

**REQUEST FOR PROPOSALS  
RFP  
#001828**

**MARY ELLEN STEMPFLE UNIVERSITY CENTER  
PHASE I  
MEN & WOMEN RESTROOMS RENOVATIONS**

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

**Due Date: Thursday, June 11, 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  
Mary Ellen Stempfle University Center Phase I  
MEN & WOMEN RESTROOMS RENOVATIONS**

Sealed responses to a Requests for Bids will be accepted relating to the Restrooms Renovations

Sealed Responses will be received until 2 p.m. EDT on Thursday, June 11, 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 proposal meeting and walk-through meeting will be held on Tuesday, June 2, 2026, 2 p.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, May 15, 2026**, via download from the Wayne County Community College District website: [Request for Quotations and Proposals](#).

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

Wayne County Community College 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**

## TABLE OF CONTENTS

SECTION I - GENERAL INFORMATION .....	3
SECTION II - SCOPE OF SERVICES .....	10
SECTION III - MINIMUM INFORMATION REQUIRED .....	12
SECTION IV - ATTACHMENTS	

## **SECTION I - GENERAL INFORMATION**

### **A. OBJECTIVE**

The purpose of this Request for Bids is to select trade contractors to complete the renovations of the existing men and women restrooms in the Mary Ellen Stempfle University Building. This work is an initial phase 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 Friday, June 5, 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](mailto: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](http://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-PROPOSAL WALK-THROUGH MEETING:**

A walk-through meeting will be held for this RFP on **Tuesday June 2, 2026** at **2 p.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 Thursday, June 11, 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)

**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 Bids Number, Project Name, and the Date and 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  
c/o Akmam Jaigirdar, District Procurement Officer  
801 W. Fort Street, Purchasing Department – 4<sup>th</sup> 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 oversized 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 Conflict of Interest form with the proposal.

**F. 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.

**G. 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.

**H. 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.

**I. 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.

**J. 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.

**K. MILESTONE SCHEDULE**

Bids Due: June 2026  
Notice of Award: July 2026  
Mobilize: July 2026

**L. IRS FORM W-9**

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

**M. RESERVATION OF RIGHTS**

1. 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.
2. 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.
3. The College reserves the right to request additional information from any or all respondents.
4. 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.
5. 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.
6. The College reserves the right to select one or more consultants to perform services.
7. 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.

**N. 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, Proposal Number, Project Name, and the Date and Time due.** WCCCD will not accept responsibility

for proposals that do not meet the deadline due to improper labeling.

**LOWEST RESPONSIBLE RESPONDENT**

The lowest responsible respondent will be determined using the following criteria:

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.

## **SECTION II - SCOPE OF SERVICES**

### **Demolition**

The Demolition Contractor shall provide all labor, supervision, materials, equipment, tools, cutting, removal, disposal, protection, coordination, and incidental items necessary to complete all demolition work required for the Toilet Room Renovations. The contractor shall review all drawings, specifications, existing conditions, and site constraints and include all work necessary for a complete and safe demolition. No additional compensation will be granted for work reasonably inferred as required for a complete demolition scope.

This document outlines the scope of work for demolition associated with the Toilet Room Renovation work. Bidders scope shall include but is not limited to the following:

#### **General Scope**

- Provide all labor, materials, equipment, tools, dumpsters, hauling, and disposal required for demolition work.
- Comply with all federal, state, and local codes, AHJ requirements, and safety regulations.
- Coordinate all demolition work with the Construction Manager and other trades.
- Verify all existing conditions prior to demolition.
- Protect adjacent finishes, spaces, and building systems to remain.
- Always maintain safe access/egress.
- Provide dust control, barriers, and protection as required for an occupied/active building.
- Remove and legally dispose of all demolition debris offsite.

#### **Specific Scope**

- Complete all selective demolition within the toilet rooms including the removal of existing plumbing fixtures, toilet partitions, toilet accessories, wall tile, floor tile, millwork, wall covering, walls, ceilings, light fixtures, doors, frames, etc. Cutting of capping of utilities will be complete by others.
- Removal of hard tile and bedding.
- Remove all associated adhesives, mastics, and setting materials.
- Protect all adjacent areas, corridors, and finishes outside of restroom limits.
- Provide temporary protection for floors, walls, and existing building elements.
- Provide temporary dust partitions and barriers to separate construction areas from occupied portions of the building.
- Provide and maintain (while on site) Ram Board from the work area to the construction exit to protect the flooring.
- Coordinate all utility shutdowns with Construction Manager.
- Always maintain operation of adjacent building areas.
- Provide dumpsters as needed for your work.
- Space should be broom clean upon the completion of your work.

## **Drywall/ Carpentry/Ceilings**

The Drywall/Carpentry/Ceiling Contractor shall provide all labor, supervision, materials, equipment, tools, cutting, removal, disposal, protection, coordination, and incidental items necessary to complete all work required for the Toilet Room Renovations. The contractor shall review all drawings, specifications, existing conditions, and site constraints and include all work necessary for a complete and safe operation. No additional compensation will be granted for work reasonably inferred as required for a complete this scope.

