



REQUEST FOR PROPOSAL

RFP #DPL-1805

Issued: January 17, 2018
Due Date: February 22, 2018 at 2:00 p.m.

**Design-Build Services Including All Labor, Materials,
Supplies, Equipment,
Permits, Services, Incidentals, and Supervision
Required for a Garage Extension**



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RFP #DPL-1805

I. INTRODUCTION

The Detroit Public Library (hence forth noted as DPL) is seeking sealed written proposals from qualified firms for Design-Build Services Including All Labor, Materials, Supplies, Equipment, Permits, Services, Incidentals, and Supervision required for a Garage Extension.

This Request for Proposal, and any subsequent addenda, is being issued by the Purchasing Department and this department is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in the RFP. The Procurement Department is the only office authorized to modify, change, and clarify the requirements of this RFP and any contract awarded as a result.

II. INSTRUCTIONS

1. Firms responding to this Request for Proposal shall submit their proposals in the overall format as outlined.
2. All questions shall be submitted, in writing, as follows:

Christina Ladson, Purchasing Manager
cladson@detroitpubliclibrary.org

Questions are due on or before 4:00 p.m. on January 22, 2018. Responses to the questions submitted by the deadline will be distributed at the pre-proposal conference, as well as posted on the DPL and MITN website.

3. There will be a **mandatory** Pre-Proposal conference held at 12:00 p.m. on Thursday, January 25, 2018, as follows:

Detroit Public Library
Douglass Branch
3666 Grand River Ave.
Detroit, MI 48208

Proposals shall not be considered by firms not represented at the Pre-Proposal Conference.

4. Firms shall submit one original and three (3) copies in a sealed package or envelope to the following address:



Detroit Public Library
Purchasing Department
5201 Woodward Avenue
Detroit, MI 48202

Bid Due Date/Time: February 22, 2018
2:00 p.m., Local Time

No telephone, electronic, or facsimile proposals will be considered.

Please note: The Library is closed to patrons on Monday however, the business offices are open. Access to the building on Monday is through the Staff Entrance on Putnam Street.

To facilitate distribution and evaluation, the proposals shall be single-sided black and white copies. The response shall include all information specified and required pricing sheets.

5. Proposals shall be submitted in a sealed package, clearly listing the following information on the outside:

Title: RFP #DPL-1805 - Design-Build Services Including All Labor, Materials, Supplies, Equipment, Permits, Services, Incidentals, and Supervision Required for a Garage Extension

- Due Date: February 22, 2018
- Company's Name And Address

6. **Late Proposals will not be accepted or considered.** It is the responsibility of the proposer to ensure that the proposal arrives at the Detroit Public Library's Purchasing Department prior to the date and time indicated. Telephone quotes will not be accepted and proposals submitted electronically are not acceptable. Proposals 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 shall occur in the Purchasing Department. All proposals received after the deadline will not be accepted and will be returned to the proposer unopened.

7. SUPPLIER CHANGES OR ALTERATIONS TO PROPOSAL DOCUMENTS INCLUDING SCOPE OF WORK MAY RESULT IN A PROPOSAL BEING

CONSIDERED NON-RESPONSIVE. The only authorized supplier changes to a proposal document will be in the areas provided for a proposer's response, including the "Exceptions" section of the proposal. If a change or alteration to the documents is undetected and the proposer is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the proposal document will be applicable during the term of the contract. The Detroit Public Library shall accept NO CHANGES to the proposal document made by the Supplier unless those changes are set out in the "Exceptions" provision of the Authorized Version of the proposal document. It is the Supplier's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the proposal document. Any Supplier who submits a proposal 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 proposal document, shall be bound by the proposal, including any changes, modifications or additions to the Authorized Version. If a proposal is awarded to a Supplier 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 proposal, and that Supplier fails to accept the proposal award, the Detroit Public Library may pursue costs and expenses to re-solicit the requirements.

