

REQUEST FOR PROPOSAL
RFP #DPL-CL-1808

**Lawn Care Maintenance Services for
West/Southwest Detroit Public Library Branches
and Locations for a Three Year Period**

Issued: February 27, 2018
Due Date: March 20, 2018 at 2:00 p.m.

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RFP #DPL-CL-1808

Lawn Care Maintenance Services for West/Southwest Detroit Public Library Branches and Locations

I. INTRODUCTION

The Detroit Public Library (hence forth noted as DPL) is seeking sealed written proposals from qualified firms to provide Lawn Care Maintenance Services for All West/Southwest Detroit Public Library Branch Locations for a three year period.

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 March 2, 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 10:00 a.m. on March 6, 2018 at:

Detroit Public Library
5201 Woodward Avenue
Administrative Offices-2nd Floor
Detroit, MI 48202

Proposals will **not** be considered from companies that did not attend 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: March 20, 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-CL-1808 – Lawn Care Maintenance Services for all West/Southwest Detroit Public Library Branches for a Three (3) year Period
 - Due Date: March 20, 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, tools, equipment, transportation and supervision to perform all Lawn Care Maintenance Services. 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.

Each Contractor is responsible for visiting the proposed work site to become acquainted with existing conditions thereby developing a full understanding of difficulties and restrictions associated with the execution of the proposed contract. Failure or omission to receive and examine any documents, forms, instruments, addendum, or other information, or to visit the sites and acquaint oneself with existing conditions will in no way relieve any individual or organization from any obligation with respect to the proposal or contract.

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 the services of a similar size and scope as the Library.
2. 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	

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	

IV. SCOPE OF SERVICES

The Proposer is to furnish all labor, materials, tools, equipment, transportation and supervision to perform all work in accordance with the scope of services.

The services will be provided annually from April through November, for a three (3) year period. The Library reserves the right to terminate the proposed contract, if satisfactory performance of the services are not provided.

1. Contractor shall not sublet, assign or transfer the contract or any portion or any payment due, without the written consent of the Library.
2. Litter/Debris - Contractor will be responsible for the removal and legal disposal of all litter/debris at the completion of and the legal disposal of the litter at all times. Additionally, the premises and public streets, parking lots, and sidewalks are to be kept free from grass clippings, waste material or other rubbish caused by the Contractor's employees or work. At the completion of the workday, remove all waste and excess material, rubbish and equipment so as to leave the premises neat and clean.
3. Contractor will make available for inspection the firm's entire mowing and support equipment before awarding or renewal of the contract. Failure to pass this inspection may be cause for disqualification from current and/or future consideration.
4. Contractor employees will be dressed in company issued uniforms. Uniforms will be neat, clean, and in good repair:
 - a. Pants - Shorts, cutoffs, and sweat pants are not proper attire.
 - b. Shirts - tee shirts and sleeved work shirts are acceptable. Objectionable slogans are not acceptable.
 - c. No logos, pictures, commercial advertisements, other than that of the Contractor's will be exposed while on Library property or en route to job site.
 - d. Shoes - totally enclosed shoes will be worn at all times.
5. Any complaints by the public made to the Contractor or his employees will be handled in a timely and courteous manner. The Facilities Department will be notified of all complaints within twenty-four hours of incident.
6. The Library occasionally has special events that make it necessary to change a site's regularly scheduled maintenance date. The Library will endeavor to give the Contractor at least five (5) working days' notice prior to these events.
7. All work will be performed in a professional and competent manner using quality equipment and materials, all of which must be maintained and operated at the highest standard.

8. Contractor will advise the Library immediately of any hazardous or potentially hazardous conditions that may be found.
9. All requests for service shall be handled as an urgent request unless otherwise indicated. Phone messages shall be responded to within one hour. E-mail and faxes shall be responded to within 24 hours.
10. The Library shall be provided with a single source contact (project manager) who will be responsible for handling all requests. The Project Manager shall provide the Facilities Department with cellular phone numbers, office phone numbers, fax numbers and e-mail addresses.
11. Contractor shall complete all requests for services within forty-eight (48) hours or within the time frame agreed to in the contract. If the Contractor fails to complete the work within the required time, or in an appropriate manner, the Library will have the right to do the work, or have the work done by another contractor and the additional cost will be deducted from the monthly invoice.
12. Contractor agrees that he will not discriminate against an employee or applicant for employment during the performance of this contract with respect to hire, tenure, terms, conditions, or privileges of employment, or color, religion, national origin, age, sex, height, weight, or marital status.
13. Contractor must conform to all Federal, State, and Local Labor Laws.
14. Any deviations from these requirements shall be approved, in writing, by the authorized Library designee.
15. The Library may, without invalidation of the original contract; order changes as deemed desirable or necessary. If the changes are not covered by the contract, the Contractor will provide the Library with a detailed cost estimate of the proposed change. If necessary, the proposed change will be presented for Library Commission for approval
16. Contractor is liable for any injuries to any individual that occurs in the performance of this contract.
17. Contractor guarantees the reimbursement, repair, replacement and/or restoration to the satisfaction of the Library, any property (Library or private), destroyed or damaged in the performance of this contract at no additional charge to the Library. The Library shall be notified immediately of any destruction or damage.

V. BASE PRICES

The Proposer agrees to perform all services within the following categories, as described, for the base amount(s) stated below. Show amounts in both words and figures. In case of discrepancy, the written amount shall govern.

It is understood that the Library reserves the right to accept or reject any or all proposals or part thereof or items therein, or to negotiate with the Contractor of its choice, or choices, and to waive any informality in the bidding. The Proposers by submitting proposals, shall acquire no rights, whatsoever, against the Library. It is further understood that competency and responsibility of Proposers will receive consideration before the award of the Contract. Additionally, the library reserves the right to add or delete locations at its discretion.

If additional space is required for the proper identification or insertion of figures, alternates, voluntary alternates or qualifications please provide an attachment, on your company's letterhead.

The form below shall be included in proposal submissions and completed as specified. If a component of the form is not applicable, Proposer is instructed to insert "No Bid" or "Not Applicable" (N/A) in space or section to acknowledge review.

