



City of Billings

# **Request for Proposals**

**For**

**Billings Public Library  
Shelving**

**Part A: Steel Library Shelving**

**Part B: Compact Mobile Shelving**

510 N. Broadway  
Billings, MT 59101



City of Billings

## **Request For Proposals Table of Contents**

**SECTION 1: GENERAL INFORMATION**

**SECTION 2: OBJECTIVES**

**SECTION 3: INFORMATION FOR SUPPLIERS**

**SECTION 4: RFP EVALUATION AND PROCESS**

**SECTION 5: SCOPE OF WORK**

**ATTACHMENT A – SHELVING PACKAGE**

**ATTACHMENT B – VALIDATION QUESTIONS FOR SUPPLIER**

**ATTACHMENT C – TERMS AND CONDITIONS**

**ATTACHMENT D – PRICING MATRIX**

**ATTACHMENT E – CONDITIONS AND NON-COLLUSION FORM**

**ATTACHMENT F – MASTER Q & A FORM**

**ATTACHMENT G – INTENT TO RESPOND FORM**

**ATTACHMENT H – SUPPLIER CONTACT INFORMATION**

510 N. Broadway  
Billings, MT 59101

Billings Public Library Shelving RFP



City of Billings

## **Section 1: General Information**

**Request For Proposals (RFP) – Billings Public Library Shelving RFP – MM06052013**

THE ABOVE DESCRIPTION AND NUMBER MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE.

### **THIS IS NOT AN ORDER**

<p>RESPOND NO LATER THAN</p> <p>June 5, 2013, 5:00 p.m. MDT</p>	<p>RFP INITIATIVE:</p> <p>Billings Public Library Steel Library Shelving and Compact Mobile Shelving RFP – MM06052013</p>	<p>All suppliers must respond in detail to each element of this RFP in order to be considered for contract award.</p> <p><b>One electronic copy of the proposal, minus pricing, should be emailed and five hard copies, minus pricing, mailed to the contact person at the address below with the price schedule in a separate sealed envelope.</b></p>
<p>Proposer Name:</p>		<p>SEND ALL CORRESPONDENCE TO THE CONTACT BELOW</p> <p>City Of Billings Mary Murphrey, Administrative Coordinator Billings Public Library 510 N. Broadway Billings MT 59101</p> <p>Email: <a href="mailto:murphreym@ci.billings.mt.us">murphreym@ci.billings.mt.us</a> PHONE: (406) 657-8391 FAX: (406) 657-8293</p>

510 N. Broadway  
Billings, MT 59101

Billings Public Library Shelving RFP



City of Billings

## **Section 2: Objectives**

### Introduction and Objectives

This RFP is issued by Billings Public Library / City of Billings for the purpose of obtaining information and pricing regarding a proposal to provide and install steel Library shelving and compact mobile shelving for the new library currently under construction.

The RFP is divided into two (2) parts, Part A – Library Shelving and Part B – Compact Mobile Shelving. Proposals can address only Part A or only Part B or both Part A and Part B.

It is the intent of the City of Billings to review and assess the RFP responses to determine if the response from solicited suppliers can meet the needs of the City of Billings.

Suppliers are expected to provide their best and most competitive proposal.

**Attachment G, the Intent to Respond form, must be completed and faxed at least two (2) days prior to the advertised RFP due date.**

## **Section 3: Information for Suppliers**

### Disclaimer

This RFP does not form or constitute a contractual document. The City of Billings shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. The City also will not be responsible for any expenses which may be incurred in the preparation of this RFP. This RFP is not to be construed as a contract or commitment of any kind.

### Instructions to Proposers

#### EXAMINATION OF DOCUMENTS

Before submitting the proposals, the proposer shall:

- (a) Carefully examine the Standards and Specifications as well as all other attached documents;
- (b) Fully inform yourself of the existing conditions and limitations;
- (c) Include with the proposal sufficient information to cover all items required in the specifications.

510 N. Broadway  
Billings, MT 59101



## City of Billings

### PROPOSAL MODIFICATIONS

In addition to any other information and documentation requested in this RFP, any forms provided herein shall be included in the submitted proposal. Modifications, additions or changes to the terms and conditions of this request for proposals may be cause for rejection of the proposal. Proposals submitted without required forms may be rejected. No oral, telephone, email, fax or telegraphic proposals or modifications will be considered.

### CERTIFICATION OF ALTERATION OR ERASURE

A proposal shall be rejected should it contain any material alteration or erasure, unless, before the proposal is submitted each such alteration or erasure has been initialed in INK by the authorized agent signing the proposal.

### SIGNATURE

All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by a proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature.

### WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposal either personally or by written request at any time prior to the due date set for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed for a period exceeding ninety (90) days.

### QUOTE VALID

The proposer must honor their quote for a period of ninety (90) days after the RFP due date.

### CERTIFICATION

The proposer certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

### INSURANCE REQUIREMENTS

**The proposer certifies that it/they can comply with the City of Billings minimum insurance requirements of Commercial General Liability insurance in the minimum amounts of \$750,000 per claim and \$1,500,000 per occurrence, with the City being named as an additional insured.**

510 N. Broadway  
Billings, MT 59101



## City of Billings

### DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP become the property of the City of Billings. Information provided in response to this RFP will be held in confidence and will not be revealed or discussed with competitors. However, one copy of each proposal submitted shall be retained for the official files of the Department and will become public record after award of the Contract. The responses received from this RFP may be distributed, however, by written request pursuant to the Freedom of Information Act of 1996. Fee or Price schedules submitted, but not reviewed by the City, do not become a public record and shall only be retained for official files.

The Consultant understands that, if selected, the City reserves the right to provide its opinion publicly and privately regarding the Consultant's performance.

### QUESTIONS

Questions regarding the Request for Proposals contents must be sent to the contact person listed in Section 1 no later than five (5) business days prior to due date for proposals. The City Of Billings will make every effort to provide a written response within 2 business days. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposals, a copy of which will be forwarded to all Suppliers who have submitted an "Intent to Respond" form (Attachment F).

Supplier must submit their questions via email using the "Master Q & A" form found in **Attachment F**, and provide, at a minimum, the following:

- Supplier's name, requester, and appropriate contact information.
- The question, clearly stated.
- Specific reference to the applicable Request for Proposals section(s).

### RFP Submission

Upon the submission of the RFP response, the supplier acknowledges that all information is accurate and complete. In addition, please email one (1) electronic copy, minus pricing, and send five (5) hard copies via mail to the point of contact listed in Section I.

#### RFP Process Timeline

	<u>Dates</u>
RFP/legal ad done:	May 7, 2013
Advertise:	May 9, 2013 and May 16, 2013
Preliminary Council memo due:	June 20, 2013
Proposals due by 5:00PM:	June 5, 2013
Evaluate and choose:	June 14, 2013
Finalized Council memo and contract due:	June 27, 2013
Council meeting:	July 8, 2013

510 N. Broadway  
Billings, MT 59101



City of Billings

## **Section 4: RFP Evaluation and Selection Processes**

### **Initial Evaluation**

Proposals received will undergo an initial review to determine:

- Compliance with instructions stated in the RFP
- Compliance with proposal submittal date

### **Phase II Evaluation**

The evaluation of supplier's proposals may include, but is not limited to, the following criteria:

- Experience of Supplier with goods/services required by the City of Billings
- Capacity to assume new business
- Perceived ability to meet the City of Billings requirements
- Total Cost Competitiveness
- Availability (timetable) for providing goods and/or services
- Breadth of services available
- Company Qualifications
- References and Similar Projects
- Company's financial stability
- Ongoing support
- Reporting capability
- Quality Control Process
- Process Improvements
- Training
- Compliance with the City of Billings Terms and Conditions
- Additional Information
- Addenda Acknowledgement Form
- Price

The City reserves the right to conduct interviews with all or some of the Proposers at any point during the evaluation process. However, the City may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating firms using the above-stated criteria.

The City also reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

## **Section 5: Scope of Work**

Below is a general outline of the anticipated scope of work. However, the final scope of work will be negotiated with the successful proposer.

510 N. Broadway  
Billings, MT 59101



## City of Billings

### Summary

Billings Public Library / City of Billings is requesting proposals from qualified firms for providing steel library shelving and compact mobile shelving for the new Library, located at 510 N. Broadway, Billings, Montana.

The shelving package is divided into two (2) parts, Part A – Library Shelving and Part B – Compact Mobile Shelving. Proposal may address only Part A or only Part B or both Part A and Part B.

Part A includes materials, delivery and installation of steel library shelving of the Starter/Adder and bracket type only. Furnish and install all shelving units as specified in Attachment A - Shelving Package.

Part B includes materials, delivery and installation of two (2) Mechanically Assisted High Density Mobile Shelving Systems. Furnish and install all mobile carriages and shelving units as specified.

Price proposal shall include all specified products, freight, delivery and full installation, clean up and removal of all packaging material from the project site.

