

**ELEVATOR MAINTENANCE &
REPAIR SERVICES
AT
DETROIT PUBLIC LIBRARY BRANCHES**

Prepared by:

***IFB-TL-2173
Issue Date: March 20, 2026
Bid Due Date: April 15, 2026 by 2:00 p.m. EST***



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IFB-TL-2173

The Detroit Public Library (DPL) is seeking bids from qualified vendors to provide elevator maintenance and repair services at Detroit Public Library branches. This ongoing service contract is intended to support the safe, reliable, and code-compliant operation of elevator systems while furthering the Library's commitment to maintaining accessible and well-maintained facilities. The resulting contract shall be for a one (1) year term, with the option to extend for up to three (3) successive additional one-year periods.

Bids are to be submitted electronically via www.bidnetdirect.com, in accordance with the bid instructions and all other requirements as referenced in this document. Bids will be received until **April 15, 2026, 2:00 pm**, local time, after which no other bids will be accepted. The Procurement Department will publicly record all bids at that time. No other public disclosure will be made until after award of contract.



INSTRUCTIONS TO VENDORS

1. Vendors responding to this INVITATION FOR BIDS (“IFB”) shall submit their bids in the overall format as outlined in this solicitation.
2. Vendors shall submit **one original copy**, electronically, identifying the response as follows:

Bid Title: ELEVATOR MAINTENANCE AND REPAIR SERVICES AT DPL BRANCHES

- Bid Number: IFB-TL-2173
- Bid Due Date: April 15, 2026, 2:00 pm EST
- 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. **Late Bids will not be accepted or considered.** It is the responsibility of the vendor to ensure that the bid is uploaded electronically prior to the date and time indicated. Telephone quotes will not be accepted. Time and date validation will occur in the Bidnet system and bids cannot be uploaded after the deadline.
4. **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 vendor’s response, including the “Exceptions” section of the bid. If a change or alteration to the documents is undetected and the vendor 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.

5. The Authorized Version of the bid document shall be that bid document appearing on the MITN website with any amendments and updates. The Detroit Public Library officially distributes bid documents from the Procurement Department or through the Michigan Intergovernmental Trade Network (MITN) website. Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Procurement 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.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:
 - a. Reject any and all bids received as a result of this IFB.
 - b. Waive or decline to waive any informalities and any irregularities in any bid received.
8. The selected vendor will be required to assume responsibility for all goods and services offered in the bid, whether or not the vendor 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 bids and other materials submitted shall become the property of the Detroit Public Library.
9. All changes in the IFB documents shall be through written addendum and furnished to all vendors. Verbal information obtained otherwise will not be considered in awarding of the bid.
10. **Mandatory Site Visit**

All prospective vendors are required to attend the mandatory site visits on Wednesday, March 26, 2026 9:00 a.m. The mandatory site visits will begin at the Redford Branch Library, 21200 Grand River Ave., Detroit, MI. Immediately after the visit to Redford, vendors will proceed to the Main Branch.



| Order of Visits | Branch Location | Address |
|-----------------|-------------------------|---|
| First Location | Redford Branch Library | 21200 Grand River Ave., Detroit, MI 48219 |
| Second Location | Main Branch Library | 5201 Woodward Ave., Detroit, MI 48202 |
| Third Location | Skillman Branch Library | 121 Gratiot Ave., Detroit, MI 48226 |

11. RSVP to attend the mandatory site visit by emailing the Procurement Manager at, tlove@detroitpubliclibrary.org, no later than Wednesday, March 25, 2026, 4:00 p.m. EST.

12. Procurement Timeline

| Activity | Due Date |
|--|---------------------------------------|
| IFB Issued: | Wednesday, March 20, 2026 |
| Site Visit RSVP Deadline (via Email): | Wednesday, March 25, 2026 4:00 PM EST |
| Site Visit (Mandatory) | Thursday, March 26, 2026 9:00 AM EST |
| Vendor Questions Due (Bidnet Direct): | Wednesday, April 1, 2026 4:00 PM EST |
| DPL Response to Questions (Bidnet Direct): | Tuesday, April 7, 2026 EOD |
| Bids Due: | Wednesday, April 15, 2026 2:00 PM EST |
| Public Bid Opening (Teams): | Wednesday, April 15, 2026 2:05 PM EST |

13. Public Recording

A virtual meeting has been established for any vendors that may be interested in the public recording of bids for the Detroit Public Library. Please see the following link for the public recording of the bids:

Microsoft Teams meeting
 Join: <https://teams.microsoft.com/meet/27598208444492?p=eNMIDOYpzap9O28qwg>
 Meeting ID: 275 982 084 444 92
 Passcode: fi22nx6i



SCOPE OF WORK

Project Overview

The Detroit Public Library (DPL) is seeking bids from qualified Vendors to provide elevator maintenance services for elevators located throughout Library facilities, as identified in the attached cost schedule. The scope of services includes routine maintenance, inspections, and testing necessary to maintain safe, reliable, and code-compliant operation of all covered equipment.

