



REQUEST FOR PROPOSAL
MICROSOFT OFFICE 365, AZURE CLOUD SOLUTION PROFESSIONAL SERVICES

Prepared by:

DPL-LD-2125

Issue Date: March 1, 2022

Proposal Due Date: March 22, 2022 @ 2:00 EST

DPL-LD-2125

The Detroit Public Library is requesting sealed proposals from qualified companies to provide professional services for Microsoft Office 365, Azure cloud solution support.

Bids are to be addressed and submitted electronically via www.Bidnetdirect.com, in accordance with the instructions and all other requirements as referenced in this document. Proposals will be received until **March 22, 2022 at 2:00 p.m.**, local time, at which time no other responses will be received.

INSTRUCTIONS TO BIDDERS

1. Firms responding to this Request for Proposal (“RFP”) shall submit their proposals in the overall format as outlined in this solicitation.
2. Bidders shall submit their proposal electronically, properly identifying the proposal as:
 - Title: Microsoft/Office 365/Azure Cloud Solution Support
 - RFP Number: DPL-LD-2125
 - RFP Due Date: **March 22, 2022 by 2:00 p.m.**, local time
 - Company’s name and address

Bid must be signed to be acceptable

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

3. There will not be a pre-proposal conference.

4. **Late Bids will not be accepted or considered.** It is the responsibility of the Proposer to ensure that the bid is submitted prior to the date and time indicated. Bids shall be uploaded electronically to www.bidnetdirect.com. All proposals received after the deadline cannot be accepted and will be returned to the proposer unopened.
5. **VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE.** The only authorized vendor changes to a bid document will be in the areas provided for a bidder's response, including the "Exceptions" section of the bid proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the bid document will be applicable during the term of the contract. The Detroit Public Library shall accept NO CHANGES to the bid document made by the Vendor unless those changes are set out in the "Exceptions" provision of the Authorized Version of the bid document. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the bid document. Any Vendor who submits a bid 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 bid document, shall be bound by the bid, including any changes, modifications or additions to the Authorized Version. If a bid is awarded to a Vendor 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 bid, and that Vendor fails to accept the bid award, the Detroit Public Library may pursue costs and expenses to re-bid the item from that Vendor.

The Authorized Version of the bid document shall be that bid document appearing on the MITN website (www.bidnetdirect.com) with any amendments and updates. During the pandemic, The Detroit Public Library officially distributes bid documents from the Procurement Department through www.bidnetdirect.com. Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from www.bidnetdirect.com are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is strongly recommended that you register on the MITN website, www.bidnetdirect.com and obtain an official copy.

6. Bids must be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. No bid shall be withdrawn for ninety (90) days from submission deadline unless otherwise stated in the bid document.
7. 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.
8. The selected vendor will be required to assume responsibility for all goods and services offered in the bid, whether or not the bidder produces them. Further, the selected vendor shall be the sole point of contact and responsibility with regard to all contractual matters, including payment of any and all charges resulting from the contract. 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 bidders. Verbal information obtained otherwise will not be considered in awarding of the RFP.

Public Recording

A virtual meeting has been established for any prospective proposers that maybe interested in the recording for Hosted IT Service Management Solution. Please see the following link for the public recording of the proposals:

*Topic: DPL-LD-2125 Office 365 Azure Cloud Services
Time: Mar 22, 2022 02:00 PM Eastern Time (US and Canada)*

Join Zoom Meeting
<https://us06web.zoom.us/j/81909828550>

Meeting ID: 819 0982 8550
One tap mobile
+19292056099,,81909828550# US (New York)
+13017158592,,81909828550# US (Washington DC)

Dial by your location
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Meeting ID: 819 0982 8550
Find your local number: <https://us06web.zoom.us/j/81909828550>

1. INTRODUCTION

Detroit Public Library (DPL) requests proposals from qualified firms to provide Microsoft/Office 365/Azure Cloud Solution Support for Detroit Public Library, as outlined in the scope of services.

2. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of five years (5) years of experience providing the services requested in the RFP for projects of similar scope and size.

3. ADHERENCE TO TERMS OF PROPOSALS

A proposal once accepted by the Library, may become a binding contractual obligation of the respondent. The failure of a successful respondent to accept this obligation and to adhere to the terms of the respondent's proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent.

4. REJECTION OF PROPOSALS

The Library expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the Library determines and/or to take any other appropriate action that is in the best interest of the Library.

5. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFP it will be a Detroit Public Library Professional Services Contract. Any renewal option exercised under this contract is effective only after the approval of the Detroit Library Commission and the Chief Financial Officer. The Library anticipates one (1) award as a result of the RFP. The term of the contract will be for Three (3) years, with two (2) one-year renewal options subject to the approval of the Detroit Library Commission and the Procurement Department.

6. OPERATIONAL INFORMATION

The respondent is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the Library.

Background Information

A. Purpose

The purpose of this RFP invitation is to establish a contract for Microsoft/Office 365/Azure Cloud Solutions Services for the Detroit Public Library for services indicated in the SCOPE OF SERVICES and OFFER SECTIONS, and in accordance with requirements of this RFP invitation.

DPL expects to work with vendors who have an extensive and successful history of supporting entities in the government sector supporting M365 & CS applications such as Azure, SharePoint Online, Teams, and Dynamics 365. The vendor awarded the contract will be engaged on Firm Fixed Price deliverables-based, under the direction of the DPL's Information Technology staff.

B. Timeline

The timeline below is provided as a general guideline and is subject to change. DPL reserves the right to amend this schedule at its sole discretion and at any time through a published Addendum.

Activity	Due Date
RFP distributed via MITN	March 1, 2022
Supplier Clarification Questions Due	March 8, 2022 @ 2:00 pm
DPL response to Questions by COB	March 12, 2022
Proposals Due	March 22, 2022 @ 2:00 pm
Vendor Prequalification	March 25, 2022 (tentative)
Commission Approval of Award Recommendation	TBD
Contracting and Project Implementation	TBD

C. Instructions to Bidders

Read the entire proposal invitation prior to filling it out. In the preparation of your proposal response you shall:

- Complete the pricing information in the "Offer" section
- Submit all requested information within your response
- Complete the "Bidder(s) Contact Information" section
- Complete the company information on the front page, and sign the proposal in the space provided on that page. The signature page must be notarized to be an

PART II PROPOSED SCOPE OF WORK

Bidder shall provide Microsoft/Office 365/Azure Cloud Solutions services as described herein.

A. Background

The Detroit Public Library is seeking to contract with qualified vendors capable of providing information technology professional services on Microsoft Cloud Solutions that include, but are limited to: managed services for DPL's modern Microsoft/Office 365/Azure Cloud Solutions [M365&CS] administration, operational oversight, systems maintenance, and short-term or ongoing development or integration projects. By leveraging M365&CS with vendor support, the Detroit Public Library anticipates improved service to users.

DPL currently has a functional Microsoft Office 365 platform with about 300 user accounts and about 100 user groups.

A.1 Goals and Objectives for the M365&CS Professional Services contract is to:

- a. Establish a maintenance and support service agreement for DPL's Office 365 platform.
- b. Effectively deploy all modules as needed such as 365 SharePoint.

B. Technical Requirements

Include verification of Bidder's ability to meet each of the following technical requirements.

All Projects will be executed with the Information Technology department of the Detroit Public Library. DPL IT department will coordinate, reviews, and approves activities to ensure consistency and alignment with IT strategic goals.

B.1 Bidder Company and Staff Qualifications (Experience)

Bidder shall have a minimum of five (5) years of Microsoft-certified experience in supporting modern M365. Bidder staff and subcontractors must be located in the United States. Administrative and technical staff shall be of sufficient size and knowledge base to support the DPL in its initiatives. In order to demonstrate market experience and breadth, identify other product offerings or tools from your company within the response. Please describe your experience.

