

REQUEST FOR PROPOSALS (RFP) - SERVICES

MCC uses the website [BidNet Direct](https://www.bidnetdirect.com) to post all public solicitations, as well as amendments, addendums, or changes to the solicitation during the solicitation process. To download solicitation documents or check for updates, please visit the site <https://www.bidnetdirect.com/mitn/mottcommunitycollege> and search under the solicitation number. Please contact the Procurement Officer listed below for all questions related to this solicitation.

Solicitation Number	RFP-KD-1224-PublicSafetyUniforms
Solicitation Name	Dept of Public Safety Uniforms
Due Date	Thursday, December 19, 2024
Time Due (E.S.T.)	11:00 AM

Procurement Officer (Primary Contact)	Kimberly Dolejsi
Email Address	kimberly.dolejsi@mcc.edu
Phone Number	810.762.0203

Operational Department	Department of Public Safety
Project Manager	Jamie Zecman

Submitted proposals will not be returned. Once the notification of award is posted on <https://www.bidnetdirect.com/mitn/mottcommunitycollege>, all non-confidential information submitted in response to this solicitation will be available for public inspection per the Federal Freedom of Information Act (FOIA). Please direct all FOIA requests to FOIA@mcc.edu.

MCC will not pay for any information requested herein, nor is it liable for any costs incurred by the Service Provider in responding to this solicitation.

PURPOSE

Mott Community College (MCC) is seeking proposals for uniforms for our Department of Public Safety. This is for new officers, sworn officers and student workers.

PRE-BID MEETING

A pre-bid meeting will be conducted at **2:00PM E.S.T. on December 12, 2024** at 1401 East Court Street, Flint, MI 48503. Service Providers should meet at Curtice-Mott Complex, Room 1025 (Purchasing) or plan to join via zoom (email Procurement Officer for zoom link). **Samples of all uniforms & clothing items must be available during the pre-bid or bids will not be accepted. Ship uniform samples to the Procurement Officer or bring samples to pre-bid.** If you want the samples back, please send a return label with shipment.

SPECIFICATIONS & REQUIREMENTS

This scope of work for this project includes, but may not be limited to, the following information, drawings, technical specifications, and other attachments.

1. Service Provider must have and be able to demonstrate a minimum of five (5) of successful experience completing the same or similar projects and/or scopes of work.
2. Service Provider will assign a competent project manager who has full authority to act for the Service Provider and who will be MCC's primary point of contact and coordination during the execution of the project.
3. Flying Cross brand is acceptable, MCC will entertain other brands. In addition to uniforms there are additional clothing items we are requesting. Clothing samples are required for the pre-bid.
4. MCC will issue a blanket purchase order (BPO) at the beginning of each fiscal year for all orders for the year. Orders will be placed and invoiced against this BPO;
 - 4.1. MCC's preferred method to place orders is via email or online with the name of the Officer to receive the uniform along with a list of sizes and required items;
5. The Service Provider shall deliver F.O.B. Destination/prepaid, % Department of Public Safety, and be received within 10 business days from date of order placement;
6. All orders delivered to MCC shall require proper labeling with the Officers name clearly identified on the shipment and all items for that Officer will be in one package;
7. The Service Provider, its subcontractors, and agents will abide by all federal, state, and local laws, rules, and regulations related to fair labor practices, prohibiting discrimination in employment, and controlling workplace safety.
8. Annual security training will be required for any contractor utilizing MCC computer systems. MCC will provide training to any contractor unable to provide attestation of internal security training.
9. **Insurance Requirements**

This project requires the following minimum insurance coverage. The Service Provider's policy is primary. Proof of insurance is required before Service Provider commences work and must be kept in full effect without coverage reduction throughout the project. Service Provider must carry:

 - 9.1. Worker's compensation insurance in accordance with the State of Michigan's current statutory limits. Service Providers who claim they are exempt from carrying worker's compensation may be asked to show proof of their WC-337 Notice of Exclusion form.

- 9.2. Employer’s liability insurance, in conjunction with worker’s compensation insurance, for claims for damages when worker’s compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$1,000,000.
- 9.3. Automobile liability insurance subject to limits of not less than \$1,000,000 each occurrence for property damage. Coverage should extend to all of the Service Provider’s owned, non-owned, and hired automobiles and vehicles.

