

Main Library
1786 Burlington Pike
Burlington, KY 41005

Florence Branch
7425 U.S. 42
Florence, KY 41042

Hebron Branch
1863 North Bend Rd.
Hebron, KY 41048

Scheben Branch
8899 U.S. 42
Union, KY 41091

Walton Branch
21 S. Main St.
Walton, KY 41094

Chapin Memorial Library
6517 Market St.
Petersburg, KY 41080

Furniture & Shelving Request for Proposals (RFP)

Boone County Public Library is seeking competitive sealed bids for Furniture and Shelving. Vendors may submit a proposal for all or part of the project. The successful bidder will be contracted directly with the Library.

Title of Project: Walton Furniture/Shelving

Sealed Bids should be submitted only to:
Carrie Herrmann, Director
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005

Sealed Bids due date and time:
No later than May 22, 2024 2:00 PM EST

THIS PAGE SHALL BE COMPLETED, SIGNED AND RETURNED WITH THE SEALED BID.

Full Legal Name & Address of Offeror:

Company's Legal Name

By: _____
Authorized Representative Signature

Address 1

Printed Name

Address 2

Title

City, State, Zip Code

Email

Phone

Date

Project

Boone County Public Library is soliciting proposals for Furniture and Shelving for the new 25,000 square foot Walton Branch located at 13000 Town Center Drive, Walton, KY 41094. Vendors may submit a proposal for all or part of the project.

Scope of Work

1. Furnish all labor, materials, transportation, equipment and services necessary to complete all work within the time stated.
2. Furnishings and Shelving required for this work are indicated on the Drawings and are itemized in the Specifications Section of this document.
3. All fabrics and colors specified are part of the contract.
4. Vendor must include and coordinate all furniture assembly, delivery(ies) and incidental items required for a complete installation.
5. Submit base bids based upon materials and equipment specified.
6. Vendor shall provide a minimum one-year warranty along with any extended manufacturer's warranty.
 - a. Include all manufacturer warranties with submittals for each manufacturer and/or item.
7. No direct shipment or "drop shipment" of goods will be received by the Owner. All items shall be delivered and installed by the vendor. Vendor/Installer can arrange to meet the truck and unload all furniture and/or shelving.
8. All cartons and trash incidental to the furnishings/shelving shall be removed from the job site by the Vendor each day. No debris shall accumulate.
9. All furnishings/shelving shall be arranged in their final position as soon as it is agreed that the areas are ready for receipt of furniture/shelving.
10. Vendor and Owner shall schedule a meeting to review color samples of products.
11. Before installation the Owner, the Vendor, and the General Contractor shall make inspection of the route from the staging area to the final location of the furniture/shelving, itemizing all areas unfinished or damaged and still in need of work by other Contractors.
12. After installation of furniture/shelving a final inspection shall be made by the Owner, the Vendor, and the General Contractor, following receipt in writing of notification that the installation is completed. If inspection reveals any damage due to the installation of the furniture/shelving, the damage shall be repaired by the Vendor at no expense to the Owner or the General Contractor.
13. Bids will be awarded on best evaluated and not necessarily lowest price. The Library reserves the right to accept or reject any bid based on factors, including but not limited to pricing, work history, work references, and/or ability to meet schedule requirements.
14. **Bids are due no later than May 22, 2024, at 2:00 PM EST. Bids shall be submitted to Carrie Herrmann, Director, at the Main Library (1786 Burlington**

Pike, Burlington, KY 41005) and shall be read aloud in the second floor Conference Room.

