

RFP#WRESA-14-2024-2025-1

**REQUEST FOR PROPOSALS
FOR
General Contracting and Individual Skilled
Trades Services Tier 1 Agreements**

BID SUMMARY

Commodity/Service Being Requested: General Contractor and Individual Skilled Trades Services for the following Service Categories:

1. Construction and Renovation
2. Painting and Finishing
3. Electrical and Lighting
4. Carpentry and Woodworking
5. Flooring and Tiling
6. Doors and Hardware
7. Exterior Work

Type of Solicitation: Request for Proposals (RFP) – Wayne RESA, in partnership with the Michigan Association of Counties (MAC) CoPro+ Program, is competitively bidding and awarding a master agreement to multiple contractors for Wayne RESA General Contracting and Individual Skilled Trades Services.

Type of Resulting Contract: Statewide Cooperative Contract – As a result of this RFP, Wayne RESA will work with the Michigan Association of Counties CoPro+ program to market and extend the resulting contract to other public municipalities, non-profit organizations and schools. This contract will enable public municipalities, non-profit organizations, and schools to “piggyback” and purchase services on an “as needed” basis from the supplier(s). Proposers shall identify any limitations on service areas within their proposal.

Resulting Contract Term: Three (3) years with Two (2) one-year renewal options.

RFP Schedule

Release of RFP:	January 26, 2024
Pre-Proposal Meeting:	February 5, 2024 - 1:00 p.m. - 2:00 p.m. ET
Meeting URL:	https://resa-net.zoom.us/j/82284108646?from=addon Join Zoom Meeting
Meeting ID:	822 8410 8646
One tap mobile:	US: +13092053325,,82284108646# or +13126266799,,82284108646#
Vendor Question Due Date: <small>Answers will be posted within 3 business days of this deadline</small>	February 13, 2024
Proposals Due by (12:00 P.M. EST) *:	February 26, 2024, at 12:00 p.m. ET
Master Agreement Award Date:	March, 2024

***Responses received later than the specified deadline will be disqualified.**

Wayne RESA reserves the right to change this schedule as needed and all information provided by Wayne RESA in this RFP is offered in good faith. Individual items are subject to change at any time. Wayne RESA makes no certification that any item is without error.

The Sole Point of Contact During this Solicitation Process is:

Steve Motz
purchasing@resa.net
(517) 648-0442

Contacts with Wayne RESA Personnel: All contact with Wayne RESA regarding this RFP or any matter relating thereto must be sent to the following email: purchasing@resa.net

Solicitation Terms and Conditions can be found at <https://www.resa.net/administrative-support/purchasing/request-for-proposal> as (DOC) [CoPro+ Contract Terms and Conditions](#)”

SECTION 1.0 – PROPOSER RESPONSES TO SCOPE OF WORK AND PRICING

1.1 Minimum Mandatory Requirements

All proposals will be reviewed for compliance with the mandatory requirements. Proposals deemed non-responsive will be eliminated from further consideration.

Interested and qualified proposers that can demonstrate their ability to successfully provide the goods and services requested under this RFP are invited to submit proposal(s), provided they meet the following requirements:

1. **Experience and Past Performance:** Proposers must demonstrate a minimum of 5 years of experience in each specialization they are bidding for in commercial educational facilities buildings of at least 60,000 sf. Include a list of past projects, with brief descriptions and client contact information for reference.
2. **Licensing and Certification:** Proposers must hold valid and current licenses and certifications authorized by the State of Michigan for each specialization area they bid on, where such credentials are legally or professionally required. In cases where state-specific licensing is not mandated, this requirement may be waived. Proof of applicable credentials, including evidence of authorization to operate within the State of Michigan, must be included in the proposal.
3. **Insurance and Bonding:** Proposers are required to have general liability insurance as specified in Attachment C and appropriate bonding, if required in future Statement of Work (based on specific project requirements).

Proposer will enter responses in the “Proposer Response” text boxes provided. There is no requirement or limitation on the amount of words used for responses.

Proposer Response:

Demonstrate that you meet the minimum mandatory requirements, by addressing each item below or referring to other section(s) of your proposal where this detail is provided.

See Attached PDF

1.2 Background and Services Period

Wayne RESA (WRESA), in collaboration with the Michigan Association of Counties (MAC) CoPro+ Program, is initiating a competitive bidding process to award optional use master agreements to contractors for the provision of Wayne RESA **General Contracting and Individual Skilled Trades Services**. This Request for Proposals (RFP) is designed to identify vendors who can offer comprehensive general contracting services and also those who specialize in individual skilled trades. We seek to establish optional use master agreements with a select number of providers in any or all of the seven (7)

General Service Categories detailed in this RFP, be it across multiple categories or in specific trades such as painting, electrical, etc.

The resulting agreements will provide a framework for potential future engagements that will be outlined in a second tier process. It is important to note that the utilization of these agreements will depend on the specific needs and projects of WRESA and CoPro+ public entities. This initiative aims at streamlining the process for WRESA to engage with the awarded contractors swiftly and efficiently whenever the need for general contracting and individual skilled trades arises.

The objectives of this tiered contracting approach include, but are not limited to:

1. Consistent Contract Terms:

Establishing a uniform contract term to foster clear understanding and agreement between WRESA, CoPro+ public entities, and service providers awarded master agreements.