For the purpose of the project described in this RFP, MCC must be given additional insured status on the following policies, which must be occurrence-based coverage:

- 9.4. Commercial general liability insurance for claims for damages because of bodily injury or death of any person, other than the Service Provider’s employees, or damage to tangible property of others, including loss of use resulting therefrom, to the extent that such kinds of liability are not insured by other specific liability insurance and are ordinarily insurable under commercial general liability insurance with bodily injury, personal injury, and property damage limits of not less than \$1,000,000 in each coverage type; or combined bodily injury/personal injury/property damage of not less than \$5,000,000. A combination of primary and umbrella or excess policies may be utilized.
- 9.5. Professional liability insurance of not less than \$1,000,000 for claims concerning indemnification for errors, omissions, or negligent acts in the course of professional service or other provision within the project’s contract.
- 9.6. Sexual misconduct & molestation liability insurance for claims for damages because of sexual misconduct or sexual molestation of not less than \$1,000,000.
- 9.7. Contractor must provide their confined space policies and training certificate(s) to ensure safety awareness and practices on campus (if applicable).

The Service Provider, as the individual who enters into the contractual agreement with MCC, is responsible for ensuring that all of its subcontractors have the same or similar types of coverage at the limits provided in this section.

10. **Award Schedule**

MCC intends to award this RFP within thirty (30) days after receipt and opening of proposals.

Before beginning work, Service Provider must coordinate with the Project Manager and provide proof of the insurance required by this RFP to the Procurement Officer. Work cannot commence until a contract is executed or a purchase order is issued by the Procurement Officer.

CONTRACT

The contract for these services will be for a three (3) year term.

MCC reserves the right to extend the contract a final time under the same terms, conditions, and price in effect before the end of the final term for one 90-day extension to allow for cooperation and transition of the services as needed and without interruption.

The total contract duration, including the exercise of any options to extend, shall not exceed three (3) years and three (3) months..

SERVICE & PERFORMANCE EXPECTATIONS

This section represents the required service and performance expectations and procedures for this project.

1. **Coordination with MCC**

After award and issuance of a PO and any required contractual agreements, the Project Manager will serve as the contract administrator and will be the primary point of contact for the Service Provider. The Project Manager will:

- 1.1. Monitor and document the Service Provider's performance and progress to ensure the Service Provider's services conform to or exceed the established requirements;
- 1.2. Manage the financial aspects of the contract including payment approval and review and acceptance of change orders when required;
- 1.3. Meet with the Service Provider regularly to review progress, discuss and resolve issues and establish corrective procedures as needed;

2. **Change Orders**

While MCC intends to eliminate or at least minimize change orders, occasionally scope must be changed after the award of a project. Any proposed changes, whether initiated by the Service Provider or MCC, must receive written approval before execution. Failure to obtain advanced written permission may result in non-payment. Formal approval will be granted in the form of a signed, written change order documenting the scope and price of the change; adjustment to an issued purchase order; and/or adjustment to a written contract.

3. **Invoicing & Payment**

Standard payment terms are net 30. To request payment, the Service Provider must submit an itemized invoice containing the purchase order number and a detailed description and cost breakdown for the materials purchased and/or work performed. Service Provider should submit a request for payment no later than thirty (30) calendar days following the completion of services or for services over a period of time requiring progressive payments, every 30 days.

Service Provider must submit invoices for payment in a timely manner; MCC shall have no obligation to make payment for invoices submitted more than 120 calendar days after the completion of Work. Incorrect invoices will be returned to the Service Provider for correction. Service Provider waives the right of payment within 30 calendar days if the invoice submitted is inaccurate, incomplete, cannot be verified, or must be returned to Service Provider for correction.

