



Plymouth Public Library

Request for Proposals To Replace Pendant Lighting at Plymouth Public Library

Released on:

March 4, 2022

***PROPOSAL DUE DATE:
FRIDAY, APRIL 1, 2022 – 5:00 P.M.***

SUMMARY

The City of Plymouth, population 8,837, located in Sheboygan County on HWY 23 between Sheboygan and Fond du Lac is seeking proposals from qualified firms (hereinafter referred to as the "Suppliers") to replace the pendant lighting on the second floor of the Plymouth Public Library. The Library will accept proposals until Friday, April 1, 2022.

There is no expressed or implied obligation for the Library to reimburse responding contractors for any expenses incurred in preparing proposals in response to this request.

To be considered, a complete proposal must be received at the Plymouth Public Library, 130 Division Street, Plymouth, WI 53073 by **5:00 pm on Friday, April 1, 2022**. Questions related to this request for proposal may be directed to Leslie Jochman, Library Director at ljochman@monarchlibraries.org or by phone at (920) 892-4416 x105.

During the evaluation process, the Library reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Library, contractor submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Library reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in their request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Library and contractor selected.

REQUESTED SCOPE OF SERVICES

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The Plymouth Public Library seeks to replace its existing circular induction pendant lighting on the second floor of the library with high efficiency LED fixtures. All bids for this project should include best pricing for replacing (46) fixtures with new pendant lighting drums. Cost of disposal must be included.

In addition, the selected vendor must be willing to assist with completing and filing any Focus on Energy rebates or other grants for which this project is eligible.

Questions concerning the bid should be directed to:

Leslie Jochman
Library Director
E-mail: ljochman@monarchlibraries.org
Phone: (920) 892-4416 x105
Plymouth Public Library
130 Division Street
Plymouth, WI 53073

The Plymouth Public Library shall be exempt for any liability for costs incurred by unsuccessful suppliers in preparation of the proposals.

It is anticipated that total project cost would not exceed \$47,000. Please take this into consideration as you propose different lighting fixtures.

REQUIREMENTS OF THE PROPOSAL

A. QUALIFICATIONS OF THE VENDOR

Before award of the contract can be approved, the Owner shall be satisfied that vendor involved, (a) maintains a permanent place of business, (b) has adequate resources and manpower available to do work properly and expeditiously, (c) has suitable financial status to meet obligations incident to the work, (d) has appropriate technical experience, (e) has satisfactorily completed projects of similar nature and magnitude, and (f) has an in-house professional responsible for the project design.

B. CONDITIONS OF THE WORK

Each vendor must inform himself fully of the conditions related to the design of the project and the employment of labor thereon. Failure to do so will not relieve the successful vendor of the obligation to furnish all material and labor necessary to carry out the provisions of the contract.

C. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn on written or telegraphic request received from vendor prior to 5:00 pm on Friday, April 1. Withdrawn proposals will be returned unopened. Negligence on the part of the vendor in preparing his Proposal confers no right for withdrawal of the proposal after it has been opened.

D. METHOD OF AWARD

Upon review of the proposals by staff, the Library Board of Trustees will review the recommended award and lighting plan. It is anticipated that the Library Board will review the recommended proposal and take action at the May 2nd regularly scheduled meeting. The Library Board may reject all proposals or may negotiate the contract with the vendor to produce a net amount which is within the funds approved by the City Common Council.

E. RESERVATIONS

The Owner reserves the right to reject any or all proposals, or to waive any irregularities in any proposal, or to accept any proposal which will best serve the owner's interest.

F. SALES TAX & GSA PRICING

Submitted proposals shall not include sales tax as a result of the tax exempt status of the Library. GSA pricing must be used when favorable to the Library from a cost basis.

INSURANCE REQUIREMENTS

Liability Insurance:

The successful proposer will be required to carry full liability insurance. The limits of the liability insurance shall provide coverage for no less than the following amounts or greater where required by Laws and Regulations:

1. Workers Compensation: Statutory
2. Comprehensive General Liability:
 - a. Bodily Injury:
 - i. Each occurrence: \$500,000
 - ii. Annual Aggregate: \$1,000,000
 - b. Property Damage:
 - i. Each occurrence: \$500,000
 - ii. Annual Aggregate: \$1,000,000
3. Comprehensive Automobile Liability:
 - a. Bodily Injury:
 - i. Each occurrence: \$500,000
 - ii. Annual Aggregate: \$1,000,000
 - b. Property Damage:
 - i. Each occurrence: \$500,000
 - ii. Annual Aggregate: \$1,000,000

PROPOSAL SUBMITTAL AND CONTENT

Sealed proposals must be submitted to the Plymouth Public Library by 5:00 pm on Friday, April, 1, 2022 and must be addressed as follows:

Proposal for Plymouth Library Pendant Lighting
Attn: Leslie Jochman, Library Director
Plymouth Public Library
130 Division Street
Plymouth, WI 53073

Proposals must include specifications and pictures of the proposed new pendant fixture. The Library reserves the right to reject any and all proposals with or without cause, and to accept proposals which it considers most favorable.

All delivery, assembly, installation, disposal and labor costs must be included in the proposal. Upon acceptance, the Library will allow a 50% down payment request.

All proposal amounts shall be guaranteed for not less than sixty (60) days after the proposal submittal deadline date. No proposal may be withdrawn within a period of sixty (60) days after the bid opening date.

Respondents are encouraged to make a site visit of the Library prior to submission of proposal. Questions may be directed to the Library Director Monday through Friday 9:00 am to 5:00 pm.

Existing Lighting

