



REQUEST FOR QUOTE 8.2627

SIDEWALK CLEANING AND TRASH REMOVAL SERVICES

AT HUNTINGTON PLACE CONVENTION CENTER (associated properties)

RFQ Issue Date:	9/18/2026
Questions Deadline:	9/25/2026
Proposal Due Date:	9/30/2026 at 4:00 p.m.

**DETROIT REGIONAL CONVENTION FACILITY AUTHORITY
ONE WASHINGTON BLVD
DETROIT, MI 48226**

RFQ REQUIREMENTS

Background Information	The Detroit Regional Convention Facility Authority (hereinafter referred to as the "DRCFA" or "Authority") was established and composed under authority granted by the Michigan Legislature in the State of Michigan Public Act 63 – HB 4998. The DRCFA is governed pursuant to the Regional Convention Facility Authority Act, Act 554, Public Acts of Michigan, 2008, and as amended, 141.1355 effective March 29, 2023. (the "DRCFA Act"). The DRCFA assumed full operational and facility management control of the existing Huntington Place Convention and Exhibition Center (the "Facility" or "Center") on September 15, 2009, via a thirty (30) year lease arrangement with the City of Detroit. The DRCFA is governed by a five-member Board established by the enabling legislation and is comprised of appointees from the State of Michigan, Wayne County, Oakland County, Macomb County, and the City of Detroit. DRCFA has contracted with Legends Global to manage the Facility's building operations, along with the event marketing and sales functions. The existing two (2) million plus square foot Facility, with 723,000 square feet of prime exhibit space in five (5) exhibit halls, ranks as the 16th largest convention center in the country and home to many other trade shows, conferences, and exhibits. Annual attendance is approximately 1 million visitors per year. Visit www.huntingtonplacedetroit.com for more information.
General Overview of Project	The Authority is seeking written price quotes from experienced and qualified companies to provide routine cleaning and trash removal services along approximately 1,000 linear feet of sidewalks, curb lines, and public areas. Services are intended to maintain a clean, safe, and aesthetically pleasing environment for pedestrians and visitors.
Location of RFQ documents	The Authority is a member of the Michigan Inter-governmental Trade Network (MITN) Purchasing Group and posts all solicitations on their BidNet Direct bid posting system at www.bidnetdirect.com. The Authority uses the BidNet Direct website for vendor registration, RFQ document distribution and tracking. Copies obtained through any other source are not considered official copies. If you have obtained this RFQ from any other source, it is recommended that you obtain an official copy from the BidNet Direct website. It will be the Respondent's responsibility to monitor for addendums to this solicitation.
Questions	Should a Respondent be in doubt as to the true meaning of any portion of this RFQ or find any patent ambiguity, inconsistency, or omission herein, the Respondent must make a written request for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFQ. Questions regarding these specifications may be directed, in writing only, by email, no later than September 25, 2026, to the Procurement Department: purchasing@drcfa.org Attempts to contact a Board member or any Authority representative other than those listed above during the RFQ process may be grounds for disqualification. Any other forms of communication with any officer, employee or agent of the Authority shall not be binding on the Authority.