2. Consistent Selection Criteria and Processes:

Implementing standardized selection criteria and screening processes to ensure the contract holders are comprised of reputable and competent service providers.

3. Single Point of Contact for Contractors:

Designating a single point of contact within WRESA for service providers to ensure coordinated communication and effective engagement.

4. Consistent Billing Practices:

Adopting uniform billing practices for clarity, accuracy, and ease of processing for both WRESA, CoPro+ public entities, and the awarded service providers.

Services will be as needed for the time period from **March 20, 2024, through March 19, 2027**. At the end of the initial term, this Agreement will be evaluated. If the parties agree that it is a mutually beneficial relationship, the Agreement includes two options years and may be extended in writing for up to two (2) additional years in one (1) year increments.

1.3 Requirements and Specifications

The following are the service categories for which vendors may seek master agreements through this RFP:

1. Construction and Renovation:

- This includes general construction, demolition, and renovation services, covering a broad range of activities necessary to complete a project.

2. Painting and Finishing:

- Interior and exterior painting, as well as finishing services like staining, varnishing, and wallpapering.

3. Electrical and Lighting:

- All electrical system installations, maintenance, and lighting solutions.

4. Carpentry and Woodworking:

- Encompasses carpentry, woodworking, and cabinetry services.

5. Flooring and Tiling:

- Installation, repair, and maintenance of various flooring materials and tiling.

6. Doors and Hardware:

- Installation, repair, and maintenance services for various types of doors and related hardware. This includes entrance doors, interior doors, security doors, automatic doors, and the associated locking mechanisms, handles, and fittings.

7. Exterior Work:

- This category can include roofing, landscaping, and masonry, covering a variety of exterior construction and maintenance services.

Please confirm your understanding by checking Yes or No.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Proposer Response:

Indicate which Service Category you are proposing to provide services for, by completing the table below.

	Service Category	Seeking to provide services for? (Yes / No)
1.	Construction and Renovation:	
2.	Painting and Finishing:	Yes
3.	Electrical and Lighting:	
4.	Carpentry and Woodworking:	
5.	Flooring and Tiling:	Epoxy or Polished Concrete
6.	Doors and Hardware:	
7.	Exterior Work:	

1.3.1 Service Category Questions

The Proposer shall complete the questionnaire in **Attachment B – Service Category Qualifications** for each Service Category they seek to provide services for, to demonstrate their experiences and qualifications providing those services.

1.3.2 Comprehensive List of Assumptions

Rather than have assumptions be scattered throughout the proposal, Wayne RESA requires that all assumptions be listed and explained in this section. Please ensure that all assumptions listed reference the appropriate section of the RFP and/or associated services. Please indicate “N/A”, if this does not apply to your proposal.

Proposer Response:

N/A

1.3.3 Two-Tier Contracting Process

This two-tier contracting process for specific engagements will be as follows:

Tier One: The primary goal of this tier is to establish multiple optional use contracts with vendors by Service Categories based on an evaluation of their **capabilities, experience, staffing and pricing**. The Tier One vendors will be selected through this RFP process. The rates submitted during this tier will serve as a not to exceed rate card for each contractor, setting the maximum hourly rates that can be charged for services in the subsequent tier. It's important to note that the rate cards submitted are not assumed to include prevailing wage or Davis Bacon Act rates; however, adjustments to the rates can be made in Tier Two if a project requires adherence to these wage standards.

Tier Two: Upon the establishment of master agreements, WRESA reserves the right to engage with one or more contractors awarded Tier One agreements to solicit Statements of Work (SOWs) for specific projects with specific scope outlined. The Tier Two request may be directed to a single vendor or multiple vendors within the relevant service category, depending on the project needs and at the discretion of the requesting entity.

Vendors shall leverage their rate card from Tier One to propose a firm fixed price for the project outlined in the SOW (See Attachment D for a sample). While the proposed pricing cannot exceed the rates set in Tier One, vendors have the latitude to offer lower pricing based on the specifics of the SOW. An exception to this rule is when the SOW requires adherence to prevailing wage or Davis Bacon Act rates, in which case the rates may be adjusted accordingly.

This two-tier approach provides flexibility to WRESA in selecting vendors while promoting competitive pricing and adherence to quality standards. It is the discretion of WRESA and Coop Members to determine whether to solicit a single vendor or multiple vendors for SOWs in Tier Two, aligning with the overarching goal of achieving favorable pricing and high-quality service delivery for each project.

WRESA reserves the right to limit the number of vendors awarded master agreements during the RFP evaluation process to align with specific service needs and project requirements. Additionally, we retain the discretion to open up the process to award additional master agreements as needed, and add additional service categories to existing and new contracts.

WRESA will utilize other contracting vehicles or issue separate RFPs for specific services or projects at their discretion. This approach ensures we have the flexibility to meet diverse contracting needs and are not exclusively bound to use the master agreements established by this RFP.

Proposer Response: Please confirm your understanding by checking Yes or No.

