

**CITY OF DETROIT  
OFFICE OF CONTRACTING AND PROCUREMENT  
REQUEST FOR QUOTE**

**RFQ NO. 185371  
SECURITY STAFF UNIFORMS FOR GENERAL SERVICE DEPARTMENT**

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Buyer: Lola Clark

<b>EVENT / ACTIVITY</b>	<b>DUE DATE / TIME</b>
<b>ADVERTISEMENT DATE</b>	12/9/2024
<b>QUESTIONS DUE</b>	12/16/2024 on or before  All questions must be submitted online in the Supplier Portal
<b>PRE-BID CONFERENCE</b>	N/A
<b>ANSWERS DISTRIBUTED</b>	12/20/2024
<b>QUOTES DUE DATE *</b>	1/02/2025 @ 4:00 PM EST In the Supplier Portal as specified in this RFQ.

\* Respondents must [register](#) in Oracle to download bid documents and submit bids. **The City cannot guarantee the accuracy of any bid documents obtained from outside of Oracle, and bids submitted outside of Oracle will not be accepted.** Detailed resources about registering and bidding, including video tutorials and live, virtual office hours, are available at [www.detroitmi.gov/suppliersupport](http://www.detroitmi.gov/suppliersupport).

Questions about the specifics of this RFQ must be asked within the [Oracle](#) Messages interface for the bid on or before the date and time indicated above. Questions asked via phone, email, and/or other means will not be answered.

Quotes must be uploaded in

## **1. PROJECT REQUEST**

The City of Detroit Office of Contracting and Procurement (OCP) requests for quotes from qualified Respondents to render certain technical or professional services ("Services") set forth in this RFQ to provide apparel and goods to security personnel. We are looking to purchase items including but not limited to shirts, caps, jackets, sweaters, winter parkas, pants, hand cuffs, cases, belts, keepers, flashlights, and cases. All items in this scope will need to be printed or embroidered with the City Logo, as well as text to highlight staff positions within the General Services Security Department.

## **2. BACKGROUND/DESCRIPTION OF ENVIRONMENT**

It is the responsibility of the Bidder to review General Conditions. In your quotation a distinction between dollars and cents must be made. Also, illegible bids may be grounds for rejection of your bid. All changes made to the bid form altering, price, terms, quote and/or conditions. MUST be crossed out and initialed. Failure to initial any changes will be grounds for rejection of your bid. CORRECTION FLUID IS NOT ACCEPTABLE.

Staff are assigned seven (7) days per week, twenty-four (24) hours a day and need to look professional each day. It is listed in the Union contract that we provide a uniform for each security staff member each year. It is imperative that the public and city employees be able to recognize security staff during operating hours. Providing uniforms for security staff is needed so that staff can be recognized when they are considered on duty status.

The items that we want to provide are polo shirts (short and long-sleeved), pants, jackets, V-neck sweaters, belts, caps, flashlights. There may be other items that are needed for staff to make sure that they are recognizable and efficient in the performance of their duty. We will need the provider to be able to get sizes Extra Small to 6X-Large. The provider will also need to be able to do screen printing and embroidery—these personalization services should be included in the itemized pricing provided by the vendor

## **3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS**

*If a contract is awarded as a result of this RFQ, it will be a City of Detroit **Professional Services Contract (Attachment E)**. **The term of the contract will be for two (2) Years with options to renew for two (2) additional one year terms.** Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council and signed by the Chief Procurement Officer. **The City anticipates one or multiple awards as a result of the RFQ.***

## **4. STATEMENT OF WORK**

The vendor should be able to provide several apparel products, screen printed or embroidered, as needed by the Department. These items shall include but are not limited to polo shirts, jackets, caps, pants, belts and outer gear. The apparel/goods should provide staff with active gear that can be worn indoors and outdoors during all times of the year. Above all, apparel should be comfortable, durable, and professional. Final type of apparel will be determined following the award of the contract by the Office of Contracting and Procurement (OCP) to the vendor.

### Deliverables

- Produce Fifty (50) or more items per order

- Two (2) week maximum turnaround time is required
- Items must be reviewed for pre-approval before production
- Service cost must be all inclusive, including production, embroidery and delivery cost
  - Need to include costs for each individual apparel item
  - Must provide description of all apparel items
- Following the award of contract, the awarded organizations or individuals will be assigned a representative(s) to correspond with regularly
- Upon award of the contract and prior to scheduling, an estimated amount of apparel will be provided by Security staff
- Final apparel numbers will depend on staff and department needs with the City having the option to adjust quantities as needed throughout the contract term
- Vendor to review requirements and make recommendations on suggested apparel as needed

#### **5. OPERATIONAL INFORMATION**

Awarded Contractor(s) will work closely with City agency staff.

The Respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City.

#### **6. MINIMUM QUALIFICATIONS**

Bidders must have a minimum of 2 years of experience providing these services at the same, or similar, scope as described here within the attached document titled **Scope of Work**.

- Vendor should have prior experience providing this service to municipalities of comparable size and scope.
- Vendor has to be able to do screen printing and embroidery.
- Vendor must provide a minimum of (2) references.

#### **7. OPERATIONAL INFORMATION**

Awarded Contractor(s) will work closely with City agency staff.

The Respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City.

#### **Project Schedule**

- Anticipated to begin once partner organizations have been selected
- Apparel orders can be ongoing throughout the contract at the City's discretion

- Delivery date of goods should be within two (2) weeks of order
- The City reserves the option to adjust order quantities as needed throughout the contract term
- Items should be able to be delivered to Chief Lynn E. Sanders at 1180 Oakman Blvd., Detroit MI 48238 or 115 Erskine St., Detroit, MI 48201

## **8. TECHNICAL INFORMATION**

The City of Detroit is committed to centralizing and warehousing data for the purpose of improving service delivery and enabling cross departmental analytics. For this reason, we expect Contractors, contractual relationships, and resulting software platforms to enable data access, data interoperability, warehousing of resulting data, and adherence to City data standards.

### **Specifically, the City minimally requires:**

- Access to any data via APIs in a machine-readable format.
- Full documentation of APIs (including field names and objects) and the database schema used by the application.
- Ability for City to push data as needed to these software systems to update base datasets.
- Any location-based data or platform utilizes the City’s Base Units geocoder, Base Units Database, and/or address data standards as applicable. For more information see: <https://base-units-detroitmi.hub.arcgis.com/pages/about-base-units>
- The ability for the City to use and govern this data as it deems necessary- centralizing it, porting it into other systems, and using it for additional and future organizational needs.

### **The City prefers:**

- System or platform has the capacity to store field-level metadata and display it in the user interface when appropriate
- API is able to provide data in a JSON format.
- Data system or data exports integrate easily with ESRI products including feature services.
- Systems or platforms that support data exchanges (pushes and pulls) that can happen dynamically.

Specifications, Change of Specification, and Errors or Omission. Specifications which refer to brand names are given for reference. Respondents may quote 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 the City shall be final.

## **9. QUESTION DEADLINE**

**All questions regarding the RFQ shall be submitted through the Supplier Portal no later than the time and date specified on the Cover Page.** In the interest of transparency, only written questions will be accepted. Answers to questions will be posted within the Supplier Portal. The City of Detroit does not guarantee a response to questions not submitted after the question deadline.

Should a Respondent be in doubt as to the true meaning of any portion of this RFQ or find any patent ambiguity, inconsistency, or omission herein, the Respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFQ.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the City of Detroit shall be binding upon the City of Detroit.

Respondents requesting changes to the RFQs terms and conditions, specifications, quantities, etc.; or if clarifications are needed, must make the request in writing by the stated bid submission deadline.

#### **10. REJECTIONS, MODIFICATIONS, CANCELLATIONS**

The City of Detroit expressly reserves the right to:

- 1) accept or reject, in whole or in part, any and all quotes received;
- 2) waive any non-conformity;
- 3) re-advertise for quotes;
- 4) withhold the award for any reason the City determines;
- 5) cancel and/or postpone the request for quotes, in part or in its entirety, and/or,
- 6) take any other appropriate action that is in the best interest of the City.

This RFQ does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of a quotes under this request, or to procure or contract for services.

#### **11. PROTESTS**

Protests can be filed with the Office of Procurement. Interested parties aggrieved by a solicitation or the award of any resulting contract, may file written notice of protest to the following:

**City of Detroit Chief Procurement Officer  
2 Woodward Avenue, Suite 1008  
Detroit, MI 48226  
“Procurement Protest”**

At a minimum, such protests shall include:

- 1) name of protestor.
- 2) solicitation/contract number and description; and
- 3) statement of grounds for protest (reference specific text in the solicitation, bid or contract document that is at issue).

The decision of the Chief Procurement Officer and/or the Department Director are final and is not subject to appeal.

#### **12. BID BOND, PAYMENT & PERFORMANCE BOND (Construction)**

The successful respondent(s) must furnish a bid bond of 5% of the bid amount and payment and performance bond in the amount of 25% or 100% of the contract value specified in the contract guaranteeing the contract will be accepted if tendered an award. See **Attached Bond Form(s)** for requirements.