15. Questions shall be directed to Jeff Ahrens at jahrens@bcpl.org

Qualifications

1. All potential bidders shall provide substantial history (minimum of 3 references from similar projects) of satisfactory performance.
2. Where the specifications pertain to a specific brand or model of equipment, BCPL will evaluate any bidder proposed alternate with emphasis on design, construction, dimensions, materials, maintenance, required parts, stocking, operator controls, and performance. To be considered an approved equal, the alternate equipment shall, in the sole opinion of BCPL, meet or exceed all of the listed criteria when compared to the specific brand and model.
3. Provide a summary letter of the information contained in the proposal, including, but not limited to:
 - a. Provide a description of your company's qualifications, credentials, experience, and resources in creating a public library facilities plan;
 - b. Total Proposed cost of project, inclusive of all related costs.
4. Provide a detailed breakdown of all costs associated with this project.
5. Boone County Public Library is exempted from sales tax.
6. You must submit the Proposal Pricing Form
7. You must submit as part of your Bid/Proposal either a Certification as to Kentucky Resident Status or a Certification as to Non-Resident Status contained at the end of this solicitation for bids/proposals. Failure to submit the applicable Certification may result in the disqualification of your bid/proposal. The Board reserves the right to require additional information from the Bidder/Proposer.

Instructions to Potential Bidders

1. Sealed bids submitted as specified, received by the correct time and date, shall be opened and publicly read aloud. The proposal envelope shall have the Project Name, Bidder's Name, and date on the outside.
2. Submittals shall be made on 8 ½" X 11" portrait format, and placed in a sealed, opaque envelope. Qualifications shall be submitted by mail, courier, or delivered in person to: Carrie Herrmann, Library Director/Boone County Public Library/1786 Burlington Pike/Burlington, KY 41005 by 2:00 PM EST on or before the deadline for submission.
3. This Request for Proposal and any addenda are available on the Boone County Public Library website (www.bcpl.org). The link which contains the Request for Proposal information is on the home page.
4. Bidders are reminded that changes to the Request for Proposal, in the form of addenda, are often issued between the issue date and within four (4) days before the closing of

- the Request for Proposal. Bidders are solely responsible for checking the website to insure they have the most current information regarding the Request for Proposal.
5. Before submitting a proposal, each vendor shall carefully examine all Drawings, read the specifications, addenda, and all other documents, and visit the site of the Work. Each vendor shall fully inform themselves prior to bidding as to all existing conditions and limitations under which the works is to be performed and shall include in the Proposal a sum to cover all costs of all items necessary to perform the Work as set forth. No allowance will be made because of lack of such examination or knowledge.
 6. Bidders are requested to refrain from contact with Library Trustees and Library Staff prior to a selection announcement, except as described in this document.
 7. Any cost incurred by bidders in preparing or submitting a proposal for the project shall be the bidder's sole responsibility.
 8. No additional costs shall be approved for storing furnishings/shelving in order to meet the installation date set by the Owner.
 9. All responses, inquiries, or correspondence relating to this RFP shall become the property of the Library when received.
 10. Boone County Public Library District has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposal and to cancel the process at any time prior to entering into a formal agreement.
 11. The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.
 12. Proposals shall be valid for at least 180 days from RFP opening. The expiration date shall be included in the proposal.
 13. In addition to evaluating the Bidder's proposal as submitted, the Library may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Bidder to perform the services/furnish the goods.
 14. Any proposal received after the proposal due date and time as detailed in this document shall not be accepted or considered.
 15. Any proposal may be withdrawn prior to the opening upon written request.
 16. If the Library declares an emergency closing, scheduled receipt of proposals shall be extended to the next business day.
 17. Oral proposals or proposals delivered by electronic means such as fax and email shall not be considered.

Evaluation Criteria

The criteria below will be used to evaluate firms for further consideration:

1. Specialized, appropriate expertise for this type of project;
2. Responsiveness, comprehensiveness, and quality;
3. Previous experience with public libraries and/or public buildings;

4. Compliance with format and content of proposal, as well as, inquiry and submission requirements;
5. References from previous clients;
6. All-inclusive cost proposal; and
7. Other factors that may be appropriate for the project.

Submission of Proposal Packages

Completed proposals shall be submitted on 8 ½" X 11" portrait format, and placed in a sealed, opaque envelope. Qualifications shall be submitted by mail, courier, or delivered in person to: Carrie Herrmann, Library Director/Boone County Public Library/1786 Burlington Pike/Burlington, KY 41005 by 2:00 PM EST on or before the deadline for submission.

