



**REQUEST FOR PROPOSAL
DESIGN, SUPPLY, AND INSTALL UPGRADED AUDITORIUM AV
SYSTEM FOR DETROIT PUBLIC LIBRARY MAIN BRANCH**

Prepared by:

***RFP-TL-2164
Issue Date: August 14, 2025
Proposal Due Date: September 12, 2025 by 2:00 p.m. EST***



Table of Contents

INSTRUCTIONS TO BIDDERS	4
SCOPE OF WORK	7
MINIMUM QUALIFICATIONS AND EXPERIENCE	8
TECHNICAL PROPOSAL SUBMISSION	8
PRICE PROPOSAL SUBMISSION	9
FINANCIAL CAPACITY	10
METHODOLOGY AND APPROACH	10
EXCEPTIONS AND DEVIATIONS	10
OWNERSHIP OF WORK PRODUCTS	10
EVALUATION AND SELECTION CRITERIA	11
EVALUATION PROCEDURE	11
ORAL PRESENTATION/DEMONSTRATION	11
AWARD CLAUSE INCLUDING RENEWAL OPTIONS	11
CONTRACT APPROVAL	11
ADHERENCE TO TERMS OF PROPOSALS	12
REJECTION OF PROPOSALS	12
QUESTIONS	12
ECONOMY OF PREPARATION	13
PAYMENT	13
ASSIGNMENT	13
MISCELLANEOUS	13
MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL	13
CHANGES IN FACTS	13
CONFIDENTIALITY OF PROPOSALS	13
NEWS RELEASE	14
CHANGES IN PROPOSAL REQUIREMENTS	14
REFERENCES	15
CERTIFICATE OF INSURANCE	16
NON-COLLUSION AFFIDAVIT	17
SIGNATURE PAGE	18



RFP-TL-2164

The Detroit Public Library (DPL) is seeking proposals from qualified vendors to design, supply, and install a comprehensive upgrade to the sound, lighting, and video systems in our auditorium. This project includes the installation of a high-quality video wall, modern lighting controls, and an integrated audio system to support a wide range of events. Proposals should also include the removal and proper disposal of all existing equipment and cabling being replaced.

Proposals are to be addressed and submitted electronically via www.Bidnet.com, in accordance with the bid instructions and all other requirements as referenced in this document. Bids will be received until **September 12, 2025, 2:00 pm**, local time, after which no other bids will be accepted. The Procurement Department will publicly record all bids at that time. No other public disclosure will be made until after award of contract.



INSTRUCTIONS TO BIDDERS

1. Firms responding to this REQUEST FOR PROPOSAL ("RFP") shall submit their bids in the overall format as outlined in this solicitation.
2. Bidders shall submit **one original copy**, electronically, identifying the response as follows:

Bid Title: Design, Supply and Install Upgraded Auditorium AV System for DPL Main Branch

- Bid Number: RFP-TL-2164
- Bid Due Date: September 12, 2025, 2:00 pm EST
- Company's name and address
- Bid must be signed to be acceptable

No telephone, electronic, or facsimile bids will be considered unless otherwise stated within this document.

3. **Late Bids will not be accepted or considered.** It is the responsibility of the Proposer to ensure that the bid is uploaded electronically prior to the date and time indicated. Telephone quotes will not be accepted. Time and date validation will occur in the Bidnet system and bids cannot be uploaded after the deadline.
4. **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 bidder's response, including the "Exceptions" section of the bid proposal. If a change or alteration to the documents is undetected and the bidder 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.

5. 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 Procurement 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 Procurement 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 and obtain an official copy.
6. Bids 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:
 - a. Reject any and all bids received as a result of this RFP.
 - b. 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 bidder 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. All bids and other materials submitted shall become the property of the Detroit Public Library.
9. All changes in the RFP documents shall be through written addendum and furnished to all bidders. Verbal information obtained otherwise will not be considered in awarding of the bid.
10. Pre-Proposal Meeting (Virtual)

A virtual pre-proposal meeting has been scheduled for prospective proposers who are interested in obtaining additional information regarding the scope and requirements of this project. Attendance is not mandatory but is strongly encouraged.

