



Kent District Library (KDL) is seeking Proposals for Display Supports for Books

The proposer will deliver personally or by mail or courier service: one (1) printed and signed original Request for Proposal (RFP) response; one (1) printed and signed pricing sheet placed in a separate envelope; one (1) single-sided (2 bend) easel, one (1) double-sided (4 bend) easel, and one (1) clip-on-shelf book support that is powder coated in a marked box; and one (1) electronic copy of the RFP and pricing sheet (submitted to mlancaster@kdl.org) by **2:00 PM EST on February 16, 2023** to the following address:

**Kent District Library
Attn: Missy Lancaster, Facilities Manager
814 West River Center Dr. NE
Comstock Park, MI 49321**

Email: mlancaster@kdl.org

SUBMISSION REQUIREMENTS

Proposals must be submitted in a sealed envelope and marked with the name, address and contact information of the proposing firm, as well as the title words “Display Supports for Books.” An additional box of product samples is also required. See Section 3 for further details on the proper packaging of proposals. Any proposals arriving after **2:00 PM EST on February 16, 2023**, will be marked as late and will not be considered. Proposals received via fax will also not be accepted.

Complete proposal packages with detailed instructions will be available beginning January 16, 2023, on the KDL website (www.kdl.org/about/rfp) or by request via email by contacting Missy Lancaster at mlancaster@kdl.org. Any questions or clarifications regarding the RFP can be emailed to Missy Lancaster at mlancaster@kdl.org; however, all questions should be submitted no later than **5:00 PM EST on February 2, 2023**. Responses to received questions will be frequently published as an addendum to the form on KDL’s website (www.kdl.org/about/rfp) any time up to but no later than **5:00 PM EST on February 6, 2023**. Interested parties are instructed to visit the website regularly for any issued addenda.

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DEFINITIONS

KDL – Kent District Library in Kent County, Michigan.

Branch – A subset or component part of a district library operation existing at a different location than other components of the library operation. Currently, KDL has 20 branches, a bookmobile, and an administration office referred to as the Service & Meeting Center.

Library – An institution housing a collection of books and other materials available for loan or consultation; in this instance, specifically Kent District Library of Kent County, Michigan.

Proposer – An individual, business, or firm submitting a proposal to Kent District Library.

Vendor (or Contractor; Agent) – A firm or an individual representing a firm retained by the library to provide knowledge, advice, and services in an area of documented expertise.

Partner – An individual, business, or firm who demonstrates value above and beyond the act of transacting goods and services. A partner becomes a trusted extension of KDL because they are proactively bringing ideas and solutions that aid in achieving KDL's strategic objectives and ensuring KDL remains relevant and vibrant to the patrons of Kent County.

SECTION 1: INTRODUCTION AND BACKGROUND

1.1 PURPOSE AND INTENT

The purpose and intent of this RFP is to solicit sealed proposals for manufacturing book easels and clip-on-shelf book supports. A qualified firm will be responsible for the design, materials, labor, manufacturing and carrying out of the scope of the project and will be required to submit a sample of each requested display supports.

1.2 KENT DISTRICT LIBRARY HISTORY

Kent District Library is a nonprofit government unit in Kent County, Michigan.

What started as the Kent County Library System in 1936 eventually became the Kent District Library in 1994 when the former separated from the County to become an independent taxing agency with governance by a Board of Trustees, as appointed by the Kent County Board of Commissioners, representing eight distinct geographic regions of Kent County. In 2014, voters approved a 10-year, 1.28 millage renewal and increase for library operations. In that same year, KDL was also awarded 501(c)(3) status as a nonprofit charitable organization.

Presently, Kent District Library is made up of 20 distinct branches serving a population of over 440,000 constituents from 27 municipalities across Kent County. This service population includes all areas of Kent County except the cities of Grand Rapids and Cedar Springs, the Village of Sparta, and the Townships of Solon and Sparta.

SECTION 2: REQUIREMENTS

2.1 GENERAL CONDITIONS

KDL wishes to appoint a qualified metal fabricating or general manufacturing firm to produce a bulk assortment of display supports for books and clip-on-shelf supports in the following quantities: 4,877 single-sided (2 bend) easels, 85 double-sided (4 bend) easels, and 17,807 clip-on-shelf supports for books.

