REQUEST FOR PROPOSALS
RFP
#001843

MARY ELLEN STEMPFLE UNIVERSITY CENTER
PHASE 1 EXPANSION PROJECT

Wayne County Community College District
Mary Ellen Stempfle University Center
19305 Vernier Road
Harper Woods, Michigan 48225

Due Date: Tuesday, December 1, 2026, by 2 p.m. (local time)

Issued By:

Wayne County Community College District
Purchasing Department
801 W. Fort Street – 4th Floor
Detroit, Michigan 48226

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
RFP# 001843
MARY ELLEN STEMPFLE UNIVERSITY CENTER PHASE 1 EXPANSION PROJECT

Sealed responses to a Request for Bids will be accepted relating to the Mary Ellen Stempfle University Center Phase 1 Expansion Project

Sealed responses will be received until 2 p.m. EDT on Tuesday, December 1, 2026, by delivery or mail to:

Wayne County Community College District
ATTN: Akmam Jaigirdar, District Procurement Officer
801 W. Fort Street, Purchasing Department – 4th Floor
Detroit, Michigan 48226
Phone: (313) 496-2780

Late proposals will be returned unopened.

A Pre-Bid Site-Inspection Meeting will be held on Tuesday, November 3, 2026, 11 a.m. at:

Wayne County Community College District
Mary Ellen Stempfle University Center
19305 Vernier Road
Harper Woods, Michigan 48225

Project documents will be available on or after **Friday, October 23, 2026,** via download from the Wayne County Community College District website: https://www.wcccd.edu/divisions/administration-and-finance/procurement/request-for-quotations-and-proposals

The respondent company must agree to comply with requirements of Wayne County Community College District and Fair Employment Practices.

Wayne County Community College District reserves the right to accept or reject any or all responses to this Request for Proposal and waive any informality or irregularities in any qualifications if it is considered to be in the best interest of the College.

END OF ADVERTISEMENT

SECTION I - GENERAL INFORMATION

A. OBJECTIVE

The purpose of this Request for Bids is to select trade contractors to Phase I expansion project at the Mary Ellen Stempfle University Building. This work is a continuation of phase I of a planned complete renovation and building addition. Invictus Builders is the Construction Manager Agent (CMa) for the project and will be acting as the owner's agent and will be providing construction management. The College will hold all contract agreements with subcontractors and suppliers.

B. QUESTIONS AND CLARIFICATIONS / DESIGNATED COLLEGE CONTACT

All questions regarding this Request for Bids shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this Request of Bids.

All questions shall be submitted on or before Tuesday, November 17, 2026, at 12 p.m (noon) and should be addressed as follows:

Questions shall be e-mailed to Akmam Jaigirdar, District Procurement Officer – Procurement@wcccd.edu

Should any prospective respondent be in doubt as to the true meaning of any portion of this Request for Bids, or should the prospective respondent find any ambiguity, inconsistency, or omission therein, the prospective respondent shall make a written request for an official interpretation or correction by the due date for questions above.

All interpretations, corrections, or additions to this Request for Bids will be made only as an official addendum that will be posted to the College's website at www.wcccd.edu and it shall be the prospective respondent's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the College shall become part of the Request for Bids and must be incorporated in the proposal where applicable.

C. PRE-BID SITE INSPECTION MEETING:

A site inspection meeting will be held for this RFP on **Tuesday November 3, 2026,** at **11 a.m.** at:

Wayne County Community College District
Mary Ellen Stempfle University Center
19305 Vernier Road
Harper Woods, Michigan 48225

D. PROPOSAL FORMAT

To be considered, each firm must submit a response to this Request for Bids using the format provided in Section III. No other distribution of proposals is to be made by the prospective respondent. An official authorized to bind the respondent to its provisions must sign the proposal in ink. Each proposal must remain valid for at least ninety (90) days from the due date of this Request for Bids.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

E. SEALED PROPOSAL SUBMISSION

All proposals are due and must be delivered to the College on or before Tuesday, December 1, 2026, at 2 p.m. (local time). Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile will be considered non-responsive to the requirements of the Request for Bids and **will not** be considered or accepted.

Each respondent must submit in a sealed envelope Three (3) copies of the following:

1. Proposal Page 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 College)
6. Financial Statement (Required only if your bid is $50,000 or more)
7. Bid Guarantee (Required only if your bid is $50,000 or more)
8. Detailed Schedule

Failure to include aforementioned forms in accordance with this Request for Bids shall result in disqualification due to non-responsiveness.

Proposals (and envelopes) submitted must be clearly marked with the **Company Name, Request for Bid Number, Project Name, Date and the Time Due**. The College will not accept responsibility for proposals that do not meet the deadline due to improper labeling. Failure to adhere to these requirements will result in

the respondent's response being deemed non-responsive and **will not** be considered or accepted.

Proposals must be addressed and delivered to:

Wayne County Community College District
ATTN: Akmam Jaigirdar, District Procurement Officer
801 W. Fort Street, Purchasing Department – 4th Floor
Detroit, Michigan 48226
Phone: (313) 496-2780

Hand delivered proposals may be dropped off in the Purchasing Department (in accordance with the requirements of this Request for Bids). The College will not be liable to any prospective respondent for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Respondents are responsible for submission of their proposal. Additional time will not be granted to a single prospective respondent. However, additional time may be granted to all prospective respondents at the discretion of the College.

PROPOSAL PAGE

The proposal must be submitted on 8.5 x 11 paper. The respondent may submit support documentation, however WCCCD reserves the right to dispose of documents or extraneous items (covers, oversize envelopes, etc.) at the completion of the RFP process.

PROOF OF THREE YEARS IN BUSINESS

Any company submitting a proposal 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 proposal and cannot be submitted by an umbrella company or company previously operated by the principal agents. 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 statements, licenses, telephone bills, etc.