4. When working at MCC properties, the Service Provider, its subcontractors, and agents will:

- 4.1. Cooperate with MCC during operational hours to minimize conflicts and facilitate normal use. To the extent possible, Service Provider will perform the work in such a way that does not interfere with college operations.
- 4.2. Provide at least 72 hours notice of and coordinate and schedule with MCC's Project Manager work that may cause utility interruptions or noticeable odors, noise, or vibrations that may affect MCC's operations or building occupants.
- 4.3. Refrain from smoking. Smoking is prohibited in the buildings and on the grounds of any MCC facility and at all MCC locations. These activities are only permitted inside a personal vehicle.
- 4.4. Be visibly identifiable by uniform, shirt logo, ID badge, or marked vehicle while performing work on MCC's premises.

- 4.5. Carry a State-issued photo ID at all times.
- 4.6. Visibly display an MCC-assigned Service Provider identification badge. It is the responsibility of the Service Provider to obtain and return identification tags at the Facilities Services Building before beginning work.
 - 4.6.1. Identification tags are numbered. For each issued tag, Facilities Services will record the tag number, the project name, and location, the Service Provider or entity's name, the person's name, and a contact number to reach that person.
 - 4.6.2. Lost identification tags may be replaced for \$25 each and deducted from the final payment to the Service Provider to whom the tag is assigned.
- 4.7. Park in legal parking areas or be subject to ticketing by MCC Public Safety unless specific consent has been given by MCC for purposes of loading or unloading tools, equipment, materials, etc. Parking of vehicles on sidewalks, landscape, or other areas is prohibited.
- 4.8. Be responsible for the acts and omissions of its employees, subcontractors, and agents and will impose satisfactory standards of competency, conduct, courtesy, language, appearance, honesty, and integrity. Service Provider shall be responsible for taking such disciplinary action with respect to any employee as may be necessary. MCC may request the Service Provider to immediately remove from this assignment any person found unfit to perform duties due to one or more of the following reasons:
 - 4.8.1. Neglect of duty;
 - 4.8.2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting, smoking or use of tobacco products on MCC property;
 - 4.8.3. Theft, vandalism, immoral conduct, or any other criminal action;
 - 4.8.4. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for MCC.
- 4.9. Limit use of site to areas within the scope of work and will not disturb portions of the site beyond areas in which the work is indicated. Service Provider should protect all adjacent materials, surfaces, furnishings, etc., and is responsible for any repair/restoration/replacement required as a result of any damage caused by the Service Provider's services.
- 4.10. Keep all means of access and egress serving premises (driveways, walkways, entrances, doors, etc.) clear and available to MCC; its staff, students, and visitors; and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Do not restrict, close, or obstruct access to premises unless given specific written permission from MCC's Project Manager.
5. In performing the work for this project, the Service Provider, its subcontractors, agents, and employees shall act in an independent capacity and not as officers, employees, or agents of MCC.
6. Where applicable, Service Provider will provide MCC's Risk Management Coordinator with Material Safety Data Sheets [MSDS] for all chemicals, glues, cleaning solvents, pesticides, fertilizers, etc. used in the building or on the property of MCC before, during, and following the work to be performed. Sheets may be submitted via email to mcchr@mcc.edu or delivered to the Risk Management Coordinator at 1401 East Court Street, Flint, Michigan 48503.

7. **Indemnification** Service Provider agrees to indemnify and hold MCC, its officers, employees, agents, volunteers, and board members harmless against any and all liabilities, claims, losses, actions, costs, expenses, and attorney fees, of any kind, whether relating to the property of MCC or any third party, or for personal injury or death, or for compensatory or economic damages, arising out of or in any way attributable to the acts or failure to act of the Service Provider or its officers, agents, employees, subcontractors and independent contractors. Further, the Service Provider agrees to indemnify, defend and hold harmless MCC, its officers, employees, agents, volunteers, and board members from any and all claims and losses accruing or resulting from any and all Service Providers, subcontractors, material persons, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of the contract; from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Service Provider in the performance of this agreement; or from any misrepresentation or breach of warranty by the Service Provider.
8. **Termination** MCC may terminate Service Provider's rights to perform any or all of the work without penalty at any time with or without cause by giving written notice. If MCC terminates work awarded by this solicitation, Service Provider shall be entitled to payment based on the percentage of completion for all accepted materials, work, and/or services, except as otherwise provided.

