

HOUSTON COUNTY LIBRARY SYSTEM

Request for Proposals

Renovation Project including moving and installing
shelving

Nola Brantley Memorial Library

721 Watson Blvd. Warner Robins GA 31093

For all questions about this RFP contact via email:

Judith Malone

EMAIL – jmalone@houpl.org

Released On:

December 17, 2020

Due On:

9 February 2021 at 5:00 p.m. local time.

BACKGROUND INFORMATION

Houston County Public Library System seeks general contractor services for an internal renovation at the Nola Brantley Memorial Library in Warner Robins.

SCOPE OF WORK

The Houston County Public Library System (HCPLS) is seeking proposals for the following. Architectural plans are available.

- 1) Add 2 conference/study rooms in an interior open area of the library.
 - a) These rooms will require a clear wall material for visible, see-through line of sight access for the majority of the wall and all walls will extend floor to ceiling.
 - b) Each room will need electrical outlets dropped down from ceiling and appropriately secured and covered. Each room will make use of existing HVAC system.
 - c) Doors to these rooms will have a door with a punch button entry code system and will automatically lock upon closing.

- 2) Relocation of branch manager's office
 - a) Uninstall existing single face shelving from North wall.
 - b) Demo portion of North wall of large office located in the Admin area per architect's drawings. If any electrical outlets are removed during demolition, they must be rerouted and relocated within existing office.
 - c) Install a door and full wall of windows.
 - d) Reinstall single face shelving on adjoining wall the west wall of the main library in front of public computers.
 - e) Assembling and installing newly purchased single face shelving on renovated North wall.

- 3) Cut out notch in large curved wall in children's area to match existing notches in facing walls and accommodate single sided shelving.
 - a) Assemble and install commercially purchased single face shelving inside of notched, finished, painted area.

Work environment considerations

- The library would prefer to remain open to the public during this project.
- This is an active facility with heavy traffic Monday through Saturday. All services must be performed in a professional manner with special attention to cleanliness, safety and

not to impede public access to the library.

- All appropriate measures are to be taken to protect library books and shelving in the work area including covering with tarps or plastic.
- All appropriate measures are to be taken to protect library equipment and computers in the work area including covering with tarps or plastic.
- All construction debris is to be removed daily offsite.
- All clean up shall comply with all applicable Federal, State, and local laws and regulations. Contractor shall remove paint where spilled, splashed, splattered or sprayed as work progresses using means and materials that are not detrimental to affected surfaces.
- The Contractor will be responsible for cleaning up and removing all waste materials created by the Contractor's operation from the premises at the end of each day and upon completion of work. Contractor shall remove from the site all tools, surplus materials, debris or rubbish and shall leave the site and the work in a neat and orderly fashion at the completion of the work. Scaffolding may remain in place.
- Contractors may not utilize on-site trash cans. Arrangements may be made, in advance, for the use of City owned or leased waste containers for disposal of the above.
- All workers are to take appropriate precautions to prevent injury to themselves, library employees, and all users.
- Houston County Public Library complies with the Georgia Smoke Free Air Act of 2005. All library buildings and library vehicles are designated as smoke-free and tobacco-free areas. In addition, neither smoking nor tobacco use is permitted within 50 feet of any library entrance or exit, on loading docks, in courtyards or **on library grounds**. This policy applies to the use of any tobacco product, including smokeless tobacco and e-cigarettes, and applies to both employees and visitors of the library.

MANDATORY PRE-BID MEETING

A mandatory pre-bid walk-through will be held on Tuesday, January 12 @ 10am at the Nola Brantley Memorial Library. Questions asked at that time will be collected and responded to within five business days. No other walk-throughs or meetings will be provided. Attendance is mandatory for prospective bidders.

ACCEPTANCE

Acceptance of the work by Owner shall be based on functionality of all fixtures. Vendor must demonstrate to Owner that all fixtures are functional. Any and all documentation shall be submitted to Owner.

Any manufacturer support, warranty or refund program should be included in your proposal.

Contractor shall warranty their work for a period of 1 year after completion.

This RFP is not a contract offer. Acceptance of a proposal neither commits HCPLS to award a contract to any vendor, even if all requirements stated in this RFP are not met, nor limits the library's rights to negotiate in the library's best interests. HCPLS reserves the right to contract with a vendor or vendors for reasons other than just price.

Failure to answer any questions in this RFP may subject the proposal to disqualification. Failure to meet qualifications and requirements will not necessarily subject a proposal to disqualification.

