



CITY OF DETROIT
WATER AND SEWERAGE DEPARTMENT
OFFICE OF PURCHASING

9300 W. JEFFERSON AVE.
DETROIT, MICHIGAN 48209
PHONE: 313-297-6483
FAX: 313-297-6812

**DETROIT WATER & SEWERAGE
PURCHASING DIVISION
REQUEST FOR PROPOSALS
FOR
GENERAL OFFICE SUPPLIES**

RFP NO. 43212

ADVERTISE DATE

February 25, 2013

QUESTION DEADLINE

March 11, 2013

Submitted in writing via email or fax to the

Attention of:

Tina Clinkscales, CPPB

Manager II

E-mail: clinksca@dwsd.org

PROPOSAL DUE DATE

March 25, 2013

11:00 A.M. local time

Water & Sewerage – Purchasing Division

9300 West Jefferson, Suite 213,

Detroit, Michigan 48209

Note: Due to increased security measures at the

*Waste Water Treatment Plant please allow ample time to
pass through security to submit your sealed proposal in
accordance with the proposal due date reference above.*

PUBLIC RECORDING

March 25, 2013 AT 12:00 P.M.

To be held in the Water & Sewerage-Purchasing Division
(Wastewater Treatment Plant)

*Proposals must be in the actual possession of the Purchasing Division at the location indicated on, or prior to the
exact date and time indicated above. Late proposals shall not be accepted.*

[illegible]

1. INTRODUCTION

The City of Detroit Water & Sewerage Department is seeking proposals from qualified and experienced firms that are able to provide Desktop Delivery of General Office Supplies to Various Water & Sewerage Locations.

- ❑ The successful Respondent will be required to obtain approved clearances and affidavits from the Income Tax Division, Revenue Collections Division and Human Rights Department prior to approval of a contract. Approved clearances are not required when submitting a response to the RFP but will be required of the successful Respondent prior to Purchasing submitting a recommendation for approval.
- ❑ The City expressly reserves the right to modify, add, or delete, any item(s) from the proposal it deems necessary prior to the issuance of an award.
- ❑ The term of the contract will be for one year, with one, one year renewal option. Any renewal option exercised under this contract is effective only after the approval of the Water & Sewerage Department.

AWARD:

The City of Detroit Water and Sewerage, Purchasing Division may award up to two (2) of the lowest bidders on this requirement to insure the greatest and expedient availability of required office supplies at the lowest cost. At minimal, one (1) bidder will be awarded. The lowest bidders will be determined by computing the lowest total estimated cost and highest discount(s) provided for office supplies. Blank spaces are considered to be no offer. The City of Detroit Water and Sewerage Department reserves the right to delete any item(s) from the award.

All awards are subject to Ordinance No. 15-00.

STANDBY AWARD

The City of Detroit reserves the right to make an award to the second low bidder, on a standby basis. This vendor will be used in the event the successful bidder cannot furnish the quantities and /or office supplies needed in accordance with the delivery requirements of the City of Detroit Water and Sewerage Department.

All awards are subject to Ordinance No. 15-00.

COOPERATIVE PURCHASES:

This bid solicitation includes the City of Detroit's preference for environmentally preferred goods and services where applicable. The City of Detroit will utilize and compare the responses to this bid to available cooperative purchasing agreements. For a complete explanation refer to Chapter 18 of the 1984 Detroit City Code, Finance and Taxation, Article V, Purchases and Supplies, Division 1, Goods and Services. SEE BELOW LIST OF GOVERNMENT COOPERATIVES:

- National Intergovernmental Purchasing Alliance (National IPA)
- National Joint Powers Alliance (NJPA)
- Western States Contracting Alliance (WSCA)
- GSA (US General Services Administration)
- U.S. Communities
- MIDEAL
- The Cooperative Purchasing Network (TCPN)

2. MINIMUM QUALIFICATIONS

Only suppliers meeting the following minimum qualifications should submit proposals:

- A. A strong presence easily recognized by the Water & Sewerage Departments (DWSD);
- B. A sales force easily accessible by Water & Sewerage;
- C. A distribution network having capacity to timely deliver products, free of charge in a timely manner;
- D. A full range of products to meet varying requirements of DWSD;
- E. Existing capacity to provide toll-free telephone and state of the art electronic, facsimile and internet ordering;
- F. Supplier must have been in business of delivering and supplying products and services as specified herein for a minimum of three (3) years;
- G. Supplier must demonstrate that they have provided products and services specified herein to Public Agencies similar in size to a city, county or state with a minimum population of 100,000.

3. PRE-QUALIFICATION STATEMENT

Please provide a summary responding to each of the Pre-Qualifications listed above. Responses must be in the same order or sequence as listed. Responses merely re-stating the requirement and/or solely containing an acknowledgement or affirmation of any requirement will be considered non-responsive and will be rejected in its entirety. Statements demonstrating that your company meets each of these qualifications shall not to exceed two (2) pages.

4. COMPANY

- A. Brief history and description of your company.
- B. Total number and location of sales persons employed by your company
- C. Number and location of distribution outlets (if applicable)
- D. Number and location of support centers (if applicable)
- E. Annual sales for 2011, 2012 and the first six (6) months of 2013.
- F. Upon request, submit your current Federal Identification Number and latest Dun & Bradstreet report
- G. Number and location of retail stores
- H. Three (3) valid references

5. DISTRIBUTION

- A. Describe how your company proposes to distribute office products city-wide
- B. Identify all other companies that will be involved in processing, handling or shipping products to the end user.
- C. Provide the number, size and location of your company's distribution facilities, warehouses and retail network as applicable.
- D. State the company's standard delivery time and any options for expediting deliveries, including desktop delivery and return policies.

6. PRODUCTS

- A. Provide a description of the office products to be provided in accordance with the list of items for evaluation. ***The primary objective is for each supplier to provide its company's entire catalog of office supplies so that City of Detroit Water and Sewerage Department agencies may order a broad range of products as appropriate for their needs.**

***NOTE: THIS CONTRACT IS FOR CONSUMABLES ONLY! Unapproved items delivered will be the responsibility of the vendor.**

- B. State your backorder policy.
- C. State your company's proposed substitution policy with regard to the core products listed in the list of items for evaluation.

7. SCOPE OF WORK

The RFP is intended to achieve the following objectives:

- A. Obtain a comprehensive solicited agreement offering office products divisional-wide within the Detroit Water & Sewerage Department.
- B. Achieve cost savings through a single bid process that eliminates the need for multiple contracts for multiple agencies.
- C. This agreement does not preempt the Water & Sewerage Department from using other contract vehicles or competitive solicitation processes for same and/or like items covered by this agreement.

D. F.O.B.: DESKTOP DELIVERY TO WATER & SEWERAGE LOCATIONS LISTED

| | | |
|--|---|---|
| Water Board Building 735 Randolph Detroit MI 48226 | M.C.H.T (Analytical lab) 2727 Second Avenue Detroit MI 48201 | Industrial Waste Control (IWC) 303 S. Livernois Ave Detroit Mi 48209 |
| WWTP (Waste Water Treatment Plant) 9300 West Jefferson Detroit MI 48209 | West Yard 13401 W. Outer Drive Detroit MI 48239 | Water Works Park 10100 E. Jefferson Detroit MI 48214 |
| Southwest Water Plant 14700 Moran Rd Allen Park MI 48101 | Northeast Water Plant 11000 E. Eight Mile Rd Detroit Mi 48205 | Springwells Water Plant 8300 W. Warren Dearborn MI 48125 |
| Lake Huron Water Plant 3993 Metcalf Road Fort Gratiot MI 48059 | | Central Services Facility/warehouse 6425 Huber Ave Detroit MI 48211 |

E. SERVICE DELIVERY:

Delivery of office supplies is required within two (2) business days after receipt of notice to ship.

() We can meet this schedule.

() We cannot meet above schedule but offer the following:_____

F. DESKTOP DELIVERY:

We will offer desktop delivery of office supplies, **not listed** in the “Items for Evaluation”, at no additional cost to various Water and Sewerage facilities.

() We can offer this service.

() We cannot offer this service but offer the following:_____

8. EVALUATION PROCEDURE

Following the receipt of the qualified firm, a City designated Evaluation Committee will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the City determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Respondent is acceptable. The City may also at its discretion, request oral presentations, make site visits at Respondent’s facility and may request a demonstration of Respondent’s operations. If scheduled, a final determination will be made after the oral

presentations and/or demonstrations are complete. All decisions reached by the Evaluation Committee will be by consensus.

9. EVALUATION CRITERIA

DWSD uses a structured qualifications based selection process to evaluate proposals. Each proposal will be evaluated on its responsiveness to the technical and administrative criteria identified below. DWSD reserves the right to verify any and all material submitted, including contacting references. Please note that failure to supply any of the data or forms indicated may result in elimination of your proposal from further consideration in the evaluation process. In addition, DWSD reserves the right to waive any non-conformances in proposals.

DWSD will enter into negotiations with a selected proposer with the objective of reaching agreement as necessary to enter into DWSD Contract for RFP No. _____. If a contract cannot be negotiated with the proposer within a reasonable time after the start of negotiations, or should DWSD determine, in its sole judgment, that negotiations are non-productive, DWSD reserves the right to cease negotiations and instead negotiate with, and award a contract to, any of the other proposers. The Proposal evaluation will consider the overall value, quality, capabilities and cost of the offering to DWSD, the ability of the offering to satisfy DWSD needs and objectives, the Proposer's abilities, and the demonstrated likelihood that the Proposer will provide superior performance. Proposals will be evaluated using the evaluation criteria below and on the following:

| PROPOSAL ELEMENT | WEIGHT |
|--|--------|
| 1. Price (See Items for Evaluation & Discount from price list) | 60 |
| 2. Ability to Perform Work(Direct Experience) | 20 |
| 3. Work Plan and Organization | 20 |
| Total | 100 |

If you have any questions regarding the evaluation procedure, please call Ms. Tina Clinkscales at 313-297-6531.

