

CITY OF ROMULUS REQUEST FOR PROPOSALS

RFP 26/27-1 ROMULUS MEMORIAL CEMETERY COLUMBARIUM SYSTEM SUPPLY AND INSTALLATION PROJECT

The City of Romulus Clerk's Office is seeking proposals from qualified firms to furnish, manufacture, delivery, and installation of a double-sided columbarium system for use at Romulus Memorial Cemetery. The selected Proposer shall provide all labor, materials, drawings, fabrication, delivery, and installation services necessary to provide a complete and fully functional columbarium system.

- (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](http://www.mitn.info/) 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) Questions must be emailed to Purchasing@romulusgov.com and received no later than 12:00 Noon, August 6, 2026.
- (3) 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.
- (4) Proposals should be addressed using the proposal label provided in the RFP documents. A total of three (3) copies (One original and two marked "Copy") and 1 electronic copy in "PDF" form of the proposal documents must be submitted all together in one single sealed envelope or package and returned to the City Clerk's Office no later than 2:00 P.M., Wednesday, August 12, 2026. 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.
- (5) One RFP pricing sheet must be sealed in a separate envelope and attached to the Table of Contents page of the "Original" copy of the proposal and placed inside the package/envelope containing the copies of the proposals. This envelope should be clearly marked "RFP 26/27-1" PROPOSAL PRICING ENVELOPE." **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.
- (6) At approximately 2:30 p.m. 8/12/2026, following the deadline for submitting bids, all timely received bids are to be publicly opened and read.
- (7) 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.
- (8) 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.
- (9) The City reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RFP
- (10) The City reserves the right to reject as non-responsive any proposals which are not organized and formatted as described in this RFP.
- (11) The City, during the course of the evaluation process, may request additional written information to supplement and clarify the information provided in this response.
- (12) 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.
- (13) For additional information contact Christina Parker, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing purchasing@romulusgov.com.
- (14) 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.

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