

**INVITATION FOR BID
SUNKEN LOADING DOCK INFILL
AT DETROIT PUBLIC LIBRARY SERVICE BUILDING**

Prepared by:

***IFB-TL-2168
Issue Date: September 30, 2025
Proposal Due Date: October 17, 2025 by 2:00 p.m. EST***



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IFB-TL-2168

The Detroit Public Library is seeking bids from qualified firms to perform concrete infill and related site work at the DPL Service Building to eliminate a sunken loading dock and create additional outside parking. The project scope includes saw cutting and removing existing concrete, clearing debris and steel from the dock pit, backfilling with 21AA crushed concrete, and installing a new reinforced concrete slab with a slip-resistant finish. This work is intended to improve site safety, enhance functionality, and support the Library's long-term facility management objectives.

Proposals are to be 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 **October 17, 2025, 2:00 pm**, 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 BIDS ("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: Sunken Loading Dock Infill at Detroit Public Library Service Building

- Bid Number: IFB-TL-2168
- Bid Due Date: October 17, 2025, 2:00 pm EST
- 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 Vendor 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.

5. 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.
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:
 - a. Reject any and all bids received as a result of this IFB.
 - b. 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. 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. Mandatory Site Visit

All prospective bidders are required to attend the mandatory site visit at the DPL Service Building.



11. RSVP to attend the mandatory site visit by emailing the Procurement Manager at, tlove@detroitpubliclibrary.org, no later than Wednesday, October 8, 2025, 4:00 p.m. EST.

The site visit schedule is as follows:

DPL Service Building, 6315 Seven Mile Rd., Detroit, MI 48234
Thursday, October 9, 2025 at 8:00 AM EST

12. 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:

Join the meeting now

Meeting ID: 221 832 643 675 2

Passcode: tz7wE3gn

13. Procurement Timeline

Activity	Due Date
IFB Issued:	Thursday, September 30, 2025
Site Visit RSVP Deadline (via Email):	Wednesday, October 8, 2025 4:00 PM EST
Site Visit (Mandatory)	Thursday, October 9, 2025 8:00 AM EST
Vendor Questions Due (Bidnet Direct):	Friday, October 10, 2025 4:00 PM EST
DPL Response to Questions (Bidnet Direct):	Monday, October 13, 2025 EOD
Bids Due:	Friday, October 17, 2025 2:00 PM EST
Public Bid Open (Teams):	Friday, October 17, 2025 2:05 PM EST

SCOPE OF WORK

The Contractor shall furnish all labor, materials, equipment, and supervision necessary to complete the infill of the existing sunken loading dock at the DPL Service Building to provide additional exterior parking. All work shall comply with applicable local building codes and OSHA safety standards.

Work Requirements

1. **Removal and Preparation**

- Saw cut and remove existing concrete at the ramp/sidewalk tie-in point.

- Excavate and saw cut pavement to a depth of eight inches (8").
- Remove brush from the ramp pit, seal the pit drain, and clear all steel from the existing dock area.
- Haul and dispose of all debris offsite in accordance with regulations.

2. **Infill and Base**

- Backfill the dock area with compacted 21AA crushed concrete to create a stable base.

3. **Concrete Slab Installation**

- Install a six-inch (6") reinforced concrete slab with a minimum compressive strength of 5,000 psi.
- Pin the new slab to existing concrete and reinforce with wire mesh.
- Apply a light broom finish to provide a slip-resistant surface.
- Cure and seal the slab after placement.

Completion Standards

- All work shall be performed in a safe and professional manner.
- The Contractor shall maintain a clean and orderly site during construction.
- Final acceptance will be based on inspection and approval by the Owner's representative confirming compliance with these requirements.

Personnel and Work Standards

- Contractor shall utilize a safety-conscious crew with documented experience in concrete demolition, site preparation, backfilling, and slab installation.
- All personnel shall comply with applicable safety standards and site-specific requirements.

Cleanup and Waste Disposal

- Daily site cleanup is required to maintain a clean and orderly work area.
- All waste and debris generated by the work shall be removed and disposed of in accordance with applicable regulations.



MINIMUM QUALIFICATIONS AND EXPERIENCE

Proposers must demonstrate the necessary qualifications and experience to successfully perform the scope of work and be eligible to enter into a contract with the Detroit Public Library (DPL). The following information must be included in the Technical Proposal:

1. **Company Background and Relevant Experience**

- Provide a brief history of the firm, including year founded, form of organization (corporation, partnership, sole proprietorship), and any subsidiaries or partnerships relevant to this work.
- Detail the firm's experience aligned with the Scope of Work, with a minimum of **5–10 years** serving public or institutional clients.
- Describe experience working with governmental or public sector clients, including the firm's ability to effectively collaborate with multiple stakeholders.

2. **Project Team Qualifications**

- Identify the proposed Project Manager who will serve as the primary contact and be responsible for managing all aspects of the contract.

