

# CITY OF ROMULUS REQUEST FOR PROPOSALS

## RFP 19/20-32 12 Month Contractual Services Contract for Sanitation and Disinfecting Services

The City of Romulus, Michigan is seeking proposals from qualified vendors for the purpose of entering into a twelve month contractual services contract for as needed disinfecting services specifically for the City of Romulus Police Department. Company shall provide EPA registered and approved sanitizing against a broad-spectrum of bacteria, viruses, and mycotoxins including but not limited to COVID-19. The City reserves the right to expand the scope of services to include the "As Needed" sanitation of other City facilities and City owned vehicles.

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.

- (1) Work to be performed at the Romulus Police Department will be federally funded utilizing DOJ Grant monies. The City will make every effort to utilize a small, minority-owned and/or women-owned business. Such businesses are encouraged to submit a bid and include verification of this status along with their bid.
- (2) Utilization of federal funding, requires that the City cannot award the contract to any company listed on the System for Award Management (SAM) Exclusion list or has been suspended or debarred or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, Debarment & Suspension.
- (3) Questions must be emailed to [Purchasing@romulusgov.com](mailto:Purchasing@romulusgov.com) and received no later 12:00 PM Local Time, Tuesday, July 7, 2020.
- (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 or submitted electronically on the MITN Purchasing Group page of BidNet Direct.
- (5) 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") of the proposal 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., Tuesday, 7/14/2020. 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.
- (6) The public opening of all timely received bids will be provided virtually via "Zoom" at approximately 3:00 p.m., local time July 14, 2020. Log in information for the "Zoom" meeting can be obtained by emailing [Purchasing@romulusgov.com](mailto:Purchasing@romulusgov.com) or utilizing the information provided in the bid documents.
- (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 Gary Harris, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing [purchasing@romulusgov.com](mailto: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.