Errors, Omissions and/or Discrepancies	Respondent shall not take advantage of errors, omissions and/or discrepancies found in these specifications and any resulting Contract.
Addenda	Official responses to Respondents' questions shall be provided in addenda format by the Authority. The Authority reserves the right to make modifications to this RFQ by written addenda issued prior to the quote due date and time. The Authority shall be the sole and exclusive originator of any revisions to this RFQ. The proposing Respondent shall be responsible to secure all addenda and to accommodate all revisions in their submitted statements and quote. Receipt and incorporation of each addendum shall be clearly indicated in their quote. Authorized Addendums will appear on the BidNet Direct site.
RFQ Due Date and Time	Price quotes must be received no later than 4:00 p.m. on September 30, 2026. Quotes received after this time and date will not be accepted. Each Respondent is responsible for ensuring that its quote is received by the Authority prior to the deadline. The Authority is not responsible for late quotes or sent to an incorrect email address. Faxed and mailed quotes will not be accepted.
OPTION 1: Email Delivery of Quote	Complete written proposals (saved in pdf, excel, PowerPoint, or word format) may be attached to an email with the subject line of the email stating: "Proposal -Sidewalk Cleaning & Trash Removal RFQ 8.2627". Address the email to: purchasing@drcfa.org prior to the solicitation due date and time. All file names must be descriptive and include the company name submitting the proposal.
OPTION 2: Upload to BidNet Direct	Electronic responses may be submitted online via BidNet Direct at www.bidnetdirect.com/mitn/detroit-regional-convention-facility-authority Once logged into the system and viewing this notice, use the "Place a Bid" button at the top of the page. All file names must be descriptive and include the company name submitting the proposal. Files can be saved in pdf, excel, PowerPoint, or word format. Follow the instructions and ensure you receive a confirmation page and number that shows your response was successfully submitted. If you need assistance, please contact BidNet Direct's Support Department at 800-835-4603, Option 2.
Complete Quotes	A Respondent submitting a response to this RFQ shall conform to the quote requirements. Quotes which do not comply shall be considered nonresponsive. The submission of a quote will be construed to mean that the Respondent is fully informed and that the Respondent can furnish Services in complete compliance with the specifications. Therefore, all responses submitted must be conclusive in whole and in part as outlined in this quote. The submitted quote shall be executed by a duly authorized official certifying to the Authority that the submitted statements and quote accurately and honestly state the Respondent's qualifications and capability. The submitted response shall identify the names, addresses, and phone numbers of each person authorized by the proposing Respondent to execute the resulting contract. Quotes by a partnership or joint venture shall list the full names and addresses of all parties to the joint venture. The state of incorporation shall be shown for each corporation and/or entity that is a party to the proposed joint venture or partnership.

Collusion Not Allowed	Respondents shall act, at all times, independently and in good faith by not soliciting one another or acting in any manner that might be viewed as collusion.
Reservation of Rights	The Authority reserves the right to reject any or all quotes, to award a contract to other than the low-cost Respondent, to accept any or all alternatives, to waive irregularities and/or informalities and, in general, to make award in any manner deemed by it, in its sole discretion to be in the best interest of the Authority. Any quote determined to be non-responsive to any RFQ requirements, including instructions governing submission and format, will be disqualified unless the Authority determines, in its sole discretion, that non-compliance is not substantial or that an alternative quote is acceptable.
Contract Discussions	Prior to award, the apparent successful Respondent may be required to enter into discussions with the Authority to resolve contractual differences. These discussions are to be finalized, and all exceptions resolved within two weeks from notification. If no resolution is reached, the quote may be rejected, and discussions will be initiated with other Respondents.
Quote Preparation Costs	The Respondent, and any entities assisting in the preparation of a response to this RFQ, understands and agrees that the cost of preparing and submitting a response to this RFQ and any subsequent interviews shall not be reimbursed by, or in any way become the obligation of the Authority. The Respondent acknowledges that submission of a response is a voluntary action on the part of the Respondent.
Offer Period	Quote pricing will remain firm for a period of one hundred twenty (120) days after the RFQ due date and thereafter until the Respondent withdraws or a contract is executed.
Contract Term	The contract term shall be for three (3) years, with two (2) optional annual renewals upon mutual agreement.
Award Selection	The Authority shall not be obligated to award the lowest priced quote but shall make a best value award in the best interests of the Authority and in accordance with Public Act 554 of 2008 and DRCFA's policies.
Contract Approval	Upon contract award, the Authority shall execute a Contract, which shall contain all contractual terms and conditions in a form mutually agreed upon. A contract shall not become effective until it has been approved by the DRCFA CEO. Prior to the completion of this approval process, a Respondent has no authorization to begin work under the contract. The Authority shall not authorize any payments prior to such approvals.
Sales and Excise Taxes	We are exempt from sales or use tax for all direct purchases of tangible personal property, but Respondents may be responsible for state sales tax for purchased materials that are used and affixed by DRCFA to real property. DRCFA will provide a sales tax exemption form upon request.
Fair Employment Practices	The Respondent shall comply with all Federal and State fair employment and employee protection regulations including those identified in the contract documents.

