



**REQUEST FOR PROPOSAL**  
**RFP #DPL-CL-2007**

**Provide Labor, Materials and Equipment for Removal  
and Installation of a New Boiler and Water Cool  
Condensing Unit**

**Issued: January 22, 2020**  
**Due Date: February 3, 2020 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- Vendor Questionnaire**
- B- Insurance Requirements**
- C- Non Collusion Affidavit**



## RFP #DPL-CL-2007

# Provide Labor, Materials and Equipment for Removal and Installation of a New Boiler and Water Cool Condensing Unit

## I. INTRODUCTION

The Detroit Public Library (hence forth noted as DPL) is seeking sealed written proposals from qualified firms to provide Labor, Materials and Equipment for Removal and Installation of a New Boiler and Water Cool Condensing Unit.

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](mailto:cladson@detroitpubliclibrary.org)

Responses to the questions submitted by the deadline will be distributed after the site visit, as well as posted on the DPL and MITN website.

3. There will be a mandatory site visit held at 9:00 a.m. on January 24, 2020 at:

Detroit Public Library  
Chaney Branch  
16101 Grand River Avenue  
Detroit, MI 48227

**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: February 3, 2020  
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-2007 – Labor, Materials and Equipment for Removal and Installation of a New Boiler and Water Cool Condensing Unit
  - Due Date: February 3, 2020
  - 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](http://www.Detroitpubliclibrary.org) or through the Michigan Intergovernmental Trade Network (MITN) website, [www.bidnetdirect.com/MITN](http://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](http://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](http://www.Detroitpubliclibrary.org) and [www.bidnetdirect.com](http://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](mailto:Cladson@detroitpubliclibrary.org)

### **III. BACKGROUND INFORMATION**

The boiler at Chaney Branch Library, located at 16101 Grand River Avenue, burst in October 2019. The branch is currently closed due to lack of heating in the building. The Library is seeking a comprehensive review and a proposal for the removal and replacement of the current boiler and water cool condensing unit. The Library is relying on the experience of the contractor to propose a complete, energy-efficient system to distribute heating and cooling at the Branch.

### **IV. QUALIFICATIONS**

This is a Request for Proposal (RFP) issued by the Detroit Public Library seeking qualified firms to Provide Labor, Materials and Equipment for Removal and Installation of a New Boiler and Water Cool Condensing Unit. 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.



## References

Each company shall provide evidence of experience, any required licenses, and list of equipment required to provide the requested services (in an attachment). Also, please provide three (3) references for projects of a similar size and scope as that of the Library.

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 to replace its 1955 International boiler and the companion 1955 water cool a/c system. The new heating, cooling and AHU unit must each provide the proper BTU's to heat and cool a 7,270 s.f. building, Chaney Branch Library, located at 16101 Grand River, Detroit, MI 48227.

### **Scope of work for removal for old boiler, AHU and water cool condensing system:**

- a. Secure all existing connected energy sources per OSHA protocols and standards
- b. Disconnect supply, waste water and condensate drain piping
- c. Disconnect, reclaim and properly dispose of existing refrigeration system in strict accordance with EPA guidelines.
- d. Disconnect existing natural gas, controls and electric power supply.
- e. Disconnect supply, waste water and condensate drain piping
- f. Disconnect supply and return air duct systems from boiler and a/c system to the AHU
- g. Remove and properly dispose of boiler, AHU and water cool condensing units.
- h. Equipment, scrap and waste disposal in strict accordance with EPA guidelines.

### **General Scope of work for new heating and cooling system:**

1. In the mechanical only, furnish and install new boiler, AHU and water cool condensing units required to heat and cool the 7,270 s.f. building.
2. Specs and warranties shall be submitted for boiler, cooling and AHU
3. Reconnect all supply and return air duct systems to the heating and cooling system's new AHU.
4. New Air Handler can be a w/c condensing unit combination
5. New integrated control system
6. Bid must include building load calculations and air CFM and exchange calculations
7. New expansion tank and boiler pumps
8. Primary electrical distribution brought up to code including a EPO switch
9. Include trucking, crane service & rigging.
10. Furnish and install one (1) smoke detector with remote annunciator per code requirement.
11. Furnish and install one (1) carbon monoxide detector
12. Furnish and install necessary gas pipe and fittings to connect to existing natural gas supply.
13. Furnish and install necessary mechanical and electrical materials to reconnect to existing electrical disconnect and power supply.
14. Include all labor and materials to provide a complete project per scope.
15. Furnish and install new electrical disconnect switches at each unit
16. Furnish and install new digital control packages to allow for complete control of both new packaged units with time schedule, space temperature control w/adjustment, all necessary zoning for the dual zone system. No special software to be required for programming or adjustment "stand alone" system



17. An allowance of \$500.00 to be included for City of Detroit mechanical and electrical permit fees. Adjust fees if necessary with receipts.
18. Include system start-up by trained, qualified personnel including performance verification and warranty validation.
19. Review working system and instructions with required personnel.

