



**INVITATION FOR BID
BRASS SURFACE CLEANING
FOR DETROIT PUBLIC LIBRARY
MAIN BRANCH**

Prepared by:

**IFB-TL-2161
Issue Date: April 30, 2025
Proposal Due Date: May 29, 2025 by 2:00 p.m. EST**



IFB-TL-2161

The Detroit Public Library is soliciting bids from qualified vendors to provide brass cleaning, polishing and protective sealing of brass surfaces for the Main Branch Library.

Bids 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 **May 29, 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.

The public bid opening will be held on May 29, 2025 at 2:15 p.m. via Microsoft Teams.



INSTRUCTIONS TO BIDDERS

1. Vendors responding to this INVITATION FOR BID (“IFB”) 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: Brass Surface Cleaning at Detroit Public Library Main Branch
 - Bid Number: IFB-TL-2161
 - Bid Due Date: May 29, 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. There will be a mandatory walkthrough scheduled for May 6, 2025 at 11:00 a.m. EST. The walkthrough will be held at Main Branch, located at 5201 Woodward Ave., Detroit, MI 48202. **Park in the lot off Putnam and Woodward and check in with Security.**
4. RSVP to attend the walkthrough by emailing the Procurement Manager at, tlove@detroitpubliclibrary.org, no later than May 5, 2025, 4:00 p.m. EST.
5. **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.
6. **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.

7. 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.
8. 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.
9. The Detroit Public Library reserves the right to:
 - a. Reject any and all bids received as a result of this IFB.
 - b. Waive or decline to waive any informalities and any irregularities in any bid received.
10. 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.
11. All changes in the IFB documents shall be through written addendum and furnished to all bidders. Verbal information obtained otherwise will not be considered in awarding of the bid.



12. Public Recording

A virtual meeting has been established for any prospective bidders 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:

Public Bid Opening: May 29, 2025, 2:15 pm.

Join the meeting here

Meeting ID: 230 525 487 367 3

Passcode: 4Mm3hm7Q

13. Procurement Timeline

Activity	Due Date
IFB Issued	April 30, 2025
RSVP Deadline	May 5, 2025, 4:00 pm
Mandatory Site Visit	May 6, 2025, 12:30 pm
Vendor Questions Due:	May 8, 2025, 4:00 pm
DPL Response to Questions:	May 13, 2025, EOD
Bids Due:	May 29, 2025, 2:00 pm
Public Bid Opening (Teams)	May 29, 2025, 2:15 pm



IFB-TL-2161

1. INTRODUCTION

The Detroit Public Library (DPL) is seeking bids from qualified contractors for the cleaning, polishing, and sealing of brass handrails, guardrails, and trim throughout designated areas of the Main Library.

2. MINIMUM QUALIFICATIONS

Bids will only be accepted from those vendors demonstrating a minimum of five years (5) years of experience providing the services requested in the IFB for projects of similar scope and size.

3. ADHERENCE TO TERMS

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.

4. 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.

5. AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this IFB 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 a single award as a result of this IFB.

6. GENERAL SPECIFICATIONS

The Detroit Public Library is the largest library system in the State of Michigan. The Main Library and its 22 neighborhood branches make it one of the most valuable and accessible public institutions in Metropolitan Detroit.



7. SCOPE OF WORK

The Contractor shall be responsible for completing all work required to deliver a fully finished project, unless explicitly excluded. The scope of work includes, but is not limited to, the removal of rust and corrosion, restorative polishing, and the application of a protective sealant to enhance the durability and appearance of the brass surfaces.

Project Areas

The project scope covers the following primary areas within the Main Library:

- South staircase handrails
- North staircase handrails
- Mezzanine-level guardrails
- Entrance to the Administration area
- Select interior **brass trim** elements associated with these locations

Detailed Work Requirements

The selected contractor shall perform the following services:

1. Preparation

- Protect surrounding floors, walls, and architectural features using drop cloths and plastic sheeting.
- Secure the work area to ensure the safety of library staff and patrons during project execution.