Award

An award will be made by the Board of Trustees. Boone County Public Library intends to award contracts based upon the best evaluated bid. The Library reserves the right to accept the bid deemed to be in its best interest, not necessarily the least expensive bid; the right to disqualify bids from bidders not deemed to be qualified; the right to disqualify bids deemed to be defective; the right to waive defects on bids where such defects are not deemed significant; and the right to waive any and all formalities to reject any and all bids.

The Library will issue a purchase order(s) for all furniture and shelving.

Furniture and shelving installation shall begin the week of July 25, 2024, and be substantially complete no later than fifteen (15) business days after established installation date. Dates are based on current construction schedule. Vendor is responsible for coordinating installation dates with the General Contractor (contact information to be included with award letter.)

Kentucky law provides that a Kentucky resident Bidder/Proposer shall be given a preference against nonresident Bidder/Proposer, unless such preference conflicts with federal law. In addition, if a procurement determination results in a tie between a Kentucky resident Bidder/Proposer and a non-resident Bidder/Proposer, preference shall be given to the Kentucky resident Bidder/Proposer.

All bidders will be notified of the Library's selection as soon as possible. The successful bidder is expected to enter into a written contract with the Library. Approval of the final contract between Boone County Public Library and the successful bidder is subject to approval by the Board of Trustees.

Furniture Proposal Pricing Form

Submitted By: _____
 Company _____, Date _____, 2024

Proposal:

Pursuant to and in compliance with the Documents for the supply of Furnishings for the Boone County Public Library, Walton Branch, the Undersigned Vendor, having carefully examined the Documents and Addendum Number(s) _____, the site and all conditions affecting the work, the undersigned hereby bids and agrees to furnish all labor, materials, transportation, equipment, and services necessary to complete all work within the time stated and in strict accordance with the Documents, for the following sum of money:

Furnishings:

Vendor shall list separately the cost for each specified manufacturer. All furniture price will competitively bid open furniture lines. Manufacturer price shall be for the quantity and products specified. Vendor's total pricing shall include all delivery, installation, profit, overhead, and incidental items required for a complete installation.