Please use the following link to access the virtual meeting:



[Join the meeting here](#)

Meeting ID: 285 420 268 279 7

Passcode: mH77Qv7B

11. Mandatory Site Visit

All prospective proposers are required to attend a mandatory site visit at the DPL Main Branch Library in order to be eligible for proposal consideration.

12. RSVP to attend the mandatory site visits by emailing the Procurement Manager at, tlove@detroitpubliclibrary.org, no later than Tuesday, August 26, 2025, 4:00 p.m. EST.

PARKING INSTRUCTIONS

Main Library:

Vendors must park in the designated lot off Putnam, near the intersection with Woodward Avenue. Upon arrival, all visitors are required to check in with Security at the employee entrance.

13. Public Recording

A virtual meeting has been established for any prospective proposers that may be interested in the public recording of bids for the Detroit Public Library. Please see the following link for the public recording of the bids:

[Join the meeting here](#)

Meeting ID: 222 389 818 120 4

Passcode: WJ9HQ6Ek

14. Procurement Timeline

Activity	Due Date
RFP Issued:	Thursday, August 14, 2025
Pre-Proposal Meeting (Teams)	Wednesday, August 20, 2025 1:00 PM EST
RSVP Deadline (via Email):	Tuesday, August 26, 2025 4:00 PM EST
Site Visit (Mandatory)	Wednesday, August 27, 2025 10:00 AM EST
Vendor Questions Due (Bidnet Direct):	Monday, September 1, 2025 4:00 PM EST
DPL Response to Questions (Bidnet Direct):	Wednesday, September 3, 2025 EOD
Proposals Due:	Friday, September 12, 2025 2:00 PM EST
Public Bid Open (Teams):	Friday, September 12, 2025 2:05 PM EST



SCOPE OF WORK

The selected vendor will be responsible for providing a complete design, supply, and installation solution for the Detroit Public Library auditorium audiovisual system upgrade. The scope includes:

- **Audio System:** Design and installation of a high-fidelity sound system suitable for speeches, performances, and multimedia presentations.
- **Lighting System:** Installation of programmable stage and ambient lighting, featuring user-friendly and flexible control interfaces.
- **Video System:** Installation of a high-resolution video wall and supporting infrastructure, including video switchers, control systems, and all necessary components.
- **System Integration:** Seamless integration of all audio, video, and lighting systems into a centralized, intuitive control platform.
- **Training:** On-site training for designated DPL staff covering system operation, basic troubleshooting, and maintenance procedures.
- **Support Services:** Provision of warranty coverage and post-installation technical support, including a defined response time for service requests.
- **Equipment and Cabling Disposal:** Responsible removal and environmentally compliant disposal of all old equipment, wiring, and cabling replaced during the upgrade.

Proposals must include the following:

- **Company Overview:** A summary of the vendor's background, qualifications, and experience with similar audiovisual installations.
- **Detailed Project Plan:** A comprehensive project timeline, including major milestones, installation phases, and proposed completion date.
- **Equipment Details:** Specifications and brand names of all major components and systems to be provided.
- **Cost Breakdown:** An itemized breakdown of total project costs, including equipment, labor, training, support, and disposal services.



MINIMUM QUALIFICATIONS AND EXPERIENCE

Proposers must demonstrate the necessary qualifications and experience to successfully perform the scope of work and be eligible to enter into a contract with the Detroit Public Library (DPL). The following information must be included in the Technical Proposal:

1. **Company Background and Relevant Experience**
 - Provide a brief history of the firm, including year founded, form of organization (corporation, partnership, sole proprietorship), and any subsidiaries or partnerships relevant to this work.
 - Detail the firm's experience designing, supplying and installing auditorium AV systems, with a minimum of **5–10 years** serving public or institutional clients.
 - Describe experience working with governmental or public sector clients, including the firm's ability to effectively collaborate with multiple stakeholders.
 - Specify the office(s) responsible for performing the work, as the evaluation will focus on the relevant office's experience rather than company-wide credentials.
2. **Project Team Qualifications**
 - Provide resumes and qualifications of key personnel, including education, training, certifications, licenses, and relevant project experience.
 - Include an organization chart showing staff roles and responsibilities.
 - Identify the proposed Project Manager who will serve as the primary contact and be responsible for managing all aspects of the contract.
3. **Relevant Project Experience**
 - Describe at least **three (3)** similar projects completed within the past **five (5) years**, preferably for public or institutional clients, demonstrating experience aligned with the Scope of Work.
 - Include references with current contact information for each project.
 - Highlight examples where your firm solved complex problems, improved efficiencies, or applied innovative approaches.
4. **Project Timeline and Work Plan**
 - Present a detailed timeline and work plan covering key phases, deliverables, staffing, and coordination with DPL.
5. **Cost Proposal**
 - The cost proposal must be submitted **separately** from the Technical Proposal and broken down by facility, task, and any optional services.

