

Request for Proposal  
Moving Services for Danville Public Library

Submission Date/Time:  
July 6, 2018 at 1:00 p.m. CDT

Place:  
Administrative Office  
Danville Public Library  
319 N. Vermilion St.  
Danville, IL 61832

# **Request For Proposals**

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## **Section 1: General Information**

Danville Public Library will receive sealed bids at the Administration Office, Danville Public Library, 319 N. Vermilion St., Danville, IL for:

### **Moving Services at Danville Public Library**

1. Two hard copies of proposals shall be submitted in a SEALED ENVELOPE properly marked with the title of the proposal, date, and time of opening as follows:

Request For Proposals (RFP) – Moving Services RFP – DPL07092018  
July 6, 2018  
1:00 p.m.

THE ABOVE DESCRIPTION AND NUMBER MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE.

2. Proposals shall be submitted to the contact below and will be accepted up until the time of opening: Friday, July 6, 2018, at 1:00 p.m. CDT

All proposers must respond in detail to each element of this RFP in order to be considered for contract award.

3. SEND ALL PROPOSALS AND CORRESPONDENCE TO THE CONTACT BELOW:

Theresa Tyner, Library Director  
Danville Public Library  
319 N. Vermilion St.  
Danville, IL 61832

EMAIL: [ttyner@DanvillePublicLibrary.org](mailto:ttyner@DanvillePublicLibrary.org)  
PHONE: 217-477-5223, ext. 113  
FAX: 217-477-5230

4. A non-mandatory pre-bid meeting will be held on Thursday, June 21, 2018 at 1:00 p.m. CDT in the second floor meeting room of Danville Public Library, 319 N. Vermilion St., Danville, IL. Any bidders may attend this meeting and participate in a walk-through of the facility.

5. Bid packets may be picked up at the Danville Public Library, Administration Office, 319 N. Vermilion Street, Danville, Illinois, 61832. The bid packet also has been posted to the library's website at <http://danvillepubliclibrary.org/admin.htm>.

## **Section 2: Objectives**

### *Introduction and Objectives*

This RFP is issued by Danville Public Library for the purpose of obtaining information and pricing regarding moving services for the Danville Public Library. It is the intent of the Danville Public Library to review and assess the RFP responses to determine if the response from solicited proposers can meet the needs of the Danville Public Library.

Proposers are expected to provide their best and most competitive proposal.

Attachment F, the Intent to Respond form, must be completed and submitted at least two (2) days prior to the advertised RFP due date.

## **Section 3: Information for Proposers**

### *Disclaimer*

This RFP does not form or constitute a contractual document. The Danville Public Library shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. The Library also will not be responsible for any expenses which may be incurred in the preparation of this RFP. This RFP is not to be construed as a contract or commitment of any kind.

### *Instructions to Proposers*

#### **EXAMINATION OF DOCUMENTS**

Before submitting the proposals, the proposer shall:

- (a) Carefully examine the standards and specifications as well as all attached documents;
- (b) Fully inform yourself of the existing conditions and limitations; and
- (c) Include with the proposal sufficient information to cover all items required in the specifications.

#### **PROPOSAL MODIFICATIONS**

In addition to any other information and documentation requested in this RFP, any forms provided herein shall be included in the submitted proposal. Modifications, additions or changes to the terms and conditions of this request for proposals may be cause for rejection of the proposal. Proposals submitted without required forms may be rejected. No oral, telephone, email, fax or telegraphic proposals or modifications will be considered.

#### **CERTIFICATION OF ALTERATION OR ERASURE**

A proposal shall be rejected should it contain any material alteration or erasure, unless, before the proposal is submitted each such alteration or erasure has been initialed in INK by the authorized agent signing the proposal.

### *SIGNATURE*

All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals by limited liability companies must be signed with the legal name of the limited liability company, followed by the name and signature of an authorized member or manager of the limited liability company. Proposals submitted by a proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature.

### *WITHDRAWAL OF PROPOSALS*

Proposers may withdraw their proposal either personally or by written request at any time prior to the due date set for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed for a period exceeding ninety (90) days.

### *QUOTE VALID*

The Proposer must honor their quote for a period of ninety (90) days after the RFP due date.

### *CERTIFICATION*

The proposer certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

### *INSURANCE REQUIREMENTS*

The Proposer certifies that it/they can comply with the Danville Public Library insurance requirements of:

The successful Proposer shall provide the following insurance:

1. Workers' compensation and employer's liability coverage as required by Illinois law.
2. Commercial general liability, including contractual and personal injury coverage's \$1,000,000 per claim and \$1,000,000 per occurrence.
3. Commercial automobile liability \$1,000,000 per accident.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the Library prior to cancellation.

