



REQUEST FOR PROPOSAL

Kent District Library (KDL) is seeking Proposals for Signage for City of Walker Library Temporary Location

The Proposer will deliver personally delivered, mailed and email of the RFP by **1:00 PM (EST) on November 29, 2024**, to the following address:

**Kent District Library
Attn: Elvia Myers, Office Manager
Service Center
814 West River Center Dr. NE
Comstock Park, MI 49321**

Email: emyers@kdl.org

Submission Requirements

Proposals must be personally delivered, mailed and emailed with the name, address and contact information of the proposing firm and the title “Signage for City of Walker Library Temporary Location”.

Location”. See Section 1 (Introduction and Instructions to Proposers) for details on the proper packaging of proposals. Any proposals arriving after 1 PM on Nov. 29, 2024 will be marked late and will receive no consideration for selection. Proposals faxed will not be accepted.

Complete proposal packages with detailed instructions will be available beginning November 13, 2024, on the KDL website (www.kdl.org/rfp) or by requesting a copy via email at emyers@kdl.org. Any questions or clarifications regarding this RFP should be emailed only to emyers@kdl.org. All questions should be submitted no later than 10 AM on Nov. 20, 2024. Responses will be posted in the form of an

addendum on KDL's website (www.kdl.org/rfp) on Nov. 22, 2024 by 5 PM. All interested parties are instructed to visit the website regularly for any issued addenda.

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Definitions

Branch – A subset, or component part, of a district library operation existing at a different location than other components of the library operation.

Consultant/Selected Vendor – Used interchangeably

KDL – Kent District Library in Kent County, Michigan.

Library – An institution housing collections of books and other material made available for loan or consultation, specifically Kent District Library of Kent County, Michigan.

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

Qualified Firms – One who contracts to perform services in accordance with a contract; synonymous with Vendor, Contractor, or Agent.

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

Section 1: Introduction and Instructions to Proposers

1.1 PROJECT PURPOSE AND INTENT

The purpose of this Request for Proposals (RFP) is to invite sealed proposals from qualified firms to provide signage for the City of Walker Library's temporary location located at 445 Standale Plaza NW, Walker MI 49534. The signage is intended to ensure proper identification, facilitate wayfinding, and effectively communicate important information. It will be used to guide visitors, customers, and staff, as well as to convey essential location-specific details. The signage must be installed no later than Monday, February 3, 2025.

1.2 BACKGROUND INFORMATION – KENT DISTRICT LIBRARY

Kent District Library is a nonprofit governmental unit, which began in 1936 as the Kent County Library System. In 1994, the Library separated from the County to form Kent District Library, a district library and independent taxing agency with governance by a Board of Trustees appointed by the Kent County Board of Commissioners and representing eight geographic regions of the KDL Service Area. In 2023, voters approved a 10-year, 1.1 millage renewal and increase for library operations. In 2014, KDL was also awarded 501(c)(3) status as a nonprofit charitable organization.

Presently, Kent District Library serves a population of 395,989 in 27 municipalities through 20 branches located throughout 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 Solon and Sparta townships. Over 41% of residents in KDL's service population are KDL cardholders. For additional statistical information about KDL, please visit <http://www.kdl.org/about/policies> and see the 2023 Impact Report and other publications.

1.3 PROJECT SCOPE (3 QUOTES)

The scope of the signage purchase includes the following requirements:

1. **Types of Signage Needed (please see attached):**

- Exterior above the building signage [e.g., Building identification, entrance signs]
- Exterior street signage [e.g., Proper identification from road]
- Informational signs on door and windows [e.g., Hours of operation, KDL Logo and graphics]

2. **Quantity and Dimensions:**

- Exterior above the building signage – Dimensions: bidders can go to the site and measure (or estimate) the dimensions (photos attached).

- Exterior street signage – Dimensions: bidders can go to the site and measure (or estimate) the dimensions (photos attached).
 - Informational signs on door and windows – Dimensions: bidders can go to the site and measure (or estimate) the dimensions (photos attached).
3. **Material Requirements:**
- Durable materials suitable for temporary installation, such as [material type, e.g., vinyl, aluminum].
 - Weather-resistant for outdoor signs.
 - The expected lifespan of the signage is 18-24 months.
4. **Design Specifications:**
- KDL logo and color scheme.
 - ADA compliance for interior signs.
5. **Installation Requirements:**
- Installation at 445 Standale Plaza NW, Walker MI 49534.
 - Temporary mounting with non-damaging fixtures preferred
 - Bidders are responsible for all manufacturing and installation. And they are also responsible for all necessary permits and compliance with local codes.

1.4 PROPOSED PROJECT SCHEDULE

A. Project Description:

- a. A detailed quote for the requested signage, including itemized costs for design, production, delivery, and installation along with all necessary permits and compliance with local codes.
- b. Estimated timeline for the completion of design, production, and installation.
- c. Warranties for the materials and workmanship.

