

Southeast Oklahoma Library System

Spiro Public Library Shelving RFP

March 21st, 2025

Bid #2503SP

Sealed bids must be received by:
Tuesday, April 29th, 2025 4:00 P.M. at:
Service Center
2820 N Main Street
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 2502SP in the subject)

Bids must be received by **Tuesday April 29th, 2025 at 4:00 pm**. Per SEOLS policy, 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 Spiro Shelving 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 Street
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: April 30th, 2025
Time: 10:00 AM
Location: 2820 N Main Street, 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. SEOLS fiscal year runs July 1st – June 30th.

II. **Project Overview**

We are in the process of updating all of our libraries with new furniture and refreshed 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, a community living room, 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. Please preserve any available natural lighting.

Spiro, Oklahoma is known as the gateway to the historic Spiro Mounds, one of the most significant Native American archaeological sites in North America. Located just a few miles outside of town, the Spiro Mounds were once a major cultural and trade center of the Mississippian civilization, thriving between A.D. 800 and 1450. These ancient earthen mounds, built by the ancestors of today's Caddo people, served as ceremonial, political, and burial sites, containing elaborate artifacts that reveal a rich and complex society. Today, visitors to Spiro can explore this remarkable prehistoric site, gaining insight into the artistry, spirituality, and influence of the people who once called it home.

The Spiro Public Library opened February 7th, 1970, in its current location in historic downtown Spiro. Though it serves a small community, the library offers many children, teen and adult programs open to the public along with a number of outreach services and is one of SEOLS busiest libraries. The library also offers many clerical services, such as copying, faxing, printing, and scanning along with free wireless internet and public computer access.

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

- Angie Bradfield, Spiro Public Library Manager, Angie.Bradfield@seolibraries.com, 918-962-3461
- 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:

April 29th, 2025: All bids and proposals are due by 4:00 pm.

April 30th, 2025: Bids will be opened at 10:00 am.

May 20th, 2025: The SEOLS Board will consider and select a bid.

May 21st, 2025: The Executive Director will contact the winning bidder and discuss starting the project.

July 31st, 2025: Target date for receipt and installation of all shelving.

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. **To be considered, all design proposals must include a diagram of the proposed floor layout for the new shelving detailing the location of each collection.**

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 #2503SP, Spiro Public Library Shelving 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 Tuesday, April 29th, 2025. Send to Michael Hull, 2820 N Main Street, McAlester, OK 74501.
- B. The sealed bids shall be opened by the Executive Director, or his designee, and a SEOLS trustee at 10:00 am on Wednesday, April 30th in the SEOLS administrative office at 2820 N Main 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 Executive Director will make its recommendations for an award to the SEOLS Board for final approval at their May 20th, 2025 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 maBradfield 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**

We realize the limited floor space will restrict the use of the space. Still, we the new layout to feel modern and to encourage sitting and exploration. We insist that the service desk remain in its current location, but otherwise we are open to moving any collection to a different part of the building.

We prefer that with the new layout, the area in front of the window be reserved for seating and gathering.

2D and 3D versions of the current floorplan can be found at this link: <https://floorplanner.com/projects/88338768/spaceplanner>. The dimensions show approximations of the locations of current shelving, seating, and tables.

Please direct questions regarding the building design and current floorplan to library manager Angie Bradfield.

A folder with photos of the library and its current furniture and layout can be accessed here: https://drive.google.com/drive/folders/18yvKNAC_1top2HI4-1Up5he36LsQK02n?usp=sharing

IX. Material Counts

The table below states our different collections, the quantity of items in each collection, and how many linear feet we believe we need for each. While we provide the current number of items in each collection below, it is extremely important to us that our shelves do not look packed. We therefore require enough linear shelf feet for each collection to be able to hold approximately 50% more than the figures provided so that our current collections only occupy about 75% of the shelf space.

| Collection | Material Count | Estimated Shelves in linear feet | Estimated# Shelves |
|-------------------------|----------------|-------------------------------------|-----------------------|
| Adult Materials | | | |
| Books | | | |
| Adult Biography | 99 | 8.25 | 3.67 |
| Classics | 34 | 2.83 | 1.33 |
| Adult Fiction | 1508 | 125.67 | 56.67 |
| Adult Inspirational | | | |
| Fiction | 394 | 32.83 | 14.67 |
| Adult Large Print | 496 | 51.67 | 23.33 |
| Adult Nonfiction | 537 | 44.75 | 20.00 |
| Adult Paperback Fiction | 181 | 11.31 | 5.00 |
| Adult Western Fiction | 35 | 2.92 | 1.33 |
| Adult Graphic Novel | 6 | 0.25 | 0.00 |
| Oklahoma Collection | 188 | 15.67 | 7.00 |
| DVD & Blu Ray | 782 | 32.58 | 14.67 |
| | | | <hr/> |
| | | | 148.00 |
| Juvenile Materials | | | |
| Early Readers | | | |
| Board Books | 81 | 5.06 | 2.33 |
| Easy Reader | 530 | 22.08 | 10.00 |
| Juvenile Primer | 95 | 7.92 | 3.67 |
| Juvenile DVD & Blu Ray | 168 | 7.00 | 3.00 |
| | | | <hr/> |
| | | | 19.00 |

| | | | |
|------------------------------|-----|-------|-------------|
| Elementary to Middle Readers | | | |
| Juvenile Biography | 59 | 4.92 | 2.33 |
| Juvenile Fiction | 700 | 58.33 | 26.33 |
| Juvenile Graphic Novel | 178 | 7.42 | 3.33 |
| Juvenile Nonfiction | 303 | 25.25 | 11.33 |
| Juvenile Readalong | 47 | 3.92 | 1.67 |
| | | | <hr/> 45.00 |
| Young Adult | | | |
| YA Fiction | 300 | 25 | 11.33 |
| YA Graphic Novel | 213 | 8.88 | 4.00 |
| | | | <hr/> 15.00 |

X. Shelving Specifications

Below details our preferred shelving specifications. Alternative recommendations and additional features are welcome.

All Shelving:

- Include end caps or panels.
- Floor shelving should come with hidden casters
- We are open to either metal or wood/wood laminate shelving. We encourage you to speak with library manager Angie Bradfield to discuss products you can offer, and multiple bids for each are very welcome.
- State the following:
 - Material type
 - Dimensions
 - Estimate of shelf capacity per shelf
 - Warranty
- Please provide photos of each item

Adult Collections:

- Floor shelving height should allow for an average person to look over and that allows light to flow throughout the building.
- Wall units should not exceed 72”, but shorter (60”) will be preferred.

Youth Collections:

- Wall shelving should have a height not to exceed 60” while floor shelving should not exceed 48”.
- We are open to colored tops.

Children’s Collection:

- Shelving should not exceed a height of 48”, whether it sits against the wall or freely on the floor.
- We are not interested in book bins.
- We have a high interest in colored tops or shelves of a bright or primary color

- variety.
- We prefer shelving with color options or that incorporates designs that inspire children.
 - We would like options for curved shelving if floor space allows

New Books:

Either state where you propose to display new books with this shelving or propose a separate unit for displaying new books.

Periodical:

Please recommend an option for displaying 3-4 newspapers that does not take up much space.

Mobile Book Displays:

Please recommend up two mobile book displays. Must include casters.

XI. Floorplan

All bids must include a proposed floorplan. In your proposed floor layout:

- Leave space in which we can add ample seating and tables in the future.
- Allow for natural light from the front windows to shine throughout the building.
- Do not move the primary service desk.

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 _____

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.
