



July 17, 2026

Attention: WCCCD NW CAMPUS OFFICE OF EVENT PLANNING 2026

Wayne County Community College District is soliciting bids for RFP# 001835 WCCCD NW Campus Office of Event Planning. A Mandatory Pre-Bid Meeting will be held on August 6, 2026, at 11:00 AM. The District is inviting your company to attend this Mandatory Pre-Bid Meeting. The meeting will be held at the following location:

**Northwest Campus, 8200 W Outer Dr, Detroit, MI 48219
Welcome Center Lobby/Atrium**

Bidders will submit three (3) hard copies of your Bid Proposal via U.S. mail, FEDEX, UPS, or hand delivered on August 19th, 2026, by 2:00 PM.

If you need further assistance, please call 313-496-2780.

We look forward to seeing a representative from your company at this Mandatory Pre-Bid Meeting.

Sincerely,

**Makayla Pettway-Stokes
Procurement Associate
Purchasing Department**



**REQUEST FOR PROPOSAL
BID NUMBER
001835**

Wayne County Community College District is seeking proposals from qualified general contractors for “WCCCD NW CAMPUS OFFICE OF EVENT PLANNING 2026.”

A Mandatory Pre-Bid Meeting will be held on **August 6, 2026, at 11:00 AM** at the following location:
Northwest Campus, 8200 W Outer Dr, Detroit, MI 48219
Welcome Center Lobby/Atrium

IMPORTANT: Your Company is responsible for knowing of any changes or modifications discussed at the Mandatory Pre-Bid Meeting. **Bids that do not meet the specifications will be rejected.**

FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED

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

**Wayne County Community College District
ATTN: Mr. Akmam Jaigirdar, District Procurement Officer
Curtis L. Ivery District OFFICE
Purchasing Department – 4th Floor
801 W. Fort Street Detroit, MI 48226
Voice: (313) 496-2780 / Fax: (313) 961-7693**

FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED

The deadline for receipt of all questions will be August 12th, 2026 at 10:00 AM. Email all Questions to Purchasing Department at Procurement@wcccd.edu.

The deadline for receipt of proposals is on or before **August 19th, 2026, by 2:00 PM.** 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 7 are required and mandatory for 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. Addendum to Independent Contractor Agreement (supplied by the College)
6. Financial Statement (required only if your bid is \$50,000.00 or more.)
7. Bid Guarantee (required only if your 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, workers' 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 Labor and Material 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 ten (10) 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, Email: Procurement@wcccd.edu All questions must be received by **August 12th, 2026 at 10:00 AM.**

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 ensure 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 payment terms are net 30.

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; (10) submission of complete bid requirement.

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL
001835
WCCCD NW CAMPUS OFFICE OF EVENT PLANNING 2026

TIMETABLE FOR THE SELECTION PROCESS

The following is the anticipated schedule for the selection process. Wayne County Community College District reserves the right to modify any part of this schedule:

▪ Request for Proposal Issued	July 17, 2026
▪ Mandatory Pre-Bid Walk Through Meeting:	August 6, 2026, at 11:00 AM.
▪ Deadline for Questions	August 12th, 2026 at 10:00 AM
▪ Bid Proposal Due Date (Insert Time)	August 19th, 2026, by 2:00 PM

REQUEST FOR PROPOSAL
001835
WCCCD NW CAMPUS OFFICE OF EVENT PLANNING 2026

**MANDATORY FORM – AFFIDAVIT OF BIDDER REGARDING FAMILIAL
RELATIONSHIPS**

All bids must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the bidder and any employee of the Wayne County Community College District (“WCCCD”). WCCCD shall not accept a bid that does not include this sworn and notarized statement.

The undersigned, the owner or authorized agent of _____ (the “Bidder), pursuant to the familial disclosure requirement provided in the WCCCD Request for Proposals # _____, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder and any WCCCD employee or Board of Trustees member.

List any familial relationships:

Bidder: _____

STATE OF MICHIGAN)
_____) ss.
COUNTY OF _____)

By: _____

It's: _____

This instrument was acknowledged before me on the ____ day of _____, 202__, by
_____.