Disclosure of Quotes	All quotes received will become the property of the Authority and are subject to disclosure to any third-party upon request through the Freedom of Information (FOIA) Act 442 of 1976.
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CONTRACTOR REQUIREMENTS

Key Personnel	The Contractor agrees to appoint a qualified key individual for the provision of services by the Contractor's company and any applicable subcontractors required to provide the required services. The Contractor's key individual shall coordinate and report all their activities to Huntington Place's administration. This key individual shall assume the duty to keep Huntington Place's administration informed of all issues involving the services provided. The Contractor's key individual shall be responsible for the successful completion of the proposed services.
Insurance Certificates	The Contractor must furnish the Authority with current Certificates of Insurance within ten (10) business days of the contract award. Failure to furnish the required certificates within the time allowed may result in forfeiture of the contract award. Insurance requirements are included in this RFQ.
Early Contract Termination	The Authority reserves the right to terminate the contract with thirty (30) days' notice in writing, in whole or in part, for any reason.
Assignment or Transfer	The Contractor shall not assign or transfer any part of the Contract to any other provider at any time unless prior written agreement is granted by DRCFA. All the originally agreed upon terms and conditions, including pricing, shall remain in full force and effect after such assignment or transfer.
Indemnification	To the fullest extent permitted by law, the Contractor agrees to defend, pay on behalf of, indemnify and hold harmless the City of Detroit, SMG, DRCFA, Legends Global, Huntington Place, and elected and appointed officials, employees, contractors, and others working on behalf of the Authority against any and all claims, demands, suits, or loss, including all costs connected therewith and for any damages which may be asserted, claimed or recovered against or the Authority, its elected and appointed officials, employees, contractors or others working on behalf of the Authority, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, that arises out of or is in any way connected or associated with this contract.
Hours of Work	Services shall be performed during normal working hours, Monday – Friday.
Invoice and Payment Procedures	The Contractor shall provide detailed, accurate, and complete invoices after Services have been performed. Invoices to be submitted either on a weekly or monthly basis. Payment shall be issued 30 days after receipt of an uncontested invoice and upon approval of the DRCFA. Invoices shall be addressed to: Detroit Regional Convention Facility Authority Huntington Place Detroit One Washington Boulevard Detroit, MI 48226-4420 Invoices can be emailed to AP@HUNTINGTONPLACEDETROIT.COM with an attached .pdf formatted invoice. Payment shall be made via company check mailed to the address on record.
Choice of Law and Venue	The Agreement shall be construed and enforced exclusively pursuant to the laws of the State of Michigan. The Parties also agree that the venue of any

	action to enforce the provisions of this Agreement, or any document executed in connection with this Agreement, shall be in Wayne County, Michigan.
Entire Agreement	The executed Contract contains the sole and entire agreement between the parties and all previous negotiations, quotes, discussions, and/or agreements that may have heretofore been made by either party to the other are void and of no effect.

EXHIBIT A: SCOPE OF SERVICE

Overview: The Contractor shall provide routine cleaning and trash removal services along approximately 1,000 linear feet of sidewalks, curb lines, and public areas. Services are intended to maintain a clean, safe, and aesthetically pleasing environment for pedestrians and visitors.

Contractor is fully responsible to ensure that all workers and supervision wear reflective vests and proper protection (gloves, etc) at all times.

