



PINE BLUFF
JEFFERSON COUNTY
LIBRARY
SYSTEM

REQUEST FOR PROPOSALS (RFP) for Moving Services to 600 South Main Street Library Location

Release Date: June 30th, 2020

Deadline for Submission: July 14th, 2020 2:00 p.m.

RFP# 2020-5M

Library Moving Services for Pine Bluff/Jefferson County Main Library

Table of Contents

	Page
General Information.....	3
Proposal Schedule.....	3
Proposal Form	4
Project Approach and Scope of Service.....	5
Appendix A	6/7

Pine Bluff/Jefferson County Library System
RFP #2020-05M

General Information

PURPOSE

The Pine Bluff/Jefferson County Library System is soliciting proposals from qualified movers to provide library moving services from the current library located at 200 East 8th Avenue to the new library located at 600 South Main Street, approximately 1 mile away.

The move will include all shelving dismantled at the current location, moved and reassembled at the new location. The configuration on some shelving will change. Books and circulation materials will be in numbered boxes for relocation to the new library. Other items will need to be packaged and moved. At the new location, library staff will label each shelf with a number to indicate where boxes should be placed.

There will be an optional pre-bid meeting on Tuesday, July 7, 2020 at 11 a.m. at the current building at 200 East 8th Avenue in Pine Bluff, AR. This will be followed by a walk-through of the new building at 600 South Main Street. See Appendix A for the Scope of Services.

MOVER REQUIREMENTS

The selected Mover shall obtain a business license prior to the execution of a contract. A performance and payment bond are also required. The Mover is expected to comply with all applicable federal, state and local regulations. The Mover will have workers comp and general liability insurance.

PROJECT PROGRESS

The Contract must begin upon approval by the Pine Bluff/Jefferson Co. Library System, and the select Mover shall commence work after notification to proceed by the Pine Bluff/Jefferson Co. Library System. The select Mover is advised that any recommendation for contract award is not binding on the Pine Bluff/Jefferson Co. Library System until the Agreement is fully executed and approved by the Pine Bluff/Jefferson Co Library System.

PROPOSAL SCHEDULE

RFP release by Pine Bluff Jefferson Co. Library	June 30, 2020
Walk through of buildings	July 7, 2020, 11:00 am
Deadline for questions	July 10, 2020
Proposals due	July 14, 2020, 2:00 pm
Notice of Mover selection	July 17, 2020
Complete negotiation of agreement/Contract awarded/executed	July 24, 2020
Move begun	July 29, 2020
Move must be complete	August 24, 2020

All dates are subject to change. The Pine Bluff Jefferson Co. Library reserves the right to extend the date by which proposals are due.

All questions must be submitted via email to Ricky Williams at rwilliams@pineblufflibrary.org. Phone calls will not be accepted. Answers to all submitted questions will be provided in an addendum.

Moving proposals must be submitted, with all copies having been signed by an official with the power to bind the company in its proposal and must acknowledge the RFP and Addendums have been read and understood. To be considered, all proposals must be completely responsive to the RFP.

Proposals must be delivered/received by mail or personal delivery no later than July 14, 2020 at 2:00 P.M. If delivering in person, ring the doorbell and someone will come to the door to receive the proposal.

PROPOSAL FORM

Project Title: REQUEST FOR PROPOSALS (RFP) for Moving Services to 600 South Main Street Library Location

Ladies and Gentlemen:

Having carefully examined all conditions of the contract and all amendments, supplements and addenda there, I or We propose to furnish all labor, materials and equipment to complete all work required by the Contract Documents entitled Moving Services to 600 Main Street Library Location.

BASE BID:

Written Amount: _____
Dollars (\$ _____)

ALTERNATES:

A. DEDUCTIVE ALTERNATE #1. No Deductive Alternate currently.

DEDUCTIVE ALTERNATE BID AMOUNT:

Written Amount: _____
Dollars (\$ _____)

TIME OF COMPLETION: Bidder will complete work and cleanup by 4:00 p.m. on August 24, 2020

I, or we, acknowledge and agree that neither the submission of this proposal, nor its acceptance by Pine Bluff Jefferson County Library system creates a binding obligation between the Owner and me or us. I am authorized to enter my firm into a binding contract if this proposal is accepted.

I, or We, agree to hold our bid open for acceptance for sixty (6) calendar days from the date of the opening of bids.

Enclosed herewith is Bid Bond or Certified Check in an amount equal to five percent (5%) of the Base Bid, guaranteeing the Owner the execution of the Performance and Payment Bonds and the Contract.

I, or We, acknowledge receipt of the following Addenda:

- Addendum No. One (1), dated _____
- Addendum No. Two (2), dated _____
- Addendum No. Three (3), dated _____
- Addendum No. Four (4), dated _____

Respectfully submitted,

Mover/Firm: _____

AR License #: _____

Name and Title: _____

By: _____ Date: _____

Sealed Bids will be received at the Pine Bluff Jefferson County Library Boardroom, at 200 E. 8th Avenue, Pine Bluff, Arkansas, until 2:00 PM, Thursday, July 14, 2020 at which time bids will be opened.

Envelopes containing Bids, Bid Bonds, etc., should be sealed and addressed as follows:
Pine Bluff Jefferson County Library System
c/o Bobbie Morgan
200 E. 8th Avenue

Pine Bluff, Arkansas 71601

The Pine Bluff/Jefferson County Library System, Pine Bluff, Arkansas, does not discriminate based on race, religion, creed, color, or national origin and encourages RFQs from handicapped, minority and female-owned and operated businesses.

