



REQUEST FOR PROPOSAL

January 12, 2022

Project:

Library Book Shelves for the new Watts-Midtown Branch of the Rock Island Public Library.

Closing Deadline:

February 01, 2022

Place:

Malachi Kohlwey, Business Office & Facilities Director
Rock Island Public Library
401 19th Street
Rock Island, IL 61201

Table of Contents:

Rock Island Public Library Personnel & Board Page 3

Invitation for Bids..... Page 5

Instruction to Bidders Page 6-8

Scope of Work..... Page 9

Bid Form for Project Areas..... Page 10-11

Non-collusion affidavit of Prime Bidders Page 12

Contract Agreement for Project Areas Page 13

Notice to Proceed by Director Page 14

Rock Island Public Library Leadership Team:

Library Director: Angela Campbell

Technical Services Director: Kim Brozovich
Business Office & Facilities Director: Malachi Kohlwey

Library Board of Trustees:

Eudell Watts III President
Elizabeth Russell..... Vice President
Jacki Nelson..... Secretary
Debbie Freiburg Treasurer
Patrick Mahar..... Board Member
Dr. Yolanda Grandberry-Pugh..... Board Member
Jo Noon Board Member
Jenni Swanson..... Board Member
Karen Phillips..... Board Member

**Rock Island Public Library
Watts Midtown Branch**

City of Rock Island, Illinois

Bid Package RIPL-ID: 20220201 Round 1

Library Book Shelves for the new Watts-Midtown Branch of the Rock Island Public Library.

Invitation for Bids

The Rock Island Public Library is requesting proposals for work regarding the acquisition of Library Book Shelves, including all materials, install, and set-up for its new Watts-Midtown Branch, 2715 30th Street, Rock Island, Illinois.

Sealed bids shall be accepted by the Rock Island Public Library's Downtown location at 401 19th Street, Rock Island, IL 61201. The deadline for applying will be **11:00 AM on Tuesday, February 01, 2022.**

The contractor will be responsible for complying with all local, state, and federal regulations pertaining to this project.

It is the intent of the Rock Island Public Library to award the contract to the lowest responsible bidder provided the bid has been submitted in accordance with the bidding requirements. The Library reserves the right to reject any or all bids and to waive informalities or technicalities.

Bid documents are only available on the City Website: <http://www.rigov.org/bids.aspx>. Please sign up for Bid Notifications with a valid email address in order to receive updates, addendums, and responses to Contractor questions. All questions regarding this Project must be emailed to kohlwey.malachi@rigov.org, and all answers will be posted in related documents on the City's Bid Page under a bid related document named "Contractor Questions and Answers."

Instructions to Bidders:

BIDS DUE: **Tuesday, February 01, 2022**
11:00 AM Central Standard Time
Rock Island Public Library
401 19th Street
Rock Island, IL 61201

PROJECT: Library Book Shelves for its new Watts-Midtown Branch.

OWNER: Rock Island Public Library
401 19th Street
Rock Island, IL 61201

Sealed bids must be submitted on or before 11:00 AM on Tuesday, February 01, 2022; and will be opened at that time.

GENERAL:

Bidders shall study carefully and conform to these “Instructions to Proposers” so that their proposals will be regular, complete, and acceptable.

PROPOSALS:

All proposals must be typed and must comply in all regards with the requirements of this solicitation.

All proposals shall be signed in ink in the blank spaces provided. If the proposal is made by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If a corporation makes the proposals, an official who is authorized to bind the proposer shall sign it in the name of such corporation.

SUBMISSION OF PROPOSALS:

Two (2) copies of proposals must be submitted (one marked as original) in sealed envelopes marked “CONFIDENTIAL: Watts-Midtown Library Book Shelves Bid,” bearing on the outside the name and address of the proposer, the name of the project for which the proposal is submitted, and the time and date of the proposal opening. If the proposal is forwarded by mail, the sealed envelope containing the proposal and marked as directed above, must be enclosed in another envelope addressed to Malachi Kohlwey, Business Office & Facilities Director, Rock Island Public Library, 401 19th Street, Rock Island, Illinois 61201.

Faxed or electronically delivered proposals shall be rejected as non-responsive.

RECEIPT AND OPENING OF PROPOSALS:

Proposals shall be submitted prior to the time fixed in the advertisement for proposals. Proposals received after the time so designated will be considered late proposals and will not be considered.

No responsibility will be attached to any official of the Rock Island Public library for the premature opening of, or the failure to open, a proposal not properly addressed and identified.

WITHDRAWAL OF PROPOSALS:

Any proposal may be withdrawn prior to opening.

