



October 12, 2018

Attention General/Construction Contractors:

Wayne County Community College District is hosting a **MANDATORY** Pre-Bid Conference for a Request for Proposal on **Thursday, October 18, 2018**, at 10:00 a.m. at the Central Administration Building located at 801 W. Fort Street, Detroit, MI 48226. The District is inviting your company to attend this meeting. The Request for Proposal is entitled as follows:

District Office Executive Office Security Improvements Project

A complete bid package including drawings is attached for your review.

NOTE: *There is free parking at the Downtown Campus. Please stop at the Downtown Campus Security Desk to notify them that you are there for a Pre-Bid Conference at the District Office Fourth Floor Conference Room.*

If you need further assistance please call Jacob Keli at (313) 496-2612 or Joseph Lewis at (313) 496-2781.

We look forward to having a representative from your company or organization in attendance at this Mandatory Pre-bid Meeting on **Thursday, October 18, 2018**.

Sincerely,

Joseph Lewis

**Joseph Lewis
Senior Buyer**



**REQUEST FOR PROPOSAL
BID NUMBER
001553A**

Bids are being solicited by Wayne County Community College District for the “**District Office Executive Office Security Improvements Project**”.

A Mandatory Pre-Bid Conference will be held at **10:00 a.m., Thursday, October 18, 2018:**

**Wayne County Community College District
District Office
801 W. Fort Street
Fourth Floor Finance Conference Room
Detroit, MI 48226**

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

(FAXED OR ELECTRONIC BIDS WILL NOT BE ACCEPTED)

Following the Pre-Bid Conference, bids will be received by:

**Wayne County Community College District
ATTN: Jacob Keli, Associate Vice Chancellor for Procurement
Purchasing Department – 4th Floor
District Office
801 W. Fort Street - Detroit, MI 48226
Voice: (313) 496-2612 / Fax: (313) 961-7693**

The deadline for receipt of questions will be **1:00 p.m., Monday, October 22, 2018.** Email all questions to: Joseph Lewis at jlewis1@wcccd.edu.

The deadline for receipt of proposals will be Thursday, October 25, 2018 at 3:30 p.m. EDT. 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.**

When submitting your Bid Package, please provide your original bid package and two copies.

Information required from Bidders: (NOTE: Items 1 through 5 are required for all bids.)

Please return the following documents with your submission:

1. Proposal Page
2. Proof of three (3) years in business
3. Proof of business insurance
4. References (a minimum of three)
5. Addendum to Independent Contractor Agreement (supplied by the College)
6. Financial Statement (required only if your total bid is \$50,000.00 or more)
7. Bid Guarantee (required if your total bid is \$50,000.00 or more)

REQUIREMENTS IN DETAIL

1) **PROPOSAL PAGE**

Your bid proposal **must** be submitted on 8.5" x 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 must show proof of being in business for at least three (3) years. The proof of three years in business must be supplied by the company submitting the bid and cannot be submitted by an umbrella company or a company previously operated by the principle agents. Proof of 3 years in business can be a copy of a three year old document bearing the company" 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) **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

6) **FINANCIAL STATEMENT – Must be submitted with BIDS OF \$50,000.00 OR MORE.** A financial statement covering the latest complete business cycle is required.

7) **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 District**. 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 a 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 a 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 a 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.

A Performance Bond and Payment Bond for (100%) of the contract may be required for construction projects.

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 via an email to WCCCD Purchasing Department to: jlewis1@wccd.edu. **All questions must be received no later than Monday, October 22, 2018 at 1:00 p.m.**

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 the bid 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, judgment and performance.

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 have read and understand the twenty-factor test set forth by the Internal Revenue Service at Rev Rul 87-41, 1987 which is used to determine whether an individual is an independent contractor, I generally meet the requirements, and hereby certify to Wayne County Community College District (WCCCD) that I am an independent contractor in accordance with the Internal Revenue Service twenty-factor test included therein.

Name of Independent Contractor

Name of Firm (if applicable)

Employer Identification Number

Date

**Wayne County Community College District
District Office Executive Office Security
Improvements Project
Request for Proposal
#001553A**

LOCATION OF THE PROJECT

**Wayne County Community College District
District Office
Chancellor's Suite – Fifth Floor
801 W. Fort Street
Detroit, MI 48226**

NOTE: There is free parking at the Downtown Campus located at 1001 W. Fort Street, Detroit, MI 48226. Please stop at the Downtown Campus Security Desk to notify them that you are there for a Pre-Bid Conference Meeting at the District Office's Fourth Floor Conference Room.

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GENERAL REQUIREMENTS

The following general requirements shall apply in performing the contract work unless otherwise stated in the contract documents.

- All work shall be performed by skilled tradespersons in a workmanlike manner and in accordance with industry standards and the best practices of the trade.
- Unless otherwise specified, all equipment/materials used shall be new and of quality and type suitable for the intended use. WCCCD and its Program Manager (EBC) shall be the sole judge of the quality of the work performed and the equipment/materials used in performing the required work.
- The contractor must include all miscellaneous materials, parts and equipment necessary to complete the job in a manner, which meets acceptable trade practices and applicable codes. All work (labor and materials) shall be warranted and/or guaranteed for a minimum of one year (12 months) after completion of the work.
- All proposed work hours and construction activities must be coordinated and scheduled with WCCCD.
- The contractor shall exercise caution and be held responsible for working around the areas where foot traffic occurs and insure that proper life/safety precautions are adhered to per the industry standard.

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District Office Executive Office Security
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SCOPE OF WORK & SPECIFICATIONS

- Furnish all labor, material and equipment as required to execute the new work.
- The installation of the work shall be closely scheduled and coordinated with WCCCD to minimize the disruption of existing operations and services.
- The contractor shall conduct the work in a workmanlike manner that will minimize noise and other annoyances or damages
- . Protect all adjacent surfaces not being renovated

Executive Office Executive Office Security Improvements -
as Specified on drawings.

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
District Office Executive Office Security
Improvements Project
Request for Proposal
#001553A

PROPOSAL PAGE

1. Company Name _____

2. Company Address _____

3. City _____ State _____ Zip Code _____

4. Authorized Company Signature _____

Printed name _____

Title _____

5. Phone number _____ Fax No. _____

Email address _____

Total Cost \$ _____