1. Price (Includes Items for Evaluation & Discount from Price List

A. ITEMS FOR EVALUATION:

Quantities listed on the attached sheet entitled "ITEMS FOR EVALUATION" will be used for determining award of contract only and are not guaranteed. Evaluation will be made in the Purchasing Division by multiplying the quantity indicated in this bid form for each item. Enter the gross price of the items for evaluation. City of Detroit will compute net price. DO NOT QUOTE PRICES FOR ITEMS NOT LISTED OR REQUESTED IN BID

B. PRICE LISTS:

Each bidder shall submit copies of the most recent price list (and catalog) and supplement in the form of CD or Flash Drive (if available) with their bid. Failure may be cause for rejecting your bid. The column used must be designated; photocopies of manufacturers' price lists and/or computer printouts must be clear and legible. Blurred copies and Distributor Inventory price lists are not acceptable. Also, pencil, typewritten or pen & ink changes in price lists will not be acceptable. Vendors should also submit an e-mail address, if available.

The successful bidder(s), upon receipt of award notice, must furnish additional copies of the above price lists and supplements of all superseding manufacturer's published price lists during the period of the contract to the City of Detroit Water and Sewerage, Purchasing Division, and any other Water Department, upon request at no cost to the City.

() Price Lists are enclosed.

() Price Lists are not furnished for the following reason, and we offer the following method of price verification: _____

ITEMS DISCOUNT:

Office Supplies @ _____ discount from Manufacturer's Price List No. _____, dated _____ through _____ and Special offers dated _____ through _____.

EXCEPTIONS TO SPECIFICATIONS ARE: _____

ADDITIONAL ITEMS DISCOUNT:

Supplier is solely responsible for indicating additional discounts available for off core items such as paper, toner, technology, (excluding computers, laptops, monitors, and hard drives), by category. This discount is for office supply requests for items **not listed**; we offer the following discount:

Off Core Item: _____ @ _____ % discount from Manufacturer's Price List No. _____, dated _____ through _____ and Special offers dated _____ through _____.

EXCEPTIONS TO SPECIFICATIONS ARE: _____

Additional discounts are properly outlined on an attached sheet(s) marked _____.

PRICE: DISCOUNTS FROM PRICE LIST ARE FIRM.

Prices are **SUBJECT TO ADJUSTMENT** in accordance with manufacturer's superseding published price lists and supplements. Such changes must be requested and must be substantiated by manufacturer's printed price list received in the Purchasing Division no later than ten (10) days after the effective date of the price change. If the request and superseding price lists are received beyond 10 days of the effective date shown on the price list, such change shall be effective 10 days prior to change and receipt of superseding lists.

If during the period of this contract, the parties cannot mutually agree on the extent of any change in the price lists, the City of Detroit reserves the right to terminate the contract without prejudice.

RETURN POLICY

Office supplies may be returned for a full refund within 30 days of the original purchase date with the sales slip or delivery packing slip, or exchanged for an identical item regardless of when you made your purchase. Supply returns without a packing list will be eligible for an exact-item exchange or a merchandise credit for the lowest sales price in the past 60 days.

INCENTIVES & REBATES

All suppliers are encouraged to submit information regarding available incentive and rebate programs. The information submitted must include all terms and conditions required to successfully implement the program.

CONTRACT EXCEPTIONS:

The Supplier will be solely responsible for the delivery of general office supplies in accordance with the terms and conditions of this contract. Upon notification of award, the supplier will be provided a detailed list of exceptions that are prohibited, such as paper, toner, furniture, food & beverages, computers & peripherals, etc. Any changes, substitutions, additions, deletions will be reviewed by the Water & Sewerage Office of Purchasing and documented in writing.

2. Ability to Perform the Work (Direct Experience)

- a. List at least one (1) but no more than two (2) similar projects completed during the preceding five (5) years along with client's name and telephone number, which best represents your capabilities relative to this project. DWSD's proposal evaluation will be based on the extent to which these projects demonstrate your ability to fulfill DWSD requirements and not on the number of projects listed. The supplier should give a brief description of each project according to the work as described above. The description should include the original supplier services contract budget, your firm's budget as a percentage of contract budget, a brief statement on your firm's involvement in the project, final supplier services contract budget and any additional information which you believe will assist DWSD in evaluating past performance. Regardless of their inclusion on the listed projects, the supplier's performance on DWSD projects will be taken into consideration by the Proposal Evaluation Committee.
- b. Provide the names and telephone numbers of at least three (3) persons representing clients for whom the proposer has performed work similar to that proposed and who may be contacted as references. Preferably, these references should include DWSD or municipal agencies similar to DWSD and should include the types of recent projects cited above.
- c. List descriptions of any contracts which have been terminated, including the circumstances surrounding the termination. Provide the name and telephone number of your client's representatives of any such contracts.

3. Work Plan and Organization

Submit a detailed work plan which describes your approach to all tasks you have determined to be necessary to complete the entire scope of work for this contract. Indicate when your firm will be ready to start work on this contract, if awarded.

Describe the proposer's team composition by indicating how it intends to perform the work, i.e., as an independent company, a partnership, a joint venture, or a combination involving a prime and subcontractors. The role of each participating entity shall be fully described.

Indicate the intent of the proposer relative to office and retail locations, functions and work to be performed there, the anticipated resident staff, and anticipated percentage of work to be performed in the City of Detroit. Final details are not required at this time.

Any firm listed as providing services to the project must be assigned a corresponding percentage of the contract on the Local Economic Development Summary form.

10. Equalization Criteria (Attached)

In evaluating competing cost proposals, Price Equalization Credits will be used to reduce the relatively cost of the price component for scoring purposes in accordance with the percentages outlined in the table below.

A Proposer may not claim to be both a Customer Based Business (CBB) and a Detroit Based Business (DBB). All proposers must include in their Non-Economic Proposals completed Local Economic Development Summaries using the Questionnaire and Equalization Eligibility Forms provided with this package. Proposers claiming DBB or CBB participation must complete and submit the Detroit Based Business Questionnaire and/or the Customer Based Business Questionnaire.

| Category | Equalization Percentage | |
|---|-------------------------|--------|
| | < \$1M | >=\$1M |
| Detroit Based Business | 2% | 1% |
| Detroit Resident Business | 2% | 1% |
| Joint Venture | 1% | 0.5% |
| Mentor Venture | 1% | 0.5% |
| **Customer Based Business | 1% | 0.5% |
| Please note: A supplier <u>cannot</u> claim both Detroit Based Business and Customer Based Business; nor both Joint Venture and Mentor Venture equalization credit. | | |

11. SUBMITTAL INSTRUCTIONS

One original, and a copy on a flash drive or CD, of your sealed proposal must be received by the Water & Sewerage Purchasing Department. Proposals must be received no later than **11:00 a.m., local time, March 25, 2013**. Each vendor is responsible for ensuring that its proposal is received by the City on a timely basis. Please note that due to increased security measures, vendors should allow ample time to pass through security check points and submit sealed proposals in a timely manner. The City shall not extend the due date for proposals on the basis that the U. S. Postal Service or another mail courier has lost or failed to deliver a proposal. The City is not responsible for proposals delivered to the wrong location. **Faxed proposals will not be accepted. Proposals received late will be returned unopened.** The outside of the sealed proposal submitted shall be clearly marked as follows:

- RFP # 43212, and Title of Proposal “General Office Supplies”
- Company Name and Address
- Due Date of Proposal

The City will not be responsible for unmarked or improperly marked proposals or for proposals delivered to the wrong location. Please mark original as such for ease of identification. The proposal shall be submitted to the following address:

Water & Sewerage Department *Purchasing* Division
9300 W. Jefferson, Suite 213
Detroit, MI 48209

Attention: Tina Clinkscales, CPPB

*Firms shall not distribute their proposals to any other City office or City employee. Proposals received become the property of the City. The City is not responsible for any costs associated with preparation or submission of proposals. All proposals submitted by 11:00 a.m., local time, March 25, 2013 will be publicly recorded at 12:00 p.m. on March 25, 2013 in the Water & Sewerage Purchasing Department, 9300 W. Jefferson, Suite 213, Detroit, MI 48209. This will be the vendor's opportunity to be informed as to what firm's submitted responses to the RFP. Responses received **will not** be available for review. Proposals received will be subject to disclosure under applicable Freedom of Information Act. An officer of the company authorized to bind the company to a contractual obligation with the City must sign the proposals. The contact person regarding the proposal should also be specified by name, title, and phone number. All firms submitting a proposal in response to the RFP will be notified in writing as to the City's recommendation for award.*

12. PROPOSAL CONTENT REQUIREMENTS

To be considered responsive, each proposal must, at a minimum, present and/or respond to the following RFP sections in their entirety. All pages of the submission must be numbered, excluding exhibits, drawings and other supplemental information which may be added as Attachments. The instructions contained in this RFP must be strictly followed. Accuracy and completeness are essential.

A. Table of Contents

A table of contents must be provided with all RFP Submissions.

B. Signature Page (Form Attached)

C. Statement of Submission

In your Statement of Submission, please include, at a minimum, the following information and/or documentation:

- 1) A statement to the effect that your proposal is in response to this RFP;
- 2) A brief description of your firm, including the Federal Employer Identification Number, the age of the firm's business and the average number of employees during each of the last three (3) years
- 3) The location of the firm's principal place of business and, if different, the location of the place of performance of the contract;
- 4) A commitment to perform the requested work in accordance with the requirements outlined in this RFP; and
- 5) The name and contact information of the firm's partner and or manager(s) that will be in charge of this project.