DEADLINE ENFORCED

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED. IT IS THE POTENTIAL FIRM'S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSAL. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS OF OTHERWISE EXCUSABLE NEGLIGENCE ARE RISKS ALLOCATED TO FIRMS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. TELEPHONE OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

GENERAL CONDITIONS

Firms are cautioned that any statements made by HCPLS staff or advisors that materially change any portion of this document are NOT binding on HCPLS, and shall not be relied upon unless subsequently ratified by written amendment. All changes shall be in the form of a written amendment. Oral information obtained otherwise will NOT be considered in awarding a contract.

Your proposal or bid is a public document under the Georgia Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal or bid.

HCPLS accepts no responsibility for any expenses incurred by the Firm in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the firm.

HCPLS reserves the right to reject any or all offers; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the offers submitted; and to award the contract according to the offer which best serves the interest of HCPLS, or to not award the contract if HCPLS determines that it is not in its best interest to do so.

All submittals shall become the property of HCPLS, and shall not be returned to the vendor, provided that all proprietary information and/or processes of the vendor contained therein, if any, shall remain the property of the vendor.

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror/Proposer shall immediately notify HCPLS of such error in writing and request modification or clarification of the document. The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFP or it shall be deemed waived.

The words "Bidder", "Firm", "Supplier", "Offeror", "Contractor", "Proposer", "Respondent" and "Firm" are used interchangeably throughout this proposal, and are used in place of the person, firm, or corporation submitting a proposal on the scope of services or any part thereof.

RIGHT OF REJECTION

The HCPLS reserves the right to accept or reject any or all responses to this RFP and to enter into discussion and/or negotiations with one or more qualified vendors at the same time, if such actions are in the best interest of the HCPLS. HCPLS reserves the right to reject any or all proposals or parts thereof, as deemed to be in the best interest of the Library.

PROPOSAL DELIVERY

Proposals can be submitted via email to jmalone@houpl.org, or in a sealed envelope addressed to the following by mail, delivery service, or hand delivery, no later than

9 February 2021 at 5:00 p.m. local time.

Proposals, if mailed or delivered, should be sent to : HCPLS Main Office located at 1201 Washington Street, Perry, GA by this date and time. No faxed copies will be accepted.

If sending proposals via Email, send to:

jmalone@houpl.org

Subject line : HOUPL RFP Interior Renovation

Any offer submitted as a result of this RFP shall be binding on the firm for forty-five (45) calendar days following the specified opening date. Any offer for which the vendor specifies a shorter acceptance period will be rejected.

QUESTIONS

All questions pertaining to this RFP must be submitted in writing by email to jmalone@houpl.org. **All questions must be submitted by Tuesday, January 12, 2021 by**

5:00PM and will be answered in the form of an FAQ which will be posted to http://houpl.org/?page_id=2070 no later than Tuesday, January 29, 2021.

Bidders are responsible for information, changes, additions, etc., posted on the FAQ on the library website at http://houpl.org/?page_id=2070. These answers shall then be considered a part of the specifications. No questions will be address via telephone.

EVALUATION CRITERIA

HCPLS will be evaluating and weighing the following criteria when considering the various Internet Access proposals. These standards are listed in descending order of importance.

Evaluation Criteria	Weight
Cost effectiveness of service	50%
Comprehensive implementation designed to minimize disruption of current library activities	10%
Prior experience with HCPLS	10%
Experience and capabilities of firm	20%
Locality to Houston County Public Libraries	10%
Total	100%

MINIMUM QUALIFICATIONS

- Firms must have a minimum of 3 years of experience in providing related services.
- Firms must provide at least 2 references.
- Firms must have no conflict of interest issues while under contract to HCPLS for these services.
- Firms must have a license to do business issued from the State of Georgia.

INSTRUCTIONS TO BIDDERS

This RFP document and additional pages and/or questions may be viewed, printed, downloaded from the Internet at http://houpl.org/?page_id=2070.

The HCPLS reserves the right to reject any or all proposals or any part thereof, to waive any informality in any proposal, to act as sole judge of the merit of each response submitted, to select a firm based on the criteria stated.

Any bidder who has demonstrated poor performance during either a current or previous agreement with HCPLS may be considered as an unqualified source and their proposal may be rejected. HCPLS reserves the right to exercise this option as is deemed proper and/or necessary.

Vendors should frequently, during the proposal process, check http://houpl.org/?page_id=2070 for updated information.

QUALIFICATIONS OF BIDDERS

The HCPLS may make such investigation as they deem necessary to determine the ability of bidder to perform the work. HCPLS reserves the right to reject any proposal if investigation of such bidder fails to satisfy the HCPLS that such bidder is properly qualified to carry out the obligations of the contract, and to complete the work contemplated therein.

Bidders may be required to submit the names and addresses of the officers or principals of the Corporation, firm or partnership submitting a proposal. Failure to comply could result in the rejection of such proposal as non-responsive.

All bidders must be prepared to present suitable evidence of their financial standing.