The branch locations shown below will be separately listed and have costs individually assigned to each. Any contractor failing to bid on all locations will be considered non-responsive. **The library reserves the right to add or delete locations at its discretion.**

The successful Proposer shall submit a cutting schedule (route), which will be followed for the season.

Bid Categories will be broken down as follows:

A. BID CATEGORY 1: MOWING, EDGING, TRIMMING

This category includes approximately thirty (30) weekly lawn cuttings and sidewalk edging, and cleaning of sidewalks of grass clipping, dirt, etc. for the annual season at all Eastside locations and branches, as specified.

1. Mowing

- a. All designated lawns will be mowed as often as necessary to maintain a neat, uniform appearance, and so grass clippings are not of sufficient quantity to detract (in the Library's opinion) from the overall appearance. Unless otherwise specified a once a week mowing shall be done during the active growing season.
- b. All litter will be removed prior to mowing. Litter and/or debris shredded during the mowing operation will be removed the same day shredded.
- c. If an excessive amount of clippings occurs on the lawn, they will be removed the same day of mowing, at no additional cost to the Library. Any clippings blown into stone/mulch areas, paved surfaces, curbs, roadways, etc. during the mowing operation will be removed the same day.
- d. Unless specified and/or agreed to by the Library, lawn mowing services will occur the same day each week. Contractor will notify the Facilities Department whenever mowing cannot be done on the designated day and update the Facilities Department every twenty-four hours until missed mowing(s) is (are) completed. Mowing and associated activities are part of this contract at no additional charge to the Library.

2. Edging

- a. Edge lawns adjacent to landscape beds, fences, sidewalks, curbs, parking lots, etc., to maintain a neat appearance.
- b. Remove debris created during the edging operation the same day.
- c. Debris shall not be allowed to enter storm drains.
- d. Edge with a mechanical edger, designed specifically for that function. String trimmer edging is not acceptable. Edging and associated activities are part of this contract at no additional charge to the Library

3. Trimming

- a. Trim all lawn vegetation adjacent to or around plant materials, light poles, signs, fences, and other obstacles, on all sites at each mowing to maintain a neat appearance.
- b. Trim vegetation to the same height as the cut grass.
- c. Remove debris created during the trimming operation the same day. Debris shall not be allowed to enter storm drains. String trimming and associated activities are part of this contract at no additional charge to the Library.

ANNUAL TOTAL:

_____ Dollars

\$ _____

B. BID CATEGORY #2: FERTILIZATION AND WEED CONTROL

Fertilize and apply weed control to all locations. This service is to be completed two times/year (spring and fall).

- a. Lawns shall be treated with approved fertilizer, with the first application occurring on or before May 15th. The last applications, after lawns have gone dormant in the fall.
- b. Fertilizer is to be uniformly distributed over the lawn area, and immediately washed off the foliage.
- c. All debris shall be removed at the completion of the trimming service at each location.

ANNUAL TOTAL:

_____ Dollars

\$ _____

C. BID CATEGORY #3: SPRING LAWN CLEAN-UP

Perform complete spring grounds clean-up of leaves and all other debris at all building sites. The spring clean-up visit shall occur in April, as follows:

- a. All winter damage is to be removed from trees and shrubs, by the end of April of each year.
- b. Trim hedges and prune all small bushes. Trim shrubs to maintain a natural appearance. No geometrical trimming.
- c. The site visit shall include the removal and disposal of all debris that has accumulated on the lawns and in the bed areas. This debris will include but not be limited to leaves, papers, trash, dead plant debris, etc.
- d. Remove all collected debris from the site.

Please indicate the breakdown of services included in the spring clean-up on a separate sheet.

ANNUAL TOTAL:

_____ Dollars

\$ _____

D. BID CATEGORY #4: FALL LAWN CLEAN-UP

Perform complete fall grounds clean-up of leaves and other debris at all building sites. This service shall be performed twice in the fall. Please indicate the breakdown of services included in the fall clean-up on a separate sheet.

- a. Trim hedges and prune small bushes.
- b. The site visit shall include the removal and disposal of all debris that has accumulated on the lawns and in the bed areas. This debris will include but not be limited to leaves, papers, trash, dead plant debris, etc.
- c. Remove all collected debris from the site.

ANNUAL TOTAL:

_____ Dollars

\$ _____

ADDITIONAL SERVICES

Additional services will be provided and invoiced at the following rates:

1. Hourly rate – Per/Man \$ _____
2. Bed preparation \$ _____
3. Flower planting \$ _____
4. Disposal services \$ _____

All applicable permit fees are included in the above base bid.

West/Southwest Locations Individual Pricing

<i>Branch</i>	<i>Address</i>	<i>Hours Of Operation</i>
Bowen Branch	3648 W. Vernor, Detroit, MI 48216	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Chaney Branch	16101 Grand River, Detroit, MI 48227	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Chase Branch	17731 W. Seven Mile, Detroit, MI 48235	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Conely Branch	4600 Martin, Detroit, MI 48210	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Douglass Branch	3666 Grand River, Detroit, MI 48208	M-F-10:00-6:00 pm
Edison Branch	18400 Joy Road, Detroit, MI 48228	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm
Fort Street	3345-3427 W. Fort St., Detroit,MI 48216	
Hubbard Branch	12929 W. McNichols, Detroit, MI 48235	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm
Duffield Branch	2507 W. Grand Blvd., Detroit, MI 48208	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm
Parkman Branch	1766 Oakman Blvd., Detroit, MI 48238	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm
Redford Branch	21200 Grand River, Detroit, MI 48219	T/TH/S-10:00-6:00 pm,M/W-12:00-8:00 pm, S-1:00-5:00 pm
Sherwood Forest	7117 W. Seven Mile, Detroit, MI 48221	M/W/S-10:00-6:00 pm,T/TH-12:00-8:00 pm