Bidders' proposals shall be valid for at least 180 days from the proposal opening. *The expiration date must be included in the submitted proposal.*

ADDENDA AND INTERPRETATIONS:

Statements by Rock Island Public Library staff or its representatives are not binding, unless confirmed by written addendum. Addenda will be issued and bidders shall receive addenda as follows: All questions regarding this Project must be emailed to kohlwey.malachi@rigov.org, and all answers will be posted in related documents on the City's Bid Page under a bid related document named "Contractor Questions and Answers." Bidders should frequently check the City's website until bid closing. **The final day to submit questions is January 28, 2022.**

NONDISCRIMINATION:

Submittal of a proposal in response to this RFP evidences bidder's agreement that, in performing the work called for by this proposal and in securing and supplying materials, the bidder has not and will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry, unless the reasonable demands of employment are such they cannot be met by a person with a particular physical or mental handicap. The Rock Island Public Library is committed to preserving equal rights for all citizens during the implementation and construction of its projects and encourages Minority Contractors to submit Bids for this work. Additionally, the Library encourages Bidders to consider hiring subcontractors and employees of all racial and ethnic backgrounds.

PREPARATION OF OFFERS:

Proposers are expected to examine the specification, schedules, and all instructions. The Rock Island Public Library is not liable for costs associated with preparation of proposals in response to this RFP.

EMPLOYEES NOT TO BENEFIT:

No employee or elected official of the City of Rock Island shall be permitted to receive any share or part of this contract, or any benefit that may arise there from.

PROTEST OF AWARD:

The award of the Contract by the Rock Island Public Library’s Board of Trustees shall constitute a final decision. Any protest to the award will need to be written and received by the Rock Island Public Library within seven (7) days of the award. If a timely protest is filed, the Rock Island Public Library Board of Trustees will reply via a written decision denying or affirming the award. The Board will not entertain a protest submitted after the time period established in this section.

REIMBURSEMENT:

There is no express or implied obligation for the Rock Island Public Library to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

RESERVED RIGHTS:

The Rock Island Public Library reserves the right:

1. To reject any proposal not in compliance with all prescribed public bidding procedures and requirements.
2. To reject for good cause any or all proposals upon the Rock Island Public Library’s written finding that it is in the public interest to do so.
3. To reject any and all proposals not meeting or differing from the specifications set forth herein.
4. To waive any or all informalities in the proposals submitted.
5. To consider the competency and responsibility of proposers in making any awards.
6. In the event any bidder or bidders to whom a contract is awarded shall default in executing said formal contract within the time and manner herein after specified, to award the contract to another bidder or bidders.
7. To extend the deadline for submitting proposals.
8. To negotiate additions or deletions to the proposed equipment and/or services.
9. To include liquidated damages of \$150 per day for each day the equipment and/or service is not delivered as set forth in the contract.

PROPOSED LIABILITY:

Bidder shall provide a product liability coverage minimum of \$1,000,000.

Proposal Items to be Signed, Filled-in, and/or included:

1. Scope of Work (Page 9)
2. Bid Form for Project Areas (Page 10)
3. Proof of Liability insurance (Page 11)
4. Non-Collusion Affidavit of Prime Bidder (Page 12)
5. Agreement for Contract (Pages 13-14)

Scope of Work:

All items must be installed and in proper working order within 2 weeks of opening day, currently projected as August 1, 2022, depending upon the construction schedule. Listed below are the rooms and items that are desired in those areas.

Please refer to the attached Library Space Layout that includes dimensions of the Book Shelves to best show Project intent

Additionally, please keep in mind that the Library is looking for a durable yet economical material for the book shelves

- 1. Adult & Teen Area – Book Shelves (28 Total **OR** 14 Total (Depending on Shelf Depth))**
 - a. The Adult & Teen Area needs: (28) Total book shelves that are single sided with the size of 96"x48"x12" (WxHxD) **OR** (14) Total book shelves that are double sided with the size of 96"x48"x24" (WxHxD)
 - b. The book shelves need to be on casters with the ability to be moved freely throughout the Library
 - c. The rear and sides of the book shelves need to be flat, with the ability to fit against each other
 - d. All parts and pieces needed to ensure all installed items are properly functional
 - e. Warranty
 - f. Installation and setup of all listed items
 - g. Any/other items needed to make this unit functional

- 2. Children's Area – Book Shelves (27 Total)**
 - a. The Children's Area needs: (27) Total book shelves with the size of 36"x36"x12" (WxHxD)
 - b. The book shelves need to be on casters with the ability to be moved freely throughout the Library
 - c. The rear and sides of the book shelves need to be flat, with the ability to fit against each other
 - d. All parts and pieces needed to ensure all installed items are properly functional
 - e. Warranty
 - f. Installation and setup of all listed items
 - g. Any/other items needed to make this unit functional