The Authorized Version of the proposal document shall be that proposal document appearing on the Detroit Public Library or MITN website with any amendments and updates. The official proposal documents may be obtained from the Detroit Public Library's website, www.Detroitpubliclibrary.org or through the Michigan Intergovernmental Trade Network (MITN) website, www.bidnetdirect.com/MITN. Copies of proposal documents obtained from any other source are not considered official copies. Only those suppliers who obtain proposal documents from either the Library's website or the MITN website are guaranteed access to receive any addenda, 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.

8. Proposals shall be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. No proposal shall be withdrawn for ninety (90) days from submission deadline unless otherwise stated in the proposal document.
9. The Detroit Public Library reserves the right to:
 - Reject any and all proposals received as a result of this RFP
 - Waive or decline to waive any informalities and any irregularities in any proposal received

This RFP does not commit DPL to award a contract. DPL will not pay proposers for any costs associated with preparing responses to this RFP. DPL reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with qualified proposers, to award a contract without discussions/interviews or to cancel in part or in its entirety this RFP if it is in the best interests of DPL to do so.

10. The selected supplier will be required to assume responsibility for all goods and services offered in the proposal, whether or not the proposer produces them. Further, the selected supplier shall be the sole point of contact and responsibility with regard to all matters, including payment of any and all charges resulting from the contract.
11. All proposals and other materials submitted shall become the property of the Detroit Public Library.
12. All changes in the RFP documents shall be through written addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in awarding of the proposal. Addenda and updates will **NOT** be sent directly to suppliers. It is recommended that participating suppliers check the websites (www.Detroitpubliclibrary.org and www.bidnetdirect.com) daily for addenda and updates after release date. Suppliers shall print out, sign, and return addenda acknowledgement(s) with their proposal response. Failure to do so may be grounds for rejection.
13. Any questions concerning this RFP shall be submitted, in writing to:

Christina Ladson, Purchasing Manager
Detroit Public Library
5201 Woodward Avenue
Detroit, MI 48202
Email: Cladson@detroitpubliclibrary.org



III. QUALIFICATIONS

This is a Request for Proposal (RFP) issued by the Detroit Public Library seeking qualified firms to provide all labor, materials, supplies, equipment, permits, services, incidentals, and supervision necessary to successfully complete the design and construction of a garage extension to house a Bookmobile. DPL wants to provide a uniform distribution of information to firms and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any addenda will not be considered by the Selection Committee.

The Detroit Public Library reserves the right to reject any or all proposals and to waive irregularities or informalities as may be deemed in the best interest of the Library. It is the intent to award this RFP to the highest ranked proposal, meeting the outlined Scope of Work and the following minimum qualifications:

1. Proposer shall have a minimum of five (5) years' experience providing these services of a similar size and scope as the Library.
2. The Contractor shall possess requisite certifications, licenses and insurance, necessary to provide the requested design and construction.
3. Proposers shall provide three references for the services outlined in this RFP. These services should have been provided within the past three (3) years.

REFERENCE #1	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL	
YEARS OF EXPERIENCE	
TYPE OF EQUIPMENT SERVICED	

REFERENCE #2	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	
TYPE OF EQUIPMENT SERVICED	

REFERENCE #3	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	
TYPE OF EQUIPMENT SERVICED	

IV. SCOPE of SERVICES

DPL is looking for a qualified design/build Contractor who has a minimum of five (5) years' experience in providing architectural design and construction services. The successful Proposer (Design-Builder) will be required to provide all labor, materials, supplies, equipment, permits, services, incidentals, and supervision necessary to successfully complete the design and construction of a garage extension to house a Bookmobile. This is an extension to the current building and shall maintain the design of the current facility. The design shall provide for the following:

- Removal of the wall between the current facility's garage and the new garage
- An extension which shall have an oversized garage door
- A separate rooftop heating and cooling system
- Additional parking with a direct driveway off Commerce Street into the new garage structure
- The size of the facility will be based on the size of the New Bookmobile (See attached Bookmobile Specifications)