Service Area - The work area includes:

- Approximately 1,000 linear feet of sidewalks.
- Areas surrounding public waste receptacles.
- General cleaning of trash in landscape edges and general public areas extending to the roadway curb line.

Refer to the Map provided as a separate document in this RFQ packet, which shows Second Avenue from Yzerman Drive to Congress Street.

Scope of Services

1. Waste Receptacle Servicing - The Contractor shall:

- Empty seven (7) designated trash receptacles within the service area.
- Supply and install durable trash liners in all receptacles after servicing.
- Inspect receptacles during service and notify the DRCFA of any damaged or vandalized containers.

2. Litter and Debris Removal - The Contractor shall collect and remove:

- Loose trash and litter.
- Paper products, bottles, cans, packaging, and similar debris.
- Cigarette waste and other small litter items.
- Windblown debris accumulating within the service area.

3. Sidewalk and Curb Cleaning - The Contractor shall maintain sidewalks and curb lines free of accumulated debris, including:

- Leaves.
- Small twigs and branches.
- Loose debris.
- General litter and refuse.

4. General Area Maintenance - The Contractor shall provide routine patrol and cleaning of common areas within the service limits to ensure:

- Clean and presentable sidewalks.
- Clean areas surrounding trash receptacles.
- Removal of visible litter from landscape edges and hardscape surfaces.
- Maintenance of a neat appearance from building edge or public space to the roadway curb.

Disposal Location: Contractor will properly dispose of all collected waste into our dumpster located on the dock space.

Services shall be performed: 2-3 hours per day (Monday-Friday); Approx. 758 annual hours for onsite cleaning.

EXHIBIT B: INSURANCE REQUIREMENTS

- 1. General Requirements.** The Contractor, at its sole expense, must maintain the insurance coverage as specified herein for the duration of the Contract. Minimum limits may be satisfied by any combination of primary liability, umbrella or excess liability, and self-insurance coverage. To the extent damages are covered by any required insurance, Contractor waives all rights against the State for such damage. Failure to maintain the required insurance does not limit this waiver.
- 2. Qualification of Insurers.** Except for self-insured coverage, all policies must be written by an insurer with an A.M. Best rating of A- VII or higher unless otherwise approved by DRCFA.
- 3. Primary and Non-Contributory Coverage.** All policies for which the DRCFA is required to be named as an additional insured must be on a primary and non-contributory basis.
- 4. Claims-Made Coverage.** If any required policies provide claims-made coverage, Contractor must:
 - a.** Maintain coverage and provide evidence of coverage for at least 3 years after the later of the expiration or termination of the Contract or the completion of all its duties under the Contract.
 - b.** Purchase extended reporting coverage for a minimum of 3 years after completion of work if coverage is cancelled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Effective Date of this Contract.
- 5. Proof of Insurance.**
 - a.** Insurance certificates showing evidence of coverage as required herein must be submitted to PURCHASING@DRCFA.ORG within 10 days of the contract execution date.
 - b.** Renewal insurance certificates must be provided on an annual basis or as otherwise commensurate with the effective dates of coverage for any insurance required herein.
 - c.** Insurance certificates must be in the form of a standard ACORD Insurance Certificate unless otherwise approved by DRCFA.
 - d.** All insurance certificates must clearly identify the RFQ Number (e.g., notated under the Description of Operations on an ACORD form).
 - e.** DRCFA may require additional proof of insurance or solvency, including but not limited to policy declarations, policy endorsements, policy schedules, self-insured certification/authorization, and balance sheets.
 - f.** In the event any required coverage is cancelled or not renewed, Contractor must provide written notice to DRCFA no later than 5 business days following such cancellation or nonrenewal.
- 6. Subcontractors.** The Contractor is responsible for ensuring its subcontractors carry and maintain insurance coverage.
- 7. Non-Waiver.** This Exhibit is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under a possible Contract, including any provisions hereof requiring Contractor to indemnify, defend and hold harmless the City of Detroit; Huntington Place, SMG, Legends Global, Inc., and Detroit Regional Convention Facility Authority's respective subsidiaries, affiliates, officers, directors, employees, and agents.