D. Scope of Work

Proposals must respond to all sections outlined in Scope of Work section.

E. Pricing Proposal

Proposals must provide pricing for items for evaluation, price list information and applicable discount information.

F. Respondent Performance History

- 1) Identify in detail at least 3 similar projects by name, subject matter, location, services provided and the length of time services were provided on each (use attached reference form). Include a reference, description of specific services provided and dates during which the services were provided;
- 2) Identify vendor's key personnel working on the projects as identified above;
- 3) Identify any projects in which the vendor's contract was terminated for any reason;
- 4) Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last five (5) years; and
- 5) Provide an organization chart indicating the key personnel who will provide services resulting from this RFP. Also provide a resume for each of the key personnel

G. Respondent Financial and Operational Stability

- 1) Upon request, provide copies of the vendor's financial statements (CPA Certified) for the previous three (3) years;
- 2) Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (if Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable must be submitted for each entity comprising the joint venture.); and
- 3) Evidence of any licenses or registrations required to provide the services under this contract

13. TERMINATION OF CONTRACT:

At any time during the contract the City may terminate the agreement for reason of poor or deficient work performance, or lack of service as described in this agreement by giving a 10-calendar day notice in writing. EITHER party may terminate the agreement by giving a 30-calendar day written notice to terminate.

14. PROPOSAL DISCLAIMERS AND CONDITIONS

a. REJECTIONS, MODIFICATIONS, CANCELLATIONS

The City of Detroit expressly reserves the right to: 1) accept or reject, in whole or in part, any and all proposals received; 2) waive any non-conformity; 3) re-advertise for proposals; 4) withhold the award for any reason the City determines; 5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the City. This RFP does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

b. NEWS RELEASES AND OTHER COMMUNICATIONS

News releases pertaining to these Proposals specifications or the provisions to which they relate shall not be made without prior approval of the City and then only in coordination with the City.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the City of Detroit shall be binding upon the City of Detroit.

c. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject to disclosure as per the requirements of the Michigan Freedom of Information Act.

d. ORAL PRESENTATION/DEMONSTRATION

The City reserves the right, at its own discretion, to request Oral Presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for bid rejection. Proponents will be notified by the Finance Department-Purchasing Division of the date, time and location for Oral Presentations.

e. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The City reserves the right to modify the services provided by the vendor awarded a contract. Any modification and resulting changes in pricing shall be made by amendment of the contract by the vendor and the City.

f. PROMPT PAYMENT ORDINANCE:

Payment for services (or goods) provided under this Purchase Order is governed by the terms of Ordinance No. 42-98 entitled "Prompt Payment of Vendors", being Sections 18-5-79 through 18-5-79 of the 1984 Detroit City Code.

A list of individuals responsible for accepting performance under the purchase order will be supplied upon awarding of the contract.

g. STANDARDS OF CONDUCT

The Supplier covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of the services under this proposed Contract. The Vendor further covenants that in the performance of the Contract no person having any such interest shall be employed.

The Supplier further covenants that no officer, agent, or employee of the City and no other public official who exercise any functions or responsibilities in the review or approval of the undertaking or carrying out of this proposed Contract has any personal or financial interest, direct or indirect, in this proposed Contract or in the proceeds thereof via corporate entity, partnership, or otherwise.

The Supplier also hereby warrants that it will not and has not employed any person to solicit or secure this proposed contract upon any agreement or arrangement for payment of a commission, percentage, brokerage, contingent fee, other than bona fide employees working solely for the Vendor either directly or indirectly, and that if this Warranty is breached, the City may, at its option, terminate this proposed Contract without penalty, liability or obligation, or may, at its election, deduct from any amounts owed to the Vendor hereunder, any amounts of any such commission, percentage, brokerage, or contingent fee.

Statement of avoidance of conflict of interest in accordance with Sec. 2-106 of the Detroit City Code "Standard of Conduct" (copy attached.) Statements must be submitted on company letterhead.

ITEMS FOR EVALUATION:

Quantities listed on the attached sheet entitled "ITEMS FOR EVALUATION" will be used for determining award of contract only and are not guaranteed. Evaluation will be made in the Purchasing Division by multiplying the quantity indicated in this bid form for each item. Enter the gross price of the items for evaluation. City of Detroit will compute net price. **DO NOT QUOTE PRICES FOR ITEMS NOT LISTED OR REQUESTED IN BID**

| ITEM # | ESTIMATED ANNUAL QTY. | ITEM DESCRIPTION | PRICE |
|--------|-----------------------|--|--------------|
| 1 | 35 | MARKER, PERMANENT: RED CHISEL TIP | \$_____ doz |
| 2 | 50 | MARKER, PERMANENT: BLACK CHISEL TIP | \$_____ doz |
| 3 | 105 | MARKER, HIGHLIGHTER: DESK STYLE, PLASTIC YELLOW | \$_____ doz |
| 4 | 50 | PEN, ROLLER: RED, FINE POINT; BIC #RF11RD OR EQUAL | \$_____ doz |
| 5 | 400 | PEN, BALL POINT: BLACK, FINE POINT, 0.7MM; BIC #13202 OR EQUAL | \$_____ doz |
| 6 | 1,550 | PEN, BALL POINT: BLACK, MEDIUM POINT OR EQUAL | \$_____ doz |
| 7 | 70 | PEN, BALL POINT: RED, MEDIUM POINT, 1MM; BIC 13103 OR EQUAL | \$_____ doz |
| 8 | 100 | PEN, BALL POINT: MEDIUM TIP 1.0 MM; BLUE INK; CLEAR BARREL, CAP, NON-REFILLABLE; 12 TO A BOX; BIC CRISTAL MS11-BLU OR EQUIVALENT | \$_____ doz |
| 9 | 600 | FLUID, CORRECTION: WHITE ½ oz. | \$_____ doz |
| 10 | 50 | CLAMP, PAPER: #1 LARGE 2-5/8" X 1-7/8"; BUTTERFLY, .072 GAUGE WIRE pkg of 12 | \$_____ box |
| 11 | 60 | CLAMP, BUTTERFLY: #1, 1-7/8" X 2-5/8" pkg of 12 | \$_____ each |
| 12 | 200 | CLIP, PAPER: SMALL, GEM STYLE, NON-SKID; box of 100 | \$_____ box |

| | | | |
|----|-----|---|--------------|
| 13 | 500 | CLIP, PAPER: JUMBO 2" LONG, GEM STYLE, NON-SKID; .050 GAUGE WIRE box of 100 | \$_____ each |
| 14 | 50 | CLIP, BINDER: UNIVERSAL, 1-1/4"W, 5/8" CAPACITY, BLACK; pkg of 24 | \$_____ each |
| 15 | 65 | CLIP, BINDER: UNIVERSAL, 2"W, 1" CAPACITY, BLACK; box of 12 | \$_____ each |
| 16 | 625 | PAD, POST-IT NOTE: 2" X 3" YELLOW pkg of 12 | \$_____ each |
| 17 | 600 | PAD, POST-IT NOTE: 3" X 3" YELLOW pkg of 12 | \$_____ each |
| 18 | 50 | PAD, STAMP: BLACK 2-3/4" X 4-1/4" | \$_____ each |
| 19 | 250 | PAD, CANARY: RULED 8-1/2" X 14" pkg of 12 | \$_____ each |
| 20 | 700 | PAD, CANARY: RULED 8-1/2" X 11" pkg of 12 | \$_____ each |
| 21 | 200 | BINDER, LOOSELEAF: 1" VINYL (BLACK) CD 61509 | \$_____ each |
| 22 | 150 | BINDER, LOOSELEAF: 2" VINYL (BLACK) CD 61509 | \$_____ each |
| 23 | 100 | BINDER, LOOSELEAF: 3" VINYL (BLACK) Universal Brand - Pt # UNV-35411 | \$_____ each |
| 24 | 50 | BINDER, LOOSELEAF: VIEW 1" 3-RING ROUND FOR 11" X 8-1/2" SHEETS 12/CARTON | \$_____ each |
| 25 | 50 | BINDER, RING: 3-RNG, LOOSELEAF 1-1/2", 11" X 8-1/2", STIFF VINYL, BLACK; W/O LABEL HOLDER, W/ POCKETS INSIDE FRONT/BACK | \$_____ each |
| 26 | 60 | BINDER, RING: 3 RING, 1-1/2", LOOSELEAF, 11" X 8-1/2", ROUND RING, STIFF VINYL, BLACK, ECONOMY GRADE, WITH LABEL HOLDER AND POCKETS INSIDE FRONT/BACK | \$_____ each |
| 27 | 100 | FOLDER, FILE: HANGING LEGAL GREEN UNIVERSAL P/N UNV14213 box of 25 | \$_____ each |

