



REQUEST FOR PROPOSAL
RFP #DPL-CL-1810

**Elevator Maintenance and Repair for Detroit
Public Library for a Three (3) Year Period**

Issued: March 5, 2018
Due Date: March 29, 2018 at 2:00 p.m.

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RFP #DPL-CL-1810

Elevator Repair and Maintenance at Detroit Public Library for a Three (3) Year Period

I. INTRODUCTION

The Detroit Public Library (hence forth noted as DPL) is seeking sealed written proposals from qualified firms to provide Elevator Repair and Maintenance Services for Detroit Public Library Branch Locations for a three (3) 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 9, 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 2:00 p.m. on March 13, 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 29, 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-1810 – Elevator Repair and Maintenance Services for Detroit Public Library Branches for a Three (3) Year Period
 - Due Date: March 29, 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 to perform all Elevator Maintenance and Repair 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

This RFP covers the Detroit Public Library elevators listed on the attached form. Proposers shall have a minimum five-year record of successful experience in the business of installing and/or servicing elevators of the type covered by these requirements. Subcontracting shall not be allowed. Responders shall have adequate staff to respond to emergency callback service requests within one hour of receipt of call.

Complete Maintenance Elevator Service

REQUIREMENTS:

1. The contractor shall regularly and systematically examine, adjust, lubricate and clean the elevators at a time agreeable to the Library, and if conditions necessitate, repair or replace parts and equipment with the following exceptions:

The repairing, refinishing or replacing of cab enclosures, cab floors, cab door panels, hoist way door panels, frames and sills, hydraulic cylinders, and power switches and feeder to the controller.

2. It is expected that the above work will be performed during normal daytime working hours of the elevator trade, Monday through Friday, excluding holidays, for 8 hour callback.
3. When required, emergency callback service shall be provided during the hours indicated on the bid sheet at no additional cost to the Library.
Emergency callbacks requested after the hours indicted on the bid sheet and/or any examinations, adjustments or repairs conducted at the specific request of the Library, during overtime hours of the elevator trade shall be paid for at the difference between the regular and overtime rate provided by the contractor's bid.

Response to emergency callbacks, as defined by the Library, shall be within one hour after time of call with service technician on site.

4. If any required safety test becomes due during the life of the contract, such test shall be in compliance with all applicable federal, state and local requirements, at the additional cost listed on the pricing page.
5. The cost of materials and labor for the installation of any attachments or features required by insurance companies or by governmental authorities, or for any parts of items which may be damaged by vandalism, misuse, fire, theft, water, or an Act of God, shall not be included in the contract price for this maintenance service. However, it is understood that the contractor shall be required to furnish the parts at a cost not to exceed the current market price for the parts and the labor for the installation of the parts at the hourly rates established in the bid.
6. The Library shall approve all necessary examination forms to be used by the contractor in order to ensure compliance with the above specifications. These forms will be filed in the elevator machine room for each elevator and shall become property of the Library.

7. If the maintenance level is questioned by the Library, the City of Detroit Elevator Inspector may be called to verify possible negligence. If the alleged negligence is verified, the costs of such inspection and corrective action will be borne by the contractor.
8. Evaluation standards shall be met to assure that the elevators are maintained at a performance level in line with the original design:
 - A. Door Performance: In evaluating the door performance, complete door opening and closing times will be used. A determination that the doors open and close smoothly without slamming will also be required. Door closing pressures will be maintained in conformance to existing codes. Door reopen devices shall be maintained to operate as originally installed.
 - B. Landing Performance: Landing accuracy shall be plus or minus ½", regardless of number of passengers, up to rated capacity.
 - C. Rated Speed Performance: Rated speed shall be maintained within plus or minus 5%.
9. **Schedule of Maintenance Operations:** The following schedule of examination and maintenance operations shall be followed in carrying out the performance of this contract. This schedule constitutes the minimum of operations and frequency of performance required. The successful contractor must recognize that additional services may be required in order to comply with performance evaluation requirements.
 - A. **Service Intervals:** Examination shall be provided at the specified interval. During such examinations the following operations are to be performed, but not limited to:
 1. Ride each car; check operation of car and hoist way doors; also acceleration; deceleration, floor stops, leveling, and brake action. Make required corrections.
 2. Inspect and wipe clean all motors, machines and generators.
 3. Inspect controllers, selectors and governors.
 4. Clean and adjust all controller contacts and renew worn contacts and/or shunts where necessary. Check sequence operation.
 5. Wipe clean all motor, generator and exciter commutators, clean and check brushes and brush holders. Renew or reset brushes, when necessary.
 6. Clean direction and accelerating switches.
 7. Inspect brake operation. Check shoe to brake pulley clearance and adjust as required for proper operation. Clean pulley, if necessary.
 8. Clean machine room.
 9. Check floors for missing indicator plates, arrows, buttons, etc. and replace where required.
 10. Replace or repair all non-functional lamps.
 11. Inspect door monitoring equipment and safety edge units. Clean, lubricate, adjust or repair, as necessary.
 12. Test emergency telephones.

