



## **INVITATION FOR BID**

**Installation of Rubber Floors at Jefferson Branch Library**

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**IFB No. IFB-CL-1915**  
**Date of Issue: December 6, 2018**  
**Bid Due Date: December 20, 2018 at 2:00 p.m.**



## **IFB-CL-1914**

Detroit Public Library is requesting sealed bids from qualified bidders for the Installation of Rubber Floors at Jefferson Branch Library, 12350 E. Outer Drive, Detroit, MI 48224.

Bids are to be addressed and delivered to the Purchasing Department of the Detroit Public Library, in accordance with the bid instructions and all other requirements as referenced in this document. Bids will be received until December 20, 2018 at 2:00 p.m., local time, at which time a representative of the Purchasing Department will publicly read the names of those companies submitting bids. No other public disclosure will be made until after award of contract.



## INSTRUCTIONS TO BIDDERS

1. Firms responding to this Invitation for Bid (“IFB”) shall submit their bids in the overall format as outlined in this solicitation.
2. Bids must be submitted in a sealed package or envelope listing the following information on the outside:

- Bid Title: Installation of Rubber Tiles at Jefferson Branch
- Bid Number: IFB-CL-1914
- Bid Due Date: December 20, 2018
- Company’s name and address

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](http://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 shall be submitted, in writing, to:

Christina Ladson  
Purchasing Manager  
Detroit Public Library  
Email: [cladson@detroitpubliclibrary.org](mailto:cladson@detroitpubliclibrary.org)

# GENERAL SPECIFICATIONS

## A. General Scope of work:

To provide installation of rubber tile and VCT tile at Jefferson Branch, as follows:

### **Preparation**

1. Confirm area measurements
2. Floor must be prepped, floated to be level and smooth
  - Comply with ASTM F 710 and manufacturer's recommendation for surface preparation.
  - Remove all substances incompatible with manufacturer's resilient flooring adhesive by use of a method recommended by the manufacturer.
  - Fill voids, cracks and, depressions with trowel-applied leveling compound, as recommended by the manufacturer.
  - Remove projections and repair other defects to tolerances, as recommended by the manufacturer.
  - Vacuum sub-floor (concrete) prior to installation to remove loose particles.
3. Install Rubber Floor Tiles in accordance with manufacturer's installation requirements.
4. Install Matching Color Cold Base Molding around perimeter.

### **Clean-Up**

1. Removal of all material and debris
2. Availability of a dumpster on-site during the proposed work schedule.
3. The site shall be monitored for disposal and debris removal throughout the project. The dumpster shall be removed from the job site within one (1) day, after the completion of the project.

**Product**

Style and tile design will be provided at the walk through. Overall tile thickness is 3.5mm (0.14 inches). Rubber content is approximately 38% (SBR) Styrene Butadiene Rubber.

Floor tile must be rubber with natural fillers and environmentally safe with compatible color pigments.

Rubber floor tiles size is 100 cm by 100 cm (39.37 inches by 39.37 inches).

Vinyl tile for work room and kitchen...sample to be supplied if required

Furnish and Install: Johnsonite Custom rubber tile #13187 or approval equal in the main area and the multi-purpose rooms

- The Rubber floor tiles are 24" x 24" #13187

**RUBBER FLOOR -**

Main Area \_\_\_\_\_/Sq. Ft. Cost: \$\_\_\_\_\_

Multi-Purpose Room \_\_\_\_\_/Sq. Ft. Cost: \$\_\_\_\_\_

Total Square Feet: \_\_\_\_\_ Total Cost: \$\_\_\_\_\_

VCT tile in the other areas.

- VCT Color Tea Green tiles are 12" x 12"
- VCT tiles are to be installed in the work room and Managers area. Approximately 750 s.f. The contractor will install matching color cold base.

**VCT-**

Manager's Office \_\_\_\_\_/Sq. Ft. Cost: \$\_\_\_\_\_

Work Room \_\_\_\_\_Sq. Ft. Cost: \$\_\_\_\_\_

Total Square Feet: \_\_\_\_\_ Total Cost: \$\_\_\_\_\_

Rubber tile shall include the manufacturer's standard one-year warranty against defects in manufacturing and workmanship for resilient flooring. In addition, tile shall have the manufacturer's standard limited warranty/conductivity as specified (10 year Limited Wear Warranty).

The Detroit Public Library will ensure the building is void of all furnishings where Rubber floor tiles are to be installed.

Work hours will be Monday – Friday eight (8) hour per day with a starting time of 8:00 am. The Library will be closed to the Public.

The Contractor will be responsible for all work, unless specifically excluded, necessary to result in a complete and fully finished project.

