

**CITY OF DETROIT
OFFICE OF CONTRACTING AND PROCUREMENT
REQUEST FOR QUOTE**

**RFQ NO. 185863.2
Overhead Garage Doors Preventive Maintenance Plan
Municipal Parking Department**

Buyer: Anetra Faison

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	Monday, July 7, 2025, EST
QUESTIONS DUE	Wednesday, July 16, 2025 @ 5pm EST (on or before) All questions must be submitted online in the Supplier Portal. Please do NOT email Buyer.
PRE-BID CONFERENCE	Tuesday, July 15, 2025, 2:15pm – 3:30pm Eastern Market Parking Garage 2727 Riopelle, Detroit Michigan 48207 Submit Pre-Bid Conference RSVP via Oracle. No Unsupervised Site Visits Permitted Outside of Pre-Bid Conference Schedule.
ANSWERS DISTRIBUTED	Friday, July 18, 2025 @ 5pm
QUOTES DUE DATE *	Wednesday, July 23, 2025 @ 5pm EST In the Supplier Portal as specified in this RFQ.

* Quotes must be uploaded into the Supplier Portal on, or prior to the exact date and time indicated above. Late or emailed quotes will not be accepted. Respondents must enroll in the Supplier Portal to download the bid documents and to ensure inclusion in our database www.detroitmi.gov/supplier. Instructions may be found on the City of Detroit website which includes tutorials on how to register. If you have any questions, please send an email to procurementinthecloud@detroitmi.gov or call (313) 224-4600.

E-Procurement Open Assistance Sessions
Learning How to Navigate Oracle

To join E-Procurement experts for Oracle demonstrations and Q&A pick one of the time slots

Virtual Learning Session (30 min. each)	Day & Time Option 1	Day & Time Option 2
Supplier Registration	Mondays, 10:30 AM	Thursdays, 1:00 PM
Supplier Profile Updates	Mondays, 11:30 AM	Thursdays, 1:30 PM
Responding to Bids	Mondays, 9:30 AM	Fridays, 9:30 AM
Invoicing	Tuesdays, 1:30 PM	Fridays, 11:30 AM
Online Office Hours (General)	Tuesdays, 3:00 PM	Wednesdays, 9:30 AM

Have additional Supplier Portal questions? Schedule a phone call with our E-Procurement Specialist [here - Supplier Portal Support Questions](#)

1. PROJECT REQUEST

The City of Detroit Office of Contracting and Procurement (OCP) requests quotes from qualified Respondents to render certain technical or professional services ("Services") as set forth in this RFQ to provide Overhead Garage Doors Preventive Maintenance Plan for The City of Detroit Municipal Parking Department (MPD) for a contract period of two (2) years.

The City of Detroit Municipal Parking Department (MPD) is presently seeking a suitable contractor to provide a quote for Overhead Garage Doors Preventive Maintenance Plan. The bidding Contractor shall provide quoted pricing that will be honored for the duration of the two (2) year contract.

Scope of Services Shall include but not limited to the following:

- Inspect and tighten hinges & hardware
- Inspect cables for wear & damage
- Lubricate and inspect rollers & hinges
- Inspect & adjust door alignment
- Inspect track fasteners & hangers
- Inspect safety photocells
- Inspect and test safety edge & relight
- Inspect sections
- Inspect weather seal for wear/damage
- Tests disconnect for manual operation
- Lubricate and inspect chain hoist
- Check door balance
- Warning tags installed on spring & door
- Adjust and lubricate springs
- Inspect drums and shaft for wear and damage
- Check operator/chain hoist mounting
- Inspect and adjust all belts, chains, and sprockets
- Inspect and adjust brake clutches
- Inspect and adjust limit switches
- Check radio controls and record frequencies (if applicable)
- Inspect locks for proper operation
- Inspect door panels and door guides

Note:

Prior to starting any repairs or replacements that are not part of the preventative maintenance work, the contractor is responsible for troubleshooting issues. The City of Detroit MPD will not incur any additional fees for this service. Before repairs and replacements may start, an MPD authority must give their approval. Any work beyond routine, proactive, and preventative maintenance must be submitted and approved.