All work shall be performed in accordance with this Scope of Work, applicable federal, state, and local regulations, and manufacturer requirements.

A. REQUIREMENTS

1. The Vendor shall regularly and systematically examine, adjust, lubricate, and clean the elevators at a time agreeable to the Library. The Vendor shall perform all preventive maintenance and minor repairs necessary to maintain safe, reliable, and code-compliant operation.
2. The base contract shall include routine maintenance and minor repairs associated with normal wear and tear. Major component replacements, including but not limited to hydraulic cylinders, controllers, door assemblies, cab enclosures, cab floors, cab door panels, hoistway door panels, frames, sills, and structural components, are excluded from the base contract and shall be performed on a time-and-materials basis as approved by the Library.
3. Maintenance work shall be performed during normal daytime working hours of the elevator trade, Monday through Friday, excluding holidays, and shall include eight (8) hour callback service.
4. Emergency callback service shall be provided during the hours indicated on the bid sheet.
5. Emergency callbacks requested after the hours indicated on the bid sheet and/or any examinations, adjustments, or repairs conducted at the specific request of the Library during overtime hours shall be paid at the difference between the regular and overtime rate provided in the Vendor's bid.
6. Response to emergency callbacks, as defined by the Library, shall be within one (1) hour after time of call, with a qualified service technician on site during standard service hours. After-hours response requirements shall be as defined in the bid sheet.
7. All testing shall be in compliance with ANSI A17.1, ANSI A17.2, and all applicable federal, state, and local requirements.
8. The cost of materials and labor for repairs due to vandalism, misuse, fire, theft, water damage, Acts of God, or regulatory-required upgrades shall not be included in the contract price. Such work shall be performed on a time-and-materials basis at rates established in the bid and shall not exceed current market pricing.
9. The Vendor shall provide and maintain all necessary inspection and examination forms to ensure compliance with these specifications. These records shall be maintained in each elevator machine room and shall remain the property of the Library.



10. If the maintenance level is questioned by the Library, the City of Detroit Elevator Inspector may be called to verify possible negligence. If negligence is verified, the costs of such inspection and corrective action shall be borne by the Vendor.
11. Evaluation standards shall be met to assure that the elevators are maintained at a performance level consistent with the original design:
 - a. Door Performance: Doors shall open and close smoothly without slamming. Door closing pressures shall comply with applicable codes. Door reopen devices shall operate as originally installed.
 - b. Landing Performance: Landing accuracy shall be plus or minus ½ inch regardless of passenger load up to rated capacity.
 - c. Rated Speed Performance: Rated speed shall be maintained within plus or minus 5%.
12. Schedule of Complete Maintenance Elevator Service Outline: The following schedule of examination and maintenance operations shall be followed. This schedule represents the minimum level of service required. The Vendor shall perform all additional services necessary to maintain required performance standards.

B. SERVICE INTERVALS

Examination shall be provided at the specified intervals. During such examinations, the Vendor shall perform, at a minimum, the following operations:

1. Ride each car; check operation of car and hoistway doors; acceleration, deceleration, floor stops, leveling, and brake action. Make required corrections.
2. Inspect and clean all motors, machines, and generators.
3. Inspect controllers, selectors, and governors.
4. Clean and adjust controller contacts; replace worn contacts and shunts as necessary; verify sequence of operation.
5. Clean commutators; inspect brushes and holders; replace or reset as necessary.
6. Clean direction and accelerating switches.
7. Inspect and adjust brake operation; clean pulley as required.
8. Maintain machine rooms in clean condition.
9. Replace missing or damaged indicator plates, arrows, buttons, and similar components.
10. Replace or repair non-functional lamps.
11. Inspect door monitoring equipment and safety edge units; clean, lubricate, adjust, or repair as required.
12. Test emergency communication systems.

C. QUARTERLY SERVICES

1. Clean hoistway pits and inspect equipment.
2. Inspect governors for proper operation; clean and lubricate; check contacts and components.
3. Inspect door operating equipment including motors, belts, chains, contacts, and controls.
4. Examine wire ropes and fastenings; adjust tension as required.



