



CITY OF DETROIT
FINANCE DEPARTMENT
PURCHASING DIVISION

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

DATE: **March 24, 2009**

TO: **ALL BIDDERS**

FROM: **MEDINA D. NOOR, ESQ., PURCHASING DIRECTOR**

BY: **Christina Ladson** **(313) 224-6845**
 General Manager **Telephone Number**

RIDER #1: FILE #29392 – WEATHERIZATION PROGRAM

Kindly refer to our Request for Proposal, calling for the above, on which proposals are to be submitted on or before **3:00 p.m., local time, April 14, 2009** with the Public Reading at 3:30 p.m. on April 14, 2009. Please be advised that the correct file number for this RFP is File #29392. Please reference the corrected file number on any correspondence related to this file and any proposal documents.

Please attach this letter to our RFQ and consider it a part thereof.

NOTED: _____

BY: _____

MDN/CEL/cl



**CITY OF DETROIT
FINANCE DEPARTMENT – PURCHASING DIVISION**

**REQUEST FOR PROPOSALS
WEATHERIZATION PROGRAM**

FILE NO. 29342

ADVERTISE DATE:	MARCH 18, 2009
QUESTION DEADLINE	MARCH 26, 2009 Submitted in writing via mail or fax to the attention of CHRISTINA LADSON as per the instructions of the RFP.
PRE-PROPOSAL MEETING	MARCH 24, 2009 10:00 a.m. Pre-proposal conference will be held at: Cobo Center, 1 Washington Blvd, Room M-229, Detroit, MI 48226
PROPOSAL DUE DATE	APRIL 14, 2009 3:00 p.m., local time Finance Department – Purchasing Division Suite 1008, Coleman A. Young Municipal Center Two Woodward Avenue Detroit, Michigan 48226 <i>Note: Due to increased security measures at the Coleman A. Young Municipal Center all persons entering the building are subject to search. Please allow <u>ample</u> time to pass through security and submitted your sealed proposal in accordance with the proposal due date reference above.</i>
PUBLIC RECORDING	APRIL 14, 2009 at 3:30 p.m. To be held in the Finance Department-Purchasing Division

Proposals must be in the actual possession of the Purchasing Division at the location indicated on, or prior to the exact date and time indicated above. Late proposals shall not be accepted.

FILE #29342



**REQUEST FOR PROPOSAL
TO PROVIDE**

WEATHERIZATION PROGRAM

for the

DEPARTMENT OF HUMAN SERVICES

**ISSUED BY: FINANCE DEPARTMENT – PURCHASING DIVISION
*MARCH 18, 2009***

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ATTACHMENTS:

- i. Security Page
- ii. Signature Page
- iii. Reference Form
- iv. Price List
- v. Slavery Ordinance & Affidavit
- vi. Living Wage Ordinance & Certification Affidavit
- vii. Clearance Notification and Forms
- viii. RSVP Form

This Table of Contents is an aid to vendors with filtering through the Request for Proposal. Vendors shall read the entire package in order to ensure compliance with all requirements of this RFP.

I. INTRODUCTION

The Department of Human Services requests proposals from qualified firms to provide home Weatherization services to Detroit income eligible residents.

II. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of three (3) years of contracting experience providing the services requested in the RFP for projects of similar scope and size. Contractor must also have the ability to become certified through the State of Michigan Bureau of Economic Opportunity.

III. ADHERENCE TO TERMS OF PROPOSALS

A proposal once accepted by the City of Detroit, may become a binding contractual obligation of the vendor. The failure of a successful vendor to accept this obligation and

to adhere to the terms of the vendor's proposal may result in rejection of the proposal and the cancellation of any provisional award to the vendor.

IV. REJECTION OF PROPOSALS

The City of Detroit expressly reserves the right to reject any and all proposals, waive any non-conformity, and re-advertise for proposals, to withhold the award for any reason the City determines and/or to take any other appropriate action that is in the best interest of the City.

V. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

- ❑ The City seeks to establish a list of eligible contractors qualified to engage in performance-based contracts.
- ❑ If a contract is awarded as a result of this RFP it will be a City of Detroit Professional Services Contract.
- ❑ The term of the contract will be for **One (1)** year.
- ❑ The Contract shall have **Two (2)** one year renewal options. Any renewal options exercised under this contract is effective only after the approval of the Detroit City Council

VI. OPERATIONAL INFORMATION

Weatherization aims to promote energy conservation and to reduce the energy cost of low-income families through energy-efficient weatherization measures. State Certified Inspectors evaluate both single-family homes and multi-family dwellings. Weatherization determines which energy efficiency measures are appropriate, emphasizing the most cost-effective measures, and those which are essential for the health and safety of the occupants.

VII. SCOPE OF WORK

Under the direction of the DHS, the scope of work for this proposed Contract consists of furnishing the skilled labor required to perform major and minor weatherization services (This service includes, but is not limited to: attic and wall insulation, some window repair, pipe insulation, caulking and weather-stripping, infiltration, treating basements/crawlspaces) for homes as outlined by the Department of Energy and Michigan Department of Human Services weatherization and fiscal guidelines to Detroit income-eligible clients of the DHS. Contractor will use Michigan made products whenever possible.

VIII. TECHNICAL INFORMATION

The Weatherization program is funded by the United States Department of Energy and Michigan Department of Human Services and must adhere to mandated performance standards and fiscal guidelines. Contractors agree to a pre-established price list and performance objectives.

IX. VENDOR PERFORMANCE HISTORY

The vendor shall provide the following information:

- 1) Identify in detail at least three (3) similar projects by name, subject matter, location, vendor's services provided and the length of time vendor's

service were provided on each (use attached reference form). Included in this informal shall be the description of services provided and the time period during which the services were provided.

- 2) Identify any projects in which the vendors contract was terminated for any reason
- 3) Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last **two (2)** years.