- Preventative/corrective maintenance, including inspections, servicing and general repairs of overhead doors and related system equipment including manual and auto operated.
- Test all safety devices when and where applicable.
- Conduct bi-annual inspections of all garage door systems and record the findings.
- Provide supervision, labor, tools, materials, equipment, transportation, permits and licenses.
- Contractors must offer 24-Hour On-Call Service and be able to respond to emergency calls or other outages.
- Performs preventive maintenance and repairs between the standard business hours of 7:00am and 5:00pm, unless instructed otherwise by an MPD-authorized representative. Holidays and after-hours, which can have a different cost, are excluded.
- Consults with an MPD-authorized representative to ascertain the precise times and dates for planned repair.
- Maintains a log, which the contractor is responsible for keeping up to date and forwarding to MPD.
- Possess all ability required to repair and maintain different types of doors, operators, and door systems.
- Ensure that door equipment is maintained at a high level of performance.
- Have a dedicated customer service agent on hand to offer price quotes for any work that is not specified in this RFQ.
- Throughout the duration of the contract, the chosen contractor must notify the MPD representative before subcontracting any work.
- The contractor is required to examine all moving parts or components, investigate noises and lubricate, adjust and repair as recommended per manufacturer specific factions

2. BACKGROUND/DESCRIPTION OF ENVIRONMENT

It is the responsibility of the Bidder to review General Conditions. In your quotation a distinction between dollars and cents must be made. Also, illegible bids may be grounds for rejection of your bid. All changes made to the bid form altering, price, terms, quote and/or conditions MUST be crossed out and initialed. Failure to initial any changes will be grounds for rejection of your bid. CORRECTION FLUID IS NOT ACCEPTABLE.

The chosen contractor will provide the cost of the parts, personnel, equipment, and supplies needed to carry out routine, corrective, and preventive maintenance, repairs and inspections to reduce downtime. As-needed repairs and emergency service calls are examples of additional services rendered.

In accordance with industry standards, proper trade practices, laws, codes, and regulations, as well as the highest standards of expert craftsmanship, routine maintenance and repairs must be performed at the following four (4) Municipal Parking Department sites:

1. Ford Underground Parking Garage
30 Jefferson East
Detroit Michigan 48226
2. MPD Maintenance Building
1561 Howard St
Detroit Michigan 48216
3. MPD Administration Building
1600 W. Lafayette
Detroit Michigan 48216

- 4. Eastern Market Parking Garage
2727 Riopelle
Detroit Michigan 48207

3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFQ, it will be a City of Detroit Professional **Services Contract**. The term of the contract will be two (2) years. Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council and signed by the Chief Procurement Officer. The City anticipates one award as a result of this RFQ.

4. STATEMENT OF WORK

The contractor is required to test and examine each overhead door and report on the condition of all parts, including those on the list. It is recommended that this maintenance be carried out bi-annually on a mutually agreed upon schedule. Each site requires bi-annual preventive maintenance. The following are just a few of the things that bi-annual preventive maintenance services must cover:

BI-ANNUAL PREVENTIVE MAINTENANCE PLAN DETAILS

BI-ANNUAL PREVENTIVE MAINTENANCE PARTS & SERVICES
Inspect and tighten hinges and hardware
Inspect cables for wear and damage
Lubricate and inspect rollers and hinges
Inspect and adjust door alignment
Inspect track fasteners and hangers
Inspect safety photocells
Inspect and test safety edge and relight
Inspect sections
Inspect weather seal for wear/damage
Tests disconnect for manual operation
Lubricate and inspect chain hoist
Check door balance
Warning tags installed on spring and door
Adjust and lubricate springs
Inspect drums and shaft for wear/damage
Check operator/chain hoist mounting
Inspect and adjust all belts, chains and sprockets
Inspect and adjust brake clutches
Inspect and adjust limit switches
Check radio controls and record frequencies (if applicable)
Inspect locks for proper operation
Inspect door panels and door guides

Prior to starting any repairs or replacements that are not part of the preventative maintenance work, the contractor is responsible for troubleshooting issues. The City of Detroit MPD will not incur any additional fees for this service. Before repairs and replacements may start, an MPD authority must

give their approval. Any work beyond routine, proactive, and preventative maintenance must be submitted and approved.

5. OPERATIONAL INFORMATION

Awarded Contractor(s) will work closely with City agency staff.

The Respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City.

