



INVITATION FOR BID

**Furnish: Pest Control Services at All Detroit
Public Library Locations for a Three Year
Period**

Company Name: _____

**IFB No. IFB-CL-1806
Date of Issue: March 28, 2018
Bid Due Date: April 18, 2018 at
2:00 p.m.**

IFB NO. IFB-CL-1806

The Detroit Public Library is requesting sealed bids from qualified bidders to furnish the Pest Control Services for All Detroit Public Library locations.

Bids are to be addressed and delivered to the Purchasing Department of the Detroit Public Library, in accordance with the bid instructions and all other requirements as referenced in this document. Bids will be received until April 18, 2018 at 2:00 p.m., local time, at which time a representative of the Purchasing Department will publicly read the names of those companies submitting bids. No other public disclosure will be made until after award of contract.

INSTRUCTIONS TO BIDDERS

1. Firms responding to this Invitation for Bid (“IFB”) shall submit their bids in the overall format as outlined in this solicitation.
2. Bidders shall submit **one original and one copy** in a sealed package or envelope listing the following information on the outside:

- Bid Title: Pest Control Services at All Detroit Public Library Locations
- Bid Number: IFB-CL-1806
- Bid Due Date: April 18, 2018 @ 2:00 p.m.
- Company’s name and address

Bid must be signed to be acceptable

3. Bids shall be submitted to:

Detroit Public Library
Purchasing Department
5201 Woodward Avenue
Detroit, MI 48202

No telephone, electronic, or facsimile proposals will be considered.

Please note: The Library is closed to patrons on Monday however, the business offices are open. Access to the building when the main entrances are closed is through the Staff Entrance on Putnam Street.

To facilitate distribution and evaluation, the bids shall be single-sided black and white copies. The response shall include all information specified and required pricing sheets.

4. **Late Bids will not be accepted or considered.** It is the responsibility of the Proposer to ensure that the bid arrives at the Detroit Public Library’s Purchasing Department prior to the date and time indicated. Telephone quotes will not be accepted and bids submitted electronically are not acceptable. Bids must be sent by mail or hand delivered, allowing sufficient delivery time to ensure receipt in the Purchasing Department by the deadline specified. Time and date validation will occur in the Purchasing Department. All bids 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 with any amendments and updates. The Detroit Public Library officially distributes bid documents from the Purchasing 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 Purchasing Department or the MITN website are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, www.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 bids received as a result of this IFB.
 - 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.
9. All bids and other materials submitted shall become the property of the Detroit Public Library.
10. All changes in the IFB documents shall be through written addendum and furnished to all bidders. Verbal information obtained otherwise will not be considered in awarding of the bid.
11. Any questions concerning the submission of bids and/or the specifications shall be submitted, in writing, to:

Christina Ladson
Purchasing Manager
Detroit Public Library
Email: cladson@detroitpubliclibrary.org

GENERAL REQUIREMENTS

The Detroit Public Library serves the citizens with various branches throughout the City of Detroit. It is an independent, municipal, tax-exempt corporation. The Main Library is located at 5201 Woodward Avenue, in the cultural center of the city. The branches are disbursed into the neighborhoods to make available the services to the residents. The days of operations at the branches varies with the season i.e. summer and winter hours.

Prospective bidders shall meet the following minimum qualifications:

- a) The Bidder or its subcontractor must have five (5) years' experience providing pest control services in commercial and or government facilities within the last five (5) years.
- b) The Bidder or its subcontractor must have worked on at least three comparable projects.
- c) The Bidder or its subcontractor must have a Pesticide Application Business License in Category 7A issued by the Michigan Department of Agriculture and Rural Development (MDARD) and have attended and approved IPM training Program which is required before making a pesticide application in public buildings.

Failure of the Bidder to meet with the minimum qualifications will eliminate its bid from any further consideration.

Specifications

The Library is seeking a dependable pest control service that is effective and responsive to our needs. Health and safety of our employees and customers is paramount and the use of chemicals, baits and traps must be used a manner that is efficient and complies with all Federal, State and local regulations. The services shall include:

- 1. Areas to be inspected and treated:
 - Regular Service Area of Patrons including all rooms, conference rooms, etc.
 - Building - Outer Perimeter and Foundation
 - Building Entry Points
 - Administrative Offices
 - Restrooms
 - Basements, if applicable
- 2. Special Services – Complete Building Fumigation for Identified Pests
- 3. Monthly Monitoring – All areas of the buildings listed in the attached price sheet with Main Library being bi-monthly utilizing the same technician.

4. Service Reports– The supplier shall provide a written detailed service slip after each visit. The Service Report shall include the following details:

- Covered pest activity
 - Product applications and equipment installation (including specific locations); and
 - Sanitation structural concerns or recommendations.
5. Provide copies of Material Safety Data Sheets (MSDS) to The Facilities Department for distribution to all facilities.

