

REQUEST FOR QUOTES (RFQ)
FOR
PLUMBING SERVICES

RFQ Release Date: August 3, 2015

Quote Due Date: August 21, 2015 at 5:00 p.m.

SOUTHEAST MICHIGAN COMMUNITY ALLIANCE (SEMCA)
25363 Eureka Rd.
Taylor, MI 48180
(734) 229-3526

Federal Contractor
Equal Opportunity Employer & Programs – Minorities/Women/Disabled/Veterans
Reasonable accommodations will be made upon request.

General Information

The Southeast Michigan Community Alliance (SEMCA) is a public, non-profit organization that is the designated Michigan Works! Agency (MWA) for Monroe County and Wayne Counties, excluding the City of Detroit. In this role, SEMCA procures employment, education, and training services from public and private organizations throughout the region. SEMCA administers programs that are primarily funded by the Workforce Development Agency State of Michigan (WDASOM) and delivered by SEMCA contractors who provide services for employers and residents of our designated service area.

SEMCA is seeking quotes from licensed contractors for the provision of plumbing services at the following locations:

Southeast Michigan Community Alliance
25363 Eureka Road
Taylor, MI 48180

Wayne Michigan Works! Service Center
35731 W. Michigan Avenue
Wayne, MI 48184

Highland Park Michigan Works! Service Center
144 E. Manchester Street
Highland Park, MI 48203

It is SEMCA's intent to enter into a one year contract, with an option to renew for two additional years.

Prospective bidders should submit a bid for each of the locations they are interested in providing services to. Bids will be evaluated on a per location basis and one contract per location will be awarded to the successful bidder for that location.

This RFQ does not commit SEMCA to pay any cost incurred in the preparation of the bidder's quote. This RFQ does not commit SEMCA to award a contract(s) for any of the services identified in this RFQ. SEMCA reserves the right to accept or reject any or all quotes received as a result of this RFQ, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMCA to do so.

Quote Submission Instructions:

Questions regarding this RFQ should be directed to Debra Kinde, Facilities Manager, at 734-229-3526.

All quotes must be submitted in a **sealed envelope**. Quotes may be submitted by hand delivery or by certified mail, return receipt requested, addressed to:

Southeast Michigan Community Alliance
RFQ – Plumbing Services
25363 Eureka Road
Taylor, MI 48180

The deadline for submission is 5:00 p.m., Friday, August 21, 2015. SEMCA will not be responsible for delays caused by the method of submittal chosen by the bidder.

All submissions must include the following:

1. The Quote Sheet (see page 4 of this RFQ)
2. General Business Information Sheet (see page 5 of this RFQ)
3. Signature Page (see page 6 of this RFQ)

Quotes must be submitted in the legal name of the organization. Quotes should not be submitted in the name of a project. SEMCA will only contract with the legal entity named in the quote.

Contractor will maintain, at its own expense during the term of the contract, the following insurance:

1. Workers Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limits of \$500,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limits of \$1,000,000 each occurrence for bodily injury and property damage. SEMCA shall be added as “additional insured” on general liability policy with respect to the services provided under any contract.

The contractor will comply with all federal, state, and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. This contractor and subcontractor shall also abide by 29 CFR Part 471, Appendix A to Subpart A, if applicable.

Quote Sheet

Location: 25363 Eureka Road, Taylor, MI 48180

Service Calls

Labor, per hour, during regular business hours (8:30 a.m. to 5:30 p.m.): _____

Labor, per hour, for emergency/after hours: _____

What will you charge for parts? (for example, manufacturer cost +20%): _____

Additional charges (for example, mileage, trip charge, service call, etc.): _____

Additional Services (for example, main drain cleaning, camera of drain lines, etc.): _____

Location: 35731 W. Michigan Avenue, Wayne, MI 48184

Service Calls

Labor, per hour, during regular business hours (8:30 a.m. to 5:30 p.m.): _____

Labor, per hour, for emergency/after hours: _____

What will you charge for parts? (for example, manufacturer cost +20%): _____

Additional charges (for example, mileage, trip charge, service call, etc.): _____

Additional Services (for example, main drain cleaning, camera of drain lines, etc.): _____

Location: 144 E. Manchester Street, Highland Park, MI 48203

Service Calls

Labor, per hour, during regular business hours (8:30 a.m. to 5:30 p.m.): _____

Labor, per hour, for emergency/after hours: _____

What will you charge for parts? (for example, manufacturer cost +20%): _____

Additional charges (for example, mileage, trip charge, service call, etc.): _____

Additional Services (for example, main drain cleaning, camera of drain lines, etc.): _____

General Business Information

This sheet must be completed and submitted with all quotes.

Please provide a short overview and history of your company, including the number of years you have been in business.

What are your invoicing and payment requirements? _____

Is your company licensed with the State of Michigan? _____

What is your cancellation policy? _____

Do your employees wear uniforms or display picture ID that identifies your company? _____

Does your company perform background checks on new employees? _____

Please provide the name and contact information of at least three references with whom you have provided services during the last 12 months.

**Signature Page
for
Plumbing Services Quote(s)**

(Legal Name of Bidding Company)

Address: _____
(Street)

(City) *(Zip Code)*

Telephone: () _____ FAX: () _____

Signed Statement of Authority

I, _____, the _____
(Type Name of Official) *(Type Title of Official)*

of _____, am authorized to make the
(Type Name of Company)

enclosed quote on behalf of _____.
(Legal Name of Bidding Company)

I hereby certify:

That I understand and will comply with the specific assurances and certifications contained in this quote. All responses to this Request for Quotes concerning the respondent, its operation, and proposed services are true and accurate.

That I understand this RFQ does not commit SEMCA to award a contract(s) for any of the services identified in this RFQ. SEMCA reserves the right to accept or reject any or all quotes received as a result of this RFQ, or to cancel or amend in part or in its entirety, if it is in the best interest of SEMCA to do so.

That if selected, the bidding organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract.

Signed: _____ Date: _____

Typed Name: _____ Title: _____

Email: _____ Fax: _____