_____, Notary Public
_____, County, Michigan

My Commission Expires: _____
Acting in the County of _____

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 Internal Revenue Service 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
Request for Proposal # 001835
WCCCD NW CAMPUS OFFICE OF EVENT PLANNING 2026

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 labor, travel, equipment, disposal, etc. must be included in the price. No extra compensation will be given.**
- 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 ensure that proper life/safety precautions are adhered to per the industry standard.
- All questions shall be directed to Purchasing Department via email at **Procurement@wcccd.edu** by **August 12th, 2026 at 10:00 AM.**
- **WCCCD reserves the right to accept and/or reject any and all bids as it deems in its best interest.**

**Wayne County Community College District
Request for Proposal # 001835
WCCCD NW CAMPUS OFFICE OF EVENT PLANNING 2026**

SPECIFICATIONS

PLEASE SEE ATTACHMENTS AT THE END OF THIS PACKET

Wayne County Community College District
Request for Proposal # 001835
WCCCD NW CAMPUS OFFICE OF EVENT PLANNING 2026

PROPOSAL PAGE

Insert Company Name _____

Company Address _____

City _____ State _____ Zip Code _____

Authorized Company Signature _____

Print Name _____

Title _____

Email Address: _____

Phone number _____

Fax Number _____

GRAND TOTAL \$ _____
(Grand Total for Entire Project Area)

Wayne County Community College District
Request for Proposal # 001835
WCCCD NW CAMPUS OFFICE OF EVENT PLANNING 2026

ARTICLE II INSURANCE

- 1) **Workers' Compensation Insurance** - The CONTRACTOR must maintain, during the life of its employees. The CONTRACTOR shall also take out and maintain during the life of the contract, insurance in an amount that adequately protects itself from damage claims (over and above those covered by its regular compensation insurance) resulting from injuries to any of its employees.

- 2) **Public Liability and Property Damage Insurance** – The CONTRACTOR shall maintain, during the life of the contract, public liability and property damage insurance (including damage claims arising from operations under the contract) whether such operations be by himself or by any subcontractor or by anyone directly employed by either of them. All liability insurance required herein shall be under comprehensive general and automobile bodily injury and property damage from policy.

