



## **Request for Proposal Custom Built Library Shelving Released on March 12, 2024, Due April 8, 2024**

### **General:**

The Enfield Public Library, Enfield, NH (hereafter referred to as the “EPL”) invites qualified firms to submit proposals for custom built library shelving (hereafter referred to as the “CONTRACTOR”). Detailed specs will be covered in the scope of work section of this document.

### **Instructions:**

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 5:00 P.M. EST on April 8, 2024. Envelope must be clearly marked “Shelving” and will be opened publicly at that time. **Proposals delivered after the time listed above will not be accepted.**

### **Submit proposals to:**

Library Trustees  
P.O. Box 1030  
Enfield, NH 03748

or

Kate Minshall, Library Director  
[librarydirector@enfield.nh.us](mailto:librarydirector@enfield.nh.us)

### **Questions about the Proposal Should be directed to:**

Kate Minshall, Library Director  
[librarydirector@enfield.nh.us](mailto:librarydirector@enfield.nh.us)  
Or by calling 603-632-7145

The proposal shall include all supporting materials, and a statement defining any proposed changes for the requirements or specifications in the document, including additions, deletions, exceptions, and revisions.

Please provide the total cost of purchase and installation, along with a breakdown of any options.

**Please provide an estimated time frame for delivery in the proposal.**

## Scope of Work:

Construction and delivery of 10 double-faced rolling library bookshelves.

Shelving specification:

-44" tall

-75" long

-9" depth adjustable shelves, two per section, eight shelves per unit

- standard casters, swiveling and locking

## Revisions:

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on April 1, 2024, no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website

(<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the EPL, will be considered as being binding on the EPL. Verbal explanations or instructions given by a EPL employee to a CONTRACTOR in regard to this solicitation shall not be binding on the EPL and shall be considered informal unless confirmed in writing by the EPL. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

## Evaluation Criteria:

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The vendor will be chosen based on who will provide the "best value" taking into consideration the most beneficial combination of qualifications, services, costs and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

The EPL reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal

- to waive or correct any irregularities in proposals received

The EPL may award a contract based upon the proposals received without discussion of such proposals with proposers. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the EPL.

The Request for Proposal documents and Notice of Award shall be the agreement between the EPL and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

### **Qualification of Bidders:**

Trustees and staff will review, analyze, and evaluate all proposals and score them in accordance with the criteria described below. If needed, additional information may be requested from one or more CONTRACTORS.

Award will not be made solely on the basis of the cost of services. Evaluation factors to be considered in addition to cost shall be:

- The CONTRACTOR's reputation based on past work experience with the EPL and other references.
- Quality of workmanship, material, or service provided.
- Adequate financial resources or the ability to obtain such resources as required to complete the performance of the project.
- Adequate experience, organization, technical and professional qualifications, personnel, skill, equipment, and ability.
- The ability to comply with the time frames proposal.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The EPL reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references or previous contract performance.

### **Contract:**

The final contract will involve, at a minimum, the terms and conditions set forth in this RFP including the general conditions and may include those reflected in the specific proposal submitted. The content shall be the exclusive source of the CONTRACTOR'S rights and remedies and shall supersede any and all prior writings, negotiations or agreements of any kind.

The TOWN is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

**THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER**

## Bid Sheet

Contractor/Dealer \_\_\_\_\_

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

Primary Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

***Price per shelf:*** \_\_\_\_\_

***Total cost:*** \_\_\_\_\_

***Estimated Delivery Date:*** \_\_\_\_\_

***Please add options information, specifications, and exemptions as an addition to this bid sheet.***

References:

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Purchase Details: \_\_\_\_\_

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Purchase Details: \_\_\_\_\_

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Purchase Details: \_\_\_\_\_

***Signature of Authorized agent:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_