TECHNICAL PROPOSAL SUBMISSION (No costs shall be included in the Technical Proposal)

Proposers must submit their Technical Proposal as a separate **PDF without password protection or restrictions** from the Price Proposal. No cost or pricing information shall be included in the Technical Proposal.

The Technical Proposal must include the following components:



A. Letter of Transmittal

The Letter of Transmittal must be addressed to Procurement and include:

1. Identification of the offering firm(s), including name, address, and telephone number.
2. Acknowledgment of any RFP addenda.
3. Name, title, address, telephone number, and email address of the proposer's contact person during the proposal evaluation period.
4. A statement confirming the proposal will remain valid for a minimum of **ninety (90) days** from the date of submission.
5. Signature of the person authorized to bind the proposer to the terms of the RFP.

B. Proposal Content

To be considered responsive, the Technical Proposal must fully address the following sections of the RFP:

- Overall Scope of Work and Operational Responsibilities
- Respondent's Performance History and Qualifications

Note: Pricing and cost information must be submitted **separately** in the Price Proposal.

PRICE PROPOSAL SUBMISSION

The Price Proposal must be submitted **separately** from the Technical Proposal as a distinct and sealed document. Proposers shall not include any pricing or cost information in their Technical Proposal.

The Price Proposal should include:

- A detailed fee schedule broken down by task, including any optional services.
- Hourly rates, unit prices, or lump sum fees as applicable.
- Any assumptions or conditions related to pricing.
- Payment terms and conditions.

Failure to submit the Price Proposal separately may result in disqualification. The Detroit Public Library reserves the right to request additional pricing information or clarifications during the evaluation process.



FINANCIAL CAPACITY

Proposers must submit documentation demonstrating the financial stability of their firm for the past three (3) fiscal years. The required documentation shall include:

- Profit and Loss (Income) Statements
- Balance Sheets

These documents may be unaudited but must be signed by an authorized officer of the firm or accompanied by a letter from a certified public accountant (CPA) attesting to their accuracy. All financial information will be treated as confidential to the extent permitted by law and will be securely stored during the evaluation process. Upon completion of the evaluation, financial documents will be securely destroyed or returned to the proposer, in accordance with Detroit Public Library's data protection policies.

The Detroit Public Library reserves the right to request additional financial documentation or clarification during the evaluation process. Failure to provide the required financial information may result in disqualification.

METHODOLOGY AND APPROACH

Provide a narrative of how the Proposer intends to communicate and work with DPL on the various projects that may arise.

- Describe proposed responsibilities of the Proposer's assigned staff and coordination of activities with DPL
- Provide details on capacity, availability, scheduling, turnaround times, and response times of the Project Manager and staff
- Address any additional tasks not outlined in this RFP that should be considered

EXCEPTIONS AND DEVIATIONS

Include any approved exceptions and/or deviations to the RFP or addenda. Include any and all of the firm's own contracts or forms that it considers mandatory to use in connection with performing the Scope of Work. Note that to the extent that a firm's own contracts or forms contradict or purport to exclude any provisions of the RFP or addenda in whole or in part, the same will be treated as exceptions and/or deviations. Please note that any exceptions and/or deviations not approved in advance by DPL through addenda may result in the rejection of the proposal.

OWNERSHIP OF WORK PRODUCTS

The work products produced by the selected firm will become the sole property of DPL. This includes all work products produced in the media types, and includes, but is not limited to, program specific files such as database files and CADD files.



