



**REQUEST FOR PROPOSALS
EXTERIOR PEDESTRIAN DOORS
AT CITY HALL
RFP-RH-16-006**

Dated: February 16, 2016. The City is soliciting for sealed proposals to provide a solution for seven (7) Exterior Pedestrian Doors at the City of Rochester Hills will be received by the City of Rochester Hills Purchasing Division, 1000 Rochester Hills Drive, (Lower Level) Rochester Hills, MI 48309, **until EXACTLY 3:00 p.m. Local Time, Tuesday, March 8, 2016**, at which time and place names of proposers will be publically read aloud.

A Pre-Proposal Site Visit has been scheduled for **Thursday, February 25, 2016 beginning at 10:00 a.m. Local Time** at the City of Rochester Hills Purchasing Division, 1000 Rochester Hills Drive, (Lower Level) Rochester Hills, MI 48309.

The City of Rochester Hills officially distributes bid/proposal documents from the Purchasing Division or through the Michigan Intergovernmental Trade Network (MITN). Copies of proposal documents obtained from any other source are not considered official copies. The first step to do business with the City is to become a registered vendor by visiting the City website at www.rochesterhills.org, select Business, Purchasing/Bids, then Quick Links and Vendor Registration to link to the MITN website. Final proposal results will be posted on the MITN website after award.

Any deviation from the specifications must be noted on the bid. Failure to complete every space on the specification form may disqualify bid.

THE CITY OF ROCHESTER HILLS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.

Please submit bid on or before the date and time given above to:

Keri J. Bright, CPPB, Purchasing Analyst
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, Michigan 48309

All proposals **five (5) copies** must be submitted in a Sealed Envelope marked "**RFP – Exterior Pedestrian Doors at City Hall.**"

DEFINITIONS

1. Owner or City shall refer to the City of Rochester Hills.
2. Service Company, Vendor, Contractor, Firm or Proposer shall refer to the company providing a proposal, quote or bid for the work outlined in the specifications.



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SCOPE OF WORK

The City of Rochester Hills is accepting proposals to provide a solution to seven (7) Exterior Pedestrian Doors at City Hall. These seven exterior doors at City Hall are leaking air, frosting over in the winter and are not insulated. This RFP is seeking proposals from 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 proposed solution should include, but is not limited to, all labor, services, products, equipment and materials, and coordination up to solve the City's issues with the doors located at the City of Rochester Hills City Hall, 1000 Rochester Hills Drive, Rochester Hills, MI 48309. The City of Rochester Hills seeks the services of a qualified contractor experienced in the project components to perform their services needed to complete this project in a professional, cost effective and timely manner.

Outlined within this information are the requirements governing the performance and qualifications of the contractor. The contractor should use this information as a guide to understanding the outcome of the project and the quality of work the City seeks.

INSTRUCTIONS TO PROPOSERS:

The Proposer shall:

1. Provide all labor, materials and equipment to successfully complete the work proposed.
2. Proposer shall provide extensive details to their solution for each door, including any manufacturer and manufacturer part numbers for all door components and materials required to complete the work proposed.
3. The Proposer, if required, is responsible to apply for, pay for, and obtain all required permits for the successful completion of this contract.
4. Proposer shall not unload, move, hoist, and/or store material or equipment, so as to interfere with normal use of facilities and/or driveways, sidewalks or building entrances and emergencies, except with prior written authorization by the City of Rochester Hills.
5. No weekend work without prior written approval by the City of Rochester Hills. City work hours are Monday through Friday from 7:00 a.m. to 8:00 p.m.
6. Proposer shall perform clean-ups of his work area on a daily basis to remove debris from that day's work. At the completion of the work, the Proposer shall remove all equipment, surplus material, rubbish and debris, etc., from the premises. All surfaces involved in the Work shall be cleaned and made ready for use. Proposer shall remove all rubbish and debris from City property and legally dispose of it.