This document outlines the scope of work for Drywall / Carpentry / Ceiling work associated with the Toilet Room Renovation work. Bidders scope shall include but is not limited to the following:

### **General Scope**

- Provide all labor, materials, equipment, tools, as required.
- Comply with all federal, state, and local codes, AHJ requirements, and safety regulations.
- Coordinate all work with the Construction Manager and other trades.
- Verify all existing conditions prior to starting work.
- Provide all fasteners, anchors, supports, backing, and accessories required for complete installation.
- Coordinate installation with all trades to ensure proper sequencing and integration of work.
- Provide layout and field verification to ensure walls, ceilings, and soffits align with architectural and MEP requirements.
- Do not proceed with drywall systems installation until all rough-in work by other trades has been properly coordinated.
- Protect adjacent finishes, spaces, and building systems to remain.
- Always maintain safe access/egress.
- Provide dust control, barriers, and protection as required for an occupied/active building.
- Dispose of all debris into dumpsters as provided by others.

### **Specific Scope**

- Furnish and install metal stud framing for walls, soffits, bulkheads, ceiling drops, and architectural features.
- Provide blocking for bathroom accessories including grab bars, mirrors, dispensers, and comparable items.
- Coordinate all backing requirements with plumbing, electrical, and accessory trades prior to wall closure.
- Install restroom accessories. Material furnished by others.
- Provide and install two (2) new doors and associated hardware. Doors are to be installed in existing frames.
- Provide and install gypsum board on walls and ceilings as required.
- Provide moisture-resistant drywall or cement board in wet areas.
- Provide tile backer board at all tiled wall locations.
- Finish drywall systems to the level indicated on drawings and specs.
- Patch and repair drywall systems as required due to coordination with other trades.
- Provide and install insulation as required.
- Provide and install two (2) solid surface counter tops.
- Provide and install acoustical ceiling grid and ceiling tile systems.
- Coordinate ceiling layout with lighting, diffusers, sprinklers, and other ceiling-mounted devices.
- Furnish and install new mechanical diffusers and return air grills into ceiling system.

- Provide fire caulking at penetrations through rated wall assemblies installed under this scope.
- Coordinate firestopping requirements with all trades and ensure compliance with code requirements.
- Provide and maintain Ram Board from the work area to the construction exit to protect the flooring.

#### **Coordination With Other Trades**

- Coordinate with plumbing contractors for wall rough-ins, carrier locations, and piping within walls.
- Coordinate with electrical contractor for device box locations, conduit routing, and wall penetrations.
- Coordinate with HVAC contractor for ductwork, diffusers, and ceiling coordination.
- Coordinate with ceiling layout for proper integration of all devices.
- Coordinate with hard tile contractors for wall thickness, backing, and substrate requirements.
- Do not close walls or ceilings until all MEP rough ins have been inspected and approved.

## **Painting**

The Painting Contractor shall provide all labor, supervision, materials, equipment, tools, cutting, removal, disposal, protection, coordination, and incidental items necessary to complete all work required for the Toilet Room Renovations. The contractor shall review all drawings, specifications, existing conditions, and site constraints and include all work necessary for a complete and safe operation. No additional compensation will be granted for work reasonably inferred as required for a complete this scope.

This document outlines the scope of work for painting work associated with the Toilet Room Renovation work. Bidders scope shall include but is not limited to the following:

### **General Scope**

- Provide all labor, materials, equipment, tools, as required.
- Comply with all federal, state, and local codes, AHJ requirements, and safety regulations.
- Coordinate all work with the Construction Manager and other trades.
- Verify all existing conditions prior to starting work.
- Protect adjacent finishes, spaces, and building systems to remain.
- Always maintain safe access/egress.
- Final cleanup of all work areas.

### **Specific Scope**

- Clean, sand, patch, and repair all surfaces prior to painting.
- Paint walls, ceiling, soffits as required.
- Protect all adjacent surfaces not scheduled to be painted as part of this project.

## **Toilet Partitions and Accessories**

The Toilet Partition Contractor shall provide all labor, supervision, materials, equipment, tools, cutting, removal, disposal, protection, coordination, and incidental items necessary to complete all work required for the Toilet Room Renovations. The contractor shall review all drawings, specifications, existing conditions, and site constraints and include all work necessary for a complete and safe operation. No additional compensation will be granted for work reasonably inferred as required for a complete this scope.

This document outlines the scope of work for toilet partition work associated with the Toilet Room Renovation work. Bidders scope shall include but is not limited to the following:

### **General Scope**

- Provide all labor, materials, equipment, tools, as required.
- Comply with all federal, state, and local codes, AHJ requirements, and safety regulations.
- Coordinate all work with the Construction Manager and other trades.
- Verify all existing conditions prior to starting work.
- Protect adjacent finishes, spaces, and building systems to remain.
- Always maintain safe access/egress.
- Final cleanup of all work areas.

### **Specific Scope Toilet Partitions**

- Furnish and install toilet partitions and urinal screen as required.