### General Notes:

1. Shelving Dealer to submit shop drawings and finish samples to Architect / Interior Designer for approval prior to fabrication.
2. Shelving Dealer is responsible for the provision, delivery and complete installation of all specified products and the removal of all packing materials for the project site.
3. Shelving Dealer to coordinate the delivery and installation schedule with the Architect / Interior Designer and the access to the building with the General Contractor, who has full control of the project site.

510 N. Broadway  
Billings, MT 59101





City of Billings

ATTACHMENT A  
SHELVING PACKAGE

<http://ci.billings.mt.us/shelvingpackage>

510 N. Broadway  
Billings, MT 59101

Billings Public Library Shelving RFP



City of Billings

## ATTACHMENT B

### VALIDATION QUESTIONS FOR SUPPLIER

#### GENERAL INFORMATION

- 1) Company Name  
Address:  
Contact Name:  
Contact Phone:  
Contact Email:  
Website/URL:
- 2) Company Qualifications
  - a) Provide information including the company's annual gross volume in sales, the number of years in business, what performance of work is self-performed and describe in detail the warranty response period and services provided herein.
  - b) The Owner expects the successful Respondent to make a significant commitment to servicing the Project and the Owner, regardless of geographic distance. Describe specifically the procedures the Respondent shall employ to ensure that the Project and the Owner are thoroughly supported through completion and warranty.
  - c) Confirm the availability of adequate staff to handle the Project. Document that the company is licensed to do business in the State of Montana.
  - d) Declare if the Respondent has been debarred, suspended or otherwise lawfully prohibited from participating in any public activity, including, but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body.
- 3) How many facilities/locations do you have in the U.S? Please list.
- 4) How many years has your company been doing business under this name?
- 5) Total Full-Time Employees.
- 6) Do you have Small Business Administration Status?
- 7) What are your standard payment terms?
- 8) References and Similar Projects - Please attach a Word® document demonstrating qualifications and experience by providing the following information.
  - a) Provide references and information for ALL projects over the past three (3) years, including name and location, cost and scope and services provided, year completed, owner contact name, current phone number and address.
  - b) Provide references and information for a minimum of three (3) library projects of similar size and scope including name and location, cost and scope and services provided, year completed, owner contract name, current phone number and address.
  - c) Former Company (contract terminated in the past 2 years)
- 9) Can you provide a statement and meet the City of Billings minimum insurance requirements of \$750,000 per claim and \$1,500,000 per occurrence, and the City being named as an additional insured?

#### FUNCTIONALITY

- 1) A certificate of insurance must be provided prior to signing the contract, commencing on the day contract begins. Are you willing to comply with these requirements?
- 2) You must instruct your insurance broker/carrier to notify the City of Billings should your coverage change. Are you willing to do this?

510 N. Broadway  
Billings, MT 59101



City of Billings

### QUALITY AND SERVICE

- 1) Do you have a quality assurance program? If yes, please attach a copy.
- 2) Are your employees required to take a mandatory drug test?

### LEGAL ISSUES

- 1) Are there any pending lawsuits against your company? If yes, please explain.

### REPORTING

- 1) Can your company provide the reports indicated herein?
- 2) If yes to the previous question, please attach samples of all reports that are currently available.

510 N. Broadway  
Billings, MT 59101



City of Billings

## **ATTACHMENT C**

### **STANDARD TERMS AND CONDITIONS**

In case of default by the successful proposer or failure to deliver the goods or services within the time specified, the City Purchasing Agent, after written notice, may procure them from other sources and hold contractor responsible for excess costs occasioned thereby.

The specifications attached to the instructions to proposers establish a standard of quality desired by the City of Billings. Any proposer may submit quotations on any article which substantially complies with these specifications as to quality, workmanship and service. The City of Billings reserves the right to make its selections of materials or services purchased, based on its best judgment as to which articles substantially comply with the requirements of the specifications. This RFP is not to be construed as a contract or commitment of any kind.

No alteration in any of the terms, conditions, delivery, quality, or specifications will be effective without prior written consent of the City of Billings.

No exception to delivery or service dates shall be allowed unless prior written approval is first obtained from the City of Billings.

The contractor warrants all articles supplied under this contract to conform to specifications herein. The contractor will deliver a warranty stating that all articles supplied under the contract are fit and sufficient for the purpose manufactured, merchantable, and free from defects.

The contractor agrees not to be discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs and termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any contractor who is in violation of this shall be barred forthwith from receiving awards of any purchase order for the City unless a satisfactory showing is made that discriminatory practices have terminated and that a reoccurrence of such acts are unlikely.

The City reserves the right to cancel and terminate this contract forthwith upon giving 10 days written notice to the contractor. (This provision does not apply to the purchase of materials and equipment. A purchase order for materials and equipment is a binding contract.)