West/Southwest - Pricing

<i>Branch</i>	<i>Cost</i>			
	<i>Mowing, Trimming, Edging</i>	<i>Fertilizer and Weed Control Application</i>	<i>Spring Clean-Up</i>	<i>Fall Clean-Up</i>
Bowen Branch	\$ _____	\$ _____	\$ _____	\$ _____
Chaney Branch	\$ _____	\$ _____	\$ _____	\$ _____
Chase Branch	\$ _____	\$ _____	\$ _____	\$ _____
Conely Branch	\$ _____	\$ _____	\$ _____	\$ _____
Douglass Branch	\$ _____	\$ _____	\$ _____	\$ _____
Edison Branch	\$ _____	\$ _____	\$ _____	\$ _____
Fort Street	\$ _____	\$ _____	\$ _____	\$ _____
Franklin Branch	\$ _____	\$ _____	\$ _____	\$ _____
Hubbard Branch	\$ _____	\$ _____	\$ _____	\$ _____
Duffield Branch	\$ _____	\$ _____	\$ _____	\$ _____
Parkman Branch	\$ _____	\$ _____	\$ _____	\$ _____
Redford Branch	\$ _____	\$ _____	\$ _____	\$ _____
Sherwood Forest	\$ _____	\$ _____	\$ _____	\$ _____

PLACE BID TOTALS ON PROPOSAL FORM

Branch Location Site Visits

The branch locations have been separated, to the greatest extent possible, based upon geographic location. Each bidder is required to perform a site inspection of the branches prior to submitting a bid. No adjustments to the bid will be considered due to the Bidder's failure to visit the specified locations.

Acknowledgement:

I, _____, certify that a company representative has visited each location and is familiar with the specific requirements for completing the required services at each branch.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

Penalties for Non-Performance

Should the Library determine that the Contractor has not performed required services in a manner or time frame acceptable to the Library, the Facilities Department will notify the Contractor giving them from the date/time delivered:

- a. Twenty-four (24) hours to contact the Facilities Department and discuss issue(s)
- b. Forty-eight (48) hours to correct the situation, unless otherwise agreed to by the Facilities Department.

Should the Contractor fail to make the required corrections or fail to make them in the agreed upon time frame and to the Library's satisfaction, the Library shall secure another contractor to provide the needed services. If it is necessary, the Library will continue to utilize other Contractors until such time as the Contractor is willing to resume his responsibilities or the contract is terminated. If the services have to be completed by a different contractor, penalties will be assessed. Repeated deficiency in the same area will be charged the invoiced amount plus an additional:

- a. Second Deficiency - 50%
- b. Third Deficiency - 100%

The penalty shall be deducted from the invoices submitted by the Contractor. Should there be insufficient invoiced amounts to cover the penalties, the Contractor will be billed. If the Contractor fails to pay the penalties, the Library will seek appropriate action for reimbursement including forfeiture of the Contractor's surety. Each deficiency will be reviewed for possible termination of contract.

Prices

Prices are to be held firm for duration of the initial year of this agreement.

Please indicate pricing for the subsequent years

Prices are firm for the initial year and subject to the following increase not to exceed:

_____ (%) Increase – 2nd Year Period

_____ (%) Increase – 3rd Year Period

Award

The Detroit Public Library anticipates one award of this contract to the highest ranked proposal. The recommended contract will be submitted to the Detroit Public Library Commission for approval. It is anticipated that the services will begin upon Commission approval and after receipt of correct insurance and bonds.

If awarded a contract, the supplier agrees to fully complete the work in accordance with the Scope of Work. Past performance and experience may be factors in making this award.

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 Bond

The successful proposer shall furnish a corporate surety bond in an amount equal to 100% of the Contract payment amount, as security for the faithful performance of the Contract upon receipt of Detroit Public Library Purchase Order.

VI. REQUIRED PROPOSAL CONTENT

All proposals received must consist of the items referenced below:

1. Company Experience – Number of years actively providing lawn care and maintenance services. Please include key personnel and the name and resume of the proposed project manager for this contract.

2. List of Equipment/Tools Owned and/or Leased
3. Price Sheet
4. References – A minimum of three references which shall include a name, address and telephone number.
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.

VII. EVALUATION CRITERIA

- A. Cost/Price**
- B. Responsiveness to the Scope of Services**
- C. References**

VIII. 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 services 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 experience, favorable references and necessary tools and equipment to provide the requested services.

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: _____

ALFV

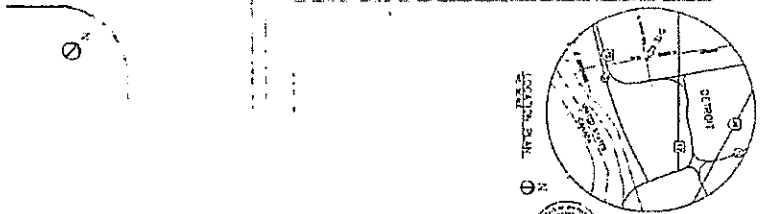
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5. CONCLUSIONS