| | | | |
|----|-----|---|--------------|
| 28 | 100 | FOLDER, FILE: HANGING LETTER GREEN 1/3" CUT 3 POSITION. Box of 100 | \$_____ each |
| 29 | 50 | FOLDER, FILE: HANGING LEGAL GREEN BOX BOTTOM 1/5" CUT, UNIVERSAL 142215 box of 25 | \$_____ each |
| 30 | 50 | FOLDER, FILE: HANGING LETTER GREEN SIZE 2 BOX BOTTOM. Box of 25 | \$_____ each |
| 31 | 200 | FOLDER, FILE: TABBED, LETTER, 1/3" CUT, MANILA, 11 PT STOCK, SINGLE PLY TABS, 1" EXPANSION MAXIMUM; UNIVERSAL # 12113 OR EQUAL box of 50 | \$_____ each |
| 32 | 25 | FOLDER, FILE: TABBED, LEGAL, 1/5" CUT, MANILA, 11 PT STOCK, SINGLE PLY TABS, 1" EXPANSION MAXIMUM; UNIVERSAL #15115 OR EQUAL box of 50 | \$_____ each |
| 33 | 300 | FOLDER, FILE: TABBED, LEGAL, 1/3" CUT, MANILA, 11 PT STOCK, SINGLE PLY TABS, 1" EXPANSION MAXIMUM; UNIVERSAL #15113 OR EQUAL | \$_____ each |
| 34 | 25 | FOLDER, FILE: TABBED, LETTER, STRAIGHT CUT, MANILA, 11 PT STOCK, SINGLE PLY TABS, 3/4" EXPANSION; SMEAD #150L OR EQUAL box of 50 | \$_____ each |
| 35 | 50 | FOLDER, FILE: MANILA LETTER 1/5" CUT UNIVERSAL P/N UNV12115 box of 100 | \$_____ each |
| 36 | 200 | FOLDER, FILE: MANILA LETTER 1/3" CUT 3 POSITION, MFG UNIVERSAL #12123 box of 100 | \$_____ each |
| 37 | 25 | FOLDER, FILE: LEGAL SIZE, STRAIGHT CUT box of 100 | \$_____ each |
| 38 | 25 | FOLDER, FILE: LETTER END-TAB MANILA box of 100 | \$_____ each |
| 39 | 10 | LABEL, FOLDER TAB: 1/3 HANGING BLANK 25 per pkg | \$_____ each |
| 40 | 65 | DIVIDER, INDEX: 11" X 8-1/2", 8 TABS-CLEAR W/ BLANK WHITE INSERTS, 3-RING; HEAVY DUTY WHITE STOCK, SINGLE SIDE REINFORCED BINDING EDGE; WILSON JONES # 55209 OR EQUAL | \$_____ each |

| | | | |
|----|-----|--|--------------|
| 41 | 200 | PAD, NOTEBOOK: STENO WIDE RULED 2 COLUMNS 6" X 9" GREEN PAPER, COIL-WIRE BOUND, 60 SHEETS. UNIVERSAL P/N UNV-76610. PITTMAN RULE | \$_____ doz |
| 42 | 50 | PAD, LEGAL: NOTEBOOK CANARY RULED LEGAL SIZE 8-1/2 X 14" NOT PUNCHED 100 SHEETS PER PAD CLIPBOARD BACK DUAL PADS AMPAD P/N 20-247 | \$_____ doz |
| 43 | 50 | PAD, LEGAL: 8-1/2" X 11", CANARY, LEGAL RULED, NOT PUNCHED, GLUE TOP, TWO SIDED, #16 STOCK, CHIPBOARD BACK, 50 SHEETS/PAD; TOPS #7528 OR EQUAL | \$_____ doz |
| 44 | 300 | PROTECTOR, SHEET: 8-1/2" X 11" (#28) VINYL CLEAR | \$_____ each |
| 45 | 50 | TAPE, TRANSPARENT: 1/2" X 500", WITH DISPOSABLE DISPENSER; 3M SCOTCH #144 OR EQUAL pkg of 6 | \$_____ each |
| 46 | 150 | TAPE, TRANSPARENT: 1" X 2592", 3" CORE; 3M SCOTCH #600 OR EQUAL pkg of 12 | \$_____ each |
| 47 | 120 | TAPE, TRANSPARENT: 1/2" X 1296", 1" CORE; 3M SCOTCH #600-1/2X1296 OR EQUAL pkg of 3 | \$_____ each |
| 48 | 300 | TAPE, TRANSPARENT: 3/4" X 1296", 1" CORE; 3M SCOTCH #600-3/4X1296 OR EQUAL | \$_____ each |
| 49 | 600 | TAPE, INVISIBLE: 1" X 2592", 3" CORE; 3M SCOTCH MAGIC #810 OR EQUAL pkg of 3 | \$_____ each |
| 50 | 25 | TAB, PLASTIC: 1/3" CUT CLEAR WITH BLANK INSERTS INDEX TABS 3-1/2" WIDE CD 05583 pkg. of 25 | \$_____ each |
| 51 | 25 | LABEL, ADDRESS: FOR COPIER SELF ADHESIVE 1" X 2-3/4" box of 100 | \$_____ each |
| 52 | 300 | STAPLES, STANDARD: CHISEL POINT STRIPS 210 5000/box | \$_____ each |
| 53 | 50 | STAPLES, HEAVY DUTY: 1/2" CHISEL POINT, 1000/BOX, SWINGLINE PART NO. 35312 | \$_____ each |
| 54 | 100 | STAPLES, HEAVY DUTY: 1/4" FOR ITEM CODE 107 1000/BOX; HUNT P/N HUN-73747 | \$_____ each |
| 55 | 50 | STAPLER, HEAVY DUTY: LARGE MAX 100 SHEETS HUNT HUN73135 ITEM 107 | \$_____ each |

| | | | |
|----|-------|---|--------------|
| 56 | 100 | STAPLER, HEAVY DUTY: OFFICE SUPPLY LARGE MAX 200 SHEETS HUNT HUN73135 ITEM 107 | \$_____ each |
| 57 | 25 | REMOVER, STAPLE: STEEL JAW, PLASTIC GRIPS, BLACK; OIC #95691 OR EQUAL | \$_____ each |
| 58 | 40 | SCISSORS, OFFICE: 9", STRAIGHT, BLACK ENAMEL HANDLES; SPARCO #11079 OR EQUAL | \$_____ each |
| 59 | 25 | RUBBER, BAND: OFFICE #32 3" X 1/8"; ¼ LB/BOX | \$_____ each |
| 60 | 25 | BAND, RUBBER: #64, 3-1/2" X 1/4", 1/4 LB/BOX | \$_____ each |
| 61 | 50 | BAND, RUBBER: #19, 3-1/2" X 1/16", 1000/BOX; 1/4 LB | \$_____ each |
| 62 | 65 | BAND, RUBBER: #64; 1/4 LB | \$_____ each |
| 63 | 25 | WALLET, EXPANDING: LETTER 9-1/2" X11- 3/4" X 1-3/4" WILSON JONES WLJCC19-2 ITEM 48 OR EQUAL | \$_____ each |
| 64 | 100 | WALLET, EXPANDING: 10" X 15" X 3-1/2" GUSSETS LEGAL WILSON JONES WLJB22-4 ITEM 49 OR EQUAL | \$_____ each |
| 65 | 200 | BOX, STORAGE: 12"W X 24"D X 10-1/4"H, STRING & BUTTON CLOSURE, LETTER, MEDIUM DUTY, CORRUGATED FIBERBOARD; WHITE, FELLOWES #704 OR EQUAL pack of 12 | \$_____ each |
| 66 | 1,050 | BOX, STORAGE: 12"W X 15"D X 10"H, LIFT- OFF LOCKING LID, LETTER/LEGAL, ECONOMY GRADE, CORRUGATED FIBERBOARD; KRAFT, RECYCLED MATERIAL, FELLOWES #12770 OR EQUAL pack of 12 | \$_____ each |
| 67 | 250 | BOOK, APPOINTMENT: 3-3/4" X 6", ONE WEEK PER SPREAD, HOURLY APPOINTMENTS 8AM-5PM, TELEPHONE/ADDRESS SECTION, WIREBOUND, NONREFILLABLE, BLACK SIMULATED LEATHER COVER; AT-A- GLANCE DAYMINDER #G250 0012 | \$_____ each |

| | | | |
|----|-------|--|--------------|
| 68 | 250 | BOOK, APPOINTMENT: 11" X 8", ONE WEEK PER SPREAD, 15 MINUTE APPOINTMENTS, 1 COLUMN PER WEEK DAY 7AM-9:45PM, SAT/SUN COMBINED 7AM-6:45PM, WIREBOUND, NONREFILLABLE, BLACK SIMULATED LEATHER COVER; AT-A-GLANCE DAYMINDER #G520 0012 | \$_____ each |
| 69 | 50 | BASE, CALENDAR: 5" X 8", FLIP STYLE AAG #E5800 | \$_____ each |
| 70 | 1000 | CALENDAR, REFILL: 3-1/2" X 6", LOOSE LEAF STYLE, TWO PAGES PER WEEKDAY, SAT/SUN ONE PAGE EACH, 30 MINUTE APPOINTMENTS, 7AM-5PM, PAST/PRESENT/FUTURE MONTHS REFERENCES; AT-A-GLANCE #E717 5012 | \$_____ each |
| 71 | 1,000 | BOOK, DIARY: PAGE SIZE 5-3/4" X 8-1/4"; ONE DAY PER PAGE; RULED, NO TIMES, TELEPHONE/ADDRESS SECTION, BOOK BOUND; AT-A-GLANCE #SD389 1312 | \$_____ each |
| 72 | 100 | BOOK, ACCOUNTING: JOURNAL, 12-3/4" X 8-1/4", 500 PG; 35 LINES/PG, RULED W/O UNITS, 20#, GREEN/RED COVER | \$_____ each |

DWSD RFQ DOCUMENT SIGNATURE PAGE

ASSIGNMENT: A Supplier/Contractor shall not assign any purchase order, contract or any monies due therefrom, without prior approval of the Purchasing Manager, DWSD Director and in some cases, the Board of Water Commissioners. Contact the Purchasing Agent for proper procedure.

