



REQUEST FOR PROPOSAL
RFP #DPL-1804

Issued: January 4, 2018
Due Date: February 15, 2018 at 2:00 p.m.

**Labor, Materials and Equipment Necessary To Provide Preventative Maintenance
And Repairs To Heating and Cooling Equipment for One Year with an Option to
Renew for Two (2) Additional One-Year Periods**



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RFP #DPL-1804

I. INTRODUCTION

The Detroit Public Library (hence forth noted as DPL) is seeking sealed written proposals from qualified firms for Labor, Materials and Equipment Necessary to Provide Preventative Maintenance and Repairs to Heating and Cooling Equipment.

This Request for Proposal, and any subsequent addenda, is being issued by the Purchasing Department and this department is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in the RFP. The Procurement Department is the only office authorized to modify, change, and clarify the requirements of this RFP and any contract awarded as a result.

II. INSTRUCTIONS

1. Firms responding to this Request for Proposal shall submit their proposals in the overall format as outlined.
2. All questions shall be submitted, in writing, as follows:

Christina Ladson, Purchasing Manager
cladson@detroitpubliclibrary.org

Questions are due on or before 4:00 p.m. on January 9, 2018. Responses to the questions submitted by the deadline will be distributed at the pre-proposal conference, as well as posted on the DPL and MITN website.

3. There will be a ***mandatory*** Pre-Proposal conference held at 10:00 a.m. on Friday, January 12, 2018, as follows:

Detroit Public Library
5201 Woodward Avenue
Administrative Offices-2nd Floor
Detroit, MI 48202

Proposals shall not be considered by firms not represented at the Pre-Proposal Conference.

4. Firms shall submit one original and three (3) copies in a sealed package or envelope to the following address:



Detroit Public Library
Purchasing Department
5201 Woodward Avenue
Detroit, MI 48202

Bid Due Date/Time: February 15, 2018
2:00 p.m., Local Time

No telephone, electronic, or facsimile proposals will be considered.

Please note: The Library is closed to patrons on Monday however, the business offices are open. Access to the building on Monday is through the Staff Entrance on Putnam Street.

To facilitate distribution and evaluation, the proposals shall be single-sided black and white copies. The response shall include all information specified and required pricing sheets.

5. Proposals shall be submitted in a sealed package, clearly listing the following information on the outside:
 - Title: RFP #DPL-1804 - Labor, Materials and Equipment Necessary to Provide Preventative Maintenance and Repairs to Heating and Cooling Equipment for One Year with an Option to Renew for Two (2) Additional One-Year Periods
 - Due Date: February 15, 2018
 - Company's Name And Address
6. **Late Proposals will not be accepted or considered.** It is the responsibility of the proposer to ensure that the proposal arrives at the Detroit Public Library's Purchasing Department prior to the date and time indicated. Telephone quotes will not be accepted and proposals submitted electronically are not acceptable. Proposals must be sent by mail or hand delivered, allowing sufficient delivery time to ensure receipt in the Purchasing Department by the deadline specified. Time and date validation shall occur in the Purchasing Department. All proposals received after the deadline will not be accepted and will be returned to the proposer unopened.
7. SUPPLIER CHANGES OR ALTERATIONS TO PROPOSAL DOCUMENTS INCLUDING SCOPE OF WORK MAY RESULT IN A PROPOSAL BEING CONSIDERED NON-RESPONSIVE. The only authorized supplier changes to a

proposal document will be in the areas provided for a proposer's response, including the "Exceptions" section of the proposal. If a change or alteration to the documents is undetected and the proposer is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the proposal document will be applicable during the term of the contract. The Detroit Public Library shall accept NO CHANGES to the proposal document made by the Supplier unless those changes are set out in the "Exceptions" provision of the Authorized Version of the proposal document. It is the Supplier's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the proposal document. Any Supplier who submits a proposal and later claims it had no knowledge of any changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the proposal document, shall be bound by the proposal, including any changes, modifications or additions to the Authorized Version. If a proposal is awarded to a Supplier who claims that it had no knowledge of the changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the proposal, and that Supplier fails to accept the proposal award, the Detroit Public Library may pursue costs and expenses to re-solicit the requirements.