1.5 TIMELINE AND SCHEDULE OF EVENTS

KDL reserves the right to vary from this timetable as necessary

Schedule of the RFP for Signage for City of Walker Library Temporary Location	
RFP for Signage for City of Walker Library Temporary Location posted on KDL website	Wednesday, November 13, 2024
Deadline for Proposers' questions	Wednesday, November 20, 2024 by 10 AM EST
Addendums posted to KDL website	Friday, Nov 22, 2024 by 5 PM EST

Deadline for RFP submission and bid opening	Friday, November. 29, 2024 at 1 PM EST
RFP responses evaluated and Interview, if needed	Week of December 2-6, 2024
Letters to non-selected and selected Proposer(s) sent	Week of December 9-13
Contract Commencement	Immediately following when Proposer has sent the contract

1.6 PROCEDURE FOR SUBMISSION OF PROPOSALS

Complete proposal packages may be accessed on the KDL website (www.kdl.org/about/rfp) beginning Wednesday, November 13, 2024, or requested via e-mail at emyers@kdl.org.

- A. Questions regarding this RFP must be sent exclusively by e-mail to emyers@kdl.org by 10:00 AM (EST) on November 20, 2024, 2024.
- B. Responses to questions will be posted in the form of an addendum on KDL's website (www.kdl.org/about/rfp) by 5:00 PM (EST) Friday, November 22, 2024.
- C. Proposers should acknowledge receipt of the addendum(s) on their Proposal's Signature Page (Appendix D).
- D. Proposals must be submitted in a sealed envelope marked with the name, address and contact information of the proposing firm and the words "Signage for City of Walker Library Temporary Location".
- E. The Cost Form and Signature Page (Appendix C and D) must be included in a separate sealed envelope marked "Cost Form and Signature Page" and placed inside the sealed proposal envelope. ***Do not include the Cost Form and Signature Page in each copy of your proposal or in the electronic version of the proposal.***
- F. All questions must be answered, and all instructions must be followed.
- G. The Proposer must confirm in writing within the Proposal that it is consistent with the requirements outlined herein and clearly define any and all deviations.
- H. Faxed proposals will not be accepted.
- I. All proposals must be submitted in their entirety by the deadline.
- J. Any proposals received after the deadline will not be considered and will be returned unopened.
- K. Non-compliance with instructions and requirements stated in this Proposal may be grounds for rejection of the Proposal.
- L. Following the submission deadline, proposals will be opened publicly, and Proposer name(s) recorded.

1.7 FORMAT FOR SUBMISSION OF PROPOSALS

- A. Proposals must be presented in the format as described in this RFP.
- B. Proposals should be submitted into two separate envelopes, (1) Proposal and (2) Cost Form and Signature Page.
- C. Proposal

1. Cover Letter: The cover letter shall be in the form of a standard business letter and shall be signed by an individual authorized to legally bind the Proposer. It shall include all the following:
 - i. A statement indicating that all financial data associated with cost/pricing has been eliminated from the Proposal and is included in the sealed Cost Form and Signature Page envelope.
 - ii. A statement specifying if proprietary data has been included in the Proposal and describing how proprietary data has been identified in the Proposal.
 - iii. A statement that the proposed services will satisfy the function, performance, and services listed in this RFP.
 - iv. A statement indicating the Proposer's agreement to the specified terms and conditions addressed in Section 2 of this RFP.
 - v. A statement indicating the Proposer's agreement to the specified terms and conditions addressed in Section 2 of this RFP.
 - vi. A list of any exceptions should be included as an attachment to your cover letter and identified accordingly.
 2. Executive Summary
 - i. Proposers shall provide an executive summary of items covered in the proposal.
 3. Proposed Approach to Scope of Services
 - i. Proposers should provide their recommended approaches to the scope of services as required in this RFP.
 4. Key Personnel (Management Summary)
 - i. Proposers shall provide a brief summary of their organization along with key personnel.
 5. Additional Information
 - i. Include other information in this section of the Proposal that Proposer believes to be pertinent, but which is not required by this RFP.
 6. Vendor Contact Information
 - i. In this section of the Proposal, provide the name, phone number, and e-mail address of a point of contact for the Proposal.
 7. References (Prior Experience)
 - i. Proposers must provide Kent District Library with at least three (3) business references and who have received similar services from your company. Use the References page (Appendix B) to provide the references.
 8. Mandatory Response Checklist
 - i. The last section of the Proposal should include the completed Mandatory Response Checklist (Appendix C).
- D. Cost Form and Signature Page
1. The Cost Form and Signature Page (Appendix D and E) must be included in a separate sealed envelope marked "Cost Form and Signature Page" and placed inside the sealed proposal envelope. Do not include the Cost Form and Signature Page in each copy of your proposal.

