



Finance and Business Office

Category 2 Main Library Cabling and Network Equipment
Request For Proposal (RFP) Number: DPL-IS-2402

Date of Issue: February 7, 2024

Bid Due Date: March 19, 2024 at 2:00 p.m.

DETROIT PUBLIC LIBRARY SYSTEM (E-rate BEN 17024668)

Fund Year 2023 Form 470 # 240003080

SERVICE SPECIFICATIONS FOR **CATEGORY 2 MAIN LIBRARY CABLING AND** **NETWORK EQUIPMENT**

Responding to this Service Specification

Detroit Public Library System (DPL) requests that all bidding vendors initial all sections confirming that they have read and understand the terms as presented in each section of this service specification.

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. Bids will be received until the date specified in the Procurement Timeline after which time no other responses will be received.

(Vendor Name) has read and understands.

Procurement Timeline

Task	Due Date
Form 470 posted in EPC	February 7, 2024
RSVP deadline for voluntary site visit	February 19, 2024 by 4 p.m.
Mandatory Site Visit/Walkthrough	February 20, 2024 at 10 a.m.
Deadline for vendors to submit questions	February 23, 2024 by 4 p.m.
Answers to questions posted in EPC	February 27, 2024
Deadline for vendors to submit proposals	March 19, 2024 by 2 p.m.

**ALL TIMES NOTED ARE EASTERN TIME*

DPL may, at its sole discretion, extend the due date for the submission of proposals when it is in its best interest to do so. Such extensions shall be done via addendum posted in the E-rate Productivity Center (EPC).

The Library anticipates that the scope of services will commence beginning upon approval of Detroit Public Library Commission. Below is a list of the following desired features; it should be noted that the specifications listed below are not from an architectural report, and represent the Library's best understanding of its cabling and network equipment needs at the Main Library at the time of this RFP:

Work hours will be Monday – Friday eight (8) hour per day with a starting time of 8:00 pm to 4:00 pm.

The Contractor will be responsible for all work, unless specifically excluded, necessary to result in a complete and fully finished project.

(Vendor Name) has read and understands.

Mandatory Site Visit

A mandatory site visit will begin promptly at 10:00 a.m. on February 13, 2023 at Detroit Main Library (5201 Woodward Ave. Detroit, MI 48202). Requests to attend must be submitted no later than the date set forth in the procurement timeline via email to:

Rudy Dale (rdale@detroitpubliclibrary.org)
Torria Love (tlove@detroitpubliclibrary.org)
Andrew Epting (aepting@e-ratecentral.com)

Bid proposals from bidders who do not attend the mandatory site visit will be deemed non-responsive and not evaluated. Requests for additional meetings or site visits will not be granted.

Prospective bidders are to report to Detroit Main Library for the site visit. Free parking is available in the lot on Putnam Street. Attendees are asked to enter through the employee entrance. Late arrivals will not be accommodated.

(Vendor Name) has read and understands.

Communications and Questions

All communication with the DPL regarding this solicitation, including questions or comments, must be submitted no later than the deadline provided in the Procurement Timeline via email to:

Rudy Dale (rdale@detroitpubliclibrary.org)
Torria Love (tlove@detroitpubliclibrary.org)
Andrew Epting (aepting@e-ratecentral.com)

The subject line must include the Form 470 number. Contact initiated by a Bidder concerning this solicitation with any other DPL representative is prohibited. Unauthorized contact may result in disqualification of the Bidder from this solicitation. Answers will be posted to EPC by the deadline provided in the Procurement Timeline. It is the responsibility of every Bidder to ensure they have downloaded the latest version of the Form 470 and/or 470 RFP attachments, including any addenda posted to EPC and BidnetDirect. DPL reserves the right to ask clarifying questions of vendors upon review of proposals.

Product demonstration meetings will not be granted during the competitive bidding period – requests for such will be ignored.

(Vendor Name) has read and understands.

Proposal Instructions

Proposals must be submitted by the deadline for consideration by DPL.

Proposals 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. Bids will be received until the date specified in the Procurement Timeline, after which time no other responses will be received.

Proposals must be signed by an authorized agent of the Bidder to include printed name, title, signature, and signature date. A signature page has been provided as Attachment A for Bidder's convenience.

Proposals are not to be hand delivered, emailed, faxed, or mailed to DPL.

Proposal submissions should include the following:

- Applicant Name (Detroit Public Library System)
- Form 470 number (240003080)
- Offeror's Name
- Offeror's Address
- Offeror's Single Point of Contact (Name, email address, and direct phone number)
- Offeror's SPIN (Service Provider Identification Number)
- Service provider's terms and conditions

Proposals must include all costs associated with providing the requested products/services to the DPL including but not limited to taxes, shipping, etc.

