

TENDER ABSTRACT BY BRONZE KEEL

Virtual Workshop on the UPDATED DWSD Procurement Policy

Solicitation No. 6.12.26, Detroit Water and Sewerage Department
Wayne County, Michigan, USA, June 2026

Prepared by Bronze Keel for US Prime Use, Internal Use Only

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Section 1: Document Purpose and Context

This document is the submission operations manual for the US Prime contractor submitting in response to DWSD Solicitation 6.12.26, Virtual Workshop on the UPDATED DWSD Procurement Policy. The remote Bronze Keel support team has prepared all supporting materials and analysis. The US Prime's role is to: review this document in full; register for the workshop using the provided Zoom link; upload Bid Documents to the DWSD e-procurement platform before the closing deadline; and attend the June 12 workshop.

Division of responsibility: Bronze Keel provides all analysis, document preparation, strategy, and this operations guide. The US Prime controls all direct interactions with DWSD, holds the DWSD portal login credentials, and executes the actual submission. No Bronze Keel team member should contact DWSD directly or hold a DWSD portal account for any submission made under this solicitation.

Stakes if submission requirements are not followed exactly: The closing date is June 13, 2026 at 12:00 PM EDT. Documents uploaded after noon EDT on that date will not be accepted. There is no late submission provision in the solicitation. Additionally, the workshop on June 12, 2026 at 11:30 AM EDT requires pre-registration. A Zoom link is emailed to registered participants only. If the US Prime does not register before the event, there is no walk-in or last-minute access option.

Section 2: Submission Deadline Box

SUBMISSION DEADLINE **June 13, 2026 at 12:00 PM EDT**

Submission Method: Electronic Bid Submission via DWSD e-procurement platform

Address / Portal: DWSD e-procurement platform (www.detroitmi.gov/dwsd)

Contact: Michelle McKenzie, 313-674-0425, michelle.mckenzie@detroitmi.gov

Late Bid Consequence: Not accepted. No provision for late submissions stated in solicitation.

WORKSHOP EVENT: June 12, 2026 at 11:30 AM EDT (Virtual / Zoom)

Pre-registration required at: <https://cityofdetroit.zoom.us/meeting/register/4ApI4NZASgKpz-OS5Vpnrg>

Section 3: Submission Method Protocol

Electronic Submission Protocol (Module M-ELEC)

1. Log into the DWSD e-procurement platform. Access through www.detroitmi.gov/dwsd, navigate to Resources, then Doing Business with DWSD. If your firm does not have an account, create one before June 10, 2026 to allow time for access verification.
2. Locate Solicitation 6.12.26 in the platform. Confirm the title matches: Virtual Workshop on the UPDATED DWSD Procurement Policy.
3. Prepare your Bid Documents file(s). The solicitation states Bid Documents are mandatory and not limited to 1 file. Compile all relevant documents into clearly named files.
4. Upload each file to the submission section of Solicitation 6.12.26. The platform accepts electronic uploads; specific file format limits are not stated in the solicitation, so use PDF or common document formats.
5. Confirm upload. After each file uploads, verify the platform shows the file as received. Take a screenshot of the confirmation screen with the timestamp visible.
6. Complete the submission before June 13, 2026 at 12:00 PM EDT. Do not wait until the morning of June 13. Upload by June 12 at the latest.
7. If the portal experiences a timeout or error during upload: immediately contact Michelle McKenzie at 313-674-0425 or michelle.mckenzie@detroitmi.gov. Document the error with a screenshot. Do not assume the upload succeeded without a confirmed receipt.
8. Save the submission confirmation email or portal receipt. This is your proof of timely submission.