The Authorized Version of the proposal document shall be that proposal document appearing on the Detroit Public Library or MITN website with any amendments and updates. The official proposal documents may be obtained from the Detroit Public Library's website, www.Detroitpubliclibrary.org or through the Michigan Intergovernmental Trade Network (MITN) website, www.bidnetdirect.com/MITN. Copies of proposal documents obtained from any other source are not considered official copies. Only those suppliers who obtain proposal documents from either the Library's website or the MITN website are guaranteed access to receive any addenda, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, www.bidnetdirect.com.

8. Proposals shall be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. No proposal shall be withdrawn for ninety (90) days from submission deadline unless otherwise stated in the proposal document.
9. The Detroit Public Library reserves the right to:
 - Reject any and all proposals received as a result of this RFP
 - Waive or decline to waive any informalities and any irregularities in any proposal received



This RFP does not commit DPL to award a contract. DPL will not pay proposers for any costs associated with preparing responses to this RFP. DPL reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with qualified proposers, to award a contract without discussions/interviews or to cancel in part or in its entirety this RFP if it is in the best interests of DPL to do so.

10. The selected supplier will be required to assume responsibility for all goods and services offered in the proposal, whether or not the proposer produces them. Further, the selected supplier shall be the sole point of contact and responsibility with regard to all matters, including payment of any and all charges resulting from the contract.
11. All proposals and other materials submitted shall become the property of the Detroit Public Library.
12. All changes in the RFP documents shall be through written addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in awarding of the proposal. Addenda and updates will **NOT** be sent directly to suppliers. It is recommended that participating suppliers check the websites (www.Detroitpubliclibrary.org and www.bidnetdirect.com) daily for addenda and updates after release date. Suppliers shall print out, sign, and return addenda acknowledgement(s) with their proposal response. Failure to do so may be grounds for rejection.
13. Any questions concerning this RFP shall be submitted, in writing to:

Christina Ladson, Purchasing Manager
Detroit Public Library
5201 Woodward Avenue
Detroit, MI 48202
Email: Cladson@detroitpubliclibrary.org



III. QUALIFICATIONS

This is a Request for Proposal (RFP) issued by the Detroit Public Library seeking qualified firms to provide Labor, Materials and Equipment necessary to provide preventative maintenance and repairs to Heating and Cooling Equipment. DPL wants to provide a uniform distribution of information to firms and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any addenda will not be considered by the Selection Committee.

The Detroit Public Library reserves the right to reject any or all proposals and to waive irregularities or informalities as may be deemed in the best interest of the Library. It is the intent to award this RFP to the highest ranked proposal, meeting the outlined Scope of Work and the following minimum qualifications:

1. Proposer shall have a minimum of five (5) years' experience providing these services of a similar size and scope as the Library.
2. The Contractor shall possess a Boilers Installers and Mechanical Contractor's license, valid in the State of Michigan.
3. Proposers shall provide three references for the services outlined in this RFP. These services should have been provided within the past three (3) years.

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

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

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

IV. SCOPE of SERVICES

DPL is looking for a Heating and Cooling Mechanical Contractor who has a minimum of five (5) years contract experience and who has sufficient permanent staff to provide preventive maintenance, repairs and emergency service as the needs of DPL dictate. The Contractor shall be responsible for furnishing all labor, tools, materials and services required by the Facilities Director or his/her designate to complete the service and emergency work as needed.