The Library shall be listed as an additional insured, on a primary, non-contributory basis, on all policies except Worker's Compensation Policies.

### *LAWS TO BE OBSERVED*

The successful Proposer shall at all times observe and comply with all Federal and State laws, local laws, ordinances, and regulations which in any manner affect the conduct of the work to be performed pursuant to this RFP. The successful Proposer shall at all times comply with the provisions of the current City of Danville ordinance concerning prevailing wages and the Illinois Prevailing Wage Act insofar as they may apply.

### *DISPOSITION OF PROPOSALS*

All materials submitted in response to this RFP become public records under the Illinois Freedom of Information Act, 5 ILCs 140/1 *et. seq.* and may be distributed by written request pursuant to said Freedom of Information Act.

Information provided in response to this RFP will be held in confidence and will not be revealed or discussed with competitors prior to award of Contract by the Library Board. However, one copy of each proposal submitted shall be retained for the official files of the Library and will become public record after award of the Contract. Fee or Price schedules submitted, but not reviewed by the Library, do not become a public record and shall only be retained for official files.

The successful Proposer understands that, if selected, the Library reserves the right to provide its opinion publicly and privately regarding the successful Proposer's performance.

### *QUESTIONS*

Questions regarding the Request for Proposals' contents must be sent to the contact person listed in Section 1 no later than 2 business days prior to due date for proposals. The Danville Public Library will make every effort to provide a written response within 2 business days. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposals, a copy of which will be forwarded to all Proposers who have submitted an "Intent to Respond" form (Attachment F).

Proposer must submit their questions via email using the "Master Q & A" form found in Attachment E, and provide, at a minimum, the following:

- Proposer's name, requester's name, and appropriate contact information.
- The clearly stated question.
- Specific reference to the applicable Request for Proposals section(s).

### *RFP Submission*

Upon the submission of the RFP response, the proposer acknowledges that all information is accurate and complete. Please submit in person or send two (2) hard copies via mail to the point of contact listed in Section I.

### *RFP Process Timeline Dates*

- RFP posted: June 13, 2018
- Non-mandatory pre-bid meeting: 1:00PM CDT, June 21, 2018, library's 2<sup>nd</sup> floor conference room
- Proposals due: by 1:00PM CDT, July 6, 2018
- Public bid opening: 1:00PM CDT, July 6, 2018, library's 2<sup>nd</sup> floor conference room
- Building Committee evaluates for recommendation: July 10, 2018
- Library board votes to approve: July 17, 2018
- Finalized contract due: July 31, 2018

## **Section 4: RFP Evaluation and Selection Processes**

### *Initial Evaluation*

Proposals received will undergo an initial review to determine:

- Compliance with instructions stated in the RFP
- Compliance with proposal submittal date

### *Phase II Evaluation*

The evaluation of proposer's proposals may include, but is not limited to, the following criteria:

- Experience of Proposer with goods/services required by the Danville Public Library
- Capacity to assume new business
- Perceived ability to meet the Danville Public Library requirements
- Total Cost Competitiveness
- Availability (timetable) for providing goods and/or services
- Breadth of services available
- Company's financial stability
- Ongoing support
- Reporting capability
- Quality Control Process
- Process Improvements
- Training
- Compliance with the Danville Public Library Terms and Conditions
- Price

The Library Board reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

## **Section 5: Scope of Work**

Below is a general outline of the anticipated scope of work. However, the final scope of work will be negotiated with the successful Proposer.

### *Summary*

The Library is undergoing a renovation that includes the construction of a teen area and a facilities office, necessitating the move, within the library building, of some collections, shelving, and furniture. The move is anticipated to take place in late November or early

December, 2018, according to a schedule agreed upon by the Library and the successful proposer and will be coordinated with any remaining activities of the general contractor, inspectors, or other trades.

The primary work involves moving two collections of approximately 18,700 items (782 shelves) from the lower level to the upper level, moving two collections of approximately 6,900 items (506 shelves) from the upper level to the lower, and shifting 40,600 additional items (1,546 shelves). These items must be maintained in a sequential order.

- Additional work will involve moving cantilevered shelving parts from an on-site POD to the upper level and assembling it into 5 ranges of six 7-foot tall, double-sided columns with six shelves on each side.
- The Library has purchased some new furnishings for the teen area, which may be stored in an on-site POD. Therefore, a limited number of furniture items are to be moved downstairs from the old teen area to the new and/or from the storage POD into the building and vice versa.

