

# **City of Scottsbluff, Nebraska**

**Monday, May 20, 2019**

**Regular Meeting**

## **Item Consent3**

**Council to approve the Request for Proposal for the Library Carpet Replacement and authorize the City Clerk to advertise for bids to be received by June 12, 2019 at 2:00 p.m.**

**Staff Contact: City Council**



Lied Scottsbluff Public Library  
2525 Circle Drive  
Scottsbluff, NE 69361

## **REQUEST FOR PROPOSALS**

### **LIBRARY CARPET REPLACEMENT**

**Issue Date: May 21, 2019**  
**Publish Dates: Fridays – May 24<sup>th</sup>, May 31<sup>st</sup> and June 7<sup>th</sup>, 2019**  
**Closing Date/Time: Wednesday, June 12th, 2019, 2:00pm**

Contact

Noelle Thompson – Library Director  
308-630-6251

**NOTICE TO BIDDERS**  
For the Removal and Replacement of Carpeting  
for the  
Lied Scottsbluff Public Library

The City of Scottsbluff is soliciting proposals for the removal, disposal, and replacement of carpet for the Lied Scottsbluff Public Library. All proposals must be received by the City Clerk, of the City of Scottsbluff, 2525 Circle Drive, Scottsbluff, Nebraska, 69361, prior to 2:00 p.m., Wednesday, June 12<sup>th</sup>, 2019. Proposals must be submitted in a sealed envelope clearly marked "Carpet for Library". Inquiries shall be addressed to Noelle Thompson, Library Director, 2525 Circle Drive, Scottsbluff, Nebraska, 69361, 308-630-6251. A copy of the Bid Instructions and Specifications may be obtained from the City Clerk at City Hall at the above location noted herein.

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Kimberley Wright  
City Clerk

Publish – 3T  
May 24<sup>th</sup>, 2019  
May 31<sup>st</sup>, 2019  
June 7<sup>th</sup>, 2019

## **INSTRUCTIONS TO BIDDERS**

1. All Proposals shall be submitted on Bid Forms provided for this purpose in order that they may be properly compared and evaluated.
2. The Proposal shall be for the removal and replacement of carpeting in the Lied Scottsbluff Public Library.
3. Proposals shall include all materials, supplies, equipment and labor to remove and dispose of existing carpet then supply and install new commercial grade carpet in a workman like manner. All prices are to include all applicable taxes and materials.
4. The City is exempt from Federal Excise or State Sales Taxes. A tax exemption certificate will be furnished by the City of Scottsbluff.
5. The Proposals shall be submitted to the City Clerk's office by 2:00 p.m., June 12<sup>th</sup>, 2019, in a sealed envelope, and the envelope clearly marked "Library Carpet Replacement"
6. The Council reserves the right to reject any and all proposals and to waive any irregularities for any reason deemed necessary.
7. Award of the proposal by the City will not become final until a formal Notice of Award has been issued authorizing the carpet replacement.
8. The Bidder will furnish insurance, supervision, labor, materials, tools, supplies, transportation and all necessary items required to complete the removal, disposal and replacement of carpeting, including moving furniture and as part of the proposal.
9. City will pay for the materials, supplies, equipment and labor meeting all specifications upon proper documentation of same, no sooner than the first Council meeting following delivery of same.
10. Delivery time shall be ninety (90) days or less from the date of the Notice of Award.
11. Price that is stated on Bid Proposal Sheet shall be good for 60 calendar days following proposal opening.
12. Any items of noncompliance or variations to the minimum specification requirements listed on the following pages shall be written and submitted with the Bid Proposal.
13. Actual materials, supplies, equipment and labor being proposed must be available for inspection by City personnel after the proposals are opened and before the next council meeting when the purchase will be approved.
14. Delivery of carpet and/or pad shall be F.O.B. Destination Scottsbluff, Nebraska.
15. The use of a brand name is for the sole purpose of describing the standard quality, performance and a characteristic desired and is not intended to limit or restrict completion.

