**Detroit Water &**



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| Image result for detroit water sewerage | Detroit Water &  Sewerage Department  Request for Bid – GOODS &  SERVICES  RFB# 525583 |

**Sewerage Department**

Request for Bid

DATE OR PROJECT NAME

REQUEST FOR BIDS

FOR

Uniform and Equipment Purchases and Tailoring Services

For the DWSD Security Department



##### CITY OF DETROIT, MICHIGAN

WATER AND SEWERAGE DEPARTMENT

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



This document refers to Water and Sewerage Department (“DWSD”) (collectively, "DWSD"), a City of Detroit municipal corporation.

|  |  |
| --- | --- |
| Request for Bid (RFB) - Schedule of Events | |
| Date | Event |
| **10/25/24** | RFB published on [www.bidnet.com](http://www.bidnet.com) (MITN) |
| **11/1/24** | Question Deadline: Bidder questions must be submitted via [www.bidnet.com](http://www.bidnet.com) or emailed to [dwsd-contracts@detroitmi.gov](mailto:dwsd-contracts@detroitmi.gov) |
| **11/8/24** | Date DWSD will issue Addendum with answers to Bidder Questions by (if any) |
| **11/15 /24 @ 2:00 pm** | DUE DATE FOR BIDS  Bids must be submitted via [www.bidnet.com](http://www.bidnet.com)  LATE BIDS WILL NOT BE ACCEPTED. |
| **1/1/25** | Anticipated Contract Start Date |
| **Purchasing Contact** | Sherry Jones  Procurement Specialist  Sherry.Jones@detroitmi.gov |

Although every effort will be made to follow this schedule, the DWSD reserves the right to modify the dates as necessary and to accommodate special circumstances. Any such revision will be formalized by the issuance of an addendum to the RFB and will be published on MITN. All bids are due by the time specified. Any bid received after the time and date specified for receipt shall be considered late and non-responsive.

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## 1.0 INFORMATION AND INSTRUCTIONS

## 1.1 General Information

The Detroit Water and Sewerage Department is one of the largest water and sewer utilities in the United States serving more than 200,000 Detroit residential and commercial accounts including a city population of nearly 680,000. DWSD’s water network consists of more than 2,700 miles of transmission and distribution mains and nearly 3,000 miles of sewer collection piping.

The Detroit Water and Sewerage Department (herein called "DWSD") is seeking businesses to submit bids to furnish:

Uniform and Equipment Purchases and Services

For the DWSD Security Department

For its **DWSD Security Department** to beginning **January 2025.**

Located at: DWSD Main Office Building (MOB), 735 Randolph St., Detroit, MI 48226

## 1.2 Definitions

1. Agreement – a contract between the Contractor and DWSD.
2. Authorized Delegate - the individual assigned procurement authority who allows the procurement of goods and services to be undertaken at the most appropriate level in the organization, striking a balance between freedom of action of the “requestor” and the need to retain adequate control over the procurement process, the need for which will be dependent upon the nature of the requirement and the anticipated total value of the purchase.
3. Contractor – a person or entity responding to this RFB.
4. DBA – “doing business as.”
5. Default - the failure of the Contractor to fulfill the obligations of their Formal Bid shall be construed as a material breach of this Contract.
6. Detroit Based Business – a business which pays city income taxes on the business’s net profits and pays city property taxes on a plant or office and equipment which are ordinarily required for the furnishing of the goods or the performance of the services required by a contract and referred to in an application for certification as a Detroit Based Business, or other real or personal property in the City equivalent in value to such plant or office and equipment for not less than one (1) taxable year immediately prior to the date of the application for certification as a Detroit based Business.
7. Detroit Resident Business - any business that employs a minimum of four (4) employees at least fifty-one (51) percent that are City residents.
8. Discussions- for the purposes of this RFB, a formal, structured means of conducting written or oral communications/presentations with responsible Contractors who submit bids in response to this RFB.
9. DWSD – Detroit Water and Sewerage Department.
10. Equalization - the application of a uniform percentage increase or decrease to assessed values of various areas or classes of property in order to bring assessment levels, on average, to the same percentage of market value.
11. Joint Venture - a contractual association of business entities, one of which is a DRB / DBB (or both), which association has been created to perform a specific contract, and is evidenced by a written agreement which provides at a minimum that the Detroit Based Business or Detroit Resident Business:
    1. Is substantially included in all phases of the contract, including, but limited to, quoting and staffing; and
    2. Provides at least fifty-one (51) percent of the total performance, responsibility, and project management of a specific job; and
    3. Receives at least fifty-one (51) percent of the total remuneration from a specific contract; and
    4. Shares in profits and losses.
12. Mentor Venture - a joint venture of separate firms, one of which is a Detroit Based Business or Detroit Resident Business, which has been created to perform a specific contract and is evidenced by a written agreement which provides at a minimum that the Detroit Based Business or Detroit Resident Business:
    1. Is substantially included in all phases of the contract including, but not limited to quoting and staffing; and
    2. Provides at least thirty (30) percent of the total performance, responsibility and project management of a specific job; and
    3. Receives at least thirty (30) percent of the total remuneration from a specific contract; and Shares in profits and losses.
13. Optional-use Contract – DWSD may enter into a contract for services that may be needed at some point in the future, with no guarantee that services will be performed. These contracts are referred to as ‘optional-use’/ ‘as needed’.
14. RFB – Request for Bid; a solicitation method through which a contract is awarded to the lowest responsive and responsible contractor.
15. Responsible – a term that indicates the respondent meets the specified minimum qualifications, as specified within the RFB document. Responsibility is further demonstrated through the submission of forms, including insurance forms, after notice of a Contract Award Notice.
16. Responsive – a term that indicates the respondent has responded in full to all elements of the RFB.
17. Shall/Should/Must – these terms denote mandatory requirements.