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7. All work shall be done in compliance with all applicable local, State and Federal laws, rules, regulations, zoning ordinances and building codes, as well as M.I.O.S.H.A. guidelines and Americans With Disabilities Act in effect at the time of the project.
8. The Proposer shall take all necessary measures to prevent damage to other areas of the buildings grounds, and utilities adjacent to his Work. Should damage occur as a result of the Proposer's Work, the Proposer is responsible for the repair and/or replacement of the damaged area. Otherwise, the City shall repair and/or replace the damaged area and charge the Proposer or deduct the amount from the Proposer's payment.
9. Proposer shall store his materials, supplies, and equipment in a neat and orderly manner so as not to unduly interfere with the progress of his Work, the Work of other Contractors, or the operation of City business.
10. Proposer is responsible for the storage and security of their equipment and materials and that of their sub-contractors. Location of material and equipment storage, vehicle parking, and staging areas shall be established only after approval by the City of Rochester Hills.

INSTRUCTIONS TO PROPOSERS

- Required bonds (if requested), proper insurance and W-9 form are required prior to the City signing the contract from the awarded contractor.
- Proposals shall be in accordance with the Purchasing Ordinance and the requirements of this notice in order to be deemed "responsive."
- Proposal Form and Vendor Questionnaire must be completed entirely and submitted with Proposal. Proposal shall be in conformance with and subject to the Request for Proposals.
- All licenses required by the State of Michigan, and/or the City of Rochester Hills, which are necessary to perform this Contract, must be obtained prior to the award of contract.
- No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City of Rochester Hills upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.
- In the case of any discrepancies, the subject shall be referred to the City for decisions and the City's decision shall be binding; and without such decision, adjustment shall not be made by the Proposer save at his own risk.
- For problems or deficiencies of significant importance or of a continual nature, a time period of compliance shall be established after discussion and mutual agreement. Failure of the Proposer to correct the deficiencies within the time period agreed upon, shall constitute cause for termination of the services and/or withholding of payment.



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- The City may modify the Request for Proposals prior to the deadline for submission by issuance of addendum. It shall be proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all proposers shall be bound by such changes or addenda. Addendums will be posted on the MITN system.
- All proposal prices shall remain in effect for at least one hundred twenty (120) days from the due date of proposals to allow for the award. Awarded proposer's prices shall remain firm through the term of the contract.
- The City reserves the right to waive any informalities or immaterial omissions or defects not involving price, time or changes in the work. Any deviation from the specifications must be noted in the proposal.
- The City of Rochester Hills reserves the right to split or abstract any or all proposals and award one or multiple contracts from the same proposal, based on price, availability and service, qualifications and experience of contractor, comparable projects and references, when in its judgment it best serves the City.
- All correspondence or inquiries from interested contractors regarding this Request for Proposals shall be directed to the attention of Keri Bright, CPPB, Purchasing Analyst, 1000 Rochester Hills Drive, Rochester Hills, Michigan 48309, 248-841-2538, brightk@rochesterhills.org.
- Only those persons designated above are authorized to seek additional information from prospective vendors regarding their proposal. Correspondence or inquiries made directly to contractors regarding their proposal from all other persons are to be directed to the City employee designated above for appropriate review and response.

1. PROPOSER QUALIFICATIONS

- A. Proposer is required to provide financial statements, if requested by the City.
- B. Provide a history of your firm, list corporate officers, general experience and capabilities.
- C. Provide description of current and the last five (5) completed projects your firm has performed that are similar in scope to this project, including costs.
- D. Provide report of current workload and status.

2. SECURING DOCUMENTS

- A. Copies of the Request for Proposals Documents may be obtained from the Michigan Intergovernmental Trade Network (www.mitn.info) or from the Purchasing Division, City of Rochester Hills, 1000 Rochester Hills Drive (Lower Level), Rochester Hills, Michigan 48309. The authorized version of the Request for Proposals document shall be that Request for Proposals document appearing on the MITN website with amendments.