B. Quarterly Services:

1. Clean hoist way pits and inspect equipment in them.
2. Inspect working parts or all governors for free operation, clean and lubricate as necessary. Check contacts, shaft, brushings, and rubbing surfaces for cleanliness and wear.
3. Inspect all door operating equipment, including motor brushes, commutator, belts or chains, contacts, drive canes and clocks. Clean, lubricate, adjust or replace, as necessary.
4. Examine all wire ropes and fastenings, check and adjust rope tension.
5. Examine traveling cables for wear and position.
6. Examine counterweight. Tighten all loose belts. If welds are cracked or broken, bring to attention of the Library.
7. Clean and lubricate automatic slow down and stopping switches on top of cars and in hoist way.
8. Clean car position indicators; adjust if necessary.
9. Inspect and clean car guides. Replace worn and cracked parts.
10. Check and clean car fan motors for proper operation.
11. Blow out and vacuum clean controller; motors and motor generator sets.

C. Semi-annual Services:

1. Check bearings for proper operations and wear.
2. Examine machine gear teeth for cutting or noise.
3. While riding on top of cars, physically check condition and operation of door locking equipment.
4. Perform electrical test of door interlock circuits.
5. Examine door locks and door closer equipment. Clean door channels.
6. Examine car and counterweight guide shoe and fastening.
7. Renew guides or rollers when necessary. Lubricate sliding guide shoes.
8. Remove car station cover, blow out; clean switches and buttons.

D. Annual Services:

1. Examine, clean with proper solution, and repair as necessary, commutator, brushes and brush holders of all small control motors and regulators.
2. Thoroughly examine and clean starter and control panels. Check each contactor and relay by hand for wear, cleanliness, proper adjustment. Clean, re-adjust, repair or replace, as necessary.
3. Check, clean and adjust operation of slow down and limit switches.
4. Examine all moving parts of governor and safety for free operation. Clean and adjust.
5. Examine, clean and add oil to buffers, if necessary. Perform "hand test" of plunger return.

6. Drain machine gear oil; seal any oil leaks; examine gear teeth, refill with fresh oil.
7. Overhaul machine brake, including disassembly, cleaning, replacement of worn component, reassembly and re-adjustment.
8. Provide five (5) full-load governor and safety test per City of Detroit Elevator Code, if required during the contract period.
9. Clean and lubricate hoist way door hangers, track and door arms.
10. Examine care and counterweight wire hoist ropes and governor ropes for wear and condition; re-rope, if necessary.
11. Clean rails, hatch walls, car top, pit, overhead sheaves and beams. Check brackets and bolts for tightness.
12. Each summer, the vendor shall have a major preventative maintenance program to include all contactors, relays, switches, timing adjustments — electrical and electronics parts, mechanical parts, including door operators, door tracks, hoist motors, cables, indicating lamps, call buttons, and all equipment as originally installed, or approved variations by the Library.
13. Perform a complete systems check of all logic features and/ or programs if available and as determined by the Library.
14. Test firemen service operations and emergency power operations in accordance with ANSI 17.1 safety code for elevators and escalators at a time, as determined by the Library.
15. Automatic communication systems that are part of elevator car shall be tested and maintained as originally installed.
16. Hydraulic elevators shall be inspected and tested as per ANSI 17.2.

E. **Repair Work:** Repair work not covered under this contract must be pursued on the site without interruption, on a regular working hour basis, until the job is completed. Should the Library request that the work proceed on a 24-hour basis, the contractor shall be reimbursed on the overtime labor rate for these regular hours.

Lubrication Elevator Services

REQUIREMENTS

1. The contractor(s) shall, at the prescribed time interval examine, adjust, clean and lubricate as required, the following parts, where applicable: All safety devices and feature, copper and carbon contacts, contact springs, brushes, door and gate contacts, governor sheaves, governor, solid state components, hall buttons, signals, brake, controller, pump, valves, door operators, door guides and rollers, door interlocks, leveling devices and cams, guide rails, rail brackets, guide shoes, roller guides, ledges, door sills, door closers, door hanger, all machine components, oil return systems, the elevator pit, gland packing, selectors and components, deflector or idler sheaves, and compensating assemblies.
2. The contractor(s) shall provide as required at no additional cost, all cleaning materials and lubricants meeting the specifications for lubricants as recommended by the manufacturer. Hydraulic fluid to maintain fluid at level recommendations by the manufacturer will be furnished by the Contractor.