*****UNSIGNED BIDS CANNOT BE CONSIDERED*****

IN THE FURTHER DESCRIPTION OF THIS PROPOSAL, WE SUBMIT INFORMATION IDENTIFIED AS FOLLOWS:

BIDDING UNDER THE NAME OF: _____

(PRINT FULL LEGAL NAME)

(PURCHASE ORDER WILL BE ISSUED AND PAYMENT WILL BE MADE ONLY IN THE NAME ABOVE. ALL PAYMENTS ARE TO BE MAILED. VENDOR PICK-UP OF PAYMENT IS NOT ACCEPTABLE)

MAILING ADDRESS: _____

(ZIP CODE)

PAYMENT MAILING ADDRESS: _____

(IF DIFFERENT FROM ABOVE) _____

(ZIP CODE)

BUSINESS ADDRESS: _____

(CHECK ONE):

LEASE _____ RENT _____ OWN _____

(ZIP CODE)

FEDERAL EMPLOYER ID #: _____

CHECK ONE:

() CORPORATION, Incorporated Under The Laws Of The State Of _____

If Other Than Michigan Corporation, Licensed To Do Business In Michigan? _____ YES _____ NO

() PARTNERSHIP, Consisting of (List Partners)

() ASSUMED NAME (Register No.) _____

() INDIVIDUAL

IF NOT SIGNED BY OFFICER OF FIRM, THE PERSON SIGNING MUST HAVE AUTHORITY TO COMMIT THE FIRM TO THIS BID.

AUTHORIZED SIGNATURE:

DATE _____

SIGNED: _____

TELEPHONE NO. _____

PRINTED _____

FAX NO. _____

TITLE _____

EMAIL ADDRESS: _____

THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY. FAILURE TO COMPLETE FORM MAY BE CAUSE FOR REJECTION.

CLEARANCE NOTIFICATION

Any bidder or vendor may apply for clearance certificates. Before the City can award a contract to a successful bidder, that bidder must obtain and provide clearance certificates to the City of Detroit Purchasing Division.

ALL BIDDERS AND POTENTIAL VENDORS ARE ADVISED TO OBTAIN PRE-APPROVALS UTILIZING THE ATTACHED CLEARANCE REQUEST FORMS SO AS NOT TO DELAY OR JEOPARDIZE CONTRACT AWARD.

Clearance certificates are statements of bidder compliance with applicable City of Detroit Ordinances and are required prior to award of contracts. The clearance certificates must be obtained from each of the following departments and divisions:

1. **Income Tax Division**, Finance Department
512 Coleman A. Young Municipal Center
Detroit, MI 48226
Telephone: (313) 224-3329
2. **Revenue Collection Division**, Finance Department
128 Coleman A. Young Municipal Center
Detroit, MI 48226
Telephone: (313) 224-4087

FAILURE TO PROVIDE ALL REQUIRED CLEARANCES WITHIN THE TIME ALLOWED MAY RESULT IN THE REJECTION OF QUOTES BIDS AND/OR PROPOSALS.

After the evaluation of quotes, bids or proposals the City will send (via First Class mail to the MAILING ADDRESS indicated on the signature page of the bid form) notifications to the two lowest responsive and responsible bidders that they must obtain and provide the Purchasing Division with clearance certificates within ten (10) business days after date of request.

The vendor and/or bidder shall be responsible for any mailing delays or failure of the U. S. Postal Service to deliver.



CITY OF DETROIT
FINANCE DEPARTMENT
INCOME TAX DIVISION

512 COLEMAN A. YOUNG
MUNICIPAL CENTER
DETROIT, MICHIGAN 48226
PHONE 313 • 224 • 3327
FAX 313 • 224 • 4588

INCOME TAX CLEARANCE CERTIFICATE

INFORMATION AND INSTRUCTION FOR PURCHASING VENDORS

The vendor is responsible for completing Parts A, B and C of the Bidder's Income Tax Clearance. (The information required to complete Part B is enclosed in the Bidder's solicitation Packet.) The vendor must submit the Bidder's Income Tax Clearance request to Income Tax Clearance request to Income Tax at least seven (7) business days before the Tax Clearance is due in Purchasing. A drop off tray for Purchasing Vendors tax clearance requests will be located on the front counter of the Income Tax Division's reception area. **NO ONE WILL BE AVAILABLE TO ANSWER QUESTIONS AT THE TIME THE REQUEST IS DROPPED OFF.** Tax Clearances may be picked up at the same location one week from the day that the clearance was dropped off.

WHAT IS AN INCOME TAX CLEARANCE? An Income Tax Clearance, valid for ninety (90) days, states that an individual or business seeking employment or contracts with the City of Detroit has complied with all the provision of the City Income Tax Ordinance.

REQUIREMENTS FOR VENDORS. When requesting an Income Tax Clearance, complete the form carefully to avoid processing delays. We must have the full name of the individual or business, the complete address, including zip code and telephone number. Clearances without social security numbers or federal identification numbers **CANNOT** be processed, they will be denied. Individuals married or previously married who filed joint returns must include spouse's social security number. If business is a sole proprietorship, the owner's social security number must be provided.

REQUIREMENTS FOR INDIVIDUALS. Individuals must show compliance for five (5) years and have no unpaid assessments. Compliance is proven by filing returns or providing proof of non-residency (copy of lease, mortgage closing statement, driver's license, voter's registration card, etc.) during the period of assessment. If individuals seeking tax clearance resided within the City, but claimed dependent status on another person's tax return, or received public assistance, then proof may be required. Assessment balances must be paid or payment arrangements made before an approved tax clearance can be issued.

REQUIREMENTS FOR BUSINESSES. Businesses must show compliance for five (5) years and have no unpaid assessments. Compliance is proven by filing and paying withholding taxes and corporate income taxes. If a business seeking tax clearance was not required to file taxes because business location was outside of City, or because business had no employees subject to withhold, proof may be required. Contractors must supply list of sub-contractors with federal identification numbers or social security numbers. Assessment balances must be paid or payment arrangements made before an approved tax clearance can be issued.

INCOME TAX CLEARANCE DENIALS. Income Tax Clearances are usually denied because of one of the following reasons: (1) No City income tax filing history, (2) Unpaid assessments and (3) Missing tax returns. Taxpayers denied an income tax clearance will be notified by telephone, fax or mail. They must call (313) 224-3328 to schedule an appointment as soon as possible to resolve tax issues. Income tax returns and related data regarding taxpayers are confidential; therefore, reasons for denial are given only to the taxpayer. Our office is located in the Coleman A. Young Municipal Center, Room 512. Office hours are 8:00 A.M. - 4:00 P.M., Monday through Friday.

REQUEST FOR INCOME TAX CLEARANCE

REQUESTING DEPARTMENT/DIVISION: _____ CONTACT: _____ PHONE: _____

Type of Clearance: ☐ New ☐ Renewal (Please submit 30 days prior to submitting bid or expiration date)

A. To: City of Detroit
Income Tax Division
Coleman A. Young Municipal Center
2 Woodward Avenue, Ste. 512
Detroit, MI 48226
Phone: (313) 224-3328 or 224-3329
Fax: (313) 224-4588

For: Individual
or Company Name _____
Address _____
City _____
State _____ Zip Code _____
Telephone _____ Fax # _____

| | |
|---|----------------------------------|
| B. Name of Chief Financial Officer/Authorized Contact Person (include address if different from above) | Telephone # _____ Fax # _____ |
| Employer Identification or Social Security Number | Spouse Social Security Number |

Nature of Contract: _____ BID/CONTRACT AMOUNT (if known):
Labor: \$ _____ Material: \$ _____
Contract # (if known) _____

C. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE

Check One: ☐ Individual ☐ Corporation ☐ Partnership

INDIVIDUALS ANSWER QUESTIONS 1,2,3,4.

1. Have you filed joint returns with spouse during the last seven (7) years? (If yes, include spouse SSN above) ☐ Yes ☐ No
2. Are you a student, and/or claimed as a dependent on someone else's tax return? ☐ Yes ☐ No
3. Were you employed during the last seven (7) years? ☐ Yes ☐ No
4. Were you a resident of Detroit during the last seven (7) years? ☐ Yes ☐ No

CORPORATIONS AND PARTNERSHIPS ANSWER QUESTIONS 5,6,7.

5. Is the company a new business in Detroit? If yes, attach Employer Registration (Form DSS-4). ☐ Yes ☐ No
6. Will the company have employees working in Detroit? ☐ Yes ☐ No
7. Will the company use sub-contractors or independent contractors in Detroit? ☐ Yes ☐ No

D FOR INCOME TAX USE ONLY

Has the contractor complied with the provisions of the City Income Tax Ordinance?

| | | | | |
|------------------------------|-----------------------------|-----------------|------------|---------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Signature _____ | Date _____ | Expires _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Signature _____ | Date _____ | Expires _____ |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Signature _____ | Date _____ | Expires _____ |

VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT www.ci.detroit.mi.us

PURCHASING DIVISION VENDOR CLEARANCE REQUEST

REVENUE COLLECTION CLEARANCE

All Purchasing Division vendors in compliance with Ordinance 52-H (No outstanding obligations to the City of Detroit) requirements will receive an approved Revenue Collection Clearance. Copies of the approved clearance may be submitted with bid packages until the clearance expiration date. Revenue Collection Unit clearances may have various validity dates--usually within the same fiscal year.

VENDOR CLEARANCE REQUESTS

Purchasing Division clearance requests will be called Purchasing Division Vendor Clearance Request.

The vendor request provides for submission of all pertinent data relating to the business or individual seeking the contract. It must be filled out in its entirety and submitted along with any additional documentation, such as:

- (1) Copies of lease and/or rental agreements, if the real property does not belong to the applicant
- (2) Federal I.D. number or SS#, if a sole proprietor.
- (3) Personal Property tax I.D. number, if applicable. If you do not know your number or need to apply for one, you must go to Room 607 for this information.

Missing and/or inaccurate information may result in processing delays.

INTERNAL PROCESSING

DOCUMENT REVIEW TAKES FIVE (5) WORKING DAYS. IT IS THE VENDOR'S RESPONSIBILITY TO PROVIDE REQUIRED DOCUMENTATION IN TIME FOR A REVIEW AND RECOMMENDATION PRIOR TO THE BID ENDING DATE.

