



REQUEST FOR PROPOSAL
RFP #DPL-CL-1905

eProcurement Solution for Detroit Public Library

Issued: December 5, 2018
Due Date: January 8, 2019 at 2:00 p.m.

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RFP #DPL-CL-1905

eProcurement Solution for Detroit Public Library

I. INTRODUCTION

The Detroit Public Library (hence forth noted as DPL) is seeking sealed written proposals from qualified firms to provide an eProcurement Solution for the Detroit Public Library.

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 December 10, 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 Pre-Proposal conference held at 10:00 a.m. on December 13, 2018 at:

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

All firms are strongly encouraged to attend the pre-proposal conference. Non-local companies may participate via a tele-conference line. Please complete the RSVP form and email it to: cladson@detroitpubliclibrary.org. The teleconferencing instructions will be provided to the contact person indicated prior to the Pre-Proposal conference date.

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.

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: January 8, 2019
2:00 p.m., Local Time

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

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. Proposals shall be submitted in a sealed package, clearly listing the following information on the outside:
 - Title: RFP #DPL-CL-1905 – eProcurement Solution for Detroit Public Library
 - Due Date: January 8, 2019
 - Company's Name And Address
5. **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.
6. **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.

7. 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.
8. 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.

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.

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 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.
11. 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. BACKGROUND INFORMATION

The Library's current Purchasing systems, SIRE and Caselle has been in use by the Library since 2009. While SIRE provides basic procurement functionality; Caselle manages the supplier information and Accounts Payable functions. Although the Library has its own Accounts Payable Department, the City of Detroit processes the payments made by the Library through Oracle Fusion. Additionally, the Library utilizes Quick Books to record financial transactions and maintain account balances. The Library is seeking to acquire an eProcurement Solution that more closely meets the needs of the Library's Procurement requirements.

The requirements stated here should not be considered all-encompassing, as it is assumed that product offerings already provide much of the basic functionality surrounding finance and procurement systems. An effort has been made to identify and list business rules, practices, functionality that the current systems support, does not support well, or does not provide at all. Overall, the Library seeks a robust, highly flexible system that is cost-effective, scalable, configurable, and easy-to-use and manage, which will not require a great deal of customization.

IV. QUALIFICATIONS

This is a Request for Proposal (RFP) issued by the Detroit Public Library seeking qualified firms to provide an eProcurement Solution. DPL wants to provide a uniform distribution of information to firms and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any addenda will not be considered by the Selection Committee.

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

1. Proposer shall have a minimum of five (5) years' experience providing 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	

V. SCOPE OF SERVICES

- 1) The successful Proposer (Contractor) will be required to provide all software, implementation services, hosting services, training and ongoing maintenance/support of an eProcurement Solution.

The system shall provide functionality in the following areas:

Cost Savings

1. Streamline and standardize current manual, paper-based procurement, contracting and Purchasing processes and practices to shorten the cycle time.

Customer Service Improvement

1. Provide a single place to perform, manage, track and report on all procurement activities.
2. Make approvals of procurement transactions faster and easier.
3. Make approvals of procurement transactions faster and easier by leveraging online system.
4. Provide real-time integration capabilities with Oracle Cloud that acknowledges and facilitates the interrelationship and requirements of both finance and procurement.
5. Increase transparency of procurements (what was bought, by whom, at what price, etc.)
6. System should be accessible from all 22 DPL locations, while maintaining all security requirements.

Risk Reduction

1. Establish consistency in procurement practices, methods and outcomes through use of standards, templates and a common set of automated tools.
2. Eliminate redundant and obsolete functions.
3. Reduce the re-entry of information across the organization to minimize errors, rework and duplication of effort.
4. Increase security and control of procurement data and documents by reducing physical and electronic storage locations.
5. Improve security by providing a secure and encrypted database, which allows for segregation of duties.
6. Provide a cloud-based solution with demonstrated viability of the cloud host.

Compliance

1. Establish controls and visibility into maverick spend
2. Improve control over spending under management, including the ability to track and report.
3. Improve accountability and auditability of all procurement transactions.

Accounts Payable (AP)

1. Schedules payments to suppliers, and keeps accurate information about owed money, due dates, and available discounts.

It is preferred that the software solution support the following functionality:

- A. AP policies and procedures;
- B. Suppliers' master data;
- C. payment controls;
- D. Invoice processing and aging analysis;
- E. AP reporting

Solution Key Features

The eProcurement Solution shall provide the following functionality:

1. Supplier Self-Service provides internet-based supplier access to view/submit invoices, submit changes to their profile, and view solicitations issued by the Library.
2. Requisition Processing - Creation and tracking of new purchase requests or revised requests

The solution shall support supplier selection, product description and/or service identification, pricing and accounting detail. Revision or change requisition process must also be supported.