General conditions for all contracted work are stated below and must be signed off on when submitting a bid:

- A. The vendor must provide a sample of each display support when submitting a proposal.
- B. Display supports must be made from metal and must be built to independently sit on a variety of industrial structures specific to the library environment.
- C. Branches may have differently sized shelves from each other; therefore, each of the clip-on-shelf supports should be designed specifically to fit the shelves.
- D. Display supports must be durable and guaranteed to last a minimum of 15-20 years.
- E. The vendor must exercise care to avoid damage to the library site and structures. Damage to any part of library property caused by the vendors or their workers is the responsibility of the contractor to correct.
- F. The vendor will be required to complete a new vendor form and provide a W9 prior to being awarded the contract.
- G. The work includes only that which is described in the project scope.
 - a. The contractor will provide an itemized invoice to verify all materials installed.
 - b. The library is tax exempt and can provide the necessary related paperwork.
 - c. Changes in, additions to, or deletions from the contracted work must be submitted in writing by the contractor in the form of a "Change Order." Change Orders may not be considered approved until acknowledged with the signature of the Facilities Manager.
 - d. The library assumes no responsibility for payment of unapproved work.
- H. Written warranties are to be provided for both labor and materials on the price sheet and in the contract.

2.2 PROJECT SCOPE

The scope of services should include the following:

- A. Create and Deliver 4,877 single-sided (2 bend) easels.
 - a. 2 bend easels should measure according to the specifications in Appendix A.
 - b. Easels should easily stack or tessellate together when not in use.
 - c. Supports should be powder coated in a light beige/ecru offering.*
- B. Create and Deliver 85 double-sided (4 bend) easels.
 - a. 4 bend easels should measure according to the specifications in Appendix A.
 - b. Easels should easily stack or tessellate together when not in use.
 - c. Supports should be powder coated in a light beige/ecru offering.*
- C. Create and Deliver 17,807 clip-on-shelf supports for books as pictured below.
 - a. Clip-on supports should measure according to the specifications in Appendix A.
 - b. Supports should reasonably stack or tessellate together when not in use.
 - c. Supports should be powder coated in a light beige/ecru offering.*

*For provided samples, only the clip-on-shelf support needs to demonstrate the beige/ecru powder coating; however, upon delivery of the final product, ALL display supports should be powder coated.

SECTION 3: TIMELINE AND INSTRUCTIONS FOR PROPOSERS

3.1 TIMELINE AND SCHEDULE OF EVENTS

KDL reserves the right to vary from this timetable, as necessary.

Schedule of the RFP for Design and Renovation of the KDL Service Center	
RFP for Design Posted on KDL Website	Monday, January 16, 2023
Deadline for Proposer Questions	Thursday, February 2, 2023, 5:00PM EST
Addendums Posted to KDL Website	Monday, February 6, 2023, 5:00PM EST
Deadline for RFP Submission and Bid Opening	Thursday, February 16, 2023, 2:00PM EST
RFP Reviewed by KDL Staff	Week of February 20, 2023
KDL Staff Recommendation	Friday, March 3, 2023
First Reading by Board of Trustees	Thursday, March 16, 2023
Second Reading by Board of Trustees	Thursday, April 20, 2023
Contract Finalized	Immediately following Board approval
KDL and Vendor Meeting	At least 2 weeks before project begins
Project Completion Deadline	August 2023

3.2 PROCEDURE AND FORMAT FOR SUBMISSION OF PROPOSALS

Complete proposal packages may be accessed on the KDL website (www.kdl.org/about/rfp) beginning Thursday, January 16, 2023, or by request via email by contacting Missy Lancaster at mlancaster@kdl.org.

- A. If vendors have questions, they must be submitted by **February 2, 2023 at 5:00 PM EST**.
- B. Vendors are expected to review any addendums on the KDL website and will be required to verify they have done so via acknowledgment and signature (See Signature Page; Appendix H).
- C. Proposals should be submitted via physical proposal in two separate envelopes and one box, as follows:
 1. First Envelope: Proposal
 2. Second Envelope: Cost Form and Signature Page
 3. Box: 3 Support Samples (one of each)
- D. In addition to their physical submission, proposers should also email an electronic copy of all documents to Missy Lancaster at mlancaster@kdl.org.