X. EVALUATION CRITERIA

Please note that failure to supply any of the data or forms indicated will result in elimination of your proposal from further consideration in the evaluation process.

1) Staff Experience (30 Points Total)

A minimum of five years of successful contracting experience is required. Provide a detailed organizational chart, showing the names of each member to be assigned to this project, their functions, and work hours by week for each phase in the "SCOPE OF WORK". Indicate whether the prime contractor or a subcontractor employs the person. Indicate the percent of time the project manager will be assigned to this project.

USE THE FORMS IN THE ATTACHMENTS AS PART OF YOUR COSTING DATA SUBMITTAL. Note that hourly rates must be quoted at current pay levels, and include all administrative and management functions, and other overhead costs.

**Substitute spreadsheets for the forms may be used, provided that all data points are included and displayed in the required format.

2) Reference/ Ability to Perform the Work (45 Points Total)

- a) The Contractor should give a brief description of its contracted projects. The description should include the services you provided, a brief statement on your company's subcontracting methods as they relate to past projects and how they may relate to this project, and any additional information which you believe will assist DHS in evaluating your past performance.
- b) List any contracts that have been terminated, including the circumstances surrounding the termination.

3) Financial Capability (25 Points)

Attach current Dun and Bradstreet "Business Information Report" which shows a rating for your company's financial strength. If your company does not have a current Dun and Bradstreet report, with a financial rating, please submit complete financial statements, including Balance Sheets and Income Statements for the last fiscal year, audited by an independent Certified Public Accountant.

XI. EVALUATION PROCEDURE

Following the receipt of the vendor's(s) proposal, a City designated Evaluation Committee will evaluate each response. All proposals, that meet the required format of this RFP, will be evaluated. Any proposal determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format,

will be disqualified unless the City determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the vendor is acceptable. The City may also at its discretion, make site visits at vendor's facility and may request a demonstration of vendor's system and/or products.

After evaluating the proposal, oral presentations may be scheduled with the vendors. A final determination will be made following the completion of oral presentations.

XII. CONTRACT APPROVAL

Upon contract award, the City and the vendor shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the City. No contract shall become effective until the contract has been approved by the required City Departments and Detroit City Council and signed by the City of Detroit Purchasing Director. Prior to the completion of this approval process, the vendor shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the vendor prior to such approvals; nor shall the City incur any liability to reimburse the vendor regarding any expenditure for the purchase of materials or the payment of services.

XIII. REQUIRED SUBMITTAL INFORMATION

Please include the following documents in your submission: Financial Statement, Costing Data Form, Reference Forms, Organization charts, and Signature Page.

XIV. SUBMITTAL INSTRUCTIONS

One original four (4) copies of your sealed proposal must be received by the City of Detroit Finance Department – Purchasing Division. Each shall not be more than ten (10) pages in length, excluding any appendices, on 8 ½" x 11" size white bond paper with material printed on one side only and using double spaced typing. Proposals must be received no later than **3:00 p.m., local time, April 14, 2009**. Each vendor is responsible for ensuring that the City receives its proposal on a timely basis. Please note that due to increased security measures in the Coleman A. Young Municipal Center, vendors should allow ample time to pass through security check points and submit sealed proposals in a timely manner. A list of items prohibited in the building is attached for your review. The City shall not extend the due date for proposals on the basis that the U. S. Postal Service or another mail courier has lost or failed to deliver a proposal. The City is not responsible for proposals delivered to the wrong location. **Faxed proposals will not be accepted. Proposals received late will be returned unopened.**

The outside of the sealed proposal submitted shall be clearly marked as follows:

- File Number #29392 and Title of Proposal
- Company Name and Address
- Due Date of Proposal: April 14, 2009

The City will not be responsible for unmarked or improperly marked proposals or for proposals delivered to the wrong location. Please mark original as such for ease of identification. The proposal shall be submitted to the following address:

City of Detroit Finance Department – Purchasing Division, Room 1008
Coleman A. Young Municipal Center
2 Woodward Ave.
Detroit, MI 48226

Attention: Ms. Medina Abdun-Noor, Esq. Purchasing Director

Firms shall not distribute their proposals to any other City office or City employee. Proposals received become the property of the City. The City is not responsible for any costs associated with preparation or submission of proposals.

All proposals submitted by **3:00p.m, local time, April 14, 2009** will be publicly recorded at 3:30 p.m. on April 14, 2009 in the City of Detroit Finance Department – Purchasing Division, 2 Woodward Ave., Room 1008 Coleman A. Young Municipal Center, Detroit, MI 48226. This will be the vendor's opportunity to be informed as to what firm's submitted responses to the RFP. Responses received **will not** be available for review. Proposals received will be subject to disclosure under applicable Freedom of Information Act. An officer of the company authorized to bind the company to a contractual obligation with the City must sign the proposals. The name, title, and phone number should also specify the contact person, regarding the proposal. All firms submitting a proposal in response to the RFP will be notified in writing as to the City's recommendation for award.

XV. PREPARATION OF PROPOSAL

The proposal shall be in the format and with attachments and completed forms as specified in these instructions. Each proposal shall show the full legal name and businesses address of the prospective vendor, including street address if different from mailing address, and shall be signed and dated by the person or persons authorized to bind the prospective vendor. Proposals by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation that is a party to the proposed joint venture.

Vendor shall provide written notice in its proposal of intent to take exception to any requirement of the RFP. Should a vendor be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the vendor must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this Request for proposal.

Vendors 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.

XVI. REQUIRED CONTENT

Letter of Transmittal

The prospective vendor's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective vendor contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective vendor withdraws it, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first.

Accuracy and Completeness of Information

All information pertaining to the prospective vendor's approach in meeting the requirements of the RFP shall be organized and presented in the prospective vendor's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential.

Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective vendors are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

In your introduction, please include, at a minimum, the following information and/or documentation:

- A statement to the effect that your proposal is in response to this RFP;
- A brief description of your firm;
- The location of the firm's principal place of business and, if different, the location of the place of performance of the contract;
- A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- The name and contact information of the of the firm's partner and or manager(s) that will be in charge of this project;
- The firm's financial solvency, fiscal responsibility and financial capability;
- The age of the firm's business and the average number of employees during each of the last three (3) years;
- The firm's current tax status and Federal Employer Identification Number; and
- Evidence of any licenses or registrations required to provide the services under this contract.

XVII. REQUIRED FORMAT

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety:

- Overall Scope of Work and Operational Responsibilities
- Vendors Performance History
- Proposal Submission Procedure

XVIII. TECHNICAL APPROACH

Present a brief description of procedures to be followed, presented in a form which will best assist the City in evaluating your firm's ability to identify, evaluate and communicate while providing the requested services, e.g. fees.

XIX. QUESTION DEADLINE

All questions regarding the RFP shall be submitted in writing via mail or fax no later than **4:00 p.m., March 26, 2009** to the attention of:

Christina Ladson, General Manager

City of Detroit

Finance Department – Purchasing Division

1008 Coleman A. Young Municipal Center

Detroit, MI 48226

Fax No. 313-224-4374

**NO TELEPHONE CALLS WILL BE ACCEPTED. ALL INQUIRIES
MUST BE IN WRITING**

Vendors shall provide written notice in the Proposal of intent to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The City of Detroit does not guarantee a response to questions not submitted after the question deadline.

Additionally, all vendors are strongly encouraged to attend the pre-proposal conference for the RFP. The pre-proposal conference will be held on March 24, 2009 at 10:00 a.m., local time. The pre-proposal conference will be held in the Cobo Hall, 1 Washington Blvd, Room M-229, Detroit, MI 48226.

XX. RESPONSES TO QUESTIONS

Responses to the questions submitted by the deadline of March 26, 2009 shall be distributed to all proponents in the form of a rider **no later than April 2, 2009** via mail and/or fax. Please submit with your questions your correct mailing address, telephone and fax number.

XXI. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

XXII. PAYMENT

All properly executed invoices submitted by the successful vendor will be paid in accordance with the City of Detroit Prompt Payment Ordinance.

XXIII. CLEARANCES

The successful vendor will be required to obtain approved clearances from the Income Tax Division, Revenue Collections Division and Human Rights Department prior to City Council approval of the professional services contract. Clearance forms for these agencies have been attached to this RFP. Please fill them out completely and return them to the respective agencies by mail, fax, or dropping them off to the individual offices. It is the vendor's responsibility to obtain clearances. Approved clearances are not required to submit a response to the RFP but will be required of the successful vendor prior to City Council approval.

XXIV. ORAL PRESENTATION/DEMONSTRATION

The City reserves the right, at its own discretion, to request Oral Presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. The City of Detroit Department of Human Services will notify proponents of the date, time and location for Oral Presentations.

XXV. ASSIGNMENT

The services to be performed by the Vendor shall not be assigned, sublet, or transferred, nor shall the Vendor assign any monies due or to become due to him under any contract entered into with the City pursuant to these specifications, without prior written approval of the City.

XXVI. MISCELLANEOUS

It shall be the responsibility of the Vendor 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 Vendor 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.

XXVII. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The City reserves the right to modify the services provided by the vendor awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the Vendor and the City.

XXVIII. CHANGES IN FACTS

Proposers shall advise the City during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

XXIX. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

XXX. NEWS RELEASE

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the City and then only in coordination with the City.

XXXI. CHANGES IN PROPOSAL REQUIREMENTS

The City may make changes to the requirements of this RFP, as it deems necessary. Such changes, if made, will be in writing, issued through the Finance Department – Purchasing Division and will be sent to each Vendor who is on record as having requested a copy of

the RFP. If changes are made, the City may, at its discretion, extend the time allowed for submission of proposals

XXXII. COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS

The provider must comply with all applicable federal, state and local laws, rules and regulations. The successful firm must not discriminate or permit discrimination against any person or group on the basis of race, color, creed, national origin, age, marital status, handicap, sex or sexual orientation in any manner prohibited by law.

XXXIII. DETROIT LIVING WAGE ORDINANCE

The contractor warrants that it shall comply with the Detroit Living Wage Ordinance and execute the Living Wage Certification. A copy of the Living wage Ordinance is attached. Please review the ordinance and sign the Living Wage Certification, which is also attached. This should be returned with your proposal.

XXXIV. DETROIT EQUALIZATION FACTOR:

The Detroit Equalization Factor does not apply in accordance with the Code of Federal Regulations prohibiting the use of statutorily or administratively imposed in state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage preference.

XXXV. DAVIS-BACON ACT: PREVAILING WAGES

Contractors and subcontractors on projects funded directly by or assisted in whole or in part by this grant may be subject to the provisions in the Davis-Bacon Act. If Davis-Bacon provisions apply all laborers and mechanics employed by this grant shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with Subchapter IV of Chapter 31 of Title 40, United States Code. To obtain state and county prevailing wage information you can refer to: <http://www.gpo.gov/davisbacon/>

REFERENCE FORM

Name of firm submitting qualification_____

Name of firm providing reference_____

Contact Person_____ Title_____

Phone No. ()_____ Fax No. ()_____

Mailing Address_____

City_____ State_____ Zip_____

Dates of Service From:_____ To:_____

Brief Description of Services provided:

Make copies of this form as required.

For Personal or Delivery Service delivery of quotations:

The Coleman A. Young Municipal Center has increased its security measures at all points of entry and exit of the building. Please allow ample time to pass through the security checkpoints to allow for the timely submission of your bid. A list of items **not** allowed in the building is listed below for your information. For delivery by a service or individual other than the bidder, it is the responsibility of the bidder to inform the service or individual of the City of Detroit's security policy.