The Douglass Branch Library is located at 3666 Grand River, Detroit, MI 48208 (near Trumbull)

- 1) GENERAL REQUIREMENTS:** The Design-Builder will be required to comply with all requirements and provisions of the project as described and detailed in this RFB (including its attachments).
- a) The Design-Builder shall, consistent with applicable state licensing laws, provide through qualified, licensed design professionals, the necessary design services, including architectural, engineering and other design professional services, for the preparation of the required drawings, specifications and other design submittals to permit Design-Builder to complete the scope of work consistent with the requirements of the documents contained in this RFP.
 - i.) Nothing in the documents is intended or deemed to create any legal or contractual relationship between the Library and any design professional employed or contracted by the Design-Builder.
 - ii.) The Design-Builder shall provide evidence, satisfactory to the Library, of professional services throughout the design, documentation and construction administration of the work. All submittals including construction documents and "as-builts" must be signed and sealed.

- iii.) A high level of care and skill is expected and must be delivered by all design and construction personnel working on this Project.
- b) The Design-Builder must also:
 - i) Comply with all construction guidelines, regulations and requirements;
 - ii) Comply with all current federal, state and local, codes, regulations, laws, and ordinances applicable to the services to be performed under the resulting contract, and obtain at its own expense all licenses and permits necessary for the performance of the work;
 - The Design-Builder shall submit plans to the City of Detroit Buildings Safety Engineering and Environmental Department, and as required by any other governmental authority having jurisdiction over the services to be performed, and shall be responsible for obtaining approvals and paying for all building reviews, permits and associated fees.
 - The Design-Builder shall not commence fieldwork until the plans and specifications are sealed by the Design-Builder's responsible architects and/or engineers registered in the State of Michigan for each specific type of work, all permits necessary to proceed with the construction of the project have been obtained, and satisfactory evidence of approvals have been provided to the Library. A current approved set of construction documents shall be kept at the project site for reference at all times.
 - The Design-Builder will be responsible for the design, construction, warranty, and other work necessary to provide a complete and functional garage. All work done by the Design/Builder shall be done in accordance with applicable codes and regulations included but not limited to Michigan Building Code (MBC), and Americans with Disabilities Act (ADA). The Library may permit flexibility in design and construction to accommodate processes, procedures, and innovative techniques that are preferred by the Design-Builder, as long as they are consistent with site conditions, good engineering practices and solutions, if it meets the approval of the Library.
 - iii) Take all necessary precautions to keep the premises and equipment free of safety hazards, and follow all federal, state, local, and acceptable industry practices;
 - iv) Perform ancillary tasks necessary to support the work, such as scheduling, work oversight, and coordination with the Library;
- c) Design Plans and Engineering Calculations Review: The Design-Builder will be required to submit all design plans, shop drawings and engineering calculations to the Library. Under design-build, these submittals are not for the Library's approval, but rather for verification of compliance with specified design criteria.

- i) Utilities: The Design-Builder will be responsible for coordinating utility sweeps and clearances. Copies of all correspondence must be provided to the Library's Facilities Director.
- ii) Survey Requirements: It is the responsibility of the Design-Builder to prepare a final project survey prepared by a surveyor licensed in the State of Michigan. The survey of the site must show at a minimum the following items:
 - (1) Topographic site location showing the proposed layout, utilities, library building and parking;
 - (2) The exact specifications of all means of access thereto and any site restrictions;
- iii) Geotechnical Requirements: The Design-Builder will be responsible to verify, evaluate and perform a geotechnical study to determine soil-bearing capacity and foundation design criteria for any structural components of the new Garage.
- iv) Structural Requirements: The Design-Builder will be required to submit structural design and engineering calculations signed and sealed by the structural engineer that will be responsible for the structural design of the Garage extension.
- v) Mechanical, Electrical, and Utility Service Requirements: Based upon the proposed scope of work, the Design-Builder will be required to calculate new utility load requirements for the Project. The Design-Builder will be required to submit engineering calculations signed and seal by the electrical and mechanical engineers of record, employed or procured by the Design-Builder for this Project, supporting the approved design approach.
- f) The Design-Builder must account for the provision, installation, and connection of all equipment and materials necessary for the complete installation of the work identified in this Project, including heating, ventilating and air conditioning (HVAC) equipment, piping, in-fill and wall construction, roofing, insulation, glazing, conduit, cables, wiring and panels and all other items required to complete the Project.