CLEARANCE REQUESTS MAY BE DROPPED OFF ON ALL NORMAL WORK DAYS BETWEEN 8:30 A.M. AND 4:30 P.M. IN ROOM 1012 OF THE COLEMAN A. YOUNG MUNICIPAL CENTER. A TRAY LABELED VENDOR CLEARANCES WILL BE AVAILABLE ON THE FRONT COUNTER. PICKUP OF COMPLETED FORMS CAN BE MADE AFTER 8:30 A.M. THE FIFTH WORKING DAY (NO SATURDAYS OR SUNDAYS) AFTER SUBMISSION

NO ONE WILL BE AVAILABLE TO ANSWER QUESTIONS AT THE TIME OF SUBMISSION.

DENIED REQUESTS WILL INCLUDE THE REASON FOR DENIAL.

VENDORS IN POSSESSION OF AN EXPIRED APPROVED CLEARANCE SHOULD SUBMIT THE EXPIRED CLEARANCE WITH THEIR REQUEST.

PURCHASING DIVISION VENDOR CLEARANCE REQUEST

Submit to: Revenue Collections
Purchasing Vendor
128 Coleman A. Young Municipal Center
Detroit, MI 48226
(313) 224 – 4087 (Telephone)
(313) 224 – 4238 (Fax)

Nature of Contract _____
Contract Amount _____

Business Type: () Corp () Partnership () Sole Proprietorship () Personal Services

Business Name _____

Business Address _____

Ward/Item # _____

F.I.D. NO. _____

City Personal Property I.D. # _____

Owner(s) Name _____

Owner(s) SS# _____

Contact Person _____

Phone Number _____

Fax Number _____

Owner(s) Home Address _____ () Lease () Own

Please do not write below this line for department use only.

Real Property Special Assessment Personal Property Other Receivable

() Denied () Denied () Denied () Denied
() Approved () Approved () Approved () Approved

Comments: _____

Please mail, fax or drop off this Vendor Request Form to the Revenue Collection Unit at the address indicated above. You will responsible for keeping the clearance and submitting a photocopy to Purchasing with your bid package.

Signature (City of Detroit) _____ Date _____ Expiration Date _____



CITY OF DETROIT
HUMAN RIGHTS DEPARTMENT

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 1240
DETROIT, MICHIGAN 48226
PHONE 313•224•4950 TTY:313•224•4960
FAX 313•224•3434
WWW.DETROITMI.GOV

TO: ALL DEPARTMENT DIRECTORS, DEPUTIES AND AGENCY HEADS

FROM: Kimberly D. Hall-Wagner, Director
Human Rights Department *K. Hall-Wagner*

DATE: July 10, 2012

RE: Human Rights Covenant

The Human Rights Covenant of Equal Opportunity has been revised effective July 12, 2012.

Please discard all prior versions of the Covenant, and replace with the updated version attached to this memo.

All potential vendors, contractors and subcontractors must complete, sign and notarize the Covenant.

The department designee responsible for contract procurement must ensure that the Covenant is signed and notarized. The department designee is also responsible for accepting or rejecting the Covenant and noting the same on the bottom of the form.

Once a recommended vendor is selected, one (1) copy of the recommended vendor's Covenant and corresponding award letter must be forwarded to the Human Rights Department for filing. The original Covenant should remain in the department file.

The Human Rights Department will accept the Covenant via (313) 224-3434.

Please be advised that a notarized Covenant is not in compliance with City Code §27-3-2, unless it is on file with the Human Rights Department.

REVISED 7-12-2012

COVENANT OF EQUAL OPPORTUNITY

(Application for Clearance – Terms Enforced After Contract is Awarded)

I, being a duly authorized representative of _____, (hereinafter "Contractor"), am hereby authorized to enter into a Covenant of Equal Opportunity, (hereinafter "Covenant") with the City of Detroit, ("hereinafter" City); obligating the Contractor and all sub-contractors, not to discriminate against any employee or applicant for employment, training, education, or apprenticeship connected directly or indirectly with the performance of the contract, with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges of employment because of race, color, religious beliefs, public benefit status, national origin, age, marital status, disability, sex, sexual orientation, or gender identity or expression; except as otherwise exempted under City Code, Ordinance No. 27-2-12.

Contractor will ensure that the City of Detroit Human Rights Department shall receive notification of all potential sub-contractors and a copy of their Covenant prior to the commencement of work on any City of Detroit contract. Contractor further agrees that the City of Detroit reserves the right to require additional information prior to, during, and at any time after the Covenant is fully executed.

Furthermore, Contractor agrees that this Covenant is valid for the life of the contract and/or for a specified period of time as indicated below and that a breach of this Covenant shall be deemed a material breach of contract and be subject to damages pursuant to City Code, Ordinance No. 27-3-2, Section (e).

RFQ / PO No.: (if applicable) _____

Duration of Covenant _____ to _____

Printed Name of Contractor/Organization _____
(Type or Print Legibly)

Contractor Address _____, _____, _____
(City) (State) (Zip)

Contractor Phone/E-mail _____ / _____
(Phone) (E-mail)

Printed Name & Title of Authorized Representative _____

Signature of Authorized Representative: _____

Date: _____

***** This document MUST be notarized *****

Signature of Notary: _____

Printed Name of Seal of Notary: _____

My Commission Expires: _____ / _____ / _____

FOR CONTRACTING DEPARTMENT USE ONLY:

Date Rec'd: ____ / ____ / ____ **Received by:** _____ **Title:** _____

Please fax a COPY of the notarized Covenant and Award Letter to the Human Rights Department (313) 224-3434

DWSD SPECIAL CONDITIONS

(EFFECTIVE 07-NOV-11)

Ordinances/Definitions. Copies of related ordinances, executive orders, and definitions of all terms; “Detroit-Based Business” and “Resident” are available upon request by contacting the Office of the City Clerk at Room 200 Coleman A. Young Municipal Center, Detroit, MI 48226, 313 224.3260.

The following definitions shall apply to the Formal Bid document and all attachments:

City - The City of Detroit acting through the Water & Sewerage Director

DWSD – The City of Detroit’s Water and Sewerage Department acting through the DWSD Director

Bidder - The person or entity so named in the Formal Bid Document, or their authorized representative.

EFFECTIVE NOVEMBER 7, 2011, REQUIREMENTS FOR RECEIVING EQUALIZATION CREDIT THRU THE DETROIT WATER AND SEWERAGE DEPARTMENT HAVE BEEN REVISED. Please review the following definitions and requirements for certification carefully.

***Detroit-Based Business (DBB)** – means a business which pays City income taxes on the business’s net profits and pays City property taxes on 1) a plant or office and equipment which are ordinarily required for the furnishing of the goods or the performance of the services required by the contract and referred to in the application for certification as Detroit-based business or on 2) other real or personal property in the City equivalent in value to such plant or office and equipment, for not less than one (1) taxable year immediately prior to the date of the application for certification as a Detroit-based business.

1. Provide verification that a firm has the physical resources including, but not limited to, inventory, equipment, vehicles, etc., as well as the ability to provide the services indicated in its application for certification at the City location.
2. Provide verification of the ability of the business to carry out the service or repair the product to be sold to the City at the City site.
3. Provide references, licenses, or other means of verification acceptable to the City that the services the firm offers to the City has been provided at the City site for at least one (1) year prior to the date of application.
4. Provide verification that the business has or can procure an adequate number of employees based at its City site to perform services indicated in the application.

***Detroit Resident Business (DRB)** – Means any business, which employs a minimum of four (4) employees, at least fifty-one (51%) percent of which are City residents.

****Customer Based Business (CBB)** – A business that is headquartered and operating in the region and that receives water or wastewater services from the Detroit Water and Sewerage Department.

Note: A potential vendor cannot claim to be both a Customer Based business and a Detroit Based business.

*****Joint Venture** – Means a joint venture of separate firms, one of which is a DBB or DRB, which has been created to perform a specific contract, and is evidenced by a written agreement which provides at minimum that the DBB or DRB:

1. Is substantially included in all phases of the contract including, but not limited to, bidding and staffing;
2. Provides at least fifty-one percent (51%) of the total performance, responsibility, and project management of a specific job;
3. Receives at least fifty-one (51%) of the total remuneration from a specific contract; and
4. Shares profits and losses

*****Mentor Venture** – Means a joint venture of separate firms, one of which is a DBB, *DBSB, DRB or *DBMBC, which has been created to perform a specific contract, and is evidenced by a written agreement which provides at minimum that the DBB, DBSB, DRB, or DBMBC:

1. Is substantially included in all phases of the contract, including, but not limited to, bidding and staffing;
2. Provides at least thirty (30%) of the total performance, responsibility, and project management of a specific job;
3. Receives at least thirty percent (30%) of the total remuneration from a specific contract; and
4. Shares in profits and losses

ADDITIONAL DEFINITIONS:

***Micro Business Concern (DBMBC)** – Means a business, which is one (1) of the following:

1. A manufacturing business which has no more than fifty (50) employees; or
2. A general construction business which has annual gross receipts of not more than one million seven hundred thousand dollars (\$1,700,000.00); or

3. A specialty construction business which has annual gross receipts of not more than seven hundred thousand dollars (\$700,000.00)
4. A wholesale business which has no more than ten (10) full-time employees; or
5. A retail business which has annual gross receipts of not more than five hundred thousand dollars (\$500,000.00); or
6. A service business, other than professional services, which has annual gross receipts of not more than five hundred thousand dollars (\$500,000.00)

Note: A business, which is an affiliate or a subsidiary of any entity that is not eligible for certification as a micro business concern **shall not be certified** as a micro business concern.

