



November 15, 2017

## **REQUEST FOR PROPOSALS: MOVING SERVICES FOR THE MADISON PUBLIC LIBRARY**

The Board of Directors of the Huntsville-Madison County Public Library (HMCPL) is issuing a Request for Proposals (RFP) for the purpose of obtaining information and pricing for the moving of library materials from the current building of the Madison Public Library at 130 Plaza Blvd, Madison, AL 35758 to the new facility located on the same street at 142 Plaza Blvd.

### RFP OVERVIEW

RFP Title:	Moving Services for the Madison Public Library
Timeline:	
RFP Issuance Date	November 15, 2017
Mandatory Site Visits	November 28 and December 5
Proposal Submission Due	10:00 a.m., December 14, 2017
Anticipated Start of Service	Between January 2 and 5, 2018

The RFP information is available on the HMCPL website at <https://hmcpl.org/mplmove2018>.

### MANDATORY SITE VISITS FOR PROPOSERS

Mandatory site visits for proposers will be held on November 28 and December 5 at 2:00 p.m. at the Madison Public Library, 130 Plaza Blvd, Madison, AL 35758. Attendance at one of these site visits is required. Each tour will begin at the Circulation Desk and will also include a visit to the new building at 142 Plaza Blvd. to see accessibility. The new shelving will not be installed in the new facility at the time of the tours. Interested proposers should notify the Library of their intention to attend a site visit by calling the Library Administration Office at 256-532-5950 or by email to [sroyer@hmcpl.org](mailto:sroyer@hmcpl.org).

## SCOPE OF WORK

HMCPL is seeking a contractor that will provide a single source responsibility for moving a collection of approximately 75,000 items, including books, paperbacks, periodicals, audio materials, DVDs and newspapers. These items must be maintained in a sequential order and placed in the same order on the appropriate shelves/bins in the new building.

New furnishings and electronic equipment have been purchased for the new building and will not need to be moved, including shelving, office furniture, computers, printers, scanners, copy machines and security gates.

The preferred moving time is three (3) to five (5) days.

### Current Library:

The Library will be closed to the public during the move. The front door will be the primary exit for removal of materials.

### New Library:

Access to the new facility will be primarily through the front double doors.

## PROJECT SPECIFICATIONS

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 is to develop a plan and work schedule for each phase of the move.

The Library will have a lead person at the current and new facilities during the move.

All moving services are to be performed in an orderly, timely and efficient manner. The Proposer will furnish all supervision, labor, materials, supplies and equipment needed for the move, including tagging and labeling, packing, padding and crating. Equipment includes but is not limited to dollies, carriers, trucks, cartons and boxes.

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

The Proposer must provide adequate protection to prevent damage to the new facility, including floors, carpets, walls, doors, windows, and exterior concrete and grounds. The Library reserves the right to determine the adequacy of the protection being proposed or provided by the Proposer and to require such additional protection as necessary.

The Proposer is responsible for any and 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. The property is considered to be in the Proposer's custody from the time it is released to him or her from its current location by the Library until it is placed in the new facility.

Upon completion of the work, and before acceptance and final payment, the Proposer must remove all of his or her equipment, property and rubbish, including that of his employees, from the buildings and grounds of both the current and new Library buildings.

### REFERENCES

Proposers must provide three (3) references, preferably from libraries that have used their moving services. The name of the library or business and contact information must be included.

### CERTIFICATE OF LIABILITY INSURANCE

Proposers must provide a certificate of liability insurance.

### QUESTIONS

All questions concerning this RFP shall be submitted by email to Sue Royer at [sroyer@hmcpl.org](mailto:sroyer@hmcpl.org). The Library will post on our website [hmcpl.org/mplmove2018](http://hmcpl.org/mplmove2018) a written response in the form of an Addendum for each question requiring a clarification or interpretation of the specifications. It is the responsibility of the bidder to look for Addendums. The Library will not be responsible for any other explanation of the specifications.

Questions submitted must provide, at a minimum, the following information:

- Proposer's name and contact information
- Question clearly stated
- Specific reference to applicable RFP section(s)

### RATING CRITERIA

The following qualifications of a proposer will be considered by the Library:

1. Ability, capacity and skill to perform the contract or provide the service required within the time specified, without delay or interference;
2. Character, integrity, reputation, judgment, experience and efficiency
3. Quality of performance of previous contracts or services

All proposals will be rated on the following scale:

- Cost 40%
- Company Qualifications and Experience (including reference checks) 20%
- Availability and Capacity of Company to Perform the Work 40%

### PROPOSAL DELIVERY INSTRUCTIONS

In order to fully respond to the RFP, each proposer must include:

- Description of moving services to be provided
- Signed Proposal Form (page 6)
- Certificate of Liability Insurance
- References: three (3) preferably from libraries
- One (1) original and three (3) print copies of the complete proposal
- One (1) electronic copy of complete proposal

Failure to include any of the required deliverables listed above or to comply with RFP specifications may result in the response being disqualified or receiving a lower rating.

Proposals are to be mailed or delivered to Sue Royer, Huntsville-Madison County Public Library, PO Box 443, Huntsville, AL 35804, or 915 Monroe Street, Huntsville, AL 35801. The words "Sealed Proposal—Moving Services" must be on the outside of the envelope.

Proposals must be received by 10:00 a.m. on Thursday, December 14, 2017. The proposals will be opened at 10:00 a.m. in the Board Room located on the third floor of the Downtown Library, 915 Monroe Street. Late proposals will not be considered. HMCPL will not be responsible for any carrier's failure to deliver a proposal.

HMCPL reserves the right to reject any and all proposals. HMCPL also reserves the right to implement all or portions of the proposal.

For further information, please contact Sue Royer at 256-532-5952, or by email at [sroyer@hmcpl.org](mailto:sroyer@hmcpl.org).

HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY

PROPOSAL SUMMARY

RFP TITLE: Moving Services for the Madison Public Library

PROPOSAL DUE: 10:00 a.m., December 14, 2017  
"Sealed Proposal—Moving Services" must be printed on outside of envelope

PROPOSAL OPENING: 10:00 a.m., December 14, 2017  
Library Board Room, 3<sup>rd</sup> Floor Administrative Office  
Huntsville-Madison County Public Library

ADDRESSES:	Mailing address:	Delivery address:
	Sue Royer	Sue Royer
	Huntsville-Madison County	Huntsville-Madison County
	Public Library	Public Library
	P.O. Box 443	915 Monroe Street
	Huntsville, AL 35804	Huntsville, AL 35801

PLEASE SUBMIT ONE (1) ORIGINAL PROPOSAL

AND

THREE (3) PRINT COPIES OF COMPLETE PROPOSAL

AND

ONE (1) ELECTRONIC COPY OF COMPLETE PROPOSAL

All proposals must be signed on the Proposal Form (page 6) and include a description of moving services to be provided, Certificate of Liability Insurance and three (3) References.

HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY  
PROPOSAL FORM  
MOVING SERVICES FOR THE MADISON PUBLIC LIBRARY

1. Proposed moving dates: \_\_\_\_\_

\_\_\_\_\_

2. Total cost of moving services: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_ (print)

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ TITLE: \_\_\_\_\_

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