



B A S A L T
R E G I O N A L
L I B R A R Y

REQUEST FOR PROPOSAL

FURNITURE REPLACEMENT PROJECT

BASALT REGIONAL LIBRARY DISTRICT

REQUEST FOR PROPOSAL DATE: March 4, 2024

PROPOSALS DUE BY: MARCH 31, 2024

COMPANY BACKGROUND

The 21,000 square foot Basalt Regional Library was completed in 2010 and serves a district that spans from Hagerman Pass to Mount Sopris and includes the communities of Old Snowmass, Basalt, El Jebel, and the Frying Pan River valley. We serve a population of 12,723 people, and our mission statement is: The Basalt Regional Library District affords our community free and equitable access to information, tools and connections that nurture lifelong learning in a safe and welcoming space.

PROJECT OVERVIEW

Our library has been open now for 14 years. Some of our furniture is still in good condition, but other pieces are worn out and stained. The interior design of our building is very intentional. We want to maintain the integrity of our existing interior design of our building even as we replace the most worn-out pieces of furniture. BRLD is seeking a consultant to help us choose, order, and install new furniture that is compatible with our existing interior design, and with the pieces of furniture that we will be keeping.

We need to replace:

Four High-Back Armchairs



Eight Side Tables with Built-In Lamp



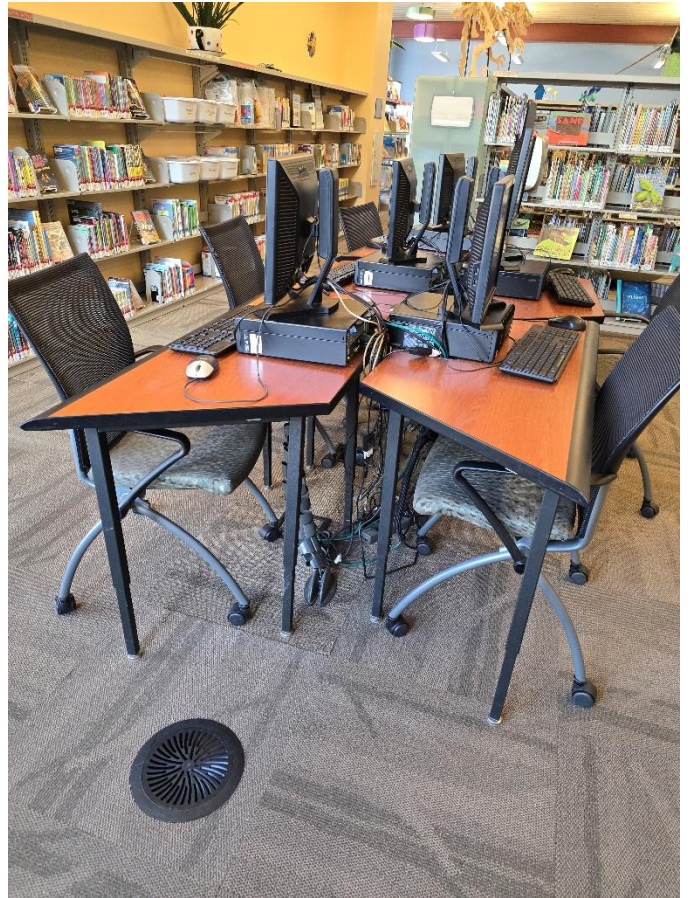
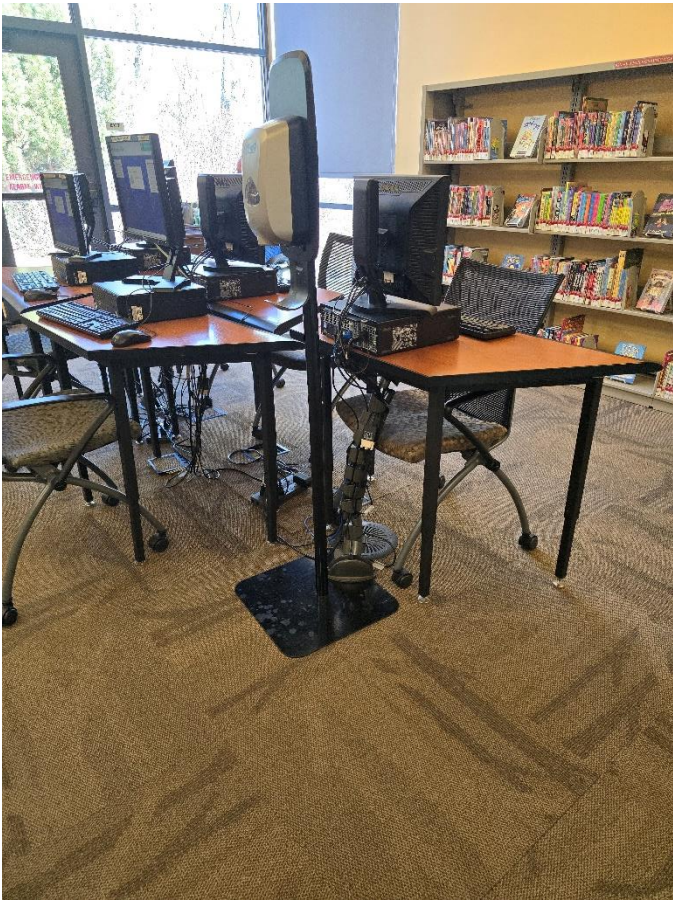
Twelve Low-Back Armchairs