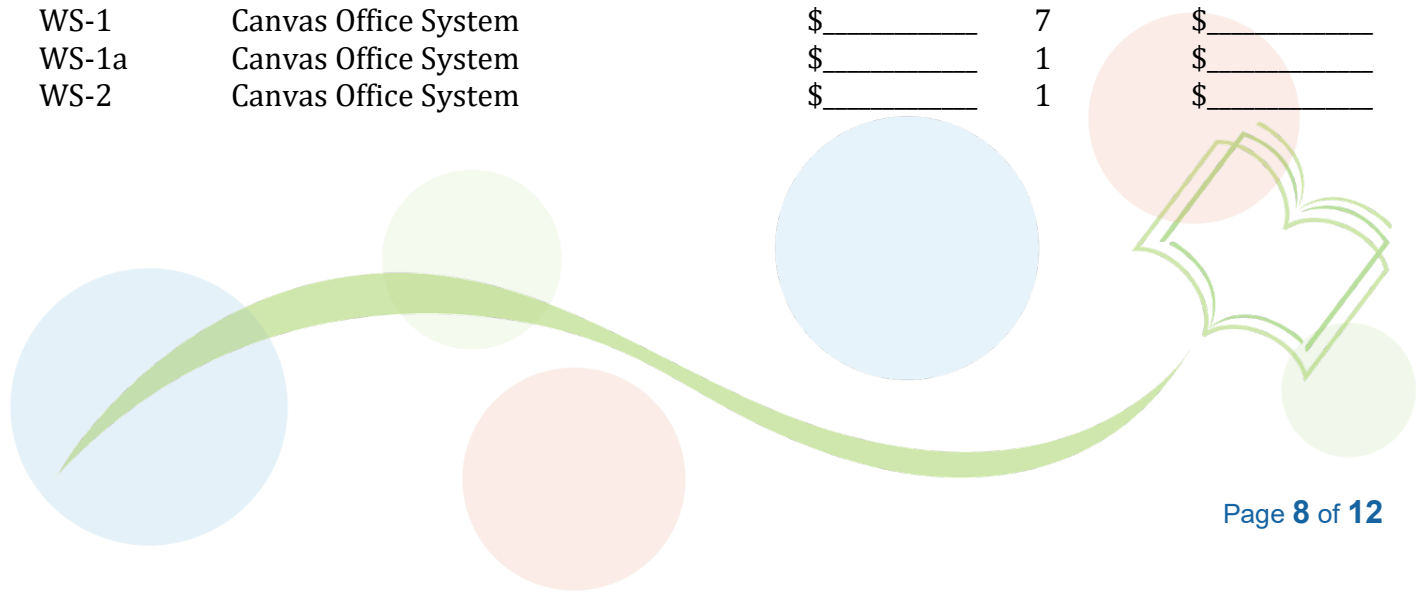
Manufacturer	Price	Install/Delivery	Total Price
Arcadia	\$ _____	\$ _____	\$ _____
BCI	\$ _____	\$ _____	\$ _____
Carolina	\$ _____	\$ _____	\$ _____
Comfortek	\$ _____	\$ _____	\$ _____
Enwork	\$ _____	\$ _____	\$ _____
Flash Furniture	\$ _____	\$ _____	\$ _____
Hay	\$ _____	\$ _____	\$ _____
Herman Miller	\$ _____	\$ _____	\$ _____
Kellex	\$ _____	\$ _____	\$ _____
Knoll	\$ _____	\$ _____	\$ _____
Landscape Forms	\$ _____	\$ _____	\$ _____
Magnuson Group	\$ _____	\$ _____	\$ _____
Media Technologies	\$ _____	\$ _____	\$ _____
Mien	\$ _____	\$ _____	\$ _____
NaughtyOne	\$ _____	\$ _____	\$ _____
OFS	\$ _____	\$ _____	\$ _____
Peter Pepper Products	\$ _____	\$ _____	\$ _____
Safco	\$ _____	\$ _____	\$ _____
Sit On It	\$ _____	\$ _____	\$ _____
Studio Wise Design	\$ _____	\$ _____	\$ _____
Versteel	\$ _____	\$ _____	\$ _____
Total Base Bid Proposed Pricing:	\$ _____		

Furniture Unit Price List

Vendor shall provide unit costs that are applicable should the owner elect to add or delete specific items.

Item #	Item	Unit Price	Quantity	Subtotal
B-1	Mobile Display Tower	\$ _____	3	\$ _____
B-1a	Mobile Display Tower	\$ _____	5	\$ _____
B-2	Mobile Display Tower	\$ _____	4	\$ _____
CC-1	Chair Cart	\$ _____	1	\$ _____
CC-2	Chair Dolly	\$ _____	5	\$ _____
CH-1	Staff Chair, Arms	\$ _____	5	\$ _____
CH-1a	Staff Chair, Armless	\$ _____	6	\$ _____
CH-2	Staff Task Stool, Arms	\$ _____	6	\$ _____
CH-2a	Staff Task Stool, Armless	\$ _____	3	\$ _____
CH-3	Chair, Casters, Arms	\$ _____	28	\$ _____
CH-3a	Chair, Casters, Armless	\$ _____	3	\$ _____
CH-4	Polly Chair	\$ _____	18	\$ _____
CH-4a	Polly Chair	\$ _____	8	\$ _____
CH-5	Swoop Lounge with Ottoman	\$ _____	4	\$ _____
CH-5a	Swoop Lounge	\$ _____	6	\$ _____
CH-6	Swoop Club with Ottoman	\$ _____	1	\$ _____
CH-7	Stacking Chair Armless	\$ _____	18	\$ _____
CH-7a	Stacking Chair Armless	\$ _____	6	\$ _____
CH-8	Polly Stool	\$ _____	8	\$ _____
CH-9	Lounge Chair, High Back	\$ _____	4	\$ _____
CH-9a	Lounge Chair with ottoman	\$ _____	3	\$ _____
CH-9b	Lounge Chair, Loveseat	\$ _____	1	\$ _____
CH-10	Lounge Chair	\$ _____	6	\$ _____
CH-10a	Lounge Chair, Loveseat	\$ _____	1	\$ _____
CH-11	Glider	\$ _____	6	\$ _____
CH-12	Polly Stool	\$ _____	5	\$ _____
CH-14	Magis Puppy	\$ _____	2	\$ _____
CH-15	Smallsort Chair	\$ _____	2	\$ _____
CH-16	Chair, Star Base Armless	\$ _____	7	\$ _____
CH-16a	Chair, Star Base Armless	\$ _____	3	\$ _____
CH-17	Stacking Chair, Armless	\$ _____	75	\$ _____
CH-18	Flip Nest Chair	\$ _____	16	\$ _____
D-1	Canvas Desk	\$ _____	1	\$ _____
D-2	Canvas Desk	\$ _____	1	\$ _____
ET-1	Table, Fixed Seating	\$ _____	4	\$ _____
H-1	Coat Rack	\$ _____	1	\$ _____
H-2	Coat Hook	\$ _____	10	\$ _____

