



## **REQUEST FOR PROPOSAL**

**RFP No. DPL-CL-1902**

**Issued: August 30, 2018**

**Proposal Due Date: September 13, 2018 at 2:00 p.m.**

### **FURNISH:**

**Moving Services for a One Year Period with an  
Option to Renew for Two (2) Additional One- Year  
Periods**

### **COMPANY:**

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## INSTRUCTIONS TO PROPOSERS

1. Firms responding to this Request for Proposal (RFP) shall submit their proposals in the overall format as outlined in this solicitation.
2. Proposals shall be submitted in a sealed package or envelope listing the following information on the outside:

- Title: Moving Services for Detroit Public Library Branches for a One Year Period with an Option to Renew for Two (2) One Year Periods
- RFP Number: DPL-CL-1902
- RFP Due Date: September 13, 2018 by 2:00 p.m. (local time)
- Company's name and address
- Deliver Proposal to: Detroit Public Library  
5201 Woodward Avenue  
Detroit, MI 48202  
Attn: Purchasing Department – Christina Ladson

No telephone, electronic, or facsimile proposals will be considered unless otherwise stated within this document.

To facilitate distribution and evaluation, the proposal responses shall be single-sided black and white copies. The response shall include all information specified and required proposal forms. **Suppliers shall submit one original and two copies with submission.**

3. **Late Proposals will not be accepted or considered.** It is the responsibility of the proposer to ensure that the proposal arrives at the Detroit Public Library's Purchasing Department prior to the date and time indicated. Telephone quotes will not be accepted and proposals submitted electronically are not acceptable. Proposals must be sent by mail or hand delivered, allowing sufficient delivery time to ensure receipt in the Purchasing Department by the deadline specified. Time and date validation will occur in the Purchasing Department. All proposals received after the deadline cannot be accepted and will be returned to the proposer unopened.
4. **SUPPLIER CHANGES OR ALTERATIONS TO PROPOSAL DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A PROPOSAL BEING CONSIDERED NON-RESPONSIVE.** The only authorized supplier changes to a proposal document will be in the areas provided for a proposer's response, including the "Exceptions" section of the proposal. If a change or alteration to the documents is undetected and the proposer is awarded a contract, the original terms, conditions, and

specifications in the Authorized Version of the proposal document will be applicable during the term of the contract. The Detroit Public Library shall accept NO CHANGES to the proposal document made by the Supplier unless those changes are set out in the “Exceptions” provision of the Authorized Version of the proposal document. It is the Supplier’s responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the proposal document. Any Supplier who submits a proposal and later claims it had no knowledge of any changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the proposal document, shall be bound by the proposal, including any changes, modifications or additions to the Authorized Version. If a proposal is awarded to a Supplier who claims that it had no knowledge of the changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the proposal, and that Supplier fails to accept the proposal award, the Detroit Public Library may pursue costs and expenses to re-proposal the item from that Supplier.

The Authorized Version of the proposal document shall be that proposal document appearing on the MITN website with any amendments and updates. The Detroit Public Library officially distributes proposal documents from the Purchasing Department or through the Michigan Intergovernmental Trade Network (MITN) website. Copies of proposal documents obtained from any other source are not considered official copies. Only those suppliers who obtain proposal documents from either the Purchasing Department or the MITN website are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, [www.proposalnetdirect.com](http://www.proposalnetdirect.com) and obtain an official copy.

5. Proposals must be dated and signed by a duly authorized partner or corporate officer, with that person’s name and title clearly identified. No proposal shall be withdrawn for ninety (90) days from submission deadline unless otherwise stated in the proposal document.
6. The Detroit Public Library reserves the right to:
  - Reject any and all proposals received as a result of this RFP.
  - Waive or decline to waive any informalities and any irregularities in any proposal received.
7. The selected supplier will be required to assume responsibility for all goods and services offered in the proposal, whether or not the proposer produces them. Further, the selected supplier shall be the sole point of contact and responsibility with regard to all matters, including payment of any and all charges resulting from the contract.
8. All proposals and other materials submitted shall become the property of the Detroit Public Library.
9. All changes in the RFP documents shall be through written addendum and furnished to

all proposers. Verbal information obtained otherwise will not be considered in awarding of the proposal. Addenda and updates will **NOT** be sent directly to suppliers. It is recommended that participating suppliers check the website (Detroit Public Library and [www.proposalnetdirect.com](http://www.proposalnetdirect.com)) daily for addenda and updates after release date. Suppliers shall print out, sign, and return addenda acknowledgement(s) with their proposal response. Failure to do so may be grounds for rejection.

10. Any questions concerning this RFP shall be submitted, in writing to:

Christina Ladson, Purchasing Manager  
Detroit Public Library  
Email: [Cladson@detroitpubliclibrary.org](mailto:Cladson@detroitpubliclibrary.org)

## **GENERAL REQUIREMENTS**

### ***A. Scope of Work***

1. The mover will also be responsible for the relocation of library collections, contents, equipment, art, furnishings and related items from one location to a secured storage facility. Moving will generally be performed during normal work hours. Contractor will be required to assess the needs and requirements by visiting the branch/department to be moved, upon notification (at least forty-eight (48) hours prior to the move date).