## 1.3 About this Solicitation

The Detroit Water and Sewerage Department (herein called "DWSD") is seeking

Uniform and Equipment Purchases and Services

services providers (herein called the "Contractors") to provide high quality **security uniforms, equipment and services,** for its DWSD Security Department. **Please refer to Attachment C for the full description of Scope of Work.**

## 1.4 Addendums, Questions and Inquiries

It is the responsibility of the contractor to check for any addendum and/or notices posted on MITN website and to make inquiry as to the changes or notices issued. Only written notices or addendum duly issued by DWSD shall constitute revisions to this solicitation. Contractors are advised that no oral interpretation, information or instruction by any officer or employee of the DWSD shall be binding upon DWSD.

Each interpretation or correction, as well as any additional provision that DWSD may decide to include in this solicitation, will be made only as an addendum, which will be available on MITN.

Should contractors be in doubt as to the true meaning of any portion of this solicitation, find any ambiguity, inconsistency, or omission herein, or intend to take exception to any requirement of the solicitation, the contractor must make a written request directly to the Procurement Specialist listed on page 2 for an official interpretation or correction by the questions and inquiries date established in this solicitation. The sole point of contact for this RFB is the DWSD Procurement Specialist listed on page 2. Should the specified point of contact be out of the office and unavailable to respond, the DWSD Procurement Manager maybe contacted for a substitute. **Contacting any other DWSD personnel, agent, consultant, or representative about this RFB until awarded, is prohibited and may result in contractor disqualification.**

Any addendum(s) issued by DWSD shall become part of this solicitation and shall be considered by each Contractor in preparation of its response to this solicitation. Contractors shall submit the latest revision of any form(s) or attachment(s) issued by an addendum.

# 2.0 PREPARING AND SUBMITTING A BID

## 2.1 General Instructions

It is the responsibility of the Contactor to review the DWSD Terms and Conditions attached to this RFB and comply with all requirements therein.

The Contractor is obligated to supply the services that DWSD requires for its operations.

Contractors must follow these bid instructions and provide a complete response to the items indicated on the RFB submittal checklist. References and links to websites or external sources may not be used in lieu of providing the information requested in the RFB within the bid. Failure to respond to each of the requirements in the RFB may be the basis for rejecting a bid.

Section 5.0 of this document provides detail on the required components of this bid and a submittal checklist is provided as Attachment A.

Please refer to the Schedule of Events for deadlines and key target dates.

Contractors MUST submit their bid via MITN. Additionally, duplicate copies of all descriptive literature and/or samples must be provided upon request by the DWSD Procurement Specialist mentioned on the title page/the DWSD Procurement Specialist.

Include the contractor’s company name in the header of all documents submitted with your bid.

Contract award(s) will be per DWSD’s Procurement Policy and procedures.

## 2.2 RFB Completion Disclaimer

It shall be the responsibility of the Contractor to thoroughly review the provisions of this RFB. After executing the contract, no consideration will be given to any claim of misunderstanding. Unless otherwise noted in Attachment D, the Contractor’s response to this RFB shall be deemed as its acceptance of the terms of this RFB. Any exceptions will be factored into the evaluation decision. After executing the contract, no consideration will be given to any claim of misunderstanding.

Contractors interested in doing business with DWSD must:

1. Register with The City of Detroit to do business with DWSD and create a supplier portal account. Instructions can be found below.

Instructions: To register with The City of Detroit: Visit www.detroitmi.gov/supplier to watch the video titled: “*Oracle Supplier Portal Cloud New Supplier Registration Video Instructions*.” Then, click on the homepage link titled: “New Supplier Registration” to begin the Oracle Supplier Portal Registration.

You'll need the following to successfully complete your registration:

* Taxpayer ID; attach a current W-9
* Valid Email Address (Remittance Email address)
* Business Classification (MBE, WBE) Certification
* Administrative Contact w/ Valid Email Address; list of everyone who will be involved in the Bid (i.e., Sales, Customer Service, Accounts Receivables and Finance)
* Bank Name, Routing number, Account number

Should you have concerns or receive any "Error Messages" during this process, reach out to the Procurement Specialist contact listed on the Cover Page.

1. Submit **proof of application or an approved** City of Detroit Clearances with bid response. *Note: Clearance applications must be approved prior to submission of this RFB. Please allow sufficient time for this when preparing your response.*

Instructions: Clearance application must be completed and submitted online via:

[**http://bit.ly/detroitclearances**](http://bit.ly/detroitclearances)

If awarded a contract, approved Clearances must be maintained throughout the entire contract term, including any extensions or renewal options. It is the Contractor’s responsibility to ensure their clearances are updated on an annual basis.

