

# REQUEST FOR BIDS

## Moving Services to 88 N. Main Street Library Location

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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 Moving Services to 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, June 5, 2020**. 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 moving services contract at the **June 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](mailto: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 Moving Services**

### *General*

The Three Rivers Public Library anticipates opening a new main branch in the summer of 2020. This is a request for the moving services needed to transfer the contents of the library from the current location of 920 W. Michigan Ave., Three Rivers, MI to the new location at 88 North Main Street, Three Rivers, MI.

It is the intent of these specifications to describe the moving 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 moving services that will be the best available to the City of Three Rivers and its residents.

## Moving Services Specifications

Moving Services General Description
<p><b>Adult Section</b> - 4 wooden shelves, 3 magazine racks, 2 coffee tables, 3 square tables and chairs, 1 round table and chairs, 12 computers, 4 tables and chairs</p> <p><b>Children's Section</b> - All shelving (8 runs), 6 wooden bookshelves, tables, chairs, book benches, cabinets, toy area, librarian desk, 3 table and chair sets</p> <p><b>MI Room</b> - 6 wooden shelves, 8 file cabinets, microfilm and printer, computer, 2 desks with chairs, table and chairs, stuffed owl in glass display, pictures on wall, map cabinet, atlas cabinet.</p> <p><b>Program Room</b>- chairs, tables, program supplies, projector, etc.</p> <p><b>Staff Work areas</b> - File cabinets, storage cabinet, 3 computers, bookshelf, book carts, cleaning supplies.</p> <p><b>Staff breakroom</b> - Fridge, table and chairs, storage cabinet, 2 small shelves, microwave, toaster oven, misc. dishes and coat rack.</p> <p><b>Staff Offices</b> – Bookshelves, computers, file cabinets, misc. office supplies, storage, misc.</p> <p><b>YA Section</b> – All shelving (4 runs), 4 wooden bookshelves, 4 chairs with coffee table, couch, 4 table and chair sets, 2 computers, study carrels.</p> <p><b>Library Collection</b> – A collection of approximately 45,000 books, dvds, etc.</p> <p><b>*New shelves will be installed for the adult book sections and will not be a part of the move. All shelving that is moving will need to be torn down and reassembled at the new building.</b></p>
Installation Description
All library shelving for the children's and YA areas will need to be disassembled, moved, and reassembled in the new location.

## PRICING

- A. The proposal should clearly list the following information:
  - o Company Name and Location
  - o Itemized list of costs: ie/ labor costs, packaging materials costs, fuel cost, etc.
  - o Description of services being offered
  - o Total Project Price
- B. Labor pricing for installation 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.

### *Scheduling*

Required lead time for orders: \_\_\_\_\_

### *Warranty*

Include any applicable warranty information.