Please include the following elements in your physical and electronic proposal submission:

Proposal

1. Cover Letter (Appendix B)
 - The cover letter shall be signed by an individual authorized to legally bind the proposal and shall provide the name, phone number, and email of an appropriate point of contact for the proposal and project.
2. General Conditions Checklist (Appendix C)
 - The general conditions page shall include the completed general conditions checklist and be signed by an authorized individual.
3. Project Scope Explanation (Appendix D)
 - The project scope explanation shall include the completed checklist and explanation if it differs from what is being requested.
4. References (Appendix E)
 - Proposers must provide KDL with at least three (3) business references of clients who have received similar services to those requested in this proposal.
5. Mandatory Response Checklist (Appendix F)
 - The last section of the Proposal should include the completed Mandatory Response Checklist.

Box

1. One (1) sample of the single-sided (2 bend) easel (no need to powder coat yet)
2. One (1) sample of the double-sided (4 bend) easel (no need to powder coat yet)
3. One (1) sample of the clip-on-shelf book support, powder coated in light beige/ecru.

Cost Form and Signature Page

The Cost Form and Signature Page (Appendix G; Appendix H) must be included in a separately sealed envelope and marked as “Cost Form and Signature Page.” This should be placed inside the sealed proposal envelope. Do not include the Cost Form and Signature Page in the original proposal.

SECTION 4: EVALUATION AND SELECTION PROCESS

4.1 EVALUATION CRITERIA

Proposals will be reviewed by an evaluation team comprised of Kent District Library staff and will be judged based on proposal content and completion, references, acknowledgement of general conditions, project scope criteria and project start date.

4.2 SELECTION PROCESS

- A. After the deadline, each proposal will be examined to determine compliance with the format and information requirements as specified in the RFP. Any proposal that does not meet the format and/or information requirements will be eliminated from consideration.
- B. KDL reserves the right to reject all submitted proposals, but will especially reject any proposal that is conditional, incomplete, or contains irregularities.
- C. Following evaluation of proposals, KDL reserves the right to contact the top candidates for additional questions and clarifications, or to select a vendor based solely on a proposal.
- D. The library staff will prepare a recommendation to the KDL Board of Trustees, who will make the final decision to award the contract.
- E. All proposers will be notified of the result of their submission.
- F. Upon approval by the KDL Board of Trustees, the selected proposer will meet with the Contract Administrator to prepare a contractual agreement as soon as possible. Failure to negotiate a mutually agreeable contract may result in cancellation of the award.
 1. The **Contract Administrator** or their designee shall serve as the interpreter of the conditions of the contract and shall use all powers under the contract to enforce its faithful performance: Facilities Manager Missy Lancaster.
 2. KDL reserves the right to: award the total proposal; reject all proposals, in whole or in part; award parts of the proposal to separate proposers; and/or waive any informality or technical defects if, in the library's sole judgment, the best interest of Kent District Library will be served in doing so.
 3. No action will be binding on the library until a contract has been executed by both parties and approved by the Kent District Library Board of Trustees.

SECTION 5: ADDITIONAL TERMS AND CONDITIONS

5.1 RIGHTS OF THE LIBRARY

- A. The library reserves the right to reject all proposals received in response to this RFP. If a proposal is selected, it will be the most advantageous to KDL regarding price, quality of service, proposer qualifications, proposer capability to deliver the specified service, and any other factors that the library may consider. The library does not intend to award a contract based solely on any one element in the proposal.
- B. The library reserves the right to consider requests for modifications at any time before a contract is awarded. Negotiations will be undertaken with the proposer whose proposal is deemed to meet the library's needs and specifications best.
- C. The library reserves the right to waive or not waive informalities and irregularities in proposals or proposing procedures.
- D. The library reserves the right to accept or further negotiate any costs, terms, or conditions of any proposal according to what will best suit the interests of the library.
- E. The library reserves the right to negotiate any alterations to bid specifications due to oversight or error.
- F. The library reserves the right to seek clarification in writing about a firm's proposal during the evaluation process.
- G. The library will not pay for any information requested herein, nor will it be liable for any costs incurred by the proposer in preparing or executing a proposal.
- H. Proposals must be signed by an official authorized to bind the proposer to its provisions for at least a period of 200 days.
- I. If it becomes necessary for the library to revise any part of this RFP, addenda will be provided. Deadlines for submission of this RFP may be adjusted to allow for revisions. In the instance of a revision, the proposer's entire proposal document along with any amendments should be resubmitted.
- J. To be considered, the proposer will deliver personally or by mail or courier service: one (1) printed and signed original Request for Proposal (RFP) response; one (1) printed and signed pricing sheet placed in a separate envelope; one (1) single-sided (2 bend) easel one (1) double-sided (4 bend) easel, one (1) clip-on-shelf book support in a marked box; and one (1) electronic copy of the RFP and pricing sheet (to be submitted to mlancaster@kdl.org) by **2:00 PM EST on February 16, 2023**.
- K. Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to meet the requirements of the RFP. Proposals shall be printed. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

