

Capital Area District Library

401 S Capitol Ave. Lansing, MI 48933
(517)367-6311

REQUEST FOR PROPOSAL TECHNICAL SERVICES CEILING TILE REPLACEMENT Submission due Wednesday, December 23, 2015

I. REQUEST

The Capital Area District Library (CADL) is seeking bid proposals from qualified ceiling contractors to remove existing 1 X 1 spline ceiling tile and replace with 2 X 4 drop-in ceiling tile at the Downtown Lansing Library. The existing light fixtures are to be reused and ceiling height must match existing. **There is no asbestos in the ceiling area being worked on.**

II. BIDS

Preparation of Bid Proposal

Bids by qualified contractors will be accepted at the office of the Capital Area District Library, 401 S Capitol Ave. Lansing, MI 48933 before 4:00 p.m., Eastern Standard Time, Wednesday, December 23, 2015.

Bids must be submitted in sealed packages and shall be clearly marked as follows:

**Technical Services Ceiling Tile Replacement
Steve Jackson
401 S Capitol Ave.
Lansing, MI 48933**

All bid items must be addressed completely. The Capital Area District Library assumes no liability for any cost incurred by any bidder in responding to the bid invitation.

Questions concerning the Request for Proposal should be addressed to: Steve Jackson, Facilities Supervisor, Capital Area District Library, (517)712-2440.

III. SCHEDULE OF EVENTS

- **RFP posted on December 7, 2015**
- **Mandatory Walk-through Monday, December 14 at 9:00 AM**
- **Bids Due Wednesday, December 23, 2015**
- **Approval by Board of Directors, Jan 20, 2016**
- **Bid Award, Jan 21st, 2016**

- **Work to be completed by end of February, 2016**

IV. MANDATORY PRE-BID MEETING

A mandatory pre-bid meeting will be held on Monday, December 14 on the third floor of the Capital Area District Library, located at 401 S Capitol Ave, Lansing, MI 48933, at 9:00 AM. This will allow a brief discussion on the requirements of this RFP and then a walk through of the stairway and the understanding of the need to coordinate the removal, remediation and installation of the new stair treads. Also, to answer any questions about proper disposal and use of the stairway during normal business hours.

Bid Proposals

Bid proposals are to include the following:

- Full demolition of existing 1 X 1 spline ceiling tile
- Removal of metal "T's" and all support structure of existing tile
- Installation of new ceiling grid and 2 X 4 lay-in acoustical ceiling tile
- Reuse existing lighting fixtures
- Allowance for additional electrical costs for lighting if needed
- Per hour labor cost for work outside of the original scope

The Capital Area District Library is a political subdivision of the State of Michigan and is exempt from Michigan Retail Sales and use Taxes and Federal Manufacturer's Excise Tax. The Bids will therefore exclude taxes.

Proposal Binding Period

Bids provided in the Vendor's response will remain in effect for a period of at least ninety (90) business days from the issuance date.

Omissions

Omission in the bid of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation requisite to the completed and satisfactory delivery, operation, and support of any and all equipment or services.

Payment

- Payment shall be within 30 days following invoicing by vendor to the Capital Area District Library
- Payment terms are net 30 days

Compliance with Laws and Regulations

The vendor shall comply with applicable Federal, state and local laws, rules and regulations. The Vendor shall give required notices, shall procure necessary governmental licenses, permits, and inspections, and shall pay without burden to the Capital Area District library all fees and charges in connection with any normal maintenance projects. In the event of violation, the Vendor shall pay all fines and penalties, including attorney fees, and other defense costs and expenses.

Safety

The Vendor shall take necessary, precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Vendor shall at all times comply with the regulations set forth by Federal, state and local laws, rules and regulations "OSHA" and all applicable state labor laws, regulations and standards.

Indemnification

The vendor shall indemnify and hold harmless CADL, its agents and their employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequences of any negligence (excluding negligence by CADL, its agents or their employees) in connection with the same; or by use of any improper materials or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants, or their employees.

The Vendor further agrees to indemnify and hold harmless CADL, its agents or their employees, against claims or liability arising from or based upon the violation of any Federal, state, county, city or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or their employees.

Liability and Insurance

The Vendor shall assume the full duty, obligation, and expense of obtaining and maintaining necessary insurance. The Vendor shall provide and maintain in force during the life of this Contract the following insurance coverage:

- General Liability Insurance of at least \$500,000 per occurrence and \$1,000,000 for all occurrences
- Auto Liability Insurance with bodily injury limits of not less than \$300,000 per occurrence and property damage limits of not less than \$100,000 per occurrence.

- Worker's Compensation and Employer's Liability Insurance with minimum limits as required by the State of Michigan but in no case less than \$100,000

The Vendor shall furnish to CADL as Certificate of Insurance which specifically names CADL as a named insured under the policy.

Special Conditions

No smoking is permitted in any of the Capital Area District Libraries

The Vendor will be required to work around all of the conditions listed above as well as working with the CADL staff to minimize disruptions to normal library activities.

Choice of Law

This agreement shall be governed by and interpreted exclusively in accordance with the laws of the State of Michigan. The parties hereto irrevocably agree that any legal action or proceeding with respect to the Agreement shall be brought in the courts of the State of Michigan in the County of Ingham or of the US District Court-Western Michigan. By the execution and delivery of the Agreement, the parties hereto irrevocably submit to the jurisdiction and venue of such courts.

V. VENDOR QUALIFICATIONS, EVALUATION AND CONTRACT AWARD

Vendor Qualifications

1. Experience-The selected Vendor shall be licensed in the State of Michigan as a qualified ceiling contractor for a commercial facility. CADL will contract only with Vendors having a successful history of sales, service, and support.
2. References-The Vendor must provide a minimum of five (5) references which similar work and scope has been performed within the last five years. Bidder will provide contact names and phone numbers for each reference.
3. Equal Opportunity-In connection with the execution of this Contract, Vendors and subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

Evaluation of Proposals and Contract Award

CADL may at its discretion and at no fee to CADL, invite any Vendor to appear for questioning for the purpose of clarifying bid proposals.

CADL reserves the right to award the work without further discussion. Therefore, responses should be submitted initially with the most favorable terms that the Vendor can propose.

CADL also reserves the right to waive formalities and to accept or reject any and all or part of any and all proposals.

CADL reserves the right to award the contract to the most responsible pro-poser or the pro-poser offering the best value, not necessarily the lowest price.

VI. Scope of Work

- The square footage of the space is approximately 2,280, measuring approximately 34 feet by 67 feet. (Bidders need to field measure)
- Work will begin in the middle to late February, 2016
- All work can be scheduled during the normal business day as employees will not be working in this area.
- The back elevator can be used to transport material to and from the loading dock and staging area/dumpster.
- The new ceiling must be at the same height in order to clear existing window trim and to maintain sprinklers, HVAC supply and lighting.
- Obtain any necessary permits and coordinate any inspections.
- Provide an allowance for any possible electrical work for lighting, etc.
- Provide any information as to any special needs during this process, such as staging of equipment, supplies, parking, etc.
- Provide number of days required to complete project

VII. Other Bid Requirements

- A description of the firm including history, size, and range of services
- List of at least 5 references similar in scope

PRICING

Ceiling Bid	Electrical Allowance	Total Job

Hourly Rate for additional work outside of original scope: _____

Number of Days required to complete project: _____