Request for Proposal (RFP)

General Building Maintenance Services

RFP Number

RFP- 2026-999

Issue Date

October 31, 2026

Proposal Submission Deadline

November 9, 2026, at 5:00pm

Contract Term

Three (3) years with two (2) optional one-year renewal periods.

1. Introduction

The Detroit/Wayne County Port Authority (the "Port Authority") is a municipal corporation formed under Public Act 639 of 1978 and incorporated by the City of Detroit and Wayne County in 1978. The Port Authority is governed by a five-member Board of Directors that includes two appointees by the City of Detroit, two by the Wayne County Commission, and one by the Governor of the State of Michigan.

Additional information about the Port Authority is available at www.portdetroit.com.

Through this Request for Proposals (RFP), the Port Authority seeks proposals from qualified individuals or companies to provide comprehensive general building maintenance services for its commercial office facility and associated exterior areas, as defined in the RFP.

The selected contractor will be responsible for preventive maintenance, routine repairs, and general property maintenance response services to support the safe, reliable, and efficient operation of the facility.

2. Organization and Facility Overview

Organization: Detroit/Wayne County Port Authority
Facility Address: 130 E. Atwater Street, Detroit, Michigan 48226
Facility Type: Commercial Office Building
Approximate Interior Area: 22,000 square feet
Normal Business Hours: Monday through Friday, 9:00 a.m. to 5:00 p.m.

Services may include maintenance of the building and associated exterior areas, including the dock, carport, riverwalk gates, railings, and other property features identified by the Port Authority.

3. Objective

The objective of this RFP is to establish a contractual relationship with one or more qualified and dependable contractors capable of providing timely, cost-effective, and high-quality building maintenance services.

The selected contractor(s) must demonstrate the ability to respond promptly to maintenance requests, perform work in a professional manner, comply with applicable safety requirements, and provide responsive customer service.

4. Scope of Services

The contractor(s) shall provide general building maintenance, repairs, preventative maintenance, and emergency services as authorized by the Port Authority.

Services may include, but are not limited to, the following:

4.1 General Building Maintenance

- General building and property repairs
- Preventive maintenance and routine inspections
- Interior and exterior painting
- Drywall, ceiling, flooring, and carpentry repairs
- Concrete and masonry repairs
- Door, lock and hardware repairs and replacements
- Window cleaning and window repairs or replacements
- Lighting, light fixture, and other fixture repairs and replacements
- Replacement of outdated or damaged security signs
- Replacement of flags and banners as needed
- Power washing of the dock, building exterior, and carport areas
- Repair and painting of bollards
- Repairs to dock gates, railings and related structures
- Lock changes for the dock and riverwalk access points as authorized

4.2 Mechanical, Plumbing and Related Systems

- Plumbing repairs and maintenance
- Pipe repairs and leak detection
- Valve repairs and replacements
- Emergency plumbing services

- Drain cleaning and blockage removal

4.3 Emergency Maintenance

- Emergency response for building maintenance issues
- Immediate assessment of reported conditions
- Temporary measures to prevent further damage or reduce safety risks
- Follow-up repairs and documentation of emergency work

The contractor shall identify any services that require licensed specialty subcontractors and describe how those services will be provided.

The Port Authority may request additional maintenance services related, subject to mutual agreement and applicable contract terms.

5. Emergency Services and Response Requirements

The contractor shall provide emergency maintenance response services 24 hours per day, seven days per week, including holidays.

An emergency may include, but is not limited to:

- Significant water leaks, burst pipes, or active flooding
- Loss of essential building heat during conditions that create a risk to occupants or the facility
- Electrical outages or electrical hazards affecting building operations or safety
- Plumbing failures that create an immediate operational or sanitation concern
- Broken keys or lock failures that prevent secure access to the facility

The Port Authority will determine the appropriate priority of each service request based on the nature and severity of the reported condition.

Response Time Requirements

Priority	**Response Time**
Emergency	Within 2 hours
Urgent	Within 8 hours
Routine	Within 48 hours

Scheduled **Work As** mutually agreed.

Emergency services shall be available 24 hours per day, 7 days per week, including holidays.

On demand if possible.

6. Service Requirements

The contractor shall:

- Provide information and background checks for assigned on-site personnel and supervisors
- Provide all required tools and equipment
- Maintain a safe work environment
- Clean work areas upon completion
- Dispose of waste material properly
- Comply with all applicable codes and regulations

7. Contractor Experience and Qualifications

Contractors shall have at least 10 years' experience in providing general maintenance services and hold business licenses necessary to perform those services within the City of Detroit. Contractors shall also provide at least 3 references to other entities who have hired contractors for similar services within the past 5 years.