8. Limits of Coverage and Specific Endorsements.

Required Limits	Additional Requirements
Commercial General Liability Insurance	
Minimum Limits: \$1,000,000 Each Occurrence \$1,000,000 Personal & Advertising Injury \$1,000,000 Products/Completed Operations \$2,000,000 General Aggregate	Contractor must have their policy endorsed to add: "The Certificate Holder is the DETROIT REGIONAL CONVENTION FACILITY AUTHORITY, c/o Huntington Place, One Washington Blvd., Detroit, Michigan 48226". The Additional Named Insured include the "City of Detroit; Huntington Place, Legends Global, and Detroit Regional Convention Facility Authority's respective subsidiaries, affiliates, officers, directors, employees, and agents."
Automobile Liability Insurance	
Minimum Limits: \$1,000,000 Per Accident	Contractor must have their policy: (1) endorsed to add "the Detroit Regional Convention Facility Authority, SMG, City of Detroit; Huntington Place; Legends Global, and Detroit Regional Convention Facility Authority's respective subsidiaries, affiliates, officers, directors, employees, and agents."; and (2) include Hired and Non-Owned Automobile coverage.
If a motor vehicle is used in relation to the Contractor's performance, the Contractor must have vehicle liability insurance on the motor vehicle for bodily injury and property damage as required by law.	
Workers' Compensation Insurance	
Minimum Limits: Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waivers are prohibited by law.
Employers Liability Insurance	
Minimum Limits: \$1,000,000 Each Accident \$1,000,000 Each Employee by Disease \$ 500,000 Aggregate Disease	

EXHIBIT C: SUBMITTAL FORMAT GUIDELINES

Submittals shall be prepared simply and provide a straightforward, concise description of the Respondent's ability to meet the requirements of the RFQ. Emphasis should be on conforming to the RFQ instructions, responding to the RFQ requirements and the completeness and clarity of content. Quotes must adhere to the prescribed order and content listed below. Quotes which appear unrealistic or unclear for any reason may be rejected. **To be considered responsive, each quote must, at a minimum, provide the following requirements in their entirety, and in order shown below:**

Required Submittals

1. Required RFQ Response Form

2. Required RFQ Pricing Form

3. Minimum Qualifications Statement: Provide a statement representing why the Respondent meets the minimum qualifications stated for this RFQ and list any requested services in which Respondent does not meet the minimum qualifications. Provide a summary of the company's ownership, principal place of business, history, years in business, primary business focus, and primary customer base.

4. Qualifications/Experience

Proposers shall provide the following:

- Names of key staff to be involved with our account having participated on similar size and scope projects. Name the projects and describe their specific responsibilities with respect to this scope of work.
- A summary of your company's demonstrated capability, including number of employees, and length of time that your company has provided the services requested in this RFQ. Include specific experience regarding providing similar service to large exhibition halls, convention centers, hospitality and other large public and private complexes.
- Any projects in which a contract was terminated early for any reason.
- Any claims or lawsuits that have been brought against your organization as a result of any services provided within the last three (3) years.
- Evidence that your Firm has all licenses or registrations required to provide services under this contract.
- At least three (3) references that received similar services from your company. Include specific experience working with convention centers and similar sized buildings.

Reference information shall include:

- Client Name, Account Manager name, telephone number, and email address.
- Project Description.
- Project Start and End Dates.

5. Exceptions

Proposer is fully responsible for listing any and all exceptions, restrictions, clarifications, etc from the RFQ scope and service requirements.

RESPONSE FORM RFQ 8.2627

CONTRACTING AGENCY: Detroit Regional Convention Facility Authority

RFQ: SIDEWALK CLEANING AND TRASH REMOVAL SERVICES

DUE DATE: **September 30, 2026 at 4 p.m.** local time.

