



**Request for Proposal (RFP)  
For  
Commercial Property Real Estate Broker/Agent**

**Company:**

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**RFP No. DPL-CL-1904  
Issued: September 25, 2018  
Due Date: October 16, 2018 at 2:00 p.m.**

## **DPL-CL-1904**

The Detroit Public Library is requesting sealed proposals from qualified firms to serve as a Real Estate Agent/Broker for Detroit Public Library.

Proposals are to be addressed and delivered to the Purchasing Department of the Detroit Public Library, in accordance with the instructions and all other requirements as referenced in this document. Proposals will be received until October 16, 2018 at 2:00 p.m., local time, at which time a representative of the Purchasing Department will publicly read the names of those companies submitting proposals. No other public disclosure will be made until after award of contract.

## INSTRUCTIONS TO PROPOSERS

1. Firms responding to this Request for Proposal (“RFP”) shall submit their proposals in the overall format as outlined in this solicitation.
2. Proposers shall submit **one original and two copies** in a sealed package or envelope listing the following information on the outside:

- Title: Commercial Property Real Estate Broker/Agent
- RFP Number: DPL-CL-1904
- RFP Due Date: October 16, 2018
- Company’s name and address

***Proposals shall be signed to be acceptable***

3. Proposals shall be submitted to:

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

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 when the main entrances are closed 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.

4. **Late Proposals will not be accepted or considered.** It is the responsibility of the Proposer to ensure that the bid arrives at the Detroit Public Library’s Purchasing Department prior to the date and time indicated. Telephone quotes will not be accepted and 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 will occur in the Purchasing Department. All proposals received after the deadline cannot be accepted and will be returned to the proposer unopened.

5. **VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE.** The only authorized vendor changes to a bid document will be in the areas provided for a Proposer's response, including the "Exceptions" section of the bid 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 bid document will be applicable during the term of the contract. The Detroit Public Library shall accept **NO CHANGES** to the bid document made by the Vendor unless those changes are set out in the "Exceptions" provision of the Authorized Version of the bid document. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the bid document. Any Vendor who submits a bid and later claims it had no knowledge of any changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the bid document, shall be bound by the bid, including any changes, modifications or additions to the Authorized Version. If a bid is awarded to a Vendor who claims that it had no knowledge of the changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the bid, and that Vendor fails to accept the bid award, the Detroit Public Library may pursue costs and expenses to re-bid the item from that Vendor.

The Authorized Version of the bid document shall be that bid document appearing on the MITN website with any amendments and updates. The Detroit Public Library officially distributes bid documents from the Purchasing Department or through the Michigan Intergovernmental Trade Network (MITN) website. Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Purchasing Department or the MITN website are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, [www.bidnetdirect.com](http://www.bidnetdirect.com) and obtain an official copy.

6. Proposals must be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. No bid shall be withdrawn for ninety (90) days from submission deadline unless otherwise stated in the bid document.
7. 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 bid received.

8. The selected vendor will be required to assume responsibility for all goods and services offered in the bid, whether or not the Proposer produces them. Further, the selected vendor shall be the sole point of contact and responsibility with regard to all contractual matters, including payment of any and all charges resulting from the contract.
9. All proposals and other materials submitted shall become the property of the Detroit Public Library.
10. 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 bid.
11. Any questions concerning the submission of proposals and/or the specifications shall be submitted, in writing, to:

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

## **GENERAL REQUIREMENTS**

### **A. Background**

The Detroit Public Library is seeking to retain the services of a Real Estate Broker licensed in the State of Michigan for the purposes of the possible listing to sell one (1) commercial building currently owned by the Library.

### **B. Property Details**

The Gabriel Richard Branch closed in 2011 due to budget cuts and is currently an unoccupied building. The address is:

Gabriel Richard Branch  
9876 Grand River Avenue  
Detroit, MI 48204

### **C. Submission Requirements**

Interested parties should have a minimum of five (5) years of experience listing commercial property. It is preferred that the Broker/Agent has knowledge of the local Detroit real estate market. The following information shall be included with your proposal:

1. A brief summary describing your organization's experience and qualifications in providing the services required.
2. Copy of the Broker's and listing agent's real estate licenses
3. Itemized listing of all fees and commissions
4. Proof of an Errors and Omissions insurance policy
5. Any and all parties that may be excluded from the listing agreement

### **D. Evaluation Criteria**

The proposals will be ranked according to the following criteria:

- A. Experience and Qualifications
- B. Licenses of proposed staff
- C. References

### **E. Review and Evaluation of the Proposal**

Engagement of a real estate listing agent is contingent upon Detroit Public Library Commission approval. The Commission retains the sole discretion to reject any and all proposals for any reason.

All offers to purchase will be considered by the Library Commission and the sale of the parcel contingent upon approval. The Commission reserves the right to accept or deny any offer to purchase property for any reason at its sole discretion.

#### **F. References**

Please provide three (3) references that can provide details of the services provided by your organization in the listing and/or sale of commercial property.

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	

#### **G. Award**

The Detroit Public Library anticipates one award of the contract.

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

## **APPENDIX A**

### **Certificate of Insurance**

The Detroit Public Library has specific certificate of insurance requirements. The Contractor shall maintain at its expense during the term of this contract, the following insurance:

- A.** Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with minimum limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee.
  - B.** Commercial General Liability insurance with a combined single limits of \$1,000,000.00 per occurrence subject to a minimum aggregate limit of \$2,000,000.00
  - C.** Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by 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: \_\_\_\_\_ 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, Proposer or potential Proposer.
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 Proposer or potential Proposer, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or noncompetitive bid.
5. \_\_\_\_\_, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

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

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

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

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

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

**Statement of No Proposal**

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

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

**PLEASE COMPLETE AND RETURN**

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

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

Remarks:

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

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

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

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

***SIGNATURE PAGE***

Prices quoted shall remain firm for 90 days or bid award whichever comes first, except the successful Proposer(s), whose prices shall remain firm for the entire period of performance.

NOTE: The undersigned has checked the bid figures carefully and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ *City* *State* *Zip*

TAX ID: \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PAYMENT TERMS: \_\_\_\_\_

WARRANTY: \_\_\_\_\_

**ACKNOWLEDGEMENT:**

I, \_\_\_\_\_, certify that I have read the INSTRUCTION TO PROPOSERS and that the bid proposal documents contained herein were obtained directly from the Detroit Public Library or MITN website, [www.bidnetdirect.com](http://www.bidnetdirect.com), and is an official copy of the Authorized Version.

COMPANY REPRESENTATIVE'S NAME:

\_\_\_\_\_  
*(Print)*

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

\_\_\_\_\_  
*(Signature)* *(Date)*