Two Low-Back Loveseats



Five Kids Computer Tables



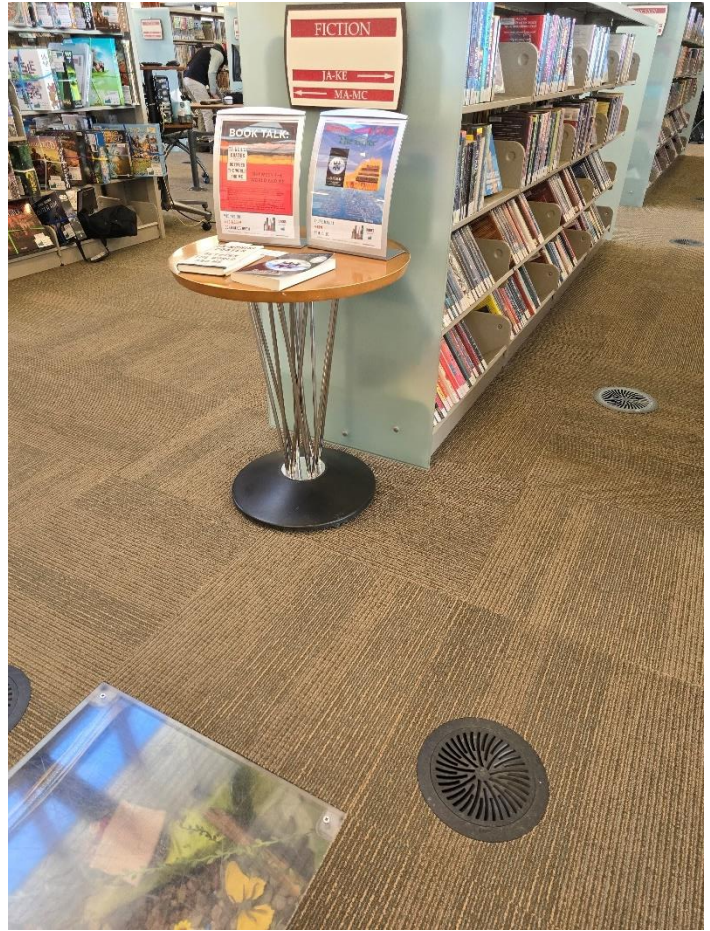
Cushions on Teen Area Built-in Sofa



Various Poufs and Low Seating in Kids Area



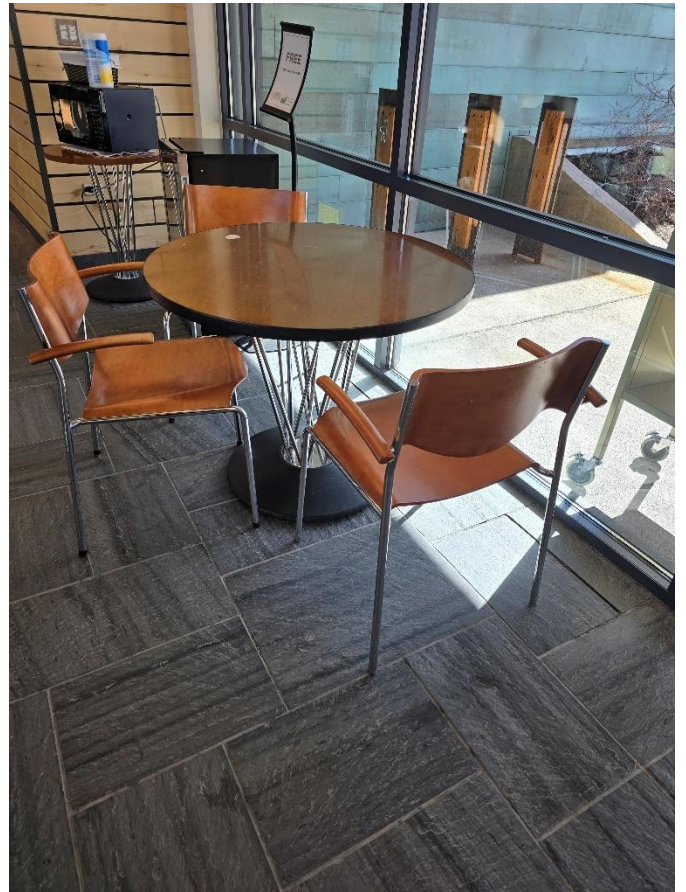
Four low display tables



Three High Tables, Twelve Tall Chairs



Lobby Furniture (four tables, sixteen chairs)



Eight Catalog Computer Podiums



Task Chairs



2024 FURNITURE REPLACEMENT PRIORITIES

Piece/Category	Number of pieces total	Number of pieces to replace in 2024	Overall Priority Order
Poufs in Kids' Area	11	11	1
Kids Computer Tables	5	5	2
Low-Back Armchairs	12	5	3
Low-Back Loveseats	2	1	4
High-Back Armchairs	4	3	5
Lobby Tables	4	4	6
Lobby Chairs	16	16	7
Side Tables with Built-In Lamp	8	3	8
Catalog Computer Podium	8	4	9
High Tables	3	0	10
Tall Chairs	12	0	10
Low Display Tables	4	0	10
Cushions In Teen Area	11	0	10
Task Chairs	Many	0	10

PROJECT GOALS

1. Replace identified pieces of furniture.
2. The new furniture is compatible with the remaining furniture.
3. Old furniture is discarded in as sustainable a fashion as possible.
4. Project is completed on time and on budget.
5. The resulting plan includes details on how to replace remaining furniture in coming years (budget, timeline, specific pieces, etc.)

SCOPE OF WORK

1. Learn about our existing interior design elements.
2. Identify new pieces of furniture to replace the identified worn-out pieces of furniture.
3. Develop a new furniture plan which incorporates old furniture that we're keeping and new furniture that we're adding so that staff know where each piece of furniture lives.
4. Arrange for the disposal of worn-out furniture. BRLD appreciates a sustainable approach to disposal.
5. Submit a final report which details a plan for replacing the remaining furniture in the next few years.

TARGET DELIVERABLE SCHEDULE

The expected project completion date is no later than 11/30/2024, to allow for invoicing before the end of 2024. This project needs to be completed, installed, and fully invoiced before the end of 2024.

BUDGET

We have a budget of \$3,000 for a contractor or interior designer to help us with this project. We also have a budget of \$50,000 for the furniture replacements that we require.