**NOTICE
COLEMAN A. YOUNG MUNICIPAL CENTER
PROHIBITED ITEMS**

Listed below are items that are **STRICTLY PROHIBITED** in the Coleman A. Young Municipal Center. Your cooperation in this matter is appreciated. Your non-cooperation may result in items being confiscated and possible criminal prosecution under applicable statutes or ordinances.

METAL OR RATTAIL COMBS	GUNS(incl. Models, replicas, or toys)
All KNIVES, INCL. PEN KNIVES	TWEEZERS
BULLETS (or anything similar)	BOX CUTTERS
RAZORS OR RAZOR BLADES	BRASS KNUCKLES
SPIKES	MASTER LOCKS
SCREWDRIVERS, TOOLS, ETC.	MACE OR PEPPER SPRAY
GLASS BOTTLES	SCISSORS
ALUMINUM CANS	PC37/P38 CAN OPENERS
KNIVES, FORKS, SPOONS	HAIR CLIPPERS
CAN OPENERS	FLAT IRONS
NAILS, SCREWS, BOLTS	NAIL FILES
FINGERNAIL POLISH	MANICURE SETS/NAIL CLIPPERS
CORDS	CURLING IRONS
HEADPHONES WITH CORDS	HANDCUFFS
MEASURING TAPES	EXPLOSIVE OBJECTS/MATERIALS
PERFUME BOTTLES	HAIRSPRAY
CAMERAS	TAPE RECORDERS
VIDEO CAMERAS	HAIRPICKS WITH NO TIPS
SYRINGES	SPRAY CANS
NEEDLES OF ANY KIND	LARGE HANGING KEY STRAPS
COIL/NECK/PULL CORDS ON KEY CHAINS	DENTAL FLOSS
GLASS PICTURE FRAMES	MIRRORS OF ANY KIND
BODY SPRAYS	GLASS OF ANY KIND
CIGARETTE LIGHTERS	WIRES/LOOSE BATTERIES

OTHER ITEMS DEEMED TO BE DANGEROUS BY SECURITY PERSONNEL WILL BE EXCLUDED AND CONFISCATED WHEN NECESSARY.

*****UNSIGNED BIDS CANNOT BE CONSIDERED*****

IN THE FURTHER DESCRIPTION OF THIS PROPOSAL, WE SUBMIT INFORMATION IDENTIFIED AS FOLLOWS:

BIDDING UNDER THE NAME OF: _____
(PRINT FULL LEGAL NAME)

(PURCHASE ORDER WILL BE ISSUED AND PAYMENT WILL BE MADE ONLY IN THE NAME ABOVE. ALL PAYMENTS ARE TO BE MAILED. VENDOR PICK-UP OF PAYMENT IS NOT ACCEPTABLE)

MAILING ADDRESS: _____

(ZIP CODE)

PAYMENT MAILING ADDRESS: _____
(IF DIFFERENT FROM ABOVE) _____
(ZIP CODE)

BUSINESS ADDRESS: _____
(CHECK ONE): _____
LEASE _____ RENT _____ OWN _____ (ZIP
CODE)

FEDERAL EMPLOYER ID #: _____

CHECK ONE:

() CORPORATION, Incorporated Under The Laws Of The State Of _____

If Other Than Michigan Corporation, Licensed To Do Business In Michigan? _____ YES _____ NO

() PARTNERSHIP, Consisting of (List Partners)

() ASSUMED NAME (Register No.) _____

() INDIVIDUAL

IF NOT SIGNED BY OFFICER OF FIRM, THE PERSON SIGNING MUST HAVE AUTHORITY TO COMMIT THE FIRM TO THIS BID.

DATE _____ **AUTHORIZED SIGNATURE:**
SIGNED: _____
TELEPHONE NO. _____ **PRINTED** _____
FAX NO. _____ **TITLE** _____

**CITY OF DETROIT FINANCE DEPARTMENT PURCHASING DIVISION
RSVP FORM
FILE NO. 29392
WEATHERIZATION PROGRAM**

COMPANY NAME: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____ **TITLE:** _____

PHONE NO. _____

FAX NO. _____

NUMBER ATTENDING: _____



Please return RSYP no later than 12 Noon on March 23, 2009 via fax or mail to:

**CHRISTINA LADSON,
General Manager
Finance Department-Purchasing Division
Two Woodward Avenue Room 1008 CAYMC
Detroit MI 48226
Fax No. 313-224-4374**

**RSYP ONLY IF YOU PLAN TO ATTEND THE PRE-PROPOSAL CONFERENCE TO BE HELD ON
MARCH 24, 2009 @ 10:00 a.m.
Cobo Center
1 Washington Blvd, Room M229
Detroit, MI 48226**

NOTICE OF ENACTMENT OF ORDINANCE
TO: THE PEOPLE OF DETROIT, MICHIGAN

(On June 23, 2004, the City of Detroit adopted the following Ordinance)

ORDINANCE NO. 20-04
CHAPTER 18
ARTICLE V

AN ORDINANCE TO AMEND CHAPTER 18, ARTICLE V, OF THE 1984 DETROIT CITY CODE, TITLED "PURCHASES AND SUPPLIES." BY ADDING DIVISION 7. TITLED "SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE." WHICH SHALL CONSIST OF SECTIONS 18-5-91 THROUGH 18-5-93, TO REQUIRE, AS PART OF THE CONTRACTING PROCESS, THAT EACH CONTRACTOR WITH WHICH THE CITY ENTERS INTO A CONTRACT SEARCH ITS RECORDS AND THOSE OF ANY PREDECESSOR ENTITY, AND SUBMIT AN AFFIDAVIT DISCLOSING ANY RECORDS WITHIN ITS POSSESSION OR KNOWLEDGE RELATING TO INVESTMENTS OR PROFITS FROM THE SLAVE INDUSTRY, INCLUDING INSURANCE POLICIES ISSUED TO SLAVE HOLDERS THAT PROVIDED COVERAGE FOR INJURY, DEATH OR OTHER LOSS RELATED TO SLAVES WHO WERE HELD DURING THE SLAVERY ERA IN THE UNITED STATES.