**NOTE:** The installation of the new complete Heating, AHU and cooling is restricted to the mechanical room space only.

**Requirements include: Compliance with all applicable OSHA safety standards.**

## Site Visit

All prospective Contractors shall visit the site and fully examine the existing conditions to be considered for the award of this contract. A mandatory walk through is scheduled for:

**Friday, January 24, 2020 @ 9:00 a.m.**

**\*Proposals will not be considered from companies that did not attend the mandatory inspection of the site. Please ensure that you sign the sign-in sheet prior to leaving the site visit.**

After the bid is awarded, the Contractor shall meet with the Owner prior to any work. The purpose of this meeting is to discuss the installation schedule and receive a written a formal Contract for review and signing.

## Warranty, Service, and Support

Submit information about the warranties available for any equipment and services provided by the manufacturer and/or the vendor. List terms for hardware replacement and software upgrades. Clearly enumerate any charges associated with any service that will be billed to the Library.

Please attach a Standard Maintenance Agreement from your company.

The successful proposer shall furnish the maximum warranty, as provided by the manufacturer. Please indicate your warranty on the equipment and labor. The warranty period shall begin on the date the equipment is put into service.

WARRANTY: \_\_\_\_\_ (Equipment)  
 \_\_\_\_\_ (Labor)

Proposers shall indicate the warranty service provider with their proposal. Warranty service shall be provided by:



Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

All warranties shall be furnished by the successful Contractor and shall be delivered to the Library before the final payment is authorized.

### **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 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.

### **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 [accountspayable@detroitpubliclibrary.org](mailto:accountspayable@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.



### **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.

### **Job-Site Conditions:**

The Contractor is responsible for scheduling the work and providing weather protection in such a manner as to minimize possible additional damage to the building or the grounds. The Contractor must clean up all debris daily.

### **Site clean-up:**

The Contractor is responsible for and will remove all his material and have dumpster on site during the proposed work schedule. The site must be policed and the dumpster must be removed from the site the day after the completion of the project.

### **Protection of Existing Building and Landscaping:**

Before commencing work, the Contractor shall meet with the Owner and review any possible damage to the existing building or landscaping. The Contractor shall be responsible for all damages whether deliberate or not.

### **State of Michigan Sales Tax:**

The Detroit Public Library is exempt from the Michigan Sales Tax. The Library will furnish the Contractor with the DPL tax ID number for the purchase of materials for this project.

## **VI. REQUIRED PROPOSAL CONTENT**

### **GENERAL SUBMITTAL REQUIREMENTS:**

For contract consideration please provide the following information to the Detroit Public Library:

- Executive Summary
- Statement of Qualifications
- Project Timeline & Approach

- Cost Breakdown

Please include in a separate sealed envelope, a detailed cost breakdown of the required work indicating the amount. Breakdown shall include the costs for all permits, fees, remediation, etc.

Please be sure to indicate the model number of the proposed equipment.

- Resume of Proposed Project Manager

- Supporting Documentation

No additional fee will be paid for a reasonable number of changes or minor additions to the scope of work.

No payments will be made for any other services unless written authorization is received from the Library prior to the commencement of any such work.

## **VII. EVALUATION CRITERIA**

All proposals will be evaluated on the proposed product, capacity and performance rating and warranty. All proposals timely received will be evaluated by an Evaluation Committee comprised, at a minimum, of Library representatives from at least two 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 Product
- b) Proposed Cost
- c) Project Timeline & Approach
- d) Experience and Qualifications

## **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 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](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)



## VENDOR QUESTIONNAIRE – CHANEY BOILER REPLACEMENT

Proposers shall answer all questions. If more space is needed to complete a question, attach a separate sheet.

Company Name: \_\_\_\_\_

Address \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

1. Number of years operating under company's present name: \_\_\_\_\_

2. General nature of work performed by your company:

---

---

3. Number of years you have performed work similar in scope and size to the work requested in the RFP: \_\_\_\_\_ years.

4. Have you performed work for the City of Detroit or Library in the last ten (10) years? If so, please specify:

Year of Service	Department Serviced	Description of Services Provided

5. List the members of the team who will be assigned to this project and the roles they will perform (please attach a separate sheet).

6. What challenges to you foresee with this project?

---

---

---

7. What is included in your base price for services? What services will incur additional fees:

---

---



## **APPENDIX B**

### **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 C**  
**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: \_\_\_\_\_