



REQUEST FOR PROPOSAL
RFP #DPL-CL-2003

**Consultant to Prepare Act 381 of 1996 for the
Purpose of Applying for Grants**

Issued: October 31, 2019
Due Date: November 14, 2019 at 2:00 p.m.



TABLE OF CONTENTS

- I. Introduction**
- II. Instructions to Proposers**
- III. General Information**
- IV. Qualifications**
- V. Scope of Services**
- VI. Required Content**
- VII. Evaluation Criteria**
- VIII. Selection Process**
- IX. Signature Page**

Appendices

- A. Insurance Requirements**
- B. Non-Collusion Affidavit**
- C. RSVP Form**



RFP #DPL-CL-2003

Consultant to Prepare Act 381 of 1996 for the Purpose of Applying for Grants

I. INTRODUCTION

The Detroit Public Library (hence forth noted as DPL) is seeking sealed written proposals from qualified firms to Prepare Act 381 of 1996 for the Purpose of Applying for Grants

This Request for Proposal, and any subsequent addenda, is being issued by the Procurement 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, Procurement Manager
cladson@detroitpubliclibrary.org

Questions are due on or before 2:00 p.m. on November 6, 2019. Responses to the questions submitted by the deadline will be posted on the DPL and MITN website.

3. There will be a Pre-Proposal conference held at 11:00 a.m. on November 5, 2019 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: November 14, 2019 by
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-2003 – Consultant to Prepare Act 381 of 1996 for the Purpose of Applying for Grants
 - Due Date: November 14, 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 Detroit Public Library system provides services to residents of the City of Detroit and its environs. The system includes a Main Library and 22 branch libraries, serving an active customer population. DPL offers a collection of over 2 million items, including books, audio, video, music, magazines, images, databases, and downloadable formats.

The Library is seeking bids from qualified Consultant to Prepare Act 381 of 1996 for the Purpose of Applying for Grants for Detroit Public Library.

IV. QUALIFICATIONS

This is a Request for Proposal (RFP) issued by the Detroit Public Library seeking a qualified Consultant to Prepare Act 381 of 1996 for the Purpose of Applying for Grants. 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

The Detroit Public Library is seeking proposals from Consultant firms with a proven and documented qualifications and capacity required to provide the specified services. A qualified Proposing Consultant is a professional entity properly licensed, insured and experienced in providing the services specified in the Scope of Services. The successful firm shall be able to identify and commit qualified personnel to perform the requested services in a timely and comprehensive manner.

Detroit Public Library is seeking the Preparation of no more than three (3) Act 381 of 1996, as amended, Brownfield Plan for the purpose of applying for a grant from the Detroit Brownfield Redevelopment Authority's (DBRA) Local Brownfield Revolving Fund (LBRF). No Tax Increment Financing (TIF) projections are needed as part of the Brownfield Plan. The successful firm may will also assist with gathering, organizing and submitting costs to the DBRA for reimbursements.

The scope of this project does not require Act 381 Work Plan or State Approvals. The resulting Brownfield Plan approvals will only be needed from the Detroit Brownfield Redevelopment Authority Board and Detroit City Council.

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.

Professional Qualifications and Expertise

Give a background of the firm's experience and qualifications. This should include a brief history, the date founded, ownership, and subsidiary relationships. Also list the types of services the company is qualified to perform.

Service Scope and Approach

Submit a clear and detailed response to accomplish the scope of services that reflects your understanding of the Library's requirements as described in this RFP.

Fee Structure

The proposed Fee Structure shall be submitted in a separate sealed envelope. The submission shall contain a comprehensive proposal for all services. Please clearly label the envelope as Cost Proposal.

All costs associated with the proposal must be included in the proposal submitted. The Library relies on the Proposer to assure that all charges to complete the scope of work are submitted in the proposal and that there are no hidden costs or charges that will be incurred by the Library.

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.

Changes to Key Personnel and Subcontractors

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

- i) The successful firm 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.
- ii) The successful firm 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 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 firm 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.

VII. 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) Professional Qualifications and Expertise
- b) Fee Proposal
- c) Project Approach

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.

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.

Award

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

The successful vendor will be notified of such award at the earliest practicable date. 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 proper insurance and bonds.

The Library also reserves the right to reject the bid of any bidder who has previously failed to perform, or to complete a contract of a similar nature; or who, in the opinion of the Library is not in a position to perform the Contract. In addition, the following criteria will be utilized for determining the lowest responsible bidder:

1. Maintains a permanent place of business
2. Has adequate financial resources to meet the obligations of the proposed contract.
3. Has appropriate equipment to perform the work properly and expeditiously.
4. Has appropriate staff with requisite experience.



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.

Prices

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

Payment Terms

The Detroit Public Library's payment terms are Net 45 Days. Payment will not be authorized until a final inspection has been completed. Additionally, all invoices shall be submitted electronically to accounts payable@detroitpubliclibrary.org. All invoices shall be clearly legible and contain the following information:

1. Company Name, Address and Phone Number
2. Unique Invoice Number
3. Accurate Item Description
4. Quantity
5. Unit Price
6. Net total cost, after any applied discount
7. Purchase Order Number
8. Date and Location of Delivery

It is the responsibility of the successful bidder to submit a properly completed invoice. Failure to submit a proper invoice will result in delay of payment.



CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The prospective company certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
 2. Have not, within the three-year period preceding, had one or more public transactions (federal, state or local) terminated for cause or default; and
 3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three-year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state or local), or a procurement contract under such a public transaction;
 - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- I understand that a false statement on this certification may be grounds for rejection of this proposal/bid or the termination of award.

☐ I am able to certify to the above statements:

Company Name

Name and Title of Authorized Representative – Print

Signature of Authorized Representative

Date

☐ I am unable to certify to the above statements (See Attached Explanation).



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: Net 45 Days

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 November 5, 2019 @ 11:00 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 by 10:00 a.m. on November 4, 2019.