

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

Maintenance, Repair, and Operations Supplies for the City of Detroit (GSD)

Buyer: Aroya Rush

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	Friday, September 26, 2025
QUESTIONS DUE	Thursday, October 9, 2025 by 2:00pm EST All questions must be submitted online in the Supplier Portal
PRE-BID CONFERENCE	Wednesday, October 8, 2025 at 1:00pm EST Location: Microsoft Teams Meeting ID: 223 689 305 658 9 Passcode: Xv3wR9tz Dial in by phone +1 469-998-6602,,102556486# Phone conference ID: 102 556 486#
ANSWERS DISTRIBUTED	Monday, October 13, 2025 by 2:00pm EST
QUOTES DUE DATE *	Friday, October 17, 2025 by 3:00pm EST In the Supplier Portal as specified in this RFQ.

* Respondents must [register](#) in Bonfire to download bid documents and submit bids. **The City cannot guarantee the accuracy of any bid documents obtained from outside of Bonfire, and bids submitted outside of Bonfire will not be accepted.**

Questions about the specifics of this RFQ must be asked within the [Bonfire](#) Messages interface for the bid on or before the date and time indicated above. Questions asked via phone, email, and/or other means will not be answered.

Quotes must be uploaded in [Bonfire](#) on or prior to the date and time indicated above. Late and/or emailed quotes will not be accepted.

*****SUBMISSIONS FOR THIS BID WILL ONLY BE ACCEPTED THROUGH THE BONFIRE PLATFORM (PLEASE SEE LINK BELOW)*****
(<https://tinyurl.com/yyc9td7k>)

1. **PROJECT REQUEST**

The City of Detroit Office of Contracting and Procurement (OCP) requests for quotes from qualified Respondents to render certain technical or professional services ("Services") as set forth in this RFQ to provide a complete and comprehensive line of Maintenance, Repair, and Operations Supplies.

2. **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 (Attachment E)**. **The term of the contract will be for five (5) 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 or multiple awards as a result of the RFQ.**

3. **STATEMENT OF WORK**

The City of Detroit seeks responses from vendors authorized in the State of Michigan to provide a comprehensive line of Maintenance, Repair and Operation supplies with knowledgeable personnel for a **five (5) year period**. This bid solicitation includes the City of Detroit's preference for environmentally preferred goods and services where applicable.

Product Categories: appliances, material handling, air filters, batteries, electrical, fasteners, hand tools, HVAC, lighting, lamps, ballast, fixtures, motors, outdoor equipment, paint and equipment supplies, personal protective equipment, plumbing, pneumatic tools, power tools and accessories, security, welding and soldering, public safety and any other miscellaneous MRO supplies. Also include sourcing options for items not readily available.

Equivalent/Alternative options can be quoted as well on the attached document titled, ***Attachment C***.

The City makes no guarantee or commitment of any kind concerning quantities or usage of contracts resulting from this solicitation. The Awarded Vendor(s) discount and pricing schedule shall apply regardless of the volume of business under the contract.

Vendor(s) may provide Products and Services from the following categories:

- Janitorial and Cleaning Supplies
- Fasteners
- Material Handling
- Plumbing
- Power Sources
- Outdoor Garden
- Lamps, Lighting, Ballasts
- HVAC
- Hand Tools
- Power Tools (excluding automotive related tools and products)
- Electrical
- Paint
- Security

Contract Management Retail Store/Will Call Availability:

Vendor(s) branches are open 8:00am to 5:00pm Monday through Friday, local time.

- ❖ Provide a list of branches and distribution centers.

Vendor(s) has trained and capable employees that will interact with the Purchasing Entity and has regional, senior, and executive management responsible for supporting the City.

Growth Incentives

Pricing should include incentives, a fixed category discount structure, market basket pricing that is firm for 12 months, prepaid standard ground shipping, product warranties, and inventory management solutions.

- **Contract Reference Price ("CRP"):** is market-based and lower than Vendor's historic List Price. CRP is stable and only subject to change one (1) time per year. Pricing proposal is tied to CRP. CRP should be found on the vendor's website when the City logs into their account on the vendor's website. The CRP at the time of purchase will be the price to which any contract discounts will be applied.
- **Additional Discounting:** The Vendor recognizes the operational importance of providing the Purchasing Entity access to MRO products that fall outside the market basket pre-defined categories awarded. Contractor offers a 5% discount off of CRP on products that fall outside the market basket and pre-defined categories listed above.
- **Large Order Discounts:** Vendor will work with the City to leverage additional discounts for large, single orders, based on size and scope.