1. The contractor shall be responsible for Heating and Cooling mechanical work involved in preventive maintenance, emergency repair and maintenance projects. DPL is seeking a mechanical contractor with substantial experience in:
 - Split and packaged Heating and Cooling units, forced air systems, hot water heating, and gas fired heaters
 - Commercial air handlers, exhaust fans, duct work, and related components
 - Commercial chiller units, systems, and related components
 - Commercial boilers units, systems, and related components
2. All employees of the Contractor working on DPL buildings must have a minimum of a Journeyman's Card for Refrigeration/Heating licensed in the State of Michigan. Apprentice technicians may be used under the direct supervision of a licensed journeyman for preventative maintenance work task and all hours must be billed an apprentice rate.
3. The work under this contract shall include a minimum of two (2) Preventative Maintenance inspections annually to all Detroit Public Library Heating and Cooling equipment (Spring and Fall).
4. A preventative maintenance inspection check sheet for each piece of Heating and Cooling equipment serviced shall be completed identifying the equipment ID, work performed and recommend repairs needed if found. Preventative maintenance inspections will include at a minimum;
 - Check all drive belts for tension and wear, check pulley sheave and couplers for excessive wear
 - Check all controls for loose electrical connections; tighten as required; blow off dust, lint, grease and grime
 - Check drip pan for scale; scrape clean; check and clean condensation line and ensure drain is clear
 - Lubricate bearings, pillow blocks and shafts as necessary
 - Check fans, tension, alignment and rotation of all belts, pulleys and fan blades

- Lubricate all damper pivot points, linkage and test economizer automatic dampers for proper operation
 - Inspect and clean fresh air intake screens
 - Inspect and wash condenser fan coils and fresh air intake filters each service
 - Wash evaporator condensing coils (Annually)
 - Check supply voltages
 - Check and test all motor amp draws and adjust accordingly
 - Check condenser and cooling coil motor air intake and outlet, assuring that all ports are free and clear of any lint, dust and debris
 - Check refrigerant charge, leak test; repair and recharge if necessary (Provide quote for repair before doing work)
 - Visual inspection of boilers, including controls, piping, burner flame color and size, make up water strainers, expansion tank level, entering and leaving temperatures, voltage, amp, relief valve lift and check proper seating, pressures and temperatures, low water cut-off, operating safeties and limits
 - Replacement of boiler burner ignitor, as needed, shall be done annually during the Fall inspection
 - Perform boiler combustion analysis annually
 - Check anti-freeze with hydrometer and add additional antifreeze, when necessary.
5. Completed preventative maintenance inspection checklist for each piece of Heating and Cooling equipment serviced will note any malfunctions and recommended repairs.
 6. All service work required above and beyond normal manufacturer preventative maintenance specifications will required an estimate.
 7. Major repairs will require a written estimate for work to be provided at no charge to DPL.
 8. Work completed must be billed within 30 days of the work being completed.
 9. All equipment parts and material used shall be new, unused, same quality and meet manufacturer's latest model and in current production. Substitutions will be permitted only with prior authorization from the Facilities Director or designated representative.
 10. Holiday Work shall be compensated at weekend rates and begin at 5 p.m. the day prior to the holiday and end at 7 a.m. the day following the holiday.
 11. Service Response Time for all non-critical service shall be within 24 hours from time of notification.

12. Critical service, which includes a loss of heating or a life safety situation, will be responded to within four (4) hours from the time of notification. Contractor must maintain a 24-hour phone number for emergency service requests.

13. Definition of Working Hours

Regular Work Hours	Monday-Friday - 7:00 a.m. through 5:00 p.m.
Overtime Work Hours	Monday-Friday - After first eight (8) hours
Evening Work Hours	Monday-Friday - 5:00 p.m. through 7:00 a.m.
Weekend Work Hours	5:00 p.m.-Friday through 7:00 a.m. Monday

14. Before leaving the DPL job site the contractor is required to present a written summary of the work performed and obtain a signature (Time and day must be written on work order).

15. All work shall be subject upon completion to the State Laws and City Ordinance Codes. Where required by code, mechanical permits and all required inspections shall be obtained.

16. Work must be invoiced and accompanied by a completed Contractor's service order and copies of material invoices from Contractor's suppliers.

17. The contractor shall bill for only one employee per job, unless prior arrangements are made with the Facilities Director or his/her designate to assign more than one employee to a specific project.

18. The Contractor shall bill DPL only for time spent on the job. Travel time and associated expenses shall be included in the general hourly rate.

