



DETROIT PUBLIC LIBRARY

**INVITATION FOR BID
NETWORK CABLING PROJECT AT JEFFERSON BRANCH**

Bid Submitted by:

**IFB-CL-1925
Date of Issue: May 15, 2019
Bid Due Date: June 4, 2019 by 2:00 p.m.**



IFB-CL-1923

The Detroit Public Library is requesting sealed bids from qualified bidders to furnish the Network Cabling at Jefferson Branch Library.

Bids are to be addressed and delivered to the Procurement 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 June 4, 2019 at 2:00 p.m., local time, at which time a representative of the Procurement 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: Network Cabling at Jefferson Branch Library
 - Bid Number: IFB-CL-1925
 - Bid Due Date: June 4, 2019 by 2:00 p.m.
 - Company’s name and address

Bid must be signed to be acceptable

No telephone, electronic, or facsimile bids will be considered unless otherwise stated within this document.

3. **Late Bids will not be accepted or considered.** It is the responsibility of the 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.
4. **VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE.** The only authorized vendor changes to a bid document will be in the areas provided for a 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.

5. 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.
6. 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.
7. 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.
8. All bids and other materials submitted shall become the property of the Detroit Public Library.
9. All changes in the IFB documents shall be through written addendum and furnished to all bidders. Verbal information obtained otherwise will not be considered in awarding of the bid.
10. 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



Detroit Public Library Invitation for Bid NETWORK CABLING PROJECT AT JEFFERSON BRANCH

INTRODUCTION

As part of a larger renovation project at its JEFFERSON BRANCH location, the Detroit Public Library is seeking quotes for the update of cabling infrastructure and related network components at its JEFFERSON BRANCH location (“North-East”). All work to be performed under this IFB is contingent upon receipt of E-Rate funding and coordination with the Library’s broader North-East renovation goals, and the Library reserves the right to cancel any project upon failure to receive E-Rate funding or due to changes in the Library’s North-East renovation goals or schedule.

JEFFERSON BRANCH

The Library’s JEFFERSON BRANCH is located at 12350 E. Outer Drive, Detroit, MI 48224. The branch’s total square footage is approximately 6,914 feet (Please see the attached floor plan).

SCOPE OF SERVICES

The Library anticipates that the scope of services will commence beginning upon approval of Detroit Public Library Commission, contingent upon the larger renovation project schedule. 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 needs at the Jefferson Branch at the time of this IFB:

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

Jefferson Branch Cabling

Project includes installation of approximately 80 to 100 CAT 6A data drops within the Library’s JEFFERSON BRANCH that meets or exceeds industry standards.

Cable

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 minimum 20-year manufacturer’s system warranty is required. 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 TDMM 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.

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:

- 1. Provide and install modular patch panels onto racks in the IDF for terminating the data distribution cables and Velcro-style straps.
- 2. Provide and install machine-printed label strips on both ends of all patch cable. The naming convention will be provided by DPL.
- 3. Terminate the distribution cables in proper outlet labeling order.
- 4. Terminate individual cable pairs utilizing proper tool.
- 5. 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

- 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

1. 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. Upon receipt of approval, the Contractor and manufacturer shall certify the cable plant and issue a system warranty for a minimum of twenty (20) years.
- 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.

Term of service for contract is: Upon Detroit Public Library Commission approval through completion of the installation. The Library has the option to move forward with or cancel contracts, based on its renovation needs at the JEFFERSON BRANCH.

The response to the IFB should include listing of any expenses that may occur and all required devices.