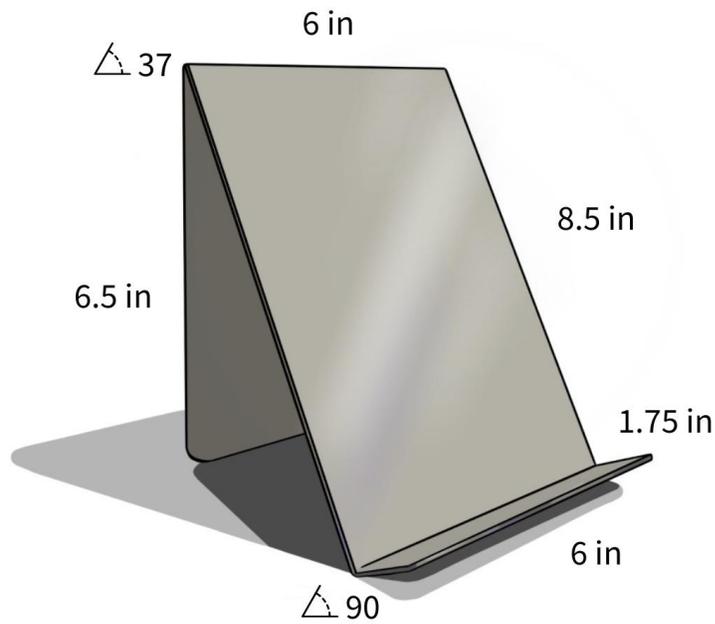
5.2 INDEMNIFICATION

All proposers hereby expressly agree that they will hold harmless and indemnify the library, its officers, agents, and employees from liability of any nature or kind connected with the RFP process.

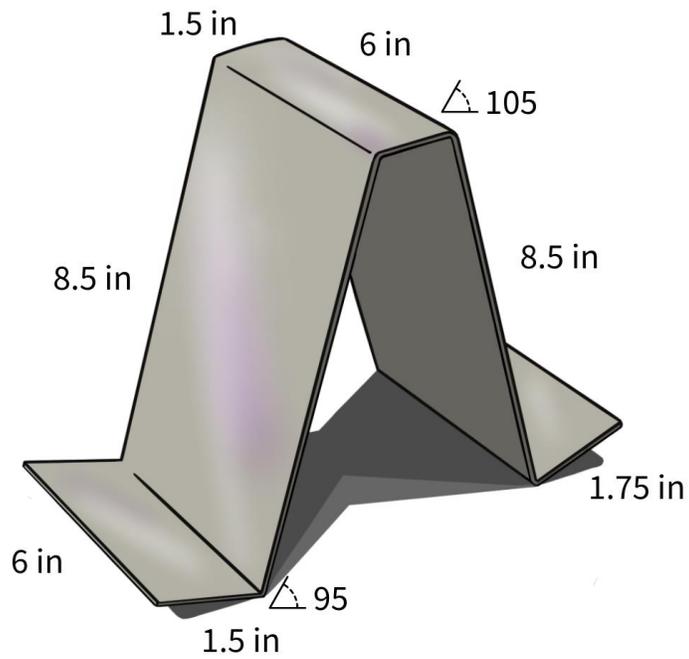
5.3 CONFIDENTIAL AND PROPRIETARY INFORMATION

- A. Proposals submitted in response to this RFP and any resulting contract(s) are subject to the provisions of the Michigan Open Records Act (Public Act No. 442). Any restrictions on the use or inspection of material contained within the proposal, and any resulting contract, shall be clearly stated in the proposal itself.
- B. Confidential or proprietary information must be readily identified, marked, and separated from the rest of the proposal. Co-mingling confidential or proprietary information with other information is NOT acceptable.
- C. Neither a proposal in its entirety nor proposal price information will be considered confidential or proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

