

**INTERIOR LED LIGHTING CONVERSION
FOR
DETROIT PUBLIC LIBRARY BRANCHES**

Prepared by:

***IFB-TL-2174
Issue Date: March 25, 2026
Bid Due Date: April 24, 2026 by 2:00 p.m. EST***



Table of Contents

INSTRUCTIONS TO VENDORS..... 4

SCOPE OF WORK 7

MINIMUM QUALIFICATIONS AND EXPERIENCE..... 9

BID SUBMISSION 9

BID PRICING 10

EXCEPTIONS AND DEVIATIONS 10

OWNERSHIP OF WORK PRODUCTS 10

AWARD CLAUSE INCLUDING RENEWAL OPTIONS 10

CONTRACT APPROVAL..... 10

ADHERENCE TO TERMS OF BIDS..... 11

REJECTION OF BIDS 11

QUESTIONS 11

ECONOMY OF PREPARATION 11

PAYMENT 11

ASSIGNMENT 11

MISCELLANEOUS 11

MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL..... 12

CHANGES IN FACTS..... 12

CONFIDENTIALITY OF BIDS 12

NEWS RELEASE 12

CHANGES IN BID REQUIREMENTS..... 12

REFERENCES..... 13

CERTIFICATE OF INSURANCE 14

NON-COLLUSION AFFIDAVIT 15

SIGNATURE PAGE..... 16



IFB-TL-2174

The Detroit Public Library (DPL) is seeking bids from qualified contractors to provide LED lighting conversion services at Detroit Public Library branches. This project is intended to support energy efficiency, improve lighting performance, and enhance the overall functionality of library facilities through the replacement of existing interior lighting systems with LED lighting. The work shall be performed on a branch-by-branch basis to address the varying conditions and lighting requirements of each location, while maintaining safe, code-compliant, and well-maintained facilities. **Exterior lighting upgrades may be included, where applicable, upon authorization by DPL.**

Bids are to be submitted electronically via www.bidnetdirect.com, in accordance with the bid instructions and all other requirements as referenced in this document. Bids will be received until **April 24, 2026, 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 VENDORS

1. Vendors responding to this INVITATION FOR BIDS (“IFB”) shall submit their bids in the overall format as outlined in this solicitation.
2. Vendors shall submit **one original copy**, electronically, identifying the response as follows:

Bid Title: INTERIOR LED LIGHTING CONVERSION FOR DPL BRANCHES

 - Bid Number: IFB-TL-2174
 - Bid Due Date: April 24, 2026, 2:00 pm EST
 - Company’s name and address
 - Bid must be signed to be acceptable
3. Bids must be submitted electronically through BidNet Direct. No telephone or facsimile submissions will be accepted.
4. **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.
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 vendor’s response, including the “Exceptions” section of the bid. If a change or alteration to the documents is undetected and the vendor 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.

6. 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.
7. 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.
8. 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.
9. The selected vendor will be required to assume responsibility for all goods and services offered in the bid, whether or not the vendor 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.
10. All changes in the IFB documents shall be through written addendum and furnished to all vendors. Verbal information obtained otherwise will not be considered in awarding of the bid.
11. Mandatory Site Visits

All prospective vendors must attend all scheduled mandatory site visits for all locations listed in this IFB. Failure to attend any scheduled site visit may result in the bid being deemed non-responsive. The schedule is outlined below:



West Side Locations		
Wednesday, April 1, 2026, 9:00 AM		
1st	Edison Branch	18400 Joy Road, Detroit, MI 48228
2nd	Chaney Branch	16101 Grand River, Detroit, MI 48227
3rd	Redford Branch	21200 Grand River, Detroit, MI 48219
4th	Hubbard Branch	12929 W. McNichols, Detroit, MI 48235

West Side Locations		
Thursday, April 2, 2026, 9:00 AM		
1st	Chase Branch	17731 W. Seven Mile, Detroit, MI 48235
2nd	Sherwood Forest Branch	7117 W. Seven Mile, Detroit, MI 48221
3rd	Bowen Branch	3648 W. Vernor, Detroit, MI 48216
4th	Conely Branch	4600 Martin, Detroit, MI 48210