Proposal pricing shall be included on the attached pricing sheet [Proposal_Pricing_Sheet_DPL_C2] and be submitted in xls or xlsx format.

Proposed service fees for each piece of equipment should:

- be shown as separate line item charges,
- include the E-rate eligible percentage, and
- be categorized as IC, BMIC, and/or MIBS.

(Vendor Name) has read and understands.

Equipment/Service Request

DPL is seeking proposals for two projects described below:

1. Main Library Low Voltage Cabling Project
2. Category 2 Network Equipment

Bidders may submit bid responses to individual projects and/or both projects. Bidders who intend to submit proposals for Project 2 only are not required to attend the mandatory site visit.

Installation service is required. Proposals not including pricing for installation will be considered non-responsive and not evaluated.

Proposals are requested for the makes/models specified or equivalent. Proposals containing alternative makes/models are required to submit product specifications and documentation to establish that the equipment is equivalent to the requested solution.

Project 1: Main Library Low Voltage Cabling Project

Under the Main Library Low Voltage Cabling Project, DPL is seeking proposals to re-cable approximately nine departments within DPL's Main Library. DPL estimates that this project will require up to 600 cable drops. Additionally, this project will require bidders to remove and replace the Main Library's copper backbone with multi-mode fiber.

Installation Location

Entity Name	Street	City	State	Zip
Detroit Public Main Library	5201 Woodward Ave.	Detroit	MI	48202

DPL requires prospective bidders to attend the mandatory site visit. At the mandatory site visit, prospective bidders will have the opportunity to tour the Main Library and construct their item list or bill of materials based on that site visit.

DPL estimates it needs 500 Cat6a drops with approximately 150,000 linear feet of Cat6a cable are needed for the entire scope of the project. DPL estimates that the average cable run is approximately 250 linear feet at the Main Library but could vary depending on the site visit and the Offeror's opinion of the most cost effective solution. Additionally, DPL has provided preferred or suggested equipment in Table 1 below. DPL does not provide any estimated quantities in Table 1 because it is the bidder's responsibility to attend the mandatory site visit and determine DPL's needs. DPL reserves the right to increase or reduce quantities and buy some, all, or none of the listed equipment.

Scope of Work and Technical Specifications

DPL provides the following scope of work and technical specifications regarding Project 1. Proposals including alternative equipment must include all related components required for successful installation, configuration, and activation including but not limited to patch cables, power supplies, etc. DPL will be the arbiter of whether the proposed solution is functionally and technically equivalent to the requested solution.

The requested cabling work described herein seeks removal and replacement of existing cabling and deployment of new cabling in nine departments of the Main Library. The DPL Main Library is an historical building and the building environment within the departments can vary, as such, DPL does not describe the building environment, building materials, or construction characteristics of department in this RFP. DPL requires all prospective vendors to attend the mandatory site visit in order to understand the building environment at the Main Library.

DPL has included Exhibit A which provides prospective bidders with supplemental information relating to Data Closet Rack Information, Sample Rack Design, and Cable Color Coding. Prospective bidders are not to construct their bid proposals based on the information in Exhibit A only. Prospective bidders are required to attend the mandatory site visit in order to determine the make, model, and quantity of equipment the Main Library requires.

Cable Specifications: Data distribution cables shall be Panduit TX6A-SD or equivalent. All data distribution cables shall meet or exceed the Category 6A specifications of TIA-568-C.2. All cable

installed in an air plenum environment must be plenum rated and have low smoke properties in accordance with Article 800-3(d) of the National Electric Codes. Contractor shall ensure that plenum-type cable is installed where required. The Contractor must be a certified installer of the manufacturer they are representing. A statement of manufacturer's warranty must be included in your bid quote. All cables must be certified.

Wall Installation: Preferably, single drop locations should be fished through the walls but when conditions are less desirable, raceway or conduit should be used.

Raceway Installation: Drops unable to be fished should receive raceway that will route from above the drop ceiling to the outlet locations. All necessary covers, end caps and fittings will need to be provided for a complete surface mount raceway. All colors of raceway must be coordinated with the Project Manager.

Cable Installation Specifics: All cable must be run inside the wall, ceiling, or with surface mount raceway.

Cables need to be properly dressed and secured. All cables and faceplates must be labeled with a machine-generated label per Industry Standards. Cabling system within IDF should include Panduit CAT 6A patch panels or equivalent to replace the current CAT 5 solution. Existing CAT 5 cable may be removed to make room for the CAT 6A cable. Handoff cable runs must be yellow in color. Installation includes all accessories with terminations that includes outlet connections and patch panels.