3. The cost of all parts and labor cost for the replacement or repair of these parts shall not be included in the contract price for the maintenance service. However, it is to be understood that the contractor(s) shall be required to furnish these parts at a cost not to exceed the current market price for the parts. The contractor(s) may be required to furnish the labor for removal and replacement of these parts and for the performance of the safety tests at the hourly rate as established by this bid.
4. It is expected that all of the above work will be performed during the normal daytime working hours of the elevator trade. If emergency service is requested by the Library, such service shall be performed at the rates established by the contractor's bid.
5. The contractor shall provide all approved and necessary examination forms to be used in order to ensure compliance with the above specifications. These forms will be filed in the elevator machine room for each respective elevator.
6. When the level of contract maintenance performance is questioned by the Library, the City of Detroit Elevator Inspector may be called to verify possible negligence on the part of the contractor. If the alleged negligence is verified, the costs of such inspection and corrective action will be borne by the contractor.
7. The contractor(s) shall immediately notify the Library when any parts or components within the elevator system may require repair, modification or replacement. Should a failure to or in the elevator system occur because the contractor(s) did not notify the Library the contractor(s) shall be liable for any and all costs incurred by the Library to make the elevator operative.

PRICING PAGE

Location	Detroit Reg. Number	Usage	Type- Landings	Service Type	Service Interval/ Callback	Annual Cost
MAIN LIBRARY						
<i>H&T</i>	7450	DUMBWAITER	TRACTION - 4	CM	M	
<i>GI</i>	7888	DUMBWAITER	TRACTION - 4	CM	M	
<i>CHILDRENS</i>	8093	DUMBWAITER	TRACTION - 4	CM	M	
<i>BURTON</i>	8094	DUMBWAITER	TRACTION - 4	CM	M	
<i>S&E (S/W)</i>	8095	DUMBWAITER	TRACTION - 4	CM	M	
<i>S&E</i>	10628	DUMBWAITER	TRACTION - 4	CM	M	
<i>S&E</i>	10627	DUMBWAITER	TRACTION - 4	CM	M	
<i>BURTON</i>	8040	PASS - ELEV	HYDRAULIC - 3	CM	M	
<i>SHIPPING</i>	8041	PASS – ELEV	HYDRAULIC - 4	CM	M	
<i>CASS</i>	7886	PASS – ELEV	TRACTION - 5	CM	M	
<i>STACK</i>	7887	PASS – ELEV	TRACTION - 8			
<i>GI</i>	8229	PASS - ELEV	TRACTION - 5	CM	M	
<i>FRIENDS</i>	10086	WHEEL CHAIR LIFT	HYDRAULIC-2	CM	M	
REDFORD	9495	PASS - ELEV	HYDRAULIC-4	CM	M	
SKILLMAN	5329	PASS - ELEV	TRACTION-6	CM	M	

Key to Pricing Page:

CM- Complete Maintenance

M- Monthly Service

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:

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.

Diagrams, Manuals, Etc:

The Library has few file drawings, schematics, maintenance manuals, parts lists, etc. for its elevators. All drawings, schematics and manuals are the property of Library and shall not be removed from the site. Any contractor removing such drawings will be barred from bidding on this or any future Library bids. If the contractor requests copies of any documents, the Library will provide them at actual reproduction cost.

All prints shall be updated when changes are made (wiring and maintenance diagrams).

The contractor shall provide the Library with a set of reproducible wiring diagrams covering all changes, modifications, etc. which take place during the contract term. The diagrams are to be furnished to the Library immediately following modifications, at the expense of the contractor.

Replacement Parts: Repair parts shall be by the original equipment manufacturer (OEM). Equal quality substitutes may also be used if approved by the Facilities Department. The contractor shall maintain on their premises a supply of commonly used repair parts.

Lubricants shall be those recommended by the manufacturer or an approved equal. Any lubricants stored on-site must be in OSHA approved containers. Contractors shall be able to promptly acquire any parts, which may be required to maintain and repair the elevators on which they are bidding.

Labor:

All elevator maintenance shall be performed by qualified elevator mechanics trained to service the equipment on which they will be working. Maintenance services by a helper or apprentice will be allowed only if under the direct supervision of a qualified elevator

Invoicing:

Contractor must agree that all invoices shall reflect the prices and markups established for the items on this contract for all orders placed by the Library and even though the contract number and/or correct prices may not be referenced on each order.