B.2 Current Use of Bidder-Proposed Solutions

When responding to this RFP (RFP/SOW), applications that constitute the Bidder's proposed solution must explicitly state what M365 licenses are required as well as any third-party applications.

Each RFP/SOW may include requirements about the Bidder's experience in

implementing a similar solution. Experience shall include requirements that include but are not limited to, how many solutions of a similar nature are implemented and operational, the size and complexity of the project, and any experience with statutory, regulatory, or industry standards. The specific Bidder-proposed functionality must be described.

Each SOW will identify award criteria. Sample award criteria follows:

- 1) Ability to meet "Mandatory Expertise or Contractor Qualifications" – 30 Points
- 2) Ability to meet "Key Staff Required with Subject Matter Expertise" – 20 Points
- 3) Optional interviews as deemed necessary by the DPL – 20 Points
- 4) Total cost – 30 Points

A selection committee will evaluate each submitted written proposal and each oral session (if necessary), to determine the proposal that is most advantageous to the Library based on the evaluation process and evaluation criteria outlined in this RFP. Should the Library decide to contract, the contract award is to the highest ranked proposer.

The contract shall be firm/fixed based on the deliverables of each phase. A cost proposal is required as part of the submission. During the final selection process, the Library will discuss available project funds and a firm scope of work that will obtain the Library's objectives within the funds available.

Data must not be removed or copied from the DPL's Microsoft cloud environments without written, authorized permission of the Detroit Public Library. Please describe your ability to meet this requirement.

Proposed Bidder Team

The proposed Bidder Team must include individuals with substantial experience in:

- Each of the disciplines relating to his or her stated project role.
- Implementing Microsoft/Office 365/Azure Cloud Solutions.
- The discipline of effective Project Management.
 - Effective use of software change management best practice.
 - The discipline of effective risk and issue management.
 - Effective use of defect tracking tools that allow for reporting on test results.
- The discipline of effective M365&CS System

Bidder Team Qualifications

1) Scope of Services

The Detroit Public Library intends to identify vendors that meet the requirements maintaining, implementing and supporting M365&CS.

<i>Category</i>	<i>Role</i>	<i>Description</i>
Security & Compliance	Azure information protection admin	Manages labels for the Azure Information Protection policy, manages protection templates, and activates protection.

Complianceadmin	Manages regulatory requirements and eDiscoverycases, maintains data governance for locations, identities, and apps.
CustomerLockbox access approver	Manages Customer Lockbox requests, can turnCustomer Lockbox on or off.
Securityadmin	Controls organization's security, manages security policies, reviews security analytics and reports, monitorsthe threat landscape.
Security operator	Investigates and responds to security alerts, manages features in Identity Protection center, monitors servicehealth.

SUBMISSION CRITERIA

All proposals must include the following items as related to the scope ofthis RFP:

1. Submit your firm's size, total revenue, background and experience.
2. Submit individual team member resumes.
3. Submit three (3) professional references.
4. Submit implementation methodology and plan for the phases in the scope section. Provide improvements to thephased approach as your firm would implement.
5. Provide a cost proposal based on the implementation methodology and deliverables in a firm/fixed format.

	Year 1	Year 2	Year 3
Platform maintanace	\$ -	\$ -	\$ -
[Instructions: Breakdown by modules]	\$ -	\$ -	\$ -
<i>Subtotal</i>	\$ -	\$ -	\$ -
Professional Services			
Implementation Assistance	\$ -	\$ -	\$ -
[Instructions: Breakdown by Phase]	\$ -	\$ -	\$ -
<i>Subtotal</i>	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -

6. Provide your firms licensing/subscription agreement.
7. Provide your recommended statement of work for professional services assistance using the proposed methodology and withclearly defined responsibilities.