2. Rust and Corrosion Removal

- Manually remove rust and corrosion from all brass surfaces (handrails, guardrails, and trim) using non-abrasive, specialized hand tools to prevent surface damage.
- Use mild cleaning solutions as appropriate to lift embedded contaminants.

3. Brass Cleaning and Polishing

- Clean all brass components thoroughly to remove dirt, debris, and residues.
- Hand polish the brass using brass-specific polishing compounds and tools (e.g., brass pots) to restore the original luster and finish.

4. Protective Coating Application

- Apply a clear, non-yellowing protective sealant to all treated brass surfaces to help prevent future tarnish, rust, and corrosion.
- Ensure coating is compatible with historical materials and suitable for indoor use with high foot traffic.

Safety and Compliance

- All work must comply with applicable OSHA safety standards and City of Detroit regulations.



Materials and Equipment

Contractor shall supply all labor, materials, and equipment required to complete the work, including but not limited to:

- Non-abrasive hand tools for rust removal
- Brass-safe cleaning and polishing compounds
- Drop cloths, protective sheeting, and safety signage
- Protective clear sealant suitable for brass surfaces

Warranty

The contractor shall provide a **minimum one-year warranty** covering defects in workmanship, materials, or application. Any areas exhibiting failure or degradation within this period shall be repaired or re-treated at no additional cost to DPL.

8. BOND

The awarded contractor shall furnish both a Performance Bond and a Labor and Materials (Payment) Bond, each in the amount of 100% of the total contract price, within five (5) business days of the contract award and prior to the start of work. The Performance Bond shall ensure faithful execution of all contract terms, while the Labor and Materials Bond shall protect the Detroit Public Library from claims related to non-payment of subcontractors, suppliers, or laborers. Failure to provide the required bonds within the specified timeframe may result in cancellation of the award.

9. AWARD

The Library reserves the right to accept or reject any and all quotes, to make a partial award, or to make a multiple Contractor award. The acceptance or rejection of any or all quotes and the making of an award or a partial award will be at the sole discretion of the Library. The Library reserves the right to request additional information. The contract shall be awarded to the lowest, responsive, responsible vendor or vendors as determined by the Library.

10. CLARIFICATION OF QUOTES

The Library reserves the right to obtain clarification of any point in the quote or to obtain additional information necessary to properly evaluate a particular quote. Failure of a Contractor to respond to such a request for additional information or clarification could result in rejection of the quote.

11. ACCEPTANCE OF PROPOSAL TERMS

A quote submitted in response to this IFB shall constitute a binding offer. The supplier shall identify clearly and thoroughly any variation between its offer and this IFB. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance. Contractor's authorized representative may withdraw quotes only by written request received before the quote due date.



12. PAYMENT TERMS

Payment will not be authorized until a final inspection and approval has been completed. Additionally, all invoices shall be submitted electronically to 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 vendor to submit a properly completed invoice. Failure to submit a proper invoice will result in delay of payment. Each supplier must register with the City of Detroit at www.detroitmi.gov/supplier to receive payment. All properly executed invoices submitted by the successful respondent will be paid in accordance with the Library's payment terms (Net 45).

13. QUESTIONS

The Library's Procurement Manager for this project is: **All** questions regarding the IFB shall be submitted through www.bidnetdirect.com. Respondents shall provide notice to take exception to any requirements of the Invitation for Bids. 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 May 8, 2025, 4:00 pm.

14. 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.