Reporting Capabilities Disaster Recovery Plan:

The vendor will provide reporting/analysis. Vendor will work with the Purchasing Entity to provide access to their order information, through various history reports, spend analysis, pricing audit, and various other reports.

Given the importance of data for information and reporting, it is critical that Vendor stores this information well. The vendor should backup Data and transaction logs so that information can be restored in the event of hardware or other failure.

E- Commerce and Web Catalog Capabilities:

1. Display contract pricing and multiple search options from narrow options to specific search criteria;

Vendor allows the Purchasing Entity to search and filter by the following attributes:

- Keyword(s)
- Market Basket items
- Manufacturer/brand
- Manufacturer model number
- National Stock Number (NSN)
- Vendor's internal item number
- Supplier Diversity products
- Green products (Logo for green)
- Categories or product index

2. On-line ordering capability:

Ordering 24/7: The Purchasing Entity can submit orders 24 hours per day, 7 days a week, and 365 days per year via vendor's website and/or mobile applications. This allows for quick and easy ordering for the Purchasing Entity anytime, anywhere.

Punchout Capabilities

Vendor must be able to provide the ability for a full punchout lifecycle integration with the City systems. The successfully awarded vendor is also expected to integrate with the Oracle Enterprise Resource Planning (ERP) Oracle Supplier Network (OSN) for both punch-out and invoicing. The process must also ensure transmission of approved PO's to the vendor and receiving invoices into ERP for payment.

4. MINIMUM QUALIFICATIONS

1. Must have at least five (5) years experience providing MRO supplies to municipalities.
2. Must be authorized by the State of Michigan to sell MRO supplies.
3. Must be an authorized distributor of the MRO items quoted.
4. Must be able to integrate online catalogs with Oracle punchout.
5. Must have the ability to meet 48-hour delivery and provide delivery on an as needed basis to various locations.
6. Must provide evidence of capabilities to stock and deliver requested items.
7. Vendor(s) pricing model must be auditable to ensure the City is receiving contract pricing (e.g. Line-item pricing with percent discount).
8. Must have the ability to restrict, sort, and filter items on the punchout catalog (e.g. identify eco-friendly and sort by price).
9. Must have knowledgeable employees available to answer questions from 8:00am – 5:00pm EST, Monday-Friday.

5. NOTICE TO BIDDERS

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 17-5-14 of the Detroit City Code, Finance and Taxation, Article V, Purchases and Supplies, Division 1, Goods and Services.

- a. OMNIA National Intergovernmental Purchasing Alliance (formerly National IPA) www.nationalipa.org
- b. SOURCEWELL (formerly National Joint Powers Alliance) sourcewell-mn.gov
- c. GSA (US General Services Administration) www.gsaadvantage.gov
- d. U.S. Communities www.uscommunities.org
- e. MIDEAL (Michigan Delivering Extended Agreements Locally) www.michigan.gov/localgov

6. OPERATIONAL INFORMATION

Awarded Vendor(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.

7. TECHNICAL INFORMATION

The City of Detroit is committed to centralizing and warehousing data for the purpose of improving service delivery and enabling cross departmental analytics. For this reason, we expect Contractors, contractual relationships, and resulting software platforms to enable data access, data interoperability, warehousing of resulting data, and adherence to City data standards.

Specifically, the City minimally requires:

- Access to any data via APIs in a machine-readable format.
- Full documentation of APIs (including field names and objects) and the database schema used by the application.
- Ability for City to push data as needed to these software systems to update base datasets.
- Any location-based data or platform utilizes the City's Base Units geocoder, Base Units Database, and/or address data standards as applicable. For more information see: <https://base-units-detroitmi.hub.arcgis.com/pages/about-base-units>
- The ability for the City to use and govern this data as it deems necessary- centralizing it, porting it into other systems, and using it for additional and future organizational needs.

The City prefers:

- System or platform has the capacity to store field-level metadata and display it in the user interface when appropriate
- API is able to provide data in a JSON format.
- Data system or data exports integrate easily with ESRI products including feature services.
- Systems or platforms that support data exchanges (pushes and pulls) that can happen dynamically.

