

# REQUEST FOR PROPOSAL

**001040**

**BID NUMBER**

Wayne County Community College District is soliciting bids for **EVACUATION SIGNS AT THE NORTHWEST CAMPUS BUILDINGS.**

**A Mandatory Pre-Bid Conference will be held at 1 p.m., Friday, April 17, 2009 at the following location:**

**Wayne County Community College District  
NORTHWEST CAMPUS  
8200 W. OUTER DRIVE  
DETROIT, MI 48219**

**IMPORTANT:** Your company is responsible for knowing any changes or modifications discussed at the Mandatory Pre-Bid Conference. Those bids, which do not meet specifications, will be rejected.

**(FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED)**

*The deadline for questions will be Thursday, April 23, 2009 at 12:00 p.m.*

FOLLOWING THE PRE-BID CONFERENCE, Bids will be received by:

**Wayne County Community College District  
ATTN: Ms. Pamela D. Jones, Buyer  
Purchasing Department  
801 W. Fort Street  
Detroit, MI 48226  
Voice: (313) 496-2612 / fax: (313) 961-7693**

**The deadline for receipt of proposals will be 11:00 am Tuesday, April 28, 2009.** At that time, the bids will be opened publicly. **Indicate on the outside of your (SEALED) envelope your Company name, the Bid Number, Project name and the Deadline.**

**Information required from Bidders: (ITEMS 1 THROUGH 6 ARE REQUIRED WITH ALL BIDS.)**

Please return the following with your submission:

1. Proposal page(s), complete with authorized signature
2. Proof of three (3) years in business
3. Proof of business insurance
4. References (a minimum of three)
5. Certificate of Awardability available from the State of Michigan Civil Rights Office, phone 313-456-3823; (a copy of a letter stating you have applied is sufficient))
6. Addendum to Independent Contractor Agreement (supplied by the College)
7. Financial statement (required only if your total bid is \$50,000.00 or more)
8. Bid guarantee (required only if your total bid is \$50,000.00 or more)
9. Outline of any suggested modifications or an explanation of any proposal suggestion submitted by you which may not be clear.

**(NOTE: Items 1 through 6 are required with any bid submission)**

## REQUIREMENTS IN DETAIL

### 1) PROPOSAL PAGE

Your bid proposal **must** be submitted on 8.5" by 11" paper; you may submit supporting documentation, etc. but the College reserves the right to dispose of said support (covers, oversize envelopes, etc.) at the completion of the bid.

### 2) PROOF OF THREE YEARS IN BUSINESS

Any company submitting a bid of \$50,000.00 or more must show proof of being in business for at least three (3) years. Proof of 3 years in business can be a copy of a three-year-old document bearing the company's name. These documents may include; Articles of Incorporation, bank statement, licenses, telephone bill, etc.

### 3) PROOF OF BUSINESS INSURANCE

Your company must be insured and possess the proper amounts of liability, workman's compensation, auto, etc. required by law. Please include a copy of your certificate with your bid. The contractor must be licensed to do business in the State of Michigan. The contractor's insurer must be one which is acceptable to the College. Insurance must be kept in force for the term of the contract; the retro-date must stay the same.

### 4) REFERENCES

References shall consist of a minimum list of clients (three) presently serviced by your company, for whom you perform the same or similar service(s), and a contact person with current phone number at each establishment.

### 5) CERTIFICATE OF AWARDBILITY

Each contractor submitting a proposal must establish he or she is awardable under criteria established by the Michigan Civil Rights Commission. A **Certificate of Awardability** must accompany your bid. Certificates may be obtained through the Michigan Civil Rights Commission office located in the State of Michigan building at Howard and Sixth streets (phone 313-456-3822). A letter stating that you have applied for the certificate is acceptable until receipt of the certificate.

### 6) ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT

This document, supplied by the College, is required with most bids. This states that the contractor and employees including subcontractors **are not** employees of the College.

### 7) FINANCIAL STATEMENT - BIDS OF \$50,000.00 OR MORE

A financial statement covering the latest complete business cycle is required.

### 8) BID GUARANTEE

A certified check, bank cashier's check or bid bond equal to **five percent (5%)** of your total base bid is required for each bid; the items should be made payable to Wayne County Community College. A bid bond shall be issued by a bonding company licensed to transact business in the locality.

The successful bidder's bid guarantee will be retained until he has entered into contract with the College. The College reserves the right to hold the bid guarantee of the next two bidders until the successful bidder has entered into contract with the College, or for a period of sixty (60) days, whichever time elapses first. Bid guarantees of all other bidders will be returned to them as soon as possible after the bid opening.

Should a bidder fail to enter into contract with the College within ten (10) days after his bid is accepted, his bid guarantee will be **forfeited** to the College as liquidated damages but not as a penalty.

