REQUEST FOR PROPOSAL

Executive Search and Recruitment Services
for
Detroit Public Library
Executive Director

Prepared by:

_____

RFP-TL-2183
Issue Date: November 5, 2026
Proposal Due Date: December 11, 2026

DETROIT PUBLIC LIBRARY

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DETROIT PUBLIC LIBRARY

RFP-TL-2183

The Detroit Public Library (the "Library"), governed by the Detroit Library Commission, is seeking proposals from qualified executive search firms to provide comprehensive recruitment services for the position of Executive Director. The selected firm will work collaboratively with the Library to develop and implement a recruitment strategy, identify and evaluate highly qualified candidates, and support the selection of an Executive Director with the leadership experience, qualifications, and vision necessary to guide the Library's operations and strategic direction.

The Library seeks a firm with demonstrated experience conducting executive-level searches, preferably for public libraries, public-sector organizations, nonprofit institutions, or other comparable organizations. The selected firm will be expected to conduct a thorough, professional, and confidential search process that attracts a highly qualified candidate pool and supports the Library in making an informed selection.

Proposals are to be addressed and submitted electronically via www.Bidnet.com, in accordance with the proposal instructions and all other requirements referenced in this document. Proposals will be received until December 11, 2026, 2:00 p.m. local time, after which no other proposals will be accepted. The Procurement Department will publicly record all proposals at that time. No other public disclosure will be made until after award of contract.

DETROIT PUBLIC LIBRARY

INSTRUCTIONS TO PROPOSERS

1. Firms responding to this Request for Proposal ("RFP") shall submit their proposals in the format outlined in this solicitation.

2. Proposers shall submit one electronic proposal identifying the response as follows:

   - Proposal Title: Executive Search and Recruitment Services for Detroit Public Library Executive Director
   - Proposal Number: RFP-TL-2183
   - Proposal Due Date: December 11, 2026, 2:00 p.m. EST
   - Company's name and address
   - Proposal must be signed to be acceptable

3. *Proposals* must be submitted electronically through BidNet Direct. No telephone, facsimile, or email submissions will be accepted.

4. **Late proposals will not be accepted or considered**. It is the responsibility of the proposer to ensure that the proposal is uploaded electronically prior to the date and time indicated. Time and date validation will occur in the Bidnet system, and proposals cannot be uploaded after the deadline.

5. Any proposed changes or alterations to the RFP documents, including specifications, may result in the proposal being deemed non-responsive. Proposers may only include modifications in the designated response areas, including the "Exceptions and Deviations" section.

   If unauthorized changes are not identified during evaluation and a contract is awarded, the official RFP terms shall prevail. The Library will not accept proposer-imposed changes unless approved in writing.

   By submitting a proposal, the proposer acknowledges all addenda and updates. Failure to accept award based on lack of awareness may result in recovery of re-solicitation costs.

6. The official version of this Request for Proposal (RFP) is the version posted on the Michigan Intergovernmental Trade Network (MITN) website, including any amendments or addenda issued. The Detroit Public Library distributes RFP documents through its Procurement Department and via the MITN website. Copies obtained from any other source are not considered official.

Only proposers who obtain the RFP from the Procurement Department or the MITN website are guaranteed to receive addenda or updates. If this document was obtained from another source, it is recommended that the proposer register on the MITN website at www.bidnetdirect.com to ensure access to the official version and any related updates.

8. Proposals must 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 this RFP document.

9. The Detroit Public Library reserves the right to:

   a. Reject any and all proposals received as a result of this RFP.
   b. Waive or decline to waive any informalities and any irregularities in any proposal received.

10. The selected vendor will be required to assume responsibility for all services offered in the proposal, whether or not the proposer performs 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 proposals and other materials submitted shall become the property of the Detroit Public Library.

11. 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 contract.

12. Pre-Proposal Meeting (Virtual)

    A mandatory virtual pre-proposal meeting has been scheduled for all prospective proposers to obtain additional information regarding the scope and requirements of this project. **The meeting will be held on Wednesday, November 18, 2026, 1:00 p.m. EST**.

    Join the Microsoft Teams Meeting using the link below:

    https://teams.microsoft.com/meet/2115797650723964?p=k43QLzoqqlwwnUVXAu
    Meeting ID: 211 579 765 072 396 4
    Passcode: RQ99u7Ti

    RSVP to attend the mandatory pre-proposal meeting by emailing the Procurement Manager at, tlove@detroitpubliclibrary.org, no later than Tuesday, November 17, 2026, 4:00 p.m. EST.

13. Public Bid Opening

A virtual meeting has been scheduled for the public recording of proposals. Proposers may attend using the link below:

Join the Microsoft Teams Meeting using the link below:

https://teams.microsoft.com/meet/258337291035403 0?p=9v3gugXktn5M0xLKMq
Meeting ID: 258 337 291 035 403 0
Passcode: gg26n37f

14. Procurement Timeline

Activity	Due Date
RFP Issued:	Thursday, November 5, 2026
RSVP Deadline (via Email):	Tuesday, November 17, 2026, 4:00 p.m. EST
Mandatory Pre-Proposal Meeting (Teams)	Wednesday, November 18, 2026, 1:00 p.m. EST
Vendor Questions Due (Bidnet Direct):	Wednesday, November 25, 2026, 4:00 p.m. EST
DPL Response to Questions (Tentative):	Tuesday, December 1, 2026 EOD
Proposals Due:	Friday, December 11, 2026, 2:00 p.m. EST
Public Bid Opening (Teams):	Friday, December 11, 2026, 2:05 p.m. EST

SCOPE OF WORK

The selected firm shall provide comprehensive executive search and recruitment services to assist the Detroit Library Library in identifying and selecting a qualified Executive Director for the Detroit Public Library. The firm will manage the recruitment process in coordination with the Library and designated Library representatives, while providing professional guidance and recommendations throughout the engagement.

The Scope of Work shall include, but is not limited to, the following:

1. Search Planning and Position Development

- Meet with Library designated representatives to establish recruitment objectives, expectations, and selection priorities.
- Review and recommend revisions to the Executive Director position description, including qualifications, leadership competencies, responsibilities, and desired experience.
- Develop a candidate profile reflecting the Library's organizational needs, strategic priorities, and leadership expectations.
- Prepare a comprehensive recruitment strategy, project schedule, and implementation plan identifying key activities, deliverables, and decision points.

2. Recruitment Strategy and Candidate Outreach

- Develop and implement a recruitment strategy designed to attract qualified executive-level candidates locally, regionally, and nationally.
- Prepare professional recruitment materials and position announcements for review and approval by the Library.
- Advertise the position through appropriate professional associations, executive recruitment networks, industry publications, and other relevant channels.
- Conduct targeted outreach to qualified individuals, including candidates who may not be actively seeking employment.
- Implement recruitment practices designed to encourage a broad and competitive applicant pool in compliance with applicable employment laws.

3. Candidate Screening and Evaluation

- Receive, organize, and review applications and supporting documentation submitted by prospective candidates.
- Evaluate applicants against the approved position qualifications, leadership competencies, and selection criteria.
- Conduct preliminary interviews and assessments to evaluate professional experience, leadership capabilities, communication skills, and organizational compatibility.
- Identify candidates who meet the established requirements and demonstrate the qualifications necessary to fulfill the Executive Director position.
- Provide the Library with written candidate summaries, assessments, and recommendations for further consideration.

4. Candidate Presentation and Interview Coordination

- Present a shortlist of highly qualified candidates to the Library for review and consideration.
- Provide detailed candidate profiles summarizing qualifications, professional accomplishments, leadership experience, and assessment findings.
- Assist in developing structured interview questions, evaluation criteria, and candidate assessment tools.
- Coordinate candidate interviews, presentations, and other selection activities as requested by the Library.
- Assist the Library in reviewing candidate qualifications and evaluating interview results.

5. Reference Checks and Background Verification

- Conduct professional reference checks for finalist candidates, including verification of relevant employment history, leadership experience, and professional accomplishments.

- Verify educational credentials, certifications, and other qualifications identified as requirements for the position.
- Coordinate additional background verification, as authorized by the Library and permitted by applicable law.
- Provide confidential written summaries of findings to the Library or its designated representatives.

6. Final Selection and Appointment Support

- Provide professional guidance to the Library during final candidate evaluations and selection discussions.
- Assist with candidate communications, scheduling, and coordination throughout the final selection process.
- Provide recommendations concerning compensation considerations and employment negotiations, as requested.
- Support the Library in communicating with the selected candidate and coordinating the completion of the recruitment process.

7. Project Management and Communication

- Designate a lead consultant responsible for managing the engagement and serving as the primary point of contact.
- Maintain regular communication with the Library's designated representatives regarding recruitment activities, candidate progress, and anticipated milestones.
- Provide periodic written progress reports identifying completed activities, upcoming tasks, recruitment results, and any challenges requiring attention.
- Maintain the confidentiality of candidate information and recruitment-related documentation, subject to applicable law.
- Notify the Library promptly of any circumstances that may affect the recruitment schedule or successful completion of the search.