Section 4: Complete Submission Checklist

#	Document Name	Mandatory	Copies	Format	File Name / Label	Where It Goes	Verified
1	Bid Documents	Yes	1 set (not limited to 1 file)	Electronic / PDF recommended	[PRIME_COMPANY]_BidDocs_6.12.26.pdf	DWSD e-procurement portal, Solicitation 6.12.26 submission section	[]
2	Workshop Registration Confirmation	Recommended	N/A	Online / email confirmation	N/A - received via email	cityofdetroit.zoom.us registration portal	[]
3	No Pricing Document Required	N/A	N/A	N/A	Do not submit	Do not submit	[]
4	No Cover Letter Required	Not specified	N/A	N/A - electronic portal submission	N/A	Portal upload only	[]

Section 5: Document Format Requirements

The solicitation does not specify page limits, font requirements, margin requirements, or file size limits for Bid Documents submissions. The following recommended standards apply for professional electronic submissions to a Michigan municipal procurement office:

1. File Format: PDF is preferred for Bid Documents. If multiple files are submitted, label each clearly.
2. File Naming: Use the format [COMPANY_NAME]_[DocumentType]_6.12.26. Example: SmithEngineering_BidDocs_6.12.26.pdf
3. File Size: Keep individual files under 25 MB. If documents exceed this, split into multiple labeled files.
4. Submission Platform: Use only the DWSD e-procurement platform. Do not email documents to DWSD contacts.
5. Language: English only.
6. Signatures: If Bid Documents include certifications or statements requiring signature, ensure they are signed by an authorized officer of the submitting organization before upload.
7. Version Control: If you revise documents before the deadline, re-upload and confirm the platform shows the updated version. Label revised files with _v2 or _revised to distinguish from earlier uploads if the platform allows.

Section 6: Covering Communication

Covering Email for Electronic Submission

The solicitation requires electronic portal submission only. A covering email is not required by the solicitation, but sending one to the designated procurement officer on the day of submission creates a timestamped record of your intent to submit. Use the following template:

TO: michelle.mckenzie@detroitmi.gov

CC: malindia.westbrook@detroitmi.gov; marqaicha.welch@detroitmi.gov

SUBJECT: Bid Document Submission - Solicitation 6.12.26 - Virtual Workshop on UPDATED DWSD Procurement Policy - [PRIME COMPANY NAME]

Dear Ms. McKenzie,

[PRIME COMPANY NAME] is pleased to submit Bid Documents in response to Detroit Water and Sewerage Department Solicitation 6.12.26, Virtual Workshop on the UPDATED DWSD Procurement Policy.

Our submission has been uploaded to the DWSD e-procurement platform under Solicitation 6.12.26 as of [DATE AND TIME OF UPLOAD]. We have also registered to attend the virtual workshop on June 12, 2026 at 11:30 AM EDT.

We look forward to learning about the updated DWSD Procurement Policy and to continued opportunities to do business with DWSD.

Please confirm receipt of this email at your convenience.

Sincerely,

[AUTHORIZED SIGNATORY NAME]

[TITLE]

[PRIME COMPANY NAME]

[PHONE] | [EMAIL]

Section 7: Mock Submission Pack

(a) Mock Portal Submission Confirmation

The following shows what a completed portal submission record should contain. Use this as a reference when verifying your own upload.

Field	Expected Value
Solicitation Number	6.12.26
Solicitation Title	Virtual Workshop on the UPDATED DWSD Procurement Policy
Submitting Organization	[PRIME COMPANY NAME]
Submission Date	[DATE] before June 13, 2026 12:00 PM EDT
Files Uploaded	[PRIME_COMPANY]_BidDocs_6.12.26.pdf (and any additional files)
Submission Status	Received / Confirmed
Confirmation Number	[Platform-generated confirmation number - save this]

(b) Mock Folder Structure for Electronic Submission

Upload Folder / Section	Document	File Name
DWSD Portal - Solicitation 6.12.26 - Bid Documents	Primary Bid Documents	[PRIME_COMPANY]_BidDocs_6.12.26.pdf
DWSD Portal - Solicitation 6.12.26 - Bid Documents	Additional supporting documents (if applicable)	[PRIME_COMPANY]_Supplement_6.12.26.pdf
Zoom Registration Portal	Workshop registration form	Online form - no file upload required
Internal Records (not submitted)	Submission screenshot / receipt	[PRIME_COMPANY]_SubmissionReceipt_6.12.26.pdf