#### *CONDITIONS OF WORK:*

The Library is expected to be closed during the move; completing the work in a minimum number of days is critical. Access to the facility will be primarily through double doors on the west side of the facility. There is one elevator inside with two access doors. Use of the doors, hallways, and elevator must be shared with other deliverers, staff, or construction workers, as needed.

#### *General Requirements*

The schedule will be negotiated between the Library and the Proposer, with consideration for the operations of the general contractor, inspectors, or any remaining trades.

The Proposer will furnish all supervision, labor and materials, and supplies and equipment, including tagging and labeling, packing, padding, and crating necessary to perform all services described in the contract, in an orderly, timely, and efficient manner. Such equipment includes, but is not limited to, dollies, carriers, trucks, cartons, and boxes.

The movement of Library holdings and equipment must be carried out in the general order and sequence designated by the Library, and in coordination with Library staff. The Proposer is expected to remove, label, transport, and accurately reshelve all designated formats of materials in the collection, as directed by designated Library staff. A shelving map for the facility will be provided by the Library.

The Proposer must provide adequate protection to the floors, carpets, walls, doors, windows, elevators, etc., in the facility to prevent damage to the building or its contents. The Library reserves the right to determine the adequacy of the protection being proposed or provided by the Proposer and require such additional protection in any location as necessary.

The Proposer is responsible for any or all loss or damage to the property of the Library either by theft, accident, or otherwise while said property is in his or her custody. Property is in his or her custody from the time released to him or her from its present location by the Library until placed in the new designated location.

Upon completion of the work, and before acceptance and final payment, the Proposer must remove all of his or her equipment, property, and rubbish and that of his or her employees from and about the buildings and or sites. The Library requires recycling of residual materials wherever possible.

The Proposer is to develop a plan and work schedule for each phase of the move. The Library will have a lead person at the facility during the move.

The Proposer is responsible for ensuring that the weight limit of the elevator shall not be exceeded.

Those items which are designated as surplus property also will be clearly marked and are not the responsibility of the Proposer.

*SUMMARY:*

Response must include Proposer's approach to handling the move, and the final price should include the cost of the following services:

1. Moving specified materials collections; Proposer is expected to remove collection from shelves; label; transport; and reshelve accurately, with direction from Library staff.
2. Moving and assembling shelves; Proposer is expected to transport and safely assemble shelving, with direction from Library staff.
3. Price for office furnishings such as file cabinets, lateral files, ADA workstations, shelving and other small items of furniture; Proposer is expected to transport and place in designated locations, per label and/or staff directions.

## **ATTACHMENT A**

### **VALIDATION QUESTIONS FOR PROPOSER**

#### *GENERAL INFORMATION*

1) Company Name:

Address:

Contact Name:

Contact Phone:

Contact Email:

Website/URL:

2) How many facilities/locations do you have in the U.S? Please list.

3) How many years has your company been doing business under this name?

4) How many total full-time employees do you have?

5) What are your standard payment terms?

6) References - Please provide all contact information for at least three references, preferably from other libraries and in the following categories:

a) New Company (started doing business with them in the past 12 months)

b) Retained Company (have been doing business with them for 3 + years)

c) Former Company (contract terminated in the past 2 years)

7) Can you meet the Danville Public Library's insurance requirements?

#### *FUNCTIONALITY*

1) A certificate of insurance must be provided prior to signing the contract, commencing on the day contract begins. Are you willing to comply with these requirements?

2) You must instruct your insurance broker/carrier to notify the Danville Public Library should your coverage change. Are you willing to do this?

#### *QUALITY AND SERVICE*

1) Do you have a quality assurance program? If yes, please attach a copy.

2) Are your employees required to take a mandatory drug test?

*LEGAL ISSUES*

1) Are there any pending lawsuits against your company? If yes, please explain.

*EXPERIENCE*

1) Please describe your company's prior experience in moving library materials, archives, or other items requiring they be maintained in sequential order, if any.

## **ATTACHMENT B**

### **STANDARD TERMS AND CONDITIONS**

In case of default by the successful proposer or failure to deliver the goods or services within the time specified, the Library, after written notice, may procure them from other sources and hold contractor responsible for excess costs occasioned thereby.

The specifications attached to the instructions to proposers establish a standard of quality desired by the Danville Public Library. Any proposer may submit quotations on any article which substantially complies with these specifications as to quality, workmanship and service. The Danville Public Library reserves the right to make its selections of materials or services purchased, based on its best judgment as to which articles substantially comply with the requirements of the specifications. This RFP is not to be construed as a contract or commitment of any kind. No alteration in any of the terms, conditions, delivery, quality, or specifications will be effective without prior written consent of the Danville Public Library.

No exception to delivery or service dates shall be allowed unless prior written approval is first obtained from the Danville Public Library.