8. Insurance Requirements

The successful contractor shall maintain the following minimum insurance coverage throughout the contract term, subject to confirmation by the Port Authority insurance adviser:

- Commercial General Liability: $5,000,000
- Automobile Liability: $2,000,000
- Workers' Compensation
- Employers Liability
- Umbrella or Excess Liability

Certificates of insurance shall be provided before contract execution. The contractor shall maintain required coverage throughout the contract term and provide updated certificates upon renewal.

9. Health and Safety

The contractor shall:

- Comply with all applicable occupational health and safety laws and regulations

- Maintain a written health and safety program
- Conduct job hazard assessments appropriate to the work being performed
- Ensure employees and subcontractors receive required safety training
- Secure work areas and protect occupants and visitors from Hazards
- Report workplace incidents, injuries, property damage, and hazardous conditions to the Port Authority promptly

10. Quality Assurance and Warranty

The contractor shall:

- Perform all work in a professional manner and in accordance with applicable codes and manufacturer specification
- Use qualified tradespeople for specialized work
- Use new materials unless otherwise approved in writing by the Port Authority
- Correct deficiencies at no additional cost during the warranty period

Warranty on workmanship shall be a minimum of one (1) year from the date the work is accepted by the Port Authority, unless a longer period is required by the contract.

11. Reporting and Documentation

The contractor shall provide documentation appropriate to the services performed, including:

- Service reports describing the work completed
- Labor hours and technician time records
- Monthly Retainer invoices
- Itemized material receipts and supporting documentation
- Inspection reports
- Maintenance recommendations and identification of potential issues
- Monthly summary reports, as requested by the Port Authority
- Written estimates or quotations for proposed additional work

12. Pricing and Proposal Cost Schedule

Respondents shall submit a clear and itemized pricing schedule covering the services proposed.

Pricing shall include the following, as applicable:

- Standard hourly rates for general maintenance
- Emergency services rates

- After-hours, weekend and holiday rates
- Material markup percentage
- Minimum service call or dispatch charges
- Specialty subcontractor charges and any applicable markup

Respondents shall explain any proposed annual price increases, escalation provisions or changes in labor rates during the contract term and optional renewal periods.

No additional charges shall be incurred without prior authorization from the Port Authority, except as expressly permitted by the final contract for emergency situations.

13. RFP Schedule

The anticipated procurement schedule is as follows:

- RFP issued: **10/31/2026**
- Optional facility walkthrough: **11/5/2026**
- Questions due: **11/6/2026**
- Q & A posted: **11/7/2026**
- Proposal due date: **11/9/2026, at 5:00 p.m. Eastern Time**
- Interviews, if necessary: **11/11/2026**
- Selection and Terms Negotiation: **11/12/2026 – 11/13/2026**
- Board Approval: **11/20/2026**

* All dates are subject to change at the Port Authority's discretion. Any changes or additional instructions will be communicated to prospective respondents through the designated procurement contract or other official communication method.

14. Additional Information

The Detroit/Wayne County Port Authority reserves the right to request additional information or clarification from any respondent before making a final selection.

Responses shall submit questions concerning this RFP in writing to the designated procurement contract by the question deadline.

Responses to questions and any official amendments will be distributed through the Port Authority's designated communication method.

15. Reservation of Rights and Disclaimer

Detroit/Wayne County Port Authority reserves the right to:

- Reject any or all proposals

- Waive minor informalities or irregularities, where permitted
- Request additional information or clarification
- Conduct interviews or request presentations from respondents
- Modify, suspend, or cancel this RFP at any time, subject to applicable requirements

All material submitted in response to this RFP shall become the property of the Port Authority, subject to applicable laws governing public records, confidentiality and disclosure.

The Port Authority shall not be liable to any costs incurred by respondents in preparing or submitting proposals, participating in interviews or conducting other activities associated with this RFP.

16. Restrictions on Contact During the RFP Period

During the RFP period and until a contract award is announced, respondents shall not contact Port Authority Board members or employees regarding this procurement, except through the designated procurement contact and authorized communication process.

This restriction does not prohibit communications expressly authorized by the Port Authority for the purpose of administering the RFP.

Violations may result in disqualification, subject to the Port Authority's determination and applicable requirements.

17. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant Experience (25%)
- Contractor Qualifications and Staffing (20%)
- Cost and Pricing (25%)
- Emergency Response Capability (15%)
- References and Past Performance (10%)
- Overall Value (5%)

18. Proposal Submission Instructions

Respondents shall submit one complete electronic proposal by the submission deadline stated in the RFP.

Submission Email: rfp@portdetroit.com
Email Subject Line: RFP-2026-999 – General Building Maintenance Services

Proposals must be received by the deadline to be considered. Respondents are responsible for ensuring that their electronic submissions are complete and successfully delivered.