W. VERNOR

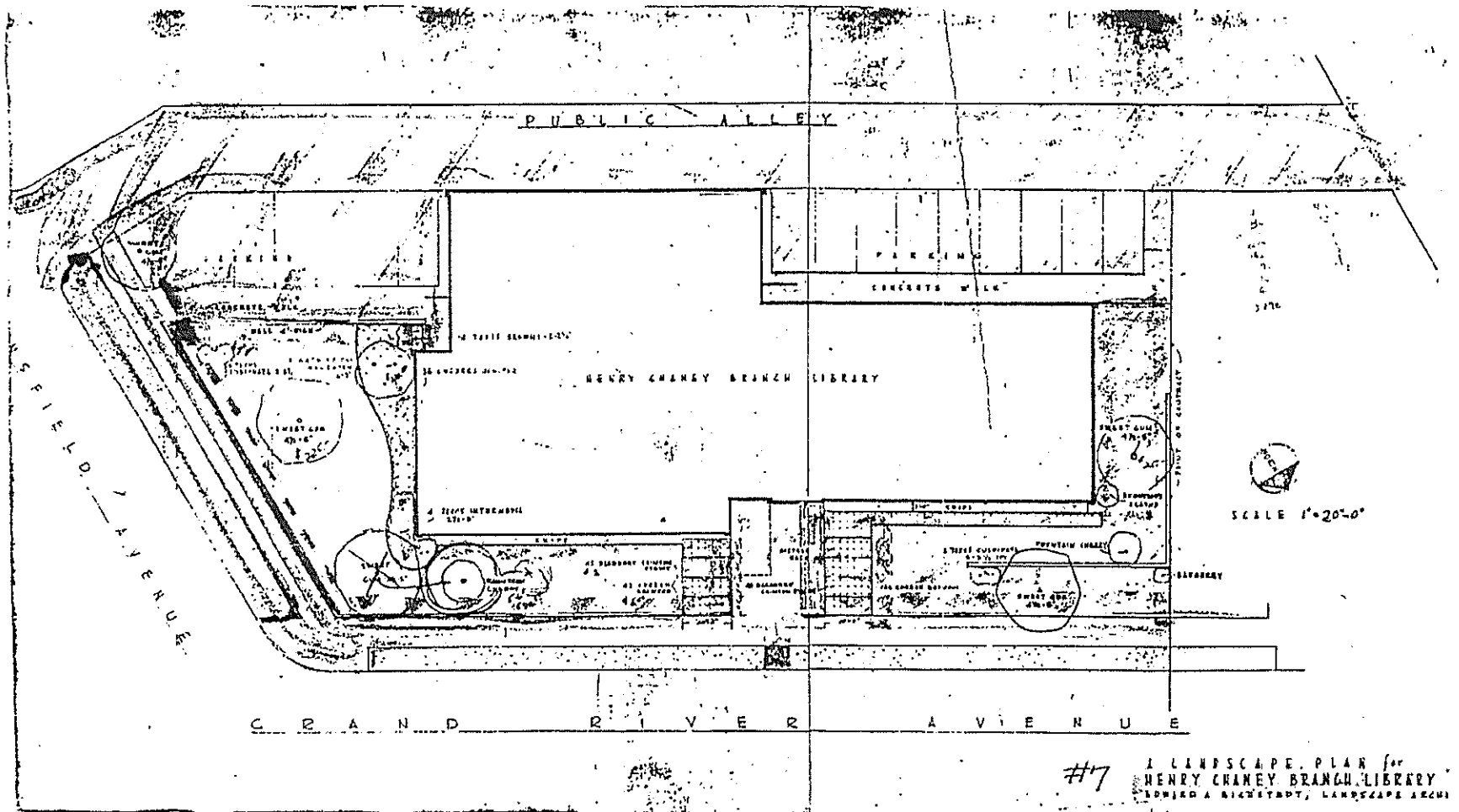
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