19. WARRANTY - Each project, unless mutually agreed to by the Facilities Director and the Contractor, shall be warranted against defects in workmanship and materials for a period of ninety (90) days following completion of the project and payment thereof. The final payment date shall begin the warranty period.



V. PRICES

Please indicate the title/rates for any personnel that will provide services under this contract (Refer to #15 Scope of Services for time frames for each category):

<i>Title</i>	<i>Regular Hourly Rate</i>	<i>Overtime Hourly Rate</i>	<i>Evening Hourly Rate</i>	<i>Weekend Hourly Rate</i>
	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour
	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour
	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour
	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour
	\$_____/Hour	\$_____/Hour	\$_____/Hour	\$_____/Hour

List any exceptions to the chart:

Materials

Please provide the percentage markup from the Contractor’s cost to be charge to DPL for any parts and materials. DPL reserves the right to audit the Contractor’s invoices upon request.

Parts will be invoiced at: _____ % from manufacturer’s price list



SPRING AND FALL PREVENTATIVE MAINTENANCE PRICING

Branch	Address	Spring Preventative Maintenance	Fall Preventative Maintenance
Franklin Branch	13651 E. McNichols, Detroit, MI 48205	\$ _____/Total	\$ _____/Total
Chandler Park	12800 Harper, Detroit, MI 48213	\$ _____/Total	\$ _____/Total
Jefferson Branch	12350 E. Outer Drive, Detroit, MI 48224	\$ _____/Total	\$ _____/Total
Monteith Branch	14100 Kercheval, Detroit, MI 48215	\$ _____/Total	\$ _____/Total
Skillman Branch	121 Gratiot, Detroit, MI 48226	\$ _____/Total	\$ _____/Total
Douglass Branch	3666 Grand River, Detroit, MI 48208	\$ _____/Total	\$ _____/Total
Service Building	5828 Third Street, Detroit, MI 48202	\$ _____/Total	\$ _____/Total
Main Library	5201 Woodward Ave., Detroit, MI 48202	\$ _____/Total	\$ _____/Total
Knapp Branch	13330 Conant, Detroit, MI 48212	\$ _____/Total	\$ _____/Total
Lincoln Branch	1221 E Seven Mile, Detroit, MI 48203	\$ _____/Total	\$ _____/Total
Wilder Branch	7140 E. Seven Mile, Detroit, MI 48234	\$ _____/Total	\$ _____/Total
Duffield Branch	2507 W. Grand Blvd., Detroit, MI 48208	\$ _____/Total	\$ _____/Total
Conely Branch	4600 Martin, Detroit, MI 48210	\$ _____/Total	\$ _____/Total
Bowen Branch	3648 W. Vernor, Detroit, MI 48216	\$ _____/Total	\$ _____/Total
Chase Branch	17731 W. Seven Mile, Detroit, MI 48235	\$ _____/Total	\$ _____/Total
Sherwood Forest	7117 W. Seven Mile, Detroit, MI 48221	\$ _____/Total	\$ _____/Total
Hubbard Branch	12929 W. McNichols, Detroit, MI 48235	\$ _____/Total	\$ _____/Total
Parkman Branch	1766 Oakman Blvd., Detroit, MI 48238	\$ _____/Total	\$ _____/Total
Edison Branch	18400 Joy Road, Detroit, MI 48228	\$ _____/Total	\$ _____/Total
Chaney Branch	16101 Grand River, Detroit, MI 48227	\$ _____/Total	\$ _____/Total
Redford Branch	21200 Grand River, Detroit, MI 48219	\$ _____/Total	\$ _____/Total



Additional Prices

Please indicate any other charges that may be assessed to DPL under this proposed contract.

Any Additional Charges Yes No

List additional charges: _____

Prices

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

Please indicate pricing for the subsequent renewal period:

Prices are firm for the initial contract period and the subsequent renewal period.