If MCC terminates work awarded by this solicitation, Service Provider shall peaceably and quietly return to MCC all premises, facilities, machinery, and equipment provided by or belonging to MCC and if requested, make every reasonable effort to cancel all existing orders or contracts upon terms satisfactory to the college. Service Provider will do only such work as may be necessary to preserve and protect the portion of work that has been incorporated into the project and will protect materials, supplies, and equipment either at or in transit to the project site unless otherwise instructed by MCC.

MCC may retain from any monies due Service Provider an amount sufficient to cover Service Provider's obligations under Warranties in the Specifications and Requirements section. Except for the exception of retainage, Service Provider hereby releases and discharges MCC from any liability for damages or expenses which may be caused to or sustained by Service Provider because of such termination.

9. As an affirmative action/equal opportunity institution, MCC encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. MCC does not discriminate in educational or employment opportunities or practices on the basis of race, sex, color, religion, gender, gender expression, gender identity, national origin, veteran's status, age, disability unrelated to an individual's ability to perform adequately, sexual orientation, or any other characteristic protected by law.
- 9.1. Title IX Coordinator Contact Information: 1401 E. Court St., Prah College Center – Student Success Services Center (PCC-2280E), Flint, MI 48503, 810-762-0024.
- 9.2. Title II, ADA, Coordinator Contact Information: 1401 E. Court St., Curtice-Mott Complex (CM-1117), Flint, MI 48503 810-762-0373.
- 9.3. Section 504 Coordinator Contact Information: 1401 E. Court St., Prah College Center (PCC-2280A), Flint, MI 48503 810-762-0191.

QUESTIONS, SUBSTITUTIONS, MODIFICATIONS & SITE EXAMINATION

1. **Questions** should be submitted to the Procurement Officer via email a minimum of four (4) days before the due date and time. Questions received after this deadline will be answered as time and circumstances permit.

It is MCC's intent for this RFP to permit competition. It is the Service Provider's responsibility to advise the Procurement Officer in writing if any language, requirement, specification or any combination thereof inadvertently restricts or limits the RFP to a single source. The Procurement Officer must receive this notification at least four (4) business days before the due date and time.

An addendum may be issued to Service Providers to answer questions, clarify discrepancies or errors, or add or remove work from the original scope of work. The addendum (or addenda) will become part of the solicitation documents. Service Providers should not rely upon verbal statements, emails, or conversations that change the scope of work. Only interpretations, corrections, or changes made by written addendum and issued by the Procurement Officer are official and binding.

- 2. Modification or withdrawal** Service Provider may modify, cancel, withdraw and/or resubmit a proposal before the due date and time. Resubmissions must be submitted in accordance with the How to Submit your Bid section of this RFP. If there is a discrepancy with multiple proposals, MCC will refer to the most recent proposal submitted by the Service Provider.

Bids may not be modified, withdrawn, or canceled for sixty (60) days after the due date and time.

- 3. Site examination** It is the Service Provider's responsibility to study all specifications and provided documentation and drawings and visit the site and examine conditions if necessary to correlate site observations with the requirements of this RFP. Service Providers who need to access the site should contact the Procurement Officer to schedule a time and date.

Addresses and campus maps of all buildings, including branch site locations, can be found on the MCC Website at <https://www.mcc.edu/maps/>.

Drawings should not be scaled by Service Providers for the purpose of bidding. Information required for bidding shall be obtained by using the provided dimensions of each plan, elevation, section, or detail. Any discrepancies noted by Service Providers should be immediately brought to the Procurement Officer's attention.

No extra payment or allowance will be made to cover obvious discrepancies or changes required due to either existing site conditions not visually determined and addressed in writing to the Procurement Officer before the solicitation opening or because of any error or oversight on the Service Providers part.

REQUIREMENTS TO SUBMIT YOUR BID

To submit a proposal for consideration for award of this project, you must complete and submit the following required documents on or before the due date and time. Failure to submit any of these documents may render your proposal ineligible for award.

