

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

**RFQ NO. 186099
RECYCLING METAL CONTAINERS**

Buyer: Lola Clark

EVENT / ACTIVITY	DUE DATE / TIME
ADVERTISEMENT DATE	10/10/2025
QUESTIONS DUE	10/17/2025 on or before All questions must be submitted online in the Supplier Portal
PRE-BID CONFERENCE	N/A
ANSWERS DISTRIBUTED	ASAP
QUOTES DUE DATE *	10/24/2025 @ 4:00 PM EST In the Supplier Portal as specified in this RFQ.

* Respondents must [register](#) in Oracle to download bid documents and submit bids. **The City cannot guarantee the accuracy of any bid documents obtained from outside of Oracle, and bids submitted outside of Oracle will not be accepted.** Detailed resources about registering and bidding, including video tutorials and live, virtual office hours, are available at www.detroitmi.gov/suppliersupport.

Questions about the specifics of this RFQ must be asked within the [Oracle](#) 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

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 furnish and deliver recycling metal containers w/ 2 hole opening with flat top with swing-out side door in addition to mounted City of Detroit Logo Emblems and Detroit Recycles decals for use in general activities of the Department (Refer to the attached photographs of acceptable units).

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.

3. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFQ, it will be a City of Detroit **Purchase Order**. **The term of the contract will be for One (1) Year**. 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.**

4. STATEMENT OF WORK

Recycling Metal Containers w/ 2 Hole Opening, Flat Top with Swing-Outside door, mounted City of Detroit Logo Emblems and Detroit Recycle decals, shall be a complete system. Door style containers shall be evaluated. These specifications shall be regarded as MINIMUM. Bidders must furnish all descriptive literature, manufacturer’s compliance certificates and all other necessary data on the equipment proposed as required in the specification.

Examples of Recycling Metal Containers w/ 2 Hole Opening, Flat Top and Swing-out Side Door

“Bottles and Cans Only” Decal shall be placed on lid



Detroit Recycles Decal shall be placed along horizontal bar as shown in white 2-inch letters with triangle recycling logo

Materials

Metal Receptacle

- a. Vertical steel bars
 - i. Minimum Thickness 3/8 inch
 - ii. Minimum Width: 1 inch
- b. Horizontal steel bands
 - i. Minimum Thickness 1/4 inch
 - ii. Minimum Width: 2 inches
- c. Lid / Flat Top w/ 2 Hole Opening 1/4 inch thick
- d. Inter Liner
 - i. High Density Plastic
 - ii. 32–36-gallon capacity
- e. Estimated weight shall be 100 lbs.
- f. Detroit Recycles Decal shall be placed across the front of container in 2-inch white letters
- g. “Bottles and Cans Only” Decals should be placed on flat lid

COMPLETE SAMPLE SHALL BE PROVIDED FOR REVIEW PRIOR TO FULL SHIPMENT
PRIOR TO AWARD

Example of mounted City of Detroit Logo Emblem:



Materials

- a. 304 Stainless Steel (Satin Finish)
 - i. Thickness: 0.8mm
- b. Size
 - i. 106.00mm (length) x 135.00mm (width) = (4.15”x5.33”)

- c. Image and Letterings
 - i. Corrosion Carved and Painted
- d. Colors
 - i. 3 Shades of Green (Pantone 309, Pantone 7473, Pantone 622), and White **REQUIRED**
- e. Warranty
 - i. Outdoor Use: 3 years

DETAILED SPECIFICATIONS

Recycling Metal Containers, w/ 2 Hole Opening,
Flat Top
with Swing-Out Door Style