HCPLS has the right to reject any and all proposals from any bidder that is in or contemplates bankruptcy of any chapter or nature. Said bidder must notify the HCPLS in writing of any existing condition or knowledge of same.

No verbal instructions or information to bidders will be binding.

The submission of a proposal will be considered as conclusive evidence of complete examination by a bidder of all instructions, specifications, and addenda.

FORM OF CONTRACT

The successful bidder will be required to execute a written contract with HCPLS within twenty (20) business days after acceptance of proposal or proposals. It is expressly understood and agreed by the bidders that the contractual obligations of HCPLS to the bidders are effective only after the execution of a contract or contracts signed by all parties.

Contractors must include Contractor E-Verify Affidavit as part of their submittal package.

AWARD OF CONTRACT

Proposals will be reviewed and a selection made during the Houston County Public Library Board Meeting on **Thursday, February 11th, 2021** which will be held at the Perry Branch starting at 6pm.

SPECIFICATIONS

These specifications are intended to cover the furnishing of all materials and the performance of all work that may be required or necessary for the complete performance of the contract, and the bidder will be required to do all things that may be necessary to fully complete the work within the purview of these specifications.

Equipment and/or material to be furnished shall meet with the approval of the Branch Manager or designated representative.

All equipment and/or material shall conform to the requirements of these specifications, and any equipment and/or material condemned by the Branch Manager as not meeting these specifications shall at once be removed and replaced with acceptable equipment.

ADDENDA AND CLARIFICATIONS

HCPLS, at its sole discretion, elect to issue changes to the FRP and will issue changes in the form of a written addendum. Written addenda shall be the ONLY FORM of amendment to the Solicitation. Other written information or verbal communications, including but not limited to discussion in a Pre-Bid meeting, shall not constitute a change to the requirements of the RFP.

Addenda, if issued, will be posted on to HCPL's website at http://houpl.org/?page_id=2070 prior to the date and time of the Bid Opening.

It is the Bidder's responsibility to ensure receipt of any addenda issued. Failure of any Bidder to receive any such addendum or interpretation shall not relieve the Bidder from any obligations under its Bid as submitted. All addenda shall become part of the Contract documents. HCPLS shall have the right, without invalidating this RFP or any and/or all contracts, to make additions to or deductions from the work covered by these specifications, and in case such deductions or additions are made, an equitable adjustment of the addition to or deduction in cost shall be made between HCPLS and the bidder, as shown in a written amendment to the contract.

PROTECTION BY BIDDER

All bidders agree to indemnify and hold harmless the HCPLS and their representatives from all suits or actions of every nature and description brought against them or any of them, on account of the use of patented or copyrighted appliances, materials, products or processes, and from all legal expenses and costs of suits regarding the same.

Bidders shall obey all Federal, State, County, and City laws or ordinances in any way pertaining to the work, and shall obtain all permits that may be necessary for its performance if required.

(a) That in the hiring of employees for the performance of such contract, no bidder, sub-contractor, nor any person acting on behalf of such bidder or sub-contractor shall by reason of race, creed or color discriminate against any citizen of the United States who is qualified and able to perform the work to which the employment relates; (b) Nor shall they in any manner discriminate against or intimidate any employees hired for the performance of the work on account of race, creed or color. House Bill 87, Section 3, E-verify Form.

All bidders shall not assign, transfer, convey, sublet or otherwise dispose of the contract or any part thereof to anyone without the written consent of the HCPLS.

EXEMPTION FROM GEORGIA SALES TAXES

The HCPLS is exempt from Georgia State Sales Tax. Net prices as shown in the proposal shall exclude said State tax amounts. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax exempt status of the HCPLS. Following a contract award, an exemption certificate will be furnished by HCPLS.

E-VERIFY COMPLIANCE

The Georgia EVerify law requires contractors and all sub-contractors on Georgia public contracts (contracts with a government agency) for the physical performance of services over \$2,499.99 in value to enroll in E-Verify, regardless of the number of employees. A contractor or sub-contractor may be exempt from this requirement if the contractor or sub-contractor has no employees and does not hire nor intend to hire employees for the purpose of completing any part of the public contract.

For a public contract, contractors must sign the Contractor E-Verify Affidavit, all subcontractors must sign the Subcontractor E-Verify Affidavit and all Sub-subcontractors must sign the Sub-Subcontractor Affidavit. The government agency is required to ensure that the Contractor E-Verify Affidavit is part of the contract; however, the contractor is responsible for all subcontractor affidavits and the subcontractors are responsible for the sub-subcontractors affidavits.

For contractor's not familiar with Georgia's E-Verify laws, more information can be found at <https://www.verify9.com/state-laws/georgia-e-verify/>