- A. All cables shall be independently supported throughout the entire project as recommended in ANSI/TIA/EIA 568B, 569B and in the BICSI TDM 13th Edition or most current versions.
- B. All cables shall be protected from harm while passing through spaces that are either not the property of the Library or are under construction.
- C. Cables shall be installed in accordance with ANSI/TIA/EIA 568C.1 and TIA-569-C standards.
- D. Cables shall be routed point-to-point home-run). Cables shall not be spliced.
- E. All cable runs must have an approximate of ten (10) foot service loop on the IDF end of the cable and at least three (3) foot service loop at the jack end.
- F. The ideal requirement is for all cabling installed in the ceiling to be hung with at least eight inches of clearance above the finished ceiling. All cable must be routed to avoid fluorescent light fixtures or electric motors.
- G. The outside sheath of any cable shall not be damaged.
- H. The Contractor shall terminate cables properly on both ends.
- I. The Contractor shall provide proper temporary protection for cables after pulling is complete but before final dressing and termination are complete. Cable shall not be left lying on the floor. Cable shall be bundled, and tie wrapped above the floor ready for termination.
- J. The Contractor shall use Velcro-style straps to tie-wrap all cables. Tie-wrap shall occur on two (2)-foot intervals when supported by ladder rack or any exposed cable (i.e., when running from ladder rack down to the equipment racks).
- K. Velcro-style straps ties shall be used where required to properly support cables and to protect them from harm of other environmental elements. (i.e., to be used in ceilings to keep cables off of lighting fixtures or ceiling grids).
- L. During installation, the Contractor shall comply with the manufacturer's recommendation for pulling tensions.

- M. The Contractor shall comply with the manufacturer's recommendation for the short and long-term minimum bend radius.
- N. Installation includes J-Hooks or bridal and rings as required.

Workstation Termination

- A. All cable, connecting hardware and terminations shall meet the following standards:
 - 1. TIA/EIA 568-C.2, 568-C.3 and all current TSB, addenda, and revisions at the time of installation.
 - 2. Industry standards and methods.
- B. The Contractor shall:
 - 1. Install all connecting hardware per manufacturer's instructions and recommendations.
 - 2. Field terminate all cables unless otherwise noted.
 - 3. Terminate cables in proper order and sequence.
 - 4. Utilize proper tools when performing terminations.
 - 5. Leave no more than a 0.25-inch of untwisted cable at the terminated ends.

Workstation Cable Run Length: The maximum run of cable from any workstation to the IDF closet shall not exceed 290 linear feet with an allowance for patch cords. The overall length of the circuit (including patch cords) from desktop device to LAN equipment shall not exceed 100 meters (328 feet).

IDF Termination Details: All data station cables shall be terminated onto rack-mounted patch panels. The Contractor must patch to the switch port.

Patch Panels: Panduit 24 or 48 port Category 6A rack-mounted modular patch panels, or equivalent. Patch panels shall be wired according to TIA 568B. All patch panels shall provide space for a label for each port in the back.

Installation Guidelines:

- A. Provide and install modular patch panels onto racks in the IDF for terminating the data distribution cables and Velcro-style straps.
- B. Provide and install machine-printed label strips on both ends of all patch cable. The naming convention will be provided by DPL.
- C. Terminate the distribution cables in proper outlet labeling order.
- D. Terminate individual cable pairs utilizing proper tool.
- E. Provide and install horizontal and vertical wire management panels, if not currently installed. There shall also be a wire management panel between each 2 rack units of flat modular patch panel.

Station Patch Panel Configuration: The Contractor shall install the data station cables such that the data ports appear from left to right on the station patch panel with "Data 1" appearing next to "Data 2" and so on across the entire row before moving down to the next row. Each patch panel port shall have a typed, non-smearing label using a self-adhesive sticker indicating the port number in accordance with the Cable Identification and Labeling Section. All labels shall be machine generated. Hand-written labels will not be accepted.

Category-6 Cable System Test: All cable runs must be certified, and contractor shall provide DPL with a digital and/or printed copy of certification.

- A. Each data outlet and cable shall be tested and certified for permanent link compliance with TIA Category 6A.
- B. Each pair shall be tested end-to-end (from the outlet port through the port at Category 6A data patch panels). End-to-end attenuation loss and near-end cross talk shall be tested from 0.772 to 250 MHz and shall meet or exceed Category 6A TIA 568-C requirements.
- C. All tested cables shall pass all performed tests. End-to-end attenuation loss and NEXT shall meet or exceed Category-6, TIA 568-C requirements.