3) PRELIMINARY DESIGN, DETAILED DESIGN AND CONSTRUCTION DOCUMENT SERVICES:

Following the completion and Library Commission's approval:

- a) Design Reviews: The Design-Builder shall be responsible for the design of the work selected by the Library. All services are to be provided in accordance with the General Requirements.

b) Detailed Design:

The Design-Builder shall submit the following as a result of their services:

- i. Site Development Plans
- ii. Architectural Plans
- iii. Heating, Ventilation and Air Conditioning (HVAC)
- iv. Electrical Plans
- v. Preliminary cost estimate of the garage extension and schedule for completion

4) CONSTRUCTION AND POST-CONSTRUCTION SERVICES: Upon the Library Commission's approval of the proposed contract, the Design-Builder shall submit to the Library an updated project construction schedule for review and approval by the Library. Upon approval of the schedule, the Library shall issue to the Design-Builder a written Noticed to Proceed with construction and a Pre-Construction Meeting shall be conducted.

a) Quality Management:

- i) The Design-Builder is responsible for quality management, quality assurance and quality control (QA/QC).
- ii) The Library is responsible for final acceptance. The Library will use the results from the Design-Builder's quality control, quality conformance, and quality acceptance sampling and testing in making acceptance decisions, as long as there are quality verification results and independent assurance results that validate the Design-Builder's quality management program.
- iii) The Library will require the Design-Builder to inspect and test for quality conformance and acceptance as needed and required by code and industry standards.
- iv) The Design-Builder will be required to follow all Michigan Building Code (MBC), guidelines and standards when performing quality management.

- v) The Design-Builder must subcontract with an independent inspection/testing firm to perform quality conformance inspection, acceptance sampling and testing. The independent inspection/testing firm must be accepted by the Library.

b) Construction Administration:

- i) The construction administration under this design-build contract is to be provided by the architect(s) and engineer(s) (Design Professionals) working as part of or for the Design-Builder. The Design Professional will provide one or more representatives on-site to facilitate the progress of the project and observe the installation of critical systems or components, verify that the specified materials are installed, and observe all field tests for compliance with the contract documents. It is the sole responsibility of the Design-Builder along with their selected Design Professional(s) to comply with all submittal requirements as stated in the technical specifications and General Terms and Conditions. The primary submittal items required of the Design-Builder for approval by his/her selected Design Professional(s) includes at a minimum the following:

- (1) Project Schedule;
- (2) Submittal schedule;
- (3) Drawings, product data, and samples;
- (4) Daily field Reports; and
- (5) Inspection and testing reports.

A copy of all approved submittals shall be provided to the Library's Facilities Director for compliance review and record only. These compliance review comments will be forwarded back to the Design-Builder in a timely manner. It will be required that both the Design Professional and Design-Builder maintain a submittal log in order to track the timing of the submittal delivery and review.

- ii) The Design-Builder must provide and install all necessary barricades, directional signage, and safety devices required to notify and maintain safety for Library employees, and construction workers.
 - (1) The Design-Builder will maintain traffic and pedestrian flow through or around the work zone.
 - (2) The Design-Builder is responsible for securing all tool boxes, equipment and materials during and between work shifts. The work area will be

maintained in a clean and safe manner at all times and secured when not occupied by the Design-Builder.