- **References** If you have not completed a project for MCC within the past three years, provide references for three (3) clients for whom, in the last five (5) years, you have successfully completed a project or performed services that are comparable to those requested in this RFP. Please do not use MCC as one of your references. References should contain the client's name, a contact person's name, title, email address, phone number, and description of the services performed. Service Providers who have performed services or completed a project for MCC within the past three years are exempted from this requirement.
- **Conflict of Interest Form** Complete the form titled *Conflict of Interest & Collusion Disclosure Form*.
- **Record of Litigation or Arbitration** Complete the form titled *Occurrences of Arbitration and/or Litigation*. If applicable, provide a list of any arbitration or litigation currently pending or settled within the

past five (5) years that may affect your ability to successfully complete the project specified in this RFP. Service Providers will not be automatically disqualified due to current or pending litigation or arbitration; reported litigation or arbitration will be reviewed as a part of the proposal evaluation.

- **Record of Health & Safety Violations** Complete the form titled *Health & Safety Violations*. If applicable, provide a list of any violations of any state, federal, or local safety laws, including OSHA violations, violation of any state or federal prevailing wage laws, worker's compensation or unemployment compensation laws, rules or regulations, issued to or against you within the past five (5) years. Service Providers will not be automatically disqualified due to reported violations; violations reported will be reviewed as a part of the proposal evaluation.
- **Bid Form** Complete the form titled *Bid Form*. Service Provider shall use this form to acknowledge it has received and adjusted its proposal to comply with any issued addenda.

Bids must include all project, service, and administration costs including subcontracting, managing, documentation, containment, reporting, installation, delivery, maintenance, material and consumables, replacement costs, and any other fees. MCC will not accept hidden costs or fees not included in the total proposal price.

Any different or additional terms and conditions contained in the acknowledgment forms or documents furnished by the Service Provider are rejected by MCC and are not a part of the agreement between the parties unless specifically authorized in writing by the Procurement Officer.

HOW TO SUBMIT YOUR BID

Submit all required documents to the Procurement Officer on or before the due date and time via <https://www.bidnetdirect.com/mitn/mottcommunitycollege>. We prefer you submit your proposal at <https://www.bidnetdirect.com/mitn/mottcommunitycollege> as we can ensure receipt of your submission.

Proposals submitted via email, facsimile or hand delivery will not be accepted. Only one copy of the proposal is required. MCC stores its documents electronically for efficiency and to support environmental sustainability efforts. Please do not submit multiple copies of your proposal.

The Service Provider is responsible for completing all required documents and forms. The proposal must give the full legal name of the Service Provider and must be signed by a person who is legally authorized to bind the Service Provider to a contract.

The Service Provider is solely responsible for the timely delivery of the proposal. Submissions received after the due date and time will **not** be considered for award. No employee of MCC will be held responsible for prematurely opening an incorrectly addressed proposal.

HOW YOUR BID WILL BE EVALUATED

This RFP will be awarded to the lowest-priced proposal with the most responsive, responsible proposal. In other words, the RFP will be awarded to the Service Provider who substantially meets all the requirements of the RFP and has fully completed and submitted all required forms and information (responsive); has the resources (financial, personnel, equipment), ability, skill, and experience to perform the scope of work (responsible); and has the lowest submitted price.

Additionally, the following factors may be considered prior to award:

1. Service Providers under consideration for award of contract may be requested to submit a Service Provider's solvency qualification statement, audited financial information current within the past eighteen

(18) months, or other requested financial information as evidence the Service Provider is financially stable and has sufficient resources to start and complete this project.

2. Before notice of award of a contract is given, the considered Service Provider may be notified in writing if MCC has a reasonable objection to a person, subcontractor, or other entity proposed by the Service Provider to perform work. Service Provider may then withdraw its proposal or submit a substitute person, subcontractor, or entity together with an adjustment to the proposal (if necessary) for MCC's acceptance or disqualification.
3. MCC reserves the right to:
 - 3.1. Waive any irregularities, deviations, or errors that are not material, do not invalidate the legitimacy of the proposal, and do not improve the Service Provider's competitive position.
 - 3.2. Award to other than the low-priced proposal.
 - 3.3. Exclude any Service Provider if the Service Provider is suspended, excluded, or debarred by any agency of any Federal, State, or local government.
 - 3.4. Reject any or all proposals if incomplete, obscure, conditional, lacking data required by proposal documents, or where proposals exceed funds available.
4. Per State of Michigan Public Act No. 517 of 2012, an Iran-linked business is not eligible to submit a proposal for any solicitation published by MCC.
5. This RFP does not obligate MCC to an eventual contract for any work described, implied, or which may be proposed until confirmed by a written agreement issued by the Purchasing Department. This RFP may be terminated by MCC without penalty or further obligation at any time prior to the issuance of an award.

