

CITY OF ROMULUS REQUEST FOR PROPOSALS

RFP 20/21-09 5 Year HVAC Maintenance Contract for all City Buildings

The City of Romulus, Michigan is seeking proposals from qualified contractors for a five year contract to perform maintenance on HVAC systems in all city buildings.

- (1) Qualified individuals and firms wishing to submit a proposal must use the forms provided by the City. Proposal forms and specifications may be obtained from the MITN system at <http://www.mitn.info/>. Copies of documents obtained from any other source are not considered official copies. Proposals may be rejected unless made on the forms included with the bidding documents.
- (2) A mandatory site visit must be made by contacting the DPW foreman for an appointment. (Contact info in proposal documents)
- (3) Questions must be emailed to Purchasing@romulusgov.com and received no later than five business days prior to the published deadline for the submittal of proposals
- (4) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN system. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the RFP documents
- (5) The public opening of all timely received proposals will take place at approximately 3:00 pm in the City of Romulus Council Chambers located at 11111 Wayne Rd, Romulus, MI 48174.
- (6) Proposals should be addressed using the proposal label provided in the RFP documents or submitted electronically on the MITN Purchasing Group page of BidNet Direct. When submitting hardcopies, a total of four (4) copies (One original and four marked "Copy") and 1 electronic copy in "PDF" form of the documents must be submitted together in one sealed envelope or package and returned to the City Clerk's Office no later than 2:30 P.M., Wednesday August 11, 2021. The original proposal may be clipped but should not be stapled or bound. Copies may be stapled or bound. The original and copies should be identical, excluding the obvious difference in labeling.
- (7) A total of four (4) copies (One original and four marked "Copy") and 1 electronic copy in "PDF" form of the documents of the proposal must be submitted together in a sealed envelope or package and returned to the City Clerk's Office no later than 2:30 P.M., Wednesday, 8/11/2021. The original proposal may be clipped but should not be stapled or bound. Copies may be stapled and bound. The original and copies should be identical, excluding the obvious difference in labeling.
- (8) One RFP pricing sheet must be sealed in a separate envelope and placed within the envelope/package containing the copies of the proposals. This envelope should be clearly marked "**RFP 20/21-09 5 Year HVAC Maintenance Contract for all City Buildings.**" **DO NOT INCLUDE ANY PRICING OR FEES IN YOUR TECHNICAL PROPOSAL DOCUMENTS.** Failure to submit pricing on the proposal form provided by the City of Romulus may cause the bid to be considered non-responsive and ineligible for award. Proposals should be addressed using the proposal label provided in the RFP documents.
- (9) At approximately 3:00 p.m. local time following the deadline for submitting bids, all timely received bids are to be publicly opened and read.
- (10) The successful Contractor will be required to enter into a contract with, and provide all bonds and submit proof of all insurance required by the request for proposal documents and originals of all required endorsements acceptable to the City.
- (11) The City reserves the right to postpone the opening without notification and also reserves the right to reject all proposals and to waive any minor informality or irregularity in proposals received. Ultimately, a contract may be awarded to the lowest most responsive and responsible company, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in its own best interest.
- (12) The City reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RFP
- (13) The City reserves the right to reject as non-responsive any proposals which are not organized and formatted as described in this RFP.
- (14) The City, during the course of the evaluation process, may request additional written information to supplement and clarify the information provided in this response.
- (15) The City, at the discretion of the proposal evaluation team, may conduct interviews with some or all of the companies that submitted proposals for consideration.
- (16) For additional information contact Gary Harris, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing purchasing@romulusgov.com.
- (17) The City of Romulus strictly prohibits the reproduction or publishing of any published document or solicitation without the express written consent of the City of Romulus. Unauthorized posting of any notice of these documents or reference to said documents or solicitations is strictly prohibited.