

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

**RFQ NO. 185534  
Renovate Repair & Paint (RRP) Training**

Buyer: Kelly Trammel

| <b>EVENT / ACTIVITY</b>  | <b>DUE DATE / TIME</b>  |
|--|---|
| <b>ADVERTISEMENT DATE</b>  | <b>February 13, 2025</b>  |
| <b>QUESTIONS DUE</b>   | February 27, 2025, on or before 3:00pm EST<br><br>All questions must be submitted online in the Supplier Portal |
| <b>PRE-BID CONFERENCE</b><br><b>Microsoft Teams <a href="#">Need help?</a></b><br><b>Join the meeting now</b><br>Meeting ID: 220 644 748 216<br>Passcode: wJ9VC6Bi   | February 25, 2025, at 10:00am EST   |
| <b>Dial in by phone</b><br><a href="#">+1 469-998-6602,,578050373#</a> United States,<br>Dallas<br><a href="#">Find a local number</a><br>Phone conference ID: 578 050 373#<br>For organizers: <a href="#">Meeting options</a>   <a href="#">Reset dial-in PIN</a> |   |
| <b>QUOTES DUE DATE *</b>   | March 6, 2025 @ 3:00pm EST<br>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](http://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 [Oracle](#) on or prior to the date and time indicated above. Late and/or emailed quotes will not be accepted.

## **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 Renovate Repair & Paint (RRP) training to landlords who own single family rental homes (1-4 units) in the city of Detroit.

## **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 City of Detroit's Housing & Revitalization Department (HRD) is seeking a vendor to provide a Renovate Repair & Paint (RRP) training to landlords who own single family rental homes (1-4 units) in the city of Detroit. This vendor will have prior experience running 1 or more RRP training programs, geared toward landlords, for a municipality. The goal of this program is for rental units to achieve a Certificate of Compliance through addressing lead hazards along with preserving affordability. One crucial component that is often overlooked by smaller landlords is the need for education on safely preparing and painting potential lead hazards, as well as proper cleaning techniques.

## **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 (Attachment E)**. **The term of the contract will be until June 30, 2026.** 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**

The selected vendor will collaborate with HRD to perform and produce the following deliverables from the date the contract is executed to June 30, 2026:

- Up to 200 Landlords, owning 5 or less single-family rentals (1-4 units), complete RRP training
- Up to 150 units obtain a Certificate of Compliance, which can be confirmed by HRD and/or City of Detroit's Buildings Safety Engineering & Environmental Department
- Provide RRP Training, cleaning kit, paint kit that includes a 5gal encapsulant type paint, brushes, rollers, tape, etc. for each landlord who completes the training)

## **5. OPERATIONAL INFORMATION**

### **Program Design**

Vendor will develop training content, structure, and materials to achieve goals/objectives outlined:

- Provide appropriate training cadence and dates based on schedule provided by the City.

- Determine appropriate class size to maximize number of individuals that can partake in/benefit from RRP, while taking into account student-to-teacher ratios.
- Determine & secure appropriate training environment(s) (virtual or in-person) to best deliver curriculum
- Plan marketing activities to ensure available training slots are filled; target focus is small-scale (i.e. 1-5 single family homes no larger than 4 units), landlords. The trainings should be marketed to landlords that fit this typology.
- Plan program/information workflow to identify how individuals who take the training and receive a certificate are submitted to HRD.
- Develop continuous improvement/feedback plans to ensure participant feedback on training (i.e. content, format, etc.) is being collected and considered to certify goals/objectives are being met.
- Identify reporting process with HRD Single Family Repair team and requirements for monitoring performance.

Deliverables:

- Course Content & Materials: The information and subject matter that will be taught in the course, as well as any materials (presentations, handouts, etc.) that will be used to facilitate/enhance learning.
- Marketing Strategy: Plan for how the training will be marketed to ensure all allowable slots are filled.
- Continuous Improvement/Feedback Plan: Plan outlining how feedback will be captured from participants to inform future sessions, including survey templates, etc.
- Reporting Plan: Plan outlining how program results will be reported to HRD, including reporting templates and cadence. (At a total training program level, HRD is interested in understanding such things as: # of training sessions conducted, # of unique individuals who have participated, # of landlords who have participated, # of individuals to complete training, qualitative survey from individuals that completed training, etc.)