References:

Prospective contractors shall provide three references for the services outlined in this IFB. 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	

Branch Location Site Visits

The branch locations have been separated, to the greatest extent possible, based upon geographic location. Each bidder is required to perform a site inspection of the branches prior to submitting a bid. No adjustments to the bid will be considered due to the Bidder's failure to visit the specified locations.

Acknowledgement:

I, _____, certify that a company representative has visited each location and is familiar with the specific requirements for completing the required services at each branch.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

Prices

Prices are to be held firm for duration of the initial year of this agreement.

Please indicate pricing for the subsequent years

Prices are firm for the initial year and subject to the following increase not to exceed:

_____ (%) Increase – 2nd Year Period
_____ (%) Increase – 3rd Year Period

Award

The Detroit Public Library anticipates one award of this contract to the lowest, responsive and responsible bid, provided the bid is reasonable and it is in the best interest of the Library to accept it. The bidder to whom the award is made will be notified of such award at the earliest practicable date.

The Library also reserves the right to reject the bid of any bidder who has previously failed to perform, or to complete a contract of a similar nature; or who, in the opinion of the Library is not in a position to perform the Contract. In addition, the following criteria will be utilized for determining the lowest responsible bidder:

1. Maintains a permanent place of business
2. Has adequate financial resources to meet the obligations of the proposed contract.
3. Has appropriate equipment to perform the work properly and expeditiously.
4. Has appropriate staff with requisite experience.

The recommended contract will be submitted to the Detroit Public Library Commission for approval. It is anticipated that the services will begin upon Commission approval and after receipt of correct insurance and bonds.

If awarded a contract, the supplier agrees to fully complete the work in accordance with DPL's requirements. Past performance and experience may be factors in making this award.

Protection of Work, Persons and Property

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

Performance Bond

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

APPENDIX A

Certificate of Insurance

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

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

APPENDIX B
NON-COLLUSION AFFIDAVIT

IFB 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, Purchasing 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/IFB.
- ☐ 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: () _____

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

E-MAIL ADDRESS: _____

PAYMENT TERMS: _____

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.

COMPANY REPRESENTATIVE'S NAME:

(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

(Signature)

(Date)



ATTACHMENT C

PEST CONTROL SERVICES PRICE SHEET

Line Item	Scheduled Service Visit	Location	Estimated Quantity	Unit of measure	Unit Price	Extended Price
MONTHLY						
				Every Month		
1	Service Building	5828 Third Street	12	Monthly	\$ /Month	\$
2	Bowen Branch	3648 W. Vernor	12	Monthly	\$ /Month	\$
3	Chandler Park Branch	12800 Harper	12	Monthly	\$ /Month	\$
4	Chaney Branch	16101 Grand River	12	Monthly	\$ /Month	\$
5	Chase Branch	17731 W. Seven Mile Road	12	Monthly	\$ /Month	\$
6	Conely Branch	4600 Martin	12	Monthly	\$ /Month	\$
7	Douglass Branch	3666 Grand River	12	Monthly	\$ /Month	\$
8	Skillman Branch	121 Gratiot	12	Monthly	\$ /Month	\$
9	Duffield Branch	2507 W. Grand Blvd.	12	Monthly	\$ /Month	\$
10	Edison Branch	18400 Joy Road	12	Monthly	\$ /Month	\$
11	Franklin Branch	13651 E. McNichols	12	Monthly	\$ /Month	\$
12	Hubbard Branch	12929 W. McNichols	12	Monthly	\$ /Month	\$
13	Jefferson Branch	12350 E. Outer Drive	12	Monthly	\$ /Month	\$
14	Knapp Branch	13330 Conant	12	Monthly	\$ /Month	\$
15	Lincoln Branch	1221 E. Seven Mile Road	12	Monthly	\$ /Month	\$
16	Monteith Branch	14100 Kercheval	12	Monthly	\$ /Month	\$
17	Parkman Branch	1766 Oakman Blvd.	12	Monthly	\$ /Month	\$
18	Redford Branch	21200 Grand River	12	Monthly	\$ /Month	\$
19	Sherwood Forest Branch	7117 W. Seven Mile Road	12	Monthly	\$ /Month	\$
20	Wilder Branch	7140 E. Seven Mile Road	12	Monthly	\$ /Month	\$
Monthly Total					\$	\$

Line Item	Scheduled Service Visit	Location	Estimated Quantity	Unit of measure	Unit Price	Extended Price
BI-MONTHLY						
1	Main Library	5201 Woodward Avenue	24	Bi-Monthly	\$ /Bi-Monthly	\$
Total					\$	\$