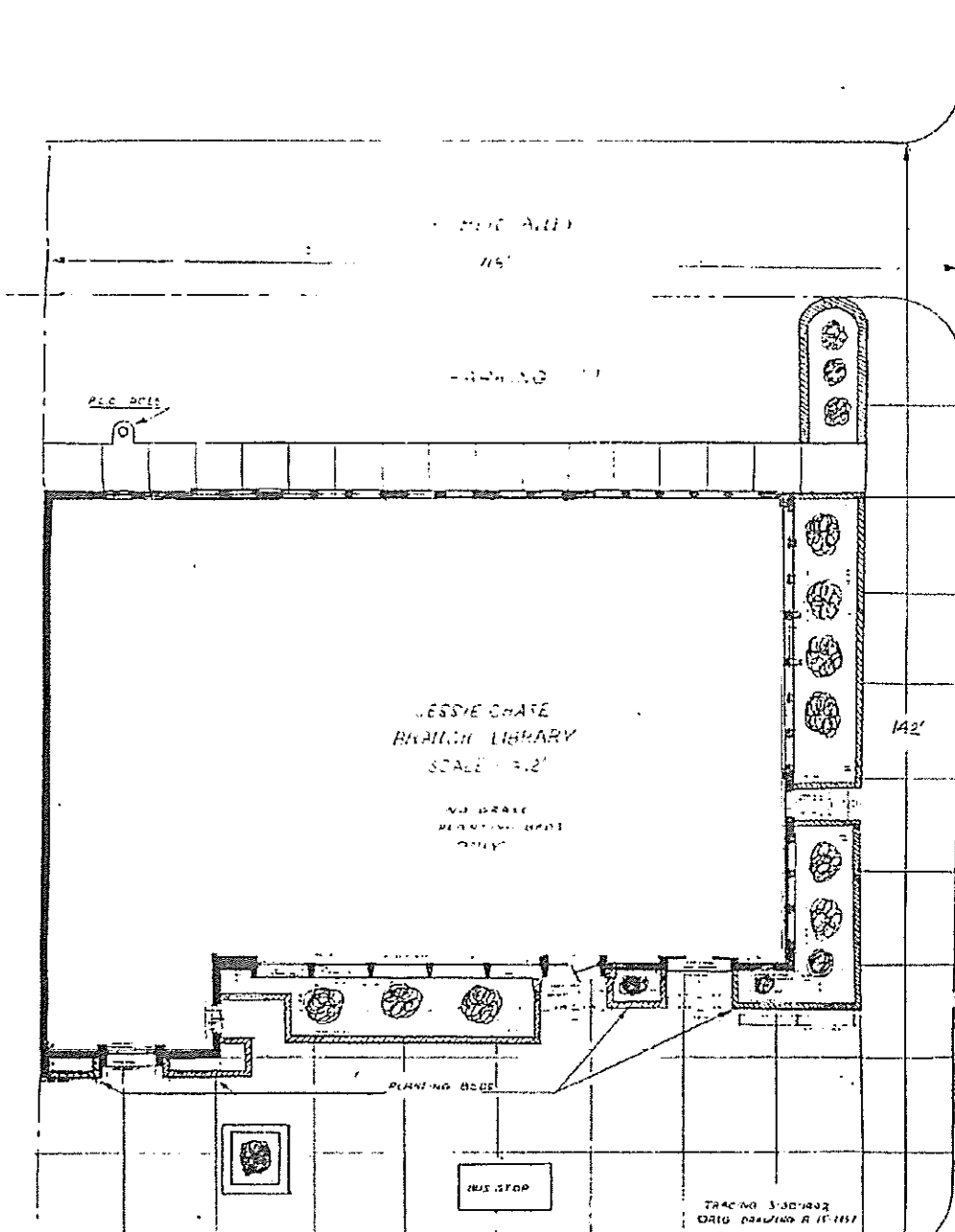
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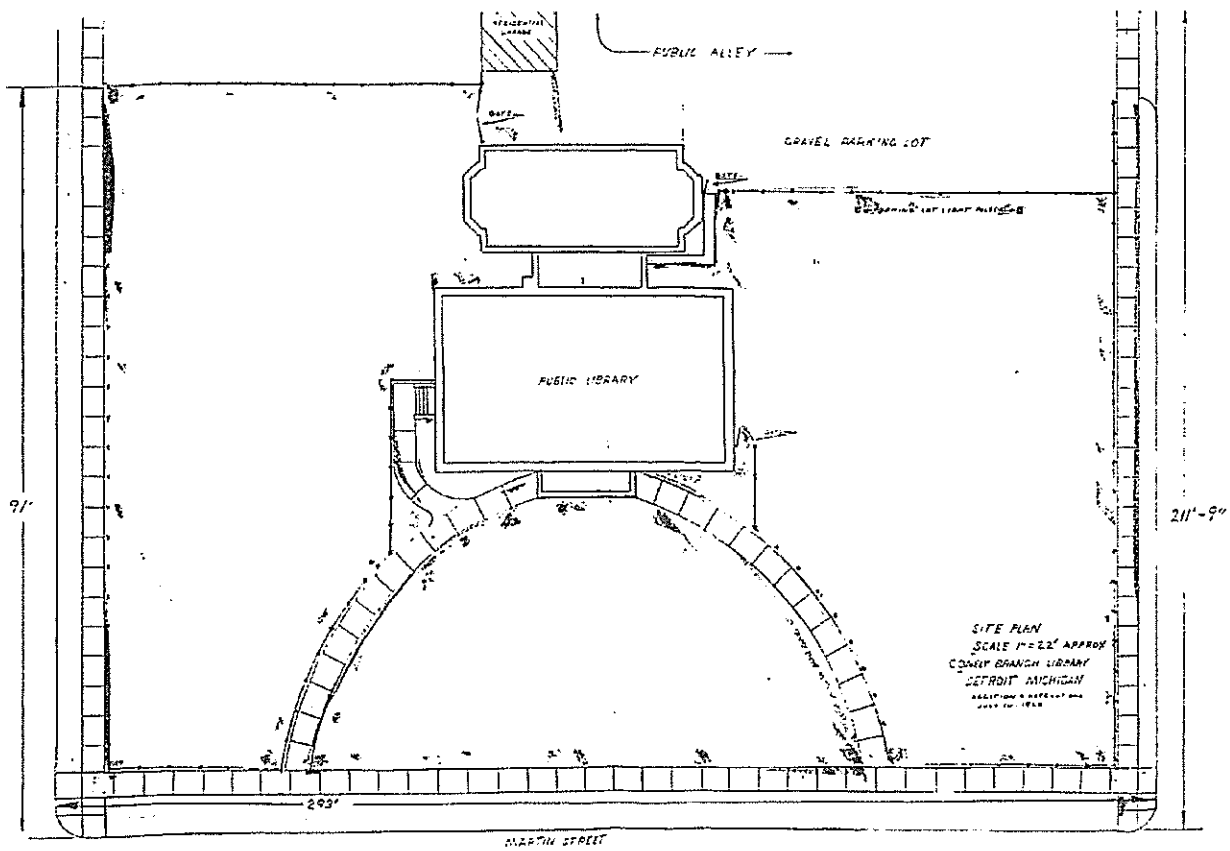