Questions

Upon release of this RFP, all proposer communications concerning the RFP should be directed to the Library's Procurement Manager listed below via www.bidnetdirect.com. Unauthorized contact regarding this RFP with any other Library employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the Library. Service Providers should rely only on written statements issued by the Library's Procurement Manager. The Library's Procurement Manager for this project is:

Name: *Leiann Day*
Address: *Detroit Public Library,
5201 Woodward
Detroit, MI 48202*

8. RESPONDENT PERFORMANCE HISTORY

The respondent shall provide the following information:

- a. Identify in detail at least 3 similar projects by name, subject matter, location, respondent's services provided and the length of time respondent's service were provided on each (use attached reference form). Included in this informal shall be the description of services provided and the time period during which the services were provided;
- b. Identify the respondent's key personnel working on the projects identified in "section a" above;
- c. Identify any projects in which the respondent's contract was terminated for any reason; and
- d. Provide an organization chart indicating the key personnel who will provide services resulting from this RFP.

9. EVALUATION PROCEDURE

After evaluating the proposal, oral presentations may be scheduled with the respondents. A final determination will be made after the oral presentations are complete.

Following the receipt of proposals, a Library designated Evaluation Committee will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the Library determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Respondent is acceptable. The Library may also at its discretion, request oral presentations or make site visits at Respondent's facility. If scheduled, a final determination will be made after the oral presentations and/or demonstrations are complete. The Library may also at its sole discretion, elect to rank order the qualified proposals, and

negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs of this evaluation procedure. All decisions reached by the Evaluation Committee will be by consensus.

10. CONTRACT APPROVAL

Upon contract award, the Library and the respondent shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the Library. No contract shall become effective until the contract has been approved by the required Library Departments and Detroit Library Commission and signed by the Library's Chief Financial Officer. Prior to the completion of this approval process, the respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor shall the Library incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

11. REQUIRED SUBMITTAL INSTRUCTIONS

All proposals must be submitted through www.bidnetdirect.com. Each respondent is responsible for ensuring that its proposal is received by the Library on a timely basis. **Faxed or mailed proposals will not be accepted.**

Firms shall not distribute their proposals to any other Library office or Library employee. Proposals received become the property of the Library. The Library is not responsible for any costs associated with preparation or submission of proposals. All proposals submitted by the due date will be recorded in the Oracle System. Responses received **will not** be available for review. Proposals received will be subject to disclosure under applicable Freedom of Information Act. An officer of the company authorized to bind the company to a contractual obligation with the Library must sign the proposals. The contact person regarding the proposal should also be specified by name, title, and phone number. The successful respondent will receive an award letter. Respondents who are not awarded will receive a notification that the award decision has been made.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the Library shall be binding upon Detroit Public Library.

12. REQUIRED CONTENT

Proposals shall include the following content:

Letter of Transmittal

The prospective respondent's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective respondent contractually. The letter must state that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until the prospective respondent withdraws it, or a contract is executed, or the procurement is terminated by the Library, whichever occurs first.

Accuracy and Completeness of Information

All information pertaining to the prospective respondent's approach in meeting the requirements of the RFP shall be organized and presented in the prospective respondent's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective respondents are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

In your introduction, please include, at a minimum, the following information and/or documentation:

- ☐ A statement to the effect that your proposal is in response to this RFP;
- ☐ A brief description of your firm;
- ☐ The location of the firm's principal place of business and, if different, the location of the place of performance of the contract;
- ☐ A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- ☐ The name and contact information of the firm's manager(s) that will be in charge of this project;

- ❑ The firm's financial solvency, fiscal responsibility and financial capability;
- ❑ The age of the firm's business and the average number of employees during each of the last three (3) years;
- ❑ The firm's current tax status and Federal Employer Identification Number; and
- ❑ Evidence of any licenses or registrations required to provide the services under this contract.