Test Results: The test results for all UTP cables shall include:

- A. Overall cable length
- B. System continuity
- C. Proper connectivity
- D. Open pairs
- E. Short circuits
- F. Reversed pairs
- G. EMI noise induction
- H. Damaged cable
- I. Stretched, kinked, or crimped cable
- J. Attenuation load in dB
- K. NEXT in dB

Successful Test / Certification:

- A. The Contractor shall download the results and measurements obtained from the cable point testing to a computer program. The Contractor shall tabulate individual test results in chart and graph forms. The test result shall be submitted to the Library and the Library's architect for evaluation and approval. The Contractor shall comply and implement all comments from the Library or the architect without any additional cost to the Library.
- B. If a problem or fail test occurs, the Contractor shall evaluate and remedy the problem without any additional cost to the Library.
- C. After a problem has been remedied, the Contractor shall retest the circuit and resubmit the test result to the Library for analysis. The Contractor is to continue this process until problem is fixed.
- D. The Contractor is responsible for correcting and resolving any issues raised by the Library or its representative with respect to workmanship or deviation from standards stated herein.

Documentation: The Contractor will provide documentation of the cable routes for approval prior to commencement of work. The above tests results shall be furnished in writing to the Detroit Public Library prior to acceptance. DPL requires bidders provide Cabinet Documentation in a digital and printed format. The Cabinet Documentation shall include essential information such as, but not limited to:

- A. Equipment Make and Model
- B. Port Configuration
- C. Warranties
- D. Servicing Information
- E. Technical Support Contact Information

Table 1 is for illustrative purposes only. In general, DPL has no preference for the suggested equipment needs listed below. However, in some cases, DPL does provide a preferred equipment manufacturer. Bidders are required to attend the mandatory site visit to determine the needed quantities for the equipment below.

Table 1: Suggested Equipment Needs

Make	Model
Vertical Cable	Cat 6a patch cables
SignaMax	Patch Panel (24p)
SignaMax	Patch Panel (48p)
Hammond	Cable Management
Leviton	PDU 5500-190
Vertical Cable	Wire management to the cabinet
C2G	Wall gang box
Vertical Cable	Face plates
WireMold	Floor Raceway
No Preference	Bridle ring with saddle 4" (654RS)
Garvin	Bridle ring with saddle 2" (648RS)
No Preference	Beam Clamp (JH966-100)
No Preference	Bat Wing Multi-Function Clip
Vertical Cable	RJ 45
Vertical Cable	Cat 6A Keystone jack
No Preference	Velcro
Brady Labels	Labels
C2G	Raceway
Vertical Cable	1-Port Keystone Jack Surface Mount Box
No Preference	Interior and Exterior Conduit, accessories
No Preference	Fiber Patch Panel
No Preference	Rack
Hammond	20U 24W 25.7D Swing Out Wall Cabinet w/ Vented Door (HWM2420U20BK)
No Preference	Multi-Mode Fiber

Project 2: Category 2 Network Equipment Project

Under the Category 2 Network Equipment Project, DPL is seeking proposals for the purchase and installation of wireless access points and 48 port switches.

Make	Model	Model #	Quantity
Meraki	MR-86 Access Point	MR-86	2
Meraki	Antenna Set	MA-ANT-20	4
Meraki	MR-56 Access Point	MR-56	10

Meraki	Access Point Right To Use Licenses – 5 year	LIC-ENT-5YR	12
Meraki	12 Port Switch	MS130-12X	2
Meraki	12 Port Switch Right To Use Licenses – 5 year	LIC-MS130-12X-5YR	2
Meraki	48 Port Switch	MS225-48FP-HW	5
Meraki	48 Port Switch Right To Use Licenses – 5 year	LIC-MS225-48FP-5YR	10
Meraki	FS 10G SFP+ Transceivers	SFP MA-SFP-10GB-SR	22
Meraki	.5 Meter Stacking Cable	MA-CBL-40G-50CM	10
Meraki	1 Meter Stacking Cable	MA-CBL-40G-1M	2
Meraki	1 Meter Twinax Cable	MA-CBL-TA-1M	2
No Preference	1 Meter Fiber Patch Cables	LC – LC OM3 MM	6
No Preference	2 Meter Fiber Patch Cables	LC – SC OM3 MM	6

Quantities requested are DPL’s best estimate and may be adjusted as recommended by the offeror. DPL reserves the right to increase or reduce quantities and buy some, all, or none of the listed equipment.

(Vendor Name) has read and understands.

Contract Term and Modifications

Term of service for contract is upon Detroit Public Library Commission approval (estimated to occur before July 1, 2024) until September 30, 2025. DPL has the option to move forward with or cancel contracts based on its renovation needs at the Main Library.

The quoted pricing must not assume DPL will purchase full quantities listed in the proposal. DPL reserves the right to place orders on an as-needed basis and will be under no obligation to order all products/services at once.