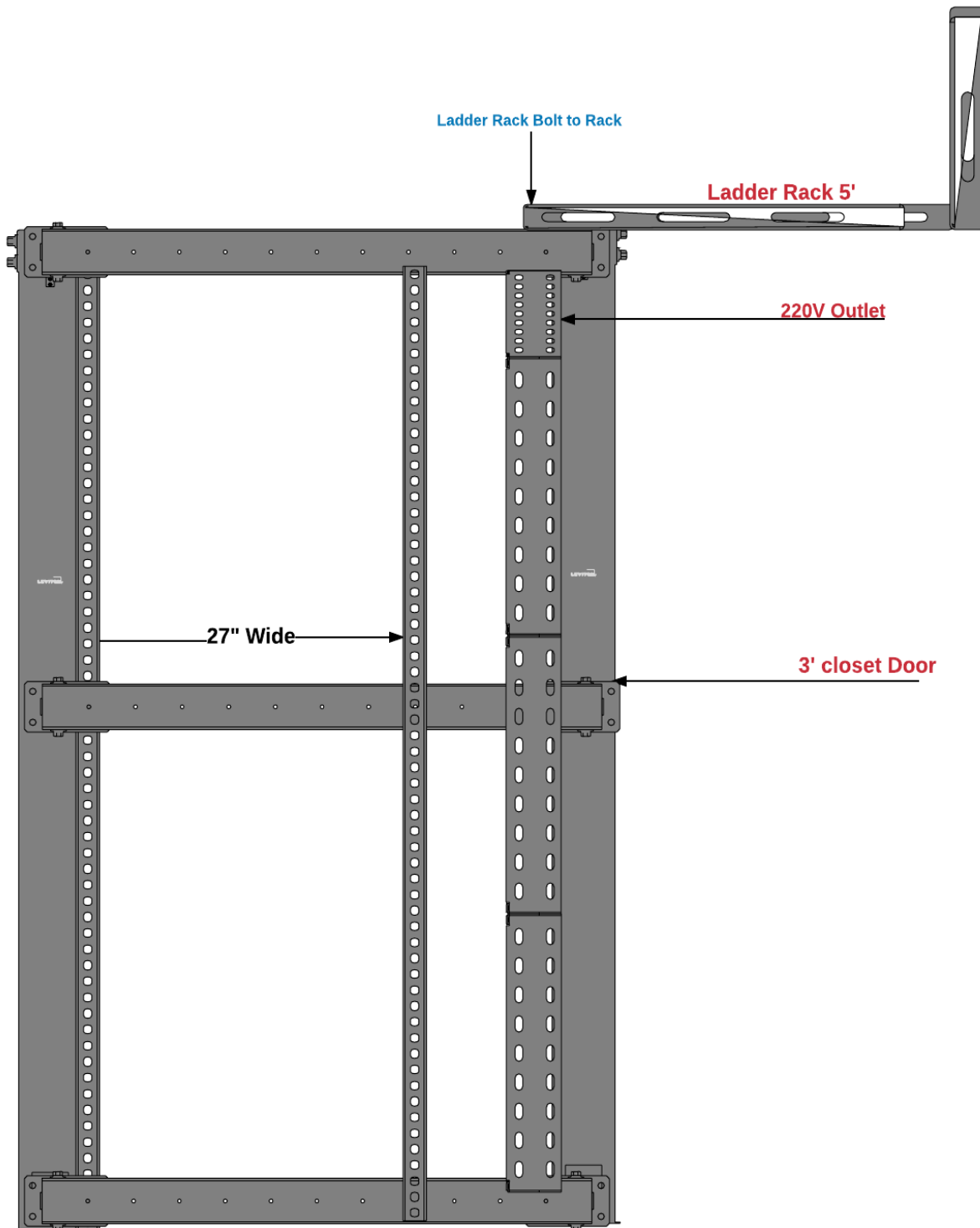
Devices to be supplied

A. Server Rack Cabinet C4RR Series

- a. Cabinet Part No. Overall Dimensions Height Width Depth
- b. C4RR247342DBK1 (Height 80.08, Width 24.00, Depth 42.00, 42U)
- c. Cabinet Fan 4 and all accessories
- d. 1 set Square Hole Punched and 10-32 Tapped Mounting Rail C4PR Series
- e. 1 Adjustable Depth Shelf ADS Series
- f. 1 Sliding Keyboard Shelf RAKS Series
- g. 2 pdus
- h. Wire management
- i. All mounting hardware
- j. Keyed alike to our exscinding cabinets

