



CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

REQUEST FOR QUOTE

Parts, Preventative Maintenance, and Repair of Doors and Overhead Doors

RFQ NO. 23AC- 183284

Proposal Due Date: April 20, 2023

Walk thru: March 30, 2023 at 10:00 a.m. (multiple locations). First location 1301 E Warren, Detroit, MI 48207

QUESTION DEADLINE (EST): April 5, 2023 at 4:00 PM Eastern Standard Time)

Questions will not be entertained after the deadline date/time.

*Bids must be uploaded into the Supplier Portal on or prior to the exact date and

time indicated above.

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 Oracle related questions, including assistance in accessing files please contact the e-Procurement Team: Mr. Cedric McCree at mccree@detroitmi.gov or (313) 670-7878 or Ms. Tracey Thompson at thompsontr@detroitmi.gov or (313) 670-6604.

The individual listed below is the bid contact.

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

When submitting your response, include the following information.

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

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1 Overview

1.1 General Information

Title **Parts, Preventative Maintenance, and Repair of Doors and Overhead Doors**
 Synopsis **Parts, Preventative Maintenance, and Repair of Doors and Overhead Doors for a five (5) year period.**
 Buyer **ARNITA CLARK** Outcome **Contract Purchase Agreement**
 E-Mail **ArnitaC@detroitmi.gov**
 Introduction

Parts, Preventative Maintenance and Repair of Doors and Overhead Doors for a three (3) year period with two (2) one-year renewal options will be received electronically by the City of Detroit, Office of Contracting and Procurement, through the Oracle e-Procurement System on or before 4:00 p.m. on April 20, 2023.

1.2 Schedule

Preview Date
 Close Date **4/20/23 4:00 PM** Open Date **3/16/23 12:27 PM**
 Time Zone **Eastern Standard Time** Award Date

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

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

1.4 Terms

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

1.5 Attachments

File Name or URL	Type	Description
Price Sheet Overhead Doors 3.1	File	
FTA Content Information 3.13.2	File	
Overhead Doors - FTA RFQ Notic	File	
DDOT Overhead Door type and lo	File	
Parts, Preventative Maintenanc	File	
Signature Page.pdf	File	

2 Requirements

**Response is required*

2.1 Section 1. Proposer's Attachments and Affidavits

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

Select one of the following:

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

Comments:

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

Select one of the following:

- ☐ a. Yes
☐ b. No

Comments:

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

Select one of the following:

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

Comments:

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

Comments:

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

Select one of the following:

- ☐ a. Yes (upload all required documents) (*Response attachments are optional*)

☐ b. No (*Response attachments are optional*)

Comments:

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

<http://bit.ly/detroitclearances>

Select one of the following:

☐ a. Completed

☐ b. Not Completed

Comments:

7. Attention: Considering a Joint or Mentor Venture? Click the URL.

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

Comments:

3 Lines**Instructions**

Please upload the price sheet. The amount titled "TOTAL AMOUNT Preventative Maintenance and Estimated Repair Labor cost - cell D16" on Excel document should be entered in the Oracle line item. Please name the file in the following format: "Name of company - Price Sheet" . Also, the RFQ Notice, and Signature page should be completed and uploaded in addition to the other specified documents (see RFQ Notice). Please follow the same naming protocol as with the price sheet. "Name of Company - RFQ Notice response" , "Name of Company - Signature Page" etc.

3.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-Preventative Maintenance and Repairs for Overhead Doors				

3.2 Line Details**3.2.1 Line 1 Preventative Maintenance and Repairs for Overhead Doors**

Category Name	910.55 Overhead Door Installation, Maintenance, and Repai			
Allow Alternate Lines	No			
Target Minimum Release Amount (USD)	Estimated Total Amount (USD)			
Start Price (USD)				