5. Inspect traveling cables for wear and positioning.
6. Inspect counterweights and structural components; report deficiencies.
7. Clean and lubricate slow-down and stopping switches.
8. Clean and adjust position indicators.
9. Inspect and maintain guides; replace worn or damaged components.
10. Inspect and clean car fan motors.
11. Clean controllers, motors, and generator systems.

D. SEMI-ANNUAL SERVICES

1. Inspect bearings for wear and proper operation.
2. Examine machine gear components for wear or noise.
3. Inspect door locking systems while riding on top of cars.
4. Perform electrical testing of door interlock circuits.
5. Inspect door locks and closing equipment; clean door channels.
6. Inspect guide shoes and fastening systems.
7. Replace or lubricate guides and rollers as required.
8. Clean car stations; inspect switches and buttons.

E. ANNUAL SERVICES

1. Inspect, clean, and repair commutators, brushes, and control motors.
2. Thoroughly inspect and clean control panels; test relays and contactors.
3. Inspect and adjust slow-down and limit switches.
4. Inspect governor and safety systems for proper operation.
5. Inspect and maintain buffers.
6. Drain and replace machine oil; inspect for leaks and gear wear.
7. Overhaul machine brake system.
8. Provide five (5) full-load governor and safety tests in accordance with the City of Detroit Elevator Code, if required during the contract period.
9. Clean and lubricate hoistway door components.
10. Inspect hoist ropes and governor ropes; replace if necessary.
11. Clean rails, hoistway, pit, and structural components; check all fasteners.
12. Each summer, the Vendor shall perform a comprehensive preventive maintenance program covering all mechanical and electrical systems.
13. Perform complete system checks of all logic and control systems.
14. Test fire service and emergency power systems in accordance with applicable codes.
15. Test and maintain elevator communication systems.
16. Inspect and test hydraulic systems in accordance with ANSI standards.
17. The Vendor shall examine, adjust, clean, and lubricate all elevator system components, including but not limited to safety devices, contacts, switches, governors, controllers, door systems, guide rails, brakes, pumps, valves, cables, and associated assemblies.
18. The Vendor shall provide all required lubricants, cleaning materials, and hydraulic fluids in accordance with manufacturer specifications.



F. REPAIR WORK

Repair work not covered under this contract shall:

1. Be approved in advance by the Library.
2. Be performed on-site with minimal disruption.
3. Be completed during normal working hours unless otherwise authorized.

If the Library requests accelerated or 24-hour work, the Vendor shall be compensated at the applicable overtime rates.

G. TIME AND MATERIALS

1. The cost of parts and labor for non-covered repairs shall not be included in the base contract. Such work shall be billed at rates established in the bid and shall not exceed current market pricing.
2. Emergency service shall be billed in accordance with the Vendor's submitted rate schedule.
3. The Vendor shall provide all required documentation to ensure compliance with these specifications.
4. The Vendor shall notify the Library in writing within twenty-four (24) hours of identifying any required repairs or potential system failures.
5. Failure to notify the Library of known issues that result in system failure shall render the Vendor liable for associated repair costs.

H. PROTECTION OF BUILDING AND SITE

1. The Vendor shall take all necessary precautions to protect existing building components, finishes, and surrounding areas.
2. The Vendor shall be responsible for repairing any damage resulting from its operations.

I. WARRANTY

1. The Vendor shall provide the manufacturer's standard one-year warranty against defects in materials and workmanship, where applicable.
2. The Vendor shall provide any additional manufacturer warranties customarily included with repair or replacement materials furnished under this contract, where applicable.

J. SALES TAX EXEMPTION

1. The Detroit Public Library is exempt from Michigan sales tax.
2. DPL will provide its tax exemption documentation for material purchases related to this project.



MINIMUM QUALIFICATIONS AND EXPERIENCE

Vendors must demonstrate the necessary qualifications and experience to successfully perform the scope of work and be eligible to enter into a contract with the Detroit Public Library (DPL). The following information must be included in the Bid:

1. **Project Team Qualifications**
 - Identify the proposed Project Manager who will serve as the primary contact and be responsible for managing all aspects of the contract.

2. **Relevant Project Experience**
 - Describe at least **three (3)** similar projects completed within the past **five (5) years**, preferably for public or institutional clients, demonstrating experience aligned with the Scope of Work.

 - Include references with current contact information for each project.

BID SUBMISSION

Vendors must submit their bid as a **PDF without password protection or restrictions**.