(c) Mock File Naming Examples

Primary Bid Documents: SmithEngineering_BidDocs_6.12.26.pdf

Supplemental Materials: SmithEngineering_Supplement_6.12.26.pdf

Company Profile (if included): SmithEngineering_Profile_6.12.26.pdf

Revised submission (if re-uploaded): SmithEngineering_BidDocs_6.12.26_v2.pdf

(d) Mock Certification / Statement Page

VENDOR STATEMENT OF INTENT TO DO BUSINESS WITH DWSD

Solicitation Number: 6.12.26

Title: Virtual Workshop on the UPDATED DWSD Procurement Policy

Company Name: [PRIME COMPANY NAME]

Address: [COMPANY ADDRESS]

City, State, ZIP: [CITY, STATE, ZIP]

Primary Contact: [NAME], [PHONE], [EMAIL]

NIGP Categories (applicable to firm): [LIST CATEGORIES]

I certify that the information provided in this submission is accurate and complete. I understand that misrepresentation may result in disqualification from DWSD procurement opportunities.

Authorized Signature: _____ Date: _____
Printed Name: [AUTHORIZED SIGNATORY NAME]
Title: [TITLE]

Section 8: Pre-Submission Final Checklist

#	Final Check Item	Notes	Done
1	Bid Documents uploaded to DWSD e-procurement platform	Confirm under Solicitation 6.12.26	☐
2	Upload timestamped before June 13, 2026 at 12:00 PM EDT	Screenshot of portal confirmation saved	☐
3	Platform confirmation email or receipt saved	File under internal records	☐
4	Workshop registration completed at Zoom link	Zoom confirmation email received	☐
5	Zoom confirmation email saved and accessible on June 12	Forward to attending team member if needed	☐
6	All Bid Document files named per recommended convention	Check file names match Section 5 format rules	☐
7	All signature lines signed by authorized officer	No unsigned forms included in upload	☐
8	Solicitation number 6.12.26 confirmed on all submitted documents	Verify each file references 6.12.26	☐
9	Submitted to DWSD platform (not City of Detroit system)	Verify platform URL is DWSD-specific	☐
10	No pricing documents included (not required)	Remove any cost data from uploads	☐
11	File formats confirmed as PDF or acceptable electronic format	No corrupted or locked files	☐
12	Covering email sent to michelle.mckenzie@detroitmi.gov	CC Westbrook and Welch; reference solicitation 6.12.26	☐
13	Covering email receipt confirmed by McKenzie or auto-reply	Follow up if no reply within 4 hours of submission	☐
14	Timezone confirmed: EDT (Eastern Daylight Time) for all deadlines	Detroit is in Eastern Time Zone	☐
15	Internal submission record created (date, time, files, confirmation number)	Retain for protest or dispute purposes	☐
16	Platform portal tested for access before submission day	Do not test for first time on June 13	☐
17	Authorized signatory available on June 13 to resolve any last-minute issues	Phone contact confirmed available	☐
18	DWSD e-procurement portal vs City of Detroit portal confirmed as separate	Use only DWSD portal	☐
19	Questions for June 12 workshop Q&A prepared and assigned to attendee	BD Lead or Technical Lead prepares list	☐
20	Post-workshop debrief scheduled for June 12 afternoon	Capture equalization credit schedule before it circulates to competitors	☐