#### **13. INVOICES**

Vendors must be registered in City of Detroit Vendor Portal and be a registered vendor with the City of Detroit to submit invoices and receive payments. Go to <http://www.detroitmi.gov/Supplier> to register.

**AUTHORIZATION TO COMMENCE WORK OR SHIP GOODS – READ CAREFULLY!!!**

Contractors may begin work or ship goods upon receipt of the required authorization, which is the CPA (Contract Purchase Agreement), in addition to *SPO (Standard Purchase Order)*, from Procurement.

*The CPA (City Council Approved and Awarded Contract Purchase Agreement) alone is NOT authorization to begin work! NO letter of Intent, or Letter to Commence Work will be issued.*  
**\*\*Work commencing without issuance of the SPO is subject to Payment Delays and/or Non-Payment! \*\***

**Required vendor steps to invoice:**

- 1) Invoices should NOT be uploaded until the Contractor receives confirmation of review and approval from the City of Detroit.
- 2) Vendors should submit their invoices via City of Detroit Vendor Portal. Portal invoice amount and creation date must match the date on attached invoice. Please follow the below invoice requirements:

**Invoice MUST contain or have as attachment:**

- Vendor Name and address on Invoice
- Contact Info on Invoice (Accounts Receivable contact with phone and email)
- Remittance information (MUST be included, or the invoice is subject to rejection)
- City of Detroit contact (person who authorized work to commence)
- Invoice Date
- Date of service/delivery
- Contract number
- Purchase order number
- Total Invoice amount

**Other invoice requirements:**

- Invoice must be billed based on Purchase Order rates
- Total invoice amount must tie to the total supporting documents
- Supporting documentation must be attached to the invoice in the portal

Terms are standard NET 30 Days, unless otherwise negotiated, and start from the invoice receipt date, provided that the invoice is submitted timely to our AP department with the necessary supporting documentation.

If you need assistance, please contact the Office of Departmental Financial Services (ODFS) 313-410-7804.

Vendor Responsibilities

- *Invoicing* – Invoices and quotes may be requested for products and paid in full receipts will be required. All invoices and quotes need to be in a PDF format that can be opened and printed by the requestor
- *Reporting* – A full report on the number of items ordered and cost per item can be requested to make sure that all items are matching according to orders
- *Time Management* – All paperwork requested must be completed in a timely fashion (within 7 business days) so that time limits and deadlines are met at all times for every order
- Invoices must be sent to the department for pre-approval
- Invoices must be pre-approved before they can be uploaded into Oracle
- Apparel returns will be credited or replaced within 14 days of notification to the vendor

#### **14. PREVIOUS EXPERIENCE**

The City's experience with the bidder on previous contracts will be considered in determining the award.

#### **15. MISCELLANEOUS**

It shall be the responsibility of the Respondent to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The Respondent agrees to abide by the rules and regulations as prescribed herein by the City as the same now exists or may hereafter from time to time be changed in writing.

**Contractors are encouraged to contract with small and minority businesses, women's business enterprises, labor surplus area firms and Detroit businesses. The City strongly encourages the hiring of Detroit residents whenever possible by contacting Detroit At Work for your hiring needs. Visit the Detroit At Work website at [www.detroitatwork.com](http://www.detroitatwork.com) for specific contact information regarding these opportunities.**

#### **16. GENERAL CONDITIONS:**

It is the responsibility of the Bidder to review General Conditions located on the City of Detroit's website.

##### **1. GENERAL CONDITIONS**

It is the responsibility of the Bidder to review General Conditions. In your quotation a distinction between dollars and cents must be made. Also, illegible bids may be grounds for rejection of your bid. All changes made to the bid form altering, price, terms, quote and/or conditions. MUST be crossed out and initialed. Failure to initial any changes will be grounds for rejection of your bid. CORRECTION FLUID IS NOT ACCEPTABLE.

##### **2. LOCAL PREFERENCE CONDITIONS**

It is the responsibility of the Bidder to review the Local Preference Conditions attached to this bid and comply with all requirements therein.

### **3. 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 bid document. Failure to outline all deviations will be grounds for rejection of your bid.

The decision of the City of Detroit, acting through the Chief Procurement Officer, shall be final as to what constitutes acceptable deviations from specifications.

### **4. RENEWAL**

The proposed agreement may be renewed per contract terms. Both parties must agree to an extension under the same terms and conditions as exist in the then current contract.