The bid must include the following components:

1. Identification of the offering vendor(s), including name, address, and telephone number.
2. Acknowledgment of any IFB addenda.
3. Name, title, address, telephone number, and email address of the vendor's contact person during the bid evaluation period.
4. A statement confirming the bid will remain valid for a minimum of ninety (90) days from the date of submission.
5. Signature of the person authorized to bind the firm to the terms of the IFB.

BID CONTENT

To be considered responsive, the bid must fully address the following sections of the IFB:

- Overall Scope of Work and Operational Responsibilities
- Vendor's Performance History and Qualifications

BID PRICING

- A detailed fee schedule broken down by facility and/or task, including any optional services.
- Hourly rates, unit prices, or lump sum fees as applicable.
- Any assumptions or conditions related to pricing.



- Payment terms and conditions.

The Detroit Public Library reserves the right to request additional pricing information or clarifications during the evaluation process.

EXCEPTIONS AND DEVIATIONS

Include any approved exceptions and/or deviations to the IFB or addenda. Include any and all of the vendor's own contracts or forms that it considers mandatory to use in connection with performing the Scope of Work. Note that to the extent that a vendor's own contracts or forms contradict or purport to exclude any provisions of the IFB or addenda in whole or in part, the same will be treated as exceptions and/or deviations. Please note that any exceptions and/or deviations not approved in advance by DPL through addenda may result in the rejection of the bid.

OWNERSHIP OF WORK PRODUCTS

All documents, records, and materials generated by the Vendor in connection with the performance of services under this contract shall become the property of the Detroit Public Library (DPL). This includes, but is not limited to, maintenance records, inspection reports, testing documentation, service logs, repair documentation, and any other related deliverables produced as part of the services.

The Vendor shall provide such documentation to DPL upon request and at the completion or termination of the contract. All records shall be maintained in a format acceptable to DPL and in accordance with applicable codes and regulatory requirements.

AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this IFB 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 IFB subject to approval by the Detroit Library Commission.

CONTRACT APPROVAL

Upon contract award, the Library and the vendor 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 vendor shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the vendor prior to such approvals; nor shall the Library incur any liability to reimburse the vendor regarding any expenditure for the purchase of materials or the payment of services.



ADHERENCE TO TERMS OF BIDS

A bid once accepted by the Library may become a binding contractual obligation of the Vendor. Failure of the successful Vendor to accept this obligation and adhere to the terms of the bid may result in rejection of the bid and cancellation of any provisional award.

REJECTION OF BIDS

The Library expressly reserves the right to reject any and all bids, waive any non-conformity, re-advertise for bids, 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.

QUESTIONS

All questions regarding the IFB shall be submitted through www.bidnetdirect.com. Vendors shall provide notice to take exception to any requirements of the Invitation for Bid. Such exceptions may reflect negatively on the evaluation of the Bid. The Library does not guarantee a response to questions not submitted after the question deadline of April 1, 2026, 4:00 pm.

ECONOMY OF PREPARATION

Bids should be prepared simply and economically providing a straightforward, concise description of the vendor's ability to meet the requirements of the IFB. Emphasis should be on the completeness and clarity of content.

PAYMENT

All properly executed invoices submitted by the successful vendor will be paid in accordance with the Library's payment terms (Net 45). The Detroit Public Library does **not** provide advance deposits or upfront payments prior to the commencement of work. Payments will be made only for work completed and accepted in accordance with the terms of the contract.

ASSIGNMENT

The services to be performed by the vendor shall not be assigned, sublet, or transferred, nor shall the vendor 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.

MISCELLANEOUS

It shall be the responsibility of the vendor 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 vendor 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.



MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

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

CHANGES IN FACTS

Vendors shall advise the Library during the time the Bid is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the bid with respect to the vendor or the bid immediately upon occurrence.

CONFIDENTIALITY OF BIDS

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

NEWS RELEASE

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

CHANGES IN BID REQUIREMENTS

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



REFERENCES

Vendors shall provide three (3) references for services outlined in this IFB. References shall be from projects of similar size and scope as the Library. These services should have been provided within the past five (5) 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 Vendor 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

IFB Number: _____ IFB Description: _____

I state that I am _____ of _____
(Title) (Name of Vendor)

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, vendor or potential vendor.
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 vendor or person who is a vendor or potential vendor, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any vendor 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 vendor 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:

City State Zip

TAX ID: _____

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

E-MAIL ADDRESS: _____

PAYMENT TERMS: _____

ACKNOWLEDGEMENT:

I, _____, certify that I have read the INSTRUCTIONS TO VENDORS and that the bid 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)