- a. RECYCLE CONTAINER(S)
 - i. ITEM DESCRIPTION
 - 1. Metal Recycle Container
 - a. Fully Welded steel frame, Commercial rated
 - b. Powder Coated finish to prevent graffiti
 - c. Fully weather resistant
 - d. Swing out, Side Door Style Container shall have replaceable doors
 - i. Lids are flat, with 2-hole openings,
 - ii. Lids will be welded down to container
 - iii. Lock Tabs shall accommodate standard padlocks
 - iv. Vendors shall provide replacement parts available for purchase, for a period of five (5) years
 - v. Pad locks shall not be required.
 - e. Removable and replaceable liner
 - i. Plastic / non-metallic, all-weather material
 - ii. Vendors shall provide replacement parts available for purchase, for a period of five (5) years
 - f. Container shall have means to surface mount to concrete sidewalks
 - i. Hardware
 - 1. Shall be Stainless Steel
 - 2. Shall be included
 - 3. Shall include anchors for Concrete
 - 4. Legs shall raise Receptacle off the ground
 - ii. SHAPE / SIZE(s)
 - 1. Container shall be a generally vertical
 - 2. Container shall be 32-36 gallons
 - 3. Container shall be approximately 36 inches vertical and 24 inches wide
 - 4. Receptacles shall be ADA compliant in terms of access and clearances
 - iii. COLOR(s)
 - 1. Metal Container shall be Blue in color
 - 2. Plastic liner shall be Black in color

b. DELIVERY

- i. Partial deliveries are acceptable
- ii. Preferred method of shipment is on Pallets
- iii. The City will place individual orders based on storage capacity, factoring vendors minimum size shipping order

c. CITY of DETROIT LOGO EMBLEM

- i. All metal containers shall include a pre-installed City of Detroit Emblem
- ii. The emblem shall be mounted on side of the metal receptacle, opposite of the side door
- iii. Holes in emblems shall be drilled in both top corners without obstructing lettering.
- iv. Colors on emblem shall meet City of Detroit standards 1. Tri colored emblems are required.

d. DETROIT RECYCLES DECAL

- i. "Detroit Recycles" Decal shall be placed across the front of container (refer to image on page 4)
- ii. Decal shall be white in color
- iii. Decal shall be 2 inches in height or sized to fit can
- iv. All metal containers shall include a pre-installed Detroit Recycles Decal

e. BOTTLES and CANS ONLY DECAL

- i. "Bottles and Cans Only" shall be placed pre-installed on flat lid w/ 2 Hole opening
- ii. Decal shall be minimum 2" height
- iii. Decal shall be white in color

f. REPLACEMENT PARTS

- i. In addition to the requested amount ordered, the Metal Recycling Container shall include the replacement parts below.
 - 1. City of Detroit Emblem – 500 parts
 - 2. Replacement doors – 50 parts
 - 3. Receptacle Liners – 200 parts
 - 4. Detroit Recycle Decal - 50 Parts
- ii. Delivery of replacement parts shall be included with the first shipment of metal receptacles.

COMPLETE SAMPLE SHALL BE PROVIDED FOR REVIEW PRIOR TO FULL SHIPMENT

Project Coordination:

It shall be the vendor's responsibility to assure all the following:

All bidders, whether a manufacturer or designated dealer, who can provide materials, features or options to meet the specifications outlined herein and willfully fails to do so because of price or to gain a pricing advantage in a competitive bid situation, will be deemed non-responsive. Any further consideration of their bid submission will not be made. Should their current literature or price list for materials, features, or options indicate their ability to meet these specifications, and they fail to do so, they will be deemed non-responsive and declared ineligible to receive the award for the unit specified. Finally, any claims that an item bid exceeds the stated specification must be demonstrated

in a performance demonstration prior to an award or the bid will be deemed unresponsive for failure to substantiate the claim.

Bidders are cautioned to read the specifications carefully. The specifications may include special requirements not commonly offered by the manufacturer, specification are for a standard unit configuration

That the entire unit meets all Federal, State, and Local safety and ANSI standards at the time of delivery.

Notify the Solid Waste Division of the Department of Public Works, (DPW) if, in the opinion of the vendor, the material specified violates good engineering and/or commercial practice.

Project Location:

Delivery shall be made to:

City of Detroit, Department of Public Works
Solid Waste Division
5800 Russell Avenue
Detroit MI, 48211

Attention: William Collins

Mon – Fri, 8am-2pm, phone call to schedule 313-876-4335

Price shall be F.O.B. Detroit, Michigan.

Project Deliverables:

Delivery time, past performance of the bidder and or the material offered, as well as price, will be considered major factors in determining the successful bidder. Delivery time must be submitted in writing, in calendar days from the time of receipt of order. Total quantity to be purchased is 800 units with mounted City of Detroit Logo Emblem and Detroit Recycles decals. Smaller quantity orders shall be placed until full amount is purchased.