***Small Business Concern (DBSBC) –** Means a business which:

1. Has been in existence and operating for at least one (1) year prior to the date of application for certification as a small business concern; and
2. Does not meet the definition of a micro business concern, as defined in this division, and
3. Is one (1) of the following:
 - a. A manufacturing business which, for the three (3) fiscal years preceding the date of application for certification has provided full-time employment to not more than five hundred (500) persons; or
 - b. A general construction business which, for the three (3) fiscal years preceding the date of application for certification, has average annual gross receipts of not more than seventeen million dollars (\$17,000,00.); or
 - c. A specialty construction business whose average annual gross receipts have not exceeded seven million dollars (\$7,000,000.00) in the three (3) fiscal years preceding the date of application for certification; or
 - d. A wholesale business which, for three (3) fiscal years preceding the date of application for certification, has provided full-time employment to not more than one hundred (100) persons; or
 - e. A retail business which, for the three (3) fiscal years preceding the date of application for certification, has average annual gross receipts of not more than five million dollars (\$5,000,000.00); or
 - f. A service business, other than professional, which, for the three (3) fiscal years preceding the date of application for certification. Has average gross receipts of not more than five million dollars (\$5,000,000.00) or
 - g. A professional services business which for the three (3) fiscal years preceding the date of application for certification has had average gross receipts or not more than three million dollars (\$3,000,000.00)

Note: A business, which is an affiliate or subsidiary of any entity that is not eligible for certification as a small business **shall not** be certified as a small business.

*As demonstrated by submission of the *Equalization Eligibility Form* and proof of certification by the City of Detroit Human Rights Department. These categories must be certified by the City of Detroit Human Rights Department at time of bid submission. If a vendor(s) is not certified at the time of bid submission then equalization credit shall not be applied. For information regarding Certification call 313.224.4950. Failure to submit proper documentation with bid response may result in equalization credit not being applied. Vendors are strongly encouraged to make application for certification for all applicable categories. The certification process is lengthy and involved. Applications are closely scrutinized to determine eligibility of firms. Applications are processed in order of receipt.

As demonstrated by submission of the *Customer Based Business Affidavit* included with your bid package. Failure to submit this form with your bid will result in equalization credit not being applied to your bid response. This form must be included with **each and every bid where the vendor wishes to receive consideration for equalization credit.

***As demonstrated by submission of *Equalization Eligibility Form* and a copy of the written agreement between the parties to the Joint Venture or Mentor Venture. The Joint or Mentor Venture agreement must be submitted with **each and every** bid response submitted for consideration of applicable eligibility credit. The agreement is subject to review and acceptance by the City of Detroit Water & Sewerage Department.

1. **Eligible Bidders.** An "X" below indicates the classification of bidders that the City has determined to be eligible to compete for this contract.

2.1 Competition for this Contract is open to all qualified bidders. (X)

2.2 Competition for this Contract is restricted per Ordinance No. 15-00 to Detroit-Based Businesses. ()

ALL INFORMATION PROVIDED IN RESPONSE TO THE INVITATION FOR BID IS SUBJECT TO VERIFICATION AND ACCEPTANCE BY THE CITY OF DETROIT'S WATER AND SEWERAGE DEPARTMENT. IF IT IS FOUND THAT INFORMATION SUBMITTED IS NOT VALID, THE VENDOR MAY BE SUBJECT TO BEING PLACED IN DEFAULT AND/OR BID REJECTION AS DETERMINED BY THE CITY OF DETROIT'S WATER AND SEWERAGE DEPARTMENT DIRECTOR.

EQUALIZATION ELIGIBILITY FORM

Any Detroit based firm shall be deemed a better bid than the bid of any competing firm which is not Detroit-based, whenever the bid of such competing firm shall be equal to or higher than the bid of the Detroit-based firm after the appropriate equalization percentage credit from the Equalization Allowance Table has been applied to the bid of the Detroit-based firm.

NOTE: IT IS THE VENDOR'S RESPONSIBILITY TO COMPLETE THIS FORM, PROVIDE ALL NECESSARY DOCUMENTATION AND RETURN IT WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN EQUALIZATION NOT BEING APPLIED.

Company Name _____ RFQ # _____

A vendor qualifies for equalization credit as follows:

Vendor to check all categories which apply*

- ☐ **Detroit Based Business** (as certified by the City of Detroit Human Rights Department prior to bid due date. Proof of certification must be submitted with each and every bid response.)
- ☐ **Detroit Resident Business** (as certified by completion of the affidavit attached to bid documents. The affidavit must be completed and returned with each and every bid for consideration)
- ☐ **Customer Based Business** - A business that is headquartered and operating in the region and receives water or wastewater services from Detroit Water and Sewerage Dept. (The affidavit must be completed and returned with each and every bid for consideration)
- ☐ **Joint Venture OR** ☐ **Mentor Venture** (You may only select one. One of the parties to the joint or mentor venture must be a certified Detroit Based Business prior to bid due date in order to receive equalization credit as a joint or mentor venture. Proof of certification by the City of Detroit Human Rights Department along with a copy of the Joint or Mentor Venture agreement between the parties involved is required.)

*The information submitted to substantiate Equalization Eligibility is subject to verification and acceptance by the City of Detroit Water and Sewerage Department. Should it be found that the vendor is not eligible to receive equalization credit, it will not be applied. Should it be found that information submitted has been falsified; the vendor may be placed in Default by the City of Detroit Water and Sewerage Department for up to a three year period at the discretion of the City of Detroit Water and Sewerage Department's Director.

| Category | Equalization Percentage | |
|---------------------------|-------------------------|--------|
| | < \$1M | >=\$1M |
| Detroit Based Business | 2% | 1% |
| Detroit Resident Business | 2% | 1% |
| Joint Venture | 1% | 0.5% |
| Mentor Venture | 1% | 0.5% |
| **Customer Based Business | 1% | 0.5% |

Please note: A supplier cannot claim both Detroit Based Business and Customer Based Business; nor both Joint Venture and Mentor Venture equalization credit.

****EQUALIZATION DOES NOT APPLY TO PURCHASES \$25K OR BELOW****

RFQ # _____

**AFFIDAVIT OF ELIGIBILITY FOR EQUALIZATION CREDIT
(Detroit Resident Business/Detroit Based Business)**

**THIS AFFIDAVIT MUST BE COMPLETED, NOTARIZED AND
SUBMITTED WITH EACH AND EVERY BID RESPONSE FOR
CONSIDERATION**

The undersigned hereby swears or affirms that all statements made with respect to eligibility for the provision of goods and/or services on the above named vendor are true and correct to the best of my knowledge. The undersigned further attests that its information provided is valid as of the date of bid submission.

Instructions: This affidavit should be filled out by firms eligible to receive equalization credit as any of the following: 1) Detroit Resident Business 2) Detroit Based Business. Initial each section for which the firm is eligible to receive credit and provide any information the applicable section(s) requires. Make sure that the form is filled out completely, notarized, and included with your bid response. **Note:** This is a two-page form. Both pages must be filled out completely.

_____ Detroit Resident Business

Total number of persons employed by the firm (including all full-time & part-time, owners, officers, managers, and support staff both professional & non-professional is _____.

Total number of employees who are residents of the City of Detroit is: _____. Percentage of employees who are residents of the City of Detroit is _____ %

The undersigned further swears or affirms that the following documents have been presented by all Detroit employees and will be maintained by the DRB vendor for a period of three (3) years upon completion of the contract bid upon. One (1) document from Group A or two (2) documents from Group B are to be submitted upon request by the City:

Group A: 1) Michigan Driver's License 2) Michigan I.D. Card 3) Prior Year City of Detroit Resident Income Tax Return

Group B: 1) W-4 Forms 2. Voter Registration Card 3) Current utility bill with the employee's name and Detroit street address indicated thereon. 4) Affidavit from neighbor or other disinterested party.

_____ Detroit Based Business

Type of Business:

☐ Manufacturing ☐ Retail ☐ General Construction
☐ Wholesale ☐ Service

Number of Employees _____

Amount of Annual Gross Receipts \$ _____

**THE AFFIDAVIT FOR DETROIT
BASED/RESIDENT IS TWO PAGES
BOTH PAGES MUST BE COMPLETED IN
ORDER TO BE CONSIDERED FOR
EQUALIZATION CREDIT FOR CATEGORIES
REFERENCED ON THIS FORM**

VENDORS REQUESTING EQUALIZATION CREDIT AS A DETROIT BASED BUSINESS MUST, IN ADDITION TO COMPLETING THIS AFFIDAVIT INCLUDE WITH THEIR BID RESPONSE, PROOF OF CERTIFICATION AS A DETROIT BASED BUSINESS IN ORDER TO RECEIVE EQUALIZATION CREDIT A DETROIT BASED BUSINESS REFERENCED IN THIS PARAGRAPH.

The City of Detroit Water and Sewerage Department reserves the right to verify information submitted and request additional documentation if it feels it is necessary to do so.

The information submitted to substantiate Equalization Eligibility is subject to verification and acceptance by the City of Detroit’s Water and Sewerage Department. Should it be found that the vendor is not eligible to receive equalization credit, it will not be applied. Should it be found that the information submitted has been falsified; the vendor may be placed in default by the City of Detroit Water and Sewerage Department for up to a three year period at the discretion of the City of Detroit Water and Sewerage Department’s Director.