PROOF OF BUSINESS INSURANCE

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

REFERENCES

References shall consist of a minimum list of three (3) clients presently serviced by the company, for whom the

same or similar services are performed. A contact person with a current phone number and email address must be provided for each establishment.

ADDENDUM TO INDEPENDENT CONTRACTOR AGREEMENT

This document, supplied by WCCCD, is required with all proposals. This acknowledges and attests that the company and employees, including subcontractors are not employees of WCCCD.

FINANCIAL STATEMENT

A financial statement covering the last complete fiscal business cycle is required to be submitted with any proposal that reaches or exceeds $50,000.

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.

WITHDRAWAL OF PROPOSALS

Any respondent may withdraw a proposal in-person or by written request at any time prior to the hour set for the submission of proposals and/or public opening (if applicable). No proposal 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 WCCCD, if provided. Multiple copies of forms may be requested. Attachment(s) may be made to clarify or supplement the form(s) provided by WCCCD. Please note that outsized attachments and other supplemental submissions may be disposed of at the completion of the RFP process.

CONFLICT OF INTEREST FORM

This document, supplied by the College, is required with proposals. This acknowledges and attests that the company and employees including subcontractors are not employees of the College. (See Section J below). Please include a copy of the completed **Affidavit of Bidder Regarding Familial Relationships** form with the proposal.

1. DISCLOSURES

Under the Freedom of Information Act (Public Act 442), the College is obligated to permit review of its files, if requested by others. All information in a proposal is subject to disclosure under this provision. This Act also legally permits for a complete disclosure of contracts and attachments thereto.

2. TYPE OF CONTRACT

The College reserves the right to award the total proposal, to reject any or all proposals in whole or in part, and to waive any informality or technical defects if, in the College's sole judgment, the best interests of the College will be so served.

This Request for Bid and the selected respondent's response thereto, shall constitute the basis of the scope of services in the contract by reference.

3. NONDISCRIMINATION

All respondents proposing to do business with the College shall satisfy the contract compliance administrative policy adopted by the College. Breach of the obligation not to discriminate as outlined in Attachment B shall be a material breach of the contract.

4. CONFLICT OF INTEREST DISCLOSURE

The Wayne County Community College District Purchasing Policy requires that the consultant complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected respondent unless and until the Procurement Department have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or situation disclosed on the Disclosure Form may be a disqualifying conflict. Depending on applicable law and regulations, some contracts may awarded on the recommendation of the Procurement Department after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the award is in the best interest of the College. A copy of the Conflict of Interest Disclosure Form is attached.

5. DEBARMENT

Submission of a proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the College will be notified of any changes in this status.

6. MILESTONE SCHEDULE

Pre-Bid Site Inspection Meeting: Tuesday, November 3, 2026 at 11:00 A.M.
Deadline for Questions/Requests for Clarifications: Tuesday, November 17, 2026, at 12:00 P.M.(noon)
Bid Due Date: Tuesday, December 1, 2026 at 2:00 P.M.
Notice of Award: To Be Determined

7. IRS FORM W-9

The selected respondent will be required to provide the College an IRS form W- 9.

8. INSTRUCTIONS TO BIDDERS

***Ancillary Award Criteria for Trade Contractor & Supplier Proposals. All Bid Proposals shall be judged and fairly vetted utilizing the Bidders submitted Trade Proposal, which should encompass all Inclusions/Exclusions, Labor, Material & Equipment Costs and not limited to those items denoted below.**

1. **WCCCD shall award specific Trade & Supplier Contracts to the "Lowest Responsive Bidder".**
2. **The Lowest Responsive Bidder does not necessarily mean the Lowest Priced Bid Proposal.**
3. **All Bid Proposals shall be vetted and analyzed based upon the "Best Determined Value".**
4. **"Best Determined Value" shall be inclusive components such as:**
5. **Years of Experience in the Industry in your Specific Trade Area of Expertise.**
6. **References on your Specific Trade Area through Verified Customer Contacts.**
7. **Bidders Creditworthiness and Reputation in the Industry amongst other Trade Peers.**
8. **Bidders Reputation in the Industry as it relates to verifiable Payment Principles.**
9. **Bidders Past Experience performing work for WCCCD.**
10. **Bidders Past Experience performing on Educational Projects.**

9. RESERVATION OF RIGHTS

- The College reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
- The College reserves the right to waive, or not waive, informalities or irregularities in of any proposal if determined by the College to be in its best interest.

- The College reserves the right to request additional information from any or all respondents.
- The College reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within Request for Bids.
- The College reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
- The College reserves the right to select one or more consultants to perform services.
- The College reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.

The College reserves the right to disqualify proposals that fail to respond to any requirements outlined in the Request for Bids, or failure to enclose copies of the required documents outlined within Request for Bids as unresponsive.

10. ACCEPTANCE OF PROPOSAL(S)

WCCCD reserves the right to reject any or all proposals. WCCCD may waive any informalities or irregularities in proposals submitted during the RFP process. **WCCCD also reserves the right to award the contract based on factors other than the lowest price proposal.**

Sealed proposals may be submitted prior to the closing date in an envelope clearly marked with the **Company Name, Request for Bid Number, Project Name, Date and the Time Due**

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
RFP# 001843
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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 _____

Wayne County Community College District
Request for Proposal #001843
WCCCD University Center Phase 1 EXPANSION PROJECT

PROPOSAL PAGE

Trade Category _____

Insert Company Name _____

Company Address _____

City_____ State_____ Zip Code_____

Authorized Company Signature _____

Print Name _____

Title_____

Phone Number _____

Email Address _____

GRAND TOTAL $ _____