

Southeast Oklahoma Library System

Broken Bow Public Library Tables and Seating RFP

August 1, 2024

Bid #2408BBTS

Sealed bids must be received by:
Friday, September 6th, 2024 4:00 P.M. at:
Service Center
2820 N Main
McAlester, OK 74501

Instructions to Bidders

All questions and requests for additional information concerning this Bid should be directed to Michael Hull, Executive Director of the Southeast Oklahoma Library System at:

Telephone #: 918-426-0456
E-Mail Address: michael.hull@seolibraries.com (include the bid number 2408BBTS in the subject)

Bids must be received by **Thursday Friday September 6th, 2024 at 4:00 pm.** Emailed or faxed bids will not be accepted. Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Broken Bow Furniture RFP. Bidder may submit an electronic submittal on a flash drive or similar device with your bid submission. Bids shall be submitted to:

Michael Hull
2820 N Main
McAlester, OK
74501

All bids must include completed forms numbers 1-5, along with any other information you would like to provide for consideration.

Bids received at this Location after the Due Date and Time are late and shall not be accepted. Unless SEOLS issues a written addendum to this Invitation to Bid which extends the Due Date and Time for all bidders, the Due Date and Time prescribed above shall remain in effect.

Bid prices must be held for no less than 90 days from date of submission

The Executive Director, or his designee, and a trustee of Southeast Oklahoma Library System shall open the bids in the offices of the system’s Service Center at the following date and time.

Date: September 9th, 2024
Time: 10:00 AM
Location: 2820 N Main, McAlester, OK 74501

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I. **SEOLS OVERVIEW**

The Southeast Oklahoma Library System, hereafter referred to as SEOLS, was formed in 1967 and is headquartered in McAlester, OK. SEOLS operates 16 libraries in the counties of Choctaw, Coal, Haskell, Latimer, LeFlore, McCurtain and Pittsburg. For each of its 16 libraries, SEOLS provides staff, materials, furniture and equipment. Local entities, typically a city or a county, provide for building upkeep, maintenance, and improvements including painting and carpeting. The SEOLS fiscal year runs July 1st – June 30th.

II. **Project Overview**

We plan to update all of our libraries with furniture, seating, tables and new layouts. No longer will our libraries resemble the same quiet, bookish centers of decades past. Users will know as they enter the door that they are entering a 21st century library, with an emphasis on community, gathering, and technology.

In addition to providing a modern facelift, shelving should be mobile and encourage an open aesthetic that allows for visibility throughout each room and area. The layout should encourage discovery while marking distinctions between collections and usage areas. Multipurpose options are encouraged. Seating will invite citizens to relax and engage while visiting the library.

The Broken Bow Library in Broken Bow, OK joined the library system in 1972. This library has already received new shelving and a new service desk. We are now ready to replace and upgrade all tables and seating within the library.

The points of contact and decision makers for this project will be:

- Sherri Blake, Broken Bow Library Manager, sherri.blake@seolibraries.com, 866-218-6582
- Linda Potts, Regional Manager, linda.potts@seolibraries.com, 580-286-6406
- Michael Hull, Executive Director, michael.hull@seolibraries.com, 918-426-0456

The estimated project timeline is as follows:

September 6th, 2024: All bids and proposals are due by 4:00 pm.

September 9th, 2024: Bids will be opened at 10:00 am.

September 17th, 2024: The SEOLS Board will consider and select a bid.

September 18st, 2024: The Executive Director will contact the winning bidder and discuss starting the project.

December 23rd, 2024: Target date for receipt and installation of all furniture.

III. **Bid Requirements**

All bidders are required to complete Forms 1-5 on the following pages. Additional information may be provided to better demonstrate bidder's qualifications or to communicate any other information relevant to the bid.

Photos of all pieces proposed must be provided.

IV. **Vendor Qualifications**

In order to be eligible to bid, bidder must be an entity that is duly formed and in good standing in accordance with Oklahoma law. Bidder must demonstrate that it has been in business at least five years and is able to prove demonstrated capability to perform the scope of work with a performance record satisfactory to SEOLS.

All vendors must guarantee delivery and installation of items no later than May 15, 2025.