PROPOSAL PREPARATION

1. Submission Information and Documents: The following information and documents shall be included in the proposal submission:
 - a. Name of company, address, telephone number, email address, website URL, and contact person's name.
 - b. The vendor awarded the contract must submit a completed and signed IRS Form W9 to BRLD before the contract begins.
 - c. Key Personnel: BRLD prefers a single account relationship manager. In the vendor's proposal, list names, titles and locations of the primary and backup employees who will be assigned to BRLD's account. Also include certifications, education, experience, and qualifications of personnel. The vendor must establish one person to serve as project manager and liaison to the BRLD project manager. BRLD looks to the vendor to inform the needs of the project, maintain a cohesive schedule, and coordinate, oversee and manage work produced. Therefore, the vendor must establish a work schedule for all parties to ensure timely completion of the project. In addition to the start and completion of various construction stages, the schedule shall also show percentages of work to be completed at any given time, as well as significant dates that will serve as check points to determine compliance with approved schedule.
 - d. Describe your qualifications and experience in providing this type of service for similar institutions and similar circumstances.
 - e. Competitive Position: Describe what differentiates the vendor's service from that of other competitors. Include in the discussion how the vendor keeps abreast of current and future trends. Discuss the vendor's approach to communication.
 - f. Describe your firm's approach to providing services to BRLD as described in the "Scope of Work" and elsewhere in this RFP.
 - g. Customer References: Provide references from at least three (3) customers to which the vendor has provided the services required under this RFP. These should be recent customers with needs comparable to those of BRLD. Select a mix of long-standing and new customers. References from libraries or other governmental entities are preferred. References should include a contact name, phone number, and email address of reference.
 - h. Provide a sample engagement document to include costs to BRLD for the services as proposed.

2. Signatures: The proposal must be submitted in pdf format, signed by an officer or person qualified to bind the proposing company.
3. Withdrawal of Proposal: A Vendor may withdraw its own proposal at any time prior to the proposal due date and time as identified herein. After that date and time, no vendor may withdraw its proposal for any reason. All proposals shall be valid for a period not less than 90 calendar days after the proposal due date.
4. Substantive Proposals: By submitting a proposal, the vendor guarantees that:
 - a. its proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation;
 - b. it has not directly or indirectly induced or solicited any other respondent to put in a false or sham bid;
 - c. it has not solicited or induced any other person, firm, or corporation from proposing; and
 - d. it has not sought by collusion to obtain for itself any advantage over any other vendor or over BRLD.
5. Minimum Qualifications: To be considered for selection, vendors must meet at least the following minimum qualifications:
 - a. Established Business. Vendor must have been engaged as a place of business 3 years prior to the release date of this RFP.
 - b. Customer Satisfaction, Financial Resources and Ability to Perform. Vendor must be able to show proof that they have an established satisfactory record and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services to be performed per this RFP.
 - c. Legal Compliance. Vendor must comply with all applicable laws, rules, regulations, and ordinances of the Town of Basalt, Eagle County, the State of Colorado, and the United States.
 - d. Insurance: The vendor shall not commence work until it has procured, maintains, and provides proof of the policies of insurances and liabilities listed below. The vendor will not be relieved of any liability, claims, or other obligations in conjunction with the signed agreement with the library by reason of its failure to procure or maintain the necessary insurance and liabilities. Failure on the part of the vendor to obtain such insurance and liabilities prior to, and during the term of the contract, will constitute a breach of contract in which the library has the right and may immediately terminate the signed agreement. The library reserves the right to request and receive a copy of any policy related to the services provided to the Library.
 - (a) Commercial General Liability: The vendor shall secure and maintain, during the term of agreed contract and for such additional time for service being performed, Commercial General Liability Insurance issued to and covering the liability of the vendor with respect to all work performed by vendor and its third-party vendors under the contract, to be written on a comprehensive policy

form. This insurance shall be written in amounts not less than \$1 million for each occurrence and aggregate for personal injury including death and bodily injury and \$1 million for each occurrence and aggregate for property damage. This policy of insurance shall name the BRLD, its agents, officers, and employees as additional insured. This policy shall have all necessary endorsements to provide coverage without exclusion for explosion and collapse hazards, underground property damage hazard, blanket contractual coverage's, as well as Owners' and vendors' Protective Liability (OCP) coverage. The policy shall also provide coverage for contractual liability assumed by vendor under the provisions of the contract and "Completed Operations and Projects Liability" coverage.

(b) Workers Compensation Insurance: The vendor shall procure and maintain Workers Compensation Insurance, fully complying with the provisions of the Worker's Compensation Act of the State of Colorado, during the period of this contract and for such additional time as work on this project is being performed.

6. Exceptions and Deviations: Any exceptions to or deviations from these Terms & Conditions must be identified, in writing, in an attachment to the proposal submission. BRLD reserves the right to accept or reject, at its sole discretion, any exceptions or deviations by the vendor.