The quoted pricing shall be fixed for the full award term of the contract. Bidders proposing equipment whose prices may increase depending upon U.S. government tariffs imposed on imports (or other economic factors beyond the Bidder’s control) are encouraged to (a) identify such products in their offers, and (b) propose an acceptable methodology for limiting price adjustments over the life of the contract.

Substitutions for equivalent equipment must be agreed upon in writing by both parties prior to finalization of any changes/deviations from the original agreed upon equipment list.

DPL requests that offerors be able to provide the school with Service Provider Invoicing (SPI).

(Vendor Name) has read and understands.

Disqualifying Factors

Proposals will be disqualified for the following reasons:

- Unauthorized Service Provider contact with DPL.
- Proposal submitted after the posted due date.

- Proposal includes generic/encyclopedia price lists and/or solution is proposed by an artificial intelligence system that does not take into consideration the specific needs of DPL.
- Bidder did not attend the mandatory site visit (applies to Project 1 only).

Bid Evaluation Factors

Prospective bidders should be aware that the evaluation of their proposals may be adversely affected by the following factors:

- Proposal does not fully meet Service Requirements
- Proposal does not provide definitive costs for the services.
- Proposal does not guarantee service by the requested date.
- Proposal requires an initial contract term longer than 15 months.
- SPI billing is not offered/available.

E-rate Specific Considerations/Information

Licensing for new equipment is often considered by USAC to have Basic Maintenance of Internal Connections or Managed Internal Broadband Services components, which is the reason BMIC & MIBS are listed on this Form 470.

Per USAC E-rate rules, “cost of eligible services” will be the highest valued criterion in the evaluation process; however, other criteria with a lesser value may also be considered.

Service providers proposing to temporarily loan equipment for product demonstration and/or evaluation purposes are required to clearly state that such loans are of limited duration. Product demos extending beyond thirty (30) days must be explicitly authorized by both parties and provided at a fair market rate.

By submitting a proposal on the requested services herein, the vendor certifies its proposed services and/or products comply with Part 47 Section 54.9 and 54.10 of the FCC rules which prohibits the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain. See <https://www.usac.org/about/reports-orders/supply-chain/> for more details.

As required by Section 54.500(f) of Part 47 of the Code of Federal Regulation all bids in response to this RFP must offer the lowest corresponding price (LCP) which is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See the following for more information on the requirements relating to LCP:

<https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>.

Additional Considerations/Information

DPL reserves the right to award all, part or none of the services set forth in this procurement. This procurement in no manner obligates DPL until a valid signed contract and/or valid Purchase Order is executed.

After final contract is negotiated, approved, and awarded, all proposal documents pertaining to this procurement will be open to the public, except for material which is proprietary or confidential. DPL will not make public any pages of a proposal on which the Offeror has stamped or imprinted “Proprietary” or “Confidential” subject to the following requirements. Proprietary or confidential data shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential portion of the

proposal. The price of products offered, or the cost of services proposed shall not be designated as proprietary or confidential information.

Subject to contract restrictions, services may be reevaluated for cost-effectiveness at any time during the life of the agreement.

Offerors proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on imports are encouraged to (a) identify such products in their offers, and (b) propose an acceptable methodology for limiting price adjustments over the life of the contract.

By submitting a proposal, the Offeror certifies that no relationship exists between the Offeror and DPL that interferes with fair competition or is a conflict of interest; and no relationship exists between such proposee and another person or firm that constitutes a conflict of interest that is adverse to DPL.

(Vendor Name) has read and understands.