AN ORDINANCE to amend Chapter 18, Article V, of the 1984 Detroit City Code, titled "Purchases and Supplies." by adding Division 7. Titled "Slavery Era Records and Insurance Disclosure." which shall consist of Sections 18-5-91 through 18-5-93, to require, as part of the contracting process, that each contractor with which the City enters into a contract search its records and those of any predecessor entity, and submit an affidavit disclosing any records within its possession or knowledge relation to investments or profits from the slave industry, including insurance policies issued to slave holders that provided coverage for injury, death or other loss related slaves who were held during the slavery era in the United States.

IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF DETROIT THAT:

Section 1. Chapter 18, Article V, of the 1984 Detroit City Code, titled "Purchases and Supplies." by adding Division 7. Titled "Slavery Era Records and Insurance Disclosure." which shall consist of Sections 18-5-91 through 18-5-93, to read as follows:

DIVISION 7. SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE.

Sec. 18-5-91. Scope.

- (a) This division shall apply to each contractor for goods or services with which the City enters into a contract, whether or not the contract is subject to competitive bid.
- (b) Each contractor shall be responsible for searching and disclosing records of the entity which proposes to enter into a contract with the City as well as all records of any predecessor entity that are within the possession or knowledge of the contractor regarding records of Investments or profits from the slave Industry, including records of any insurance policies issued to slave holders which provided coverage for injury, death, or other loss related to slaves who were held during the slavery era in the United States.

Sec. 18-5-92. Affidavit of disclosure required.

- (a) As part of its contract package, each contractor with which the City enters into a contract shall submit to the Finance Department Purchasing Division prior to the submission to City Council or approval of such contract, an affidavit that discloses the information indicated in Subsection (b) and (c) of this section. The affidavit shall be on a form provided by the Finance Department Purchasing Division.
- (b) The affidavit shall verify that the contractor has searched all records of the entity which proposes to enter into a contract with the City, as well as all records of any predecessor entity, that are within the possession or knowledge of the contractor regarding records of investments or profits from the slave industry, including records of any insurance policies issued to slave holders which provided coverage for injury, death, or other loss related to slaves who were held during the slavery era in the United states.
- (c) The affidavit shall disclose ay information discovered during the search regarding investments or profits from slavery or slave holder insurance policies which accrued to the current entity or to any predecessor entity, including the names of any slaves or slave holders that are described in such records or are otherwise within the knowledge of the contractor.

Sec 18-5-93. Void ability of contract.

- (a) Failure to comply with this division shall render the contract avoidable by the City.
- (b) A determination to void the contract for failure to comply with this division shall be made by the Director of the Finance Department at any time after reviewing, or become aware of, information, which indicates that a contractor has failed to comply with this division.

Sec 18-5-94—18-5-100. Reserved.

Section 2. All ordinances, or parts of ordinances, that conflict with this ordinance are repealed.

Section 3. This ordinance is declared necessary for the preservation of the public peace, health, safety, and welfare of the People of the City of Detroit.

Section 4. In the event that this ordinance is passed by a two-thirds majority of City Council Members serving, it shall be given immediate effect and shall become effective upon publication in accordance with Section 4-116 of the 1997 Detroit City Charter. Where this ordinance is passed by less than a two-thirds (2/3) majority of City Council Members serving, it shall become effective no later than thirty (30) days after enactment, or on the first business day thereafter in accordance with Section 4-115 of the 1997 Detroit City Charter.

(J.C.C.p.) May 5, 2004
 Passed: June 23, 2004
 Published: July 19, 2004
 Effective: July 19, 2004
 JACKIE L. CURRIE
 City Clerk

CITY OF DETROIT
SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE AFFIDAVIT

1. Name of Contractor: _____

2. Address of Contractor: _____

3. Name of Predecessor Entities (if any): _____

4. Prior Affidavit submission? ___ No ___ Yes, on: _____
(Date of prior submission)

If "No", complete Items 5 and 6.

If "Yes", list date of prior submission above, go to Item 6 and execute this Affidavit.

5. ___ Contractor was established in _____ (year) and did not exist during the slavery era in the United States, is not a successor in interest to any entity that existed during such time, and therefore has no relevant records to search, or any pertinent information to disclose.

___ Contractor has searched their records and those of any predecessor entity, and has found no records that they or any predecessor(s) made any investments in, or derived profits from the slave industry or from slave holder insurance policies.

___ Contractor has found records that they or their predecessor(s) made investments in, or derived profits from, the slave industry or slave holder insurance policies. The nature of the investment, profits, or insurance policies, including the names of any slaves or slave holders, is disclosed in the attached document(s).

6. I declare that the representations made in this Affidavit are accurate to the best of my knowledge and are based upon a diligent search of records in the Contractor's possession or knowledge. All documentation attached to this Affidavit reflects full disclosure of all records that are required to be disclosed to the City of Detroit. I also acknowledge that any failure to conduct a diligent search, or to make a full and complete disclosure, shall render this contract void able by the City of Detroit.