3. Purchase Order Processing – Creation, tracking and management of purchase orders placed for goods/services. The purchase order encumbers funds to be spent and establishes purchase commitments related to supplier, product, quantity, cost and terms.

The solution shall support order history, blank purchase orders, receiving, purchase order close-out, change orders and subsequent reporting.

4. Receiving Management – Maintains all Receiving transactions of goods received against a purchase order.
5. Solicitation Management involves the tracking of activities and information related to the procurement solicitation process. Qualifying requisitions that require competitive bidding shall be processed through predefined steps.

The solution shall support request document creation, responding tracking, solicitation/diversity, goal tracking, solicitation review process, cost tracking and solicitation document management.

6. Contract Management maintains a centralized view of all vendor contracts to ensure compliance with contract terms and conditions. Provides administration of contract details and integrates with Purchase Requisitions and Purchase Orders. Monitoring and notification of contract expirations/renewals, contract expenditures and other key contract details.

The solution shall provide appropriate tracking information, audit logs tracking all changes to the contract, manage contract and sub-contract details, provide contract cost controls, robust contract reporting tools.

In addition to the features identified above, the solution will provide:

- a. Workflow or Business Process Management tool that involves the automation of business processes. This includes all parts of the business process, the management of all user interactions and administrative tasks.

The solution will allow for work to be done directly via the workflow process.

- b. The solution shall support documents generated internally from the software solution, as well as externally sourced documents. The solution should support the storage of document in the form of Word, Excel, PDF and other universally accepted document types. Document classifications should be user definable and not limited to a primary set of documents to allow for full utilization of the solution.
 - c. Dynamic user generated reporting tools that are easy to use and provide sufficient depth and access to the data to permit comprehensive analysis.
 - d. Integration between all modules of the solution shall be seamless and real-time. Additional functionality should be available to integrate with these modules with external interfaces and systems easily and through automated means. As appropriate interface points should be two-way to allow for information to synchronize between systems.
 - e. Centralized repository of all procurement, contracting and purchasing related documents.
 - f. Automation of Requisition to Purchase Order (PO) creation and development.
 - g. Vendor electronic entry of invoices
 - h. Invoice approval functionality to allow an authorized user to perform the 3-way match (Invoice, PO, Receipt).
 - i.
7. **Software Delivery Models:** The Proposer should provide details related to each Delivery Model that is available to the Library. The information should also include pricing models for each, services provided, percentage of customers on each model and any additional technical requirements (e.g. data connectivity speeds, client configurations) needed to support the model. In addition, the proposer should provide guidance to the Library relative to the ideal staffing positions and skills to support each model.
8. **Implementation Services:** It is imperative that a business system implementation of this magnitude be properly planned, configured, tested and implemented so that the Library can maintain its high productivity levels. Therefore, the implementation services are a key aspect to a successful project. The Proposer should detail the implementation services that they provide to effectively configure, test, train and implement a software solution of this scale. Each service provided should include details about what the service covers, an

estimated amount of time and cost of these services, as well as the level of participation that is needed by Library staff members. Additional reference to the type of information gathered in each stage of service is helpful for the Library to understand what is needed.

9. Services to be included but are not limited to the following:

a. **Configuration Requirement Assessment**

Detailed review and requirement gathering of business processes and needs to confirm understanding of the Library's needs. This information will be used to define software configuration requirements, identify gaps of functionality and identified resolutions to those gaps.

b. **Project Management**

Proposer should provide an overview of their Project Management methodology and processes used to manage projects of this scale. The Library will assign a designated internal Library staff member to work in conjunction with the Contractor.

c. **Organizational Change Management**

In conjunction with an effective Project Management methodology, organizational change management is also a key consideration. The Proposer should provide an overview of methods used to guide an organization through managing complex changes. The Proposer should provide information about services available to evaluate, develop and test process changes as well as address documentation and post change evaluations.

d. **Implementation Services**

Proposer is asked to provide information related to implementation approach as well as provide any recommendations related to methods for implementing a large-scale solution. Additionally, if added support for implementation activities is recommended, inclusion of the purpose and estimated cost should be included.

e. **Integration Services**

Module interfaces are a crucial component to the overall solution effectiveness and should be included as appropriate. In addition to integrations within the Proposer's software solution, integration with external, 3rd party partner solutions must also be addressed. The Proposer should indicate what Integration Services are included and the cost of those integrations.

f. **Configuration Management**

Proposer should provide details on the Configuration Management processes used to catalog and manage the system requirements, functional attributes and associated configuration/setups required during implementation. Proposer is asked to provide information related to the services to support the actual configuration of the system as well as manage the configuration catalog as part of the solution.