6. MINIMUM QUALIFICATIONS

Bidders must have a minimum of three (3) years of experience at the same, or similar, scope as described in the Statement of Work of this Request For Quote.

7. QUESTION DEADLINE

All questions regarding the RFQ shall be submitted through the Supplier Portal no later than the time and date specified on the Cover Page. In the interest of transparency, only written questions will be accepted. Answers to questions will be posted within the Supplier Portal. The City of Detroit does not guarantee a response to questions submitted after the question deadline.

Should a Respondent be in doubt as to the true meaning of any portion of this RFQ or find any patent ambiguity, inconsistency, or omission herein, the Respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFQ.

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.

Respondents requesting changes to the RFQs terms and conditions, specifications, quantities, etc.; or if clarifications are needed, must make the request in writing by the stated bid submission deadline.

8. REJECTIONS, MODIFICATIONS, CANCELLATIONS

The City of Detroit expressly reserves the right to:

1. accept or reject, in whole or in part, any and all quotes received;
2. waive any non-conformity;
3. re-advertise for quotes;
4. withhold the award for any reason the City determines;
5. cancel and/or postpone the request for quotes, in part or in its entirety, and/or,
6. take any other appropriate action that is in the best interest of the City.

This RFQ does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of quotes under this request, or to procure or contract for services.

9. PROTESTS

Protests can be filed with the Office of Procurement. Interested parties aggrieved by a solicitation or the award of any resulting contract may file written notice of protest to the following:

**City of Detroit Chief Procurement Officer
2 Woodward Avenue, Suite 1008
Detroit, MI 48226
“Procurement Protest”**

At a minimum, such protests shall include:

1. name of protestor
2. solicitation/contract number and description; and
3. statement of grounds for protest (reference specific text in the solicitation, bid or contract document that is at issue).

The decision of the Chief Procurement Officer and/or the Department Director are final and is not subject to appeal.

10. INVOICES

Vendors must be registered in City of Detroit Vendor Portal and be a registered vendor with the City of Detroit to submit invoices and receive payments. Go to <http://www.detroitmi.gov/Supplier> to register.

AUTHORIZATION TO COMMENCE WORK OR SHIP GOODS – READ CAREFULLY!

Contractors may begin work or ship goods upon receipt of the required authorization, which is the CPA (Contract Purchase Agreement), in addition to *SPO (Standard Purchase Order)*, from Procurement. ****Work commencing without issuance of the SPO is subject to Payment Delays and/or Non-Payment! **** *The CPA (City Council Approved and Awarded Contract Purchase Agreement) alone is NOT authorization to begin work! NO letter of Intent, or Letter to Commence Work will be issued.*

Required Vendor Steps To Invoice:

1. Invoices should NOT be uploaded until the Contractor receives confirmation of review and approval from the City of Detroit.
2. Vendors should submit their invoices via City of Detroit Vendor Portal. Portal invoice amount and creation date must match the date on attached invoice. Please follow the below invoice requirements:

Invoice MUST contain or have as attachment:

- Vendor Name and address on Invoice
- Contact Info on Invoice (Accounts Receivable contact by phone and email)
- Remittance information (MUST be included, or the invoice is subject to rejection)
- City of Detroit contact (person who authorized work to commence)
- Invoice Date
- Date of service/delivery
- Contract number
- Purchase order number
- Total Invoice amount

Other invoice requirements:

- Invoice must be billed based on Purchase Order rates
- Total invoice amount must be tied to the total supporting documents
- Supporting documentation must be attached to the invoice in the portal

Terms are standard NET 30 Days, unless otherwise negotiated, and start from the invoice receipt date, provided that the invoice is submitted timely to our AP department with the necessary supporting documentation.

If you need assistance, please contact the Office of Departmental Financial Services (ODFS) 313-410-7804.

11. PREVIOUS EXPERIENCE

The City's experience with the bidder on previous contracts will be considered in determining the award.

12. MISCELLANEOUS

It shall be the responsibility of the Respondent to thoroughly familiarize themselves with the provisions of these specifications. After executing the contract, no consideration will be given to any claim of misunderstanding.

The Respondent agrees to abide by the rules and regulations as prescribed herein by the City as the same now exists or may hereafter from time to time be changed in writing.