(Printed Name) (Title)

(Signature) (Date)

Subscribed and sworn to before me This _____ day of _____

Notary Public, _____ County, Michigan

My Commission expires: _____

NOTICE OF DETROIT LIVING WAGE RATES ADJUSTMENT EFFECTIVE JUNE 1, 2008

In accordance with Ordinance No. 45-98, being Sections 18-5-81 through 18-5-86 of the 1984 Detroit City Code, titled Detroit Living Wage Ordinance' (Ordinance), the Purchasing Division of the City Finance Department has determined that the following adjustments to the living wage rates are necessary to reflect changes in the federal poverty level:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$10.60** per hour (100% of the federal poverty level income guideline for a family of four); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$13.25** per hour (125% of the federal poverty level income guideline for a family of four).

These rates are based upon the 2008 federal poverty level income guideline of \$21,200.00 for a family of four in the contiguous 48 states and the District of Columbia, as published in the Federal Register: January 23, 2008. In order to provide the notice to employers required pursuant to Section 18-5-83 (d) of the Ordinance, these rates shall become effective **June 1, 2008**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services.

The Ordinance applies to employers who are contractors' or grantees' as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is **December 16, 1998**. A copy of the ordinance may be obtained from:

Ms. Janice M. Winfrey, City Clerk
City Clerk's Office
2000 Coleman A. Young Municipal Center
Detroit, MI 48226
(313) 224-2083

DETROIT LIVING WAGE ORDINANCE

SEC. 18-5-81. PURPOSE.

The purpose of this ordinance is to improve the lives of working people and their families by requiring employers that contract with the City or which receive financial assistance from the City for economic development or job growth to pay their employees a wage sufficient to meet basic subsistence needs, and that they utilize Detroit residents as employees to the extent possible.

SEC. 18-5-82. APPLICABILITY.

- (a) This ordinance applies to any individual, proprietorship, partnership, corporation, trusts, association or other entity which is a contractor or a grantee, defined as following:
 - (i) a contractor is a party to a contract with the City of Detroit primarily for the furnishing of services (as opposed to the purchasing or leasing of goods or property), where the total expenditure for such contract exceeds \$50,000.00, including any subcontractor of such contractor:
 - (ii) a granted is the recipient of any financial assistance from the City in excess of \$50,000.00, including any federal grant program administered by the city, revenue bond financing, planning assistance, tax increment financing, tax credits or any other form of assistance, if the purpose of the assistance is economic development or job growth, including any contractors, subcontractors or leaseholders at the subsidized sites.
- (b) The minimum wage requirements of this ordinance shall apply with respect to any employee of a contractor or grantee who is employed either part-time or full-time at a job site covered in whole or in part by the contract, or to any employee of a grantee who is employed either part-time or full-time at any job site covered or subsidized in whole or in part under the grant of financial assistance.

SEC. 18-5-83. MINIMUM REQUIREMENTS.

- (a) Each contractor and grantee shall pay its employees wages which are at least equal to a living wage as defined in this ordinance.
- (b) A living wage means an hourly wage rate which on an annual basis (based on forty hours per week, fifty weeks per year) is equivalent to either of the following:
 - (i) One hundred and twenty five percent (125%) of the federal poverty level; or
 - (ii) One hundred percent (100%) of the federal poverty level; if health benefits are provided to the employee. Health benefits, for purposes of this ordinance mean fully paid comprehensive family medical coverage.
- (c) The federal poverty level means the United States poverty level income guideline for a family of four, as adjusted periodically.
- (d) The City Purchasing Department shall adjust the living wage as necessary to incorporate changes in the federal poverty level. The Purchasing Department

shall publish a bulletin announcing any changes in the amount of the living wage, and shall inform each contractor and grantee of such changes in writing, prior to such adjustment becoming effective.

- (e) To the greatest extent feasible, a covered contractor or grantee shall attempt to fill all new positions created as a result of a contract or financial assistance with employees who are resident of the City of Detroit. The foregoing shall not be interpreted as [a] residency requirement: nor shall it cause any contractor or grantee to terminate, transfer, or lay off any employee who is on the payroll at the time coverage under this ordinance becomes effective for that contractor or grantee.

SEC. 18-5-84. ENFORCEMENT AND PENALTIES.

- (a) Each City contract or grant or financial assistance shall require compliance with this ordinance. Each such contract or grant shall provide that willful or repeated violation of this ordinance will entitle the City to terminate the contract or grant.
- (b) Every contractor or grantee shall post in a conspicuous place or any job site subject to this ordinance a copy of the minimum living wage rate required under this ordinance. The City shall notify contractors and grantees of the minimum living wage rate, and adjustments thereto, within a reasonable period before they become effective.
- (c) A contractor or grantee who violates the living wage requirement shall pay to each employee affected the amount of the deficiency, for each day the violation continues. Willful violation of the ordinance will result in a penalty paid to the City in the amount of \$50.00 per violation for each day the violation continues. The City may withhold from payment, grants, or financial assistance to the employer such amounts as necessary to effectuate the payments provided in this paragraph.
- (d) A contractor or grantee who is assessed the \$50 penalty provided above based on more than three (3) incidents within a two (2) year period shall be barred from bidding on or entering into any contracts with the City or from receiving any financial assistance from the City (as defined in Section 2(b) [sic] [Section 18-5-72(b)]1), for a period of ten (10) years from the date of the last violation. An incident for purposes of this paragraph means one payroll, payday, or date of payment, regardless of the number of employees affected by each incident.
- (e) A person affected by a violation of this ordinance may file a complaint with [sic] City Purchasing Department, which will have ninety (90) days to investigate and remedy the complaint. If the complaint is not resolved to the complainant's [sic] satisfaction within the ninety (90) day period, the complainant [sic] or his or her representative may bring an action in the Wayne County Circuit Court to enforce this ordinance. The court shall award reasonable attorneys fees and costs to a person who prevails in an enforcement action. This ordinance shall not be constructed [sic] to limit an employee's right to bring legal action for violation of any other minimum compensation or wage and hour law.

1Editor's Note: See Section 18-5-82(a)(ii).