NOTE ⇒ Bids from Service Providers to conduct business with or perform work for MCC shall be strictly evaluated based upon the merit of the requested solicitation specifications. Decisions to use a Service Provider or award a contract will be made consistent with Board Policy 4410, Purchasing. While MCC's Office of Institutional Advancement may solicit philanthropic support from our community members and Service Providers, at no time will contract awards be based on whether or not a contribution is received. Staff involved with the purchasing process do not participate in soliciting vendors for contributions.

CONFLICT OF INTEREST AND COLLUSION DISCLOSURE FORM (required)

In this Disclosure, the following words have the defined meanings as stated:

1. A "**Contract or Transaction**" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another person or organization.
of a service provider's employee, who is in a position of control over a person or organization and who has a personal interest that is in conflict with the interests of MCC.
2. A "**Family Member**" is a spouse, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister of an Interested Person.
3. An "**Interested Person**" is any person serving as an employee of a service provider, or a Family Member
4. A "**Material Financial Interest**" is a financial interest of any kind, which, given all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment concerning Transactions to which the entity is a party.

For purposes of this Disclosure, a Conflict of Interest exists when an employee of a Service Provider (or a Family Member of a Service Provider's employee):

1. Has a Material Financial Interest in a Transaction with MCC and a contractor;
2. Has an intimate or personal relationship with an employee of MCC;
3. Accepts gifts, entertainment, or other favors from individuals or entities when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Interested Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of MCC;
4. Is involved in any other situation that may create the appearance of a conflict.

By submission of this proposal, I certify that to the best of my knowledge and on behalf of my company:

1. The prices in this proposal have been arrived at independently and without collusion, consultation, communication, or agreement with any other vendor or competitor for the purpose of restricting competition;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed and will not knowingly be disclosed, before the opening, directly or indirectly, to any other vendor, competitor, or employee or representative of MCC;
3. No attempt has been made or will be made to induce any other person, partnership, or corporation to submit, not submit, or inaccurately price a proposal to restrict competition.
4. I certify that I and my company are independent of MCC and are independent of all component units of MCC.

If at any time following the submission of this form I become aware of any actual, potential, or perceived Conflicts of Interest, or if the information provided becomes inaccurate or incomplete, I will promptly notify MCC's Buyer in writing.

Company

Authorized Representative Name & Title

Authorized Representative's Signature

Date Submitted

OCCURRENCES OF ARBITRATION and/or LITIGATION (required)

Attach a list of any arbitration or litigation currently pending or settled within the past five (5) years that may affect your ability to successfully complete the project specified in this RFP. Service Providers will not be automatically disqualified due to current or pending litigation or arbitration; reported litigation or arbitration will be reviewed in the evaluation of proposals.

OR

By signature below, I certify we do not have any arbitration or litigation currently pending or settled within the past five (5) years that will affect our ability to successfully complete this project:

Company

Authorized Representative Name & Title

Authorized Representative's Signature

Date Submitted

HEALTH & SAFETY VIOLATIONS (required)

If any, attach a list of any violations of any state, federal or local laws, including OSHA violations, violation of any state or federal prevailing wage laws, worker's compensation or unemployment compensation laws, rules or regulations, issued to or against you within the past five (5) years. Service Providers will not be automatically disqualified due to reported violations; violations reported will be reviewed in the evaluation of proposals.

