

# ADVERTISEMENT – REQUEST FOR PROPOSAL



DETROIT REGIONAL CONVENTION  
FACILITY AUTHORITY  
One Washington Blvd  
Detroit, MI 48226  
(313) 877-7974

<b>RFP Description: Steam Trap Testing Device &amp; Associated Materials and Services</b>	<b>RFP Package No.: 29.2024</b>
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Notice is hereby given that the Detroit Regional Convention Facility Authority (DRCFA) is soliciting bids for the **Steam Trap Testing Device & Associated Materials and Services** per the terms and conditions of the Request for Proposal (RFP).

Bid documents may be obtained on or after **August 13, 2024** at the following website: <https://www.bidnetdirect.com/mitn/detroit-regional-convention-facility-authority> Prospective bidders must first log in to the site and search the “Open Solicitations” tab for this project. Bidnet Direct’s customer service and support phone number is 800-835-4603 to help you navigate the site and register your entity (at no cost) if needed.

Bidders are highly encouraged to attend the pre-bid meeting on **August 22, 2024 at 1:00 pm at Huntington Place – Detroit**, One Washington Blvd, Detroit, MI 48226. Meet in the Conference Room 352 on the 3<sup>rd</sup> floor or Via Teams. Bidders are responsible for understanding the RFP and service requirements prior to the meeting. Questions may be directed to Ms. Laura Harrington, Purchasing Director, via email at [lharrington@drcfa.org](mailto:lharrington@drcfa.org) until **August 23, 2024**.

Bids shall be prepared in accordance with specifications outlined in the RFP. Bid responses shall be on forms furnished by the DRCFA in this RFP. Bidders must provide Iran Linked Business disclosure in compliance with Public Act 517 of 2012 and attach this information to the bid proposal. The bid proposal must be accompanied by a sworn and notarized statement that their business is NOT an Iran Linked Business.

A bidder will be permitted to withdraw his bid, unopened, after it has been submitted if so requested prior to the time specified above for opening of bids.

Bid submittals must be received on or before **September 5, 2024 at 3:00 p.m. local time** via email to [purchasing@drcfa.org](mailto:purchasing@drcfa.org) or mailed to Detroit Regional Convention Facility Authority, One Washington Blvd, Administrative Offices, Detroit, MI 48226, Attention: Purchasing Department, Ms. Laura Harrington. No allowance will be made for late delivery for any reason. Late bids shall not be opened nor returned to bidder.

Bids will be publicly opened on **September 5, 2024 starting at 3:00 p.m.**, local time, by the DRCFA, at One Washington Blvd, Detroit, MI 48226. Interested parties may join in person in Conference Room 352. RFP evaluation and award subsequently will be made by the Board of Directors at the DRCFA. The successful bidder shall be required to enter a contract with the DRCFA.

The DRCFA reserves the right to reject any or all bid proposals, either in whole or in part, to award to other than the low cost bid, to waive any informalities or irregularities, and to accept bid alternates. The DRCFA also reserves the right to award a contract in any manner deemed by the DRCFA, in the DRCFA’s sole discretion, to be in DRCFA’s best interests.

**Date:**  
8/13/2024

**Authorized Signature:**  
*Laura M. Harrington*

Laura Harrington CPPO, CPPB  
Purchasing Director