1. Submit completed Human Rights Affidavit
2. Submit completed Non-Collusion Affidavit
3. Submit completed Resolution of Corporate Authority form
4. Submit Hiring Policy Compliance Affidavit
5. Submit completed Statement of Political Contributions and Expenditures Affidavit
6. Submit completed Slavery Era Records and Insurance Disclosure Affidavit
7. Submit completed Non-Iran Linked Businesses Form
8. If applicable, please ensure any equalization certificates issued by the Office of Civil Rights, Inclusion & Opportunity (CRIO) are submitted with this solicitation response. Review section 4.6 of this solicitation document and visit the [Detroit Business Opportunity Program](https://detroitmi.gov/departments/civil-rights-inclusion-opportunity-department/detroit-business-opportunity-program) website for applicable forms and registration instructions.

# 3.0 BID SELECTION AND AWARD PROCESS

## 3.1 Minimum Qualifications

DWSD has the following minimum criteria for Contractors to be considered responsive. Contractors who do not meet the minimum criteria will not be considered responsive.

* Accurate and complete responses to all requested sections of this RFB
* Submit **proof of application or an approved** City of Detroit Income Tax & Revenue Clearances with all their bid responses
* Submit fully completed Attachment G – Contractor Performance History & Client Reference Form.
* Contractor is not suspended or debarred through the Federal System for Award Management and is not on DWSD’s list of debarred contractors.
* Bidders will need to have a minimum of 3 years of experience selling uniform apparel, equipment and tailoring services.
* Proof of Insurance.
* Vendor must be within the United States, preferably within a 100 miles radius, from the Water Board Building, 735 Randolph St., Detroit MI, 48226.

## 3.2 Contract Award and Execution

DWSD Procurement, acting on delegated authority of the Director of DWSD, reserves the right to not award a contract / PO and may reject any or all bids if none is considered to be in the best interest of DWSD.

For purchases under $25,000, award shall be made to the lowest equalized, responsible and responsive Contractor, who’s Bid meets the minimum requirements of this RFB and will be the most advantageous to DWSD, with other factors considered. Awards may be made on a per line item basis or upon the total Bid amount. Prices for items awarded on a per line item basis will be publicly disclosed.

Contract award will be per DWSD’s Procurement Policy and procedures. DWSD’s Procurement Policy is available on the DWSD Procurement webpage or via [this](https://detroitmi.gov/document/dwsd-procurement-policy) link. Results of the bid tabulation will be provided by the DWSD Procurement Specialist to the DWSD Procurement Manager, who will make the recommendation to the required approving authorities, per DWSD’s current Procurement Policy.

DWSD reserves the right to enter into a contract based on the initial offers received and without further discussion of the bid submitted.

This RFB, including any addenda, and the bid of the selected Contractor will become part of any contract initiated by DWSD. Unless otherwise noted in Attachment E, the successful Contractor’s submission in response to this RFB shall be deemed its acceptance of the terms & conditions of this RFB. Please note: any deviations may be considered non-responsive.

The successful Contractor shall be notified of the execution of a contract by DWSD upon issuance of a "Contract Award Notice" or a Standard Purchase Order. Upon award, the successful Contractor has two (2) business days from issue of the standard purchase order to advise of any issues or concerns with accepting DWSD’s purchase order and the Terms & Conditions. The "Contract Award Notice" / Standard Purchase order shall contain the date the contract award was approved. The signed, accepted bid of the successful Contractor will be the contract between the Contractor and DWSD, containing the full description of all contractual terms and conditions. A copy of your signed bid will not be mailed to you. Each Contractor shall keep a copy of his/her signed bid form for future reference. DWSD reserves the right to award by service(s) unless otherwise stipulated; to waive any irregularity in any bid or to reject any and all bids when, in the judgment of DWSD and the best interest of DWSD will be served. Should an emergency arise for the contractor in which case services cannot be rendered, DWSD reserves the right to secure sufficient services from other contractors to meet its immediate needs without prejudice of the proposed contract. The Contractor agrees that when rendering is not made within the contracted due date, one percent (1%) per day shall be deducted from the Contractor’s invoice for each day the Contractor fails to meet the contracted service date. If, in the sole opinion of DWSD, the Contractor fails to render reasonably prompt service, DWSD may terminate the contract forthwith and no damages to DWSD will accrue.

All awards will be made in accordance with DWSD’s Procurement Policy. DWSD reserves the right to request complete, certified copies of all required insurance policies within ten (10) business days of the Contractor being identified as the “Contractor under consideration for Award”. If the selected Contractor fails to prove responsibility within 10 business days of email request, DWSD may elect to cancel that award and move ahead with awarding the contract to the second lowest Contractor.

Notice of executed award(s) will be posted to MITN after award is executed.DWSD reserves the right to award contracts to multiple Contractors.