Print Name of Affiant:_____

Signature of Affiant:_____

Company Name:_____

Subscribed and sworn before me this day:_____

Month

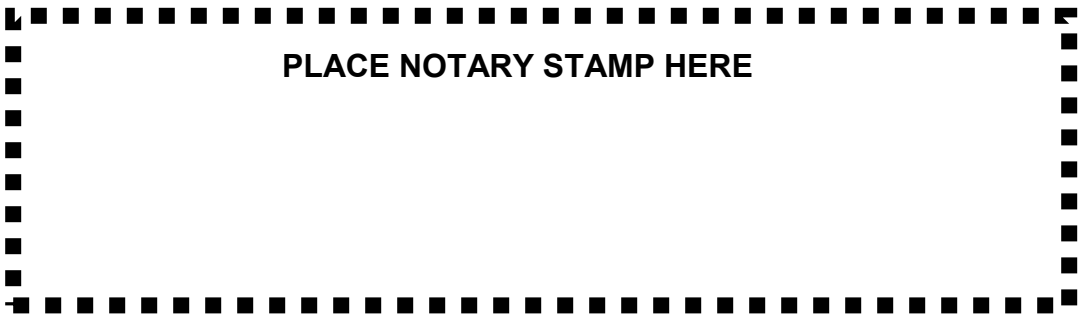
Date

Year

_____ County, Michigan Commission Expiration Date____/____/____

Notary Signature_____

Print Name of Notary_____



CUSTOMER BASED BUSINESS AFFIDAVIT

VENDORS REQUESTING EQUALIZATION CREDIT AS A CUSTOMER BASED BUSINESS MUST (IN ADDITION TO COMPLETING THIS AFFIDAVIT) INCLUDE WITH THEIR BID RESPONSE, PROOF OF RECEIVING WATER OR WASTEWATER SERVICES FROM THE CITY DETROIT.

Note: A potential vendor cannot claim to be both a Customer Based business and a Detroit Based business.

The City of Detroit Water and Sewerage Department reserves the right to verify information submitted and request additional documentation if it feels it is necessary to do so.

The information submitted to substantiate Equalization Eligibility is subject to verification and acceptance by the City of Detroit's Water and Sewerage Department. Should it be found that the vendor is not eligible to receive equalization credit, it will not be applied. Should it be found that the information submitted has been falsified; the vendor may be placed in default by the City of Detroit Water and Sewerage Department for up to a three year period at the discretion of the City of Detroit Water and Sewerage Department's Director.

Print Name of Affiant: _____

Signature of Affiant: _____

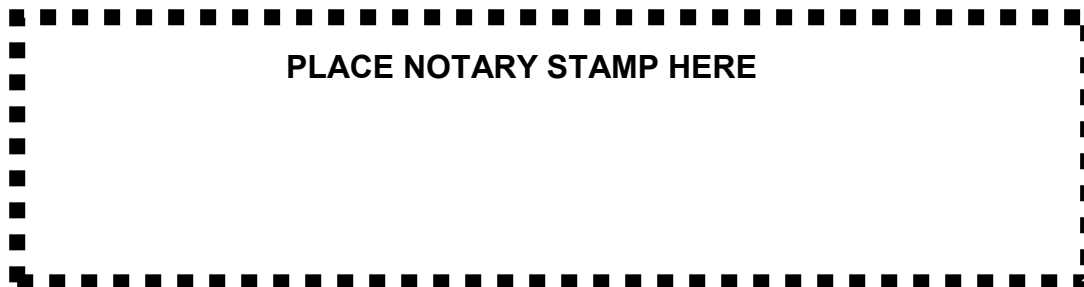
Company Name: _____

Subscribed and sworn before me this day: _____
Month Date Year

_____ County, Michigan Commission Expiration Date ____/____/____

Notary Signature _____

Print Name of Notary _____



**DETROIT WATER AND SEWERAGE DEPARTMENT
CUSTOMER-BASED BUSINESS QUESTIONNAIRE**

Please complete this form for consideration for Detroit Water and Sewerage Customer-Based Business Certification. (Attach where applicable.)

Company Name _____

Headquartered and Operating Business Address _____

County _____

Main Office Phone Number (____) _____ Fax Number (____) _____

Person Completing Questionnaire _____ Title _____

1. Does your firm/company receive water and/or sewerage services from the Detroit Water and Sewerage Department? If so, please attach proof from the City or County.
2. Is the address listed above your regional headquarters? If so, please provide verification.
3. Does your firm/company have the physical resources including, but not limited to, inventory, equipment, vehicles, etc., as well as the ability to provide the services indicated in the bid documents at the location identified above? ☐ Yes ☐ No
4. Does your firm/company have the ability to carry out the service or repair the product to be sold to the City at the location identified above? ☐ Yes ☐ No
5. Has your firm/company provided services at the address listed above for at least one year prior to the bid advertisement date? If so, provide references, licenses, or other means of verification.
6. Does your firm/company either have or can procure an adequate number of employees based at its City site to perform services indicated in the RFP or bid specifications? ☐ Yes ☐ No
7. Please list all Michigan and national locations. Please attach sheet if additional space is needed.

**DETROIT WATER AND SEWERAGE DEPARTMENT
DETROIT-BASED BUSINESS QUESTIONNAIRE**

Please complete this form for consideration for Detroit Water and Sewerage Detroit-Based Business Certification. (Attach where applicable.)

Company Name _____

Company Address _____

Person Completing this Questionnaire _____ Title _____

Phone Number _____ Fax Number _____

1. Does your firm/company have the physical resources including, but not limited to, inventory, equipment, vehicles, etc., as well as the ability to provide the services indicated in the bid documents at the City location? ☐ Yes ☐ No
2. Does your firm/company have the ability to carry out the service or repair the product to be sold to the City at the City site? ☐ Yes ☐ No
3. Has your firm/company provided services at the City site for at least one year prior to the bid advertisement date? If so, provide references, licenses or other means of verification.
4. Does your firm/company either have or can procure an adequate number of employees based at its City site to perform the services indicated in the RFP or bid specifications? ☐ Yes ☐ No
5. Does your firm/company have an active City of Detroit Income Tax Clearance? If so, please attach.
6. Does your firm/company have an active City of Detroit Property Tax Clearance? If so please attach.
7. Does your firm/company have an active City of Detroit Personal Property Clearance? If so, please attach.
8. Please list other Detroit locations where inventory, equipment, vehicles are stored. Please attach sheet if additional space is needed.

9. Please list all Michigan and national locations. Please attach sheet if additional space is needed.

DETROIT CITY CODE

Sec. 2-106. Standards of Conduct.

1. **Conflict of Interest.** An elective officer, appointee, or employee who has a conflict of interest between a personal interest and the public interest as defined by law, this Charter, or ordinance shall fully disclose to the Corporation Counsel the nature of the conflict. Except as provided by law or ordinance, no elective officer, appointee, or employee of the City may participate in or act upon or vote upon any matter if a conflict exists.

2. **Conflict Involving Financial Interest.** Any elective officer, appointee, or employee who has a substantial financial interest, direct or indirect or by reason of ownership of a substantial amount of stock in any corporation, in any contract with the City or in the sale of any land, materials, supplies or services to the City or to a contractor supplying the City, shall make known that interest and shall refrain from voting upon or otherwise participating as an elective officer, appointee, or employee in the making or performance of the contract or sale. Violation of this subsection with the knowledge, express or implied, of the person or corporation contracting with or making a sale to the City shall render the contract or sale voidable by the Mayor or the City Council.

3. **Expenditure Limitations.** Every elective officer or candidate for election shall make public all campaign contributions received by him or her, or on his or her behalf, and a file or have filed a report or reports thereof as directed by ordinance. The City shall prescribe by ordinance uniform procedures for reporting campaign contributions and may set limits on campaign expenditures by candidates for elective City office.

4. **Board of Ethics.** A Board of Ethics is created, consisting of the Corporation Counsel and the Personnel Director, either of whom may serve by deputy, and three public members appointed by and serving at the pleasure of the Mayor. Members of the Board shall be residents of the City and shall serve without compensation.

The primary function of the Board of Ethics is to render advisory opinions to elective officers, appointees, and employees with respect to the meaning and application of provisions of the Charter and ordinances establishing standards of conduct for the City service. Advisory opinions shall be rendered upon written request by an elective officer, appointee, or employee or by a superior of an appointee or employee. Advisory opinions shall be published by the Board but they shall not disclose the identities of the elective officers, appointees, or employees concerned.

The Board of Ethics may recommend improvement in the Standards of Conduct for the City service or in the organization and procedures related to the administration and enforcement of those standards.

REFERENCE FORM

Company Name:_____

Contact Person:_____ **Title**_____

Mailing Address:_____

Phone No. ()_____ **Fax No. ()**_____

Dates of Service: From_____ **To**_____

Brief Description of Services Provided: _____

[illegible]

STATEMENT OF NO BID

If you are not bidding on this service/commodity, please complete and return this form to:
clinksca@dwsd.org or Fax to 297-6812 or 297-6810. (Please print or type, except signature)

Purchases Agent: Tina Clinkscales **RFP #** _____ **Date** _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____ **PHONE:** _____

We, the undersigned, have declined to quote on your bid No. _____

For _____ because of the following reasons:
(Check all that apply)

_____ City of Detroit payment issues (specify below)

_____ Although we offer this product, we do not offer this particular brand or an equivalent.

_____ We do not offer this product or the equivalent.

_____ Unclear description/specifications (specify below).

_____ Length of PO award is too long.

_____ Remove our name from this bid list only.

_____ Our product schedule would not permit us to perform.

_____ Unable to meet bond requirements.

_____ Other (specify below).

REMARKS:

Signature: _____ **Date:** _____

LOCAL ECONOMIC DEVELOPMENT SUMMARY

PERCENTAGE OF CONTRACT PERFORMED BY PRIME CONSULTANT _____ %

| PRIME CONSULTANT | DETROIT BASED YES/NO | TYPE OF VERIFICATION SUBMITTED* |
|------------------|-------------------------|---------------------------------|
| | | |

| PRIME CONSULTANT | DETROIT CUSTOMER BASED YES/NO | TYPE OF VERIFICATION SUBMITTED* |
|------------------|-------------------------------------|------------------------------------|
| | | |

| Project Sub-consultant | DBB/DHB Status | Type of Verification Submitted* | Percentage of Contract |
|------------------------|----------------|------------------------------------|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

***Submit copies of your verification forms with your proposal.**