

REQUEST FOR BIDS

Shelving for 88 N. Main Street Library Location



Three Rivers Public Library

920 W. Michigan Ave.

Three Rivers, MI 49093

(269) 273-8666

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Bidding Information

Performance Bids

The City of Three Rivers is committed to the concept of performance bids. All vendors are encouraged to submit bids which conform to the stated specifications, as well as, suggest deviations from the specifications, which in the vendor's opinion would be beneficial to the City in terms of price and performance. The City reserves the right to accept or reject any bid under these terms.

I. Instructions

- A. Bids must be typewritten or clearly printed in ink and signed by a duly-authorized representative of the firm submitting the quote.
- B. Bids must be submitted in sealed envelopes, clearly marked on the outside, **"Bids for Shelving for 88 N. Main Library Location"**.
- C. Bids will be received by the Office of the City Clerk, City Hall, 333 West Michigan Avenue, Three Rivers, Michigan, 49093, until **11:00 a.m. local time, Friday, November 15 2015**. All bids will be date stamped and time marked when received.
- D. Faxed or emailed bids shall not be accepted.
- E. If you received this document from our website, please fax your contact information to 269-273-1042 so we can place you on the bidders list for addenda.

II. Conditions Applicable to Bids

- A. Applicable Laws: The Ordinances and Charter of the City and laws of the State of Michigan concerning competitive bidding, contracts and purchases will be employed.
- B. Taxes: The City of Three Rivers is generally exempt from Federal Excise and Michigan State Sales Tax. Prices should not include tax.
- C. If the bidder elects to deviate from the specifications stated, all exceptions or other changes must be clearly noted.
- D. The City reserves the right to reject any and all bids, waive informalities or defects in bids, or accept such bids as it shall deem to be in the best interest of the City of Three Rivers.
- E. The City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
- F. The Bidder shall provide a completed W-9 form with this bid
- G. The City plans to award the equipment purchase at the **January 28, 2020** Library Board meeting.
- H. All installation work will need to be coordinated with remodeling completion and the library reopening date.
- I. If you have any further questions, please contact Bobbi Schoon, at 269-273-8666 or e-mail inquiries to bschoon@threeriverslibrary.org.

Bid Form

The undersigned having familiarized (himself/themselves) with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to perform everything required to be performed and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required in accordance with the specifications as prepared by the Three Rivers Public Library, City of Three Rivers, Michigan, for, including Addenda No. ____ issued thereto, the following unit prices:

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

SIGNATURE _____ TITLE _____

TELEPHONE _____ DATE _____

BID AMOUNT (INCLUDING APPLIED DISCOUNTS) _____

DISCOUNT AMOUNT _____

Specifications for Shelving

General

The Three Rivers Public Library anticipates opening a new main branch in the spring of 2020. This is a request for the purchase and installation of shelving needed to provide book storage and display at the new location at 88 North Main Street.

It is the intent of these specifications to describe the shelving needs for our new library location.

The below listed specifications and instructions are in no way intended to eliminate any company, vendor, bidder or product from the bid process. It is the sole intent of these specifications and instructions to describe the shelving that will be the best product available to the City of Three Rivers and its residents.

The specification has been written around Demco Steel Cantilever Model shelving, unless otherwise noted.

Bidders must respond to each section of the specification with a “yes” or “no” for each section. If “yes” is checked, bidder is expected to supply exactly what is described. If “no” is checked, a detailed explanation of the deviation must be provided, on this form or on a separate piece of paper included in the bid, no matter how minor it may be. Failure to respond to either “yes” or “no”, the bid will be rejected for non-compliance.

Shelving Specifications

Shelving Height	Description	Quantity
66" High	Double-faced steel cantilever flat shelving 18" D	96
66" High	Single-faced steel cantilever flat shelving 9" D	28
42" High	Single-faced steel cantilever flat shelving 9"D	14
66" high	Double-faced rectangular wood end panel for steel shelving	25
66" High	Double-faced slatwall wood end panel for steel shelving	22
66" High	Single-faced rectangular wood end panel for steel shelving	8
42" High	Single-faced rectangular wood end panel for steel shelving	8
66" High	Estey designer cantilever shelving single-faced	3 starters, 2 insides
66" High	Estey end panels single-faced	2

PRICING

- A. Each line item on proposal should clearly list the following information:
 - Quantity
 - Manufacturer
 - Item Number
 - Description
 - Unit Price
 - Extended Price
- B. Labor pricing for installation of must be listed separate.
- C. Equipment costs should include all mounting hardware, and any other ancillary equipment necessary to mount the equipment.
- D. If applicable, vendor is to specify change fees, freight assurance fees, shipping charges, taxes, surcharges and contingency fees for eligible equipment.
- E. If applicable, vendor is to specify the manufacturer's warranty provided as an integral part of an eligible component without separately identifiable cost.
- F. While price will be the most heavily weighted factor in our evaluation of the bids, the Three Rivers Public Library reserves the right to award the proposal to the best-qualified vendor.

Delivery

Required lead time for orders: _____

Warranty

Include any applicable warranty information.

Bid Response Sheet

Item Number	Description (Including manufacturer, height and depth)	Quantity	Unit Price	Extended Price