☒ Yes

☐ No

1.3.2 Statewide Cooperative Contract

Wayne RESA is working with the Michigan Association of Counties CoPro+ program on this bid solicitation. If your bid meets the minimum qualifications, is responsive and responsible and offers competitive pricing you may be considered and approached to extend a term agreement and pricing to other public entities within the county, the region, and the state, in accordance with Michigan Compiled Laws 124.504. This process is called “piggybacking”; it offers tremendous value to public ordering entities regarding the cost and time to manage an end-to-end purchasing event. This process also offers exceptional value to selected vendors in terms of their company’s resources and time to respond to multiple solicitations from various public entities who have a similar need for their products or services.

All pricing submitted to Wayne RESA and its participating entities shall include a **2% administrative fee** to be remitted to CoPro+ by the contractor on a quarterly basis. Administrative fees will be paid against actual sales volume for each quarter. It is the contractor’s responsibility to keep all pricing up to date and on file with Wayne RESA/CoPro+. All price changes shall be presented to Wayne RESA/CoPro+ for acceptance, using the same format as was accepted in the original contract.

Proposer Response: Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

1.4 Production Specifications

1.4.1 Reservation of Rights

All products being bid shall be certified as new and unused. Please bid the product lines of nationally recognized manufacturers. However, Wayne RESA will evaluate the merits of all bids submitted and reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all bids or portions of bids with or without cause. Wayne RESA further reserves the right to waive any irregularity or informality in the RFP process or any bid, and the right to award to one or multiple vendors. Wayne RESA reserves the right to add or delete products from the bid, extend agreements, or change vendors, in order to best serve the eligible agencies. These changes will follow approved bidding laws. Wayne RESA may use the individual product cost, or the sum of groups of products, may group similar products, and/or total cost of ownership, to evaluate prices and award bids. Wayne RESA reserves the right to request additional information from any or all Proposers. Wayne RESA also reserves the right to select one or more vendors to award a contract to under this RFP. In the event a bid is accepted by Wayne RESA and the vendor asserts exceptions, special considerations or conditions after acceptance, Wayne RESA, in its sole and absolute discretion, reserves the right to reject the bid and award other Proposer(s).

1.4.2 Competition Promoted

The name of a model, manufacturer or brand in Wayne RESA bid documents shall not be considered as exclusive of other brands unless "NO SUBSTITUTE" is stated in the item description. Proposers may offer a variety of brands and models, as it is the intent of Wayne RESA to provide a multitude of options to eligible agencies. Wayne RESA expects all supplies, materials,

equipment or products bid to meet or exceed the specifications set forth in this RFP. Further, it is Wayne RESA's intent that this RFP permit competition. Accordingly, the use of any patent, proprietary name or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies, materials, equipment or products requested in this RFP are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. Wayne RESA, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by Proposer meet the specifications contained in this RFP and possess equivalent and/or better qualities. It is the Proposer's responsibility to notify Wayne RESA in writing if any specifications or suggested comparable equivalent products/brands require clarification by Wayne RESA prior to the due date for bids.

Proposer Response: Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

1.5 Product Specifications

All products furnished must be in conformity with the participating agency requirements and specifications and will be subject to inspection and acceptance by the individual customers at delivery. The right is reserved to reject and return at the risk and expense of the vendor.

Proposer Response: Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

1.6 Service Capabilities

1.6.1 Primary Account Representative

Proposers must identify by name and location the primary account representatives who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents.

Proposer Response:

Please see attached word document

1.7 Customer Service

It is preferred that the Vendor have an accessible customer service department with an individual specifically assigned to Wayne RESA. Customer inquiries should be responded to with forty-eight (48) hours or two (2) business days unless it is an emergency issue. Describe your company's Customer Service Department (hours of operation, number and location of service centers, regular and emergency response times, etc.).

Proposer Response:

Please see attached word document

1.8 Purchase Orders

Requests for quotes will be initiated by participating agencies as specific needs arise. Participating agencies will issue individual detailed specifications to the pre-qualified vendor pool along with specific response information required, deliverables, and any special terms and conditions. The vendors will respond directly to the requesting agency within the timeframe specified in the request for quote. The participating agency will evaluate the responses and determine the vendor that will be awarded a purchase order (PO). Resulting orders are to be shipped and billed directly to these institutions.

Proposer Response: Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

1.9 Delivery and Acceptance

All pricing must reflect net 30 payment terms. Proposer should address the following items and costs in their proposal and other items/costs that they are aware of that may not have been requested in this bid.

- Ordering/customer service capabilities and procedures.
- Policies and procedures for an organization accepting product/service.

Proposer Response:

Please see attached word document

Proposer Response: Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

1.10 Management and Staff

Proposer should address the following items in their proposal.

- Project Management of the contract.
- Staffing and responsibilities.
- Process and procedures to keep safe and secure facilities when delivering products/services.
- Background checks process, depending on the facility ordering the product/services a more restrictive background check may be required.

Proposer Response:

Please see attached word document

1.11 Subcontractors

If subcontractors will be used, provide information about the subcontractors' capabilities, experience, and the services they will provide.

Proposer Response:

No Subs Northstar performs all work
in house with W-2 Employees

1.12 Pricing Schedule

Respondents will provide pricing information as **Attachment A** that will be utilized when evaluating price competitiveness.

1.12.1 RESERVED

1.12.2 Bid Pricing

Proposers have the option to provide high-volume pricing. Proposers who offer high-volume pricing may be evaluated more favorably than those who do not. Proposers should specify this discount option within their cost proposal and at what level.

