



CITY OF DETROIT
FINANCE DEPARTMENT
PURCHASING DIVISION

1008 COLEMAN A. YOUNG
MUNICIPAL CENTER
DETROIT, MICHIGAN 48226
PHONE 313 • 224 • 4600
FAX 313 • 224 • 4374

ADVERTISE: January 11, 2012

**FILE NUMBER 40156
REQUEST FOR PROPOSAL
TO PROVIDE
WEATHERIZATION PROGRAM
FOR THE HUMAN SERVICES DEPARTMENT**

Sealed proposals to provide a *Weatherization Program for the Human Services Department for the City of Detroit* will be received by the City of Detroit, Finance Department-Purchasing Division, at 2 Woodward Ave, Room 1008 Detroit, Michigan 48226 on or before **4:00 p.m., local time on February 3, 2012.**

Late proposals shall be returned to the sender unopened.

There will be no Public Opening or Reading of the proposals.

All proposals submitted by **4:00 p.m., February 3, 2012**, will be publicly recorded at **9:00 a.m. on February 6, 2012** in the Finance Department, Detroit, MI. Proposals submitted **will not** be available for review. This will be the vendor's opportunity to be informed as to what firms have submitted proposals in response to the RFP.

Should you be in doubt as to the true meaning of a portion of this Request for Proposal, or should you find any ambiguity, inconsistency, or omission therein, please make a written request for an official interpretation or correction. **All questions must be received in writing no later than January 18, 2012. All questions should be sent to the attention of Wanda L. Hansbrough Walker, Principal Purchases Agent, 2 Woodward Avenue, 1008 Coleman A. Young Municipal Center, Detroit, MI 48226, 313.628-1160 (Fax) or email HansbroughW@detroitmi.gov. All inquiries must be in writing. No phone calls will be accepted. All questions received by the question deadline will be responded to in the form of a rider. Responses to questions will be sent via email or fax to all firms on record as having received a copy of the RFP from the Finance Department Purchasing Division. Additionally, all vendors are strongly encouraged to attend the pre-proposal conference, which will be held on Thursday, January 26, 2012 at 2:00 p.m., local time. The pre-proposal conference will be held at the Human Services Department, 1151 Taylor, 7th Floor Chapel, Detroit, MI 48202.**

PROPOSAL REQUIREMENTS MAY BE OBTAINED AT THIS OFFICE. THE CITY OF DETROIT RESERVES THE RIGHT TO WAIVE ANY IRREGULARITY IN ANY PROPOSAL OR TO REJECT ANY OR ALL PROPOSALS, SHOULD IT BE DEEMED FOR ITS BEST INTEREST.

**Andre K. DuPerry
Chief Procurement Officer**