- iii) The Design-Builder shall be responsible for scheduling, coordinating, and documenting regular construction progress meetings as described in the General Terms and Conditions between Library representatives, the Design-Builder, necessary members of the Design-Builder's team, and other parties as necessary.
 - iv) The Design-Builder may be required to perform some operations or activities during off-peak hours as required by the schedule of other Library activities. Off-peak hours are to be determined, and are subject to Library approval and daily coordination with the Library. Construction work that may need to be performed during off-peak hours includes but are not limited to:
 - (1) Work in public spaces;
 - (2) Excessive noise producing operations such as core drilling;
 - (3) Utility shut-offs and tie-ins.
 - v) The Design-Builder shall return any removed devices or equipment that are not required for the new construction to the Library, or properly dispose of unwanted materials and debris off of the Library property at no additional cost to the Library.
- c) Final Closeout Documents: Upon completion of the project, the Design-Builder will be required by the Library to submit the following documents: as-built plans, engineering reports, drawings, test results, daily reports, warranties, and operation and maintenance manuals as described in the General Terms and Conditions of this RFP. As-built documents must meet the following requirements:
- i) As-Built Document Requirements: The Library requires submission of accurate as-built record documents within 60 days of Substantial Completion of the project. The as-built submittal documents must include the following:
 - (1) A Transmittal describing the contents of the submittal. This transmittal must include the project title, project description, and the Library Project Number;
 - (2) One (1) full size set of drawings;
 - (3) One (1) set of drawings applicable to 11" x 17" and 32" x 32" print format;

5) CONSTRUCTION REQUIREMENTS AND PROCEDURES: This garage will be an extension to the existing Library structure. Work shall be performed consistent with approvals provided by the Library.

a) Access to Building, Staging, Temporary Trailers, Parking

i) All on-site staging and temporary storage of equipment and tools must be contained within the site.

(1) All materials and tools that are required to be delivered shall be stored and secured within a designated staging area at all times. No tools shall be left unsecured or unattended in public areas. No containers (tool boxes, storage containers, debris containers, etc.) shall be left unsecured or unattended in public areas.

(2) If a temporary construction trailer is desired, the Design-Builder shall be required to obtain a permit for trailer. The Design-Builder shall not park any vehicle, nor store any construction materials within six (6) feet of the Library entrance.

ii) The Design-Builder will conduct the required work in such a manner so as to cause minimum disruption to the operation of the Library. The Design-Builder shall be required to provide and install all temporary measures required to maintain safety and security for the construction of this garage.

iii) The Design-Builder will be responsible for cost of furnishing, maintaining, and removal of barricades.

iv) The Design-Builder will be responsible for providing all power needed to construct the garage.

b) The Design-Builder is responsible for ensuring that the area is kept free of dust and debris at all times.

c) The Design-Builder is responsible for scheduling work to take place off regular business hours to ensure minimal disruptions of Library operations.

d) The Design-Builder will schedule required inspections.

6) SEQUENCE OF WORK: The Design-Builder is required to coordinate their work accomplishment with the Library.

7) REQUIRED DOCUMENT FORMAT AND SOFTWARE:

a) The Design-Builder will be required to submit in English all final documents in hard copy and electronic format as requested by the Library (such as Word, Excel, PDF and TIFF).



8) ANTICIPATED SCHEDULE/LIQUIDATED DAMAGES: All Work is required to be substantially completed on or before the Substantial Completion date established in the construction Notice to Proceed issued by the Library.

Award

The Detroit Public Library anticipates one award of this contract to the highest ranked proposal.

- a) The Library anticipates recommending a contract for Commission approval at its April 2018 meeting.
 - i) Within 10 calendar days of Commission approval and after receipt of correct insurance and bonds, an initial Notice to Proceed will be issued by the Library.
 - ii) All work selected by the Library meet the Substantial Completion date on or before the agreed upon date (TBD).
- b) Final completion of the project shall be achieved in accordance with the agreed upon schedule.

If awarded a contract, the supplier agrees to fully complete the work in accordance with the Scope of Work. The renewal option will be exercised based upon satisfactory performance as determined by the appointed representatives of the Library.