1.12.3 Quantity Term

Vendor agrees to supply the complete quantity and products that each customer requires.

1.12.4 Tax Excluded from Price

(a) Sales Tax: Wayne RESA and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.

(b) Federal Excise Tax: Wayne RESA may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Wayne RESA's exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.

Proposer Response:

Include any comments regarding pricing, discounts being offered, and information on other cooperative contracts held by respondent.

Please see attached word document

1.12 Price Assurance

The awarded vendor agrees to provide pricing to Wayne RESA and its participating entities that are the lowest pricing available, and the pricing shall remain so throughout the duration of the contract. The awarded vendor agrees to promptly lower the cost of any product purchased through Wayne RESA following a reduction in the manufacturer or publisher's direct cost. If respondent has existing cooperative contracts in place, Wayne RESA requests equal or better than pricing to be submitted.

All pricing submitted to Wayne RESA shall include a 2% administrative/remittance fee to be remitted to CoPro+ by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings up to date and on file with Wayne RESA/CoPro+.

Proposer Response:

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ No

If "NO" was answered on any items in Section 1, please explain:

SECTION 2.0 – PROPOSER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the bid documents, including, without limitation, any RFP Addenda and Exhibits have been read.

The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the bid documents of this RFP.

2. The undersigned has reviewed the bid documents and fully understands the requirements in this bid and that each proposer who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, and agrees that its bid, if accepted by Wayne RESA, will be the basis for the Proposer to enter into a contract with Wayne RESA in accordance with the intent of the bid documents.

3. The undersigned acknowledges receipt and acceptance of all addenda.

4. The undersigned agrees to the following terms, conditions, certifications, and requirements listed in Section 2.3:

- Contractor's Employment Eligibility
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
- Assurance Regarding Access to Records and Financial Statements
- Iran Economic Sanctions Act
- Certificate of Independent Price Determination
- Clean Air and Water Certificate
- Certifications/Disclosure Requirements Related to Lobbying
- U.S. Department of Energy Assurance of Compliance Non-Discrimination in Federally Assisted Programs

5. The undersigned acknowledges that proposer will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated bid documents.

6. It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions and, if applicable, the site conditions. By the submission of a bid, the proposer certifies that if awarded a contract they will make no claim against Wayne RESA based upon ignorance of conditions or misunderstanding of the specifications.

7. Patent indemnity: Vendors who do business with the Wayne RESA shall hold Wayne RESA, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.

8. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This

documentation must be provided to Wayne RESA, prior to award, and shall include an insurance certificate and additional insured certificate, naming Wayne RESA, which meets the minimum insurance requirements, as stated in the terms and conditions.

Acknowledgment and Acceptance:

By signing below, the undersigned acknowledges and agrees to all terms, conditions, certifications, and requirements as outlined in this RFP, including those specified in Section 2.3.

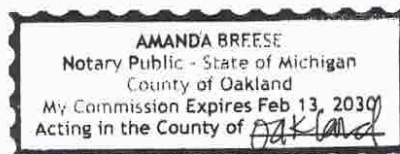
Chris Terry
Printed Name of Authorized Representative

[Signature]
Signature of Authorized Representative


Northstar Painting
Company Name

2-15-24
Date of Signature

Notary	
State of	<u>Michigan</u>
County of	<u>Oakland</u>
Sworn to and subscribed before me, a notary public in and for the above state and county, on this <u>15</u> day of <u>February</u> , 20 <u>24</u> .	
Notary Public	<u>[Signature]</u>
My commission expires: <u>2/13/30</u>	



2.1 Company Profile

Company Profile	
Official Name of Proposer:	Northstar Custom Painting
Street Address:	600 Old Woodward Suite 305
City:	Birmingham
State:	Michigan
Zip Code:	48009
Website:	www.northstarpainting.com
Primary Contact Name:	Chris Terry
Primary Contact Phone Number:	248.825.1110
Primary Contact Email Address:	chris@northstarpainting.com
Dun & Bradstreet (D&B) Number (if applicable):	
Has your company been debarred by the Federal and/or State Government? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>	
Have you ever been in bankruptcy or in reorganization proceedings? <div style="text-align: center;">No</div>	
Brief history of your company, including the year it was established: Established 2002 see attached word document for history	
Signature:	
Name and Title of Signer: Chris Terry Business Development	
Date: 2-13-24	

2.2 References

Provide a minimum of three (3) customer references similar scope dating within the past 5 years. Please identify any experience relevant to the services you propose to provide through this RFP within the Description of Services:

Entity Name: Romulus Community Schools	
Contact Name: Ray Holt	Title: Facility Manger
City: Romulus Schools	State: MI
Phone Number: 734.991.6825	Years Serviced: 4-years with Bill Garland 1-Year with Ray Holt
Description of Services: Painting	
Annual Volume: \$403,653,80 Over the course of 4 years	

Entity Name: City of Auburn Hills	
Contact Name: Tim Wisser	Title: Facility Manger
City: Auburn Hills	State: MI
Phone Number: 248.364.6901	Years Serviced: 1-YEAR
Description of Services: Painting	
Annual Volume: \$196,611	

Entity Name: City of Warren	
Contact Name: Craig Treppa	Title: Purchasing
City: Warren	State: MI
Phone Number: 586.574.4638	Years Serviced: 2-Years
Description of Services: Painting	
Annual Volume: \$129,655	

Please see attached word document for more references

2.3 Assurances and Certifications Form

This document contains multiple assurances and certifications that the undersigned party agrees to and certifies. By signing earlier in this section, the undersigned agrees to comply with all the terms and conditions set forth in each section.