16. All bidders submitting a proposal are expected to fully inform themselves as to the conditions, requirements and specifications before submitting the proposal. Failure to do so will be at that bidder's risk. In case of error in the extension of prices in the bid, the unit price shall govern.
17. All proposals proposed are to include all material, labor cleanup, freight, delivery or any other additional charges.
18. Bidder will be responsible for any damage and payment will be held until damage repairs are completed, inspected and approved.
19. Bidder shall provide manufacturer warranty and 1 year guarantee on installation.
20. All variances from the specifications shall be clearly identified by the bidder in the proposal. Justification that the identified variance will provide for an as-equal or comparable product or results must be submitted. Final determination that the variance is acceptable and is considered as-equal to the stated specifications is to be made by the City.

**PROPOSAL FOR FURNISHING  
LABOR, MATERIALS, SUPPLIES AND CARPETING**

Mayor and City Council  
Scottsbluff, Nebraska

I (we) have examined the Request for Proposal, dated May 21st, 2019, Instructions to Bidders, and the Specifications, and submit the following proposal to furnish labor, materials, supplies and equipment to remove and replace carpeting for the Lied Scottsbluff Public Library.

**Bid Price:** \$\_\_\_\_\_

If the City accepts my Business's proposal for the materials, supplies, equipment and labor to replace the carpet in the Lied Scottsbluff Public Library, I hereby certify I will complete the removal and replacement on or before:

\_\_\_\_\_ which meets the following specifications.  
Month      Day      Year

Signature of Bidder:\_\_\_\_\_

Name of Bidder:\_\_\_\_\_

Company Represented by Bidder:\_\_\_\_\_

Address of Bidder:\_\_\_\_\_

Telephone and FAX Number of Bidder:\_\_\_\_\_

## **MINIMUM SPECIFICATIONS FOR CARPET REPLACEMENT**

### **INTENT**

It is the intent of these specifications to provide for the removal, disposal of existing carpet, and supply and installation of new commercial grade carpet in the Lied Scottsbluff Public Library. Installer shall perform site and material conditioning, surface preparation, and concrete pH and moisture testing prior to installation. Locations requiring carpet replacement include: Information Commons, Community Room, Heritage Room, Fireside Reading Room, Fiction and Non-Fiction sections, Director's Office, Youth Librarian's Office, Children's Library, Youth Activity Room, Group Study Rooms, and Teen Corner. Lied Scottsbluff Library will continue to operate during the carpet removal and installation.

### **CARPET SPECIFICATIONS**

Product Type:	Broadloom
Construction:	Loop
Surface Texture:	Loop Pattern
Pile Height/Thickness:	.25">
Gauge:	1/10
Density:	5,000<
Stitches per inch:	10<
Dye method:	Solution Dyed
Fiber type:	Nylon
Face weight/Pile weight:	35oz<
Size/width:	12'
Foot traffic recommendation:	Heavy
Static:	Under 3.5 kilovolts
Twist level:	5<

Approximate area: 16,000 sq. ft.

**End of specifications**

## **PROPOSAL SHEET**

We the undersigned, affirm that we have read, and understand, the terms and conditions, and the scope of the proposal as stated in this Request for Proposal. We submit the following proposal:

Price for removing, replacing and disposing of the carpet in the Lied Scottsbluff Public Library

\$ \_\_\_\_\_

Price for installation of new \_\_\_\_\_ carpet and pad

\$ \_\_\_\_\_

Mfg.: \_\_\_\_\_ Model No. \_\_\_\_\_

Delivery: \_\_\_\_\_ days after receipt of order.

Unit Price \$ \_\_\_\_\_

Number of square yards: \_\_\_\_\_

Type and unit price for carpet: \_\_\_\_\_

Time and extent of manufacturer warranty: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Officer: \_\_\_\_\_

Printed Name of Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone # \_\_\_\_\_

Email: \_\_\_\_\_

Number of Years in business: \_\_\_\_\_

Name and address of three references from similar projects completed within last 3 years:

1)

2)

3)