

**SECTION 04**  
**BID PROPOSAL FORM**

PROPOSALS ARE TO BE SUBMITTED TO:  
Cobo Center  
Second Floor Administration Offices  
One Washington Boulevard  
Detroit, MI 48226  
Attention: Mr. Tom Tuskey

**Proposals will be time and date stamped.**

**Submitted By:** \_\_\_\_\_ (Company Name)  
\_\_\_\_\_ (Street Address)  
\_\_\_\_\_ (City, State, Zip)  
\_\_\_\_\_ (Contact)  
\_\_\_\_\_ (Area Code/Phone No.)  
\_\_\_\_\_ (Fax No.)

**A. EEO PARTICIPATION**

I/We, the undersigned, certify that all Equal Opportunity Requirements, Labor Standards and Non-Discriminatory provisions will be complied with as defined within the Contract Documents.

**B. DOCUMENTS**

Receipt of Contract Documents and Information Letters:

I/We, the undersigned, acknowledge receipt of the Contract Documents identified in the (PACKAGE) Requisition and the following Detroit Regional Convention Facility Authority RFP Information Letters:

# _____ dated _____	# _____ dated _____
# _____ dated _____	# _____ dated _____
# _____ dated _____	# _____ dated _____

**C. CHECKLIST (THE FOLLOWING QUESTIONS MUST BE ANSWERED)**

- |     |  |     |
|-----|--|-----|
| 1.  | Insurance Limits as required by OCIP manual?   | Y/N |
| 2.  | Providing all guarantees, certifications, and/or warranties as required by the Documents?                | Y/N |
| 3.  | Sales Tax and Use Taxes Excluded?  | Y/N |
| 4.  | Agree to sign the Detroit Regional Convention Facility Authority standard contract agreement unmodified? | Y/N |
| 5.  | Submit for and obtain all required permits for this work?  | Y/N |
| 6.  | All labor included in Proposal is prevailing wage labor?   | Y/N |
| 7.  | Completed Pre-Qualification Statement previously submitted:  | Y/N |
| 8.  | Current financial statement attached?  | Y/N |
| 9.  | Current EMR Rate with Insurance Co. verification?  | Y/N |
| 10. | 100% payment and Performance Bond included in bid  | Y/N |
| 11. | Any material or product substitutions?   | Y/N |
| 12. | 5% bid bond included with proposal   | Y/N |

**D. BASE PROPOSAL PRICE**

Window Shades Base Bid: \$ \_\_\_\_\_

<b>TOTAL LUMP SUM:</b>	\$ _____
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**E. UNIT PRICES**

Provide with your Proposal a letter providing unit prices for the all the items included in your bid – items shall include all engineering, detailing, coordination, layout, materials, equipment, overhead, profit, taxes, insurance, and benefits, and other incidentals.

**F. ALTERNATES**

1. Provide a DEDUCT ALTERNATE to provide a straight gate and a straight track in lieu of a gate that has a curved track and segmented / hinged sections.

DEDUCT \$ \_\_\_\_\_

2. Provide total hours and work classification for Insurance purposes
- |                |       |
|----------------|-------|
| Classification | _____ |
| Hours          | _____ |



**I. LOCAL PARTITICPATION**

Listed below are your proposed Local firms and/or suppliers and percentages to be subcontracted to said firms in a good faith effort to utilize local companies.

Firms:	Location:	% of Contract
1. _____	_____	_____ %
2. _____	_____	_____ %
3. _____	_____	_____ %
4. _____	_____	_____ %
5. _____	_____	_____ %

**J. MINORITY PARTITICPATION**

Bidders certify that they will comply with all Equal Opportunity Requirements and Non-Discriminatory provisions.

Listed below are your proposed M.B.E./W.B.E. firms and percentages to be subcontracted to said firms in a good faith effort to utilize M.B.E./W.B.E. companies.

Commitment to Minority Business Enterprise (MBE) and/or Women Business Enterprise (WBE)

Firms: \_\_\_\_\_ %

Commitment to Minority and/or Women On-Site Workforce: \_\_\_\_\_ %

**SIGNATURE**

The Undersigned has examined the Drawings and Specifications and is fully informed as to the nature of the Work and the conditions relating to its performance. The Undersigned hereby proposes to furnish the **Window Shades** work called for herein relating to **Cobo – Phase IIIb** project in Detroit, Michigan.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Officer of the Company

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_