

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

1099 Lone Pine Rd.  
Bloomfield Township, MI 48302

**REQUEST FOR PROPOSALS**

**SERIALS SUBSCRIPTIONS AND SERVICES**

April 1, 2017

The Bloomfield Township Public Library is accepting firm, sealed bids for **serials subscriptions and services**.

Specifications and bid forms can be obtained on the Library's website at [www.btpl.org](http://www.btpl.org), at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Tera Moon, Assistant Director, at 248-642-5800, ext. 112.

Deliver **two (2) copies** of the bid proposal form in a sealed envelope marked with the name of the bidder and entitled **Serials Quote 2018**. Verbal, telephone, fax, or electronic mail bids are invalid and will not receive consideration. Bids must be hand-delivered, delivered by courier, or mailed to arrive no later than **4:00 p.m.**

**Friday, May 12, 2017.** Address these to:

Tera Moon, Assistant Director  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302

Library hours are:

Monday through Thursday, 9:30am – 9:00pm  
Friday, 9:30am – 6:30pm  
Saturday, 9:30am – 5:30pm  
Sunday, 12noon – 5:30pm

All proposals submitted will remain firm for a period of **90 DAYS**.

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interests of the library.

The successful bidder will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment,

overhead, profit, etc., necessary to fully complete the work in accordance with the bid documents.

## **INSTRUCTIONS TO BIDDERS**

### **PROPOSALS**

1. Firm, sealed proposals will be received by the Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302 for the serials quote in accordance with the attached specifications.
2. Proposals will be submitted only on the forms provided. Deliver two (2) copies of the bid proposal form in a sealed envelope marked with the name of the bidder and entitled Serials Quote 2018. Bids must be hand-delivered, delivered by courier, or mailed to arrive no later than 4:00 p.m. Friday, May 12, 2017, at which time all bids will be publicly opened at the Library. These should be addressed to Tera Moon, Assistant Director, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302. Verbal, telephone, fax, handwritten, or electronic mail bids are invalid and will not receive consideration.
3. Any questions regarding bid specifications must be received no later than five working days prior to the bid opening. Questions must be submitted in writing to the attention of Tera Moon via the address indicated above or via the library fax at 248-258-2555 or via e-mail to [moontera@btpl.org](mailto:moontera@btpl.org). No response will be made to verbal questions.
4. Proposals must include a description of the company's background (history, mission, growth)
5. Proposals must include a list of references that are **current customers**, including contact names and phone numbers.
6. Bidders **are required to fill in prices in the Excel Spreadsheet** provided on the flash drive included with this bid.
7. Bidders **must** provide a comprehensive total for all subscriptions. Final bid price must reflect Group A: Bloomfield Township Public Library; Group B: Maggie Pub Bloomfield Township Public Library.
8. The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the library.

### **TAXES**

State and local sales and use taxes are not applicable and should not be included in the proposal.

### **CONTRACT AWARD**

The contract will be awarded in the form of a signed proposal sheet mailed to the vendor selected. It is the intent of the Library to award the bid for serials services at the regularly scheduled Library Board of Trustees meeting on **Tuesday, June**

**20, 2017.** Notification will be mailed out on June 21, 2017. Awards will be made on a lump-sum basis, in a manner most favorable to Bloomfield Township Public Library.

#### WITHDRAWAL OF BIDS

Any bidder may withdraw a bid at any time prior to the scheduled time for receipt of bids.

#### SPECIAL CONDITIONS

- A. The library reserves the right to add or delete titles from the final purchase order submitted. This may be due to a) missed items from this original quote, b) a title has ceased publication, or c) the title is no longer needed by the library.
- B. The library reserves the right to cancel any serial subscriptions deemed unnecessary.

#### REPORTS & CLAIMING

- A. Bidder must include documentation demonstrating that the bidding company has the capability to accept electronic claims for missing issues via Innovative Interfaces Sierra Serials module.
- B. Bidder must notify the library bi-monthly of ceased publications, suspended publications, publication delays, publishing frequency changes, title changes or title mergers.

#### INVOICING & CREDIT MEMOS

Bidder must include documentation describing the invoicing procedure for added subscriptions, periodical subscription price increases, and standing order invoices during the course of the fiscal year. Bidder must also provide information describing its CREDIT MEMO procedure. Bidder must also provide information on any technology available to permit delivery of invoices by e-mail in PDF and/or HTML.

#### DELIVERY

Proposals must include delivery to Bloomfield Township, Michigan, Bloomfield Township Public Library. Deliveries will be made to this one (1) location of 1099 Lone Pine Road, Bloomfield Township, Michigan. There are two accounts for this bid: Group A: Bloomfield Township Public Library; Group B: Maggie Pub Bloomfield Township Public Library. Each group is to be invoiced on the same invoice under separate accounts. If bidder is awarded contract, both accounts must be renewed in a proper and timely fashion.

#### PAYMENTS

**Invoice must be received no later than September 15, 2017.** Payment in full will be due and payable as of **November 17, 2017**, providing all subscriptions are renewed and accepted and the contract has been fully renewed.

## DOCUMENTATION

Bidder will provide a toll free telephone number, toll free fax number, and e-mail address, and will assign a specific customer service representative and an account services manager to handle this account.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**

**SERIALS QUOTE**

**PROPOSAL FORM**

Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302  
248-642-5800 www.btpl.org

**GROUP A TOTAL:** \$ \_\_\_\_\_

**GROUP B TOTAL:** \$ \_\_\_\_\_

**PROPOSAL GRAND TOTAL:** \$ \_\_\_\_\_

Proposal (is, is not) \_\_\_\_\_ in complete accordance with specifications and instructions. (If answer is "is not," explanatory descriptive and illustrative materials must be attached.)

The Bloomfield Township Public Library reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and, in general, to make awards in any manner deemed to be in the best interests of the library.

Successful bidder will declare and stipulate that its proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that the prices quoted include all terms, insurance, royalties, transportation charges, allowances, taxes, use of all tools and equipment, overhead, profit, etc., necessary to fully complete the work in accordance with the bid documents.

Respectfully submitted,

Company \_\_\_\_\_

By \_\_\_\_\_

Official  
Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail address of contact: \_\_\_\_\_