# 4.0 GENERAL PROVISIONS

Procurement for DWSD shall be carried out in a manner that provides a fair opportunity to all eligible Contractors to participate, this bid shall be made without collusion with any other person, firm or corporation making any bid or bid, or who otherwise make a bid or bid.

## 4.1 Compliance with Procurement Policy

DWSD’s Procurement Policy is available on the Procurement webpage or via [this](https://detroitmi.gov/document/dwsd-procurement-policy) link. The extent and character of the services to be performed by the Contractor shall be subject to the approval per the DWSD Procurement Policy approval criteria or authorized representative(s). The Contractor shall not comply with requests and/or orders issued by an individual other than the Director of DWSD/ authorized delegate or Procurement Specialist. The Legal & Procurement Department and the Contractor must approve any change to the Contract in writing.

The Contractor covenants that they will comply with DWSD’s Procurement Policy, which outlines DWSD’s objectives to:

* Promote a transparent, fair and independent procurement process that ensures that DWSD receives the best value for its necessary expenditures.
* Assure contractors that impartial and equal treatment will be afforded to all who wish to do business with the DWSD.
* Establish guidelines and internal controls to ensure an effective process for managing DWSD’s procurement of goods and services.

## 4.2 Compliance with the Ethics Policy

Contractors are required to comply with DWSD’s Ethics Policy, which includes provisions on conflicts of interest.

## 4.3 Responses to Remain Open

Responses must remain open for the period specified within DWSD’s Terms and Conditions.

## 4.4 Responsibilities

The Contractor is obligated to supply the services and related quantities that DWSD requires for its operations.

## 4.5 Detroit Water and Sewerage Department Reserves the Right to:

If contract execution is not successful with the lowest responsive & responsible Contractor, DWSD reserves the right to issue the contract to the next lowest responsive & responsible Contractor and so on.

The DWSD’s subsequent receipt and evaluation of your bid does not commit the DWSD to award a contract to you or anyone, even if all the requirements in the RFB are met:

DWSD may:

1. Consider another responsive bidder.
2. Disqualify a bid based on:
   1. Failure to meet any of the minimum qualifications and any guarantees submitted by the Contractor in response to this RFB.
   2. The Contractor’s failure to complete submission on MITN.
   3. If it is determined that a Contractor purposely or willfully submitted false or misleading information in response to the RFB.
3. Contact organizations with which the Contractor has worked in the past, including but not limited to those identified by the Contractor.
4. Refuse to award a contract to any Contractor that has failed to pay Detroit taxes or has outstanding debt with the Detroit.
5. Reject any bids received in response to this request.
6. Award multiple, optional-use contracts, or award by contract activity.

## 4.6 Equalization Factor

Price Equalization Credits shall be applied to reduce the relative cost of the price component of any bids provided by contractors in the evaluation of all Requests for Bids unless prohibited by law. The relative reduction in price shall be in accordance with the percentages outlined below in Section 4.6.1. A potential contractor is entitled to use multiple credits in their bid in accordance with the chart contained in 4.6.3 below provided that a potential contractor cannot claim both a Joint Venture and a Mentor Venture.

Contractors who wish to receive Equalization credit for bids submitted, must certify with the City via the Detroit Business Opportunity Program. The certificate and supporting documentation must be attached to / included with each bid response submitted by the Contractor. Failure to provide proof of certification along with required documentation, at the time of bid close may result in equalization credit not being applied to the bid.

The Detroit Business Opportunity Program website can be accessed [here](https://detroitmi.gov/departments/civil-rights-inclusion-opportunity-department/detroit-business-opportunity-program).

4.6.1 Price Equalization Credits shall be awarded to the following categories of potential contractors:

1. Detroit Headquarters Business
2. Detroit Based Business
3. Detroit Based Small Business
4. Detroit Based Micro Business
5. Detroit Resident Business
6. Joint Venture
7. Mentor Venture

Price Equalization Credits:



## 4.7 Taxes

DWSD is exempt from state and local sales and use taxes. DWSD will provide a tax-exempt ID upon request.

## 4.8 Errors and Omissions, Withdrawals and Change of Specification

DWSD will not be liable for any error in the bid response submitted by the Contractor. Contractor will not be allowed to alter bid documents after the deadline for bid submission. DWSD, at its option, has the right to request clarification or additional information from the Contractor and alter the schedule of events or issue Addenda to the RFB at any time. No changes, enhancements, or amendments to any contract resulting from this RFB shall be made without the prior approval of DWSD. If the Contractor needs to request changes, such shall be submitted in writing, signed by an authorized representative of the Contractor, cross-referenced clearly to the relevant bid section, prior to the bid opening, and should be submitted electronically. Such shall meet all requirements for the bid.

Specifications, which refer to brand names, are given for reference. Contractors may submit bids on equivalent items, if brand name and catalog number(s) and any deviations are noted on the bid form and complete descriptive literature is furnished. Exceptions will state "Do Not Substitute." The decision of DWSD to disallow substitutes shall be final.

Specifications, which refer to brand names, are given for reference. Contractors may bid on equivalent articles, provided that brand name and catalog number(s) and any deviations are noted on the bid form and complete descriptive literature is furnished. Exceptions will state "Do Not Substitute." The decision of DWSD to disallow substitutes shall be final.

