

Southeast Oklahoma Library System

Stigler Public Library Service Desk RFP

August 27, 2024

Bid #2409SSD

Sealed bids must be received by:
Friday, November 8th, 4:00 P.M. at:

Headquarters
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 2409BBSD in the subject)

Bids must be received by **Friday November 8th, 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 Stigler Service Desk 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 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: November 12th, 2024
Time: 4:00 PM
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 new furniture and 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.

We will complete each project in three phases. The first is the service area. At Stigler Public Library, the current service area is spread out over too large an area, creating confusion for guests with no clear separation of public and staff space. Work tables create an unpleasant and congested aesthetic prone to staff clutter. We want to update this area to create a clear central service point, mark clear separation of staff and public areas, and use furniture and a layout that staff can easily keep clean and organized.

In addition, we want to spread staff throughout the library. While the current service area will remain the primary service point, we want to add at least one additional service point in the library in order to make staff more available to customers.

We recognize that we are not furniture designers and are open to any recommendations. We do ask that you provide a floorplan drawing of the space the desk will occupy.

Although we aim to reduce the footprint of the primary service area, we will also require storage and at least one additional work table.

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

- Tracy Allred, Stigler Library Manager, tracy.allred@seolibraries.com, 866-240-6884
- Rachel Morton, Regional Manager, rachel.morton@seolibraries.com, 918-653-2870
- Michael Hull, Executive Director, michael.hull@seolibraries.com, 918-426-0456

The estimated project timeline is as follows:

November 8th: All bids and proposals are due by 4:00 pm.

November 12th: Bids will be opened at 4:00 pm.

November 13th - 15th: Selection committee will meet to review bids.

November 19th: The SEOLS Board will consider and select a bid.

November 20th: The Executive Director will contact the winning bidder and discuss starting the project.

May 31st, 2023: Target date for receipt and installation of service desk.

III. **Bid Requirements**

To be considered, all proposals must include the following:

- Completed Forms 1-5 on the following pages.
- Photos of all furniture pieces.
- A diagram of the proposed floor layout for the new desks.
- Stated warranties for each product.

Additional information may be provided to better demonstrate bidder's qualifications or to communicate any other information relevant to the bid.

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.

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.

VI. **Bid Process and Guidelines**

- A. The sealed envelope shall be clearly marked "**Sealed Bid Response – BID #2108BBS, Stigler Public Library Service Desk 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 Wednesday November 3rd, 2021. Send to Michael Hull, 401 N 2nd Street, McAlester, OK 74501.
- B. The sealed bids shall be opened by the Executive Director and a SEOLS trustee at 10:00 am on Friday November 5th in the SEOLS administrative office at 401 N 2nd Street, 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 Selection Committee will make its recommendations for an award to the SEOLS Board for final approval at their November 19th, 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 approval of an invoice for services, unless otherwise stated.
- 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 Southeast Oklahoma Library System is updating the floor layout of the Stigler Public Library next year and seeks proposals for innovative furniture and design solutions that create an inviting, engaging, and modern library experience. We aim to design spaces that encourage community interaction, support various activities, and reflect contemporary aesthetics while ensuring accessibility and sustainability. Although this proposal is focused on the service area, vendors are invited to submit with their design concepts concept layouts of how this service area works with the current shelving, seating and tables and how it could look with all of the furniture replaced.

2D and 3D versions of the current floorplan can be found at this link:

<https://floorplanner.com/projects/98909838/viewer>

Please direct questions regarding the building design and current floorplan to library manager Tracy Allred.

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

https://drive.google.com/drive/folders/1aQwQssV6Hx_tzy_HNZ788MA0q20hWXBc?usp=sharing

IX. Specifications

Below we detail preferred specifications for the service desk and related furniture.

Alternative recommendations and additional features are welcome. In your recommendations, please keep in mind our desire to reduce the size of the main service area and the need to position the service area furniture to discourage access to the staff room behind this area.