V. **Contract Term**

Any Contract entered into between SEOLS and vendor shall identify vendor as an independent contractor, and not as an employee or agent of SEOLS. SEOLS will not withhold federal, state, or local income taxes, unemployment taxes, social security, or any other payroll withholdings on behalf of the vendor, or any employee or associate of the vendor. The vendor shall be responsible for the vendor's own labor expenses, health care, transportation, self-employment taxes, income taxes, and other forms of taxes and wage withholding, and all other costs and expenses of the vendor in connection with the vendor's performing contracted for services. The vendor shall be responsible for all workers' compensation coverage for the vendor, and any partner, principal, employee or associate of the vendor. Terms must allow any item not received by May 15, 2025 to be cancelled without penalty or cost to SEOLS.

VI. **Bid Process and Guidelines**

- A. The sealed envelope shall be clearly marked "**Sealed Bid Response – BID #2408BBTS, Broken Bow Public Library Tables and Seating RFP**" and endorsed on its face with the name of the person, firm or corporation submitting such bid, with date of mailing/presentation. Firm may submit an electronic submittal of your bid on a flash drive or similar device with your bid submission. Bids must be received by 4:00 pm central time on Friday, September 6th, 2022. Send to Michael Hull, 2820 N Main, McAlester, OK 74501.
- B. The sealed bids shall be opened by the Executive Director or designee and a SEOLS trustee at 10:00 am on Monday, September 9th in the SEOLS administrative office at 2820 N Main, McAlester, OK 74501.
- C. SEOLS reserves the right to award the contract to the bidder that provides the best value bid and reserves the right to make no award, as will best promote the public interest, taking into consideration the reliability of the Bidder, quality of the services to be furnished, and their conformity with the requirements of the Bid.
- D. A Selection Committee consisting of SEOLS staff will evaluate the bids. The Executive Director will make its recommendations for an award to the SEOLS Board for final approval at their September 17th, 2024 meeting.
- E. SEOLS may award to a bidder that adheres to the Library's requirements, is determined by SEOLS to be the most responsive and provides the best value.

- F. SEOLS shall enter into a formal contract or letter of engagement to the Successful Bidder which shall not be binding unless and until SEOLS and the Successful Bidder executes a contract.
- G. If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in this Bid, they shall immediately notify SEOLS in writing to Michael Hull, Executive Director, at michael.hull@seolibraries.com of such error and request clarification or modification to the document.
- H. Should SEOLS find it necessary to modify this Bid, a notice of that modification will be made by way of an addendum that will be sent to all vendors who have received the RFP.
- I. If a Bidder fails to notify SEOLS of a known error or an error that reasonably should have been known prior to the final filing date for submission, Bidder shall assume the risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or time by reason of the error or its late correction.

VII. **Payment**

- A. Upon entering into a contract or signing of a letter of engagement, payments shall be net upon receipt and installation of products.
- B. SEOLS's payment of any invoice shall not preclude SEOLS from making claim for adjustment on any item found not to have been in accordance with the general conditions and specific requirements of the contract.

VIII. **Floor Layout**

The Broken Bow Public Library was remodeled from the old Broken Bow High School. It is one of the most open layout of all SEOLS libraries. With heavy tourism to the nearby lake, nature is the dominant theme at the library, and indeed in the community. While we seek a modern design, we do not want a design so modern that it clashes with a natural feel.

Please direct questions regarding the building design and current floorplan to library manager Sherri Blake.

A folder with photos of the library and its current furniture and layout can be accessed here:

<https://drive.google.com/drive/folders/1gPsVi0sljBUoB0kUfpX9zrQSy8pDa3ws?usp=sharing>

IX. **Scope of Work**

Please direct questions regarding the building design and or requests for more photos to library manager Sherri Blake.

Below we detail our preferred table and seating specifications. Alternative recommendations and additional features are welcome. State the warranty for each item.

A. Adult Computer Tables – Area 1

Tables for at least eight (8) public computers. At least one table must meet ADA accessibility requirements. While square or rectangular options are acceptable, we hope for tables with a more modern and exciting shape.

B. Chairs for Adult Computer Tables (8 each)

- Must hold 300 lbs. each.
- Material must be type that staff can easily wipe down; no cloth.

C. Children’s Computer Tables

Table(s) for two (2) educational computers and designed for seating children. A table(s) designed for four (4) is acceptable. Must meet ADA accessibility requirements. While square or rectangular options are acceptable, we hope for tables with a more modern and exciting shape. Colored tops are preferred.