g. **Software Customizations / Release Management**

Proposer should provide information on how software customizations are managed to meet unique requirements. The Proposer is asked to provide details related to

recommended software customization services including but not limited to requirement definition, development, release management and testing.

h. Data Migration

Proposer is asked to provide the process they will employ to convert data from the existing ERP solution into the new ERP system. Please indicate what activities the Library staff is expected to complete and those activities that the Provider addresses.

i. Testing

Proposer should provide recommended testing and validation processes and recommended timing as well as review of test plans and scripts. Please indicate what activities the Library staff is expected to complete and those activities that the Provider addresses.

j. Training

Proposer should provide a recommendation for comprehensive training. Training should include but not be limited to: System Administration, Configuration, Super/Power User training and general use training. Please indicate if training is done onsite, online or at Proposers site. Additionally, a description of courses available should be included. Please indicate any areas where the Library would be responsible for training as opposed to be provided by the Proposer.

10. Post Support and Maintenance

It is necessary for the Library to understand the Proposer's strategy for ongoing development of the proposed products. The Proposer should include information on the frequency of software releases of both Major and Minor release schedules as well as how new features are identified for inclusion in future releases. Please provide details how security and software fixes are addressed when outside the standard release cycle.

The Proposer is expected to provide detail of services provided post-support, as well as the cost structure of those services. If services vary by software delivery models, include details related with each model. If any services are optional, please indicate which those are and the associated costs. To ensure proper support and coverage of the ERP solution, please indicate what roles and responsibilities are included in the identified services and indicate what expectations of support roles would be covered by the Library team. In addition to the post-support services, the Proposer should also include the standard Service Level Agreements that are used to measure service of both support and system hosting (if appropriate).

11. Optional/On-Demand Services

The Library requires information related to but not limited to on-demand services that may be available should the need arise. As example, services to assist with data cleanup, post implementation training, integration services for third party solutions. Proposers are asked to include any optional service descriptions as well as hourly or set costs for such services in the proposal.

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.

Changes to Key Personnel and Subcontractors

It is essential that the Contractor provides adequate experienced personnel and subcontractors, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

- i) Contractor must maintain the required experience and credentials of key personnel as identified in the minimum qualifications throughout the duration of the project, unless waived in writing by the Library's Director of Information Systems.
- ii) Contractor agrees that once assigned to work under this contract, key personnel and subcontractors shall not be removed or replaced without written notice to the Library.
- iii) If key personnel and subcontractors are not available for work under this contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the Library, and shall, subject to the concurrence of the Library, replace such personnel with personnel of substantially equal ability and qualifications.

Performance Bond

The successful Proposer must, upon the Library's execution of any agreement and prior to commencing performance, furnish to the Library an irrevocable and unconditional Letter of Credit or Cash deposit in the amount of 100% of the software and implementation cost. Ninety days after the complete system is accepted in production, the performance guarantee will be reduced to 100% of two (2) years of the maintenance and support fees.

VI. REQUIRED PROPOSAL CONTENT

GENERAL SUBMITTAL REQUIREMENTS:

Proposal Format and Content: Each proposal should be prepared simply and economically. Proposals shall be in the same order as listed in this Section and "**tabbed**" (**bookmarked**) as listed below to ensure the Evaluation Committee is able to easily locate the information requested in this solicitation.

1. *Fees*
2. *Technical Solution*
3. *Business Solution*
4. *Project Approach*
5. *References*
6. *Signature Page*

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 not be considered for further consideration.

EVALUATION CRITERIA

All proposals timely received will be evaluated by an Evaluation Committee comprised, at a minimum, of Library representatives from at least three different departments. All proposals will first be evaluated for responsiveness to the Scope of Work and then responsibility. All responsive and responsible proposals will be evaluated on the following criteria, which are listed in descending order of importance:

- a) Proposed Fees
- b) Technical Solution
- c) Business Solution
- d) Project Approach
- e) Experience and Qualifications

SHORTLISTING

The Library may shortlist the Proposers based upon responses to the above items. If necessary, the Library may request presentations from proposers on this shortlist. The Library will notify each Proposer on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Proposers to respond to questions posed by the Evaluation Committee and to clarify their proposals through exhibition and discussion. The Library will not reimburse oral presentations or any other costs of any Proposer.

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: _____

RSVP FORM

The Pre-Proposal Conference is scheduled for December 13, 2018 @ 10:00 a.m.

Please complete the following information to ensure your participation in the conference:

Company: _____

Contact: _____

Email Address: _____

Phone Number: _____

Please return the form via email to: cladson@detroitpubliclibrary.org