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3. SITE VISIT

- A. There will be a voluntary site visit on **Thursday, February 25, 2016 beginning at 10:00am** (local time). Attendance is not mandatory; however the **awarded vendor will be responsible for verifying any measurements prior to ordering any material for the project**. Any material ordered in error will be the responsibility of the Contractor. It is recommended that each proposer shall examine the Request for Proposals documents and visit the site of the work.
- B. Each proposer shall fully inform himself prior to proposing as to existing conditions and limitations under which the work is to be performed, and shall include in his proposal sum the cost to cover the items necessary to perform the work as set forth in the Request for Proposals documents. No allowance will be made to a proposer because of lack of such examination or knowledge.

4. PROPOSAL FORM

- A. In order to receive consideration, make proposals in strict accordance with the following:
 - I. No proposal will be considered unless it is made in accordance with the instructions to proposers, general conditions and other documents, as provided.
 - II. Proposals must be submitted on the forms provided, properly signed and with all items filled out.
 - III. No faxed proposals will be considered for this solicitation.
 - IV. No late proposals will be accepted. Late proposals will be returned to submitter unopened. The City of Rochester Hills assumes no responsibility for errant delivery of proposals including those relegated to a courier agent who fails to deliver in accordance with the time and receiving point as specified.
 - V. The City of Rochester Hills reserves the right to postpone a due date for its own convenience. Proposals are considered received when date stamped and in the possession of the Purchasing Division.
 - V. Only properly identified proposals received on time will be evaluated.

5. WITHDRAWAL OF BIDS

- A. A proposer may withdraw his proposal, either personally or by written request, at any time prior to the due date.
- B. No proposer may withdraw his proposal for a period of one hundred twenty (120) calendar days after the due date.



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6. CITY OF ROCHESTER HILLS (OWNER'S) RIGHT

- A. The City of Rochester Hills reserves the right to reject any or all proposals submitted and to waive any informality and irregularity in the proposals and in the proposing.
- B. The City of Rochester Hills reserves the right to award the contract in its best interests.
- C. The City of Rochester Hills reserves the right to accept alternates in any order or combination on the basis of the sum of the base proposal and the alternates accepted.

7. TAXES

- A. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. A tax exemption certificate will be provided if requested.
- B. All proposals in original contract work, and for all other work thereunder, shall include all applicable taxes, including social security, Medicare, unemployment, except real property taxes on the site.
- C. Proposal shall also include all premiums, assessments, and other like payments, charges, and costs incidental to the work covered by the Contract Documents.

7. INSURANCE CERTIFICATE

The vendor shall not commence work until he has obtained and delivered to the City of Rochester Hills the certificate of insurance required under this paragraph. All insurance carriers must be acceptable to the City and licensed and admitted to do business in the State of Michigan. Certificate of Insurance and required endorsements shall be sent electronically to the City of Rochester Hills to the attention of the purchasing division at the following email address: purchasing@rochesterhills.org.

A new certificate of insurance shall be provided to the City each year at the time of policy renewal. Failure of the Vendor to maintain the required insurance shall be grounds for contract cancellation.

- 1. **Commercial General Liability Insurance:** The Vendor shall procure and maintain during the life of the blanket purchase order/contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.



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2. **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
3. **Umbrella Liability Insurance:** The Vendor shall procure and maintain during the life of this contract Umbrella Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence.
4. **Workers' Compensation Insurance:** The contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including employers' liability coverage, in accordance with all applicable statutes of the State of Michigan.
5. **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating: *"It is understood and agreed that the following shall be Additional Insureds: the City of Rochester Hills, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess."*
6. **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the certificate holder named to the left."
7. **Proof of Insurance Coverage:** The Contractor shall provide the City of Rochester Hills, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Rochester Hills at least ten (10) days prior to the expiration date.



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10. HOLD HARMLESS

To the fullest extent permitted by law, the Proposer agrees to defend, pay in behalf of, indemnify and hold harmless the City of Rochester Hills, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Rochester Hills, against any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Rochester Hills, its elected and appointed officials, employees, volunteers or others working in behalf of the City of Rochester Hills by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the contract.

11. PERFORMANCE AND PAYMENT BONDS

For Proposals over \$50,000, performance and payment bonds shall be required, satisfactory to the City executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the City in an amount equal to 100% of the price specified in the proposal prior to execution of a contract.