Contractors are not permitted to take advantage of any errors or omissions in specifications since full instructions will be given should they be discovered before the bid submission date.

## 4.9 Ownership of Bid

All materials submitted in response to this request become the property of DWSD. Selection or rejection of a response does not affect this right. All bids submitted will be retained by DWSD and not returned to Contractors. Any copyrighted materials in the response are not transferred to DWSD.

## 4.10 Cost of Offer Preparation

DWSD is not liable for any costs incurred by prospective Contractors. Costs associated with developing the bid, preparing for oral presentations, and any other expenses incurred by the Contractor in responding to the RFB, including travel costs, are entirely the responsibility of the Contractor, and shall not be reimbursed in any manner by DWSD.

## 4.11 Confidentiality of Submissions

Once submissions have been publicly recorded, they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

## 4.12 News Release

News releases pertaining to these bid specifications or the provisions to which they relate shall not be made without prior written approval of DWSD and then only in coordination with DWSD’s PR and Procurement Departments.

## 4.13 Demonstration

DWSD reserves the right, at its own discretion, to request a Demonstration regarding submissions in response to the RFB. Failure to make a demonstration, if requested, will be grounds for rejection of the bid.

## 4.14 Inspection of Site

It is strongly recommended that all Contractors make an on-site inspection of the location where the work will be performed to become completely familiar with the existing conditions. Failure to comply with this requirement will not relieve the successful Contractor of its obligation to carry out the scope of the resulting contract.

## 4.15 Bid Protests and Appeals

A prospective contractor who has submitted a complete and timely response to a competitive solicitation and is not recommended for award of a contract may protest the award of the contract by filing a written notice of protest with the Board within seven (7) days of the issuance of a notice of intent to award. The written notice shall reference the solicitation number, and the basis for the bid protest. A bid protest must be accompanied by all information or evidence relevant to the grounds for the bid protest.

The bid protest shall be reviewed by Board staff in an expeditious manner. The Board shall vote to either accept or reject the bid protest at its next regularly scheduled meeting, but in no event later than fourteen (14) business days from the date upon which the protest was filed. If the Board upholds the bid protest, the Director shall act in accordance with the Board findings. If the Board rejects the bid protest, the Director shall notify the protestor of that decision. The determination of the Board shall be final.

# 5.0 SUBMITTAL REQUIREMENTS

## 5.1 Submission of Bids

Bids shall provide a straightforward, concise description of the Contractor's capability to satisfy all of the requirements of the RFB. Each bid shall provide all pertinent information. All bids and other communications shall be submitted via the Michigan Inter-Governmental Trade Network (MITN) also referred to as the MITN Purchasing Group hosted by BidNet Direct.

[MITN Registration](https://www.bidnetdirect.com/mitn)

Each Contractor shall submit one (1) signed electronic copy in PDF format of the bid via MITN. Bids received after the specified date and time may be considered non-responsive and will not be considered for evaluation.

Submission of a bid shall indicate that the Contractor intends to be legally bound to the bid and to the Terms and Conditions, unless otherwise specified.

## 5.2 Required Elements of Bids

Bids should be prepared as simply as possible and provide a straightforward, concise description of the proposed services to satisfy the requirements of the RFB. Attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Each bid shall be in the form specified in this RFB.

By submitting a bid response, the Contractor confirms that all minimum qualifications, special conditions are met & all other terms and conditions are accepted.

Bids deviating from the bid format and organization may be removed from further consideration.

The bid shall be organized into the major sections described above. The following offers additional detail as to what is required within each section:

**Background Material**

The Title Page shall show the bid name, bid due date, name of the Contractor and Contractor’s address, telephone number, and email address. A Table of Contents must also be included.

**Company Background and Personnel**

This section of the bid should provide a general overview of the company responding to the RFB, including any subcontractors and/or third parties

**Scope of Services**

This section of the bid should include a general discussion of the Contractor’s overall understanding of the project and the scope of work proposed.

**Minor Deviations**

Specifications referred to herein are used to indicate desired type, and/or construction, and/or operation. Other products and/or services may be offered if deviations from specifications are minor and if all deviations are properly outlined and stated in the price bid. Failure to outline all deviations may be grounds for rejection of your bid. The decision of DWSD, acting through the Procurement Specialist, shall be final as to what constitutes acceptable deviations from specifications.

**Pricing**

DWSD Procurement reserves the right to contact Contractors to ask clarifying questions regarding the bid at any time throughout the selection process after bidding closed. Contractors will not be allowed to change any part of their original bid submission as a result of these clarifying questions. Contractors are not permitted to discuss/ask questions nor engage any other DWSD employee or contractor regarding this solicitation once the bid has been posted until contract is executed & PO issued.

It is important that Contractors use the format presented in this RFB. Attachment E shall include total pricing for all services.

Do **NOT** use “To Be Determined” or similar annotations in the cells for cost estimates. Incomplete bid responses will be deemed non-responsive and removed from consideration. DWSD requires fully completed forms. Any assumptions should be stated. Contractors may submit additional pricing sheets as an addendum to the cost template; however, the cost template MUST be completed.