### **5. AWARD**

One award will be made on a low total net bid basis. Bidders shall quote on all items, leave no blanks and state "No Charge" where applicable. Blank spaces are considered to be no offer. The City of Detroit reserves the right to delete any item(s) from the award.

All awards are subject to Ordinance No. 15-00.

#### **5.01 STANDBY AWARD**

The City of Detroit reserves the right to make an award to the second low bidder, on a standby basis. This vendor will be used in the event the successful bidder cannot furnish the quantities and /or services needed in accordance with the delivery requirements of the City of Detroit.

All awards are subject to Ordinance No. 15-00.

### **6. TERMINATION OF CONTRACT**

At any time during the contract the City may terminate the agreement for reason of poor or deficient work performance, inability of the Contractor to reason of poor or deficient work performance, inability of the Contractor to supply trained competent technicians, or lack of service as described in this agreement by giving a 10-calendar day notice in writing. EITHER party may terminate the agreement by giving a 30-calendar day written notice to terminate.

### **7. TERMINATION OF CONTRACT**

The City reserves the absolute right to terminate this contract in whole or in part, for the convenience of the City at its sole discretion on thirty (30) days written notice to the Vendor.



**8. SPECIFICATION CHECK**

We have read the specifications thoroughly and we:

- Are able to meet specifications without deviation.
- All deviations are properly outlined on an attached sheet marked \_\_\_\_\_ for identification.

SIGNED: \_\_\_\_\_  
 TITLE: \_\_\_\_\_

**9. Price**

(If you do not check one of the following, your bid will be considered firm.)

- A. Contract prices are not subject to increase but will be subject to reduction. (This will be considered only in case of identical prices offered.)
- B. Contract prices are FIRM for the entire contract period.
- C. Contract prices are firm for ONE YEAR and are then subject to adjustment with a maximum increase of \_\_\_\_\_ % for each subsequent year of the contract.

Percentage figure must be shown to obtain consideration under Paragraph C above. For evaluation purposes, the percentage figure shown will be added to your price for the corresponding period(s) in the contract.

The City of Detroit reserves the right to cancel the balance of any contract if any proposed increase (in writing) is considered unacceptable.

**10. ADDITIONAL DISCOUNT**

If awarded Items number \_\_\_\_\_, we offer an additional discount of \_\_\_\_\_% from the prices quoted above.

**11. LITERATURE**

Descriptive literature showing the unit’s dimensions and features must be included. If the size, capacity, or features of the unit, or any of its components are not clearly defined in the printed literature submitted with the Bid, the Bidder shall furnish supportive data in sufficient detail so that the unit may be checked for conformity to the specifications.

If any of the features or dimensions of the unit the Bidder proposes to furnish do not meet the specified requirements, the Bidder shall indicate such deviations in the space provided on the Bid Form. Failure to provide this information may result in rejection of your bid.

**12. SAMPLES**

Bidders offering other than the referenced brand(s) **must submit, with their bid,** and at no cost to the City of Detroit, three samples of the item(s) quoted. Failure to submit samples with bid may be grounds for rejection. **Samples shall be**

**properly marked with vendor's name and item numbers.** Submitted samples WILL become the property of the City of Detroit, and will not be returned unless otherwise specified.

### **13. SHIPMENT**

The Contractor will be expected to make reasonably prompt deliveries consistent with quantities ordered. Should an emergency arise for items, which are not available, The City of Detroit reserves the right to secure sufficient quantities from others to meet its immediate needs without prejudice of the proposed contract. If, however, in the sole opinion of the Finance Department, Office of Contracting and Procurement, the contractor fails to render reasonably prompt delivery service, the City of Detroit may terminate the contract forthwith and no damages will accrue.

The City of Detroit wherein referred to shall mean the City of Detroit, acting through the Chief Procurement Officer.

It is understood that these supplies will be required in various shipments from time to time. Shipments will be made within \_\_\_\_\_ days from each notice to ship. The City of Detroit reserves the right to reject low bids offering unsatisfactory shipment terms.

### **14. ORDER QUANTITIES**

Actual quantities ordered will be contingent on funds available at time of purchase. The City of Detroit reserves the right to reduce quantities if price quoted exceeds budgetary limitations or to increase quantities if funds are available.

### **15. TERMS OF PAYMENT**

A discount of \_\_\_\_\_% will be allowed for payment of invoice within forty-five (45) days of delivery and acceptance of the above items and vendor's invoice. Other terms less than forty-five (45) days, E,O,M., Proximo, etc., shall not be considered. Payment terms will not be considered in determining the award of the contract(s), except in the case of tie bids. However, discounts may be offered to facilitate prompt payment.