2.3.1 Contractor's Employment Eligibility:

- Compliance with federal and state employment eligibility laws including ARS subsection 41-4401, ARS subsection 23-214, and FINA. The contractor is responsible for compliance verification costs.

2.3.2 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:

- The undersigned certifies non-participation in debarment or suspension activities and will attach explanations if unable to certify.

2.3.3 Certification Regarding Nondiscrimination Under Federally and State Assisted Programs:

- Agreement to comply with all federal and Michigan laws and regulations prohibiting discrimination.

2.3.4 Assurance Regarding Access to Records and Financial Statements:

- Agreement to provide access to records and financial statements as required by law.

2.3.5 Iran Economic Sanctions Act Compliance:

- Certification of non-affiliation with Iran Linked Businesses as defined by Public Act 517.

2.3.6 Certificate of Independent Price Determination

- Certification of compliance with lobbying restrictions as outlined in Public Law 101-121 and related regulations.

2.3.7 Certifications/Disclosure Requirements Related to Lobbying:

- Certification of compliance with lobbying restrictions as outlined in Public Law 101-121 and related regulations.

2.3.8 Certification Regarding Lobbying Contracts, Grants, Loans, and Cooperative Agreements:

- Certification of compliance with lobbying restrictions under U.S. Code section 1352, title 31.

2.3.9 Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with ARS subsection 41-4401, ARS subsection 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws. Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The vendor complies and maintains compliance with FINA, ARS 41-4401 and 23-214 which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the Wayne RESA Participating entities in which work is being performed.

2.3.10 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

2.3.11 Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

2.3.12 Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., the Wayne County Regional Educational Service Agency, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F and Compliance Supplement for the U.S. Department of Education.

2.3.13 Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Wayne RESA as a Michigan public entity is required to follow Public Act 517 of 2012.

2.3.14 Certificate of Independent Price Determination

- (A) By submission of this offer, the offeror certifies each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting completion, as to any matter relating to such prices with any other offeror or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to bid opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
 - (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit an offer for the purpose of restricting competition.
- (B) Each person signing this offer on behalf of the manufacturer or processor certifies that:
- (1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
 - (2) He or she is not the person in other offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this manufacturer or processor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

2.3.15 Certifications/Disclosure Requirements Related to Lobbying:

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, and imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their subtier contractors and/or subgrantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress and any Federal agency in connection with the award of a particular contract, grant, cooperative agreement, or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) on or after December 23, 1989, the law requires recipients and their subtier contractors and/or subgrantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their subtier contractors or subgrantees will pay with profits or non-appropriated funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if material changes occur in their use. The law establishes civil penalties for noncompliance. If you are a current recipient of

funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress and any Federal agency in connection with a particular contract, grant, cooperative agreement or loan; You are required to execute the attached certification at the time of submission of an application or before any action in excess of \$100,000 is awarded; and You will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, Federal Register (pages 6736-6746).

2.3.16 Certification Regarding Lobbying Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of any Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement;

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS

This section contains a description of activities as well as instructions to proposers on how to prepare and submit their proposal:

3.1 Wayne RESA Responsibility

Wayne RESA is not responsible for representations made by any of its officers or employees prior to the execution of the master agreement unless such understanding or representation is included in the master agreement.

3.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Wayne RESA Administrator/Purchasing agent designee's sole judgment and his/her judgment shall be final.

3.3 Proposers Questions

Proposers may submit written questions regarding this RFP by e-mail to the address identified below. All questions must be received by no later than the date identified on the cover page of this RFP. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions please specify the RFP section and paragraph number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. Wayne RESA reserves the right to group similar questions when providing answers. Questions should be addressed to:

E-mail address: purchasing@resa.net

Wayne RESA may modify the RFP at any time during the bid process. All changes to the RFP will be posted under the bid number and each posting officially revises the RFP.

3.4 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFP. The proposal must remain valid for at least 120 days from the due date for responses to this RFP.

The Proposer will be responsible for completing and submitting the following sections of this RFP:

Section 1.0 – Bid Responses to Scope of Work and Pricing - The Proposer's proposal must include detailed responses to each of the outlined requirements in the text boxes provided. There is no requirement or limitation on the amount of words for proposer's responses.

Section 2.0 – Proposer Information and Acceptance – The Proposer will be required to complete the information in this section and provide required signatures and notarization.

Attachment A – Pricing Schedule – The Proposer will be required provide their pricing schedule per the instructions provided in Attachment A.

3.5 Proposals Submission Deadline and Guidelines for Consideration

See Cover Page for the Bid Submission Deadline (the "Due Date").