Section 9: Frequently Made Submission Errors

#	Error	Why It Gets Bids Rejected	How to Avoid It
1	Submitting through City of Detroit e-procurement platform instead of DWSD platform	DWSD operates its own separate platform. Documents submitted to the City of Detroit system do not reach DWSD Procurement.	Verify you are logged into the DWSD system. Solicitation 6.12.26 will not appear on the City of Detroit platform.
2	Uploading after June 13, 2026 at 12:00 PM EDT	No late submission provision is stated in the solicitation. Portal closes at noon EDT.	Upload by June 12. Do not schedule portal submission for the morning of the closing date.
3	Registering for the workshop after the event starts	The Zoom link is only emailed to pre-registered participants. Walk-in or last-minute access is not available.	Register at the Zoom link immediately. The event is June 12 at 11:30 AM EDT.
4	Submitting pricing documents that were not requested	Submission of unrequested materials may confuse or delay processing of the mandatory Bid Documents.	Read the solicitation pricing field: No Pricing required. Do not include cost data in any upload.
5	Emailing documents to DWSD contacts instead of using the portal	Email submission is not the designated submission method. The solicitation specifies Electronic Bid Submission via the DWSD portal.	Use the DWSD e-procurement platform only. Use email only to send the optional covering communication.
6	Submitting documents without confirming your DWSD portal account is active	If your portal account has expired or your organization's access is pending, uploads may fail silently.	Log in and test account access before June 10, 2026.
7	Using outdated DWSD forms or templates based on pre-May 2026 policy	DWSD Procurement Policy was updated May 20, 2026. Old forms may not align with current requirements.	Download current forms from www.detroitmi.gov/dwsd after May 20, 2026.
8	Assuming this solicitation leads to a contract award and submitting a full proposal	This is a workshop notice. No contract is awarded. A full technical and price proposal is not required and will not be evaluated.	Submit Bid Documents only. Do not include a technical proposal, price schedule, or executive summary.
9	Not saving proof of submission	Without a timestamped receipt, there is no evidence of timely submission if a dispute arises.	Screenshot the portal confirmation immediately after upload. Save the confirmation email.
10	Ignoring the workshop due to the absence of a contract award	The equalization credit changes at the workshop directly affect scoring in every future DWSD contract competition across all 23 NIGP categories.	Attend the June 12 workshop. The credit schedule released there is the operational input for all future DWSD bid pricing.

Section 10: Post-Submission Actions

After uploading Bid Documents to the DWSD portal:

1. Confirm delivery receipt. Save the portal confirmation number and screenshot. If the platform does not generate a confirmation, send the covering email to McKenzie and request acknowledgement. Target: same day as submission.
2. Attend the June 12 workshop. Log into Zoom at least 5 minutes before 11:30 AM EDT using the link emailed to the registered address. Assign a note-taker for the Q&A session. Target: June 12, 2026.
3. Capture the revised equalization credit schedule. If DWSD distributes a document at the workshop, download it immediately. If the schedule is presented verbally, record exact numbers during the Q&A. Target: June 12, 2026.
4. Follow up on unanswered Q&A items. If questions raised during the workshop were not fully answered, follow up in writing with Westbrook (malindia.westbrook@detroitmi.gov) within 48 hours of the workshop. Target: June 14, 2026.
5. Monitor the DWSD e-procurement platform for any amendments or follow-up notices related to Solicitation 6.12.26. The closing date is June 13, 2026 - check the platform on that date to confirm no last-minute amendments were issued. Target: June 13, 2026.
6. Update internal pricing models. Once the revised equalization credit schedule is in hand, assign the Pricing Strategist to update price-to-win models for all active DWSD pursuits. Target: June 14 to June 20, 2026.
7. Brief executive team. Produce a one-page summary of the policy changes and their impact on the firm's DWSD pipeline. Target: June 21, 2026.

Section 11: Contact Directory

Role	Name	Phone	Email	Notes
DWSD Procurement Officer	Michelle McKenzie	313-674-0425	michelle.mckenzie@detroitmi.gov	Primary submission contact
Business Opportunity Manager	Malindia Westbrook	313-880-2554	malindia.westbrook@detroitmi.gov	Diversity and vendor relations; key contact for equalization credit questions
DWSD Procurement Contact	Marqaicha Welch	313-618-3618	marqaicha.welch@detroitmi.gov	Secondary contact
DWSD Official Website	Detroit Water and Sewerage Dept.	N/A	www.detroitmi.gov/dwsd	Full Procurement Policy and current opportunities under Resources
Internal Support (Bronze Keel)	[BRONZE KEEL CONTACT NAME]	[PHONE]	[EMAIL]	Internal - NOT for submission to DWSD. For internal bid preparation questions only.