



**CITY OF DETROIT**

**OFFICE OF CONTRACTING & PROCUREMENT**

**REQUEST FOR QUOTE**

**ARPA - VARIOUS BRANDED ITEMS (T-SHIRTS, DOOR HANGERS, ETC.)**

**ARPA RFQ NO. 183379**

**Proposal Due Date: (4/17/23 11:00 AM)**

\*Bids must be uploaded into the Supplier Portal on or prior to the exact date and time indicated above. Late or emailed bids 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.

*The individual listed below is the bid contact.*

Company **City of Detroit**  
 Buyer **LaTonia Stewart-Limmitt**  
 Location **2 WOODWARD AVENUE**  
**STE 1100**  
**DETROIT, MI 48226**  
**UNITED STATES**

Phone  
 Fax  
 E-mail **Limmittl@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 **ARPA - VARIOUS BRANDED ITEMS (T-SHIRTS, DOOR HANGERS, ETC.)**  
 Synopsis **The City of Detroit Office of Contracting and Procurement (OCP) on behalf of the Housing and Revitalization Department (HRD) – Detroit Housing Services (DHS) requests quotes from qualified Vendors to provide as-needed branded items and printing services as set forth in this RFQ.**  
 Buyer **LaTonia Stewart-Limmitt** Outcome **Contract Purchase Agreement**  
 E-Mail **Limmittl@detroitmi.gov**

**1.2 Schedule**

Preview Date Open Date **4/1/23 3:45 PM**  
 Close Date **4/17/23 11:00 AM** 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
Attachment F DHS Door Hanger D	File	
Attachment E, DHS_Vehicle Deca	File	
Attachment D - Forms Affidavit	File	
Attachment C VARIOUS BRANDED I	File	
Attachment B - Logos.docx	File	
Attachment A - Respondent Ques	File	
ARPA -183379 RFQ - HOUSING PRI	File	

## **2 Requirements**

*\*Response is required*

**3 Lines**

Instructions
Vendor must enter all quoted prices into Attachment C found on the Overview tab, then enter the total of all prices entered into line 1 below.

**3.1 Line Information**

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-Total amount	1	EA			

**3.2 Line Details**

**3.2.1 Line 1 Total amount**

*To provide an alternate line, see appendix.*

Category Name **200.55 Shirts, Jackets, Hats, etc.: Custom Silk Screen**

Item  
 Allow Alternate Lines **Yes**  
 Target Minimum Release Amount (USD)  
 Start Price (USD)

Revision  
 Alternate Line Provided Yes No

## 4 Appendix: Alternate Lines

### 4.1 Instructions for Alternate Lines

Alternate lines are allowed for some negotiation lines. For these lines, you can propose one or more alternatives by entering information for each alternate line in the format given below. Print and insert multiple copies as per your requirement.

### 4.2 Alternate Lines Template

Negotiation Line <i>(Number and description of the negotiation line for which you have an alternative)</i>	Example: 1-xxxxxx where xxxxxx is the line description of first negotiation line.
Alternate Line Number <i>(Enter only numbers in sequence starting with 1 for every alternate line)</i>	
Alternate Line Description	
Response Price <i>(For a negotiation line with cost factors, enter your line price in the cost factors table)</i>	
Response Minimum Release Amount	
Note to Buyer	