3. **Relevant Project Experience**

- Describe at least **three (3)** similar projects completed within the past **five (5) years**, preferably for public or institutional clients, demonstrating experience aligned with the Scope of Work.
- Include references with current contact information for each project.

4. **Project Timeline and Work Plan**

- Present a detailed timeline and work plan covering key phases, deliverables, staffing, and coordination with DPL.

5. **Cost Proposal**

- The cost proposal must be submitted **separately** from the Technical Proposal and broken down by facility, task, and any optional services.

TECHNICAL PROPOSAL SUBMISSION (No costs shall be included in the Technical Proposal)

Proposers must submit their Technical Proposal as a separate **PDF without password protection or restrictions** from the Price Proposal. No cost or pricing information shall be included in the Technical Proposal.



The Technical Proposal must include the following components:

A. Letter of Transmittal

The Letter of Transmittal must be addressed to Procurement and include:

1. Identification of the offering firm(s), including name, address, and telephone number.
2. Acknowledgment of any IFB addenda.
3. Name, title, address, telephone number, and email address of the proposer's contact person during the proposal evaluation period.
4. A statement confirming the proposal will remain valid for a minimum of **ninety (90) days** from the date of submission.
5. Signature of the person authorized to bind the proposer to the terms of the IFB.

B. Proposal Content

To be considered responsive, the Technical Proposal must fully address the following sections of the IFB:

- Overall Scope of Work and Operational Responsibilities
- Respondent's Performance History and Qualifications

Note: Pricing and cost information must be submitted **separately** in the Price Proposal.

PRICE PROPOSAL SUBMISSION

The Price Proposal must be submitted **separately** from the Technical Proposal as a distinct and sealed document. Proposers shall not include any pricing or cost information in their Technical Proposal.

The Price Proposal should include:

- A detailed fee schedule broken down by facility and/or task, including any optional services.
- Hourly rates, unit prices, or lump sum fees as applicable.
- Any assumptions or conditions related to pricing.
- Payment terms and conditions.

Failure to submit the Price Proposal separately may result in disqualification. The Detroit Public Library reserves the right to request additional pricing information or clarifications during the evaluation process.



METHODOLOGY AND APPROACH

Provide a narrative of how the Proposer intends to communicate and work with DPL on the various projects that may arise.

- Describe proposed responsibilities of the Proposer's assigned staff and coordination of activities with DPL
- Provide details on capacity, availability, scheduling, turnaround times, and response times of the Project Manager and staff
- Address any additional tasks not outlined in this IFB that should be considered

EXCEPTIONS AND DEVIATIONS

Include any approved exceptions and/or deviations to the IFB or addenda. Include any and all of the firm's own contracts or forms that it considers mandatory to use in connection with performing the Scope of Work. Note that to the extent that a firm's own contracts or forms contradict or purport to exclude any provisions of the IFB or addenda in whole or in part, the same will be treated as exceptions and/or deviations. Please note that any exceptions and/or deviations not approved in advance by DPL through addenda may result in the rejection of the proposal.

OWNERSHIP OF WORK PRODUCTS

The work products produced by the selected firm will become the sole property of DPL. This includes all work products produced in the media types, and includes, but is not limited to, program specific files such as database files and CADD files.

AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this IFB it will be a Detroit Public Library Professional Services Contract. Any renewal option exercised under this contract is effective only after the approval of the Detroit Library Commission and the Chief Financial Officer. The Library anticipates one (1) award as a result of the IFB. The term of the contract will be for three (3) years, with two (2) one-year renewal options subject to approval by the Detroit Library Commission.

CONTRACT APPROVAL

Upon contract award, the Library and the respondent shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the Library. No contract shall become effective until the contract has been approved by the required Library Departments and Detroit Library Commission and signed by the Library's Chief Financial Officer. Prior to the completion of this approval process, the respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor shall the Library incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.



ADHERENCE TO TERMS OF PROPOSALS

A proposal 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 proposal and the cancellation of any provisional award to the respondent.

REJECTION OF PROPOSALS

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

QUESTIONS

All questions regarding the IFB shall be submitted through www.bidnetdirect.com. Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The Library does not guarantee a response to questions not submitted after the question deadline of October 10, 2025, 4:00 pm.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the IFB. Emphasis should be on the completeness and clarity of content.

PAYMENT

All properly executed invoices submitted by the successful respondent will be paid in accordance with the Library's payment terms (Net 45). The Detroit Public Library does **not** provide advance deposits or upfront payments prior to the commencement of work. Payments will be made only for work completed and accepted in accordance with the terms of the contract.

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

Proposers shall provide three (3) references for services outlined in this IFB. References shall be from projects of similar size and scope as the Library. These services should have been provided within the past five (5) 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	



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 limit 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.



NON-COLLUSION AFFIDAVIT

IFB Number: _____ IFB 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: _____



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 contract period. The contract shall commence on date of award.

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: _____

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)