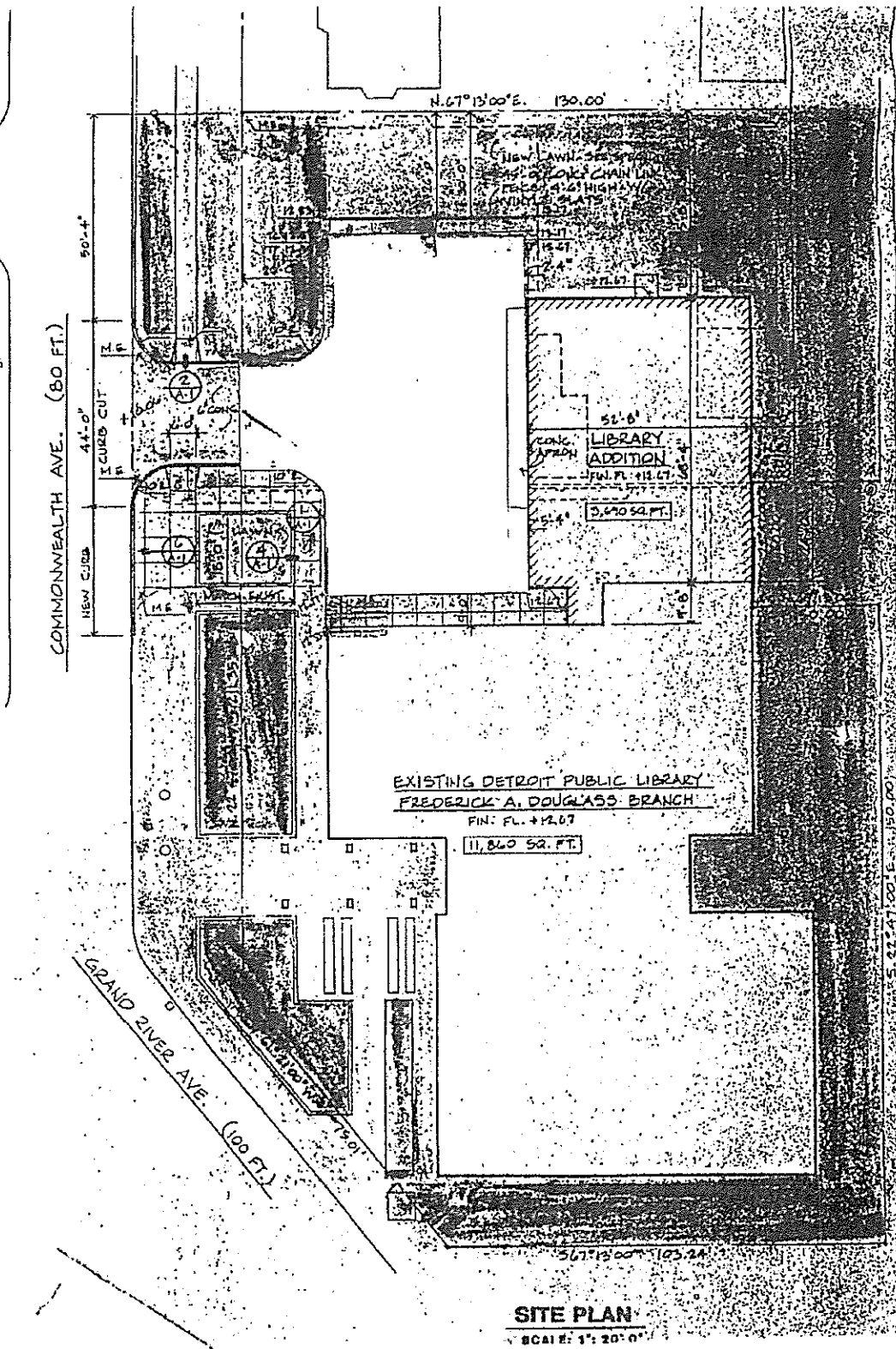
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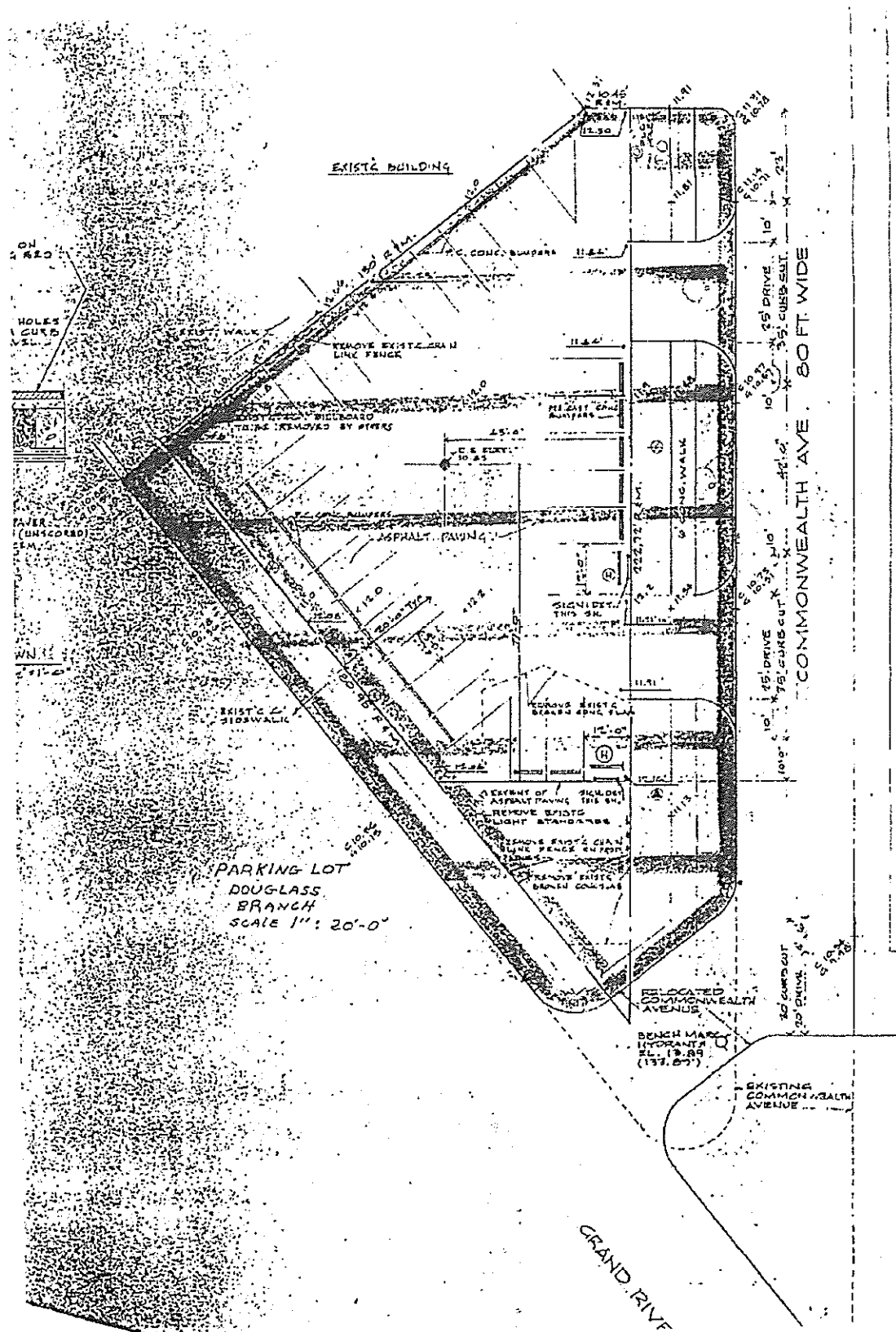