Services include:

- Packing of Boxes/Containers - this includes paper material, books, etc.
- All items will be tagged with location tags
- All lateral file drawers will be emptied
- Vertical file drawers and storage units which can be tightly packed will be left full; File drawers will be taped shut for moving
- Dismantle and reassemble all items as may be required to facilitate transportation
- All plants, personal items are excluded

Mover will be responsible for unplugging, packing, relocation and unpacking of all computers and related equipment (computers, printers, faxes, telephones, keyboards, computer mice, speakers, etc.). Main server equipment will be relocated by DPL IS staff and is not included in this scope.

Library staff will be responsible for packing/unpacking their personal belongings. Staff will also be responsible for emptying and refilling file cabinets. Mover shall supply all necessary packing materials on an as-needed basis.

Moving shall be conducted in the following manner:

- Moves will be scheduled at least one (1) week prior to scheduled move date. In the event of an emergency, the Contractor will be provided as much prior notice as is practicable
- Sufficient manpower to complete the move in a continuous operation
- Sufficient supervision to ensure move is carried out in an efficient manner
- Vertical file drawers and storage units which can be tightly packed will be left full. File drawers will be taped shut for moving

Equipment and Supplies:

- Contractor shall possess all material handling equipment, trucks, etc. to provide services
- Materials shall be packaged in containers that will be new or serviceable used containers; Tape shall be of good quality

### ***B. Executive Summary***

The Proposer shall include a brief summary introducing your firm. Include the following:

1. Briefly describe your business organization, experience and qualifications in relation to providing services required in this RFP.
2. Summarize, in a brief and concise manner, your understanding of the Scope of Work.
3. Reaffirm your experience in professional moving for the public sector.

### ***C. Methodology***

1. Survey of Existing Items: Describe your proposed method of identifying, measuring and tagging all items to be moved and how that information will be reported. Items to be moved may include, but are not limited to, library collections, contents, equipment, art (large sculpture and framed art) and furnishings.
2. Design Move Plan: Describe how you will develop a workable plan for a move incorporating preparation of existing furniture, shelving, artwork, equipment, contents, collections and computers.
3. Describe delivery and installation of said items.
4. Pre-Move Preparation: Describe your plan to prepare for any move including the process, means of communication, training and/or preparation of all involved personnel (i.e. minimizing library personnel anxiety). Preparing the library staff for the move is a high priority.
5. On-Site Supervision: Describe how you will provide continuous and efficient supervision during the actual move. Describe how potential difficulties during the move(s) will be resolved by your team. Describe how you will incorporate the guidance of Library staff during the actual move to ensure all needs are being met.
6. Post Move Consultation: Describe all services you provide post-move such as invoice verification or preparation and follow-up of damage claims, etc.
7. Tracking: Identify roadblocks and milestones found in similar projects and your company's approach to managing them.

### *D. Prices*

#### LABOR

Straight Time-Hourly Rate	\$_____/Per Truck (Per Man)
Straight Time-Hourly Rate (Supervisor)	\$_____/Per Truck (Per Man)
Overtime-Hourly Rate	\$_____/Per Truck (Per Man)
Overtime-Hourly Rate (Supervisor)	\$_____/Per Truck (Per Man)

- *Overtime Rates: Monday through Friday after 5:00 p.m. and Saturday*

#### EQUIPMENT AND SUPPLIES

Containers – Legal	\$_____/Each
Containers – Letter	\$_____/Each
Book Box – 1.5 cu. Ft.	\$_____/Each
Roll Tape – 2”	\$_____/Each

#### STORAGE FEES

Storage Fee	\$_____/_____/Month
Disposal Fee	\$_____/_____

**Prices are to be held firm for duration of the initial period of this agreement.** Please indicate your pricing for the subsequent renewal periods:

- ☐ *Prices are firm for the initial contract period and subsequent two renewal periods.*
- ☐ *Prices are firm for the initial contract period and subject to the following increase for both renewal periods (not to exceed):*
- \_\_\_\_\_ (%) Increase
- ☐ *Prices are firm for the initial contract period and subject to the following increase not to exceed:*
- \_\_\_\_\_ (%) Increase – Year #2
- \_\_\_\_\_ (%) Increase – Year #3

### ***C. Award***

The Detroit Public Library anticipates one award of this contract. The Library reserves the right to

If awarded a contract, the supplier agrees to fully complete the work in accordance with the Scope of Work. The renewal option will be exercised based upon satisfactory performance as determined by the appointed representatives of the Library.