Before payment is made, it also must verify that all invoiced charges are correct as per this Contract. Only properly submitted invoices will be officially processed for payment. Prompt payment requires that your invoices be clear and complete in conformity with the instructions below.

All invoices must be itemized showing:

- Contractor name
- Remit to address
- Purchase order number
- Service location (street address, building name, department name, etc.).
- Prices per the Contract, itemized so that the service and cost of the service can be identified by an auditor as being a part of this Contract
- City Of Detroit registration Tag number and Regulated Object ID number of the elevator serviced.

In addition, all invoices for Other Service must show:

- Complete service description
- Day/date and time service personnel arrived and departed work site
- Total number of hours worked
- Applicable hourly rate
- Copy of invoice(s) for equipment rental charges and markup (if applicable).
- Copy of subcontractor's invoice (if applicable). NOTE: no markup allowed.
- Copy of invoice(s) for materials and parts (provided upon request)
- Contracting agency's Authorization Representative that requested the service.

The original invoice must be sent to accountspayable@detroitpubliclibrary.org. A signed contract between the two parties must be on file in the Purchasing Office.

Improperly submitted invoices will not be processed until all requisite information has been provided.

Final payment of any invoice may not be made until the elevator is operating according to specifications and has been authorized by the Facilities Department.

The City registration number of the elevator, or other elevator identification, the building in which the elevator is located, and the details of the repair must appear on the invoices. Any invoices not bearing the above information may be returned for correction.

Examination Log & Other Records:

The contractor is required to have maintenance book on hand in the elevator equipment room with the various check points that are included in the preventative maintenance program of each elevator. The log shall note time spent, parts replaced and deficiencies corrected. All overtime shall be noted and all prints updated. Failure to maintain the log shall be construed as failure to perform the services required. Payment shall not be made for any period that the log indicates service has not been performed.

Other Equipment And Out Of Service Equipment:

The contract shall cover only the elevators listed in this bid. The Library reserves the right to install and initially service newly purchased equipment through the facilities of the manufacturer or other party from whom the equipment is obtained.

If a building is vacant or an elevator unused for a period of time, the Library may elect to suspend service on the elevator(s) during this period, and the service billing shall be reduced proportionately.

Contract Cancellation:

The Library may terminate the contract with written notice if the Facilities Department Representative determines the level of service is inadequate or if the contractor fails to comply with the requirement of the specifications. The Library shall be the sole judge of compliance.

Should the contractor fail, or be unable to make any needed adjustments or repairs in a timely manner, the Library reserves the right to have such adjustments or repairs performed by another firm, with the cost being deducted from any monies due to the contractor.

Employee Identification:

While working on Library property, all Contractors' employees shall wear clearly displayed photo identification badges at shirt pocket height showing that they are employees of the Contractor.

Post Award Meeting:

Contractors must attend a Post Award Meeting conducted at a time and place designated by the Contracting Agency's Facilities Department Representative. All parties in the Contractor's organization having a supervisory or managerial role in this Contract for elevator maintenance and repair services shall be in attendance. At this meeting the Contractor shall be prepared to discuss and provide detailed information concerning, but not limited to, the following:

- Prior Notification of Work Start
- Access to Facilities
- Performance
- Completion of Work/Cleanup and returning the worksite to original conditions
- Delivery of materials to Job Site
- Invoicing
- Regular and Overtime Wage Conditions and Rates
- Subcontracting
- Parking

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.

V. PRICES

The Proposer agrees to perform all services within the following categories, as described, for the base amount(s) stated below.

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.

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.**

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

VI. REQUIRED PROPOSAL CONTENT

All proposals received must consist of the items referenced below:

1. Company Experience – Number of years actively providing elevator repair and maintenance services.
2. Proof of Licenses/Certification
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: _____

QUESTIONNAIRE

COMPANY:

Number of years your company has been servicing elevators: _____

Nearest service location: _____

Number of trained elevator technicians available to service Library elevators: _____

Do your local technicians have experience servicing the make of elevators on which you are bidding?
 _____ yes _____ no

Do you have timely access to repair parts for the elevators on which you are bidding?
 _____ yes _____ no

Does your company stock parts for the elevators on which you are bidding?

Can you meet the emergency response time listed in the proposal?
 _____ yes _____ no

Hourly rate for repairs **not** covered by maintenance agreement:

	<u>Single</u>	<u>Team</u>
Regular Time:	\$	\$
Overtime:	\$	\$
Sundays & Holidays:	\$	\$