Should either party employ an attorney or attorneys or utilize the services of in-house attorneys to enforce any of the provisions hereof or to protect its interest in any manner arising under this contract, the non-prevailing party in any action pursued in a court of competent jurisdiction agrees to pay to the prevailing party all reasonable costs, damages, expenses, and attorneys' fees, including fees for in-house attorneys, expended or incurred in connection therewith.

Where applicable, possible or required, the proposer is required to submit descriptive literature, sample material, design sketches and detailed shop drawings. Failure to submit required items may result in rejection of the proposal or termination of contract.

The successful proposer may not make any advertising or sale use of the fact that contract items are being used by purchaser and other approved agencies, under penalty of contract termination. News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the City of Billings.

This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

The contractor may not assign or subcontract the agreement, or the right to receive reasonable performance of any act called for by the contract, shall be deemed waived by a waiver by City of a breach thereof as to any particular transaction or occurrence.

Regardless of FOB point, contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein and such loss, injury, or destruction shall not release contractor from any obligation hereunder.

510 N. Broadway  
Billings, MT 59101



City of Billings

## ATTACHMENT D

### PRICE MATRIX

(to be sent with proposal in a separate, sealed envelope)

<b><u>Library Shelving Package</u></b>	<b><u>Price</u></b>
Part A	
Part B	
Part A and Part B	

**I/We acknowledge receipt of addendum (please list number of each addendum received)**

\_\_\_\_\_.

#

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Contact Position

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

510 N. Broadway  
Billings, MT 59101



City of Billings

## ATTACHMENT E

### CONDITIONS AND NON-COLLUSION FORM

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

#### CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

We further agree to furnish the services specified at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

\_\_\_\_\_  
Legal Name of Firm/Corporation

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

510 N. Broadway  
Billings, MT 59101



City of Billings

## ATTACHMENT F

### MASTER Q & A FORM

#### PROJECT: Library Shelving

<b>Master Q&amp;A</b>	Any questions regarding this Request for Proposals should be submitted according to the process outlined below. The City will make every effort to answer within two (2) days of receiving the questions.
<b>Q&amp;A Process</b>	<ol style="list-style-type: none"><li>1. Prepare questions or concerns on the template provided.</li><li>2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable).</li><li>3. Submit the completed form via email to Mary Murphrey at <a href="mailto:murphreym@ci.billings.mt.us">murphreym@ci.billings.mt.us</a>. Attach associated documents as necessary.</li></ol> <p>Please contact Mary Murphrey at <a href="mailto:murphreym@ci.billings.mt.us">murphreym@ci.billings.mt.us</a> with any questions regarding this process.</p>

Questions from: \_\_\_\_\_ Company: \_\_\_\_\_

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

#	Date	Reference Section	Question or Comment	City Response
1				
2				
3				
4				

510 N. Broadway  
Billings, MT 59101



City of Billings

## ATTACHMENT G

### INTENT TO RESPOND FORM

**RFP:** Billings Public Library Steel Library Shelving and Compact Mobile Shelving RFP – MM06052013

**Dated** \_\_\_\_\_

Fax the following Intent to Respond form to Mary Murphrey at (406) 657-8293 within two (2) days of RFP date even if your company chooses NOT to participate in the RFP.

**To:** **Billings Public Library - City of Billings**

**Attn:** *Mary Murphrey, Administrative Coordinator*

**Fax:** **406-657-8293**

From: \_\_\_\_\_ Contact Name  
\_\_\_\_\_ Company Name  
\_\_\_\_\_ Company Address  
\_\_\_\_\_ Phone Number  
\_\_\_\_\_ Fax Number  
\_\_\_\_\_ Email Address

---

We intend to respond to this RFP by the specified due date:

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Company Name Date

\_\_\_\_\_  
Contact Name (please print) Title

\_\_\_\_\_  
Signature of Contact Person

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

510 N. Broadway  
Billings, MT 59101

Billings Public Library Shelving RFP





City of Billings

## ATTACHMENT H

### SUPPLIER CONTACT INFORMATION

#### ***A. Company Contacts***

Primary Contact Person (Name):	
Title/Function:	
Address	
Business Hours Phone:	
Fax:	
Internet E-mail Address:	
Name of Person Responding to Request:	
Title/Function:	
Address:	
Phone:	
Fax:	
Internet E-mail Address:	

#### ***B. General Company and Financial Information***

Company Name:	
Headquarters Address:	
City, State, ZIP	
Headquarters Phone:	
Headquarters FAX:	
Company Owned By:	
Percent % Ownership:	
Years In Business	
Name of CIO	
Name of CEO/President:	

510 N. Broadway  
Billings, MT 59101