



**CITY OF DETROIT**

**OFFICE OF CONTRACTING & PROCUREMENT**

**REQUEST FOR QUOTE**

**Floor Mat Rental and Cleaning for a three (3) year period**

**RFQ NO. 23AC- 183362**

**Proposal Due Date:** April 13, 2023

**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](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 Oracle related questions, including assistance in accessing files please contact the e-Procurement Team: Mr. Cedric McCree at [mccree@detroitmi](mailto: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 **Floor Mat Rental and Cleaning for a three (3) year period**  
 Synopsis **Floor Mat Rental and Cleaning for a three (3) year period**  
 Buyer **ARNITA CLARK** Outcome **Contract Purchase Agreement**  
 E-Mail **ArnitaC@detroitmi.gov**  
 Introduction

### 1.2 Schedule

Preview Date Open Date **3/24/23 6:10 PM**  
 Close Date **4/13/23 4:00 PM** Award Date  
 Time Zone **Eastern Standard Time**

### 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
Non-Collusion Affidavit with C	File	
Consolidated City of Detroit A	File	
Combined Certificates of Autho	File	
Signature Page.pdf	File	
Floor Mats Rental and Cleaning	File	
Mat Rental RFQ Notice 183362.p	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:

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- \*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:

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- \*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:

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

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- \*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:

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\*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:

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

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

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Comments:

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**3 Lines**

Instructions

Please upload all required documents (see RFQ Notice). 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	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-3' x 4' Floor Mat Rental and Cleaning (Annual Qty)	208	EA			
2-3' x 5' Floor Mat Rental and Cleaning (Annual Qty)	416	EA			
3-3' x 10' Floor Mat Rental and Cleaning (Annual Qty)	1,456	EA			
4-4' x 6' Floor Mat Rental and Cleaning (Annual Qty)	676	EA			

**3.2 Line Details**

**3.2.1 Line 1 3' x 4' Floor Mat Rental and Cleaning (Annual Qty)**

Category Name	<b>055.61 Mats, Floor (See 760-56 for Heavy Equipment Type)</b>	Revision
Item		
Allow Alternate Lines	<b>No</b>	
Target Minimum Release Amount (USD)		
Start Price (USD)		



**3.2.2 Line 2 3' x 5' Floor Mat Rental and Cleaning (Annual Qty)**

Category Name **055.61 Mats, Floor  
(See 760-56 for Heavy  
Equipment Type)**

Item Revision

Allow Alternate Lines **No**

Target Minimum Release  
Amount (USD)  
Start Price (USD)

**3.2.3 Line 3 3' x 10' Floor Mat Rental and Cleaning (Annual Qty)**

Category Name **055.61 Mats, Floor  
(See 760-56 for Heavy  
Equipment Type)**

Item Revision

Allow Alternate Lines **No**

Target Minimum Release  
Amount (USD)  
Start Price (USD)

**3.2.4 Line 4 4' x 6' Floor Mat Rental and Cleaning (Annual Qty)**

Category Name **055.61 Mats, Floor  
(See 760-56 for Heavy  
Equipment Type)**

Item Revision

Allow Alternate Lines **No**

Target Minimum Release  
Amount (USD)  
Start Price (USD)