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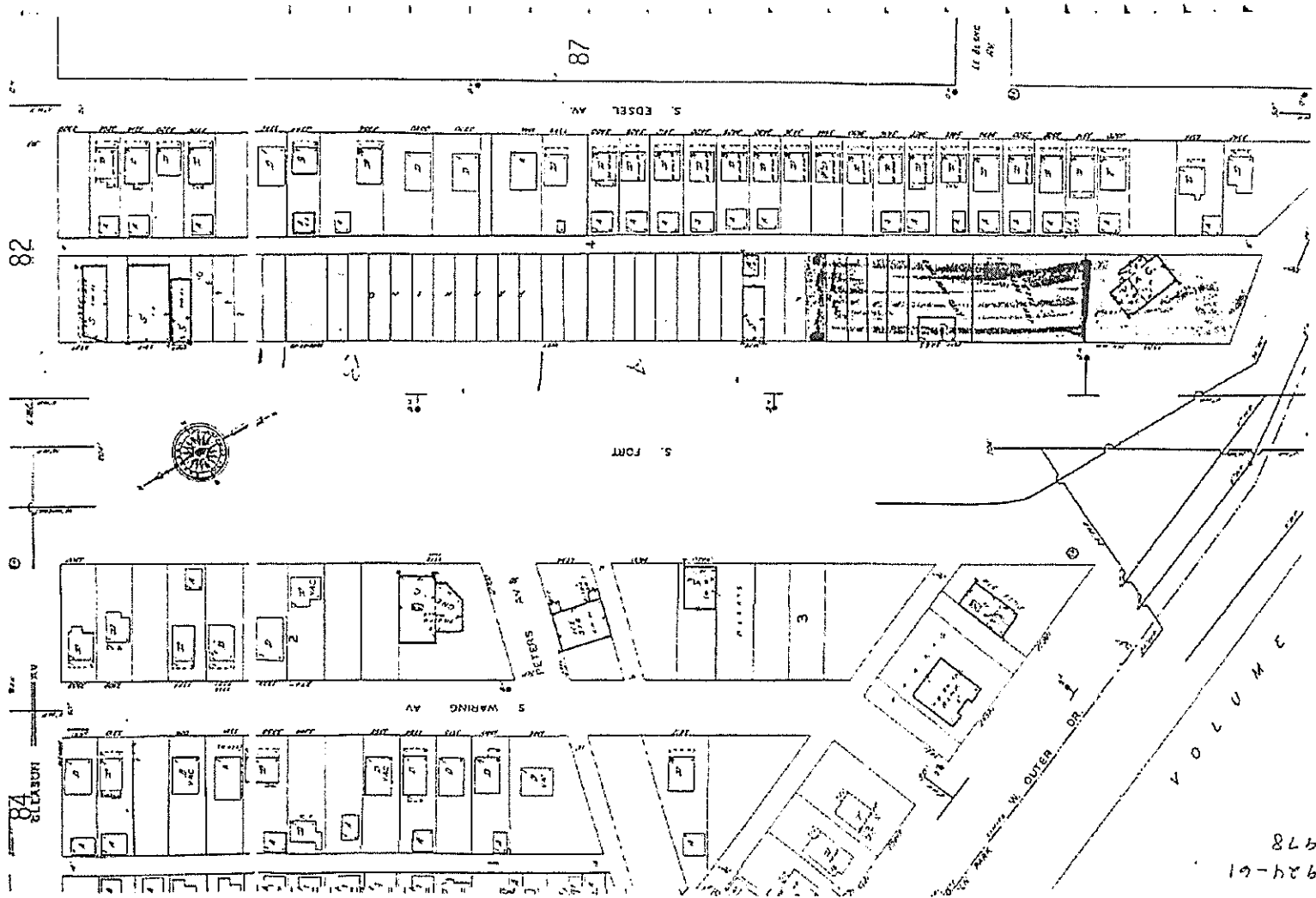