- 3. Outer Area (Against the wall) – Book Shelves (9 Total, varying sizes listed below)**
 - a. The Outer Area needs: (7) Total book shelves with the size 96"x72"x12" (WxHxD); (1) Total book shelf with the size 84"x72"x12" (WxHxD); and (1) Total book shelf with the size 69"x72"x12" (WxHxD)
 - b. The book shelves need to be fixed to the wall
 - c. The rear and sides of the book shelves need to be flat, with the ability to fit against each other and a wall
 - d. All parts and pieces needed to ensure all installed items are properly functional
 - e. Warranty

- f. Installation and setup of all listed items
- g. Any/other items needed to make this unit functional

4. The Mix Area – Book Shelves (18 Total)

- a. The Mix Area needs: (18) Total book shelves with the size of 36"x48"x12" (WxHxD)
- b. The book shelves need to be on casters with the ability to be moved freely throughout the Library
- c. The rear and sides of the book shelves need to be flat, with the ability to fit against each other
- d. All parts and pieces needed to ensure all installed items are properly functional
- e. Warranty
- f. Installation and setup of all listed items
- g. Any/other items needed to make this unit functional

Bid Form:

TO: The City of Rock Island - Rock Island Public Library, 401 19th Street, Rock Island, IL 61201

WHEN: *All items must be installed and in proper working order within 2 weeks of opening day, currently projected as August 1, 2022, depending upon the construction schedule.*

The undersigned, having familiarized themselves with the existing conditions of the Project affecting the cost of the work and with the Contract Documents as prepared and on file in the office of the Business Office, Floor 2, 401 19th Street, Rock Island, Illinois; hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, to perform and complete all work required for the project for the sums of:

Total Sum: \$ _____, as the sum total of the following line items:

\$ _____ Library Book Shelves

\$ _____ Installation and setup of all Equipment

\$ _____ Additional fees not listed in the Scope of Work (please itemize below)

PLEASE NOTE: Failure to complete all items will disqualify your bid.

1. In submitting this Bid, the Bidder understands that the right is reserved by this Awarding Authority to reject any and all Bids. If written notice of the acceptance of this Bid is mailed or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this Bid is withdrawn, the undersigned agrees to execute and deliver an Agreement in the prescribed form and furnish the required bond within ten (10) days after the agreement is presented to him/her for signature.
2. Attached hereto is an affidavit in proof that the undersigned has not entered into a collusive agreement with any person in respect to this Bid or any other bid for the Contract for which this Bid is submitted.
3. **Attached hereto is proof of insurance.**
4. The Bidder is prepared to submit a financial and experience statement upon request.

5. The Principal/s of the Bidder/s is/are:

(Name)

(Address, including zip code)

(Signature)

(Tax ID Number)

(Date)

Non-Collusion Affidavit of Prime-Bidders

_____, being

PRINT NAME

first duly sworn, deposes and says that:

- 1. He/She/They are the (owner, partner, officer, representative or agent) of

_____ ,

CONTRACTOR/COMPANY NAME

the bidder that has submitted the attached bid;

- 2. He/She/They are fully informed respecting the preparation and contents of the attached bid and all pertinent circumstances respecting such bid.
- 3. Such a bid is genuine and is not a collusive or sham bid.
- 4. Neither the said bidder nor any of its officers, partners, owners agents, representatives, employees or parties conspired, connived or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement or advantages against the City of Rock Island, Illinois & the Rock Island Public Library, or person interested in the proposed contract; and
- 5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

By: _____
(Signature)

Attest: _____
(Witness)

(Title)

Contract Agreement:

The executed contract documents shall consist of the following:

1. This Agreement
2. Signed Copy of Bid
3. Proof of Carrying Insurance
4. Copy of Contract Documents for Project Areas

THIS AGREEMENT, together with the other documents enumerated in this section, which said other documents are as fully a part of the contract as if hereto attached, or herein repeated, forms and the Contract between the parties hereto. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article 3 shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in **3** original copies on the day and year first above written

ROCK ISLAND PUBLIC LIBRARY

OWNER Name

(Seal)

BY _____

Library Director Signature

ATTEST _____

Business Office & Facilities Director Signature

(Seal)

CONTRACTOR Name

BY _____

Authorized Signature

Title _____

Attest _____

Witness

NOTICE TO PROCEED

TO ADDRESS:

CONTRACT: Library Book Shelves

LOCATION: Rock Island Public Library, Watts-Midtown Branch

CONTRACT NO.: RIPL-ID 20220201

Before you may start any work at the site you and the Owner must each deliver to the other, certificates of insurance which are required to be purchased and maintained in accordance with the Contract Documents.

City of Rock Island - Rock Island Public Library

Owner Name

Director Signature

Date