EVALUATION METRICS

BRLD will evaluate bidders and proposals based on the following criteria:

1. Previous experience/past performance history.
2. Samples and/or case studies from previous projects.
3. Projected costs.
4. Experience and technical expertise.
5. Feedback from references.
6. Responsiveness and answers to questions in the next section.

QUESTIONS BIDDERS MUST ANSWER TO BE CONSIDERED

1. How will you ensure that you understand our interior design elements so that the products you recommend to us are congruent with the existing design?
2. How many pieces on our list of identified pieces of furniture to replace do you expect we can reasonably replace this year within our budget?
3. Why should we choose you to help us with this project?

SUBMISSION REQUIREMENTS

Bidders must adhere to the following guidelines to be considered:

1. Address all 6 metrics listed in the evaluation section.
2. Proposals must be sent in by March 31, 2024.
3. Include samples and references with your proposal.
4. A proposed detailed project timeline must also be included.

Submissions should be in pdf format emailed to ashipley@basaltlibrary.org by March 31, 2024

WHAT WE'RE LOOKING FOR IN POTENTIAL VENDORS

1. Expertise in and experience solving the problem we have identified
2. Clear, frequent, honest communication
3. Active listening
4. Asks questions designed to fully understand the nature of the problem we're trying to solve
5. Demonstrated ability to suggest solutions that fully solve the problem.

TERMS AND CONDITIONS

1. Interested Parties: All interested vendors are invited to submit a proposal in accordance with the terms, conditions, and specifications contained herein.
2. Tax Exemption: BRLD, as a local government entity, is exempt from sales and use taxes. Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of BRLD. Following the contract award, an exemption certificate will be furnished by BRLD if the vendor requests.
3. Expenses: BRLD assumes no liability for payment of expenses incurred by vendors in the preparation and submission of proposals in response to this invitation.
4. Non-Discrimination: The vendor agrees not to refuse to hire, discharge, promote, or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.
5. Governing Law: The laws of the State of Colorado shall govern any contract executed between the successful vendor and BRLD. Further, the place of performance and transaction of business shall be deemed to be in Eagle County, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be Eagle County in the State of Colorado.
6. Confidentiality: Proposal submitted to BRLD for consideration shall be subject to Colorado Open Record Law, Section 24-72-201, et seq., C.R.S., after award is made.
7. Termination of Contract: BRLD may, by written notice to the successful vendor, terminate the contract if the vendor has failed to perform its service in a manner satisfactory to BRLD per specifications defined in the contract and/or RFP. The date of termination shall be stated in the notice. BRLD may cancel the contract upon thirty days written notice for any reason other than cause. This may include but is not limited to BRLD's inability to continue with the contract due to the elimination or reduction in funding.
8. Non-Appropriation: BRLD presently intends to carry out and perform all the terms and conditions of an awarded contract, and reasonably believes that funds in amounts sufficient to pay all amounts payable hereunder can legally be provided and made available for that purpose, and BRLD shall include in its annual budget request amounts sufficient to pay all sums payable pursuant to an awarded contract. Notwithstanding the foregoing, the parties hereto recognize that it is possible that in any given fiscal year of the BRLD funds might not be available. BRLD

shall have the right to cancel any awarded contract at the end of any calendar year during the term hereof that governmental funding from Eagle County, Colorado is not granted for the subsequent calendar year. BRLD shall advise vendor of its intention to cancel the awarded contract due to lack of funds on or before the end of any such calendar year and submit therewith to vendor satisfactory evidence showing BRLD's inability to obtain the required revenues for the coming calendar year. Upon such cancellation BRLD shall be released from all further liability under any awarded contract. The right granted to BRLD by this provision may only be exercised for the express reason stated and for no other reason.

9. Confidentiality of Information: The vendor acknowledges that the vendor will, or may, be making use of, acquiring or adding to information about certain matters and things which are confidential to BRLD and which information is the exclusive property of BRLD, including, but not limited to: Internal personnel and financial information, vendor names and other vendor information (including vendor characteristics, services and agreements), purchasing and internal cost information, internal services and operational manuals, and the manner and methods of conducting BRLD's business.

CONTACT INFORMATION

For questions or concerns connected to this RFP, we can be reached at:

Amy Shipley, Executive Director

ashipley@basaltlibrary.org

970-927-4311 x1008