Protection of Work, Persons and Property

During performance and up to date of final acceptance, the contractor shall be under absolute obligation to protect the Library's buildings, grounds, and adjacent properties against any damage, loss or injury. The contractor shall take all reasonable precautions to protect the persons and property of the Library from damage, loss or injury during performance under this contract.

Performance and Payment Bonds

The Design-Builder will be required to obtain performance and payment bonds in an amount equal to 100% of the contract amount, which are conditioned upon the faithful performance of the contract in accordance with the Contract Documents, and the payment of all laborers performing work in this contract. The surety issuing the performance and payment bonds must be authorized to conduct business in the State of Michigan and have a Resident Agent who may be served in Wayne. If the surety issuing the bond goes out of business, during the performance of the Work, the Design-Builder



must retain another surety (bonding) agent, which meets the original qualifications, and immediately notify the Library of such changes.

V. REQUIRED PROPOSAL CONTENT

All proposals received must consist of the items referenced below:

1. Company Experience – Minimum of five (5) years
2. Design Specifications of New Garage
3. Project Plan for Construction
4. Total Cost Breakdown of Each Phase of the Project
5. Signed Signature Page VIII (Complete all required information).

Proposals will be analyzed for conformance with the instructions and requirements of the RFP. Proposals that do not comply with these instructions and do not include the required information may be rejected as insufficient or may not be considered for further consideration.

VI. EVALUATION CRITERIA

- A.** Cost/Price
- B.** Garage Design/Proposed Construction Plan
- C.** Required Certification/Licenses
- D.** Company Experience/References

VII. SELECTION PROCESS

Proposals will be evaluated by the Selection Committee based upon the evaluation criteria stated above. DPL will select for any award the highest ranked proposal from a responsible proposer, which does not result in a financially infeasible procurement and is judged to be the most advantageous to DPL based upon consideration of the scope of work and the evaluation criteria.

The evaluation committee will review the proposals for the following:

- A proposer has followed the instructions of the RFP and included sufficient detailed information to allow for evaluation



- Proposed price does not result in financially infeasible procurement
- Proof of required licenses

Please note that no information, financial or otherwise, will be provided to any proposer about any of the proposals from other proposers during the evaluation period.

DPL reserves the right to select proposals that fall into the competitive range. Further, DPL reserves the right to award a contract(s) without conducting further interview or negotiations.

The Evaluation Committee will recommend contract award/acceptance of a proposal to the Detroit Public Library Commission. Upon acceptance of a recommendation, contract awards will be made by the Detroit Public Library Commission.



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)

APPENDIX A

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, 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

RFP Number: _____ RFP 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: _____



PRICE SHEET

Failure to complete this form and submit with your proposal shall result in your proposal being deemed nonresponsive and rejected without any further evaluation.

PRICING: The price bid shall be all-inclusive which means that all related items, including labor, travel, deliverables, tools, materials, equipment, supplies, expenses, etc. shall be included in the price for each item. **The Proposer must complete the Price Form either by hand writing in ink or typing prices in the spaces provided. Proposers must provide a Price for all items on this Price Form.**

A. Garage Extension

Professional Services / Construction Management	Not-to-Exceed Price
Design Services	\$ _____
Construction Administration	\$ _____
Design-Builder's Overhead, Profit & Management	\$ _____

Construction Work	Not-to-Exceed Price
Construction Work	\$ _____
Total Proposed Cost – Design/Construction	\$ _____

VEHICLE SPECIFICATIONS

Capacities/Dimensions

2.3.1.	Overall exterior length:	34.0' (approximate)
2.3.2.	Overall exterior width:	102" (excluding
2.3.3.	Overall exterior height:	12' -0 "
2.3.4.	Interior length:	279" (load space)
2.3.5.	Interior height:	84"
2.3.6.	Floor height from ground:	39" (maximum)
2.3.7.	Interior width:	98"
2.3.8.	Wheelbase:	262" (approximate)
2.3.9.	Ground Clearance:	12"
2.3.10.	Fuel tank capacity:	40.00 gallons
2.3.11.	GVWR:	26,000 lbs