L-1	Lateral File, 4 drawers	\$ _____	2	\$ _____
L-2	Bookcase, 5 Shelves	\$ _____	4	\$ _____
L-3	Lateral File, 2 drawers	\$ _____	2	\$ _____
M-1	Mobile Markerboard, Tray & Cup	\$ _____	4	\$ _____
P-1	Lectern	\$ _____	1	\$ _____
S-1	Commercial Shelf, 5 Shelves	\$ _____	25	\$ _____
T-1	Communal Table, with power	\$ _____	1	\$ _____
T-2	Café Table	\$ _____	2	\$ _____
T-3	Drum Table, Power & Data	\$ _____	9	\$ _____
T-3a	Drum Table, No Power	\$ _____	1	\$ _____
T-4	Flip Nest Table	\$ _____	4	\$ _____
T-4a	Flip Nest Table	\$ _____	20	\$ _____
T-4b	Flip Nest Table	\$ _____	2	\$ _____
T-5	Rectangle Fixed Table, Power	\$ _____	3	\$ _____
T-5a	Rectangle Fixed Table, Power	\$ _____	1	\$ _____
T-6	Spun Base Table	\$ _____	1	\$ _____
T-6a	Spun Base Table	\$ _____	4	\$ _____
T-6b	Spun Base Table	\$ _____	2	\$ _____
T-7	Contract Base Table, Power	\$ _____	2	\$ _____
T-8	Bar-Height Table, Power	\$ _____	1	\$ _____
T-9	Pick Table	\$ _____	6	\$ _____
T-9a	Bola Table	\$ _____	2	\$ _____
T-9b	Bola Table	\$ _____	2	\$ _____
T-10	Butcher Block Bench	\$ _____	7	\$ _____
T-11	Butcher Block Table	\$ _____	1	\$ _____
T-12	Table with Bag Hooks	\$ _____	6	\$ _____
U-1	Umbrella Stand	\$ _____	1	\$ _____
V-2	Mobile Pedestal, 1 Drawer & File	\$ _____	2	\$ _____
WS-1	Canvas Office System	\$ _____	7	\$ _____
WS-1a	Canvas Office System	\$ _____	1	\$ _____
WS-2	Canvas Office System	\$ _____	1	\$ _____



Shelving Proposal Pricing Form

Submitted By: _____
 Company _____, Date _____, 2024

Proposal:

