



CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

REQUEST FOR QUOTE

Stripping/Cleaning/Waxing Services for Three (3) Years for Transportation DSS#2

RFQ NO. 23AC- 183387

Proposal Due Date: (4/17/23 4:00 PM)

QUESTION DEADLINE (EST): April 14, 2023 @ 5:00 p.m. EST

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. 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. 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) 224-4600.

Conference Type: (Pre-Proposal)

Participation Type: (Mandatory)

Conference Date: April 11, 2023 @ 10:00 EST (first location 1301 E Warren)

Conference Details: 1301 E Warren, Shoemaker and Gilbert Terminals

Additional Information: (N/A)

Pre-Bid Walk Through Address: Multiple sites. **First site 1301 E Warren, Detroit, MI 48207**

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 **Stripping/Cleaning/Waxing Services for Three (3) Years for Transportation DSS#2**
 Synopsis **Stripping/Cleaning/Waxing Services for Three (3) years, bids will be received electronically by the City of Detroit, Office of Contracting and Procurement, through the Oracle e-Procurement System. Solicitation is restricted to approved Detroit Supply Schedule Janitorial Suppliers.**

Buyer **ARNITA CLARK** Outcome **Contract Purchase Agreement**

E-Mail **ArnitaC@detroitmi.gov**

Introduction

Stripping/Cleaning/Waxing Services for Three (3) years, will be received electronically by the City of Detroit, Office of Contracting and Procurement, through the Oracle e-Procurement System previously due on or before 5:00 p.m. on January 6, 2023 are now due on or before 5:00 pm on January 20, 2023.

Solicitation is restricted to approved Detroit Supply Schedule Janitorial Suppliers per Detroit Supply Schedule #2

1.2 Schedule

Preview Date **3/31/23 1:44 PM** Open Date **3/31/23 1:44 PM**
 Close Date **4/17/23 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
2023-02-21 signed Gilbert and	File	
Janitorial Services - Strippin	File	
Affidavit of Disclosure of Int	File	
Consolidated City of Detroit A	File	
Combined Certificates of Autho	File	
Signature Page.pdf	File	

2 Requirements

**Response is required*

Please provide the required documents below:

2.1 Section 1. Proposer's Attachments and Affidavits

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

Attachments:

File Name or URL	Type	Description
Combined Certificates of Autho	File	

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

Attachments:

File Name or URL	Type	Description
Reference Form.doc	File	

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.

Attachments:

File Name or URL	Type	Description
Equalization Credit Statement_	File	

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

3.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-Stripping, Cleaning and Waxing of Tile Floors for Shoemaker Terminal (enter price for one occurrence)				
2-Stripping, Cleaning and Waxing of Tile Floors for Gilbert Terminal (enter price for one occurrence)				

3.2 Line Details

3.2.1 Line 1 Stripping, Cleaning and Waxing of Tile Floors for Shoemaker Terminal (enter price for one occurrence)

To provide an alternate line, see appendix.

Category Name	910.39 Janitorial/Custodial Services	Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes	Estimated Total Amount	(USD)
Target Minimum Release Amount (USD)			
Start Price (USD)			

3.2.2 Line 2 Stripping, Cleaning and Waxing of Tile Floors for Gilbert Terminal (enter price for one occurrence)

To provide an alternate line, see appendix.

Category Name	910.39 Janitorial/Custodial Services	Alternate Line Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Alternate Lines	Yes	Estimated Total Amount	(USD)
Target Minimum Release Amount (USD)			
Start Price (USD)			

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	