8. Deliverables

The selected firm shall provide, at a minimum, the following:

- Finalized Executive Director position profile and recruitment announcement.
- Comprehensive recruitment strategy and project timeline.
- Recruitment outreach and advertising plan.
- Periodic recruitment status reports.
- Candidate screening and evaluation summaries.
- Shortlist of qualified candidates with supporting assessments.
- Interview questions and candidate evaluation materials.
- Reference and background verification summaries for finalists.
- Final recruitment summary and recommendations.

9. Project Timeline

The selected firm shall provide a proposed schedule outlining the anticipated duration of the executive search, including major milestones from contract execution through candidate selection. The Library anticipates a recruitment process of approximately four (4) to six (6) months, subject to the Library's review and approval of the final schedule.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Proposers must demonstrate the qualifications, professional experience, and organizational capacity necessary to successfully perform the Scope of Work and be eligible to enter into a contract with the Detroit Public Library (DPL).

Proposers are required to submit both a Technical Proposal and a separate Price Proposal in accordance with the requirements of this RFP.

The following information must be included in the Technical Proposal:

1. Company Background and Relevant Experience

- Provide a brief history of the firm, including the year established, organizational structure, primary office location, and areas of professional specialization.
- Demonstrate a minimum of three (3) years of experience providing executive search and recruitment services for senior leadership positions.
- Describe experience conducting executive searches for public libraries, public-sector organizations, nonprofit institutions, educational organizations, or other comparable entities.
- Demonstrate successful completion of executive recruitment assignments involving positions with significant organizational leadership, financial oversight, operational responsibility, and public accountability.
- Identify the office location responsible for managing the engagement and describe the firm's capacity to conduct regional and national recruitment activities.

2. Project Team Qualifications

- Identify the lead consultant and all key personnel assigned to the engagement, including their respective roles and responsibilities.
- Provide resumes or professional biographies outlining relevant education, qualifications, certifications, and executive recruitment experience.
- Describe the team's experience recruiting executive leadership for organizations of comparable size, scope, and complexity.
- Identify the individual who will serve as the primary point of contact and remain responsible for managing the recruitment process.
- Describe the availability and anticipated level of involvement of assigned personnel throughout the engagement.

3. Relevant Executive Search Experience

- Provide descriptions of at least three (3) comparable executive search assignments completed within the past five (5) years.
- Identify the client organization, executive position recruited, scope of services, duration of the engagement, and outcome of each search.
- Highlight experience recruiting library directors, chief executive officers, executive directors, or comparable senior leadership positions.
- Provide three (3) professional references with current contact information from organizations for which similar services have been performed.

4. Recruitment Capabilities and Resources

- Describe the firm's executive recruitment networks, professional affiliations, candidate sourcing resources, and recruitment technologies.
- Demonstrate the ability to identify and engage qualified candidates through both traditional advertising and direct recruitment methods.
- Describe the firm's approach to maintaining candidate confidentiality, verifying qualifications, and conducting professional assessments.
- Identify any subcontractors or outside consultants proposed for the engagement, including their roles and relevant qualifications.

5. Project Timeline and Work Plan

- Provide a preliminary recruitment schedule outlining the anticipated phases, milestones, deliverables, and estimated completion date.
- Identify the activities requiring participation or approval from the Library or designated Library representatives.
- Demonstrate the firm's capacity to complete the recruitment process within the proposed timeframe.

TECHNICAL PROPOSAL SUBMISSION

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 the Procurement Department 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:

- Scope of Work
- Minimum Qualifications and Experience
- Methodology and Approach
- References

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 document. Proposers shall not include any pricing or cost information in the Technical Proposal.

Proposers shall provide a detailed, itemized cost proposal identifying all fees and anticipated expenses associated with completing the executive search and recruitment services described in the Scope of Work.

The Price Proposal shall include, at a minimum, the following:

1. Professional Service Fees

- Total proposed fee for completing the executive recruitment engagement.
- Identification of whether the fee is fixed, hourly, percentage-based, or calculated using another pricing structure.
- If percentage-based, identify the compensation amount used to calculate the fee and any applicable minimum or maximum charges.
- Hourly rates for personnel assigned to the engagement, if applicable.

2. Recruitment and Advertising Expenses

- Estimated costs associated with position advertisements, professional recruitment platforms, publications, and other outreach activities.

- Identification of advertising or recruitment expenses included in the professional service fee.
- Itemization of any additional advertising expenses to be billed separately.