Prices are firm for the initial contract period and subject to the following increase not to exceed:

_____ (*% Increase – 1st Renewal (1-Year Period)*)

_____ (*% Increase – 2nd Renewal (1-Year Period)*)

Branch Site Visits

Each Proposer is required to attend the site inspections scheduled at each of the branches, prior to submitting a proposal. No adjustments to pricing will be considered due to the Proposer’s failure to visit the specified locations.

Acknowledgement:

I, _____, certify that a company representative has visited each location and is familiar with the specific requirements for completing the required services at each branch.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:



Award

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

If awarded a contract, the supplier agrees to fully complete the work in accordance with the Scope of Work. The renewal option will be exercised based upon satisfactory performance as determined by the appointed representatives of the Library.

Protection of Work, Persons and Property

During performance and up to date of final acceptance, the contractor shall be under absolute obligation to protect the Library's buildings, grounds, and adjacent properties against any damage, loss or injury. The contractor shall take all reasonable precautions to protect the persons and property of the Library from damage, loss or injury during performance under this contract.

Performance Bond

The successful proposer shall furnish a corporate surety bond in an amount equal to 100% of the Contract payment amount, as security for the faithful performance of the Contract upon receipt of Detroit Public Library Purchase Order.

VI. REQUIRED PROPOSAL CONTENT

All proposals received must consist of the items referenced below:

1. Company Experience – Years actively providing HEATING AND COOLING services; Number of Employees; Service Methodology
2. Price Sheet
3. References – A minimum of three references which shall include a name, address and telephone number.
4. Current Boilers Installers and Mechanical Contractor's license, valid in the State of Michigan.
5. Signed Signature Page VIII (Complete all required information).



Proposals will be analyzed for conformance with the instructions and requirements of the RFP. Proposals that do not comply with these instructions and do not include the required information may be rejected as insufficient or may not be considered for further consideration.

VII. EVALUATION CRITERIA

- A. Cost/Price**
- B. Responsiveness to the requirements outlined in the Scope of Services**
- C. Adherence to and Proof of Required Licenses**
- D. References**

VIII. SELECTION PROCESS

Proposals will be evaluated by the Selection Committee based upon the evaluation criteria stated above. DPL will select for any award the highest ranked proposal from a responsible proposer, which does not result in a financially infeasible procurement and is judged to be the most advantageous to DPL based upon consideration of the scope of work and the evaluation criteria.

The evaluation committee will review the proposals for the following:

- A proposer has followed the instructions of the RFP and included sufficient detailed information to allow for evaluation
- Proposed price does not result in financially infeasible procurement
- Proof of required licenses

Please note that no information, financial or otherwise, will be provided to any proposer about any of the proposals from other proposers during the evaluation period.

DPL reserves the right to select proposals that fall into the competitive range. Further, DPL reserves the right to award a contract(s) without conducting further interview or negotiations.

The Evaluation Committee will recommend contract award/acceptance of a proposal to the Detroit Public Library Commission. Upon acceptance of a recommendation, contract awards will be made by the Detroit Public Library Commission.



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)*

APPENDIX A

Certificate of Insurance

- I. The Detroit Public Library has specific certificate of insurance requirements. The Contractor shall maintain at its expense during the term of this contract, the following insurance:
 - A. Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with minimum limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee.
 - B. Commercial General Liability insurance with a combined single limits of \$1,000,000.00 per occurrence subject to a minimum aggregate limit of \$2,000,000.00
 - C. Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by supplier's auto) with minimum property damage limits of \$1,000,000.00 each occurrence.
- II. If during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of the Detroit Public Library, render inadequate the insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the contractor's expense, under valid and enforceable policies.
- III. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the Detroit Public Library. The Commercial General Liability insurance policy shall name the Detroit Public Library as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to the Business Office, Purchasing Department, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates.



APPENDIX B
NON-COLLUSION AFFIDAVIT

RFP Number: _____ RFP Description: _____

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

and that I am authorized to make this affidavit on behalf of my Firm, its Owner, Directors, and Officers. I am the person responsible in my firm for the price(s) and the amount of the bid.