West Side Locations		
Wednesday, April 8, 2026, 9:00 AM		
1st	Douglass Branch	3666 Grand River, Detroit, MI 48208
2nd	Duffield Branch	2507 W. Grand Blvd., Detroit, MI 48208
3rd	Parkman Branch	1766 Oakland Blvd., Detroit, MI 48238
4th	Main Branch	5201 Woodward Ave., Detroit, MI 48202

East Side Locations		
Thursday, April 9, 2026, 9:00 AM		
1st	Lincoln Branch	1221 E Seven Mile, Detroit, MI 48203
2nd	Wilder Branch	7140 E. Seven Mile, Detroit, MI 48234
3rd	Franklin Branch	13651 E. McNichols, Detroit, MI 48205
4th	Jefferson Branch	12350 E. Outer Drive, Detroit, MI 48224
5th	Chandler Park Branch	12800 Harper, Detroit, MI 48213

12. RSVP to attend the mandatory site visits by emailing the Procurement Manager at, tlove@detroitpubliclibrary.org, no later than Tuesday, March 31, 2026, 4:00 p.m. EST.



13. Procurement Timeline

Activity	Due Date
IFB Issued:	Wednesday, March 25, 2026
Site Visit RSVP Deadline (via Email):	Wednesday, March 31, 2026 4:00 PM EST
Site Visit (Mandatory)	Multiple Dates (Please see schedule)
Vendor Questions Due (Bidnet Direct):	Monday, April 13, 2026 4:00 PM EST
DPL Response to Questions (Bidnet Direct):	Wednesday, April 15, 2026 EOD
Bids Due:	Friday, April 24, 2026 2:00 PM EST
Public Bid Opening (Teams):	Friday, April 24, 2026 2:05 PM EST

14. Public Recording

A virtual meeting has been established for any vendors 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:

Microsoft Teams meeting
 Join: <https://teams.microsoft.com/join/22373288276461?p=W2NajRE2A0gNfrwoI8>
 Meeting ID: 223 732 882 764 61
 Passcode: S6Ua2uR6

SCOPE OF WORK

1.1 General Requirements

The Detroit Public Library (DPL) is soliciting bids from qualified contractors to furnish all labor, materials, equipment, supervision, and incidentals necessary to complete the conversion of existing interior lighting systems to energy-efficient LED lighting at designated Detroit Public Library branch locations.

The Contractor shall verify all existing conditions prior to commencement of work.

1.2 Project Overview

The intent of this project is to improve energy efficiency, lighting performance, and overall functionality of library facilities through the replacement of existing interior lighting with LED systems.

Due to the varying building configurations, existing lighting conditions, and operational requirements at each branch, the work shall be completed on a branch-by-branch basis. Each location shall be evaluated independently, and pricing shall be submitted separately for each branch as specified in the Bid Form.



Work shall be coordinated to minimize disruption to library operations. The Contractor shall not perform work that requires branch closure at more than one (1) location at a time. All work schedules, including any required closures, shall be approved in advance by DPL.

1.3 Exterior Lighting (If Applicable)

In the event that exterior lighting at a branch location has not been previously converted to LED at the time interior lighting work is performed, the Contractor shall include separate pricing for exterior LED lighting replacement for each location in the Bid Form.

Exterior lighting work, if required, will only be performed upon written authorization by DPL. Upon approval, the Contractor shall complete the exterior lighting upgrades in accordance with the agreed-upon scope and pricing.

1.4 Standards and Compliance

All work shall be performed in accordance with applicable federal, state, and local codes, regulations, and industry standards. The Contractor shall ensure that all installations are completed in a safe, code-compliant manner and meet all applicable energy efficiency requirements.

1.5 Cleanup and Disposal

The Contractor shall be responsible for maintaining a clean and safe work environment at all times. All debris, packaging, removed fixtures, lamps, and related materials shall be removed from the site and properly disposed of in accordance with all applicable federal, state, and local regulations.

At the completion of work at each branch, the Contractor shall leave the premises clean and in a condition acceptable to DPL.