**Signature Page**

All bids must be signed in the space marked “authorized signature” on the Signature Page, Attachment F.

***Any additional applicable attachments should be included in the bid response following the sections noted above.***

# Attachment A – RFB Submittal Checklist

|  |  |
| --- | --- |
| Task | Submitted |
| Background Material: Include a Title Page showing the bid name, bid due date, name of the Contractor and Contractor’s address, telephone number, and email address. A Table of Contents must also be included. |  |
| Company Background: Provide a general overview of the company responding to the RFB, including any subcontractors and/or third parties |  |
| Minor Deviations: Outline any minor deviations from specifications and state them clearly in the price bid |  |
| Attachment A – RFB Submittal Checklist | Not Required |
| Attachment B – Standard Terms & Conditions | Not Required |
| Attachment C – Scope of Services and Related Goods | Not Required |
| Attachment D – Exceptions to Contract Form |  |
| Attachment E – Pricing Form |  |
| Attachment F – Signature Page |  |
| Attachment G – Client Reference Form |  |
| Attachment H – Human Rights Affidavit Covenant of Equal Opportunity |  |
| Attachment I – Non-Collusion Affidavit |  |
| Attachment J – Resolution of Corporate Authority |  |
| Attachment K – Hiring Policy Compliance Affidavit |  |
| Attachment L – Political Contributions Affidavit |  |
| Attachment M – Slavery Era Records and Insurance Disclosure Affidavit |  |
| Attachment N – Non-Iran Linked Businesses |  |
| Approved Detroit Tax Clearances Email |  |

# 

# Attachment B – DWSD Standard Terms & Conditions

See Separate Document for Attachment B

# Attachment C – Scope of Services for Non-Professional Services and Related Goods

See Separate Document for Attachment C

# Attachment D – Exceptions to Contract Terms Form

Contractor must submit this completed, signed sheet in bid process.

Contractor name:

Date:

Authorized Representative Signature:

If there are no exceptions to the contract terms provided, complete the Contractor name, date and signature sections and check the box below. If the box is not checked and no exceptions are submitted, DWSD will consider your firm to not have any exceptions to the contract terms.

No Exceptions to Contract Terms:

**Exceptions to Contract Terms:**

| **Topic** | **Section** | **Page** | **Comments** |
| --- | --- | --- | --- |
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NOTE: Please add additional rows to the table if necessary.

# Attachment E – Pricing Form

(Separate Excel & PDF Document Provided for Completion)

Attachment E must be completed in its entirety and submitted with your bid.

# Attachment F – Signature Page

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By submitting a solicitation response and signing this document, the Contractor attests to have read all associated documents related to this solicitation and agrees to the terms and conditions outlined throughout this RFB. The undersigned hereby offers to furnish and deliver the goods as specified at the prices and terms there stated herein and in strict accordance with the RFB and conditions of bidding, all of which are made a part of this offer. After RFB closing date, this offer is not subject to withdrawal without written consent of DWSD’S Authorized Delegate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title DBA

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number Address

# Attachment G - Contractor Performance History & Client Reference Form

References shall be included subject to DWSD’s preferences cited in Section 5.0 of the RFB.

It is mandatory for Contractors to complete one (1) table for each required project example. For this project, please provide three (3) project examples. Please copy the table for each project.

| **Project Example(s)** | |
| --- | --- |
| Project Information | |
| Project Name |  |
| Project Dates (Start - Finish) |  |
| Project Location |  |
| Project Subject Matter & Services Provided |  |
| Key Personnel |  |
| Was the project completed on time and on budget? If not, provide a description. |  |
| Provide any lessons learned |  |
| Contact Information | |
| Organization Name |  |
| Organization Size/Description (indicate if public or private) |  |
| Contact Name |  |
| Title |  |
| Address |  |
| Phone |  |
| Email |  |

**Please also remember to respond to the following:**

1. Identify any projects in which the Contractor’s contract was terminated for any reason.
2. Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last five (5) years.

# Attachment H – Human Rights Affidavit Covenant of Equal Opportunity

**REVISED 7-12-2012**

**(Application for Clearance – Terms Enforced After Contract is Awarded**

I, being a duly authorized representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (hereinafter “Bidder”), am hereby authorized to enter into a Covenant of Equal Opportunity, (hereinafter “Covenant”) with the City of Detroit, (“hereinafter” City); obligating the Bidder and all sub-Bidders, not to discriminate against any employee or application for employment, training, education, or apprenticeship connected directly or indirectly with the performance of the contract, with respect to his/her hire, promotion, job, assignment, tenure, terms, conditions, or privileges of employment because of race, color, religious beliefs, public benefit status, national origin, age, marital status, disability, sex, sexual orientation, or gender identity or expression; except as otherwise exempted under City Code, Ordinance No. 27-2-12.

Bidder will ensure that the City of Detroit Human Rights Department shall receive notification of all potential sub-Bidders and a copy of their Covenant prior to the commencement of work on any City of Detroit contract. Bidder further agrees that the City of Detroit reserves the right to require additional information prior to, during, and at any time until after the Covenant is fully executed.