SEC. 18-5-85. SEVERABILITY

If any portion or provision of this ordinance is declared invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

SEC. 18-5-86. EFFECTIVE DATE

This ordinance shall apply to any contract entered into and any financial assistance granted or renewed after the effective date of this ordinance. Entering into an agreement for extension of a contract for a period beyond its original term shall be considered entering into a contract for purposes of this paragraph.

DETROIT LIVING WAGES ORDINANCE CERTIFICATION

By signature in the space provided below, the *Contractor* acknowledges receipt of a copy of the Detroit Living Wage Ordinance (“Ordinance”), which copy is attached and made a part of this contract and affirms that it will comply with this ordinance in all respects.

Please note that a contractor is required to adjust the wage rate of employees in accordance with notices of adjustment in the Living Wage Rates issued by the City of Detroit Finance Department – Purchasing Division.

A *Contractor* who violates the ordinance shall pay to each employee affected the amount of the deficiency for each day the violation continues.

Willful or repeated violations of this ordinance will entitle the *City* to terminate the *Contract*.

Willful or repeated violation of the Ordinance will result in a penalty paid to the *City* in the amount of \$50.00 per violation for each day the violation continues. The *City* may withhold payments to the *Contractor* the amounts that are necessary to make these payments.

A *Contractor* who is assessed the \$50.00 penalty based on more than three (3) incidents within a two (2) year period shall be barred from entering into any contractors with the *City* for a period of ten (10) years from the last violation.

This Living Wage Ordinance Certification is for RFQ/RFP No. _____

Company Name _____

Authorized Signature _____ Date _____

Print Name _____

Title _____

CLEARANCE NOTIFICATION

Any bidder or vendor may apply for clearance certificates. Before the City can award a contract to a successful bidder, that bidder must obtain and provide clearance certificates to the City of Detroit Purchasing Division.

ALL BIDDERS AND POTENTIAL VENDORS ARE ADVISED TO OBTAIN PRE-APPROVALS UTILIZING THE ATTACHED CLEARANCE REQUEST FORMS SO AS NOT TO DELAY OR JEOPARDIZE CONTRACT AWARD.

Clearance certificates are statements of bidder compliance with applicable City of Detroit Ordinances and are required prior to award of contracts. The clearance certificates must be obtained from each of the following departments and divisions:

1. **Income Tax Division**, Finance Department
512 Coleman A. Young Municipal Centers
Detroit, MI 48226
Telephone: (313) 224-3329
2. **Revenue Collection Division**, Finance Department
1012 Coleman A. Young Municipal Center
Detroit, MI 48226
Telephone: (313) 224-4087

FAILURE TO PROVIDE ALL REQUIRED CLEARANCES WITHIN THE TIME ALLOWED MAY RESULT IN THE REJECTION OF QUOTES BIDS AND/OR PROPOSALS.

After the evaluation of quotes, bids or proposals the City will send (via First Class mail to the MAILING ADDRESS indicated on the signature page of the bid form) notifications to the two lowest responsive and responsible bidders that they must obtain and provide the Purchasing Division with clearance certificates within ten (10) business days after date of request.

The vendor and/or bidder shall be responsible for any mailing delays or failure of the U. S. Postal Service to deliver.

INCOME TAX CLEARANCE CERTIFICATE**INFORMATION AND INSTRUCTION FOR PURCHASING VENDORS**

The vendor is responsible for completing Parts A, B and C of the Bidder's Income Tax Clearance. (The information required to complete Part B is enclosed in the Bidder's solicitation Packet.) The vendor must submit the Bidder's Income Tax Clearance request to Income Tax Clearance request to Income Tax at least seven (7) business days before the Tax Clearance is due in Purchasing. A drop off tray for Purchasing Vendors tax clearance requests will be located on the front counter of the Income Tax Division's reception area. **NO ONE WILL BE AVAILABLE TO ANSWER QUESTIONS AT THE TIME THE REQUEST IS DROPPED OFF.** Tax Clearances may be picked up at the same location one week from the day that the clearance was dropped off.

WHAT IS AN INCOME TAX CLEARANCE? An Income Tax Clearance, valid for ninety (90) days, states that an individual or business seeking employment or contracts with the City of Detroit has complied with all the provision of the City Income Tax Ordinance.

REQUIREMENTS FOR VENDORS. When requesting an Income Tax Clearance, complete the form carefully to avoid processing delays. We must have the full name of the individual or business, the complete address, including zip code and telephone number. Clearances without social security numbers or federal identification numbers **CANNOT** be processed, they will be denied. Individuals married or previously married who filed joint returns must include spouse's social security number. If business is a sole proprietorship, the owner's social security number must be provided.

REQUIREMENTS FOR INDIVIDUALS. Individuals must show compliance for five (5) years and have no unpaid assessments. Compliance is proven by filing returns or providing proof of non-residency (copy of lease, mortgage closing statement, driver's license, voter's registration card, etc.) during the period of assessment. If individuals seeking tax clearance resided within the City, but claimed dependent status on another person's tax return, or received public assistance, then proof may be required. Assessment balances must be paid or payment arrangements made before an approved tax clearance can be issued.

REQUIREMENTS FOR BUSINESSES. Businesses must show compliance for five (5) years and have no unpaid assessments. Compliance is proven by filing and paying withholding taxes and corporate income taxes. If a business seeking tax clearance was not required to file taxes because business location was outside of City, or because business had no employees subject to withhold, proof may be required. Contractors must supply list of sub-contractors with federal identification numbers or social security numbers. Assessment balances must be paid or payment arrangements made before an approved tax clearance can be issued.