Contractors are encouraged to contract with small and minority businesses, women's business enterprises, labor surplus area firms and Detroit businesses. The City strongly encourages the hiring of Detroit residents whenever possible by contacting Detroit At Work for your hiring needs. Visit the Detroit At Work website at www.detroitatwork.com for specific contact information regarding these opportunities.

13. GENERAL CONDITIONS:

It is the responsibility of the Bidder to review General Conditions located on the City of Detroit's website.

1. GENERAL CONDITIONS

It is the responsibility of the Bidder to review General Conditions. In your quotation a distinction between dollars and cents must be made. Also, illegible bids may be grounds for rejection of your bid. All changes made to the bid form altering, price, terms, quote and/or conditions. MUST be crossed out and initialed. Failure to initial any changes will be grounds for rejection of your bid. CORRECTION FLUID IS NOT ACCEPTABLE.

2. LOCAL PREFERENCE CONDITIONS

It is the responsibility of the Bidder to review the Local Preference Conditions attached to this bid and comply with all requirements therein.

3. RENEWAL

The proposed agreement may be renewed per contract terms. Both parties must agree to an extension under the same terms and conditions as exist in the then current contract.

4. AWARD

One award will be made on a low total net bid basis. Bidders shall quote on all items, leave no blanks and state "No Charge" where applicable. Blank spaces are considered to be no offer. The City of Detroit reserves the right to delete any item(s) from the award.

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

5. AWARD

One award of contract will be made on a low total net bid based on the estimated quantities shown. Bidders shall quote on all items, leave no blanks and state "No Charge" where applicable. Blank spaces are no offer. The City of Detroit reserves the right to delete any item(s) from the award. All awards are subject to Ordinance No. 15-00.

5.01 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 services needed in accordance with the delivery requirements of the City of Detroit.

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

6. TERMINATION OF CONTRACT

At any time during the contract the City may terminate the agreement for reason of poor or deficient work performance, inability of the Contractor to reason for poor or deficient work performance, inability of the Contractor to supply trained competent technicians, 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.

7. TERMINATION OF CONTRACT

The City reserves the absolute right to terminate this contract in whole or in part, for the convenience of the City at its sole discretion on thirty (30) days written notice to the Vendor.

8. SPECIFICATION CHECK

We have read the specifications thoroughly and we:

- Are able to meet specifications without deviation.
- All deviations are properly outlined on an attached sheet marked _____ for identification.

SIGNED: _____

TITLE: _____

9. SPECIFICATION COMPLIANCE CHECK LIST

The Specification Compliance Check List must be completed and returned with bid form.

10. PRICE

(If you do not check one of the following, your bid will be considered FIRM).

- A.) Contract prices are not subject to increase, but will be subject to reduction. (This will be considered only in cases of identical prices offered). Clause A applies to Item(s) No. _____
- B.) Contract prices are FIRM for the entire contract period. Clause B applies to Item(s) No. _____
- C.) Contract prices are firm for _____ months after _____ and are

then subject to adjustment with a maximum increase of ____% for the balance of the one-year contract. Clause C applies to Item(s) No. _____

Percentage figure must be shown to obtain consideration under Paragraph C above. For evaluation purposes, the percentage shown will be added to your price for the corresponding period of the one (1) year contract.

The City of Detroit reserves the right to cancel the balance of any contract if any proposed increase (in writing) is considered unacceptable.

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

11. LITERATURE

Descriptive literature showing the unit's dimensions and features must be included. If the size, capacity, or features of the unit, or any of its components are not clearly defined in the printed literature submitted with the Bid, the Bidder shall furnish supportive data in sufficient detail so that the unit may be checked for conformity to the specifications.

If any of the features or dimensions of the unit the Bidder proposes to furnish do not meet the specified requirements, the Bidder shall indicate such deviations in the space provided on the appropriate Bid Form. Failure to provide this information may result in rejection of your bid.

12. TERMS OF PAYMENT

The City of Detroit reserves the unqualified right to reject any bid, which includes a provision for a service charge levied by a vendor when payment by the City is not made within a specified time period.

13. INSPECTION

Bidder will be held to have visited the premises and examined the site(s), to familiarize them with the conditions under which to conduct work. No extras will be allowed due to failure to examine the site(s) before completing the bid, or neglect to include all material and labor to complete the work.

() I have examined the sites and familiarized myself with the conditions under which I will conduct my work.