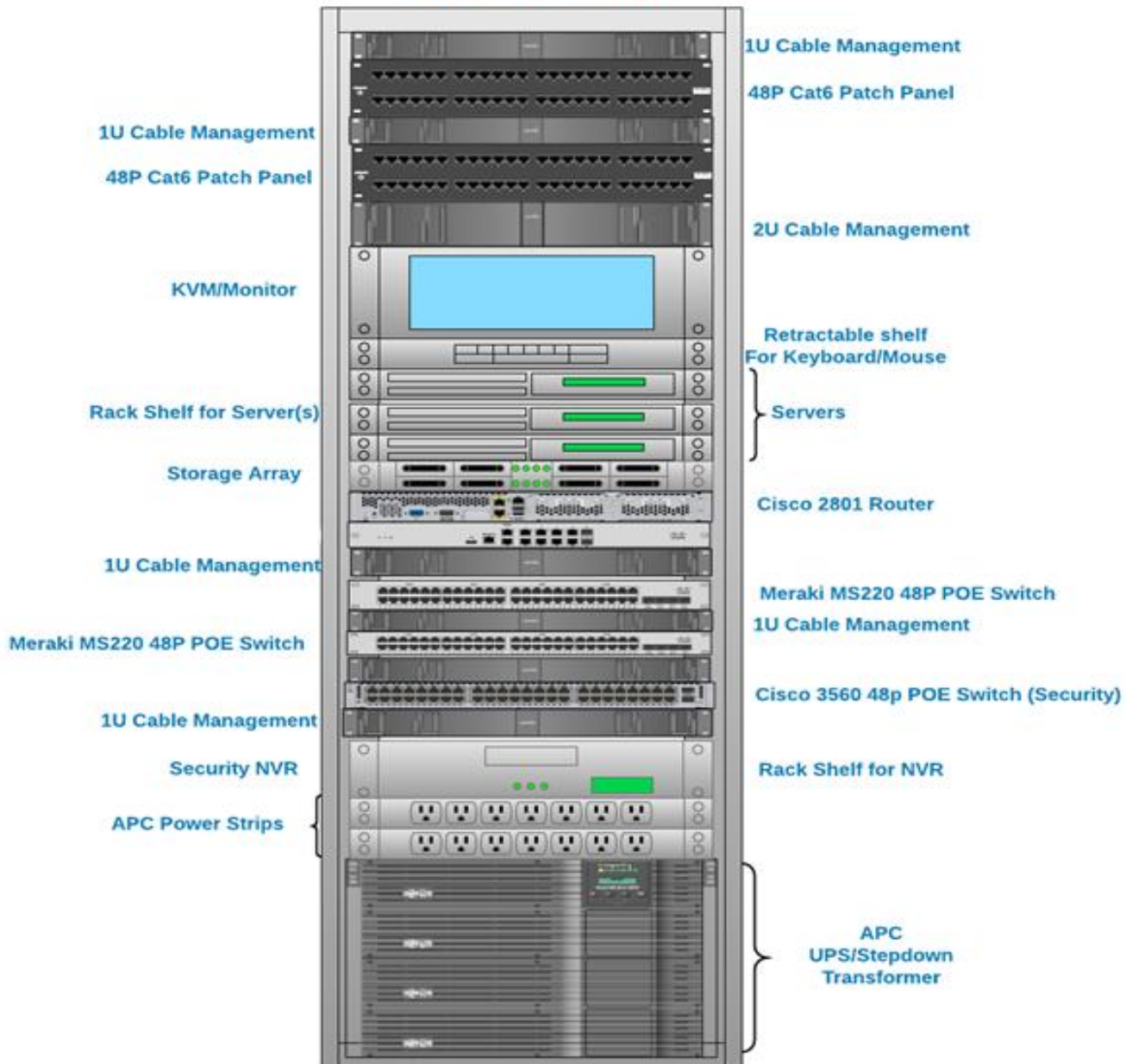
Data Closet Construction

Rack Placement

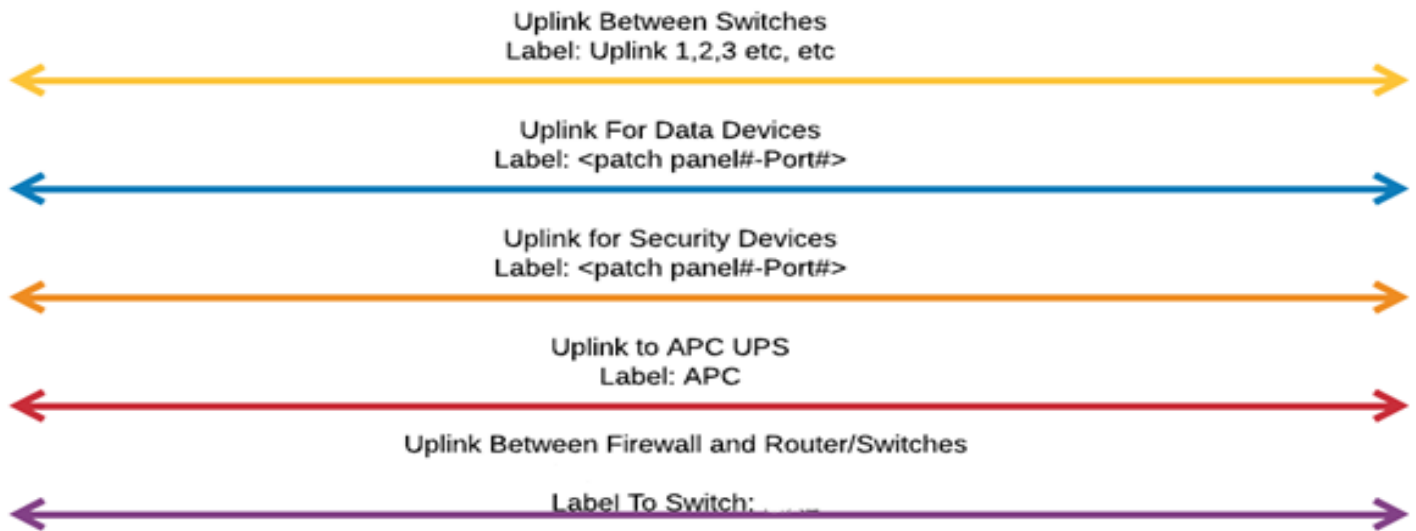


Closet Design

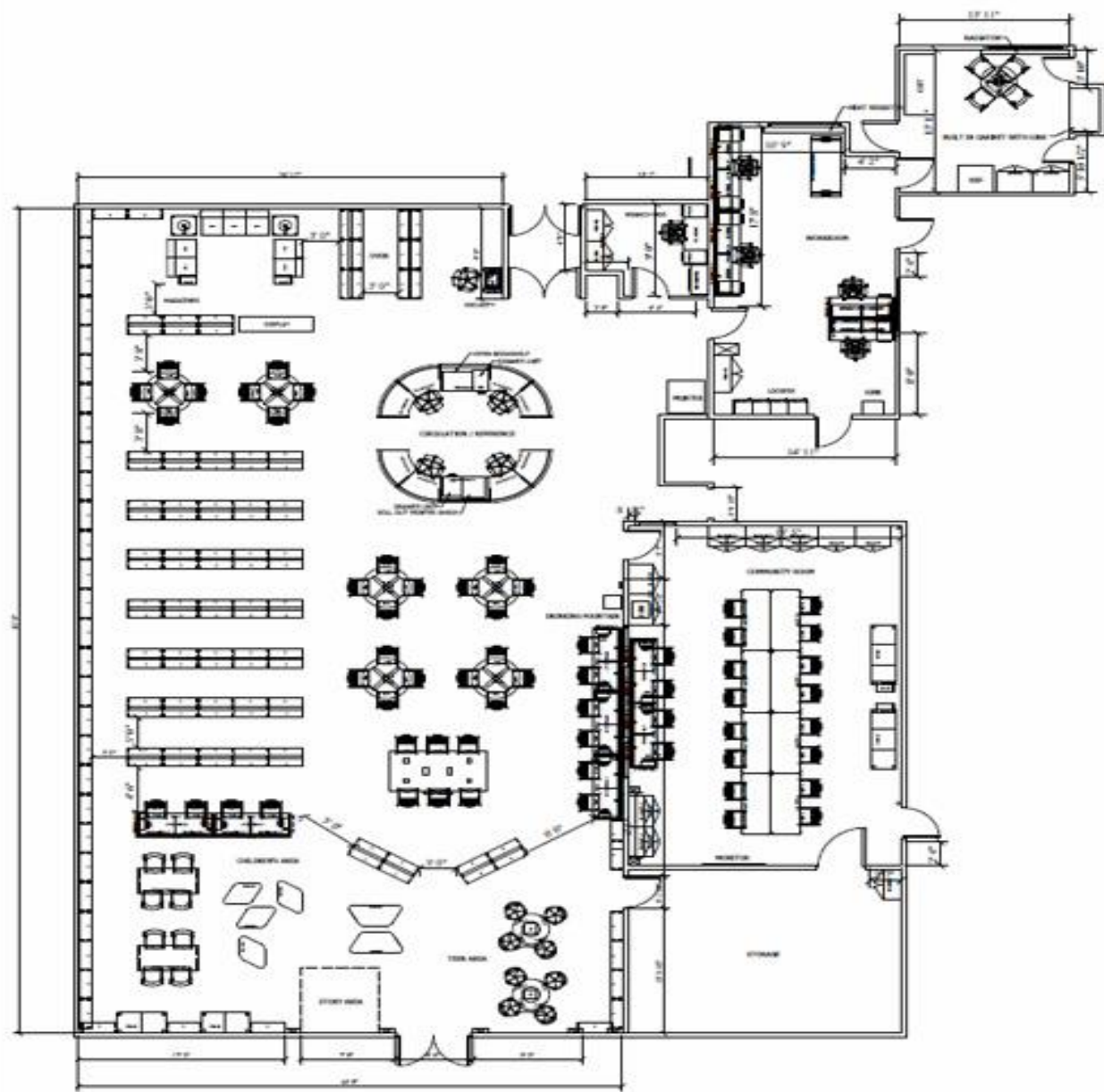
DPL Branch Rack Design 1



Rack Patch Cabling



Device

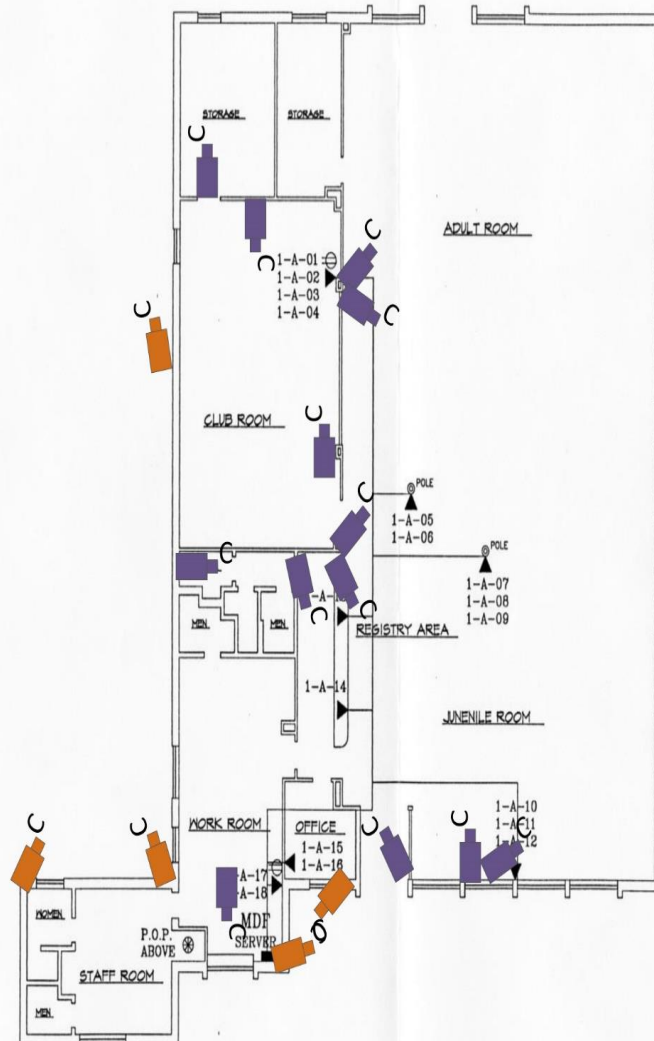


SCALE : 1" = 10' 0"

DATE / REVISIONS : -

JEFFERSON BRANCH PUBLIC LIBRARY

12350 EAST OUTER DRIVE, DETROIT, MI 48224



-  Outdoor Camera, QTY 5
-  Indoor Camera, QTY 13

Price Content & Format

To provide a degree of consistency in review of the bids, contractors are required to prepare their bids in the format indicated on the Price Worksheet (Attachment B).

Submit a detailed breakdown of the costs and charges involved in completing the scope of work as outlined in the Price Worksheet (**Attachment B**).

All costs associated with the bid must be included in the submitted bid. The Library relies on the Contractor to assure that all charges to complete the scope of work are submitted in the quote and that there are no hidden costs or charges that will be incurred by the Library.

Quote Response Form

An individual having full authority to execute the quote and to execute any resulting contract for services (“authorized representative”) must complete and submit the attached Quote Response Form (**Attachment A**) or submit a signed letter of transmittal that contains the same information and statements as indicated in the quote response form.

Validity Period

All pricing shall be valid for a period of ninety (90) days from the bid due date.

Experience, Expertise and Capabilities

Give a background of the company’s or Contractor’s experience and qualifications. This should include a brief history, the date founded, ownership and any subsidiary relationships. Also list the types of services the company or Contractor is qualified to perform. Give examples of experience and references for similar services to other entities.

