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.

3. AWARD

The ability to supply ALL items in one group, or majority thereof, will be taken into consideration. Award of contracts will be made on a low total basis for each group. Do not leave blanks in any group quoted. State "No Charge" where applicable. Blank spaces are no offer.

A group will not be split. Contracts for several groups, however, may be awarded to one supplier. The cost of processing additional orders, as well as price, will be factors in making the award of contracts.

The City of Detroit reserves the right to delete any individual item(s) or groups of items. All awards are subject to Ordinance No. 15-00.

4. 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.

5. 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.

6. 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.

7. 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.

8. INSURANCE

TYPE	AMOUNT NOT LESS THAN:
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

9. 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.

10. 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.

11. 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.

12. 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):

Company	Address	Phone Number	Contact Name

13. 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.

14. REMANUFACTURED/REFURBISHED EQUIPMENT

It is the responsibility of the bidder to indicate if the unit supplied is remanufactured or refurbished. Failure to provide this information may result in rejection of your bid.

MODEL _____
Manufactured by _____

And described in the attached literature marked for identification.

____ NEW UNIT
____ REMANUFACTURED/REFURBISHED

The decision of the City of Detroit, acting through the Chief Procurement Officer, shall be final as to what constitutes an acceptable remanufactured/refurbished unit.

15. 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.