Furthermore, Bidder agrees that this Covenant is valid for the life of the contract and/or for a specified period of time as indicated below and that a breach of this Covenant shall be deemed a material breach of contract and be subject to damages pursuant to City Code, Ordinance No. 27-3-2, Section (e).

RFQ/PO No.: (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Duration of Covenant \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Bidder/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Type or Print Legibly)

Bidder Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(City) (State) (Zip)

Bidder Phone/E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Phone) (E-mail)

Printed Name & Title of Authorized Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*This Document MUST be Notarized\*\*

Signature of Notary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Seal of Notary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Commission Expires: \_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| FOR CONTRACTING DEPARTMENT USE ONLY:  Date Rec’d \_\_\_\_/\_\_\_\_/\_\_\_\_ Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Please fax a COPY of the notarized C**ove**nant and Award Letter to the Human Rights Department (313) 224-3434 |

# Attachment I – Non-Collusion Affidavit

Owner: Contract No: Contract Name:

(1) Affiant is (enter contract title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, "the Bidder." Affiant has personal knowledge of the matters set forth in this Affidavit and is competent to testify about them.

(2) The Bidder has submitted to the City of Detroit, Michigan ("DWSD"), a "Bid" to enter into the above referenced Contract, also referred to in this Affidavit as "the Work."

(3) This Non-collusion Affidavit is executed by Affiant for inclusion with the submission to the DWSD of the Bid and may be relied upon by the DWSD in considering the Bid.

(4) Affiant is fully informed about the preparation and contents of the Bid and of all pertinent circumstances surrounding the Bid, has not entered into any contract, combination, conspiracy or other act prohibited by federal, State or any other local Law. The Bid is genuine and is not a collusive or sham Bid.

(5) Neither the Bidder nor any of the Bidder's DWSDs, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have in any way entered or proposed to enter into any combination to prevent the making of any Bid, or to fix any prices (including overhead, profit or other costs) for the Bid; or have made any agreement, or given or promised any consideration to induce any other person not to Bid for the Work, or to Bid at a specified price; or have secured, proposed or intended to secure through any agreement an unlawful advantage against the DWSD or any other person interested in the Work.

(6) No officer or employee of the City of Detroit is personally or financially interested, directly or indirectly, in the Bid, or any Contract which may be under it, or in the purchase or sale of any materials or supplies for the Work to which it relates, or any portion of any expected profits thereto.

(7) The Bid is not intended to secure an unfair advantage or benefit from the DWSD or in favor of any person interested in the proposed Contract.

(8) The prices bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of the Bidder's DWSDs, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant; and neither the Bidder nor any of its DWSDs, officers, partners, directors, agents, representatives, employees or parties in interest, including this Affiant, have divulged any information regarding the Bid or any data about the Bid to any other person. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VERIFICATION

STATE OF MICHIGAN, COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before me, a Notary Public commissioned, qualified and acting, personally appeared (enter name of the person signing this Affidavit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to me well known to be the person described in and who signed this Affidavit, who being by me first duly sworn upon oath, says that he/she is the attorney-in-fact for (enter Bidder's name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, that he/she has been authorized by (enter name of individual, partnership name, or the authorized governing body of the Bidder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to execute this Affidavit on behalf of the named Bidder in favor of the CITY OF DETROIT, MICHIGAN, for the uses and purposes mentioned.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notary Public

My Commission expires: \_\_\_\_\_\_\_\_\_\_\_\_

# Attachment J – Resolution of Corporate Authority

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Corporate Officer of

(Print or Type) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corporation (the "Company") DO HEREBY CERTIFY that the following is a true and correct excerpt from the minutes of the meeting of the Board of Directors duly called and held on and that the same is now in full force and effect:

"RESOLVED, that the Chairman, the President, each Vice President, the Treasurer and the Secretary and each of them, hereby is authorized to execute and deliver, in the name and on behalf of the Company and under its corporate seal or otherwise, any agreement or other instrument or document in connection with any matter or transaction that shall have been duly approved; the execution and delivery of any agreement; document, or other instrument, or document in connection with any matter or transaction that shall have been duly approved; the execution and delivery of any agreement, document, or other instrument by any of such officers to be conclusive evidence of such approval."

I FURTHER CERTIFY that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is Chairman of the Board, and is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is Treasurer, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is Secretary.

I FURTHER CERTIFY that any of the aforementioned officers of the Company are authorized to execute or guarantee and commit the Company to the conditions, obligations, stipulations and undertakings contained in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and that all necessary corporate approvals have been obtained in relationship thereto.

IN WITNESS THEREOF, I have set my hand this \_\_\_\_\_\_\_\_ day of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_.

CORPORATE SEAL

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corporate Officer's Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

# Attachment K – Hiring Policy Compliance Affidavit

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being duly sworn, state that I am the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Name of Contractor Corporation or Other Business Entity

And that I have reviewed the hiring policies of this employer, I affirm that these policies are in compliance with the requirements of Article V, Division 6 of the Detroit City Code of 1984, being Sections 18-5-81 through 18-5-86 thereof. I further affirm that this employer will not inquire or consider the criminal convictions of applicants for employment needed to fulfill the terms of any City contract that may result from the competitive procedure in connection with which this affidavit is submitted, until such times as the employer interviews the applicant or determines that the applicant is qualified.

