

**REQUEST FOR PROPOSAL
NUMBER
001614**

November 21, 2018

Attention all Construction and Structural Restoration Companies:

Wayne County Community College District is inviting your company to attend a MANDATORY PRE-BID MEETING AND WALK-THROUGH on Wednesday, November 28, 2018 at 10:30 a.m. The Bid Proposal is entitled “Structural Repairs at the Eastern Campus”.

A complete Bid Package can be found below. It can also be downloaded from the WCCCD’s website which is WWW.WCCCD.EDU

After you enter the website, please follow the directions below:

- **Place your cursor on “Departments / Divisions” (a drop down menu will appear)**
- **Click on “Administration and Finance”**
- **On the far right, click on “Purchasing”**
- **Click on “Request for Quotations and Proposals”**
- **A list of all proposals will appear**
- **Click on the title “Interior Structural Repairs at the Eastern Campus”**

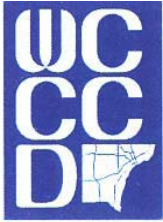
If you need further assistance please call me (Joseph Lewis) at 313-496-2781.

We look forward to seeing a representative from your company or organization at our Mandatory Pre-Bid Meeting and Walk-through on Wednesday, November 28, 2018 at our Eastern Campus.

Sincerely,

Joseph B. Lewis

**Joseph B. Lewis
Senior Buyer**



Wayne
County
Community
College
District

REQUEST FOR PROPOSAL
BID NUMBER
001614

Wayne County Community College District is soliciting bids for Structural Repairs at the Eastern Campus.

A Mandatory Pre-Bid Meeting and Walk-through will be held on Wednesday, November 28, 2018 at 10:30 a.m. at the following location:

Wayne County Community College District
Eastern Campus
Constance Cooper Community Room
5901 Conner Ave.
Detroit, MI 48213

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 EMAILED BIDS WILL NOT BE ACCEPTED)**

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

Wayne County Community College District
ATTN: Mr. Jacob Keli, Vice Chancellor for Procurement
Purchasing Department
801 W. Fort Street
Detroit, MI 48226
Voice: (313) 496-2612 / Fax: (313) 961-7693
EMAIL: jkeli1@wcccd.edu

The deadline for receipt of questions will be 1:00 p.m., Friday, November 30, 2018. Email all questions to: Mr. Jacob Keli at jkeli1@wcccd.edu and copy Mr. Joseph Lewis at jlewis1@wcccd.edu

The deadline for receipt of proposals will be **Tuesday, December 11, 2018 at 3:00 p.m.** 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: (NOTE: Items 1 through 5 are required with any bid submission.)

Please return the following with your submission:

1. Proposal page(s), complete with authorized signature (if provided)
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 only 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. 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.

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 telephone 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.

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 ***Friday, November 30, 2018 by 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.

Wayne County Community College District
Request for Proposal
#001614
Interior Structural Repairs at the Eastern Campus

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 as specified. WCCCD and its Program Manager 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 warrantied 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.
- All questions shall be directed to Mr. Jacob Keli and Mr. Joseph Lewis via email at jkeli1@wcccd.edu and jlewis1@wcccd.edu by Friday, November 30, 2018 at 1:00 p.m.
- WCCCD reserves the right to accept and/or reject any and all bids as it deems in its best interest.

ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT

This will confirm that I have informed Wayne County Community College District (WCCCD) that I meet 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.

- 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.**
- 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 cited 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
INTERIOR STRUCTURAL REPAIRS AT THE EASTERN CAMPUS
REQUEST FOR PROPOSAL
RFP 001614**

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.: _____

6. Salesperson: _____

7. E-mail Address: _____

8. TOTAL COST: _____

FREQUENTLY ASKED QUESTIONS

1. Can my company joint venture with another company or organization on this project?

Answer: Yes. Wayne County Community College welcomes joint venturing whenever feasible. The Bid Proposal must only be submitted by the Primary company/organization for this project.

2. Where does the College advertise their bid proposals?

Answer: The College advertises in at least two newspapers such as the Detroit News/Free Press, The Detroit Legal News, The News Herald, or the Michigan Chronicle. We also place all Bid Proposals on the College's website.

3. How can I look at current bids on the WCCCD website?

Answer: First enter the Colleges website by typing www.wcccd.edu. After you enter the website, please follow the following directions:

- *place your cursor on "Departments / Divisions" (a drop down menu will appear)*
- *Click on "Administration and Finance"*
- *On the far right side of the page, click on "Purchasing"*
- *Click on "Request for Quotations and Proposals"*
- *A list of all proposals and quotation request will appear*
- *Click on the Title "Interior Structural Repairs at the Eastern Campus". (A complete bid package will appear on your screen.)*

4. Must a representative from our company or organization attend this Pre-Bid and Walk-through Meeting?

Answer: Yes. Since this is a Mandatory Pre-Bid Meeting, someone from your company or organization must attend this meeting and sign the Attendance Sheet to be eligible to place a bid for this project. The Walk-through is optional but highly recommended.

Any additional questions can be asked at the Mandatory Pre-Bid Meeting on November 28, 2018.