CONTRACTOR'S LIABILITY INSURANCE

Bodily Injury
Personal Injury
Property Damage

WORKERS' COMPENSATION

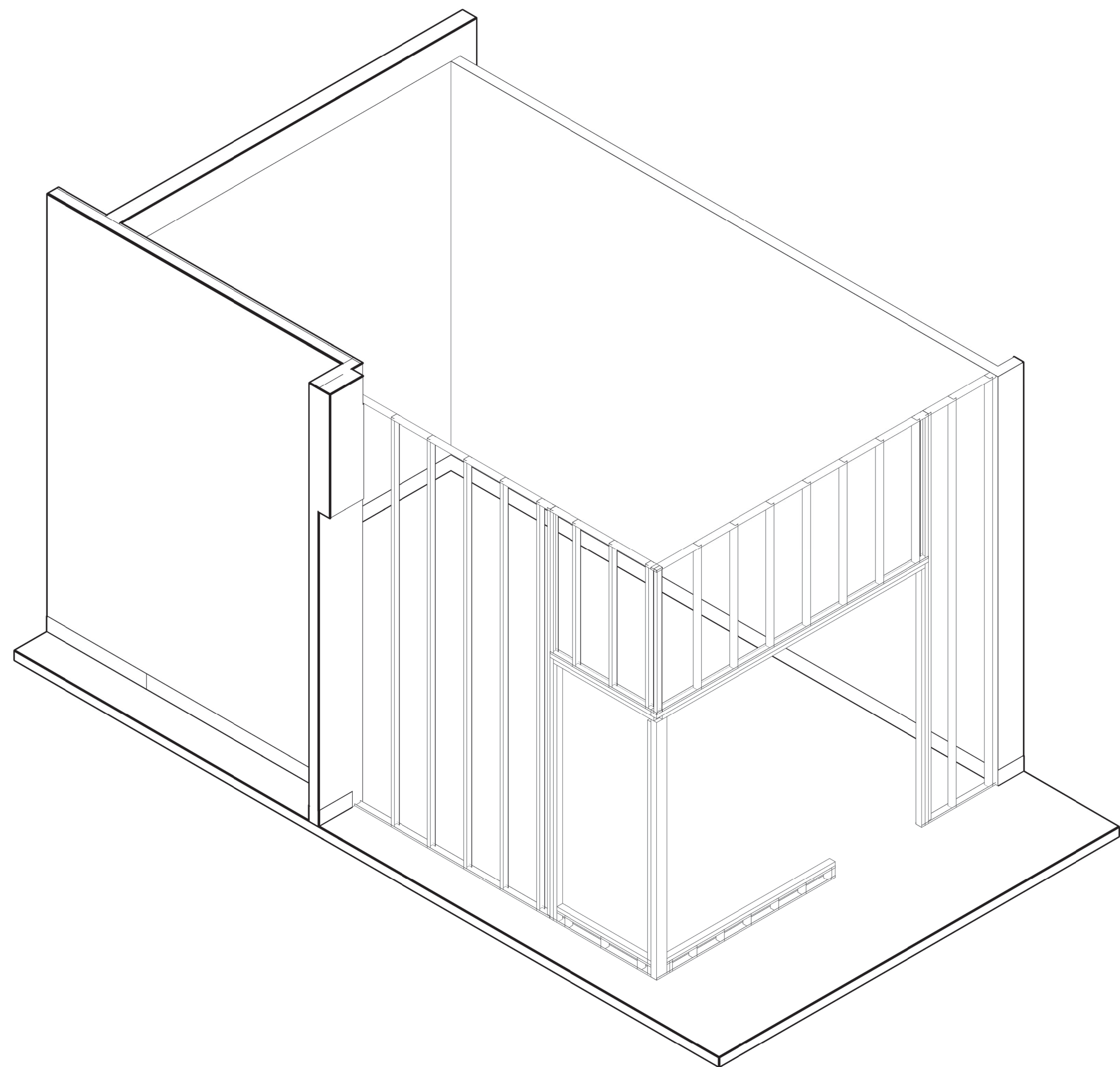
Each Person
Employer Each Occurrence

AUTOMOBILE INSURANCE

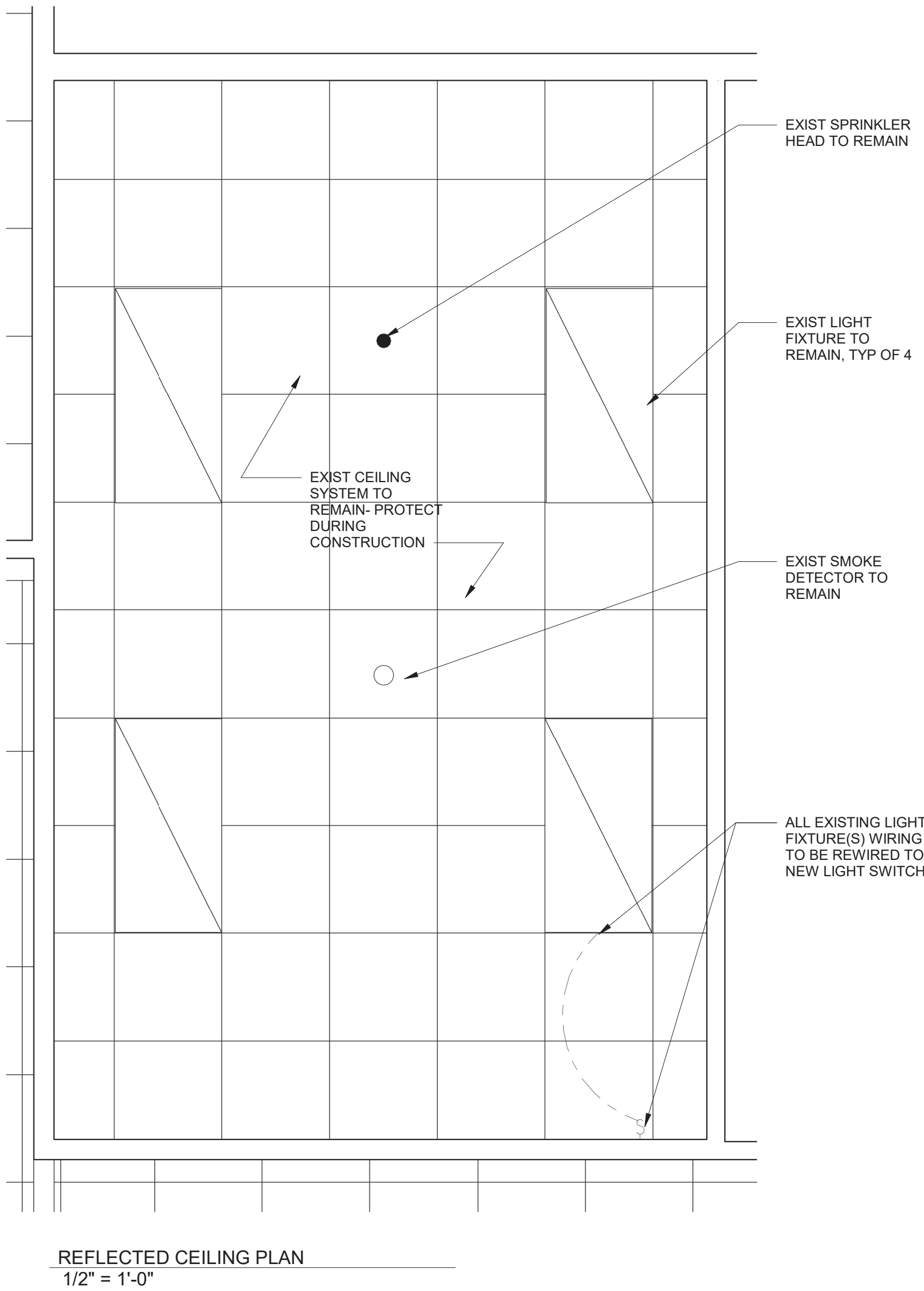