To ensure your proposal is eligible for review, it is imperative to adhere to the following guidelines detailed in this RFP:

1. Electronic Submission via E-mail:

- a. Submit an electronic version of your Bid to Wayne RESA via email to purchasing@resa.net not later than the **Due Date** identified on the cover page. Wayne RESA has no obligation to consider any proposal that is not timely received. Note: Timely delivery is regarded as to the time and date that the e-mail arrives within Wayne RESA not when the e-mail was sent. Proposals will not be accepted via U.S. mail or any other delivery method.

APPLICANTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL: ***“RFP#WRESA-14-2024-2025-1”*** with *Company Name*, and *“message 1 of 3”* as appropriate if the proposal consists of multiple emails. Note: All e-mails from a Proposer must be received by Wayne RESA

- b. **Submission Format:** Proposals should be provided in a modifiable format (e.g., Microsoft Word or Excel). Additionally, you may include copies in a non-modifiable format (e.g., PDF), except for pricing details, which must be submitted in Excel format when an Excel Pricing Sheet is provided.
 - c. **Late Submissions:** Proposals submitted after the specified deadline will not be considered.
2. Proposal Review Process:
- a. Opening or downloading a proposal does not equate to WRESA’s acceptance of the Proposer as responsive or responsible.
3. Proposal Compliance:
- a. By submitting a proposal, Proposers affirm their comprehensive understanding of the RFP, specifications, terms of the Form of Contract, and WRESA’s Procurement Ordinance. It also implies an agreement to comply with all stipulations and requirements stated therein.
4. Submission Method Restrictions:
- a. Proposals transmitted via facsimile, telegraph, or email will not be accepted.
5. Financial Responsibility:

- a. All costs incurred in preparing and presenting the proposal, as well as in any resulting contract, are solely the responsibility of the Proposer. These costs will not be reimbursed. All documentation submitted becomes the property of WRESA.

3.6 RESERVED

3.7 Evaluations Process

All Bids will be reviewed for compliance with the mandatory requirements stated within this RFP. Bids not meeting the mandatory requirements may be deemed non-responsive and eliminated from further consideration. Wayne RESA may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

- A. Wayne RESA may contact the Proposer for clarification of the Proposer's Bid.
- B. Wayne RESA may use other sources of information to perform the evaluation.
- C. Wayne RESA may require the Proposer to submit additional and/or supporting materials.

Responsive bids will be evaluated on the factors identified in this RFP. The Proposer(s) whose bid is advantageous to the Eligible Agencies, taking into consideration the evaluation factors, will be recommended for award approval.

After a prospective supplier has been selected, Wayne RESA and the prospective supplier(s) will negotiate a master agreement. If a satisfactory master agreement cannot be negotiated, Wayne RESA may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal.

3.8 Evaluation Criteria

	Technical Evaluation Criteria	Points
1.	Prior Experience and Past Performance – Including but not limited to the following: past performance, experience providing the services for similarly size and scope clients, experience providing services in a district setting.	60
2.	Service Offering and Capabilities – Including but not limited to the following: adherence to specifications and capabilities for providing services.	30
3	Staffing – Including but not limited to the following: qualifications and experience of the proposed staffing.	10
	Total Points Possible	100

Award shall be made to the most responsible Supplier whose proposal is determined to be best value to Wayne RESA taking into consideration the terms and conditions set forth in this RFP. A valid and enforceable contract exists when an agreement is fully executed between Wayne RESA and the Supplier.

In determining the best value, Wayne RESA will review and consider the technical evaluation criteria and pricing. Proposals receiving **80** or more technical evaluation points (see table above) will have pricing evaluated and considered for award.

3.9 Optional Tools to Enhance Evaluation Process

Wayne RESA during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Wayne RESA.

- Clarifications
- Deficiency Report
- Oral Presentation
- Site Visit
- Best and Final Offer (BAFO)
- Negotiations

Selected Suppliers may be required to participate in interviews. Failure of a Supplier to participate on the date scheduled may result in the rejection of the Supplier's proposal.

3.10 Wayne RESA Option to Reject Proposals

Wayne RESA may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFP. Wayne RESA shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. Wayne RESA reserves the right to waive inconsequential disparities in a submitted proposal.

3.11 Freedom of Information Act

This contract and all information submitted to Wayne RESA by the Contractor and Proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Wayne RESA shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by law. The Proposer(s) must specifically label only those provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.

By submitting a response to this RFP, the Proposer shall be deemed to have agreed to indemnify and hold harmless Wayne RESA for any liability arising from or in connection with Wayne RESA's failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFP which have been marked "Trade Secret," "Confidential," or "Proprietary."

3.12 Contacts with Wayne RESA Personnel

All contact with Wayne RESA regarding this RFP or any other matter relating thereto must be emailed as follows:

Email address: purchasing@resa.net

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Wayne RESA personnel other than the Procurement Contact, Wayne RESA, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Wayne RESA in writing will be binding with respect to this RFP.

3.13 Final Agreement Award Determination

Wayne RESA reserves the right to make one total award, one award for each section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Wayne RESA.

3.14 Cancellation of Invitations for Bids or Requests for Proposals

An IFB, a RFP, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of the County in accordance with regulations.

Attachment A – Pricing Schedule

1. Submission of Hourly Labor Rates:

Proposers are required to submit their hourly labor rates along with their proposal that addresses each Service Category proposed. These rates should be your maximum rates and will be used as the 'Not-to-Exceed' (NTE) rates for evaluation purposes.