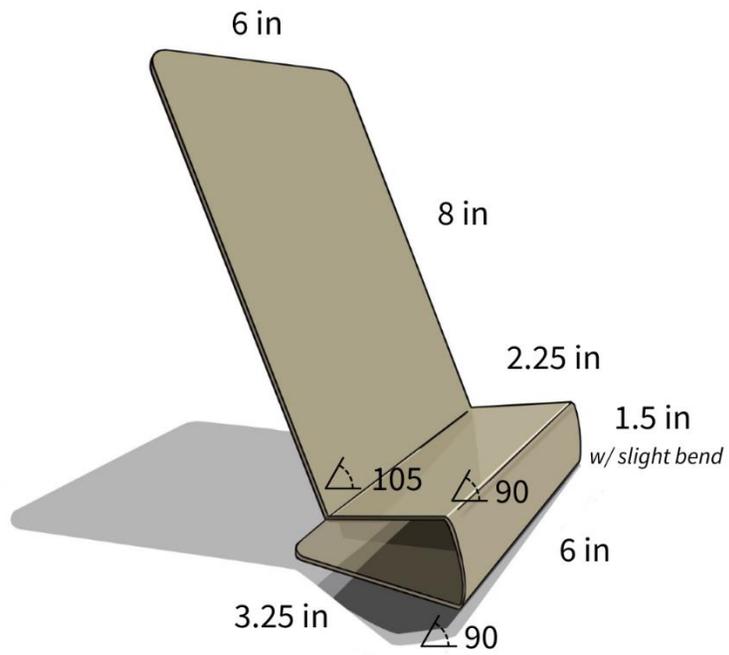
APPENDIX A: DISPLAY SUPPORT DIAGRAM



2-Bend Book Display (Pictured in Metal)



4-Bend Book Display (Pictured in Metal)



Clip on Shelf Support in Beige/Ecru

APPENDIX B: COVER LETTER

As an authorized individual, I confirm that:

- All financial data associated with cost and pricing has been eliminated from the proposal and that the cost form and signature page are in separate, sealed envelopes.
- If proprietary data has been included in this proposal, it has been identified, marked, and separated from the rest of the proposal.
- The project purpose and intent, timeline, evaluation criteria, and format for submissions, as listed in the RFP, is understood.
- We agree to the additional terms and conditions addressed in Section 5 of this RFP.

Name of Company: _____

Company Contact: _____

Title: _____

E-mail Address: _____

Phone #: (_____) _____

APPENDIX C: PROJECT SCOPE CHECKLIST

This checklist must be submitted as part of your proposal. Please complete the checklist below, providing vendor initials to the left of each item, indicating that you can comply with the general conditions. If you are unable to initial an item, please provide an explanation in the space provided.

Initial	Item
	Create and Deliver 4,877 single-sided (2 bend) easels. A. 2 bend easels should measure according to the specifications in Appendix A. B. Easels should easily stack or tessellate together when not in use.
	Create and Deliver 85 double-sided (4 bend) easels. A. 4 bend easels should measure according to the specifications in Appendix A. B. Easels should easily stack or tessellate together when not in use.
	Create and Deliver 17,807 clip-on-shelf supports for books as pictured below. A. Clip-on support should measure according to specifications in Appendix A. B. Supports should easily stack or tessellate together when not in use. C. Supports should be powder coated in a light beige/ecru offering.
<p>If you are unable to initial an item above, please provide explanation:</p>	
Empty space for explanation	

APPENDIX D: GENERAL CONDITIONS CHECKLIST

This checklist must be submitted as part of the proposal. Please complete the checklist, providing initials to the left of each item below, indicating that you can comply with the item listed. If you are unable to initial an item, please provide an explanation in the space provided below.