12. PAYMENT TERMS

The awarded Contractor shall be required to submit an authentic, accurate and itemized invoice for the work completed. Appropriate documentation shall be submitted with invoice to provide sufficient information should a discrepancy be discovered. Payments shall be approved by the Rochester Hills Supervisor of Buildings or his designee.

Partial payments are not authorized on individual written purchase orders issued for this procurement. No payment shall be considered as acceptance of the work or any portion thereof prior to final completion of the work and final payment at the completion of the project. Payment will be net 30 days upon receipt and approval of the invoice.

13. GENERAL CONDITIONS

The City is not required to accept the lowest proposal in all or in part. The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of the services, of which qualifications, experience, work plan, comparable projects, references, and capacity, may be overriding factors. Award will be made based on the proposal that is most advantageous to the City of Rochester Hills. The City of Rochester Hills reserves the right to accept or reject any or all proposals, in part or whole and to waive informalities and minor irregularities in proposals received.



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The City reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept any proposal (or part thereof) which it will deem to be most favorable to the interest of the City or to award to multiple proposals.

The City reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and/or any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the contractor resulting from the requested changes are subject to acceptance by the City. Changes may be increases or decreases.

All pages and the information requested herein shall be furnished completely in compliance with instructions. The City of Rochester Hills reserves the right to declare as non-responsive, and reject any incomplete proposal, if material information requested is not furnished, or where indirect or incomplete answers or information is provided.

All costs incurred in the preparation and presentation of this proposal, in any way whatsoever, shall be wholly absorbed by the prospective firm. All supporting documentation shall become the property of the City of Rochester Hills unless requested otherwise at the time of submission. The confidentiality or disclosure of any information submitted is governed by the Michigan FOIA. The City cannot promise, warrant or guarantee confidentiality nor that the information presented will be exempt from disclosure under the FOIA. The City may honor requests for confidentiality only to the extent that FOIA permits.

The City reserves the right to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City of Rochester Hills. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the contractor to whom it is proposed to make such award. Any contract awarded to a person or company who is discovered to have been in default or disqualified at the time of the award of the contract shall be voidable at the discretion of the Mayor of the City of Rochester Hills.

As this Request for Proposals is being made available by electronic means, the proposer accepts full responsibility to insure that no changes are made to the Request for Proposals documents. In the event of conflict between a version of the Request for Proposals submitted by proposer and the version maintained by the City of Rochester Hills Purchasing Division, the version maintained by the City of Rochester Hills Purchasing Division shall govern.

Contractor shall provide all labor, equipment, goods, materials and services necessary to complete the specified work scope in a safe and legally correct manner. All work shall be performed in a thoroughly workmanlike manner in accordance with the highest standards of quality for such work. Proposer shall provide all barricades and other safety equipment, as necessary.



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The Contractor is an independent contractor and as such will be responsible for paying his/her own Federal income tax and self-employment tax, or any other taxes applicable to the compensation paid under this agreement.

The City of Rochester Hills shall reserve the right to terminate the contract without penalty upon 30 days written notice due to poor performance or for any reason deemed to be in its best interest. A designated representative of the City of Rochester Hills will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the City of Rochester Hills' best interest and will be final. The City of Rochester Hills reserves the right to re-award the contract to the second most qualified proposal, re-bid the contract, or do whatever is deemed to be in its best interest.

If the awarded Contractor should neglect to perform the work properly or fail to perform any provision of this contract, the City of Rochester Hills, three (3) days after providing written notice to the Contractor may without prejudice to any other remedy, make good such deficiencies and may deduct the cost thereof from the payment due to the Contractor plus twenty (20%) percent for failure to perform.

All workmanship shall conform to the best current practice at the respective trades; and all equipment, materials and articles incorporated in the work under this agreement shall be new and of the best grade of their kind for their purpose. The Contractor shall, if required, furnish evidence as to the kind and quality of the materials, equipment and/or articles used.

