



DETROIT PUBLIC LIBRARY

**INVITATION FOR BID
GENERAL CONTRACTOR TO MANAGE RESTORATION OF
MAIN LIBRARY A & B LEVELS**

Bid Submitted by:

IFB-LD-2121

Date of Issue: March 1, 2022

Bid Due Date: March 21, 2022 by 12:00 p.m.



IFB-LD-2121

The Detroit Public Library is requesting sealed bids from qualified bidders to furnish a general contractor to manage *Restoration of Main Library A & B levels*.

Bids are to be addressed and submitted electronically via www.Bidnet.com, in accordance with the bid instructions and all other requirements as referenced in this document. Bids will be received until ***March 21, 2022 until 12:00 p.m.***, local time, after which no other bids will be accepted. The Procurement Department will publicly record all bids at that time. 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 copy**, electronically, identifying the response as follows:
 - Bid Title: General Contractor to Manage Restoration at Main Library A & B Levels
 - Bid Number: IFB-LD-2121
 - Bid Due Date: March 21, 2022 by 12:00 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. There will be a mandatory pre-bid conference and walk-through held, as follows:

General contractor to manage restoration of main library A & B levels

IFB Pre-Proposal Meeting

Time: March 9, 2022 10:00 AM Eastern Time (US and Canada)

Location: Detroit Public Library Main Branch 5201 Woodward Avenue Detroit, MI 48202
Enter through the East (Staff) entrance on Putnam

There will be a mandatory walk through at the conclusion of the pre-bid meeting. Only those companies that attend the pre-bid meeting and the walk through will be allowed to submit a bid.

3. **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.
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 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.

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. 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:

Topic: Public Recording IFB-LD-2121

Time: Mar 21, 2022 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89402083146>

Meeting ID: 894 0208 3146

One tap mobile

+13017158592,,89402083146# US (Washington DC)

+13126266799,,89402083146# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 894 0208 3146

Find your local number: <https://us06web.zoom.us/j/89402083146>

11.

Procurement Timeline

Activity	Due Date
IFB posted	March 1, 2022
Mandatory Pre-Bid Meeting & Site Visit	March 9, 2022 @ 10:00 am
Supplier Clarification Questions Due	March 14, 2022 @ 11:00 am
DPL response to Questions by COB	March 16, 2022
Bids Due	March 21, 2022 @ 12:00 pm
Contractor Pre-Qualification Meeting	March 24, 2022
Commission Approval of Award Recommendation	TBD
Contracting and Project Implementation	TBD

12. Any questions concerning the submission of bids and/or the specifications shall be



submitted, in writing, to:

Leiann Day
Procurement Manager
Detroit Public Library
Email: lday@detroitpubliclibrary.org

**Invitation for Bid
GENERAL CONTRACTOR TO MANAGE RESTORATION AT MAIN
LIBRARY A & B LEVELS**

Introduction

The Library is seeking bids from qualified firms to manage restoration at main library A & B levels.

The General Contractors are to submit a detailed proposal **including the contractor's timeline** and cost details per Division based on the attached insurance's nine (9)-page Division scope of work and the attached color-coded two (2)-page diagram forming the complete scope of work.

Adherence to Terms of Proposals

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 proposal may result in rejection of the bid and the cancellation of any provisional award to the respondent.

Rejection of Bids

The Library expressly reserves the right to reject any and all bids, waive any non-conformity, re-advertise for bids, 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.

Contractor Qualifications and Experience

To be considered for this bid, the General Construction Contractor must have a minimum of five (5) years' experience and use staff and sub-contractors that are qualified and where required, certified or licensed in the following technical services listed:

- Project Management
- Mold abatement
- Asbestos abatement
- Lead paint abatement
- Anti-Microbial application
- Welding
- Electrician
- Plumber
- Structural Work
- Humidity Control
- Smoke Control
- Life Safety System repair
- HVAC

A pre-qualification meeting will be held with the lowest qualified bidder to ensure contractor is properly licensed and qualified to perform the work.

Services are outlined in the following attachments:

Attachment A-Scope of Work

Insurances' eleven (11) pages of Division Scope of Work:

- Division 2 - Demolition & Site work
- Division 3 - Concrete
- Division 6 - Wood & Carpentry
- Division 7 - Thermal & Moisture Protection
- Division 8 – Doors & Windows & Glass
- Division 9 – Finishes
- Division 12 – Furnishings
- Division 11 – Equipment
- Division 14 – Conveying Equipment
- Division 22 – Plumbing
- Division 26 – Electrical

Attachment B - Diagrams Area Scope of Work:

Insurances' two (2) pages showing Diagram Scope of Work:

- Remove all remaining tile shown in the **yellow area** and then **replace all Vinyl tile indicated by yellow in the diagram**
- Remove all remaining carpet in **green area** and then **replace all carpet indicated by green in diagram**
- Steam clean, sanitize, stripe and wax all vinyl tile areas except for the east wing
- Steam clean and sanitize all restrooms, showers and janitors' areas on "A" level

PRICE SHEET

Division Number	Description	Unit Price	Extended Price
Division 2	Demolition & Site work	\$_____/Each	\$_____
Division 3	Concrete	\$_____/Each	\$_____
Division 6	Wood & Carpentry	\$_____/Each	\$_____
Division 7	Thermal & Moisture Protection	\$_____/Each	\$_____
Division 8	Doors, Windows and Glass	\$_____/Each	\$_____
Division 9	Finishes	\$_____/Each	\$_____
Division 12	Furnishing	\$_____/Each	\$_____
Division 11	Equipment	\$_____/Each	\$_____
Division 14	Conveying Equipment	\$_____/Each	\$_____
Division 22	Plumbing	\$_____/Each	\$_____
Division 26	Electrical	\$_____/Each	\$_____

Mandatory Walk-Thru

There will be a mandatory walk through held on **Wednesday March 9, 2022 at 10:00 a.m.** following the conclusion of the mandatory pre-bid meeting. The walk thru will be held at Detroit Public Library, Main Branch, 5201 Woodward Avenue, Detroit, MI 48202. Representatives will be on hand to answer any questions.

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.

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.

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.

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.

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.

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.

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.

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.

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.

Changes in Proposal Requirements

The Library may make changes to the requirements of this IFB, as it deems necessary. Respondents will be notified by email if any changes are made to the IFB. 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

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, 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/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: (____) _____

**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 prices 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 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.

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: _____

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)