13. REQUIRED FORMAT

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety:

- ❑ Overall Scope of Work and Operational Responsibilities;
- ❑ Respondents Performance History;
- ❑ Proposal Submission Procedure

14. REQUIRED COST PROPOSAL

Respondents are requested to make a firm cost proposal to the Library. If a contract is entered into as a result of this RFP, it will be a contract for fees as related to providing all requested services, with a price not to exceed the total price quoted in the proposal. The Library reserves the right to select proposals from the most responsible respondents with the most reasonable costs. The Library reserves the right to select one or more firms to perform all or separate parts of this function

Indicate the fees you will charge to perform the services. Attach a schedule of fees or hourly rates.

15. TECHNICAL APPROACH

Present a brief description of procedures to be followed, presented in a form which will best assist the Library in evaluating your firm's ability to identify, evaluate and communicate while providing the requested services, e.g. fees.

16. ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the

requirements of the RFP. Emphasis should be on the completeness and clarity of content.

17. PAYMENT

All properly executed invoices submitted by the successful respondent will be paid in accordance with the Library's payment terms (Net 45).

18. ORAL PRESENTATION/DEMONSTRATION

The Library reserves the right, at its own discretion, to request Oral Presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. Proponents will be notified by the Procurement Department of the date, time and location for Oral Presentations if needed.

19. ASSIGNMENT

The services to be performed by the respondent shall not be assigned, sublet, or transferred, nor shall the respondent assign any monies due or to become due to him under any contract entered into with the Library pursuant to these specifications, without prior written approval of the Library.

20. MISCELLANEOUS

It shall be the responsibility of the respondent to thoroughly familiarize themselves with the provisions of these requirements. After executing the contract, no consideration will be given to any claim of misunderstanding.

The respondent agrees to abide by the rules and regulations as prescribed herein by the Library as the same now exists or may hereafter from time-to-time be changed in writing.

21. MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The Library reserves the right to modify the services provided by the respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the respondent and the Library.

22. CHANGES IN FACTS

Proposers shall advise the Library during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

23. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

24. NEWS RELEASE

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the Library.

25. CHANGES IN PROPOSAL REQUIREMENTS

The Library may make changes to the requirements of this RFP, as it deems necessary. Respondents will be notified by email if any changes are made to the RFP. If changes are made, the Library may, at its discretion, extend the time allowed for submission of proposals.

References

Proposers shall provide three (3) references for services outlined in this RFP. References shall be from projects of similar size and scope as the Library.

These services should have been provided within the past three (3) years.

REFERENCE #1	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL	
YEARS OF EXPERIENCE	

REFERENCE #2	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

REFERENCE #3	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

Certificate of Insurance

- I. 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 limit 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.

NON-COLLUSION AFFIDAVIT

RFP Number: _____

RFP 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 bid.

I state that:

1. The price(s) and the amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of the bid, and either the approximate price(s) or the approximate amount of the bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive or other form of complementary bid.
4. The bid 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 bid.
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 bidding on any public contract, except as follows:

SIGNATURE OF PERSON SUBMITTING BID

BID NOTARY'S SIGNATURE

Subscribed and sworn to before me this _____ day of _____,
_____, 20____ in and for _____ County.
My commission expires: _____



SIGNATURE PAGE

Prices quoted shall remain firm for 90 days or bid award whichever comes first, except the successful bidder(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 bid figures carefully and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

COMPANY NAME: _____

ADDRESS: _____
State Zip

TAX ID: _____

TELEPHONE NUMBER: (____) _____ FAX NUMBER: (____) _____

E-MAIL ADDRESS: _____

PAYMENT TERMS: _____

ACKNOWLEDGEMENT:

I, _____, certify that I have read the INSTRUCTION TO BIDDERS and that the bid proposal documents contained herein were obtained directly from the Detroit Public Library or MITN website, www.bidnetdirect.com, and is an official copy of the Authorized Version.

COMPANY REPRESENTATIVE'S NAME:

(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

(Signature)

(Date)