EVALUATION AND SELECTION CRITERIA

To be considered for evaluation, respondents must first be deemed responsive by fully addressing all requirements of this RFP and providing evidence that demonstrates compliance with the Scope of Work.

Proposals will then be evaluated based on the following criteria, listed in order of importance to the Detroit Public Library:

1. Cost (20%)
2. Qualifications of the proposed professional firm and project staff (20%)
3. Relevant experience (25%)
4. Capacity to provide all services in the scope of work (25%)
5. Professional references (10%)

EVALUATION PROCEDURE

Following the receipt of proposals, a Library-designated Evaluation Committee will review all submissions that meet the RFP's required format. Proposals determined to be non-responsive to the specifications, submission instructions, or format requirements will be disqualified unless the Library, at its sole discretion, determines that the non-compliance is not substantial or accepts an alternative proposed by the respondent.

At its discretion, the Library may request oral presentations or site visits at the respondent's facility. The Evaluation Committee may rank order the qualified proposals and negotiate with a limited number of the highest scoring respondents. A final contract award decision will be made based on the cumulative results of this evaluation process, with all committee decisions reached by consensus.

ORAL PRESENTATION/DEMONSTRATION

The Library reserves the right to request oral presentations regarding proposals submitted in response to the RFP. Proponents will be notified by the Procurement Department of the date, time, and location if oral presentations are required. Failure to participate in a requested oral presentation may result in disqualification.

AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFP it will be a Detroit Public Library Professional Services Contract. Any renewal option exercised under this contract is effective only after the approval of the Detroit Library Commission and the Chief Financial Officer. The Library anticipates one (1) award as a result of the RFP. The term of the contract will be for three (3) years, with two (2) one-year renewal options subject to approval by the Detroit Library Commission.

CONTRACT APPROVAL

Upon contract award, the Library and the respondent shall execute a Professional Services



Contract, which shall contain all contractual terms and conditions in a form provided by the Library. No contract shall become effective until the contract has been approved by the required Library Departments and Detroit Library Commission and signed by the Library's Chief Financial Officer. Prior to the completion of this approval process, the respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor shall the Library incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

ADHERENCE TO TERMS OF PROPOSALS

A proposal once accepted by the Library, may become a binding contractual obligation of the respondent. The failure of a successful respondent to accept this obligation and to adhere to the terms of the respondent's proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent.

REJECTION OF PROPOSALS

The Library expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the Library determines and/or to take any other appropriate action that is in the best interest of the Library.

QUESTIONS

All questions regarding the RFP shall be submitted through www.bidnetdirect.com. Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The Library does not guarantee a response to questions not submitted after the question deadline of September 1, 2025, 4:00 pm.



ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

PAYMENT

All properly executed invoices submitted by the successful respondent will be paid in accordance with the Library's payment terms (Net 45). The Detroit Public Library does **not** provide advance deposits or upfront payments prior to the commencement of work. Payments will be made only for work completed and accepted in accordance with the terms of the contract.

ASSIGNMENT

The services to be performed by the respondent shall not be assigned, sublet, or transferred, nor shall the respondent assign any monies due or to become due to him under any contract entered into with the Library pursuant to these specifications, without prior written approval of the Library.

MISCELLANEOUS

It shall be the responsibility of the respondent to thoroughly familiarize themselves with the provisions of these requirements. After executing the contract, no consideration will be given to any claim of misunderstanding.

The respondent agrees to abide by the rules and regulations as prescribed herein by the Library as the same now exists or may hereafter from time-to-time be changed in writing.

MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The Library reserves the right to modify the services provided by the respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the respondent and the Library.

CHANGES IN FACTS

Proposers shall advise the Library during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject disclosure as per the requirements of the Michigan Freedom of



Information Act.

NEWS RELEASE

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the Library.

CHANGES IN PROPOSAL REQUIREMENTS

The Library may make changes to the requirements of this RFP, as it deems necessary. Respondents will be notified by email if any changes are made to the RFP. If changes are made, the Library may, at its discretion, extend the time allowed for submission of proposals.



REFERENCES

Proposers shall provide three (3) references for services outlined in this RFP. References shall be from projects of similar size and scope as the Library. These services should have been provided within the past five (5) 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	



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 limit 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.



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: _____



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)*