Clearly indicate these rates as 'Hourly Not-to-Exceed Labor Rates'.

2. Role of Hourly Rates in Tier-Two Process:

The provided hourly labor rates will form the foundation for establishing Not-to-Exceed (NTE) firm fixed prices in the subsequent Tier-Two selection process. Contractors will not be compensated on an hourly basis unless explicitly specified in the future Tier-Two Statement of Work (SOW). The primary method of compensation will be detailed in the Tier-Two SOW.

3. Alternative Pricing Structures:

While hourly rates are essential, proposers may also present alternative pricing structures for consideration by WRESA. These alternative structures should be based on the goods and services you propose to offer and may include package deals, bulk discounts, or other innovative pricing models.

4. Detailed and Transparent Pricing:

All pricing information should be detailed, transparent, and easily understandable. Ensure that any assumptions or conditions that affect pricing are clearly stated.

Proposer Response: Provide Pricing Schedule as Attachment A.

Labor Costs: Labor costs are typically calculated based on the number of hours required to complete the project multiplied by the hourly rate of the painters. Hourly rates may vary depending on factors such as the skill level of the painters and the region's prevailing wage rates. Wayne RESA Rates will be billed at a \$60/hour labor rate. A project will typically range from \$1.25-1.50 per sq. of surface area being painted-the cost can start as low as \$1.00 per sq. in large open spaces. These price ranges include labor and materials. The 2% admin fee will be added to the total job cost.

- **Materials:** The cost of materials includes paint, primers, caulking, masking tape, brushes, rollers, and other supplies needed to complete the project. Material costs can vary based on the quality and brand of products selected. We apply a 10% markup on materials that are greatly discounted due to our buying power.

- **Surface Preparation:** Surface preparation is crucial for achieving a smooth and long-lasting finish. Costs for surface preparation may include cleaning, sanding, patching, and priming, depending on the condition of the surfaces being painted. This is billed at the \$60/hour rate but the sq. rate of \$1.25-\$1.50 could increase depending on the surface prep.

Attachment B – Service Category Qualifications

Service Category	Seeking to provide services for? (Yes / No)	Years of Experience with Service Category	Relevant Certifications (If applicable)
1. Construction and Renovation			
2. Painting and Finishing			
3. Electrical and Lighting			
4. Carpentry and Woodworking			
5. Flooring and Tiling			
6. Doors and Hardware			
7. Exterior Work			

Proposal shall address each Service Category individually within the response boxes provided below. Alternatively, you can repeat the tables for each Service Category, providing separate responses for A, B, C, and D for each category as applicable.

A. Capability Statement:

- Provide a comprehensive statement of your capabilities related to the service category.
- Highlight unique capabilities or technologies you use.

Proposer Response:

B. Experience and Qualifications:

- Detail your experience and qualifications specifically for the service category.

- Include any relevant projects, certifications, or training.

Proposer Response:

C. Approach and Methodology:

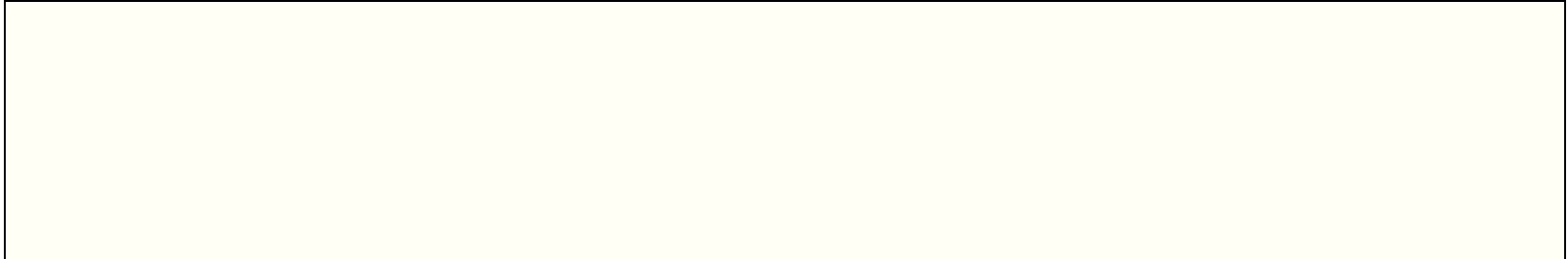
- Describe your approach and methodology for performing the work outlined in the service category.
- Include steps, tools, and strategies you employ.

Proposer Response:

D. Key Personnel:

- Identify key personnel who will be involved in this service category.

Proposer Response:



Attachment C - Minimum Insurance Requirements

Please note, these are the minimum coverage amounts, and may be adjusted during the project specific SOW request, based on the nature and scale of the projects, risk tolerance, and industry-specific requirements.

1. General Liability Insurance:

- Minimum Coverage Amount: \$1,000,000 per occurrence
- General Aggregate: \$2,000,000

2. Workers' Compensation Insurance:

- Compliance with all state and federal requirements

3. Commercial Auto Insurance (if applicable):

- Minimum Coverage Amount: \$500,000 per accident

4. Professional Liability Insurance (Errors and Omissions Insurance):

- Minimum Coverage Amount: \$1,000,000 per occurrence

5. Umbrella/Excess Liability Insurance:

- Minimum Coverage Amount: \$2,000,000 per occurrence

Additional Insured Endorsements:

- Endorsements naming your organization (WRESA) and its Cooperative Member Institutions as additional insured parties under the policies mentioned above.

