

## **INVITATION FOR BID**

**Furnish: Provide Uniforms for Detroit Public Library Security for a  
One-Year Period with One (1) Year Renewal Option**

**Company:**

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**IFB No. IFB-CL-1918**

**Issued: March 6, 2019**

**Bid Due Date: March 20, 2019 by 2:00 p.m.**

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## **IFB-CL-1918**

The Detroit Public Library is requesting sealed bids from qualified bidders to provide Uniforms for Detroit Public Library Security for a One-Year Period with One (1) Year Renewal Option.

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 shall be received until March 20, 2019 by 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: Provide Uniforms for Detroit Public Library Security for One-Year with One (1) Year Renewal Option
  - Bid Number: IFB-CL-1918
  - Bid Due Date: March 20, 2019 by 2:00 p.m. (local time)
  - 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 shall 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](http://www.bidnetdirect.com) and obtain an official copy.

6. Bids shall 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](mailto:cladson@detroitpubliclibrary.org)

## Uniform Requirements

Furnish Uniforms for Detroit Public Library Security for a One-Year Period with one (1) year renewal option, as follows:

### *Shirts, Men – Sizes 15-19.5*

Long Sleeve Uniform Shirt - Lt. Blue

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

Long Sleeve Uniform Shirt - Navy Blue

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

Short Sleeve Uniform Shirt - Lt. Blue

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

Short Sleeve Uniform Shirt - Navy Blue

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

### *Shirts, Women – Sizes 38-48*

Long Sleeve Uniform Shirt - Lt. Blue

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

Long Sleeve Uniform Shirt - Navy Blue

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each



Short Sleeve Uniform Shirt - Lt. Blue

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

Short Sleeve Uniform Shirt - Navy Blue

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

*Polo Shirts, Sizes Medium-3X*

Short Sleeve Polo Shirt - Lt. Blue

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

Short Sleeve Polo Shirt w/Embroidery to include Badge and Name - Navy Blue

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

*Commando Sweater – Sizes: Medium-3X*

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

*Trousers, Men - Sizes 33-46*

Uniform

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

Cargo

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

*Trousers, Women - Sizes 8-18*

Uniform

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

Cargo

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

*Necktie, Clip-on*

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

*Badges for Shirts (see attachment)*

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

*Emblems for Shirts (see attachment)*

Quoting On:

\_\_\_\_\_ \$ \_\_\_\_\_/Each

\*Note: The Detroit Public Library is a Government Unit and exempt from State Sales Tax.

**Award**

The Detroit Public Library anticipates one award of the contract.

The Detroit Public Library reserves the right to award this bid to the lowest responsible total bidder meeting specifications; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations.



### Prices

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 renewal period.*
- ☐ *Prices are firm for the initial contract period and subject to the following increase for the renewal period:*

\_\_\_\_\_ (%) Increase (not to exceed)

### Delivery

Detroit Public Library may consider lead time for the delivery/pick-up of uniforms.

Please indicate delivery time for the uniforms:

\_\_\_\_\_ **ARO**

### 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](mailto: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.

## 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	

**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:

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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: \_\_\_\_\_

TAX ID: \_\_\_\_\_ *City State Zip*

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PAYMENT TERMS: \_\_\_\_\_

**ACKNOWLEDGEMENT:**

I, \_\_\_\_\_, certify that I have read the INSTRUCTION TO BIDDERS and that the bid proposal documents contained herein were obtained directly from the Detroit Public Library or MITN website, [www.bidnetdirect.com](http://www.bidnetdirect.com), and is an official copy of the Authorized Version.

COMPANY REPRESENTATIVE'S NAME:

\_\_\_\_\_  
*(Print)*

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*





DETROIT  
PUBLIC

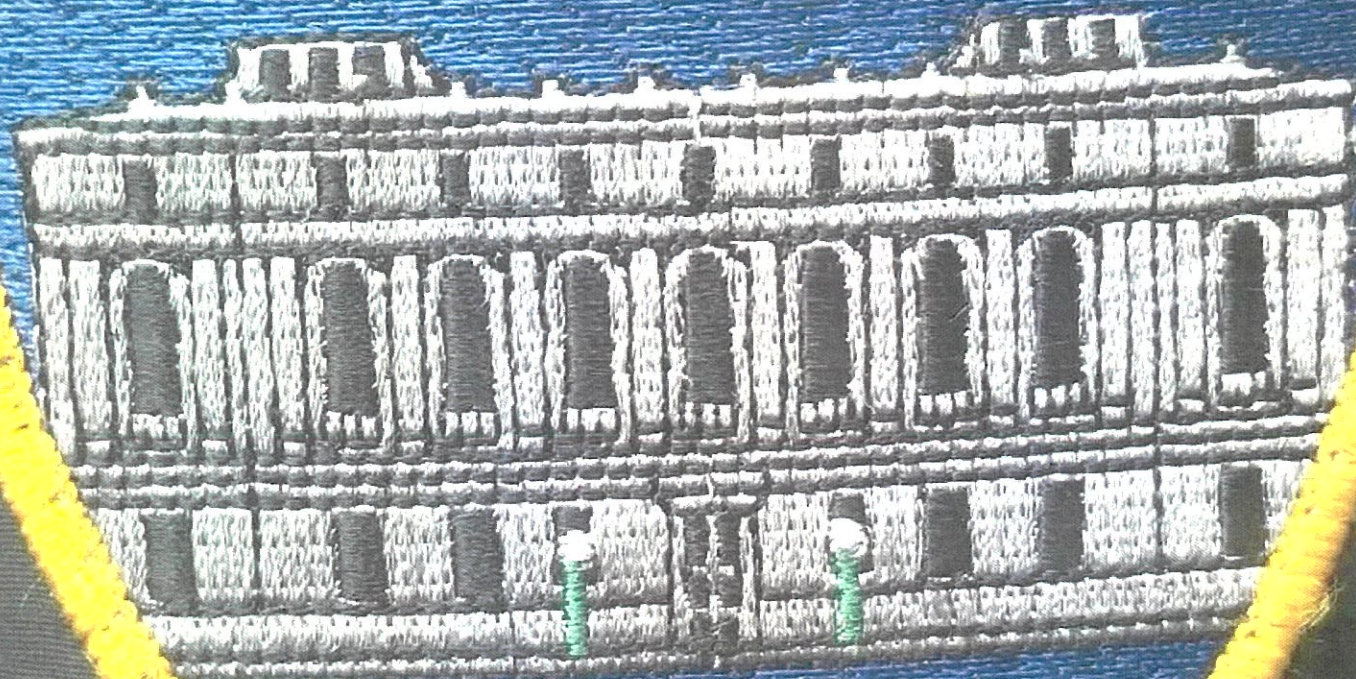
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LIBRARY  
SECURITY



DETROIT PUBLIC  
LIBRARY



SECURITY