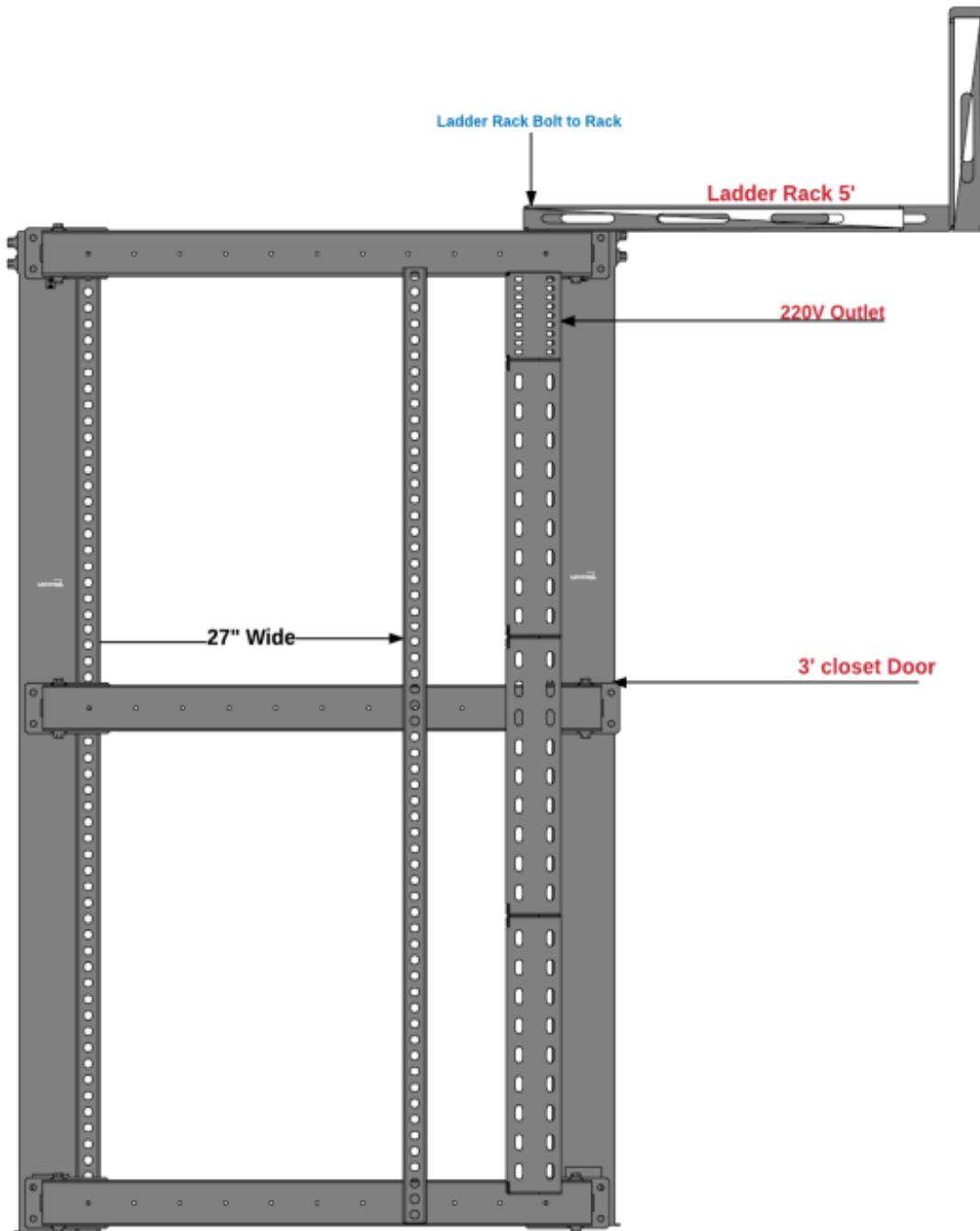
Scoring Criteria

Selection Criteria:	Weight*
Cost of E-rate Eligible Products/Services	30%
Meets/Understands Needs	20%
Compatibility with Existing Network	20%
Quality of Proposals and/or References	15%
Technical Ability	15%