Proposer Response:

Please confirm you can provide a Certificate of Insurance that meets the coverage types and dollar amounts above if awarded a master agreement through this RFP.

☐ Yes ☐ No

If "NO" was answered please explain what coverage you do not meet and the coverage amounts:

The following may be required depending on work type and will be identified within the project specific scope of work if applicable.

6. Property Insurance (if applicable):

- Coverage for owned or leased property as appropriate

7. Pollution Liability Insurance (if applicable):

- Minimum Coverage Amount: As required by applicable laws and regulations

DRAFT – EXAMPLE

Attachment D – Tier-Two Project Specific Statement of Work Template

WRESA will provide and update as needed the template for the Tier-Two Project Specific Statements of Work to ensure WRESA and CoPro+ public entities are utilizing the same request templates when seeking project specific pricing.

Project Title:	<i>[Provide a concise title for the project]</i>
Requesting Entity:	<i>[Name of the WRESA or Coop Member entity requesting the services]</i>
Requestor Contact Information:	<i>[Name, E-mail and Phone Number for WRESA or Coop Member contact person requesting facilitating the request for services]</i>
Proposal Submission Deadline:	<i>[Indicate the deadline by which proposals are due]</i>

1. Project Description:

[Provide a detailed description of the work needed, specifying the scope and expectations]

2. Service Categories Required:

[Indicate the service category or categories that apply to this project. If selecting multiple categories, pricing should be separated out to allow for comparison between proposals]

Service Category	Check all that apply to this Scope of Work
1. Construction and Renovation	
2. Painting and Finishing	
3. Electrical and Lighting	
4. Carpentry and Woodworking	
5. Flooring and Tiling	
6. Doors and Hardware	
7. Exterior Work	

3. Project Location(s) and Hours:

[Provide the address or general location where the work will be performed and the days of week and hours for work to be completed]

4. Project Schedule:

[Indicate the anticipated start date, key milestones, and completion date]

5. Specifications and Requirements for Work:

[List project specific requirements and any additional details that will allow vendor to quote desired materials. The more detail that is provided, the more accurate and competitive the proposals will be. If

the project involves multiple service categories, this section shall be structured by the service category or categories requested]

6. Additional Requirements:

[List any additional staffing or other requirements that are not covered in the Tier-One contract]

7. Prevailing Wage Requirement:

[Indicate if there are any prevailing wage requirements or other that would impact pricing. Additional language may be added if “Yes” is selected]

☐ Yes ☐ No

8. Pricing Section:

[Indicate if there should be a contingency allowance added to the listing of pricing categories. If not desired, please remove]

- A. **Services/Labor Rates:** Vendors shall fill in their services and/or hourly labor rates, ensuring they do not exceed the contract rates established during the Tier-One process. These rates will serve as a basis for determining the Not-to-Exceed (NTE) firm fixed price for this project. Please note that vendors will not be paid on an hourly basis unless explicitly specified in this SOW.
- B. **Material Costs:** Vendors are to provide an itemized list of material costs associated with the project.
- C. **Other Costs:** Vendors should identify any other associated costs that are allowable under the terms of the contract.
- D. **Total Cost:** Vendors are to provide a total firm fixed price for the project based on the provided scope of work. This **total cost should not include the contingency allowance** and shall reflect a comprehensive proposal encompassing labor, material, and other associated costs, aligning with the objective of delivering the project within the specified scope and budget.
- E. **Contingency Allowance:** **Vendors should include a separate contingency allowance line item, calculated as a percentage of the total estimated cost (excluding the contingency allowance itself). The allowance should be within a range of 20-40% as deemed appropriate based on the project's complexity and potential uncertainties. The utilization of the contingency allowance requires prior approval from the requesting entity.**

9. Payment Terms:

Payment terms shall be in accordance with the Tier One Contract.

[Indicate any project-specific payment terms]

10. Insurance Requirements:

Insurance requirements are identified in the Tier One Contract.

[Specify any additional insurance requirements that are unique to this project]

11. Bond Requirements: *[Performance Bonds: Depending on the size and scope of projects, consider requiring performance bonds. This ensures that the contractor will fulfill their obligations.]*

12. Special Conditions:

[Any other conditions or requirements specific to this project]

13. Evaluation Criteria for Tier-Two Proposals:

[Specify additional criteria (if applicable) that will be used when evaluating tier two proposals and modify as needed]

Tier-Two Proposals will be evaluated by the requesting entity to determine best value. This may include a combination of price, solution quality, staffing, and experience. Awards may be made to one or more vendors.

The requesting entity reserves the right to make one or multiple awards per service category based on the evaluation of proposals, ensuring the most advantageous solution(s) for the project requirements.

14. Submission Instructions:

[Provide instructions for how and where to submit proposals unique to the requesting entity]

15. Vendor Proposal:

[Vendors shall provide a detailed proposal including methodology, key personnel, subcontractors if any, and any other relevant information]