OR

By signature below, I certify we do not have any violations of any state, federal or local laws, including OSHA violations, violation of any state or federal prevailing wage laws, worker's compensation or unemployment compensation laws, rules or regulations, issued to or against us within the past five (5) years:

Company

Authorized Representative Name & Title

Authorized Representative's Signature

Date Submitted

BID FORM (required)

Service Provider Name: _____

Service Address: _____

City, State, Zip: _____

Contact Name: _____ Title: _____

Contact EMail: _____ Phone: _____

Note ⇒ MCC is exempt from taxes in direct sales transactions with the Service Provider; subcontractors are not included in this sales tax exemption protection and should calculate sales tax as a part of their quote when quoting as a subcontractor to the Service Provider.

Bid Price: \$ __ See pricing sheet _____

I acknowledge receipt of the following addenda:

Addendum #	Date issued

Signature of this form indicates agreement with the following statements:

1. I am fully acquainted with and understand completely the work covered by this RFP and that my failure to read and understand any part of this ITS does not relieve me of my contractual obligations.
2. I have examined the factors and conditions affecting, or which may be affected by, the work and its various parts and elements and agree:
 - a. To hold my proposal price and the terms and conditions of my proposal firm for sixty [60] calendar days following the proposal due date;
 - b. To provide proof of insurance as detailed in this RFP;
 - c. To provide proof of confined space training (if applicable);
 - d. To provide proof of annual security training for anyone use MCC computer systems (if applicable);
 - e. To accomplish the work at my quoted rates;
 - f. To perform the work in conformance with the specifications and in a fashion that will meet or exceed the service and performance expectations required by this RFP.
3. I certify that:
 - a. Neither I nor our company leadership or key employees are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in any procurement transaction(s) by any Federal, State, or local department or agency;
 - b. Neither I nor our company leadership or key employees are or could be considered an Iran-linked business under State of Michigan, Public Act No. 517;
 - c. No illegal, non-US citizens will work on this project.
4. Upon notification of the acceptance of my proposal, I agree to execute a contract for the work.

If you are unable to certify any of the statements above, please attach an explanation directly addressing each statement you cannot certify. By the attached signature, we have hereby submitted our proposal.

 Company

 Authorized Representative Name & Title

 Authorized Representative's Signature

 Date Submitted

PRICING SHEET

Chosen brand will be based upon what is chosen in the pre-bid meeting. Colors are in Dark Blue, White, Light Blue or Gray.

MCC has two types of Officers: Sworn Officers and Public Safety Officers (some of these are student workers).

Description	Unit Cost (please indicate size breakdown in following columns)		
Pants - Men			
- Dark blue w/black stripe	\$	\$	\$
- Dark blue w/o black stripe	\$	\$	\$
Pants - Women			
- Dark blue w/black stripe	\$	\$	\$
- Dark blue w/o black stripe	\$	\$	\$
Shirts - Men			
- Long sleeve, light blue	\$	\$	\$
- Short sleeve, light blue	\$	\$	\$
- Long sleeve, dark blue	\$	\$	\$
- Short sleeve, dark blue	\$	\$	\$
- Long sleeve, white	\$	\$	\$
- Short sleeve, white	\$	\$	\$
- Long sleeve, gray	\$	\$	\$
- Short sleeve, gray	\$	\$	\$
Shirts - Woman			
- Long sleeve, light blue	\$	\$	\$
- Short sleeve, light blue	\$	\$	\$
- Long sleeve, dark blue	\$	\$	\$
- Short sleeve, dark blue	\$	\$	\$
- Long sleeve, white	\$	\$	\$
- Short sleeve, white	\$	\$	\$

- Long sleeve, gray	\$	\$	\$
- Short sleeve, gray	\$	\$	\$
Jacket - Heavy polyester, wind/water resistant	\$	\$	\$
Hats - Baseball style in black	\$	\$	\$
Raincoats - Hooded or non-hooded, reversible. Black one side and yellow w/safety stripe on inside	\$	\$	\$
Patches - We own our Police, Public Safety, Dispatch and Student Worker patches but will require they be sewn onto each shirt for each order	\$	\$	\$
Polo Shirts	\$	\$	\$
Sweaters (v-neck)	\$	\$	\$
Sweaters (full zip)	\$	\$	\$
Class B / Cargo pant	\$	\$	\$
Collared shirt	\$	\$	\$
Add'l items	\$	\$	\$

What is your return policy:
