

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
REQUEST FOR PROPOSALS
SERIALS SUBSCRIPTIONS AND SERVICES
March 30, 2026**

Bloomfield Township Public Library requests proposals from qualified firms for serials subscriptions and services.

Proposal guidelines are listed below. This request for proposals also can be obtained on [BidNet](#), at the Library's Welcome Desk, or by calling Katherine Dupuis, Assistant Director, at 248-642-5800, ext. 114. Please direct all questions to Katherine Dupuis by email at dupuiska@btpl.org.

The deadline for proposals is Monday, May 4, 2026 at 2:00 p.m. For a proposal to receive consideration, it must be received prior to the deadline. No proposals will be accepted after the deadline. Vendors can submit responses either electronically online or by paper/hardcopy:

Electronic responses may be submitted online via [BidNet](#). Once logged into the system and viewing this notice, use the "Place a Bid" button at the top of the page. Follow the instructions to the end and ensure you receive a confirmation page that shows your response was successfully submitted. If you need assistance, please contact BidNet's Vendor Support Department at 800-835-4603, Option 2. Do not wait until the last minute in case you encounter questions or technical issues. No proposals will be accepted after the time specified.

Hardcopy or physical bid responses may be hand delivered or mailed. If submitting a hardcopy, please provide two (2) copies of the proposal in a sealed envelope marked with the name of the proposer and entitled "Proposal for Serials 2026." Address these to:
Katherine Dupuis, Assistant Director
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

It is the proposer's responsibility to ensure that proposals are received in the proper location and by the deadline specified.

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 2:01 p.m. Monday, May 4, 2026 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 Dupuis 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 have not received the Excel spreadsheet, please contact Katherine Dupuis by phone or email. Return the spreadsheet 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 16, 2026**. Notification will be sent to all proposers on June 17, 2026. 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.
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, 2026. Payment in full will be due and payable as of **November 19, 2026**, 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.)

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 _____

Address _____

Phone _____

Email _____