### **Specific Scope Accessories**

- Furnish toilet room accessories as required including but not limited to the following: Toilet paper dispenser, Sanitary Napkin Disposal, Sanitary Napkin Dispenser, Paper towel holder, Grab Bars, Mirrors, coat hooks, soap dispensers, etc.
- Installation by others.

## **Hard Tile**

The Tile Contractor shall provide all labor, supervision, materials, equipment, tools, cutting, removal, disposal, protection, coordination, and incidental items necessary to complete all work required for the Toilet Room Renovations. The contractor shall review all drawings, specifications, existing conditions, and site constraints and include all work necessary for a complete and safe operation. No additional compensation will be granted for work reasonably inferred as required for a complete this scope.

This document outlines the scope of work for tile work associated with the Toilet Room Renovation work. Bidders scope shall include but is not limited to the following:

### **General Scope**

- Provide all labor, materials, equipment, tools, as required.
- Comply with all federal, state, and local codes, AHJ requirements, and safety regulations.
- Coordinate all work with the Construction Manager and other trades.
- Verify all existing conditions prior to starting work.
- Protect adjacent finishes, spaces, and building systems to remain.
- Always maintain safe access/egress.
- Final cleanup of all work areas.

### **Specific Scope**

- Verify substrate prior to starting work.
- Bidder shall be responsible for floor prep as needed.
- Furnish and install new floor and wall tile systems complete including any required transition strips.
- Clean tile upon completion of installation
- Provide attic stock as required.

## **Electrical**

The Electrical Contractor shall provide all labor, supervision, materials, equipment, tools, cutting, removal, disposal, protection, coordination, and incidental items necessary to complete all work required for the Toilet Room Renovations. The contractor shall review all drawings, specifications, existing conditions, and site constraints and include all work necessary for a complete and safe operation. No additional compensation will be granted for work reasonably inferred as required for a complete this scope.

This document outlines the scope of work for Electrical work associated with the Toilet Room Renovation work. Bidders scope shall include but is not limited to the following:

### **General Scope**

- Provide all labor, materials, equipment, tools, as required.
- Comply with all federal, state, and local codes, AHJ requirements, and safety regulations.
- Coordinate all work with the Construction Manager and other trades.
- Verify all existing conditions prior to starting work.
- Protect adjacent finishes, spaces, and building systems to remain.
- Always maintain safe access/egress.
- Final cleanup of all work areas.

### **Specific Scope**

- Cut and cap existing electrical and make safe electrical components in preparation of demolition by others.
- Complete rough in for all electrical and low voltage as required.
- Remove and reinstall fire alarm devices as needed.
- Complete all electrical work including but not limited to providing power and lighting as required.
- Bidder shall be responsible for making any penetrations needed and patching penetrations upon completion of its work. Including installing any required fire caulk.
- Coordinate electrical work with other trades as needed.
- Complete all testing of systems upon completion of the electrical work.

## **Plumbing**

The Plumbing Contractor shall provide all labor, supervision, materials, equipment, tools, cutting, removal, disposal, protection, coordination, and incidental items necessary to complete all work required for the Toilet Room Renovations. The contractor shall review all drawings, specifications, existing conditions, and site constraints and include all work necessary for a complete and safe operation. No additional compensation will be granted for work reasonably inferred as required for a complete this scope.

This document outlines the scope of work for Plumbing work associated with the Toilet Room Renovation work. Bidders scope shall include but is not limited to the following:

### **General Scope**

- Provide all labor, materials, equipment, tools, as required.
- Comply with all federal, state, and local codes, AHJ requirements, and safety regulations.
- Coordinate all work with the Construction Manager and other trades.
- Verify all existing conditions prior to starting work.
- Protect adjacent finishes, spaces, and building systems to remain.
- Always maintain safe access/egress.
- Final cleanup of all work areas.

### **Specific Scope**

- Cut and cap existing plumbing in preparation of demolition by others.
- Bidder shall be responsible for saw cutting floor as required to install under waste line associated with the new water cooler.
- Bidder shall be responsible for removing concrete and spoils off site.
- Bidder shall be responsible for backfill and concrete patching after installation of underground plumbing.
- Furnish and install all water/waste/vent piping, plumbing fixtures, facets, flush valves, as shown.
- Furnish and install new water cooler as shown.
- Furnish and install pipe insulation as required.

## **ADDENDA**

If it becomes necessary to revise any part of the RFP, notice of the addendum will be posted to the Wayne County Community College District web site [www.wcccd.edu](http://www.wcccd.edu) for all parties to download. Each respondent must acknowledge in its proposal all addenda it has received. The failure of a respondent to receive or acknowledge receipt of any addenda shall not relieve the respondent of the responsibility for complying with the terms thereof. The College will not be bound by oral responses to inquiries or written responses other than official written addenda.

## **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.

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**Name of Independent Contractor**

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**Name of Firm (if applicable)**

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**Employer Identification Number**

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**Date**

**Wayne County Community College District  
Request for Proposal #001828  
WCCCD University Center Expansion Phase 1  
Men & Women Restrooms Renovations (Trade Pricing)**

**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 \$** \_\_\_\_\_