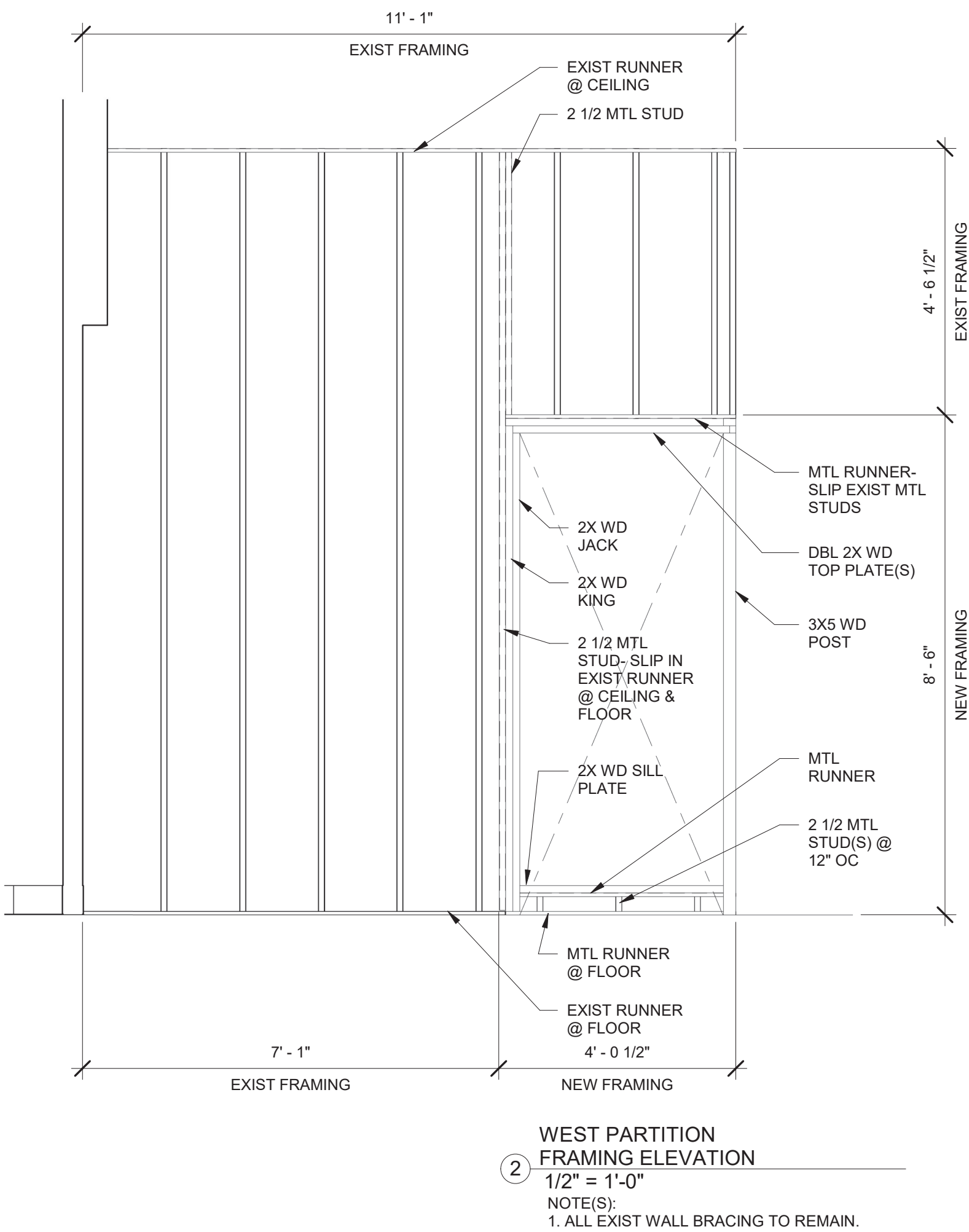
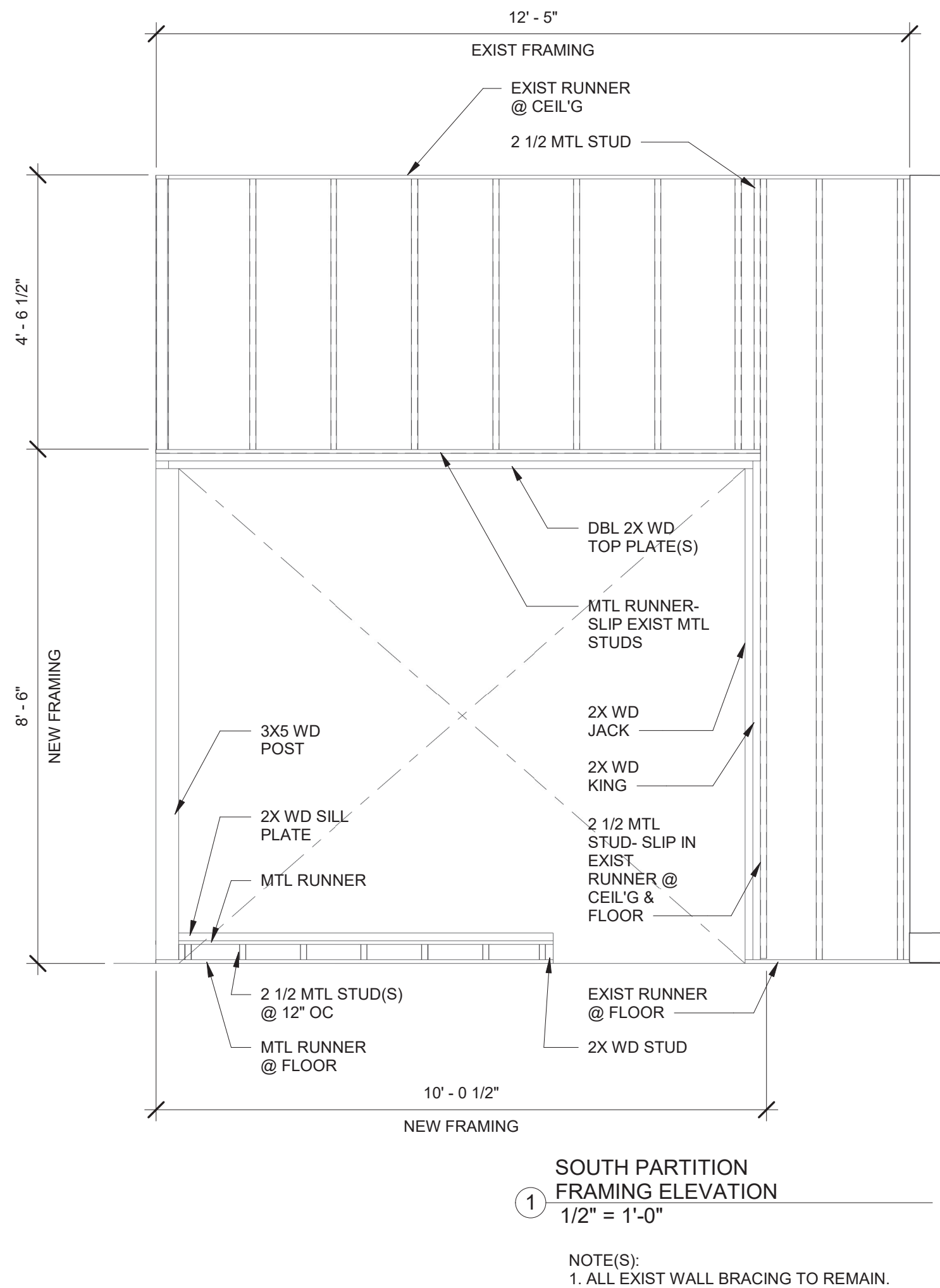
Each Person
Each Occurrence

PROPERTY DAMAGE

Each Occurrence



**WCCCD DENISE WELLONS-GLOVER
WELCOME CENTER
OFFICE OF EVENT PLANNING**



ASSOCIATE ARCHITECT:

CONSULTANT:

PROJECT NAME: WCCCD DENISE WELLONS- GLOVER
WELCOME CENTER
OFFICE OF EVENT PLANNING
Enter address here

SHEET NAME: REFLECTED CEILING PLAN &
FRAMING ELEVATIONS

[illegible]

DRAWN BY: Author	DATE:
DESIGNED BY: Designer	SCALE:
CHECKED BY: Checker	JOB NUMBER:

SHEET NUMBER:

A1

A2