

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
REQUEST FOR PROPOSALS
SERIALS SUBSCRIPTIONS AND SERVICES
April 3, 2023**

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, at the Welcome Desk, Bloomfield Township Public Library, 1099 Lone Pine Road, Bloomfield Township, MI 48302, or by calling Katherine Bryant, Assistant Director, at 248-642-5800, ext. 114. Proposers should direct all questions to Katherine Bryant at the above phone number or email bryantka@btpl.org.

The deadline for proposals is Friday, May 12, 2023 at 4:00 p.m. Proposals must be emailed to bryantka@btpl.org, hand delivered to the Welcome Desk, or mailed to arrive no later than this day and time. If hand delivered or mailed, please provide two (2) copies of the bid proposal form in a sealed envelope marked with the name of the bidder and entitled Serials Quote 2024. Address these to:

Katherine Bryant, 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

A public bid opening will take place at 4:01 p.m. Friday, May 12, 2023 at the Library. All proposals submitted will remain firm for a period of 90 days.

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 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, per the delivery instructions on page 1.
3. Proposers should direct all questions to Katherine Bryant by phone or email.
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 with this bid. If you did not receive the Excel spreadsheet, please contact Katherine Bryant by phone or email. Return spreadsheet by email or on a flash drive with proposal package by deadline.
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. 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, 2023**. Notification will be mailed to all proposers on June 21, 2023. 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

1. 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.

2. The Library reserves the right to cancel any serial subscriptions deemed unnecessary.

REPORTS & CLAIMING

1. 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.
2. Bidder must have the ability to 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 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.

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 the contract, both accounts must be renewed in a proper and timely fashion.

PAYMENTS

Invoice must be received no later than September 15, 2023. Payment in full will be due and payable as of **November 17, 2023**, providing all subscriptions are renewed and accepted and the contract has been fully renewed.

DOCUMENTATION

Bidder will provide a telephone 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.)

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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 _____