

Protests and Appeals

Any bidder may file a protest to the Detroit Public Library Purchasing Manager or his/her designee about any of the following:

1. Alleged defects in the competitive solicitation process;
2. Contract award recommendation
3. Award of a contract

The protest shall file the protest, in writing, to the Purchasing Manager within five (5) calendar days after award of a contract. If the fifth calendar day falls on a weekend or Library holiday, the protesting party may submit the protest on the first workday following such weekend or holiday. The Library shall not consider any protest filed by any party after the protest deadline.

In order to be valid, the written protest shall include:

1. Name, address, telephone number, and email address of the Protester.
2. Bid/RFP Title
3. A detailed statement of the legal or factual grounds for the protest.
4. A statement of the desired remedy.

No action shall take place under the terms of the contract until the Purchasing Manager issues a final determination on the merits of the protest. If it is determined that the protest is without merits, the Purchasing Manager may proceed with the contract award. If the award in question presents a threat to public health, safety or welfare or immediate and substantial harm to Library, the Purchasing Manager or designee may proceed with award and document justification for such action. If the protest is with merit, the Purchasing Manager shall make a recommendation to the Executive Director of the relief to remedy the protest. The Purchasing Manager shall provide relief, as approved by the Executive Director.

The Purchasing Manager or authorized designee will provide a written decision to the protesting party within 30 days of receipt of the protest.

Appeal

If a protest is not satisfactorily resolved, the Protester may submit a notice of appeal to the Detroit Public Library Commission, through the Purchasing Manager, within five (5) days from receipt of the written decision. The decision of the Detroit Library Commission will be final, conclusive, and binding on all parties concerned.