



CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

REQUEST FOR QUOTE

SECURITY STAFF UNIFORMS FOR GENERAL SERVICE DEPARTMENT

RFP NO. 185371

Proposal Due Date: (1/2/25 4:00 PM)

QUESTION DEADLINE (EST): 12/16/2024

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 [register in the Oracle Supplier Portal](#) to download the bid documents and to ensure inclusion in our database. Instructions may be found on the [Office of Contracting & Procurement website](#) which includes [tutorials](#) on how to register. If you have any questions, please send an email to procurementinthecloud@detroitmi.gov or call (313) 670-6604.

Conference Type: (None)

Participation Type: (None)

Conference Date: (N/A)

Conference Details: (N/A)
Additional Information: (N/A)
Pre-Bid Walk Through Address: (N/A)

The individual listed below is the bid contact.

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

Phone
 Fax
 E-mail **clarkl@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 **SECURITY STAFF UNIFORMS FOR GENERAL SERVICE DEPARTMENT**
 Synopsis **The General Services Department Security is seeking qualified vendors to provide apparel and goods to security personnel.**
 Buyer **Lola Clark** Outcome **Contract Purchase Agreement**
 E-Mail **clarkl@detroitmi.gov**

1.2 Schedule

Preview Date Open Date **12/9/24 3:21 PM**
 Close Date **1/2/25 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
RFQ Template 185371.pdf	File	
Attachment E PROFESSIONAL SERV	File	
Attachment A - Respondent Ques	File	
Price Sheet 185371 GSD Securit	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

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. Complete the attached Affidavit of Disclosure of Interests and upload to your response.

Attachments:

File Name or URL	Type	Description
Affidavit of Disclosure of Int	File	

Select one of the following:

- a. Yes (*Response attachments are required*)
 b. No (*Response attachments are optional*)

Comments:

- *3. Complete the attached Non-Collusion Affidavit and upload to your response.

Attachments:

File Name or URL	Type	Description
Non-Collusion Affidavit 4.4.20	File	

Select one of the following:

- a. Yes (*Response attachments are required*)
 b. No (*Response attachments are optional*)

Comments:

- *4. 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:

- *5. 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:

6. For information regarding the City of Detroit's Equalization Credit Statement, please download and review the attachment (revised as of 3/21/24).

Attachments:

File Name or URL	Type	Description
Equalization Credit Statement_	File	

Comments:

- *7. 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:

- *8. 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:

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

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

Comments:

10. The completion of the Combined Corporate Accountability and Workforce Safety Affidavit here is optional. However, this affidavit is a condition of the award.

Attachments:

File Name or URL	Type	Description
Combined Corporate Accountabil	File	

Select one of the following:

- a. Uploaded Here (*Response attachments are optional*)
 b. Not Uploaded (*Response attachments are optional*)

Comments:

3 Lines

Instructions
Enter Category Total from Price List

3.1 Line Information

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-Shirts	1	EA			
2-Pants	1	EA			
3-Jackets/Sweaters	1	EA			
4-Headwear	1	EA			
5-Other Items	1	EA			

3.2 Line Details

3.2.1 Line 1 Shirts

To provide an alternate line, see appendix.

Category Name **U.01 Clothing, Uniforms, & Accessories**

Item Allow Alternate Lines **Yes** Revision Alternate Line Provided Yes No

Target Minimum Release Amount (USD)

Start Price (USD)

3.2.2 Line 2 Pants

To provide an alternate line, see appendix.

Category Name **U.01 Clothing, Uniforms, & Accessories**

Item Allow Alternate Lines **Yes** Revision Alternate Line Provided Yes No

Target Minimum Release Amount (USD)

Start Price (USD)

3.2.3 Line 3 Jackets/Sweaters

To provide an alternate line, see appendix.

Category Name **U.01 Clothing, Uniforms, & Accessories**

Item Allow Alternate Lines **Yes** Revision Alternate Line Provided Yes No

Target Minimum Release Amount (USD)

Start Price (USD)

3.2.4 Line 4 Headwear

To provide an alternate line, see appendix.

Category Name **U.01 Clothing,
Uniforms, &
Accessories**
Item
Allow Alternate Lines **Yes**
Target Minimum Release
Amount (USD)
Start Price (USD)

Revision
Alternate Line Provided Yes No

3.2.5 Line 5 Other Items

To provide an alternate line, see appendix.

Category Name **U.01 Clothing,
Uniforms, &
Accessories**
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	