It shall be the proposers' responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become a part of the contract and all proposers shall be bound by such changes or addenda. Addendums will be posted on the MITN system.

In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the contractor of such occurrence and the contract shall terminate on the last day of the current fiscal period without penalty or expense to the City.

In the event bankruptcy proceedings are commenced by or against contractor or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit creditors of either party, City shall be entitled to terminate without further cost or liability. The City may cancel the Agreement/Contract or affirm the Contract and hold the contractor responsible for damages.

No contract may be assigned, sublet or transferred without the written consent of the City of Rochester Hills. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify and insure the City of Rochester Hills for such acts or omissions.

Contractor shall take all necessary measures to prevent damage to other areas adjacent to his work. Should damage occur as a result of the Contractor's work, the Contractor is responsible for the repair and/or replacement of the damaged area. Otherwise the City shall repair and/or replace the damaged area and charge the Contractor or deduct the amount from the Contractor's invoice.



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All work shall meet with the approval of the Supervisor of Buildings or his authorized representative, as conforming to the provisions and requirements of this contract.

Advanced payments will not be authorized.

Contracts for work under this Request for Proposals will obligate the firm to not discriminate on the grounds of race, color, creed, religion or national origin in their employment practices. The successful bidder must furnish documentation complying with State of Michigan and Federal laws relating to discrimination under Equal Employment Opportunity (EEO).

The City's acceptance of a Proposal and approval of the award of a contract shall not constitute a formal contract and the acceptance of a proposal and award of a contract shall be contingent and conditioned upon the parties' entry into and execution of a written agreement acceptable to the City.

Any significant explanation desired by a Proposer, regarding the meaning or interpretation of the Request for Proposals must be requested with sufficient time allowed for a reply to reach all prospective proposers before the submission of their proposals. Any information given to a prospective proposer concerning the Request for Proposals will be furnished to all prospective proposers as an amendment or an addendum to the Request for Proposals, if such information would be of significance to uninformed proposers. The City shall make the sole determination as to the significance to uninformed proposers. Questions regarding the Request for Proposals must be made in writing prior to **Friday, February 26, 2016 at 11:00 a.m. (local time)**, at which time a response will be prepared and posted on the MITN website.

Contractors are advised that the Request for Proposals is considered to be under evaluation until contract award. The Purchasing Division and City staff are restricted from giving any information relative to the proposals or progress of the evaluation during this time, except as described in this Request for Proposals and as required to administer the evaluation process. Contact with review committee members, Mayor or City Council members can result in disqualification. An award will be posted on the MITN website.

Terms and conditions on City's solicitation documents, contracts and/or purchase orders shall prevail and take precedence. Unless expressly accepted by the City, the City will not consider additional terms and conditions submitted by the contractor. Any and all such additional terms and conditions shall have no force and effect and are inapplicable to the City's purchase of goods and services if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. Contractors shall agree that the general and/or any special conditions in the City documents are applicable to purchases made by the City and that the City will not accept exceptions to its terms and conditions.

Under 2012 PA 517, an Iran Linked Business, as defined therein, is not eligible to contract with the City and shall not submit a bid.



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Qualifications and Minimum Evaluation Factors

It is the intention of the City of Rochester Hills to award a contract to a Contractor who provides the best valued solution to resolve current issues with the seven (7) exterior pedestrian doors and provides the most satisfactory evidence of requisite experience and ability to work successfully and promptly within the timeline established between the parties.

Proposals will be evaluated and ranked. The City of Rochester Hills reserves the right to reject any and all proposals to make an award based directly on the proposals or to negotiate further with one or more firms. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the City, including but not limited to:

1. Qualifications and Experience
The contractor shall have on staff personnel who have experience with similar projects as described herein. Provide a profile of your firm; clearly identify supervisors and foremen, who may be assigned to the City's project. Identify brief overview of his/her qualifications/experience and training (include experience with public sector clients).
2. Work Plan
Provide a work plan that expressly addresses the objectives identified in the Request for Proposals. The selection committee will determine how well the proposed solution meets the objectives of the City. Include a timeline to complete the work.
3. Cost Proposal – Per Proposal Form
4. Comparable Projects
Provide a list of current and last five (5) comparable projects that have been successfully completed by your firm. Include municipal related work as well as private sector references. Provide type of project, contact name, company name, address, phone number and email address.
5. Capacity
Identify location, size and nature of facilities, as well as staffing capacity. If subcontractors will be utilized, please provide names and description of the scope of services to be provided.