The contractor warrants all articles supplied under this contract to conform to specifications herein. The contractor will deliver a warranty stating that all articles supplied under the contract are fit and sufficient for the purpose manufactured, merchantable, and free from defects.

The contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs and termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any contractor who is in violation of this shall be barred forthwith from receiving awards of any purchase order for the Library unless a satisfactory showing is made that discriminatory practices have terminated and that a reoccurrence of such acts are unlikely.

The Library reserves the right to cancel and terminate this contract forthwith upon giving 10 days' written notice to the contractor. (This provision does not apply to the purchase of materials and equipment. A purchase order for materials and equipment is a binding contract.)

Should either party employ an attorney or attorneys or utilize the services of in-house attorneys to enforce any of the provisions hereof or to protect its interest in any manner arising under this contract, the non-prevailing party in any action pursued in a court of competent jurisdiction agrees to pay to the prevailing party all reasonable costs, damages, expenses, and attorneys' fees, including fees for in-house attorneys, expended or incurred in connection therewith.

Where applicable, possible or required, the proposer is required to submit descriptive literature, sample material, design sketches and detailed shop drawings. Failure to submit required items may result in rejection of the proposal or termination of contract.

The successful proposer may not make any advertising or sale use of the fact that contract items are being used by purchaser and other approved agencies, under penalty of contract termination. News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Danville Public Library.

This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois. Venue for any suit between the parties arising out of this Agreement shall be the State of Illinois, Fifth Judicial District Court, Vermilion County.

The contractor may not assign or subcontract the agreement, or the right to receive reasonable performance of any act called for by the contract, shall be deemed waived by a waiver by Library of a breach thereof as to any particular transaction or occurrence.

Regardless of FOB point, contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein and such loss, injury, or destruction shall not release contractor from any obligation hereunder.

**ATTACHMENT C**

**PRICE MATRIX**

Project Name	Price
1. Price for Materials Collection	
2. Price for Furnishings (file cabinets, shelving, small items of furniture).	
3. Other	
4. Not to Exceed Cost for Total Move	

I/We acknowledge \_\_\_\_\_ addendum.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Contact Position

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

**ATTACHMENT D**

**CONDITIONS AND NON-COLLUSION FORM**

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

*CONDITIONS AND NON-COLLUSION AGREEMENT*

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

We further agree to furnish the services specified at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

\_\_\_\_\_  
Legal Name of Firm/Corporation

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

**ATTACHMENT E**

**MASTER Q & A FORM PROJECT:  
MOVING SERVICES FOR DANVILLE PUBLIC LIBRARY**

Master Q&A	Any questions regarding this Request for Proposals should be submitted according to the process outlined below. The Library will make every effort to answer within two (2) business days of receiving the questions.
Q&A Process	<p>1. Prepare questions or concerns on the template provided.                  2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable).                  3. Submit the completed form via email to Theresa Tyner, <a href="mailto:ttyner@danvillepubliclibrary.org">ttyner@danvillepubliclibrary.org</a>. Attach associated documents as necessary.</p> <p>Please contact Theresa Tyner with any questions regarding this process.</p>

Questions from: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_

#	Date	Reference Section	Question or Comment	Library Response
1				
2				
3				
4				

**ATTACHMENT F**

**INTENT TO RESPOND FORM**

RFP: \_\_\_\_\_ Dated \_\_\_\_\_

Fax the following Intent to Respond form to Theresa Tyner at 217-477-5230 within two (2) days of RFP date, even if your company chooses NOT to participate in the RFP.

To: Danville Public Library  
Attn: Theresa Tyner  
Fax: 217-477-5230  
From:

\_\_\_\_\_ Contact Name  
\_\_\_\_\_ Company Name  
\_\_\_\_\_ Company Address  
\_\_\_\_\_  
\_\_\_\_\_ Phone Number  
\_\_\_\_\_ Fax Number  
\_\_\_\_\_ Email Address

We intend to respond to this RFP by the specified due date:

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Contact Person

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

**ATTACHMENT G  
PROPOSER CONTACT INFORMATION**

A. Company Contact/Primary Contact

Person (Name):	
Title/Function:	
Address	
Business Hours Phone:	
Fax:	
Internet E-mail Address:	
Name of Person Responding to Request:	
Title/Function:	
Address:	
Phone:	
Fax:	
Internet E-mail Address:	

B. General Company and Financial Information

Company Name:	
Headquarters Address:	
City, State, ZIP	
Headquarters Phone:	
Headquarters FAX:	
Company Owned By:	
Percent % Ownership:	
Years In Business	
Name of CIO	
Name of CEO/President:	