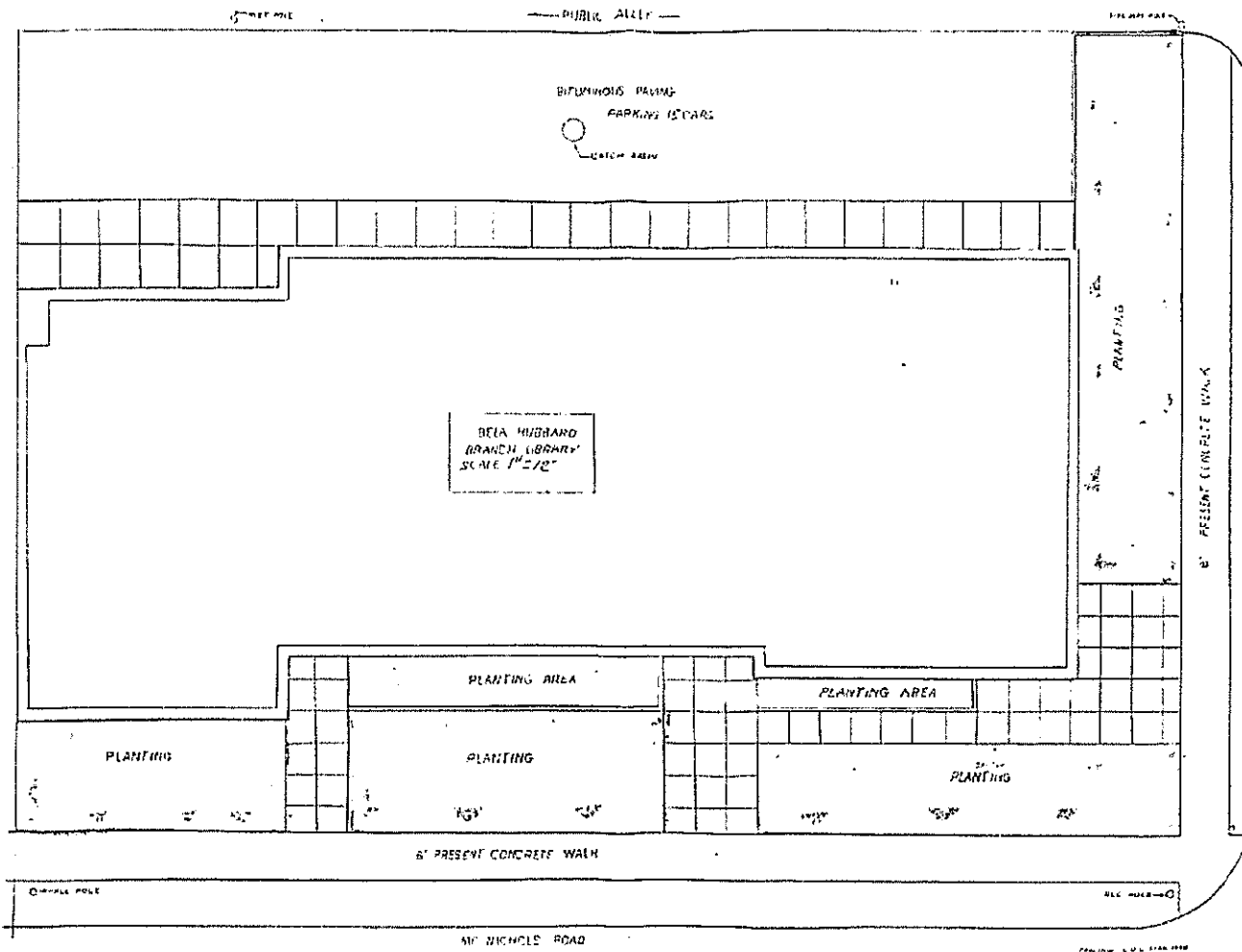




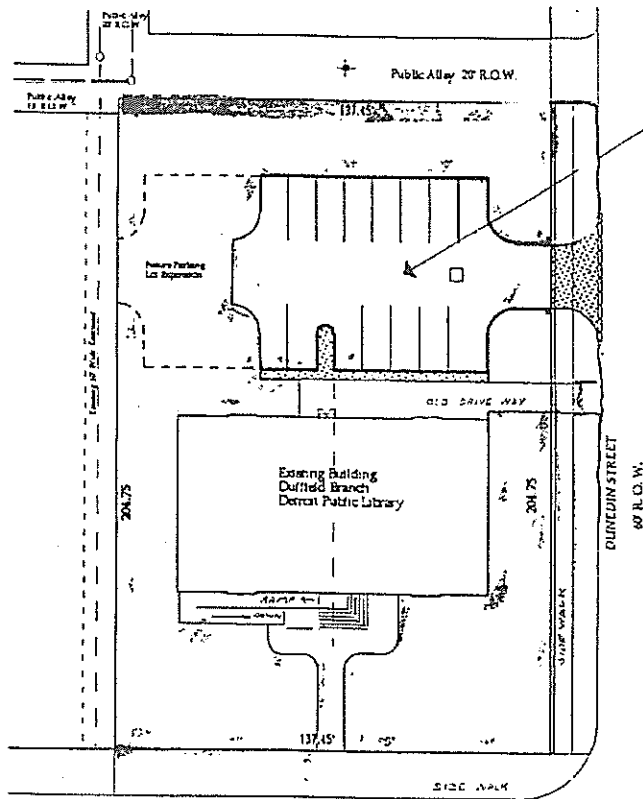


VOLUME

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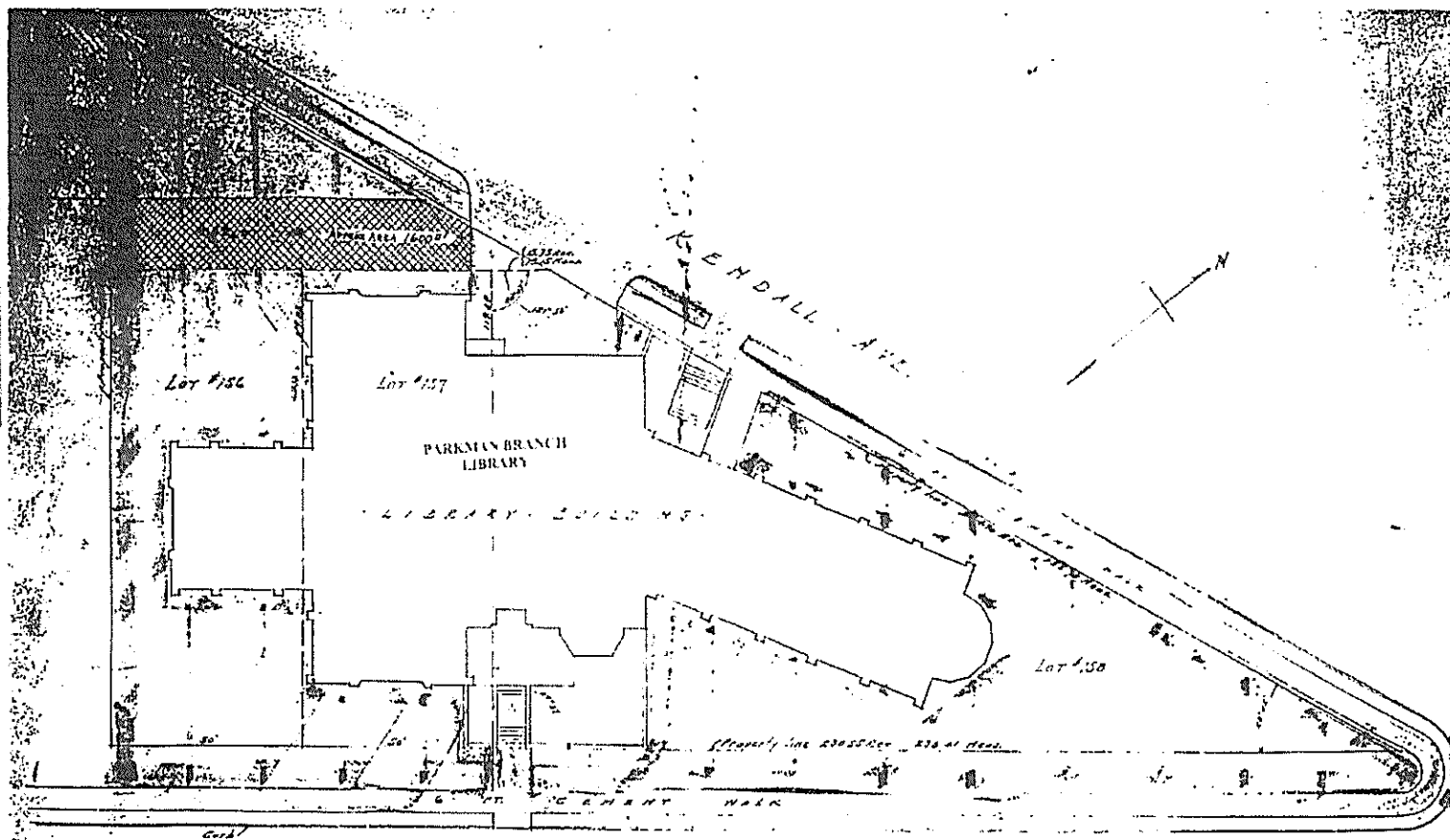


PLANNED BY: J. H. HANSEN
DESIGNED BY: J. H. HANSEN



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