Specifications, Change of Specification, and Errors or Omission. Specifications which refer to brand names are given for reference. Respondents may quote on equivalent articles, provided that brand name and catalog number(s) and any deviations are noted on the bid form and complete descriptive literature is furnished. Exceptions will state "Do Not Substitute." The decision of the City shall be final.

8. 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 not 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.

9. 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.

10. 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.

11. 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.

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.
****Work commencing without issuance of the SPO is subject to Payment Delays and/or Non-Payment! ****

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 with 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 tie 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.

12. PREVIOUS EXPERIENCE

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

13. 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.

14. 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. MINOR DEVIATIONS

Specifications referred to herein are used to indicate desired type, and/or construction, and/or operation. Other products and/or services may be offered if deviations from specifications are minor and if all deviations are properly outlined and stated in the bid document. Failure to outline all deviations will be grounds for rejection of your bid.

The decision of the City of Detroit, acting through the Chief Procurement Officer, shall be final as to what constitutes acceptable deviations from specifications.

4. 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.

5. AWARD

One or multiple awards may be made on a low bid basis, as determined by the City of Detroit based on contractor’s ability and equipment as described in the specification. Blank spaces are considered to be no offer. The City of Detroit reserves the right to delete any item(s) from the award. The City of Detroit reserves the right to limit the amount of the award per contractor. The awarded vendor must have the ability to meet 48-hour delivery and provide delivery on an as needed basis to various locations.

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 of 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.

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. STOCKING FACILITY

The successful bidder will be required to have a stocking facility within Michigan or a toll-free telephone number to expedite deliveries to using departments.

- Our stocking facility is located at: _____
and our Michigan representative is _____
- Our toll free telephone number is _____
- Our email address is _____

9. WARRANTY

Our Warranty is as follows: _____

10. PRICE

The bid price shall be all inclusive which means that all related expenses, including labor, travel, mileage, deliverables, tools, materials, equipment, supplies etc. shall be factored into the unit prices on the attached bid form.

The Price Sheet must include a statement that the prices quoted are firm or provide a clearly defined methodology for making price adjustments during the term of the Agreement.

Discount from price list is FIRM. Price list is subject to adjustment to superseding published price list(s) and/or supplement(s). The City of Detroit must be notified in advance before any price increase becomes effective.

Respondent shall provide notice in its quote to take exception to any requirement of the RFQ. 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. All questions should be submitted in Bonfire under the message board for the solicitation.

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.

11. SHIPMENT

The Contractor will be expected to make reasonably prompt deliveries consistent with quantities ordered. Should an emergency arise for items, which are not available, The City of Detroit reserves the right to secure sufficient quantities from others to meet its immediate needs without prejudice of the proposed contract. If, however, in the sole opinion of the Finance Department, Office of Contracting and Procurement, the contractor fails to render reasonably prompt delivery service, the City of Detroit may terminate the contract forthwith and no damages will accrue.

The City of Detroit wherein referred to shall mean the City of Detroit, acting through the Chief Procurement Officer.

It is understood that these supplies will be required in various shipments from time to time. Shipments will be made within **two (2)** days from each notice to ship. The City of Detroit reserves the right to reject low bids offering unsatisfactory shipment terms.

12. ORDER QUANTITIES

Actual quantities ordered will be contingent on funds available at time of purchase. The City of Detroit reserves the right to reduce quantities if price quoted exceeds budgetary limitations or to increase quantities if funds are available.

13. F.O.B.

Goods are to be F.O.B. delivered to location(s) within the City of Detroit and other specified locations as indicated.

14. INSURANCE

The Contractor shall maintain at its expense during the term of this contract, the following 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
Workers' Compensation	Michigan Statutory minimum

15. 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.

16. 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.

17. 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 the General Conditions.

18. 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.

19. ALTERNATE BID

Additional bids submitted on brands other than the brands referenced in the price sheet (Attachment C) should be noted on the attached “Alternate Bid” spreadsheet. Alternate bids submitted will be at no cost to the city of Detroit. The decision of the City of Detroit, acting through the Chief Procurement Officer, shall be final as to what constitutes an acceptable alternate from specifications.