



**Opportunity
Rising.**

Facilities Maintenance & Capital Planning

June 2023 Outreach Event

Facilities Maintenance

The Facilities Maintenance Division contracts with the following trades to perform:

- Elevator Maintenance & Repair
- HVAC Services
- Fire Protection Services
- Pool Maintenance & Supplies
- Gas & Welding
- Carpentry
- Electrical Services
- Plumbing Services
- Roofing
- Overhead Door Parts & Services
- Lock Smith Services



Capital Planning

Current and Upcoming RFPs:



- Hart Plaza – Capital Improvements
- Heilmann Rec Center – Pool Improvements
- Butzel Family Rec Center – Window Installation & Improvements
- Generator Installation
- Detroit Fire Stations – Improvements & Renovations
- Detroit Police Department – Improvements & Renovations

**All RFP's posted through
City of Detroit Oracle
Bid System!**

HOW CAN I DO BUSINESS WITH THE CITY?

The procurement process in the City of Detroit involves suppliers bidding for contracts to provide goods or services. Payment terms are Net 30 with some exceptions.

- Register
- Review the Open Bid
- Apply for Bids
- Be the lowest recommended bidder or the highest ranked
- Complete the required documents
- Receive approval from City Council & signed by the CPO

Next Steps

Get Bid Ready Checklist

<p>1 Register in the Supplier Portal</p> <ul style="list-style-type: none"> □ Login to Oracle Cloud <u>Supplier Portal</u> □ Provide info (e.g., taxpayer ID #, contacts) □ <u>Questions?</u> 	<p>2 Start Clearances & Certifications</p> <ul style="list-style-type: none"> □ Apply for <u>Treasury clearance</u> □ Apply for <u>Detroit certification</u> (see <u>checklist</u>) □ Register with <u>MI LARA</u> 	<p>3 Research Bid Opportunities</p> <ul style="list-style-type: none"> □ View open <u>negotiation abstracts</u> □ See additional details and ask any questions through the <u>Supplier Portal</u> 	<p>4 Submit a Bid</p> <ul style="list-style-type: none"> □ Upload all required documents through the <u>Supplier Portal</u> (e.g., proof of insurance, required affidavits, etc.) □ <u>Questions?</u> 	<p>5 Selection of Winning Bid</p> <ul style="list-style-type: none"> □ <i>Evaluation team includes field-specific and procurement experts</i> □ <i>Winning bid(s) selected based on price, quality of proposal, etc.</i>
<p>6 Draft and Sign Contract</p> <ul style="list-style-type: none"> □ Contract drafted based on standard City language; supplier may negotiate if needed □ Both parties sign final document 	<p>7 City Council Approves Contract</p> <ul style="list-style-type: none"> □ <i>Contract discussed by appropriate committee</i> □ <i>Vote by full City Council</i> 	<p>8 Purchase Order Created</p> <ul style="list-style-type: none"> □ <i>Receive notification of a <u>purchase order created in Oracle</u></i> □ <i>Suppliers WILL NOT be paid for work completed before there is a purchase order</i> 	<p>9 Begin Work</p> <ul style="list-style-type: none"> □ Provide the goods and services as specified in the contract □ Performance and compliance will be monitored by City experts 	<p>10 Submit Invoices in Supplier Portal</p> <ul style="list-style-type: none"> □ <u>Create and submit invoices</u> in the <u>Supplier Portal</u> to receive payment for goods and services

Suppliers do not take action during italicized steps (5, 7, and 8).

THANK YOU FOR YOUR TIME



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