Personnel

Provide the names of key personnel who would be directly involved in providing services to the Detroit Public Library. Describe their relationship in the company, the role they would play, their experience, qualifications and years of service with the company.

Authorized Representative

Include the name, title and contact information of the person in your organization authorized to negotiate contract terms and render binding decisions on contract matters.

References

Submit information regarding three (3) comparable projects that the contractor has completed as the prime Contractor within the last five (5) years. The projects shall indicate the start and completion dates, services and equipment provided, project costs, contract term, warranty, and benefits to the owner. Please provide contact information for each reference.

Use of Subcontractors

The selected Contractor shall be solely responsible for all services as required by the IFB. Subcontractors, if any, will be the responsibility of the Contractor and the role of subcontractors must be clearly identified in the quote. The use of a subcontractor(s) does not relieve the selected Contractor of liability under any contract between the Library and Contractor.

Ownership of Documents

Any reports, studies, conclusions and summaries prepared by the contractor shall become the property of the Library.

Confidentiality of Information

Any proprietary information furnished by a Contractor to the Library that is designated confidential shall be treated as confidential to the Library to the extent allowable by law.

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.

Acceptance of IFB Terms

A quote submitted in response to this IFB shall constitute a binding offer. The contractor shall identify clearly and thoroughly any variation between its offer and this IFB. 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.

Site Visit

All prospective Bidders (Contractors) shall visit the site and fully examine the existing conditions to be considered for the award of this purchase order. A mandatory site visit is scheduled for:

**Thursday, May 23, 2019 at 10:00 a.m. @
Jefferson Library
12350 E. Outer Drive
Detroit, MI 48224**

***Bids will not be considered from companies that did not attend the mandatory inspection of the site. Please ensure that you sign the sign-in sheet prior to leaving the site visit.**

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 lowest, responsive, responsible bidder or bidders as determined by the Library.

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.

Job-Site Conditions

The Contractor is responsible for scheduling the work and providing weather protection in such a manner as to minimize possible additional damage to the building or the grounds. The Contractor must clean up all debris daily.

Site clean-up

The Contractor is responsible for and will remove all his material and have dumpster on site during the proposed work schedule. The site must be policed and the dumpster must be removed from the site the day after the completion of the project.

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 bidder 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 DPL Purchase Order.



Attachment A
QUOTE RESPONSE FORM

DATE _____

Quote of : _____, (herein after called Contractor), a
Corporation/Partnership/an Individual doing business as

_____.

TO: The Detroit Public Library (hereinafter called the Owner).

The Contractor, in compliance with your Invitation for Bid for the network cabling at Jefferson Branch and having examined the IFB and Scope of Services with related documents and being familiar with all of the conditions surrounding the work, hereby agrees to perform the work required by the project in accordance with the contract documents, within the time set forth in the quote submission instructions, and at the price stated therein. These prices are to cover all expenses incurred in performing the work required by the contract documents, of which this quote is a part.

Contractor acknowledges receipt of the following addenda in the event subsequently issued.

Contractor agrees to provide the desired network cabling equipment and installation described in the IFB Scope of Services.

Submitted by authorized representative:

Firm

FEI/SSN

Signature

Typed Name & Title

Address

City, State, Zip Code

Telephone

Fax Number

Attachment B
PRICE
WORKSHEET

Network Cabling Project at Jefferson (see “**Scope of Services: JEFFERSON BRANCH Cabling**”):

Per foot cost for Panduit TX6A-SD cable or equivalent*: \$_____

Identify, by brand, the cable that would be used to complete the scope of work outlined in this IFB.

Quoting On:_____

Unit cost per drop*: \$_____

*The Library desires that all vendors should have costs broken down to per foot cable and per drop costs.

Quoted prices must be planned to be effective for ninety (90) days, and should include all needed labor, materials, or other costs.

As part of finalizing the contract, the Library will likely ask for performance and payment bonds in an amount of 100% of the contract sum covering faithful performance of the contract. Please state your cost per \$1,000 for performance and payment bonds:

\$_____

NOTE: A statement of manufacturer’s warranty must be included in your bid quote.

By submitting this Price Worksheet, contractor warrants that it has read the scope of services thoroughly and that that its pricing for per foot cable and unit cost per drop includes all costs associated with providing the needed scope of services.

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

**Attachment C
INSURANCE**

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

Attachment D
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: (____) _____