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PROPOSAL FORM

Proposers are to include their proposal pricing for the solution to resolve the City's issues with the seven doors at City Hall.

Proposers must itemized (by door) the proposed resolution and include any labor rates (hourly rated), estimated hours to complete the project, door materials including any manufacturer, manufacturer part number, quantities, unit costs, and any other additional materials needed for the solution. Proposers may submit additional pages if needed.

Proposers must include their date of availability to start and a timeline of completion.

Door 1 (Located behind Purchasing / Fiscal)

Approximate Door Size: 45 3/4" x 79 1/4" and 1 3/4"

Proposed Solution:



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Provide Hourly Rate of each employee assigned to the work, their classification, and number of hours to complete this door:

Provide estimated time for completion:

Provide listing of all materials necessary to complete the proposed solution including manufacturer, manufacturer part numbers, quantities, unit costs, and extended totals for each item:
(Submit additional pages if necessary)

Description	Manufacturer	Part Number	Qty	Unit Cost	Extended Cost

Provide the Total Cost of Door # 1
(including all costs, including labor, materials, and equipment needed):



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Door 2 (Located in MIS)

Approximate Glass Sizes: 25 1/4" x 29 1/2" & 25 1/4" x 27"

Proposed Solution (In addition to vendor's proposed solution, the City would like proposals to include a price for only replacing the glass):

Provide Hourly Rate of each employee assigned to the work, their classification, and number of hours to complete this door:



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Provide estimated time for completion:

Provide listing of all materials necessary to complete the proposed solution including manufacturer, manufacturer part numbers, quantities, unit costs, and extended totals for each item:
(Submit additional pages if necessary)

<u>Description</u>	<u>Manufacturer</u>	<u>Part Number</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Extended Cost</u>

Provide the Total Cost of Door # 2
(including all costs, including labor,
materials, and equipment needed):



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Door 3 (Located in the Mayor's Conference Room)

Approximate Glass Sizes: 25 1/4" x 29 1/2" & 25 1/4" x 27"

Proposed Solution (In addition to vendor's proposed solution, the City would like proposals to include a price for only replacing the glass):

Provide Hourly Rate of each employee assigned to the work, their classification, and number of hours to complete this door:



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Provide estimated time for completion:

Provide listing of all materials necessary to complete the proposed solution including manufacturer, manufacturer part numbers, quantities, unit costs, and extended totals for each item:
(Submit additional pages if necessary)

<u>Description</u>	<u>Manufacturer</u>	<u>Part Number</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Extended Cost</u>

Provide the Total Cost of Door # 3
(including all costs, including labor,
materials, and equipment needed):



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Door 4 (Located behind Media)

Approximate Door Size: 45 1/8" x 29 1/4" x 1 3/4"

Proposed Solution:

Provide Hourly Rate of each employee assigned to the work, their classification, and number of hours to complete this door:



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Provide estimated time for completion:

Provide listing of all materials necessary to complete the proposed solution including manufacturer, manufacturer part numbers, quantities, unit costs, and extended totals for each item:
(Submit additional pages if necessary)

<u>Description</u>	<u>Manufacturer</u>	<u>Part Number</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Extended Cost</u>

Provide the Total Cost of Door # 4
(including all costs, including labor,
materials, and equipment needed):



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Door 5 (Located in the Auditorium's Conference Room)

Approximate Door Size: 45 ¼" x 29 ¼" x 1 ¾"

Proposed Solution:

Provide Hourly Rate of each employee assigned to the work, their classification, and number of hours to complete this door:



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Provide estimated time for completion:

Provide listing of all materials necessary to complete the proposed solution including manufacturer, manufacturer part numbers, quantities, unit costs, and extended totals for each item:
(Submit additional pages if necessary)

<u>Description</u>	<u>Manufacturer</u>	<u>Part Number</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Extended Cost</u>

Provide the Total Cost of Door # 5
(including all costs, including labor,
materials, and equipment needed):



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Door 6 (Located in the Clerk's Conference Room)

Approximate Door Size: 45 1/4" x 79 1/4" x 1 3/4"

Proposed Solution:

Provide Hourly Rate of each employee assigned to the work, their classification, and number of hours to complete this door:



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Provide estimated time for completion:

Provide listing of all materials necessary to complete the proposed solution including manufacturer, manufacturer part numbers, quantities, unit costs, and extended totals for each item:
(Submit additional pages if necessary)

<u>Description</u>	<u>Manufacturer</u>	<u>Part Number</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Extended Cost</u>

Provide the Total Cost of Door # 6
(including all costs, including labor,
materials, and equipment needed):



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Door 7 (Located on the 2nd Floor (Balcony) behind Planning / Parks)

Approximate Door Size: 44 ½" x 79" x 1 ¾"

Proposed Solution:

Provide Hourly Rate of each employee assigned to the work, their classification, and number of hours to complete this door:



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Provide estimated time for completion:

Provide listing of all materials necessary to complete the proposed solution including manufacturer, manufacturer part numbers, quantities, unit costs, and extended totals for each item:
(Submit additional pages if necessary)

<u>Description</u>	<u>Manufacturer</u>	<u>Part Number</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Extended Cost</u>

Provide the Total Cost of Door # 7
(including all costs, including labor,
materials, and equipment needed):



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VENDOR QUESTIONNAIRE

The following pages include a vendor questionnaire to be completed and submitted with your proposal (five copies). Each item must be completed with a response. Proposers not responding to any of the specifications or questions may be classified as unresponsive. Supplemental information may be attached.

Firm Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Firm Established: _____ Years in Business: _____

Type of Organization: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other

How many years has your company been providing construction services? Provide firm history including general experience and capabilities.



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Please provide a list of five (5) current or completed projects your firm has performed that are similar in scope to this project (include municipal work). Provide type of project, contact name, company name, address, phone number and email address.

How many employees does your company employ?

Full-time employees: _____ Part-time employees: _____

What is the status of your current workload?



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Have you been involved in any litigation during the past five (5) years? If so, provide an explanation.

Provide Warranty information on new materials/products.

Provide Warranty information on services provided by your company.



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The City of Rochester Hills prefers to issue payment through credit card transaction. Please indicate payment method to be utilized for this engagement.

_____ Check – payment minimally 60 days from receipt of invoice

_____ ACH – payment 45 days from receipt of invoice

_____ Credit Card – payment 20 days from receipt of invoice

Can you meet the insurance requirements? Yes _____ No _____

Specify any exceptions, substitutions or deviations from the specifications provided herein. ALL exceptions to these specifications must be clearly and fully explained.

The undersigned hereby declares that he/she has carefully examined the general conditions and specifications and will provide proposed services for the seven (7) Exterior Pedestrian Doors project, as described herein for the price set forth in this proposal. Any changes to the specifications and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services.



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It is understood that all prices proposed shall remain in effect for at least one hundred twenty (120) days from the proposal due date to allow for the award and that, if chosen the successful vendor, the prices will remain firm through invoice.

The proposer affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the proposer has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

By submission of a proposal, the Proposer agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the City of Rochester Hills. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the City, at its discretion may reject their proposal.

The undersigned certifies on behalf of the Proposer that the Proposer is not an "Iran Linked Business," as defined in the Iran Economic Sanctions Act of the State of Michigan, 2012 PA 517.