1.8 COST FORM AND SIGNATURE PAGE

Submit one (1) original of the Cost Form and Signature Page in a separate envelope distinctly marked “Cost Form and Signature Page” submitted under sealed cover, separate and apart from the rest of the Proposal. All costs to be incurred and billed to the Library should be included within the Cost Form and clearly labeled as to be transparent in layers of fees and the services included with each layer.

The Library will not pay any amount identified as insurance or taxes of any kind (the liability for such items remains with the Proposer), and the proposed price quoted must include any such costs (including all applicable taxes) the Proposer wishes to have included within the final agreement. Kent District Library is a non-profit organization and is exempt from Michigan sales tax.

The Proposal must be arranged to be directly and organizationally responsive to this RFP. Failure to follow the format described here or to provide the required information could result in the rejection of the Proposal.

- A. Proposers must submit the Cost Form. Failure to include the Cost Form may result in disqualification of the Proposal
- B. Contract and License Terms
 - I. By submitting a proposal, the Proposer certifies that, if selected, they will execute such agreement(s) without further addition of costs or terms. The Library reserves the right to negotiate the terms of any proposed agreement.
- C. Signature Page
 - I. The final component in the Proposal should be a fully completed Signature Page (Appendix E). Failure to include a signature page may result in disqualification of the Proposal. At the bottom of the signature page, the Proposer must acknowledge receipt of any addendum(s) to the RFP.

Section 2: Terms and Conditions

2.1 RIGHTS OF THE LIBRARY

- A. The Library reserves the right to reject any and all proposals received in response to this RFP. If a Proposal is selected, it will be the most advantageous regarding price, quality of service, the Proposer's qualifications and capabilities to provide the specified service and other factors that the Library may consider. The Library does not intend to award a contract fully based 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, and negotiations would be undertaken with that Proposer whose Proposal is deemed to best meet the Library's specifications and needs.
- C. The Library reserves the right to waive or not waive informalities or irregularities in proposals or proposing procedures, and to accept or further negotiate costs, terms, and/or conditions of any Proposal as best suits the interest of the Library.
- D. The Library reserves the right to negotiate any alterations to bid specifications due to oversight or error.
- E. The Library reserves the right to seek clarification in writing about a firm's Proposal during the evaluation process.
- F. 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, submitting or presenting a proposal, or from interviews and/or demonstrations.
- G. Proposals must be signed by an official authorized to bind the Proposer to its provisions for at least a period of 550 days.
- H. In the event it becomes necessary 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 with any amendments should be resubmitted.
- I. To be considered, one (1) original and five (5) copies of the Proposal and the Cost Form and Signature Page must be submitted to the Library on or before 1:00 PM (EST) on Friday, November 29, 2024.
- J. 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.

2.2 AWARD OF CONTRACT

The following employee of Kent District Library is the only contact person for any questions that may arise before the contract is awarded: Elvia Myers, Office Manager. Any questions or clarifications regarding this RFP should be e-mailed to emyers@kdl.org. All questions should be submitted no later than 10:00 AM. (EST) on Wednesday, November 20, 2024. Responses will be posted in the form

of an addendum on KDL’s website (www.kdl.org/about/rfp) by 5:00 p.m. (EST) on Friday, November 22, 2024. All interested parties are instructed to visit the website for any issued addenda.

The following employees of KDL are identified to use all powers under the contract to enforce its faithful performance **after** the contract is awarded:

- A. CONTRACT ADMINISTRATOR: the following individual, 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: Jennifer DeVault, Director of Branch Services.
- B. The Director of Library Operations, or appointed KDL staff member, will meet with selected vendor representatives on a regular basis, or as determined necessary, to review progress and provide necessary guidance to the vendor in solving problems that may arise.
- C. The Director of Library Operations, or appointed KDL staff member, will meet as often as required with the vendor’s representative for the purpose of reviewing progress and providing necessary guidance.
- D. The selected vendor will notify the Director of Library Operations, or appointed KDL staff member, of any significant deviation from the previously agreed-upon Proposal.
- E. KDL reserves the right to award the total Proposal, to reject any and all proposals in whole or in part, to award parts of the Proposal to separate vendors and to waive any informality or technical defects if, in KDL’s sole judgment, the best interests of Kent District Library will be so served.
- F. 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.

2.3 EVALUATION OF PROPOSAL

- A. Proposals will be reviewed by an evaluation team comprised of Library staff. Proposals will be judged based on criteria stated in Section 3: Evaluation of Proposals and Selection of Preferred Vendor
- B. Library staff will prepare a recommendation to the KDL Board of Trustees, which will make the final determination to award the contract. The selected Proposer will meet with Library staff to prepare a contractual agreement between the Library and the Proposer as soon as is reasonable after the final selection is made. Failure to negotiate a mutually agreeable contract may result in the cancellation of any award.