Initial	The scope of full services includes the following:
	The vendor must provide a sample of each display support.
	Display supports must be made from metal and must be built to independently sit on a variety of industrial structures specific to a library environment.
	Branches may have different sized shelves from each other. Each of the clip-on-shelf supports should be designed to adjust fit for a range of shelf sizes.
	Support must be durable and be guaranteed to last a minimum of 15-20 years.
	The vendor must exercise care to avoid damage to the library site and structures. Damage to any part of library property caused by the vendors or their workers is the responsibility of the contractor to correct.
	The vendor will be required to complete a new vendor form and provide a W9 prior to being awarded the contract.
	<p>The work includes only the work described in the project scope.</p> <ul style="list-style-type: none"> a. The contractor will provide an itemized invoice to verify all materials installed. b. The library is tax exempt and can provide paperwork accordingly. c. Changes in, additions to, or deletions from the contracted work must be submitted in writing by the contractor in the form of a "Change Order." Change Orders will not be considered approved until acknowledged with the signature of the Facilities Manager. d. The library assumes no responsibility for payment of unapproved work.
	Written warranties are to be provided for both labor and materials on the price sheet and in the contract.

Proposed Start Date: _____

Proposed End Date: _____

APPENDIX E: REFERENCES (PRIOR EXPERIENCE)

Proposers must provide Kent District Library with at least three (3) business references who have received services from your company for similar projects to the one outlined here. Failure to complete this form may result in a proposer's bid being deemed non-responsive and rejected without further evaluation (attach additional pages, if necessary).

1. Name of Contracting Organization ("Client"): _____

Client Contact: _____

Title: _____

Client E-mail Address: _____

Client Phone #: (_____) _____

Type of Services Performed (include deliverables):

2. Name of Contracting Organization ("Client"): _____

Client Contact: _____

Title: _____

Client E-mail Address: _____

Client Phone #: (_____) _____

Type of Services Performed (include deliverables):

3. Name of Contracting Organization (“Client”): _____

Client Contact: _____

Title: _____

Client E-mail Address: _____

Client Phone #: (_____) _____

Type of Services Performed (include deliverables):

APPENDIX F: MANDATORY RESPONSE CHECKLIST

This checklist must be submitted as part of your proposal. Please complete the checklist, providing a checkmark to the left of each item below, indicating that you have included the item in the proposal response to the Library’s RFP.

Check	Item
	One (1) original hard copy in a properly marked envelope.
	<ul style="list-style-type: none"> Appendix B: Cover Letter
	<ul style="list-style-type: none"> Appendix C: General Conditions Checklist
	<ul style="list-style-type: none"> Appendix D: Project Scope Checklist
	<ul style="list-style-type: none"> Appendix E: References (Prior Experience)
	<ul style="list-style-type: none"> Appendix F: Mandatory Response Checklist
	<ul style="list-style-type: none"> 1 sample of the single-sided (2 bend) easel
	<ul style="list-style-type: none"> 1 sample of the double-sided (4 bend) easel
	<ul style="list-style-type: none"> 1 sample of the clip-on-shelf book support, powder coated in light beige/ecru
	One (1) electronic copy of the above documents submitted to mlancaster@kdl.org.
NOTE: The following should be included as a sealed envelope SEPARATE from the above.	
	One (1) original hard copy of the Cost Form and Signature Page.
	<ul style="list-style-type: none"> Appendix G: Cost Form
	<ul style="list-style-type: none"> Appendix H: Signature Page
	<ul style="list-style-type: none"> Acknowledgment of receipt of addendum(s), if applicable. (Appendix H)

APPENDIX G: COST SHEET

Quantity	Description	Price per	Total Price
85	Double-sided (4 bend) easels		
4,877	Single-sided (2 bend) easels		
17,807	Clip-on-shelf book supports, powder coated in light beige/ecru		
	Shipping		
	Total		

Warranty Information:

The undersigned agrees to enter into an agreement with the library to provide Kent District Library with the creation of book supports. The contract will begin on a date agreed upon by Kent District Library and the Proposer. This form must be signed and submitted with the proposal. Proposals submitted with unsigned forms will not be considered.

This proposal is valid for 200 days from the date of signature.

Signature

Date

APPENDIX H: SIGNATURE PAGE

The individual listed below is authorized to sign on behalf of the vendor submitting this proposal. This proposal is valid for 200 days from the date of signature. If selected, the proposer will be required to sign a separate, mutually agreed upon contract at a future date.

This form must be signed and submitted with the proposal. Proposals submitted with unsigned forms will not be considered.

_____	_____
Signature	Date

Print Name	

Title	

Company Name	

Company Address (Street)	

(City, State, Zip)	
(_____) _____	(_____) _____
Telephone #	Fax #
_____	_____
E-Mail Address	Federal Tax ID#

Proposing firm acknowledges receipt of Addendum(s), if applicable: _____