## **OTHER INFORMATION**

### **ADDENDA**

Addenda will be mailed, faxed or delivered to all who are known by WCCCD to have a complete set of bid documents. No addenda will be issued later than (24) hours prior to the bid opening date except for addenda withdrawing the bid or postponing the bid opening date.

### **EXPLANATION OF BID DOCUMENTS**

Any bidders requesting clarifications or corrections to bid documents must put their requests in writing and fax them to WCCCD Purchasing Department at 313.961.7693. Clarification requests must be received no later than **Thursday, April 23, 2009 by 12:00 p.m. (noon)**.

### **BIDS EXCEEDING \$50,000.00**

If the combined total of your bid on this package is \$50,000.00 or above, it is **mandatory** that all information requested in the previous section titled "Information Required from Bidders" be included in your bid package at the time of opening to insure that your bid be considered.

### **WITHDRAWAL OF BIDS**

Any bidder may withdraw his bid, either personally or by written request, at any time prior to the hour set for the bid opening. No bid may be withdrawn or modified later than the time set for opening unless and until the award of contract is delayed for a period exceeding sixty (60) days.

### **SUBMISSION OF FORMS**

Proposals must be submitted on forms furnished by the College (if provided); forms may be requested in duplicate. Attachment(s) may be made to clarify or supplement the College form(s). Please note that outsized attachments and other supplemental submissions may be disposed of at the completion of the bid process.

### **TERMS**

The college's terms are net 30, unless otherwise negotiated.

### **ACCEPTANCE OF BID PROPOSAL(S)**

The College reserves the right to **reject** any or all bids; the College may waive any informalities or irregularities in bid proposals submitted during the bidding process. **The College also reserves the right to award the contract to other than the low bidder.**

Sealed bids may be submitted prior to the closing date in an envelope clearly marked with the **company name, bid number, title of the project and the date and time it is due**. The College accepts no responsibility for bids which do not meet the deadline because they were improperly labeled.

### **LOWEST RESPONSIBLE BIDDER**

The lowest responsible bidder shall be based upon the following criteria: (1) purchase price; (2) the reputation of the vendor and of the vendor's goods or services; (3) the quality of the vendor's goods or services; (4) adequate financial resources for performance; (5) the extent to which the goods or services meet the College's needs; (6) the vendor's past relationship with the College;

(7) adequate experience, organization and technical qualifications, skills and facilities; (8) ability to comply with the required timeline for delivery of services or goods; (9) a satisfactory record of integrity, judgement and performance; (10) Whether the vendor is a Wayne County based enterprise.

**PROPOSAL PAGE**  
**WAYNE COUNTY COMMUNITY COLLEGE DISTRICT**  
**PURCHASE OF EVACUATION SIGNS**

**RFP#001040**

1. Company Name \_\_\_\_\_
2. Company Address \_\_\_\_\_
3. City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
4. Authorized Company Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title \_\_\_\_\_
5. Phone Number \_\_\_\_\_ Fax No. \_\_\_\_\_
6. Salesperson \_\_\_\_\_
7. E-mail Address \_\_\_\_\_

# Wayne County Community College District

## Evacuation Signage Specifications

*Evacuation Signs and Installment of each sign at the Northwest Campus in specified building locations below:.*

Locations are designated as follows:

Building	# of Signs	LOCATION
<b>GAB</b> (General Arts Building)	6 signs	-middle of each floor hallway -on each floor near each elevator
<b>LSB</b> (Laboratory Sciences Building)	4 signs	-middle 2 <sup>nd</sup> floor -outside lecture hall -on each floor near each elevator
<b>HSC</b> (Health Sciences Center)	8 signs	-middle of east hallway -on each floor near each elevator -2 <sup>nd</sup> floor hallway near the bridge -East wall between 122 and 116 -Wall near 1048 -Wall between 113 and 109 -West wall outside 104
<b>AAB</b> (Academic Administration Bldg.)	4 signs	-On each floor near each elevator
<b>WC</b> (Welcome Center)	5 signs	-On each floor near each elevator -West wall across from G-13 -Middle of north wall at one-stop registration

Total number of evacuation signs: 27

The specifications for the signs should include:

1. Professionally custom designed **FULL COLOR** Evacuation Displays with all necessary artwork, engineering and computer design.
2. All Displays to be properly "You Are Here" oriented (ALL VIEW ROTATIONS).
3. **COMPLETE WALK-THRU SURVEY** – (for verification of information to be shown)
4. All labor and materials necessary to produce Displays.
5. All Display inserts are covered with U.V. protective "Clear-Tex" finish.
6. Frame color choice with plastic backing of "Slim-Line" insertable frames.
7. Mini Color (8 ½" x 11") of each different Floor Plan Security locks for framed Displays.
8. **CUSTOMER APPROVAL ON ALL DESIGNS.**
9. Detailed installation package for Displays.
10. Complete survey by vendor for suggested Display placement and verification of information to be shown.
11. Specialized photographic copy(s) for the Fire Department to include utility shut-offs, hook-up locations, hazardous storage, or any other items necessary for Fire Department/Emergency Plans. This information is to be supplied to our company.
12. **Sign Descriptions** to designate location of fire alarms, fire extinguishers, and tornado shelters.

**ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT**

**This will confirm that I have informed Wayne County Community College District that I meet the four basic tests used by the General Accounting Office to determine whether a true separate business entity exists which permits the College to engage me as an independent contractor. Those four basic tests are:**

- 1. I have a principal place of business other than furnished by the College. I Understand that a home does not qualify as a separate place of business unless it qualifies as a deduction of certain expenses in connection with business use of the home.**
- 2. I maintain a separate set of books and records that reflect all items of income and expenses at my business.**
- 3. I have the risk of suffering a loss as well as the opportunity of making a profit, and**
- 4. I hold myself out in my own name/Company name as self-employed and make my services generally available to the public.**

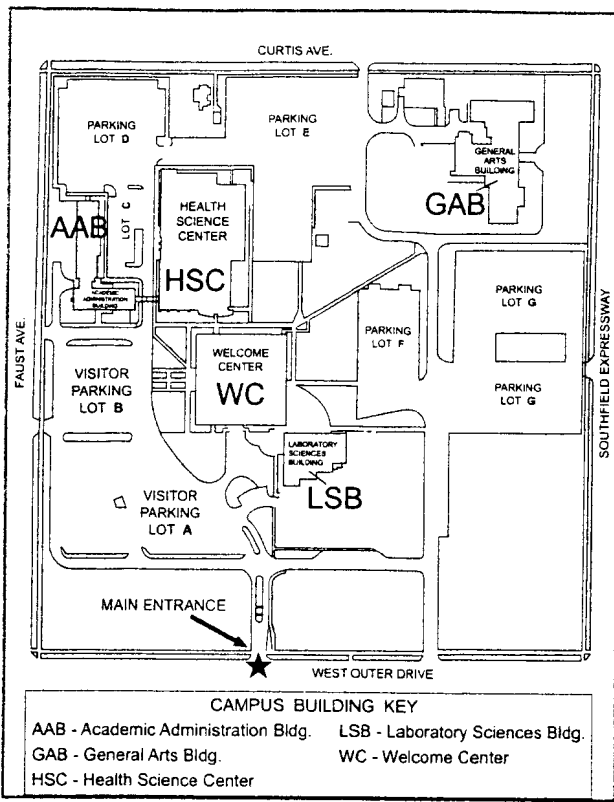
**In addition to meeting the above basic tests, I hereby certify to Wayne County Community College District that I generally meet the Internal Revenue Service criteria set forth in the 20 rules used to determine whether an individual is an employee.**

\_\_\_\_\_  
**Name of Independent Contractor**

\_\_\_\_\_  
**Name of Firm (if applicable)**

\_\_\_\_\_  
**Employee Identification Number**

\_\_\_\_\_  
**Date**



8200 W. Outer Drive  
 Detroit, MI 48219

**General Information**  
 313-943-4000

**Career Program Hotline**  
 1-800-300-2118

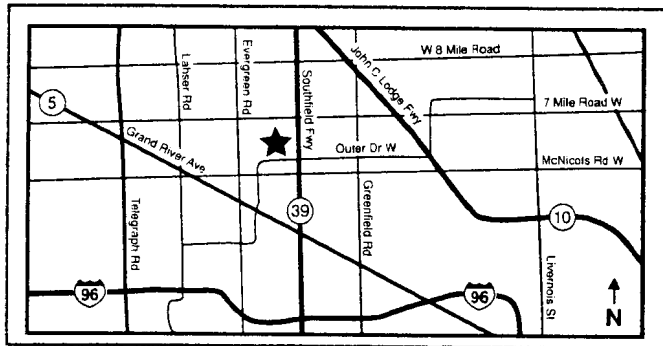
[www.wcccd.edu](http://www.wcccd.edu)

**NORTHWEST CAMPUS**

**Not all courses and programs are offered each semester at each campus. Programs are offered District-Wide, meaning that students can sometimes expect to attend classes at more than one campus in order to complete programs.**

**HOURS OF OPERATION:**

Monday-Friday	8:00 am-9:00 pm
Saturday	8:00 am-5:00 pm



# 13. ALL SIGNS MUST COMPLY WITH

Sample of Evacuation Plan/Sign:

