

**WEST BLOOMFIELD POLICE DEPARTMENT**

4530 Walnut Lake Road □ West Bloomfield □ MI □ 48322



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**REQUEST FOR PROPOSAL**

**CHARTER TOWNSHIP OF WEST BLOOMFIELD POLICE  
DEPARTMENT**

**WINDOW TINTING PROJECT**

**RFP#07192018-extension**

The Charter Township of West Bloomfield Police Department is requesting proposals from qualified contractors for the Sealed Proposals endorsed “**Window Tinting Project**” will be received at the Office of the Township Clerk, 4550 Walnut Lake Road, West Bloomfield Michigan 48325; until **August 13, 2018 at 2:00 p.m.** after which time bids will be publicly opened and read. Proposal packages can be obtained at the Township Clerk’s office during normal working hours 8:00 am – 4:30 pm or through the Michigan Intergovernmental Trade Network (MITN) [www.MITN.in](http://www.MITN.in)

**Walk Through: Please contact Deputy Curt Lawson @ 248-318-8951 4530**

**Police Department Address: Walnut Lake Road, West Bloomfield 48335**

**Sign-in on the Attendance Registry will be required.**  
**PROPOSAL NUMBER: 07192018-extension**

**Proposal Submission:** West Bloomfield Clerk’s Office  
4550 Walnut Lake Road  
West Bloomfield, MI 48325

**Deadline for Submissions:** Monday August 13, 2018 @ 2:00 p.m.

**Contact Person:** Curt Lawson, Deputy 248-318-8951  
Simon Parker, Facility Operations  
Office: 248-704-0006

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### **Submission of the Proposals**

1. **Submit one (1) original and three (3) copies of your proposal**, all proposals must be submitted in a sealed envelope and must include the following information on the face of the envelope: contractor's name and address, proposal number, and item description. Failure to do so may result in the premature opening of or failure to open such a proposal. **Send proposals to the attention of the Township Clerk, Debbie Binder, Charter Township of West Bloomfield Clerk's Department and address as directed below:**

For delivery directly to Town Hall or mail service:

4550 Walnut Lake Road, West Bloomfield, MI 48323.

***DO NOT PUT YOUR PROPOSALS IN THE TOWN HALL DROP BOX.***

**NO LATE PROPOSALS WILL BE ACCEPTED.**

2. Contractors are responsible for submitting proposals before the stated closing time. Delays in the mail will not be considered. Any proposals received after the stated deadline will be rejected. Fax or emailed proposals will not be accepted.
3. Any proposal may be withdrawn by giving written notice to the Township Clerk before the stated closing time. From that time, no proposal may be withdrawn or canceled for a period of 60 days, except the successful bidder whose proposal prices will remain for the entire contract period.
4. The contractor may change or modify his/her proposal up to the established closing time. Any modification must be presented in writing, and submitted in accordance with the above format, and clearly marked "**Proposal Modification.**"

The specifications or other conditions with the RFP, they are advised to contact the following people for clarification: Bidding instructions or submission, contact Catherine Ellerson, Purchasing Agent at [cellerson@wbtownship.org](mailto:cellerson@wbtownship.org), Scope of Services or Curt Lawson, Deputy Chief [clawson@wbtownship.org](mailto:clawson@wbtownship.org).

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## **SCOPE OF WORK**

*8ml Security Film with light tint (3m ultra 600 or equivalent)*

### **Investigations**

- 1 – 20.50 x 77 Detective Lieutenant Roy Office
- 1 – 20.50 x 77 Sgt. David St. Germaine Office
- 1 – 20.50 x 77 Sgt. Thomas Carline Office
- 1 – 20.50 x 77 Forensic Room (*Privacy Tint Dark*)
- 26 – 29 x 32.50 Detective Division Facing West
- 22 – 29 x 32.50 Detective Division Facing East
- 4 – 29 x 32.50 Forensic Section (*Privacy Dark Tint*)
- 4 – 29 x 32.50 Sonic Office (*Privacy Dark Tint*)
- 4- 29 x 32.50 Lt. Kevin Roy's Office
- 4 – 29 x 32.50 Sgt. Thomas Carline's Office
- 4 – 29 x 32.50 Sgt. St. Germaine's Office
- 2 – 29 x 78 Sidelight Entryway Doors

### **Other**

- 6 - 27.50 x 27.50 Rear Entry Windows on doorway facing east
- 2 – 8 x 36 Door Windows to Interview Rooms (*Privacy Tint Dark*)
- 1 - 8 x 36 Sidelight Patrol Sergeant Office
- 1 - 8 x 36 Tech Services
- 1 – 20.50 x 77 Sidelight
- 1 - 8 x 36 Patrol Sergeant Office
- 1 - 8 x 36 Traffic Office
- 1 – 41 x 89 Hall Window Facing South
- 1 - 8 x 36 = Computer Room (dark tint)

### **Administration**

- 4 – 17 x 17 Lt Tilli's Office
- 2 – 20 x 51 Conference Room Windows
- 16 – 22 x 30.50 D.C. Lawson's Windows
- 8 - 22 x 30.50 D.C. Lawson's Windows
- 10 – 22 x 30.50 Lynn's Office Area
- 12 – 22 x 30.50 Chief's Office

**Please note: The contractor awarded this project "Must" be cleared and fingerprinted before the work can be done.**

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**BIDDER INFORMATION**

**Firm Name:**

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**Address:**

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**City/State/Zip Code:**

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**Telephone Number:**

**Email Address:**

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**Firm Established:** \_\_\_\_\_ **Years in Business:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_ **State of Organization:** \_\_\_\_\_

**Representative is Name & Title:**

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**Signature:**

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**Date:**

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**West Bloomfield Township**

Vendor Questionnaire

Please provide the following information and submit with your proposal:

Firm Name: \_\_\_\_\_

Established: \_\_\_\_\_ State: \_\_\_\_\_

Type of Organization:

- Individual       Partnership       Corporation       Joint Venture  
 Other \_\_\_\_\_

1. How many years has your company been providing this type of service? \_\_\_\_\_

2. Please provide a list of at least three (3) references who have had similar work performed by your company \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How many employees does your company employ? \_\_\_\_\_ Full time \_\_\_\_\_ Part time

4. Provide a timeline detailing the project \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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5. Would you subcontract any of the services being requested? \_\_\_\_\_

6. Explain Installation process \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Explain details regarding your warranty on products and installation \_\_\_\_\_  
\_\_\_\_\_

8. Are you willing to be cleared and fingerprint if selected for this contract?\_-  
\_\_\_\_\_  
\_\_\_\_\_



The foregoing questionnaire is a true statement of facts:

Signature of Authorized Company Representative: \_\_\_\_\_

Representative's Name: (print) \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

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### **ATTACHMENT A - INSURANCE REQUIREMENTS**

The Contractor, or their subcontractors, shall not commence work under this agreement until they have obtained the insurance required below. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage shall be with insurance carriers with an AM Best rating of A or higher, and acceptable to West Bloomfield Township.

**Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions.

**Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

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**Pollution Liability:** The Contractor shall procure and maintain during the life of this contract, a Pollution Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage, including, but not limited to mitigation, transportation, storage, and removal of all hazardous waste.

**Additional Insured:** Commercial General Liability, Motor Vehicle Liability, and Pollution Liability insurance, as described above, shall include an endorsement stating that the following shall be ***Additional Insured:*** West Bloomfield Township.

**Cancellation Notice:** All policies of insurance, as described above, shall include an endorsement reading as follows: “It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: \_\_\_\_\_.”