



CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

REQUEST FOR PROPOSAL

Promotional Event Items and Consultation

RFP NO. 183425

Proposal Due Date: ([April 19, 2023])

QUESTION DEADLINE (EST): (N/A)

Questions will NOT be entertained after the deadline date/time

Conference Type: (None)

Participation Type: (None)

Conference Date: (N/A)

Conference Details: (N/A)

Additional Information: (Be sure to include delivery/shipping costs in price sheet)

Pre-Bid Walk Through Address: (N/A)

The individual listed below is the bid contact.

Company **City of Detroit**
 Buyer **SHDE GENTRY**
 Location **2 WOODWARD AVENUE**
STE 1100
DETROIT, MI 48226
UNITED STATES

Phone
 Fax
 E-mail

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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Table of Contents

1 Overview.....4
 1.1 General Information.....4
 1.2 Schedule.....4
 1.3 Negotiation Controls.....4
 1.4 Terms.....4
 1.5 Attachments.....5
2 Requirements.....6
 2.1 Section 1. Proposer's Attachments and Affidavits.....6
3 Lines.....8
 3.1 Line Information.....8
 3.2 Line Details.....8
 3.2.1 Line 1.....8
4 Appendix: Alternate Lines.....9
 4.1 Instructions for Alternate Lines.....9
 4.2 Alternate Lines Template.....9

1 Overview

1.1 General Information

Title	Promotional Event Items and Consultation		
Synopsis	The City of Detroit Human Resources Department is seeking proposals for Various Novelty Items. Please be sure to include delivery/shipping costs in pricing. Sealed proposals to provide promotional items and consultation will be received electronically by the City of Detroit, Office of Contracting and Procurement Department, through the Oracle Cloud e-Procurement system on or before 2:00 p. m. (Eastern Daylight Time), April 19, 2023.		
Buyer	SHDE GENTRY	Outcome	Contract Purchase Agreement
E-Mail Introduction			

The City of Detroit, Office of Contracting & Procurement, is requesting Proposals from qualified firms to provide Incentives/Novelty Items for the City of Detroit Human Resources Department's Promotional Events.

This will be for a one (3) year contract. The firm awarded this contract will be expected to provide all of the requested services outlined in the attached RFP specification sheet.

Proposals will only be accepted from those firms that bid on all requested items and provide a breakdown of their submitted pricing. In addition, each interested Supplier must provide a total cost on the bid line item that is applicable.

REQ 504826

The City of Detroit expressly reserves the right to reject any and all Proposals, waive any non-conformity, re advertise for proposals, to withhold the award for any reason the City determines and/or to take any other appropriate action that is in the best interest of the City.

Upon contract award, the City and the respondent shall execute a Contract, which shall contain all contractual terms and conditions in a form provided by the City. No contract shall become effective until the contract has been approved by the required City Departments and Detroit City Council and signed by the City of Detroit Chief Procurement Officer.

1.2 Schedule

Preview Date		Open Date	4/12/23 1:51 PM
Close Date	4/19/23 2:00 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

Proprietary and Confidential 4/12/23 1:51 PM

Instructions Sealed proposals to provide Promotional Events Items and Consultation will be received electronically by the City of Detroit, Office of Contracting and Procurement Department, through the Oracle Cloud e-Procurement system on or before 4:00 p.m. (Eastern Daylight Time), March 19, 2021.

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
Promotional Items RFP (SG).doc	File	
Attachment B.pdf	File	
PROFESSIONAL SERVICE CONTRACT	File	
COVID-19 General Conditions -	File	

2 Requirements

**Response is required*

Sealed proposals to provide Promotional Events Items and Consultation will be received electronically by the City of Detroit, Office of Contracting and Procurement Department, through the Oracle Cloud e-Procurement system on or before 2:00 p.m. (Eastern Daylight Time), April 19, 2023.

PLEASE SEE ATTACHMENTS AND PROVIDE COMPANY PRICE SHEET

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

Instructions

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PLEASE SEE ATTACHMENTS AND PROVIDE COMPANY PRICE SHEET. BE SURE TO INCLUDE DELIVERY IN PRICING

3.1 Line Information

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-(Annual Offer) Promotional Events Items and Consultation		EA			

3.2 Line Details

3.2.1 Line 1 (Annual Offer) Promotional Events Items and Consultation

To provide an alternate line, see appendix.

Category Name **915.48 Graphic Arts Services (Not Printing)**

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

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