D. Chairs for Children’s Computer Tables (2 each)

- Must hold 150 lbs. each.
- Material must be type that staff can easily wipe down; no cloth.
- We would prefer bright and energetic colors and designs for these chairs.

E. Story Chair

We desire a comfortable chair to sit in a corner for staff or family to read to children sitting on the floor.

- Must hold 300 lbs each
- Material must be type that staff can easily wipe down; no cloth

F. Children’s Table (4-6 each)

We seek several vibrant table at children’s height to seat 4 children each. We would prefer a combination of shape (square, round, etc).

G. Chairs for Children’s Table (4 for each Children’s Table)

- Must hold 150 lbs. each.
- Material must be type that staff can easily wipe down; no cloth.
- We would prefer bright and energetic colors and designs for these chairs.

H. Adult Study/Work Tables – (6 each)

Must seat at least 4 persons. Square, rectangular and circular options are acceptable.

- Must support the weight of many books.
- We prefer the inclusion of built in power, both 120v and USB
- Please describe surface top options

I. Chairs for Study/Work Tables – (4 for each Adult Study/Work Table)

- Must hold 300 lbs. each.
- Material must be type that staff can easily wipe down; no cloth.

J. Café Table and Chairs

Please recommend a café table and chairs sets.

- Material must be type that staff can easily wipe down; no cloth.

K. Power Bar Table

- Please recommend 1-2 tables designed for sitting with laptops and other portable devices that require charging near the public computer tables.

L. Optional Additional Pieces

We strongly encourage vendors to visit and discuss with our library manager, Sherri Blake, the library layout and needs and to suggest additional products that could enhance the library mission.

We are interested in alternate quotes in which up to two of the adult study tables (H) are substituted with seating that provides a sense of privacy, such as high backs, so that for example a counselor could meet with their client.

Form # 1: FIRM INFORMATION

1. Firm Name: _____

2. Provide the name, title, address, telephone, and e-mail address of the individual SEOLS should contact with respect to your bid.

Name: _____ Title: _____

Address: _____ Phone: _____

E-mail Address: _____

3. Provide a brief description of your firm, its history and ownership structure, and its number of employees. Also include any significant developments, or organization, ownership or financial structure changes that have occurred in the last three (3) years, or that you anticipate in the future.

4. Provide a summary of your firm’s experience and qualifications in meeting the standards of the Vendor Qualification requirements contained in the bid document and with executing the obligations listed in the specifications. Include specific references to work for similar library systems or other like-entities. In describing the experience, name each client and the nature of the work performed.

Form # 2: Statement of Understanding

By signing in the space provided below, the undersigned certifies that the respondent (i) has read and understands and accepts the scope and requirements of this project and all of the attachments; (ii) has the capacity to execute this project; (iii) agrees to accept payment in accordance with the requirements of this Bid and the standard construction services contract, and (iv) will, if its bid is accepted, enter into a standard agreement with the Southeast Oklahoma Library System.

The undersigned further stipulates that the information in this bid is, to the best of my knowledge and belief, true and accurate.

<hr/>	
Name of Firm	
<hr/>	<hr/>
Signature of Partner	Date
<hr/>	<hr/>
Print Name	Title
<hr/>	<hr/>
Telephone / Fax #'s	EIN #
<hr/>	<hr/>
Address	E-mail Address

Form #3: References

Bidder **MUST** furnish three (3) references for work/projects completed within the last three (3) years of the same general character as that specified herein. Please do not include SEOLS or any SEOLS employee as a reference.

1. _____
Name of Firm Contact

Telephone E-mail

Type of Work Performed

2. _____
Name of Firm Contact

Telephone E-mail

Type of Work Performed

3. _____
Name of Firm Contact

Telephone E-mail

Type of Work Performed

Form # 4: Non-Collusive Bidding Certification

By submission of this Bid, Bidder and each person signing on behalf of the Bidder certifies, and in the case of a joint Bid submission, each party hereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

- The prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by the Bidder prior to the Bid opening, directly or indirectly, to any other Bidder or to any competitor; and
- No attempt has been made or will be made by the Bidder to induce any person, partnership or corporation to submit or not to submit a response to this Bid for the purpose of restricting competition.

Company Name Date

Address / Telephone / FAX

Name of Bidder Title

Signature of Bidder e-mail