### ***D. Equipment and Employees***

Supplier shall provide information with response, that they have adequate resources and equipment necessary to complete the requested tasks in a timely, efficient, effective manner. In a separate document, attach a list of the manufacturer and model of all equipment that will be used in providing moving services under this contract. Additionally, please indicate below the location and square footage of the storage facility to be used:

Address: \_\_\_\_\_

\_\_\_\_\_

Sq. Footage \_\_\_\_\_



### ***E. References***

Suppliers shall provide three references of similar size and scope as the services identified in this RFP. These services should have been provided within the past three (3) years.

<b>REFERENCE #1</b>	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL	
YEARS OF EXPERIENCE	

<b>REFERENCE #2</b>	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

<b>REFERENCE #3</b>	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

### ***F. Protection of Work, Persons and Property***

During performance and up to date of final acceptance, the contractor shall be under absolute obligation to protect the Library's buildings, grounds, and adjacent properties against any damage, loss or injury. The contractor shall take all reasonable precautions to protect the persons and property of the Library from damage, loss or injury during performance under this contract.

### ***G. Performance Bond***

The successful proposer shall furnish a corporate surety bond in an amount equal to 100% of the Contract payment amount, as security for the faithful performance of the Contract upon receipt of DPL Purchase Order.

## **APPENDIX A**

### **Certificate of Insurance**

The Detroit Public Library has specific certificate of insurance requirements. The Contractor shall maintain at its expense during the term of this contract, the following insurance:

- A.** Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with minimum limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee.
  - B.** Commercial General Liability insurance with a combined single limits of \$1,000,000.00 per occurrence subject to a minimum aggregate limit of \$2,000,000.00
  - C.** Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by supplier's auto) with minimum property damage limits of \$1,000,000.00 each occurrence.
- II. If during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of the Detroit Public Library, render inadequate the insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the contractor's expense, under valid and enforceable policies.**
- III.** All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the Detroit Public Library. The Commercial General Liability insurance policy shall name the Detroit Public Library as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to the Business Office, Purchasing Department, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates.

**APPENDIX B**  
**NON-COLLUSION AFFIDAVIT**

Proposal Number: \_\_\_\_\_ Proposal Description: \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my Firm, its Owner, Directors, and Officers. I am the person responsible in my firm for the price(s) and the amount of the proposal.

I state that:

1. The price(s) and the amounts of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposalder or potential proposalder.
2. Neither the price(s) nor the amount of the proposal, and either the approximate price(s) or the approximate amount of the proposal, have been disclosed to any other firm or person who is a proposalder or potential proposalder, and they will not be disclosed before the proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from proposalding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or noncompetitive proposal.
5. \_\_\_\_\_, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to proposalding on any public contract, except as follows:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PERSON SUBMITTING PROPOSAL

\_\_\_\_\_  
PROPOSAL NOTARY'S SIGNATURE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in and for  
\_\_\_\_\_ County.

My commission expires: \_\_\_\_\_



### **Statement of No Proposal**

Note: If you do not intend to submit a proposal on this commodity or service, please return this form immediately.

The Purchasing Department of the Detroit Public Library wishes to keep its suppliers' list file up-to-date. If, for any reason, you cannot supply the commodity/service noted on the attached solicitation, please complete this form and return to: Detroit Public Library, Purchasing Department at 5201 Woodward Avenue, Detroit, Michigan, 48202, to remain on the particular supplier list for future projects of this type.

### **PLEASE COMPLETE AND RETURN**

We the undersigned have declined to submit on this proposal for the following reasons:

- ☐ Specifications to "tight" i.e. geared toward one brand or service (explain below).
- ☐ Specifications are unclear (explain below).
- ☐ We are unable to meet specifications.
- ☐ Our schedule would not permit us to perform
- ☐ Insufficient time to respond to RFP/RFP.
- ☐ We were unable to meet bond requirements.
- ☐ We were unable to meet insurance requirements.
- ☐ We are not able to offer this product or service.
- ☐ Please remove us from your supplier list (explain why below).
- ☐ Other (specify below).

Remarks:

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Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

*SIGNATURE PAGE*

Prices quoted shall remain firm for 90 days or proposal award whichever comes first, except the successful proposalder(s), whose prices shall remain firm for the entire contract period. The contract shall commence on date of award.

NOTE: The undersigned has checked the proposal figures carefully and understands that he/she shall be responsible for any error or omission in this proposal offer and is in receipt of all addenda as issued.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
*City State Zip*

TAX ID: \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PAYMENT TERMS: Net 45

WARRANTY: \_\_\_\_\_

**ACKNOWLEDGEMENT:**

I, \_\_\_\_\_, certify that I have read the INSTRUCTION TO PROPOSALDERS and that the proposal proposal documents contained herein were obtained directly from the Detroit Public Library or MITN website, [www.proposalnetdirect.com](http://www.proposalnetdirect.com), and is an official copy of the Authorized Version.

COMPANY REPRESENTATIVE'S NAME:

\_\_\_\_\_  
*(Print)*

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*