3. Travel and Reimbursable Expenses

- Estimated travel, lodging, transportation, and other reimbursable expenses associated with the engagement.
- Identification of expenses included in the proposed fee and those billed separately.
- Any limitations, conditions, or assumptions associated with reimbursable costs.

4. Additional or Optional Services

- Itemized pricing for any additional services not included in the proposed Scope of Work.
- Identification of optional services, including extended recruitment activities, additional background verification, or other related services.
- Applicable hourly rates or fixed fees for work performed outside the original scope.

5. Performance or Replacement Guarantee

- Indicate whether the firm offers a performance or replacement guarantee if the selected candidate resigns or is terminated within a specified period following appointment.
- Identify the duration of the guarantee, conditions for replacement recruitment, and any additional fees or expenses.
- Describe any exclusions or limitations applicable to the guarantee.

6. Total Proposed Cost

- Provide a total not-to-exceed amount covering all professional fees, recruitment expenses, and anticipated reimbursable costs.
- Clearly identify any assumptions, exclusions, or circumstances that could result in additional charges.
- Identify the proposed payment schedule, including anticipated billing milestones and associated deliverables.

No additional services or expenses shall be incurred without prior written authorization from the Detroit Public Library.

All payments shall be subject to the Library's established payment terms of Net 45. The Library does not provide advance deposits or upfront payments prior to the commencement of work. Payments shall be made for completed and accepted services in accordance with the executed contract.

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

FINANCIAL CAPACITY

The Library reserves the right to request financial documentation if necessary.

METHODOLOGY AND APPROACH

Proposers shall provide a clear and detailed description of their proposed approach to conducting the executive search and recruitment process for the Detroit Public Library Executive Director.

The response shall demonstrate an understanding of the Library's organizational structure, governance responsibilities, leadership needs, and expectations for the successful completion of the engagement.

At a minimum, proposers shall address the following:

1. Search Strategy and Project Management

Describe the approach to planning, organizing, and managing the executive search, including development of the position profile, recruitment objectives, project schedule, and coordination with the Library.

2. Candidate Sourcing and Recruitment

Explain the methods used to identify and attract qualified executive-level candidates, including professional networks, direct outreach, recruitment platforms, and strategies for reaching candidates with relevant public library or comparable organizational leadership experience.

3. Candidate Screening and Assessment

Describe the procedures used to review applications, verify minimum qualifications, conduct preliminary interviews, assess leadership competencies, and determine which candidates should advance for consideration by the Library.

4. Candidate Presentation and Selection Support

Explain the process for presenting qualified candidates, preparing assessment summaries, developing interview materials, coordinating finalist interviews, and assisting the Library with candidate evaluations.

5. Reference and Background Verification

Describe the methods used to conduct professional reference checks, verify employment and educational credentials, and perform additional background inquiries when authorized by the Library and permitted by law.

6. Communication and Reporting

Describe the proposed communication process, frequency of progress updates, reporting methods, and procedures for addressing recruitment challenges or changes in the project schedule.

7. Staffing and Availability

Identify the personnel responsible for performing each phase of the recruitment process, their anticipated level of involvement, and their availability to meet the Library's expectations and project timeline.

8. Search Completion and Performance Guarantee

Describe the firm's approach to completing the recruitment process, supporting the final selection, and addressing situations in which the search does not produce an acceptable candidate or the selected candidate leaves employment within an applicable guarantee period.

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

All work products, including reports, plans, data, and analyses, shall become the property of DPL.

EVALUATION AND SELECTION CRITERIA

To be considered for evaluation, proposers 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 be evaluated based on the following criteria:

- **Cost (20%)**
  Reasonableness and competitiveness of proposed professional fees, recruitment expenses, reimbursable costs, and overall value of services offered.

- **Qualifications of the Proposed Firm and Project Staff (20%)**
  Qualifications, expertise, and demonstrated capabilities of the firm and assigned personnel in conducting executive-level searches.

- **Relevant Experience (25%)**
  Demonstrated success in recruiting and placing executive leadership for public libraries, public-sector organizations, nonprofit institutions, or comparable organizations.

- **Capacity to Provide All Services in the Scope of Work (25%)**
  Ability to manage the complete executive search process, including recruitment strategy, candidate sourcing, screening, evaluation, reference verification, and final selection support within the proposed timeframe.

- **Professional References (10%)**
  Quality of professional references, demonstrated client satisfaction, and successful completion of comparable executive recruitment assignments.

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 contract term will be for the duration of the project, anticipated to be six (6) to nine (9) months from contract execution.

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 April 13, 2026, 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.

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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	

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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.

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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: _____

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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)*