15. REQUIRED SUBMITTAL INSTRUCTIONS

All proposals must be submitted through www.bidnetdirect.com. Each respondent is



responsible for ensuring that its proposal is received by the Library on a timely basis. Faxed or mailed proposals will not be accepted. Vendors shall not distribute their proposals to any other Library office or Library employee. Proposals received become the property of the Library. The Library is not responsible for any costs associated with preparation or submission of proposals. All proposals submitted by the due date will be recorded in the Oracle System. Responses received will not be available for review. proposals received will be subject to disclosure under applicable Freedom of Information Act. An officer of the company authorized to bind the company to a contractual obligation with the Library must sign the proposals. The contact person regarding the proposal should also be specified by name, title, and phone number. The successful respondent will receive an award letter. Respondents who are not awarded will receive a notification that the award decision has been made. Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the Library shall be binding upon Detroit Public Library.

16. 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.

17. 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.

18. 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.

19. CHANGES IN FACTS

Vendors 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 vendor or the proposal immediately upon occurrence.



20. CONFIDENTIALITY OF PROPOSALS

Vendors 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.

21. 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.

22. CHANGES IN PROPOSAL REQUIREMENTS

The Library may make changes to the requirements of this IFB, as it deems necessary. Respondents will be notified by email if any changes are made to the IFB. 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 IFB. References shall be from projects of similar size and scope as the Library. These services should have been provided within the past three (3) years.

REFERENCE #1	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL	
YEARS OF EXPERIENCE	

REFERENCE #2	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

REFERENCE #3	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	



Attachment

NON-COLLUSION AFFIDAVIT

IFB Number: _____ Description: _____

I state that I am _____ of _____
(Title) (Name of Vendor)

and that I am authorized to make this affidavit on behalf of my Vendor, its Owner, Directors, and Officers. I am the person responsible in my vendor 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, vendor or potential vendor.
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 vendor or person who is a vendor or potential vendor, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any vendor 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 vendor is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any vendor 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: _____



Statement of No Proposal

Note: If you do not intend to submit a proposal on this commodity or service, please return this form immediately.

The Purchasing Department of the Detroit Public Library wishes to keep its vendors' list file up-to-date. If, for any reason, you cannot supply the commodity/service noted on the attached solicitation, please complete this form and return to: Detroit Public Library, Procurement Department at 5201 Woodward Avenue, Detroit, Michigan, 48202, to remain on the particular vendor list for future projects of this type.

PLEASE COMPLETE AND RETURN

We the undersigned have declined to submit on this proposal for the following reasons:

- ☐ Specifications to "tight" i.e. geared toward one brand or service (explain below).
- ☐ Specifications are unclear (explain below).
- ☐ We are unable to meet specifications.
- ☐ Our schedule would not permit us to perform
- ☐ Insufficient time to respond to IFB.
- ☐ We were unable to meet bond requirements.
- ☐ We were unable to meet insurance requirements.
- ☐ We are not able to offer this product or service.
- ☐ Please remove us from your vendor list (explain why below).
- ☐ Other (specify below).

Remarks:

Signed: _____ Title: _____

Vendor: _____

Address _____
(Street) (City) (State) (Zip)

Phone: (____) _____ Fax: (____) _____



CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

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

I understand that a false statement on this certification may be grounds for rejection of this proposal/ bid or the termination of award.

() I am able to certify to the above statements:

Company Name

Name and Title of Authorized Representative – Print

Signature of Authorized Representative

Date

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



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, Procurement Department, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates.



SIGNATURE PAGE

Prices quoted shall remain vendor for 90 days or proposal award whichever comes first, except the successful vendor(s), whose prices shall remain vendor for the entire period of performance.

NOTE: The undersigned has checked the proposal figures carefully and understands that he/she shall be responsible for any error or omission in this proposal offer and is in receipt of all addenda as issued.

COMPANY NAME: _____

ADDRESS: _____

TAX ID: _____ *City* *State* *Zip*

TELEPHONE NUMBER: (____) _____ FAX NUMBER: (____) _____

E-MAIL ADDRESS: _____

PAYMENT TERMS: _____

WARRANTY: _____

ACKNOWLEDGEMENT:

I, _____, certify that I have read the INSTRUCTION TO VENDORS and that the 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)