2.4 SELECTION PROCESS

- A. After the period for receipt of proposals has closed, each Proposal will be examined to determine compliance with the format and information requirements specified in the RFP. Any proposal that does not meet the format and information requirements may be eliminated from consideration.
- B. The Library may reject any Proposal if it is conditional, incomplete, or contains irregularities. KDL also reserves the right to reject all proposals.

- C. Following evaluation of proposals, the top candidates will be required to participate in vendor interviews to determine and select the vendor that most closely meets the needs of KDL; however, KDL reserves the right to select based solely on the written Proposal without an interview.
- D. All those submitting proposals will be notified of the results.

2.5 INDEMNIFICATION

- A. 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.

2.6 CONFIDENTIAL/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 of 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.

2.7 OTHER CONSIDERATIONS

- A. For purposes of addressing questions concerning this RFP, the sole contact will be Elvia Myers, Office Manager (emyers@kdl.org). Failure to observe this restriction may result in the disqualification of a Proposal. This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this RFP.
- B. The Library will not consider the submission of unsolicited, additional terms after the submission deadline. This RFP and all written material received from the Proposer that is awarded the contract will be incorporated into the final contract between the Library and the Proposer unless specifically superseded in the signed contract.
- C. The anticipated selection date expresses the present intention of the Library to award a contract in December 2024; however, this is not a representation, agreement or promise that, in fact, the Library will award any contract on that date or at any other time. It is the Library's intent to contract with a single vendor, but the Library retains the right to reject any and all proposals, or to enter more than one contract if in the best interest of the Library.

Section 3: Evaluation of Proposals and Selection of Preferred Vendor

3.1 EVALUATION CRITERIA

Proposals will be evaluated by KDL based upon the completeness of the response, the appropriateness of the candidates' qualifications to meet KDL's needs, the approach to engagement, cost of services, and the quality of previous performance or reference responses.

In the selection process, KDL reserves the right to interview the top finalists at the KDL Service Center. If finalists' interviews are necessary, they will be scheduled from December 2-6, 2024. Failure to make oneself available for a finalist interview may result in removal from further consideration. This schedule is subject to change. KDL reserves the right, at its sole discretion, to waive minor administrative irregularities contained in this RFP.

After qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the firm who is believed to be best qualified to serve KDL's best interest in performing the service will be selected.

Appendix A: MISC

Appendix B: 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. Failure to complete this form may result in 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 #: _____

Contract Start/Expiration Dates: _____

Type of Services Performed (include deliverables):

How was the information or service you provided used by your customer?

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

Client Contact: _____ Title: _____

Client E-mail Address: _____ Client Phone #: _____

Contract Start/Expiration Dates: _____

Type of Services Performed (include deliverables):

How was the information or service you provided used by your customer?

- 3.** Name of Contracting Organization ("Client"): _____

Client Contact: _____ Title: _____

Client E-mail Address: _____ Client Phone #: _____

Contract Start/Expiration Dates: _____

Type of Services Performed (include deliverables):

How was the information or service you provided used by your customer?

Appendix C: 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 inclusion of the item in the Proposer's response to the Library's RFP.

Check Here	Item
	One (1) original and five (5) hard copies of the Proposal including:
	<ul style="list-style-type: none"> Cover Letter
	<ul style="list-style-type: none"> Executive Summary
	<ul style="list-style-type: none"> Proposed Approach to Scope of Services
	<ul style="list-style-type: none"> Key Personnel (Management Summary)
	<ul style="list-style-type: none"> Proposed Timeline for Entire Project
	<ul style="list-style-type: none"> Vendor Contact Information
	<ul style="list-style-type: none"> Appendix B: References (Prior Experience)
	<ul style="list-style-type: none"> Appendix C: Mandatory Response Checklist
	One (1) electronic copy of the RFP by Flash Drive or e-mailed to emyers@kdl.org
NOTE: Following should be included separately from the above:	
	One (1) original hard copy of the Cost Form and Signature Page in a separate, sealed envelope including:
	<ul style="list-style-type: none"> Appendix D: Cost Form
	<ul style="list-style-type: none"> Appendix E: Signature Page
	<ul style="list-style-type: none"> Acknowledgment of receipt of addendum(s) [if applicable] (see bottom of Appendix E: Signature Page)

Appendix D: Cost Form

The undersigned agrees to enter into an agreement with the Library to provide Kent District Library with the Signage for City of Walker Library Temporary Location. Contract to begin on a date agreed upon by Kent District Library and 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 550 days from the date of the signature.

Signature

Date

Appendix E: Signature Page

The individual listed below are authorized to sign on behalf of the vendor submitting this Proposal. This Proposal is valid for 550 days from the date of the 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)

Company Address (City, State, Zip)

Telephone #

Fax #

E-mail Address

Federal Tax #ID

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