



Competitive Bidding Process Managed IT Services Contract

The Hackley Public Library, "HPL," seeks competitive closed bids for a Managed IT Services contract described in the Request for Proposal (RFP) document. The Library invites qualified vendors to participate in this formal sealed bid process.

Important Dates and Times

Bid window for submission:	March 18 through April 8, 2024, 5 PM
Walkthrough:	March 22, 9 AM to 11 PM
Bid Opening (Library Board Committee):	April 9, 2024, 5 PM
Final Discussion Announcement:	April 12, 2024, 5 PM

1. **Bid Window:** This RFP's bid window is a minimum of 10 calendar days, starting on March 18 and ending on April 8, 2024. To be considered, all bids must be submitted by 5 PM on April 8, 2024.
2. **RFP Details:** The attached RFP document includes the specifics of the project scope, terms, conditions, and evaluation criteria. Please review it carefully to ensure compliance with all requirements.
3. **Facility Walkthrough:** is scheduled for **March 22 between 9 AM and 11 AM**. Interested parties are requested to confirm their attendance in advance. Please meet at the main entrance of the Library on the scheduled date and time for the walkthrough tour. Attending the walkthrough is highly encouraged for all interested parties.
4. **Notice of Bidding:** The Library will publish a notice in the Muskegon Chronicle announcing the acceptance of bids during the bid window. The RFP will also be available on our website for download.
5. **Solicitation of Proposals:** The Library will solicit proposals from an adequate number of qualified sources to ensure a competitive bidding process.
6. **Technical Evaluation:** The Library will use its written method to conduct technical evaluations of the proposals received. The selection of recipients will be based on a comprehensive assessment of each proposal's technical merits and compliance with the RFP requirements.
7. **Iran Economic Sanctions Act Certification:** Each Proposal must be accompanied by a certification required by the Iran Economic Sanctions Act, stating that the bidder is not an Iran-linked business. Proposals will only be accepted with this certification included.
8. **Award of Contracts:** Contracts will be awarded to the firm responsible for presenting the most advantageous proposal to the Library's program. Price and other factors will be considered in determining the most favorable proposal as outlined in the RFP document. The Library reserves the right to refuse any submission for any reason.

9. State Regulations: When placing a bid, the vendor/contractor must be aware of and comply with the latest regulations set by the Michigan Bureau of Construction Codes, especially those implemented after June 27, 2023. The bid should include any expenses necessary to ensure compliance with these new rules.
10. Insurance and Certifications Requirements: Before beginning any contracted work, the selected vendor must provide evidence of having the required insurance coverages and certifications necessary to operate as an IT service provider in Michigan.
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Hackley Public Library is an equal opportunity employer committed to equal opportunity in its contracting process.

If you have any inquiries or clarifications regarding this sealed bid process or the RFP, please get in touch with Joseph Zappacosta at 231-722-8003 or by email at jzappacosta@hackleylibrary.org.