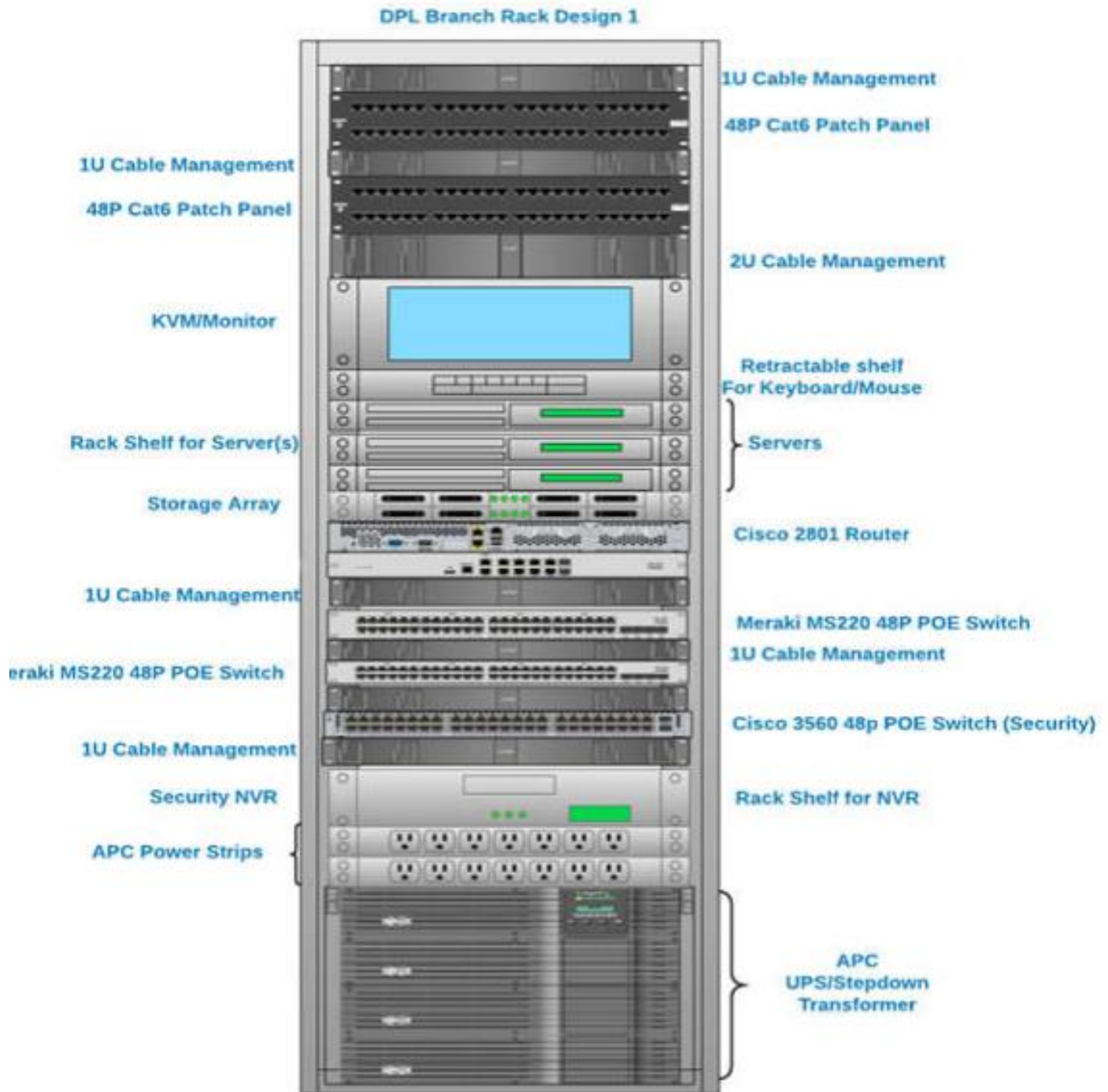
Exhibit A

The following images are supplements to this RFP and represent the current state of network equipment infrastructure and topology.

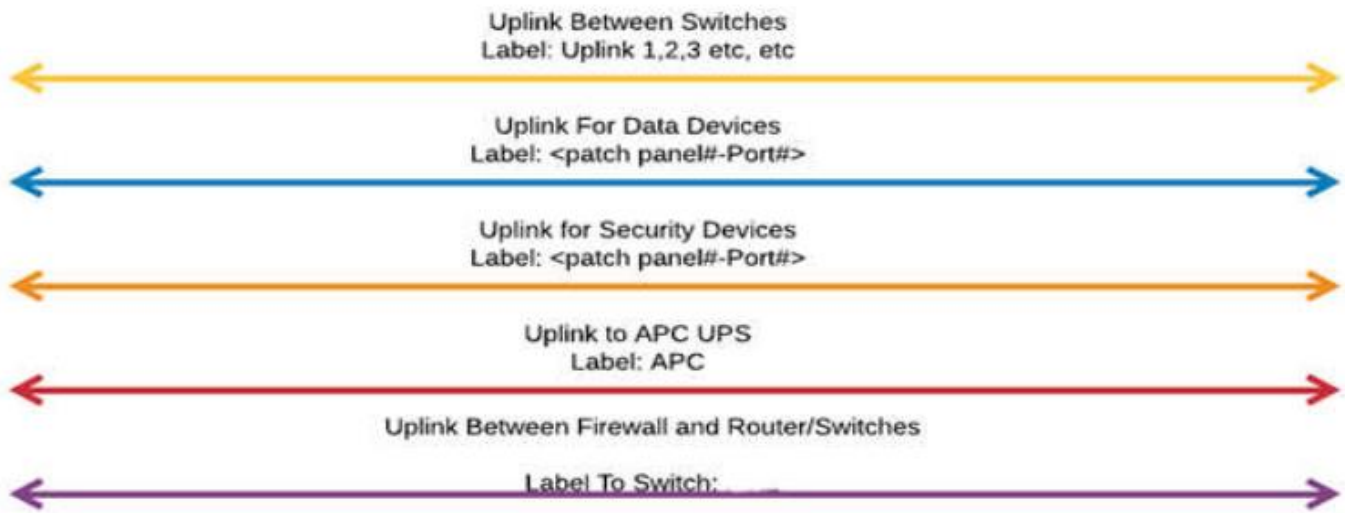
Data Closet Construction: Rack Placement