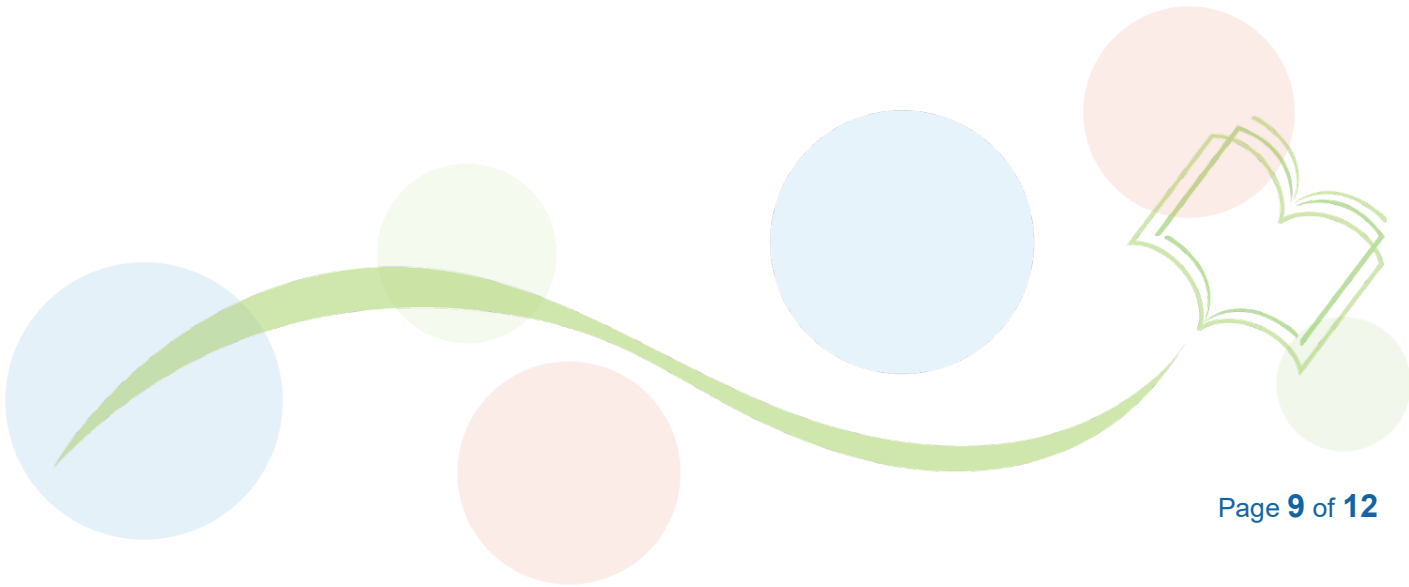
Pursuant to and in compliance with the Documents for the supply of Shelving for the Boone County Public Library, Walton Branch, the Undersigned Vendor, having carefully examined the Documents and Addendum Number(s) _____, the site and all conditions affecting the work, the undersigned hereby bids and agrees to furnish all labor, materials, transportation, equipment, and services necessary to complete all work within the time stated and in strict accordance with the Documents, for the following sum of money:

Shelving:

All shelving price will competitively bid open shelving lines. Vendor's total pricing shall include all delivery, installation, profit, overhead, and incidental items required for a complete installation. Vendor shall provide unit costs that are applicable should the owner elect to add or delete specific items.

<u>Item #</u>	<u>Item</u>	<u>Unit Price</u>	<u>Quantity</u>
BS-01	44" Height End Panel & Canopy	\$ _____	1
BS-01a & b	59" Height End Panel & Canopy	\$ _____	1
BS-02	44" Height, Popular Books End Panel	\$ _____	1
BS-02a	59" Height, Popular Books End Panel	\$ _____	1
BS-03	44" Height, End Panel with Counter	\$ _____	1
BS-03a	59" Height, End Panel with Counter	\$ _____	1
BS3	44" Height Board Book End Panel	\$ _____	1

Total Base Bid Proposed Pricing: \$ _____



Conditions of Substitution

Submit base bids based upon the materials and equipment specified.

List proposed substitutions below, together with the sum to be added or deducted from the amount of the Base bid. The amount to be added or deducted shall include all related required changes resulting from the substitution.

Furnish complete specifications and descriptions of all substitutions with the Bid. For new or infrequently used materials, equipment or processes, a history of use shall be submitted together with all documented failures or programs.

After the contract is awarded, no further substitutions will be permitted.