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 provide proof of current United States Environmental Protection Agency (EPA)-accredited RRP Trainer Certification with the State of Michigan.

Bidders must provide proof of a minimum of three (3) years of experience providing RRP Training at the same, or similar, scope as described here within the **Scope of Work through references listed under Attachment A.**

## **7. 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.

## **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](http://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. AWARD**

The ability to supply ALL items in one group, or majority thereof, will be taken into consideration. Award of contracts will be made on a low total basis for each group. Do not leave blanks in any group quoted. State "No Charge" where applicable. Blank spaces are no offer.

The City of Detroit reserves the right to delete any individual item(s) or groups of items. All awards are subject to Ordinance No. 15-00.

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 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.

#### **5. 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.

#### **6. PRICE**

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.

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.

## **7. 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.

## **8. 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.

## **9. 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.

This paragraph supersedes paragraph 4 of the General Conditions.

## **10. 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 bidders ability to perform including experience and/or resources must be furnished to the City of Detroit upon request.

## 11. INSURANCE REQUIREMENTS

| 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)   | \$2,000,000.00 each occurrence<br>\$4,000,000.00 aggregate  |
| Workers' Compensation   | Michigan Statutory minimum  |
| Employers' Liability  | \$500,000.00 minimum each disease<br>\$500,000.00 minimum each person<br>\$500,000.00 minimum each accident |
| Pollution Liability   | \$1,000,000.00 each occurrence  |

## 12. 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.

## 13. 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.

## 14. EXECUTIVE ORDER #2016-2:

Per Executive Order No. 2016-2, worker hours on any construction project funded in whole or in part by City, State, or Federal funds shall be performed by not less than 50% bona fide Detroit residents, not less than 25% minorities and at least 5% women. Where possible, these percentages shall be applied on a craft by craft basis. For purposes of Executive Order No. 2016-2, worker hours shall include work performed by persons filling apprenticeship and on-the-job training positions.

The contractor shall include Executive Order No. 2016-2 by reference in all subcontracts at all levels.

For each project and portion thereof, documentation of compliance shall include: (1) a list of all proposed employees indicating address, telephone number, social security number, trade, sex and race or minority status, and projected worker hours for each; and (2) projected total worker hours. Documentation shall be

submitted prior to contract award. After contract award, proposed changes in the workforce shall be submitted for approval.

Where, for reasons due to the nature of the contractor or trade, or for other reasons acceptable to the City, a list of intended employees is not submitted, a detailed plan will be submitted by the contractor which sets forth the entire proposed composition of the workforce, the manner in which such workforce is to be obtained, and any other details required by the City to assure sufficient specificity, intent to comply and ultimate compliance with Executive Order No. 2016-2.

Failure to comply with the provisions of Executive Order No. 2016-2 shall constitute a material breach of the contract, and the City may exercise those rights provided to it under the contract and by law. Sanctions may include, but are not limited to, termination of all or part of the contract, withholding of payment, and/or liquidated damages. Additionally, performance by the contractor in regard to Executive Order No. 2016-2 may be considered in determining the contractor's award ability for future City contracts.

Any person who knowingly submits false information, makes misrepresentations, or commits fraud or any other willful violation under Executive Order No. 2016-2 shall be subject to the maximum civil liabilities and criminal penalties allowable under the law.

## **15. EXECUTIVE ORDER #2016-2 COMPLIANCE (Contracts over \$3M)**

### **General funded)**

Executive Order No. 2016-2 requirements are explained in paragraph 4 of the Special Conditions Section. A Construction-Demolition Work Site Roster and Employee Affidavit must be completed by the successful bidder upon request.

## **16. 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.

#### **17. EXPERIENCE AND REFERENCES**

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

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.

#### **18. 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.