Closet Design: Sample Branch Library Rack Design 1



Rack Patch Cabling Identification



Device

INSTRUCTIONS TO BIDDERS

1. Firms responding to this Request for Proposal (“RFP”) shall submit their bid in the overall format as outlined in this solicitation.
2. Bidders shall submit **one original copy**, electronically, identifying the response as follows:

- Bid Title: **Category 2 Main Library Cabling and Network Equipment**
- Project Number: **DPL-IS-2402 Fund Year 2024 Form 470 # 20003080**
- Bid Due Date: **March 19, 2024 @ 2:00 pm**
- 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.

4. **Late Bids will not be accepted or considered.** It is the responsibility of the Proposer 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.
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 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 the 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 RFP.
 - 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 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 bid.
10. Public Recording

A virtual meeting has been established for any prospective proposers 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:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 245 064 878 04

Passcode: pfHYjR

REQUEST FOR PROPOSAL:

CATEGORY 2 MAIN LIBRARY CABLING AND NETWORK EQUIPMENT

1. INTRODUCTION

DPL requests bids from qualified firms to provide low voltage network cabling and network equipment for the DPL's Main Library.

2. MINIMUM QUALIFICATIONS

Bids 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

A bid 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 bid 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 a single award as a result of this RFP.

6. GENERAL SPECIFICATIONS

The Detroit Public Library is the largest library system in the State of Michigan. The Main Library and its 21 neighborhood branches make it one of the most valuable and accessible public institutions in Metropolitan Detroit.

7. AWARD

The Library reserves the right to accept or reject any and all quotes, to make a partial award, or to make a multiple Contractor award. The acceptance or rejection of any or all quotes and the making of an award or a partial award will be at the sole discretion of the Library. The Library reserves the right to request additional information. The contract shall be awarded to the most cost effective, responsive, responsible bidder or bidders as determined by the Library.

8. CLARIFICATION OF QUOTES

The Library reserves the right to obtain clarification of any point in the quote or to obtain additional information necessary to properly evaluate a particular quote. Failure of a Contractor to respond to such a request for additional information or clarification could result in rejection of the quote.

9. ACCEPTANCE OF RFP TERMS

A quote submitted in response to this RFP shall constitute a binding offer. The supplier shall identify clearly and thoroughly any variation between its offer and this RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance. Contractor's authorized representative may withdraw quotes only by written request received before the quote due date.

10. PAYMENT TERMS

Payment will not be authorized until a final inspection and approval has been completed. Additionally, all invoices shall be submitted electronically to accountspayable@detroitpubliclibrary.org. All invoices shall be clearly legible and contain the following information:

1. Company Name, Address and Phone Number
2. Unique Invoice Number
3. Accurate Item Description
4. Quantity
5. Unit Price
6. Net total cost, after any applied discount
7. Purchase Order Number
8. Date and Location of Delivery

It is the responsibility of the successful bidder to submit a properly completed invoice. Failure to submit a proper invoice will result in delay of payment. Each supplier must register with the City of Detroit at www.detroitmi.gov/supplier to receive payment.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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

Each company shall provide evidence of experience, any required licenses, and list of equipment required to provide the requested services (in an attachment). Also, please provide three (3) references for projects of a similar size and scope as that of the Library.

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	

Attachment

NON-COLLUSION AFFIDAVIT

RFP Number: _____ 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: _____

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 vendors' 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, Procurement Department at 5201 Woodward Avenue, Detroit, Michigan, 48202, to remain on the particular vendor 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 vendor list (explain why below).
- ☐ Other (specify below).

Remarks:

Signed: _____ Title: _____

Firm: _____

Address _____
(Street) (City) (State) (Zip)

Phone: (____) _____ Fax: (____) _____

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

The prospective company certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three-year period preceding, had one or more public transactions (federal, state or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for rejection of this proposal/bid or the termination of award.

☐ I am able to certify to the above statements:

Company Name

Name and Title of Authorized Representative – Print

Signature of Authorized Representative

Date

☐ I am unable to certify to the above statements (See Attached Explanation).

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, Procurement Department, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates.

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 period of performance.

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: (____) _____

E-MAIL ADDRESS: _____

WARRANTY: _____

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.

The undersigned affirms that the cost of all work covered by the following Addenda are taken into consideration when providing price and other elements of the vendor's proposal.

Addendum No. _____	Date _____	Addendum No. _____	Date _____
Addendum No. _____	Date _____	Addendum No. _____	Date _____

COMPANY REPRESENTATIVE'S NAME:

(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

(Signature)

(Date)