Signature _____ Title _____

() I have not visited the premises, but I understand that no adjustment to pricing will be allowed if my bid is accepted.

Signature _____ Title _____

14. ITEMS FOR EVALUATION

DO NOT QUOTE PRICES FOR ITEMS NOT LISTED OR REQUESTED IN BID.

15. ADDITIONAL PURCHASES

() We agree

() We DO NOT agree to accept additional purchase orders from the City of Detroit for additional units at the same prices and under the same terms and conditions, for a period of one year after date of bid opening.

16. ADDITIONAL PURCHASES

- () We will
- () We will NOT upon request of the City, accept Purchase Orders for additional goods/and/or service herein specified at the same prices and under the same terms and conditions until the end of the current production schedule.

17. INSURANCE

TYPE	AMOUNT NOT LESS THAN:
Automobile Liability Insurance (covering all owned, hired and non-owned vehicles with personal and property protection insurance, including residual liability insurance under Michigan no fault insurance law)	\$1,000,000.00 combined single limit for bodily injury and property damage
Commercial General Liability Insurance (Broad Form Comprehensive)	\$1,000,000.00 each occurrence \$2,000,000.00 aggregate
Workers' Compensation	Michigan Statutory minimum
Employers' Liability	\$500,000.00 minimum each disease \$500,000.00 minimum each person \$500,000.00 minimum each accident

18. BIDDERS QUALIFICATION CRITERIA

Bidders offering proposals on equipment and/or supplies must be on an authorized Original Equipment Manufacturer's Agency List, authorized and capable, under explicit contractual agreement, to enforce the manufacturer's warranty, as well as repair (should it become necessary) without the necessity of outsourcing for unauthorized repair.

We are in compliance with the Bidders Qualification Criteria as stated above:

[] Yes [] No

_____ (Signature)

Prior to award, verification of the above may be required in the form of a letter from the manufacturer stating confirmation of your compliance with the Bidders Qualification Criteria. Failure to provide written confirmation from the manufacturer may result in the rejection of your bid.

19. BIDDERS QUALIFICATIONS

Bidder must be regularly engaged in manufacturing printed material which is the same or similar to material outlined in the bid document and/or specifications contained herein. Bidder shall have adequate financial resources, organization, and equipment to satisfactorily perform the work to completion within the specified time. Satisfactory evidence of the bidder's ability to perform, including experience and/or resources, must be furnished to the City of Detroit upon request.

REFERENCES: We have provided Overhead Garage Doors Preventive Maintenance Repair Services for the following:

Name of Organization	Date Furnished	Description of Item	Contact Person	Telephone Number

20. CONTRACT ACCEPTANCE

The successful bidder shall be notified of the execution of a contract by the City of Detroit upon issuance of a "Contract Award Notice" or a Purchase Order. The "Contract Award Notice" shall contain the date the contract award was approved.

The signed, accepted bid of the successful bidder will be the contract between the bidder and the City of Detroit, containing the full description of all contractual terms and conditions. A copy of your signed bid will not be mailed to you. Each bidder shall keep a copy of his/her signed bid form for future reference.

21. INSURANCE

21.01 The Contractor shall maintain at its expense during the term of this contract, the following insurance:

21.01.1 Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee. For Federal and State Funded Training Programs and etc., is required to secure insurance for worker's compensation for all of its participants and The City of Detroit should also be listed as an additional insured.

21.01.2 Commercial General Liability insurance with a combined single limit of \$1,000,000.00 per occurrence subject to a minimum aggregate limit of \$2,000,000.00

21.01.3 Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by vendor's auto) with minimum property damage limits of \$1,000,000.00 each occurrence.

21.02 If during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of the City, render inadequate the insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the contractor's expense, under valid and enforceable policies.

21.03 All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days' prior notice to the City. The Commercial General Liability insurance policy shall name the City as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to the Finance Department, Office of Contracting and Procurement, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates of expiring policies.

22. BID WITHDRAWAL

No bid shall be withdrawn for 90 days from submission deadline. Bidders may reduce this period if stated on bid, but such bids may be rejected on the basis of the reduced time period.

This paragraph supersedes paragraph 14 of General Conditions.

23. EQUALIZATION FACTOR

In accordance with Ordinance No. 15-00, 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.

The firm making the lowest bid thus evaluated shall be deemed the lowest bidder.