All Receptacles with mounted City of Detroit Logo Emblems and Detroit Recycles decals shall be new and warrantied free of manufacturing defects. If defective, supplier will replace at no cost to the City of Detroit.

All items shall be packaged in a means to protect against the environment as recommended by the manufacturer at the time of delivery on pallets.

Vendor Guarantees:

It shall also be the vendor's responsibility to guarantee that:

A. Without additional cost to the City, promptly replace any units within fifteen (15) calendar days from the date of notification, which prove defective in packaging, design, material and/or workmanship.

B. That the material requested shall comply with current American National Standards Institute (ANSI) at the time of delivery

Defective parts and workmanship to be replaced by vendor without cost to the City of Detroit.

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

Bids will be considered only from vendors who offer material that is manufactured by companies that are known to be skilled and have been regularly engaged in the manufacture of material of the type, class and quantities specified herein for a period of not less than five (5) years.

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 a 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 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.

5.01 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 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.

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: _____

Any deviations from these specifications shall be submitted with the bid in writing, with full detail of each variation with reference made to each paragraph to which the variation applies. If these variations are not submitted with the bid, the entire bid will be considered non-responsive.

9. 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 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.

10. 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 Bid Form. Failure to provide this information may result in rejection of your bid.

11. SAMPLES

Bidders offering other than the referenced brand(s) **must submit, with their bid,** and at no cost to the City of Detroit, three samples of the item(s) quoted. Failure to submit samples with bid may be grounds for rejection. **Samples shall be properly marked with vendor's name and item numbers.** Submitted samples

WILL become the property of the City of Detroit, and will not be returned unless otherwise specified.

12. 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 _____ days from each notice to ship. The City of Detroit reserves the right to reject low bids offering unsatisfactory shipment terms.

13. OPTIONAL ITEMS

The following items are to be offered as optional items, not to be included in the total bid price. The City of Detroit shall have the option of adding desired quantities of these items to the purchase order. The bidder shall list the model number and price for each listed item. In the event a single device is capable of satisfying two (2) or more features required, the bidder shall so state, giving details.

14. 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.

15. TERMS OF PAYMENT

A discount of _____% will be allowed for payment of invoice within forty-five (45) days of delivery and acceptance of the above items and vendor's invoice. Other terms less than forty-five (45) days, E,O,M., Proximo, etc., shall not be considered. Payment terms will not be considered in determining the award of the contract(s), except in the case of tie bids. However, discounts may be offered to facilitate prompt 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.

This paragraph supersedes paragraph 4 of the General Conditions.

16. 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.

17. 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.

18. 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.

19. INSURANCE

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

19.01.1 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.

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

19.01.3 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.

19.02 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.

19.03 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.

20. 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.

21. 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.

22. EXPERIENCE AND REFERENCES

Past performance and experience may be factors in making the award.

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

Company	Address	Phone Number	Contact Name

23. CERTIFIED DETROIT BASED BUSINESS SOLICITATION

This solicitation is restricted to competition between Detroit Based Businesses that have been certified by the City of Detroit Human Rights Department prior to bid due date.

A Bidder responding to this solicitation must submit with the bid response, a copy of the Detroit Based Business Certification issued by the City of Detroit, Human Rights Department. Failure to submit proof of certification with each bid response may result in rejection of your bid.

24. ALTERNATE BID

Additional bids submitted on brands other than the brands referenced in the specification shall clearly be labeled (ALTERNATE). 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.

25. 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.

26. PATENTS. The Contractor shall protect and indemnify the City against expense of any nature, shall bear the cost of any law suits which may arise and shall pay damages which may be awarded against the City for the use, under this specification, of any patented device, process, apparatus, material or invention.

27. DELIVERY TERMS/TIME. F.O.B. delivered prices are preferred. F.O.B. delivered means delivered to the dock of the institution of department noted on the bid, and will include all charges for packing, draying, etc. Bidder may, at their option, quote F.O.B. shipping point. Prices bases on F.O.B. Shipping Point will be considered after adding transportation charges and insurance costs. Bidders must show shipping weight and point of shipments on all shipping point bids. Delivery time is a part of the consideration and must be adhered to. If time varies on different items, the bidder shall so state.

28. CONTAINER. Packing, reels, etc., if chargeable, must be shown as separate items. Return freight must be paid by bidder.