

**CITY OF ROYAL OAK, MICHIGAN  
REQUEST FOR PROPOSAL**

**1. INTRODUCTION**

Electronic proposals for physical improvements to Clawson Park will be received by the City of Royal Oak, Michigan through the procurement portal <https://procurement.opengov.com/portal/romi> until 4:30 pm on Monday, January 13, 2025 . Award results will be made available through the procurement portal once the proposal evaluations are complete.

**Mailed, faxed, and emailed proposals will not be considered or accepted. All proposals shall be submitted through the procurement portal at <https://procurement.opengov.com/portal/romi>**

The City of Royal Oak reserves the right to reject any or all proposals, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City. In case of error in the extension of prices in the proposal or other arithmetical error, the unit prices will govern.

**2. FURTHER INSTRUCTIONS TO BIDDERS**

- A. The bidder shall assume full responsibility for submittal of proposals prior to the proposal submittal deadline and shall assume the risk of late delivery or non-delivery regardless of the manner employed for the transmission thereof. A bidder may withdraw their proposal response at any time prior to the scheduled proposal submittal deadline. Any proposal received after the scheduled submittal deadline will not be accepted. No proposal may be withdrawn, changed or modified in any way for a period of ninety (90) calendar days from the date of the proposal submittal deadline..
- B. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful bidder with tax exception certificates upon request.
- C. The total price quoted by the bidder must be the total cost delivered to the location(s). All goods are to be shipped F.O.B. Shipments sent C.O.D. without the City of Royal Oak's consent will not be accepted and will, at the contractor's risk and expense, be returned. Unauthorized shipments are subject to rejection and returned at the contractor's expense.
- D. The bidder by execution of the proposal thereby declares that the proposal is made without collusion with any other person, firm or corporation making any