Vendors who wish to receive Equalization credit for bids submitted must fill out the attached Equalization Eligibility Form and return it with their bid document along with any supporting documentation required to substantiate eligibility. The Equalization Eligibility Form and supporting documentation must be submitted with each and every bid response submitted by the vendor. Failure to return the Equalization Eligibility Form and/or Affidavit along with required documentation will result in equalization credit not being applied to your bid.

24. CLEANLINESS OF WORK AND STREETS

The work itself, and all property used therewith, shall be kept in a neat and orderly condition at all times. Excess waste and rejected materials, rubbish and debris shall not be allowed to accumulate. Construction equipment and excess materials shall be promptly removed from site when no longer needed for the progress of the work. Upon completion of the work, the contractor shall restore the site to original condition.

25. EXPERIENCE AND REFERENCES

Past performance and experience may be factors in making the award. Please complete the appropriate reference forms.

We have furnished goods and/ or services of a similar nature, as follows (Complete in entirety):

Company	Address	Phone Number	Contact Name

26. REMANUFACTURED/REFURBISHED EQUIPMENT

It is the responsibility of the bidder to indicate if the unit supplied is remanufactured or refurbished. Failure to provide this information may result in rejection of your bid.

MODEL _____ Manufactured by _____
And described in the attached literature marked _____ for identification.

_____ NEW UNIT

_____ REMANUFACTURED/REFURBISHED

The decision of the City of Detroit, acting through the Chief Procurement Officer, shall be final as to what constitutes an acceptable remanufactured/refurbished unit.

RFQ Attachment List

The following attachments are available to download on the Supplier Portal:

Attachment A – Respondent Questionnaire

Attachment B – Price Sheet

Attachment C – Specifications Compliance Checklist

Attachment D – Forms, Affidavits and Documents

Attachment E – Professional Services Contract

Attachment F – Experiences & References Form

Attachment G – Pre-Bid Conference Schedule

Attachment B
**Overhead Garage Doors Preventive Maintenance Plan
 Price Sheet**

Inspect and tighten hinges and hardware

Inspect cables for wear and damage

Lubricate and inspect rollers and hinges

Inspect and adjust door alignment

Inspect track fasteners and hangers

Inspect safety photocells

Inspect and test safety edge and relight

Inspect sections

Inspect weather seal for wear/damage

Tests disconnect for manual operation

Lubricate and inspect chain hoist

Check door balance

Warning tags installed on spring and door

Adjust and lubricate springs

Inspect drums and shaft for wear/damage

Check operator/chain hoist mounting

Inspect and adjust all belts, chains and sprockets

Inspect and adjust brake clutches

Inspect and adjust limit switches

Check radio controls and record frequencies (if applicable)

Inspect locks for proper operation

Inspect door panels and door guides

TOTAL

\$

-

****Bi-Annual Routine Maintenance Service Rate considered as quantity of one (1) for side by side comparison.****

Attachment C
BI-ANNUAL PREVENTIVE MAINTENANCE PARTS & SERVICES
Specifications Compliance Checklist

	Check/Initial Off
Inspect and tighten hinges and hardware	
Inspect cables for wear and damage	
Lubricate and inspect rollers and hinges	
Inspect and adjust door alignment	
Inspect track fasteners and hangers	
Inspect safety photocells	
Inspect and test safety edge and relight	
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Inspect and adjust all belts, chains and sprockets	
Inspect and adjust brake clutches	
Inspect and adjust limit switches	
Check radio controls and record frequencies (if applicable)	
Inspect locks for proper operation	
Inspect door panels and door guides	

Exhibit G
PRE-BID CONFERENCE SCHEDULE
Overhead Garage Doors Preventive Maintenance Plan
Municipal Parking Department

Tuesday, July 15, 2025 – 2:15 pm to 3:30 pm

2:15pm Meet Up & Introduction
Near Entrance of Eastern Market Parking Garage

2:20pm Eastern Market Parking Garage
2727 Riopelle
Detroit Michigan 48207

2:40pm Ford Underground Parking Garage
30 Jefferson East
Detroit Michigan 48226

3:00pm MPD Administration Building
1600 W. Lafayette
Detroit Michigan 48216

3:20pm MPD Maintenance Building
1561 Howard St
Detroit Michigan 48216