INCOME TAX CLEARANCE DENIALS. Income Tax Clearances are usually denied because of one of the following reasons: (1) No City income tax filing history, (2) Unpaid assessments and (3) Missing tax returns. Taxpayers denied an income tax clearance will be notified by telephone, fax or mail. They must call (313) 224-3328 to schedule an appointment as soon as possible to resolve tax issues. Income tax returns and related data regarding taxpayers are confidential; therefore, reasons for denial are given only to the taxpayer. Our office is located in the Coleman A. Young Municipal Center, Room 512. Office hours are 8:00 A.M. - 4:00 P.M., Monday through Friday.

REQUEST FOR INCOME TAX CLEARANCE

REQUESTING DEPARTMENT/DIVISION: _____ CONTACT: _____

PHONE: _____

Type of Clearance: New Renewal (Please submit 30 days prior to submitting bid or expiration date)

A. To: City of Detroit For: Individual
Income Tax Division or Company Name
2 Woodward Avenue, Ste. 512 Coleman A. Young Municipal Center
Detroit, MI 48226 Address
Phone: (313) 224-3328 or 224-3329 City
Fax: (313) 224-4588 State Zip Code
Telephone Fax #

B. Name of Chief Financial Officer/Authorized Contact Person
(include address if different from above) Telephone #
Fax #
Employer Identification or Social Security Number Spouse Social Security Number

Nature of Contract: _____ BID/CONTRACT AMOUNT (if known):
Labor: \$ _____ Material: \$ _____
Contract # (if known) _____

C. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE

Check One: Individual Corporation Partnership

INDIVIDUALS ANSWER QUESTIONS 1,2,3,4.

- 1. Have you filed joint returns with spouse during the last seven (7) years?
2. Are you a student, and/or claimed as a dependent on someone else's tax return?
3. Were you employed during the last seven (7) years?
4. Were you a resident of Detroit during the last seven (7) years?

CORPORATIONS AND PARTNERSHIPS ANSWER QUESTIONS 5,6,7.

- 5. Is the company a new business in Detroit?
6. Will the company have employees working in Detroit?
7. Will the company use sub-contractors or independent contractors in Detroit?

D FOR INCOME TAX USE ONLY

Has the contractor complied with the provisions of the City Income Tax Ordinance?

Yes No Signature _____ Date _____ Expires _____
 Yes No Signature _____ Date _____ Expires _____
 Yes No Signature _____ Date _____ Expires _____

VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT www.detroitmi.gov

**PURCHASING DIVISION RFP NO. 29392
VENDOR CLEARANCE REQUEST**

REVENUE COLLECTION CLEARANCE

All Purchasing Division vendors in compliance with Ordinance 52-H (No outstanding obligations to the City of Detroit) requirements will receive an approved Revenue Collection Clearance. Copies of the approved clearance may be submitted with bid packages until the clearance expiration date. Revenue Collection Unit clearances may have various validity dates--usually within the same fiscal year.

VENDOR CLEARANCE REQUESTS

Purchasing Division clearance requests will be called Purchasing Division Vendor Clearance Request.

The vendor request provides for submission of all pertinent data relating to the business or individual seeking the contract. It must be filled out in its entirety and submitted along with any additional documentation, such as:

- (1) Copies of lease and/or rental agreements, if the real property does not belong to the applicant
- (2) Federal I.D. number or SS#, if a sole proprietor.
- (3) Personal Property tax I.D. number, if applicable. If you do not know your number or need to apply for one, you must go to Room 607 for this information.

Missing and/or inaccurate information may result in processing delays.

INTERNAL PROCESSING

DOCUMENT REVIEW TAKES FIVE (5) WORKING DAYS. IT IS THE VENDOR'S RESPONSIBILITY TO PROVIDE REQUIRED DOCUMENTATION IN TIME FOR A REVIEW AND RECOMMENDATION PRIOR TO THE BID ENDING DATE.

CLEARANCE REQUESTS MAY BE DROPPED OFF ON ALL NORMAL WORK DAYS BETWEEN 8:30 A.M. AND 4:30 P.M. IN ROOM 1012 OF THE COLEMAN A. YOUNG MUNICIPAL CENTER. A TRAY LABELED VENDOR CLEARANCES WILL BE AVAILABLE ON THE FRONT COUNTER. PICKUP OF COMPLETED FORMS CAN BE MADE AFTER 8:30 A.M. THE FIFTH WORKING DAY (NO SATURDAYS OR SUNDAYS) AFTER SUBMISSION

NO ONE WILL BE AVAILABLE TO ANSWER QUESTIONS AT THE TIME OF SUBMISSION.

DENIED REQUESTS WILL INCLUDE THE REASON FOR DENIAL.

VENDORS IN POSSESSION OF AN EXPIRED APPROVED CLEARANCE SHOULD SUBMIT THE EXPIRED CLEARANCE WITH THEIR REQUEST.

**PURCHASING DIVISION RFP NO. 29392
VENDOR CLEARANCE REQUEST**

Submit to: Revenue Collections
Purchasing Vendor
1012 Coleman A. Young Municipal Center
Detroit, MI 48226
(313) 224 – 4087 (Telephone)
(313) 224 – 4238 (Fax)

Nature of Contract _____

Contract Amount \$ _____

Business Type: Corp Partnership Sole Proprietorship Personal Services

Business Name _____

Business Address _____

Ward/Item # _____

F.I.D. NO. _____

City Personal Property I.D. # _____

Owner(s) Name _____

Owner(s) SS# _____

Contact Person _____

Phone Number _____

Owner(s) Home Address _____ Lease Own

Please do not write below this line for department use only.

<u>Real Property</u>	<u>Special Assessment</u>	<u>Personal Property</u>	<u>Other Receivable</u>
<input type="checkbox"/> Denied	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved

Comments: _____

Please mail, fax or drop off this Vendor Request Form to the Revenue Collection Unit at the address indicated above. You will be responsible for keeping the clearance and submitting a photocopy to Purchasing with your bid package.

Signature (City of Detroit)

Date

Expiration Date