I state that:

1. The price(s) and the amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of the bid, and either the approximate price(s) or the approximate amount of the bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or noncompetitive bid.
5. _____, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

SIGNATURE OF PERSON SUBMITTING BID

BID NOTARY'S SIGNATURE

Subscribed and sworn to before me this _____ day of _____, 20__ in and for _____ County.

My commission expires: _____



APPENDIX C

DETROIT PUBLIC LIBRARY BRANCH VISIT SCHEDULE

<i>Date</i>	<i>Branch</i>	<i>Address</i>	<i>Hours Of Operation</i>
Wednesday, January 17, 2018			
9:30 a.m.	Knapp Branch	13330 Conant, Detroit, MI 48212	M/W-12:00-8:00 pm, T/TH/S-10:00-6:00 pm
10:30 a.m.	Franklin Branch	13651 E. McNichols, Detroit, MI 48205	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00 pm
11:30 a.m.	Skillman Branch	121 Gratiot, Detroit, MI 48226	M/TW/TH/S-10:00-6:00 pm
Friday, January 19, 2018			
10:00 a.m.	Main Library	5201 Woodward, Detroit, MI 48202	T/W-12:00-8:00 pm, TH/F/S-10:00-6:00 pm/ Sunday 12:00-5:00 pm
11:30 a.m.	Service Building	5828 Third Street, Detroit, MI 48202	M-F - 7:00 am-4:30 pm
Monday, January 22, 2018			
9:30 a.m.	Chandler Park	12800 Harper, Detroit, MI 48213	W/S-10:00-6:00 pm, TH-12:00-8:00 pm
10:30 a.m.	Jefferson Branch	12350 E. Outer Drive, Detroit, MI 48224	M/W-12:00-8:00 pm, T/TH/S-10:00-6:00 pm
11:30 a.m.	Monteith Branch	14100 Kercheval, Detroit, MI 48215	M-12:00-8:00 pm, T/S-10:00-6:00 pm
Wednesday, January 24, 2018			
10:00 a.m.	Lincoln Branch	1221 E Seven Mile, Detroit, MI 48203	W-12:00-8:00 pm; TH/S-10:00-6:00 pm
11:30 a.m.	Wilder Branch	7140 E. Seven Mile, Detroit, MI 48234	T/W-12:00-8:00 pm, TH/F/S-10:00-6:00 pm/ Sunday 12:00-5:00 pm
Friday, January 26, 2018			
9:30 a.m.	Douglass Branch	3666 Grand River, Detroit, MI 48208	M-F-10:00-6:00 pm
10:30 a.m.	Duffield Branch	2507 W. Grand Blvd., Detroit, MI 48208	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00 pm
11:30 a.m.	Parkman Branch	1766 Oakman Blvd., Detroit, MI 48238	M/W-12:00-8:00 pm, T/TH/S-10:00-6:00 pm
Monday, January 29, 2018			
10:00 a.m.	Bowen Branch	3648 W. Vernor, Detroit, MI 48216	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00
11:30 a.m.	Conely Branch	4600 Martin, Detroit, MI 48210	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00 pm
Wednesday, January 31, 2018			
9:30 a.m.	Chase Branch	17731 W. Seven Mile, Detroit, MI 48235	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00 pm
10:30 a.m.	Sherwood Forest	7117 W. Seven Mile, Detroit, MI 48221	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00 pm
11:30 a.m.	Hubbard Branch	12929 W McNichols, Detroit, MI 48235	M/W-12:00-8:00 pm, T/TH/S-10:00-6:00 pm
Friday, February 2, 2018			
9:30 a.m.	Edison Branch	18400 Joy Road, Detroit, MI 48228	M/W-12:00-8:00 pm, T/TH/S-10:00-6:00 pm
10:30 a.m.	Chaney Branch	16101 Grand River, Detroit, MI 48227	M/W/S-10:00-6:00 pm, T/TH-12:00-8:00 pm
11:30 a.m.	Redford Branch	21200 Grand River, Detroit, MI 48219	M/W-12:00-8:00 pm, T/TH/S-10:00-6:00 pm