The submission of a proposal hereunder shall be considered evidence that the proposer is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

Representative's Name: _____

Title: _____

Signature: _____

Dated: _____



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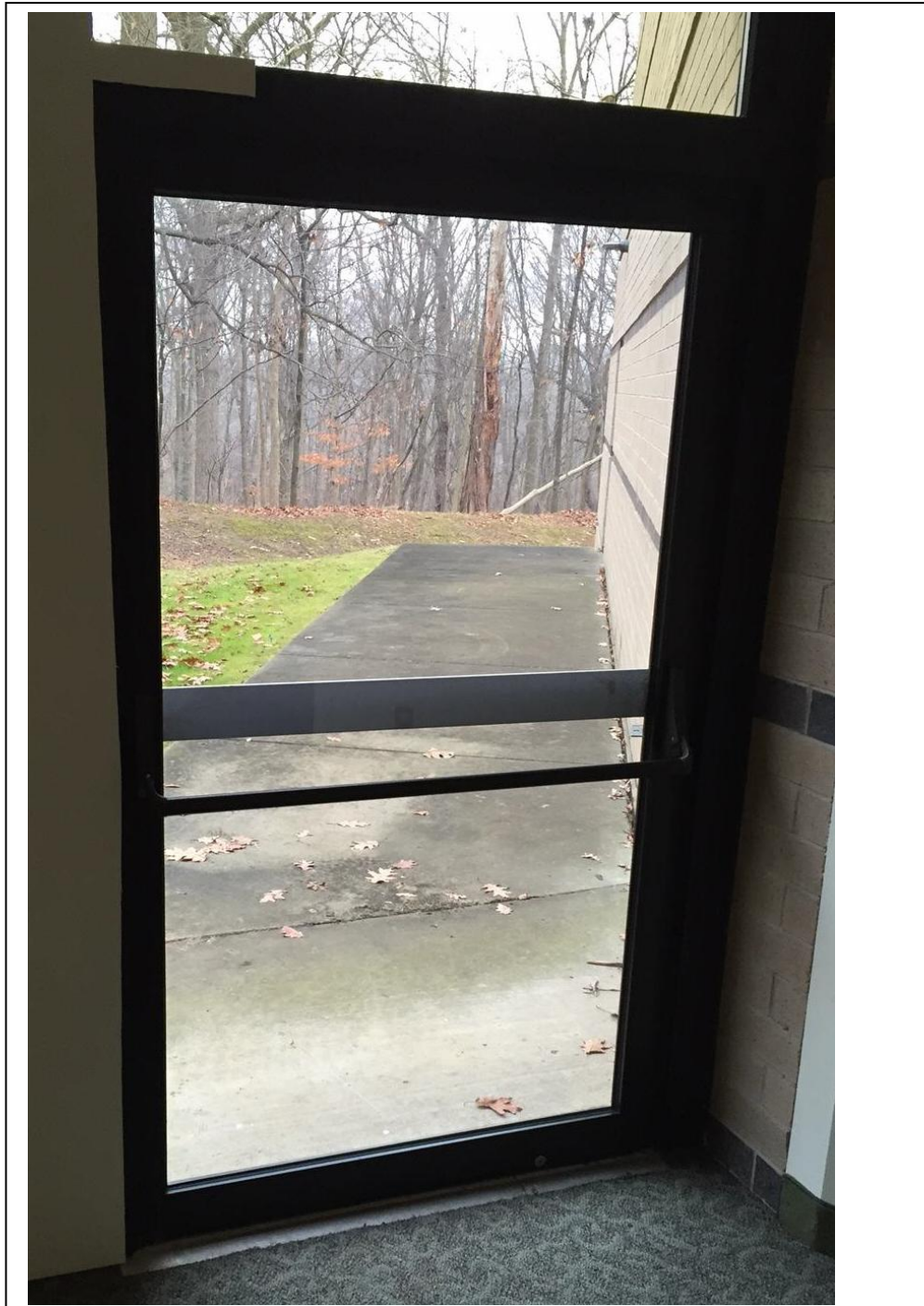
ATTACHMENT A

Attachment A

Photo Examples

1. Photo A (Representative of Doors 1, 4, 5, 6 and 7)
2. Photo B (Representative of Door 2 & 3)

Photo A





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Photo B