All work shall be in strict accord with the state of Michigan Code, as enforced by the City of Detroit.

***Exceptions:***

Any exceptions, substitutions, deviations, etc. from the specifications and this bid document must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this bid offer.

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**B. Mandatory Pre-Bid Walk Thru/Inspection of Existing conditions**

All prospective Bidders (Contractors) shall visit the proposed sites to be considered for the award of this contract. A mandatory walk through is scheduled for the proposed sites as follows:

**The mandatory walk thorough is scheduled for Tuesday, December 11, 2018 at 9:30 a.m.**

***Jefferson Branch, 12350 E. Outer Drive, MI 48224***

**\*Bids will not be considered from companies that did not attend the mandatory walk through and inspection of the sites. Please ensure that you sign the sign-in sheet at each location, to be considered for this award.**



The Contractor shall visit the site and fully examine the existing conditions and verify that the spaces to receive resilient flooring are suitable for installation (Meets manufacturer's recommendations).

Prior to starting work, the successful vendor shall meet with a representative of the Facilities Department to discuss the installation schedule.

### **C. Price**

Price is Firm

### **D. Award**

The Detroit Public Library anticipates one award of the contract for all locations.

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

### **E. Payment Terms**

The Detroit Public Library's payment terms are Net 45 Days. Payment will not be authorized until a final inspection has been completed. Additionally, all invoices shall be submitted electronically to [accountspayable@detroitpubliclibrary.org](mailto:accountspayable@detroitpubliclibrary.org). All invoices shall be clearly legible and contain the following information:

1. Company Name, Address and Phone Number
2. Unique Invoice Number
3. Accurate Item Description
4. Quantity
5. Unit Price
6. Net total cost, after any applied discount
7. Purchase Order Number
8. Date and Location of Delivery

It is the responsibility of the successful bidder to submit a properly completed invoice. Failure to submit a proper invoice will result in delay of payment.

## **F. References**

Each company shall provide three (3) references for projects of a similar size and scope as that of the Library.

<b>REFERENCE #1</b>	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL	
YEARS OF EXPERIENCE	

<b>REFERENCE #2</b>	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

<b>REFERENCE #3</b>	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

## **G. Job-Site Conditions**

The Contractor is responsible for scheduling the work and providing protection of the property and equipment in such a manner as to minimize damage to the building. The Contractor must clean up all debris daily.

## **H. 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.

## **I. 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.

## APPENDIX A

### Certificate of Insurance

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 vendor'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.

**APPENDIX B**  
**NON-COLLUSION AFFIDAVIT**

Bid Number: \_\_\_\_\_ Bid Description: \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my Firm, its Owner, Directors, and Officers. I am the person responsible in my firm for the price(s) and the amount of the bid.

I state that:

1. The price(s) and the amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of the bid, and either the approximate price(s) or the approximate amount of the bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or noncompetitive bid.
5. \_\_\_\_\_, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PERSON SUBMITTING BID

\_\_\_\_\_  
BID NOTARY'S SIGNATURE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in and for \_\_\_\_\_ County.

My commission expires: \_\_\_\_\_



### **Statement of No Proposal**

Note: If you do not intend to submit a proposal on this commodity or service, please return this form immediately.

The Purchasing Department of the Detroit Public Library wishes to keep its vendors' list file up-to-date. If, for any reason, you cannot supply the commodity/service noted on the attached solicitation, please complete this form and return to: Detroit Public Library, Purchasing Department at 5201 Woodward Avenue, Detroit, Michigan, 48202, to remain on the particular vendor list for future projects of this type.

### **PLEASE COMPLETE AND RETURN**

We the undersigned have declined to submit on this proposal for the following reasons:

- ☐ Specifications to "tight" i.e. geared toward one brand or service (explain below).
- ☐ Specifications are unclear (explain below).
- ☐ We are unable to meet specifications.
- ☐ Our schedule would not permit us to perform
- ☐ Insufficient time to respond to RFP/IFB.
- ☐ We were unable to meet bond requirements.
- ☐ We were unable to meet insurance requirements.
- ☐ We are not able to offer this product or service.
- ☐ Please remove us from your vendor list (explain why below).
- ☐ Other (specify below).

Remarks:

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Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

***SIGNATURE PAGE***

Prices quoted shall remain firm for 90 days or bid award whichever comes first, except the successful bidder(s), whose prices shall remain firm for the entire 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: \_\_\_\_\_

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](http://www.bidnetdirect.com), and is an official copy of the Authorized Version.

COMPANY REPRESENTATIVE'S NAME:

\_\_\_\_\_

*(Print)*

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

\_\_\_\_\_

*(Signature)*

*(Date)*