END OF PROPOSAL

PROJECT APPROACH AND SCOPE OF SERVICES

- 1) Discuss the Mover's understanding of the project, and any suggestions or special concerns that the Pine Bluff/Jefferson Co. Library and the mover should address for a successful project.
- 2) Provide a narrative rendition of the technical and management approach proposed for this project.
- 3) Provide a detailed Scope of Work of all tasks to be completed.
- 4) Provide list of labor.

PROJECT TEAM - Identify the key mover's team assigned to this project.

EXPERIENCE - Provide three (3) similar projects which your firm has completed within the last 5 years. Projects currently being performed may be submitted for consideration. Project information should include a brief project description, agency or client name, the year of project completion, and the project cost.

REFERENCES - The Mover shall provide a minimum of three (3) references for similar projects for the prime firm. At least one reference must be from the projects listed in Item

EXPERIENCE. At a minimum, each reference must include the client's name and location, number of projects completed for the client, client contact name and phone number.

CONFLICTS OF INTEREST – Provide a statement which discloses any past, ongoing, or potential conflicts of interest, which the consultant may have as a result of performing the work for this project.

RIGHT TO REJECT PROPOSALS

The Pine Bluff/Jefferson Co. Library System reserves the right to delay the project or reject any or all proposals submitted, and no representation is made hereby that any contract will be awarded pursuant to this RFP or otherwise.

The Pine Bluff/Jefferson Co. Library System reserves the right to extend the due date for the proposal, accept or reject any or all proposals received as a result of this request, negotiate with any qualified Mover, accept or award any combination of the tasks to multiple Movers based on their competencies and capacities, or cancel this RFP in part or in its entirety. The Pine Bluff/Jefferson Co. Library System may require the selected Mover to participate in negotiations and to submit such technical, fee, or other revisions of their proposals as may result from negotiations.

LATE, MODIFIED, OR WITHDRAWN PROPOSAL

Any Proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made; and it was sent by mail, and it is determined by the Pine Bluff/Jefferson Co. Library System that the late receipt was due solely to mishandling by Pine Bluff/Jefferson Co. Library System after receipt at the Pine Bluff/Jefferson Co. Library System; or it is the only Proposal received.

The Mover shall warrant that he has fully informed himself of the site conditions under which the work will be performed and is thoroughly familiar with the Contract Documents and all applicable codes and standards. Failure to have done so will not relieve the Mover of his obligation to furnish all supervision, labor, tools, materials, equipment and supplies necessary to perform the provisions of the work detailed in the Contract Documents.

APPENDIX A

Scope of Services

The scope of services lists different areas that will require coordination with library staff members.

1. Shelving
 - a. Adult Fiction and subcategories
 - b. Adult Nonfiction
 - c. Genealogy
 - d. Rare Books
 - e. Arkansas Room
 - f. Carr Room – includes artifacts, flies, guns, fishing equipment
 - g. Friends of the Library Shelving
 - h. Children’s Library
 - i. Technical Services
 - j. Supply
 - k. Technology Office
 - l. Reference and State Documents
 - m. Janitorial Room and equipment
 - n. File Room
 - o. Storage Rooms
2. Rooms to be moved
 - a. Open library fiction/nonfiction/reference/Friends with end caps
 - b. Genealogy and Arkansas Collection
 - c. Rare Books room
 - d. Newspaper archive room
 - e. Periodicals
 - f. Map room
 - g. Board room
 - h. Open reference areas with memorial stained glass window and glass display cases
 - i. Business office and closet
 - j. Adult programming office
 - k. Stairwells
 - l. Carr room – 2 offices + museum contents and misc. furniture and display cases
 - m. Administrative Offices – offices shall be moved such that each office has the equipment from the office replaced with that office’s equipment. (refrigerators, microwaves)
 - n. Director’s office
 - o. Technology office
 - p. Operation’s manager office
 - q. Circulation area
 - r. Lobby area
 - s. Children’s room, children’s closets, children’s storage room
 - t. Supply/file room
 - u. Surplus room
 - v. Theater/Sound booth/Behind stage and workroom off stage

- w. Purple room/Friends room and closet
- x. Receiving room
- y. Spare office rooms
- z. Technical Services room
- aa. Ticket Booth room
- bb. Old janitors room with drinking fountain
- cc. Break room
- dd. Miscellaneous rooms

3. Furniture

- a. From current location – tables, chairs, desks, book carts, book shelves, fans and heaters, file cabinets, mailbox and miscellaneous
- b. From off-site storage (Dollarway School District location)
- c. Assembly of desks and other furniture
- d. Fish tank with fish
- e. Excludes computers from staff offices and computer lab
- f. Surplus furniture moved to a display area for surplus sale
- g. Clocks and miscellaneous office items, plants, shredders, ladders, decorations, easels and more.
- h. Display cases

4. Books and circulation materials

- a. These items will be packed by staff and placed in numbered boxes.
- b. Each area will be moved separately and numbered boxes placed in the area near the corresponding numbered shelving. Staff will label shelving as it is being reassembled.

5. Art work

- a. Flat pictures and photographs are packed and will be placed in a third story storage room in the new building designed for preservation of art work. Stair only access from the second floor.
- b. 3-dimensional artifacts will be placed in the Carr Room located on the second floor of the new library (elevator service available).

6. Copy machines

- a. To be located in current library ready for display for surplus sale.

Computer equipment, TV's, monitors, gaming systems will be moved by the library's technology department.