Item #	Brand or Manufacturer of Proposed Substitution	Add	Deduct
1.		\$ _____	\$ _____
2.		\$ _____	\$ _____
3.		\$ _____	\$ _____
4.		\$ _____	\$ _____
5.		\$ _____	\$ _____
6.		\$ _____	\$ _____
7.		\$ _____	\$ _____
8.		\$ _____	\$ _____
9.		\$ _____	\$ _____
10.		\$ _____	\$ _____
11.		\$ _____	\$ _____
12.		\$ _____	\$ _____
13.		\$ _____	\$ _____
14.		\$ _____	\$ _____

CERTIFICATION AS TO KENTUCKY RESIDENT STATUS

1. Kentucky law provides that a Kentucky resident Bidder/Proposer shall be given a preference against a nonresident Bidder/Proposer equal to the preference given or required by the state of the nonresident Bidder/Proposer, unless such preference conflicts with federal law. In addition, if a procurement determination results in a tie between a Kentucky resident Bidder/Proposal and a non-resident Bidder/Proposer, preference shall be given to the Kentucky resident Bidder/Proposer.

2. To be eligible to be considered as a Kentucky resident Bidder/Proposer, you must: (i) satisfy the requirements set forth under Sections 3(a) and (b) below; and (ii) properly complete this certification and submit it with your Bid/Proposal. Do not sign and submit this certification unless you meet each of the requirements set forth below under Sections 3(a) and (b) below. If you do not meet the requirements set forth below under Sections 3(a) and (b) you must furnish a Certification as to Non-Resident Status contained within this solicitation.

3. The undersigned, by subscribing to this certification, certifies under oath and upon penalties of perjury, that each of the following is true and correct and that the Bidder/Proposer can furnish proof upon request that each of the following is true and correct:

That on the date this Bid/Proposal was first advertised or announced as available for bidding:

- a) *The Bidder/Proposer is authorized to transact business in the Commonwealth; and*
- b) *That the Bidder/Proposer has during the one (1) year period prior to and through the date of the advertisement for this Bid/Proposal: (i) filed Kentucky Corporate Income Taxes; (ii) made payments to the Kentucky Unemployment Insurance Fund; and (iii) maintained a Kentucky Workers Compensation Policy in effect.*

Prior to an award to a Kentucky resident Bidder/Proposal, you may be required to submit satisfactory proof that you meet each of the requirements set forth in (a) and (b) above. Failure to timely submit such proof upon request may result in the lack of a preference being applied.

By certifying and signing below, I certify that each of the foregoing is true and correct for the Bidder/Proposer submitting this Bid or Proposal.

BIDDER/PROPOSER:

By: _____

Signature of authorized officer/agent

Its: _____

Title of authorized officer/agent

COMMONWEALTH OF KENTUCKY
COUNTY OF _____

The foregoing certification was sworn to and acknowledged before me this ____ day of _____, 20__ by _____ (name), the _____ (title), for and on behalf of the bidder proposer.

Notary Public
My Commission Expires: _____
My Jurisdiction Is: _____

CERTIFICATION AS TO NON- RESIDENT STATUS

1. If you are ineligible to submit a Certification as to Kentucky Resident Status, you must complete this Certification as to Non-Resident Status.

2. Identify below each state in which you qualify as a resident for purposes of receiving a preference in that state:

a) _____

b) _____

c) _____

3. For each state in which you qualify as a resident for purposes of receiving a preference under Section 2, above, for each such state list below the preference given or required by that state.

a) _____

b) _____

c) _____

By certifying and signing below, I certify that each of the foregoing is true and correct for the Bidder/Proposer submitting this Bid or Proposal.

BIDDER/PROPOSER:

By: _____

Signature of authorized officer/agent

Its: _____

Title of authorized officer/agent

STATE OF _____

COUNTY OF _____

The foregoing certification was sworn to and acknowledged before me this ____ day of _____, 20__ by _____ (name), the _____ (title), for and on behalf of the bidder proposer.

Notary Public

My Commission Expires: _____

My Jurisdiction Is: _____