In support of this affidavit,

**I attach a copy of the application form that will be used to hire employees** needed to fulfill the terms of any City contract that may result from the competitive procedure in connection with which this affidavit is submitted.

**Signed,**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

STATE OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

)SS.

COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

The foregoing Affidavit was acknowledged before me the \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public, County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Attachment L – Political Contributions Affidavit

**STATEMENT OF POLITICAL CONTRIBUTIONS AND EXPENDITURES**

**“City Charter § 4-122, ¶ 2:** For purposes of conflicts of interest, the City shall require in all of its contractual agreements, including, but not limited to, leases, service and equipment agreements and including contract renewals, that the contractor provide a statement listing all political contributions and expenditures (“**Statement of Political Contributions and Expenditures**”), as defined by the Michigan Campaign Finance Act, MCL 169.201, et seq., made by the contractor, its affiliates, subsidiaries, principals, officers, owners, directors, agents or assigns to elective city officials within the previous four (4) years. Individuals shall also list any contributions or expenditures from their spouses.”

**Instructions: In accordance with Section 4-122 of the 2012 Detroit City Charter, you must provide the following information, sign this document, have it notarized, and submit it to the City. If additional space is needed, please enter “see additional sheet(s)” on the last row and attach additional sheets.**

In Column A, enter the name of the person or company that made the contribution or expenditure. If there were no political contributions or expenditures made, enter NONE.

In Column B, enter the relationship of the donor to the contractor or vendor, that is, contractor, affiliate, subsidiary, principal, officer, owner, director, agent, assignee, or spouse of any of the foregoing who are individuals.

In Column C, enter the name of the recipient, an elective city official which under Charter § 3-107, includes only the Mayor, the City Clerk, and members of the City Council and the Board of Police Commissioners.

In Column D, enter the amount of the contribution or expenditure, as defined in the Michigan Campaign Finance Act, 1976 PA 388, MCL 169.204 and MCL 169.206.

In Column E, enter the date of the contribution or expenditure. This statement must include all contributions and expenditures within the previous four years.

A B C D E

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Donor** | **Relationship to Contractor/Vendor** | **Recipient** | **Amount of Contribution or Expenditure** | **Date** |
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**(ATTACHMENT L - continued)**

**STATEMENT OF POLITICAL CONTRIBUTIONS AND EXPENDITURES**

Except as set forth above, I certify that no contributions or expenditures were made to elective city officials within the previous four (4) years by the contractor, its affiliates, subsidiaries, principals, officers, owners, directors, agents, assigns, and, if any of the foregoing are individuals, their spouses.

I understand that the information provided in this disclosure will be relied upon by the City of Detroit in evaluating the proposed bid, solicitation, contract, or lease. I swear [or affirm] that the information provided is accurate. If I am signing on behalf of an entity, I swear [or affirm] that I have the authority to provide this disclosure on behalf of the entity.

Sign name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sworn and subscribed to before me on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ [by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of the above named contractor/vendor, an authorized representative or agent of the contractor/vendor]

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County,

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Acting in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County

My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Attachment M – Slavery Era Records and Insurance Disclosure Affidavit

1. Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of Predecessor Entities (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Prior Affidavit Submission? \_\_\_\_\_ No \_\_\_\_\_ Yes, on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date of prior submission)

1. \_\_\_ Bidder was established in \_\_\_\_\_\_ (year) and did not exist during the slavery era in the United States, is not a successor in interest to any entity that existed during such time, and therefore has no relevant records to search, or any pertinent information to disclose.

\_\_\_ Bidder has searched their records and those of any predecessor entity and has found no records that they or any predecessor(s) made any investments in, or derived profits from the slave industry or from slave holder insurance policies.

\_\_\_ Bidder has found records that they or their predecessor(s) made investments in, or derived profits from, the slave industry or slave holder insurance policies. The nature of the investment, profits, or insurance policies, including the names of any slaves or slave holders, is disclosed in the attached document(s).

1. I declare that the representations made in this Affidavit are accurate to the best of my knowledge and are based upon a diligent search of records in the Bidder’s possession or knowledge, all documentation attached to this Affidavit reflects full disclosure of all records that are required to be disclosed to the City of Detroit. I also acknowledge that any failure to conduct a diligent search, or to make a full and complete disclosure, shall render this contract voidable by the City of Detroit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Printed Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

Subscribed and sworn to before me

this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,20 \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notary Public,

County of \_\_\_\_\_\_\_\_\_\_, State of \_\_\_\_\_\_\_\_\_\_\_\_\_

My Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Attachment N – Non-Iran Linked Businesses

By signing the proposal/bid, I certify and agree on behalf of myself and the company submitting the proposal the following: (1) that I am duly authorized to legally bind the company submitting this bid; and (2) that the company submitting this bid is not an “Iran-linked business,” as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012; and (3) that I and the company submitting this bid will immediately comply with any further certifications or information submissions requested by DWSD in this regard.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Printed Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)