



INVITATION FOR BID

**Furnish: Moving Services on an As-Needed Basis for
Detroit Public Library for a Three (3) Year Period**

Company Name: _____

**IFB No. IFB-CL-1916
Date of Issue: January 11, 2019
Bid Due Date: January 22, 2019
by 2:00 p.m.**

IFB NO. IFB-CL-1916

The Detroit Public Library is requesting sealed bids from qualified bidders to furnish Moving and Packing Services for All Detroit Public Library locations for a three (3) year period.

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 January 22, 2019 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: Moving and Packing Services for Detroit Public Library
 - Bid Number: IFB-CL-1916
 - Bid Due Date: January 22, 2019 @ 2:00 p.m.
 - Company’s name and address

Bid shall 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 Library undergoes renovation projects at the branches, which requires all of the contents to be relocated while the branch is under renovation. Additionally, there has been building emergencies requiring the closing of a particular locations, thus creating the need for moving services.

Prospective bidders shall meet the following minimum qualifications:

- a. The Bidder shall have a minimum of five (5) years' experience providing Moving Services for commercial and/or governmental entities. These services shall have been provided within the last five (5) years.
- b. The Bidder shall provide of proof of adequate moving equipment, e.g. material handling equipment, trucks, necessary to provide the requested services.

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

General Requirements

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

Services include:

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

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

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

3. Moving shall be conducted in the following manner:
 - Moves will be scheduled at least one (1) week prior to scheduled move date. In the event of an emergency, the Contractor will be provided as much prior notice as is practicable
 - Sufficient manpower to complete the move in a continuous operation
 - Sufficient supervision to ensure move is carried out in an efficient mannerEquipment and Supplies:
 - Contractor shall possess all material handling equipment, trucks, etc. to provide services
 - Materials shall be packaged in containers that will be new or serviceable used containers; Tape shall be of good quality

Prices

LABOR: Please indicate at which point the hourly rate begins for labor:

- Labor Rate begins at home location*
- Labor Rate begins at Assigned Work Site*

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

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

EQUIPMENT AND SUPPLIES

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

TRANSPORT VEHICLE

Transport Vehicle	\$ _____/Hour Or \$ _____/Flat Rate
Transport Vehicle-Large	\$ _____/Hour Or \$ _____/Flat Rate
Disposal Fee	\$ _____/Hour Or \$ _____/Flat Rate
Gasoline Surcharge (if applicable)	\$ _____

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

Prices are firm for the initial contract period and subsequent two renewal periods.

Prices are firm for the initial contract period and subject to the following increase for both renewal periods (not to exceed):

_____ (%) Increase

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

_____ (%) Increase – Year #2

_____ (%) Increase – Year #3

Payment Terms

The Detroit Public Library's payment terms are Net 45 Days. Payment will not be authorized until a final inspection 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.

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.

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	

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)*