



February 26, 2016

TO ALL FIRMS IN RECEIPT OF  
REQUEST FOR PROPOSALS FOR  
EXTERIOR PEDESTRIAN DOORS AT CITY HALL  
RFP-RH-16-006

ADDENDUM #1

This document is considered Addendum #1 to the Request for Proposals for Exterior Pedestrian Doors at City Hall – RFP-RH-16-006.

Included are the following:

- Pre-Proposal Meeting Notes
- Sign-In Sheet

Keri J. Bright  
Purchasing Analyst  
City of Rochester Hills-Purchasing Division  
1000 Rochester Hills Drive  
Rochester Hills MI 48309  
248-841-2538  
[brightk@rochesterhills.org](mailto:brightk@rochesterhills.org)

**City of Rochester Hills**  
**PRE-PROPOSAL MEETING NOTES**  
**Thursday, February 25, 2016 – 10:00 a.m.**

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**Exterior Pedestrian Doors at City Hall**  
**RFP-RH-16-006**

The pre-proposal meeting was held on Thursday, February 25, 2016 starting at 10:00 am at Rochester Hills City Hall, 1000 Rochester Hills Drive, Rochester Hills, MI.

Present was Bob White, Supervisor of Building Services; Steve Springstube, Facilities Coordinator; Natalie Kesler, Operations Clerk; Keri Bright, Purchasing Analyst; and interested contractors were in attendance.

All contractors present were requested to complete the “sign-in” sheet. Attendees were encouraged to register as a vendor on the Michigan Intergovernmental Trade Network (MITN) in order to receive addenda and award information relative to the Request for Proposal solicitation. Attendance at the pre-proposal meeting is voluntary; but it is the only time available for vendors to view the doors to be replaced.

Proposals will be received in the Purchasing Division, City of Rochester Hills, (Lower Level) 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309 on or before Tuesday, March 8, 2016 by 3:00 p.m. Proposal may be hand-delivered to the Purchasing Division, mailed or uploaded to MITN.

The awarded contractor shall provide a Certificate of Insurance meeting City requirements listed in the solicitation. Work shall not commence on the project until insurance is received and approved by the City and the contract fully executed.

Contractors were encouraged to ask questions during the meeting or fax or email questions by 11:00 a.m. Friday, February 26, 2016. Questions are to be sent in writing to Keri Bright, Purchasing Analyst at [brightk@rochesterhills.org](mailto:brightk@rochesterhills.org). An addendum will be posted on the MITN website with meeting notes, responses to questions and the sign in sheet.

Contractors were advised that the city has issues with seven doors and are seeking qualified door and window vendors to provide a solution to eliminate the issues for the seven doors at a best value to the City based upon evaluation factors listing in the solicitation. The work shall be done in compliance with all applicable local, state and federal laws, rules, regulations, zoning ordinance and building coeds, as well as MIOSHA guidelines and Americans with Disabilities Act in effect at the time of the project.

Attendees were invited to inspect and measure the general work area for the seven doors.

It was discussed that it is acceptable for a contractor to propose more than one solution for a door but each solution must be clearly identified in their proposal.

Questions / Answers asked during the walk thru:

**Question # 1** – Are all the doors egress?

**Answer # 1** – Yes. The doors were not intended to be used as an entrance. The doors remain locked at all times.

**Question # 2**– Is the vendor required to paint the inside of Door 2 & Door 3 black?

**Answer # 2** – Yes. The awarded vendor is responsible for painting the inside of the door black to match the trim.

**Question # 3**– Is the vendor required to install film on the glass of Door 2 & Door 3?

**Answer # 3** – No. The City’s Facilities department will handle the film on these doors.

**Question # 4** – Is the glass clear under the film on Door 2 and Door 3?

**Answer # 4** – Yes. The glass is clear.

The meeting concluded at approximately 10:55.