DELIVER RFQ TO: Detroit Regional Convention Facility Authority
Emailed to purchasing@drcfa.org OR
Submit proposal via upload at BidNet Direct:
<https://www.bidnetdirect.com/mitn/detroit-regional-convention-facility-authority>

LEGAL STATUS OF RESPONDENT

A Corporation organized and existing under the laws of the State of _____

NAME OF RESPONDENT

Firm Name: _____

Address: _____

City, State, Zip _____

Telephone: _____ ext. _____ Fax: _____

NAME OF PARTNERSHIP / JOINT VENTURE (if applicable)

MINORITY STATUS

Is your firm a certified Special Business Enterprise (SBE): Yes _____ No _____

If yes, state the name of certifying organization: _____

AGREEMENTS

The undersigned understands that the Authority reserves the right to accept or reject any or all quotes, in whole or in part, and to waive informalities and irregularities in bidding. The Authority also reserves the right to hold quotes for a period of 120 days from due date. If in the Authority's opinion it is in their best interest, the contract may be awarded to other than the lowest cost Respondent.

The submission of our quote confirms our full understanding as to the extent and character of the supplies, materials and equipment required and a representation that the Respondent can furnish materials and perform services in complete compliance with the specifications. Our quote shall be made without any previous understanding or agreement with any other person, firm or corporation submitting a quote for the same purpose, and in all respects is fair and without collusion or fraud.

If award is made to us under this quote, we agree to enter a Contract with Detroit Regional Convention Facility Authority to furnish materials and provide services, in strict accordance with this quote and RFQ documents. I have read and understand the RFQ, and any issued

addendums, including scope of work requirements, terms and conditions, and Respondent requirements and specifications, all of which are integral parts of the terms of this contract.

My signature certifies that the submitted quote complies with all terms and conditions as set forth in this RFQ. My signature also certifies that the accompanying quote is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Detroit Regional Convention Facility Authority, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Detroit Regional Convention Facility Authority, pertaining to any and all services to be performed as a result of this request and any resulting contract with Detroit Regional Convention Facility Authority.

The undersigned agrees to execute a contract for the scope of services covered by this quote provided that he/she is notified of its acceptance within one hundred twenty (120) days after due date. I hereby certify that I am authorized to sign as a Representative for the Firm:

Company Name: _____
Address: _____
Representative Name: _____
Title: _____
Telephone: _____
E-Mail Address: _____
Signature: _____
Date: _____

ADDENDA

The undersigned acknowledges receipt of the following addenda, if issued by the Authority:

Addendum Number ____ dated _____ Addendum Number ____ dated _____
Addendum Number ____ dated _____ Addendum Number ____ dated _____

PRICING FORM RFQ 8.2627

Company Name: _____

Respondent shall complete the below table to be considered for an award of these services. DRCFA shall not be held to any minimum / maximum hours or number of workers offered by Respondent.

***Important:** Pricing shall be fully inclusive of all costs, whether identified at the time of proposal or subsequently incurred. DRCFA will not be responsible for any other charges (ie fuel surcharges, supplies, return service fees, etc).*

SCOPE OF SERVICE	CONTRACT TERM – 3 YEARS	BILLABLE HOURLY COST
Sidewalk Cleaning and Trash Removal Services per RFQ requirements (2-3 hours per day Monday-Friday; Approx. 758 annual hours)	First 12 months (approx. Nov 1, 2026 – Oct 31, 2027)	\$
	Second 12 months (approx. Nov 1, 2027 – Oct 31, 2028)	\$
	Third 12 months (approx. Nov 1, 2028 – Oct 31, 2029)	\$
	1 st Possible Renewal Term (approx. Nov 1, 2029 – Oct 31, 2030)	\$ or maximum _____% increase
	2nd Possible Renewal Term (approx. Nov 1, 2030 – Oct 31, 2031)	\$ or maximum _____% increase