1.6 Protection of Buildings and Sites

The Vendor shall take all necessary precautions to protect existing building components, finishes, and surrounding areas. The Vendor shall be responsible for repairing any damage resulting from its operations.

1.7 Warranty

The Vendor shall provide manufacturer warranties for all installed LED fixtures, components, and materials furnished under this contract, including a minimum five (5) year warranty against defects in materials and workmanship, where applicable. Warranty documentation shall be submitted to DPL upon project completion.



1.8 Sales Tax Exemption

The Detroit Public Library is exempt from Michigan sales tax. DPL will provide its tax exemption documentation for material purchases related to this project.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Vendors 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 Bid:

1. 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.

2. 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.

BID SUBMISSION

Vendors must submit their bid as a **PDF without password protection or restrictions**.

The bid must include the following components:

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

BID CONTENT

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

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



BID PRICING

- Provide a detailed fee schedule, itemized by facility and/or task, including any optional services.
- Clearly identify any assumptions, exclusions, or conditions that may impact pricing. If none apply, state "None."
- Provide proposed payment terms and conditions.

The Detroit Public Library reserves the right to request additional pricing information or clarifications during the evaluation process.

EXCEPTIONS AND DEVIATIONS

Include any approved exceptions and/or deviations to the IFB or addenda. Include any and all of the vendor'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 vendor'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 bid.

OWNERSHIP OF WORK PRODUCTS

All documents, records, and materials generated by the Vendor in connection with this project shall become the property of DPL. This includes, but is not limited to, installation records, product specifications, warranty documentation, and any related deliverables.

The Vendor shall provide such documentation to DPL upon request and at the completion or termination of the contract. All records shall be maintained in a format acceptable to DPL and in accordance with applicable codes and regulatory requirements.

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 subject to approval by the Detroit Library Commission.

CONTRACT APPROVAL

Upon contract award, the Library and the vendor 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 vendor shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the vendor prior to such approvals; nor shall the Library incur any liability to reimburse the



vendor regarding any expenditure for the purchase of materials or the payment of services.

ADHERENCE TO TERMS OF BIDS

A bid once accepted by the Library may become a binding contractual obligation of the Vendor. Failure of the successful Vendor to accept this obligation and adhere to the terms of the bid may result in rejection of the bid and cancellation of any provisional award.

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.

QUESTIONS

All questions regarding the IFB shall be submitted through www.bidnetdirect.com. Vendors shall provide notice to take exception to any requirements of the Invitation for Bid. Such exceptions may reflect negatively on the evaluation of the Bid. The Library does not guarantee a response to questions not submitted after the question deadline of April 13, 2026, 4:00 pm.

ECONOMY OF PREPARATION

Bids should be prepared simply and economically providing a straightforward, concise description of the vendor's ability to meet the requirements of the IFB. Emphasis should be on the completeness and clarity of content.

PAYMENT

All properly submitted and approved invoices shall be paid in accordance with the Detroit Public Library's standard payment terms of Net 45. No advance deposits or upfront payments will be permitted.

Payment will be made only for work that has been completed and accepted by DPL in accordance with the terms of the contract.

ASSIGNMENT

The services to be performed by the vendor shall not be assigned, sublet, or transferred, nor shall the vendor 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 vendor 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 vendor 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 vendor awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the vendor and the Library.

CHANGES IN FACTS

Vendors shall advise the Library during the time the Bid is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the bid with respect to the vendor or the bid immediately upon occurrence.

CONFIDENTIALITY OF BIDS

Bids shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once bids have been publicly recorded they are subject to disclosure as per the requirements of the Michigan Freedom of Information Act.

NEWS RELEASE

News releases pertaining to these bid specifications or the provisions to which they relate shall not be made without prior approval of the Library.

CHANGES IN BID REQUIREMENTS

The Library may make changes to the requirements of this IFB, as it deems necessary. Vendors 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 bids.



REFERENCES

Vendors 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 Vendor 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 Vendor)

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, vendor or potential vendor.
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 vendor or person who is a vendor or potential vendor, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any vendor 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 vendor 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 INSTRUCTIONS TO VENDORS and that the bid 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)