The City of Detroit reserves the unqualified right to reject any bid, which includes a provision for a service charge levied by a vendor when payment by the City is not made within a specified time period.

This paragraph supersedes paragraph 4 of the General Conditions.

### **16. F.O.B.**

Goods are to be F.O.B. delivered to location(s) within the City of Detroit and other specified locations as indicated.

## 17. INSURANCE

17.01 The Contractor shall maintain at its expense during the term of this contract, the following insurance:

- 17.01.1 Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee. For Federal and State Funded Training Programs and etc., is required to secure insurance for worker's compensation for all of its participants and The City of Detroit should also be listed as an additional insured.
- 17.01.2 Commercial General Liability insurance with a combined single limits of \$1,000,000.00 per occurrence subject to a minimum aggregate limit of \$2,000,000.00
- 17.01.3 Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by vendor's auto) with minimum property damage limits of \$1,000,000.00 each occurrence.
- 17.02 If during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of the City, render inadequate the insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the contractor's expense, under valid and enforceable policies.
- 17.03 All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days' prior notice to the City. The Commercial General Liability insurance policy shall name the City as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to the Finance Department, Office of Contracting and

Procurement, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates of expiring policies.

#### **18. BID WITHDRAWAL**

No bid shall be withdrawn for 90 days from submission deadline. Bidders may reduce this period if stated on bid, but such bids may be rejected on the basis of the reduced time period.

This paragraph supersedes paragraph 14 of the General Conditions.

#### **19. EQUALIZATION FACTOR**

In accordance with Ordinance No. 15-00, any Detroit based firm shall be deemed a better bid than the bid of any competing firm which is not Detroit-based, whenever the bid of such competing firm shall be equal to or higher than the bid of the Detroit-based firm after the appropriate equalization percentage credit from the Equalization Allowance Table has been applied to the bid of the Detroit-based firm.

The firm making the lowest bid thus evaluated shall be deemed the lowest bidder.

Vendors who wish to receive Equalization credit for bids submitted must fill out the attached Equalization Eligibility Form and return it with their bid document along with any supporting documentation required to substantiate eligibility. The Equalization Eligibility Form and supporting documentation must be submitted with each and every bid response submitted by the vendor. Failure to return the Equalization Eligibility Form and/or Affidavit along with required documentation will result in equalization credit not being applied to your bid.

#### **20. CLEANLINESS OF THE WORK AND STREETS**

The work itself, and all property used therewith, shall be kept in a neat and orderly condition at all times. Excess waste and rejected materials, rubbish and debris shall not be allowed to accumulate. Construction equipment, and excess materials shall be promptly removed from site when no longer needed for the progress of the work. Upon completion of the work, the contractor shall restore the site to original condition.

#### **21. CERTIFIED DETROIT BASED BUSINESS SOLICITATION**

This solicitation is restricted to competition between Detroit Based Businesses that have been certified by the City of Detroit Human Rights Department prior to bid due date.

A Bidder responding to this solicitation must submit with the bid response, a copy of the Detroit Based Business Certification issued by the City of Detroit, Human

Rights Department. Failure to submit proof of certification with each bid response may result in rejection of your bid.

**22. DETROIT EQUALIZATION FACTOR**

DOES NOT APPLY in accordance with Federal Transit Administration regulation (FTA C4220.1d ) prohibiting the use of statutorily or administratively imposed in state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage preference. This does not pre-empt State of Michigan licensing laws.

**23. ALTERNATE BID**

Additional bids submitted on brands other than the brands referenced in the specification shall clearly be labeled (ALTERNATE). Alternate bids submitted will be at no cost to the city of Detroit. The decision of the City of Detroit, acting through the Chief Procurement Officer, shall be final as to what constitutes an acceptable alternate from specifications.

**24. PATENTS.** The Contractor shall protect and indemnify the City against expense of any nature, shall bear the cost of any law suits which may arise and shall pay damages which may be awarded against the City for the use, under this specification, of any patented device, process, apparatus, material or invention.

**25. DELIVERY TERMS/TIME. F.O.B. delivered prices are preferred. F.O.B. delivered means** delivered to the dock of the institution of department noted on the bid, and will include all charges for packing, draying, etc. Bidder may, at their option, quote F.O.B. shipping point. Prices bases on F.O.B. Shipping Point will be considered after adding transportation charges and insurance costs. Bidders must show shipping weight and point of shipments on all shipping point bids. Delivery time is a part of the consideration and must be adhered to. If time varies on different items, the bidder shall so state.