1. Customer Service/Circulation Desk

- We require a service desk that will seat 2 staff members.
- Although we imagine a rectangular shaped desk to be the best option to pursue, we will rely on your recommendations.
- The aesthetic should be modern and inviting to customers.
- We desire the majority of the desk's surface height to be at customer standing height. Staff should be able to sit on tall stools that bring their height to the same as the standing customers, or simply stand to wait on the customers. Space beneath the counter top should allow the staff to pull up the stool and comfortably work. At least one service point must rise no higher than a comfortable sitting position for ADA accessibility.
- The front of the desk should be solid. We do not want slats or shelves for displays facing the customers.
- We would like a section to be equipped with a book return.
- We require room behind the counter for 3-4 shelves for holding customer holds (approximately 24" deep) and at least 3 drawers for supplies per each work station.
- Equipment and supplies kept in this area include 2 computers, each equipped with a barcode scanner and receipt printer; a cash register; and 2 telephones.

2. Work Desk/Island

- We require one work surface that, preferably, sits behind the new desk.
- Power options are not necessary.
- Height should be standing height.
- We desire storage space as a part of this piece for the storage of arts and crafts supplies.

3. Shelving

- We require 12 linear feet of shelving for storage of customer holds.
- Please recommend additional, but optional, shelving for the main service area that can be used for other staff storage needs.

4. Cabinets

Please recommend 2-3 cabinets (locking optional) for the storage of supplies.

5. Customer Service Kiosk

Please recommend an additional service kiosk. It will normally be a part of the primary service desk, but it should include casters so it can be easily moved for service needs (such as busy programs in the summer). The power options should allow us to easily unplug the unit and move it to a different area of the library.

6. Return Bin/Cart (optional)

If the new circulation desk does not include a book return, we require an interior book return, preferably mobile, to sit beside the circulation desk.

7. Staff Seating

We require new chairs for each service desk and work table.

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

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.

_____ Name of Firm	
_____ Signature of Partner	_____ Date
_____ Print Name	_____ Title
_____ Telephone / Fax #'s	_____ EIN #
_____ 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

_____ E-mail
Telephone

Type of Work Performed

2. _____
Name of Firm Contact

_____ E-mail
Telephone

Type of Work Performed

3. _____
Name of Firm Contact

_____ E-mail
Telephone

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 _____

Form # 5: Vendor Responsibility Questionnaire

Legal Business Name

EIN

Address of the Principal Place of Business/Executive Office

Telephone/Fax

Email

Authorized Contact for this Questionnaire

Name

Title

Email

List any other DBA, Trade Name, Other Identity, or EIN used in the last five (5) years, the state or county where filed, and the status (active or inactive) (if applicable):

- I. Integrity - Contract Award: Within the past five (5) years, has the business entity or affiliate:
- a. Been denied a contract or had a bid rejected based upon a finding of non-responsibility by a governmental entity? _____
 - b. Been suspended, cancelled or terminated for cause on any government contract? _____
 - c. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract? _____
 - d. Entered into a formal monitoring agreement as a condition of a contract award? _____

*** For each “yes” answer, provide an explanation of the issue(s), the Business Entity involved, the relationship to the submitting Business Entity, the government entity involved, relevant dates and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

- II. Legal Proceedings: Within the past five (5) years, has the business entity or affiliate:
- a. Been the subject of a civil complaint? _____
 - b. Been the subject of a judgment or conviction for conduct constituting a crime? _____

- III. Leadership Integrity: Within the past five (5) years, has any individual previously identified, any other Key Employees not previously identified or any individual having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation within the State of Oklahoma been subject to:
- a. A sanction imposed relative to any business or professional permit and/or license? _____
 - b. An investigation, whether open or closed, by any governmental entity for a civil or criminal violation for any business related conduct? _____
 - c. A conviction or judgment of any business related conduct constituting a crime including, but not limited to, fraud, extortion, bribery, racketeering, price fixing, bid collusion or any crime related to truthfulness? _____
 - d. Misdemeanor or felony conviction for:
 - i. Any business-related activity, including, but not limited to, fraud, coercion, extortion, bribe or bribe-receiving, giving or accepting unlawful gratuities, immigration or tax fraud, racketeering, mail fraud, wire fraud, price fixing or collusive bidding; _____
 - ii. Any crime, whether or not business related, the underlying conduct of which related to truthfulness, including, but not limited to the filing of false documents or false sworn statements, perjury or larceny? _____

- IV. Conflicts of Interest: Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing the Scope of Work under this bid with SEOLS.
- a. Discuss fully any conflicts of interest, actual or potential, which might arise in connection with your firm's involvement with SEOLS. If your firm believes that a conflict of interest might arise, please describe how such conflict would be resolved.
 - b. State whether your firm represents any party that is or may be adverse to SEOLS.
