

JOHNATHAN TRUMBULL LIBRARY  
580 EXETER ROAD  
LEBANON, Connecticut  
REQUEST FOR PROPOSALS-MOVING & STORAGE SERVICES  
February 2021

**Instructions for Proposals**

1. Submission and Deadline  
All proposals must be received by XX:00 A.M. (EDT), xxx, 2021. Proposal Packages, endorsed “JOHNATHAN TRUMBULL Library Moving and Storage”, will be received at the office of the TOWN CLERK, TOWN HALL, 579 EXETER ROAD, LEBANON, CT
  
2. Walkthrough  
A walkthrough of the existing facility and the temporary locations is scheduled. XXXXXXXXXXXX, with the Building Committee and Library Director. Please meet at the meet in the parking area in front of the Main Entrance, interested respondents are to abide by State of Ct and Town of Lebanon COVID Regulations
  
3. Bid Bond  
All respondents must file, with their proposal, a bid bond in the amount of 5% of the total of the base bid, made payable to the Town of Lebanon the bid bond may be a surety company document, certified check or treasurer’s check.
  
4. Performance and Labor Bonds  
Performance and labor Bonds in the amount of 100% of the contract price will be required of the successful respondent if the contract exceeds \$50,000.00.
  
5. Insurance Requirements  
The Contractor must carry insurance under which the Town is named as an assured, as follows:  
Such insurance must be by insurance companies licensed to write such insurance in Connecticut against the following risks with the following minimum amounts and minimum durations.
  - A. Workman's Compensation, as required by State Statute.
  
  - B. Public Liability, Bodily Injury Liability and Property Damage Liability as follows:

Injury or death of one person:	\$1,000,000
Injury to more than one person in a single accident:	1,000,000
Property damage in one accident:	1,000,000
Property damage in all accidents:	1,000,000

C. Automobile and Truck (Vehicular) Public Liability, Bodily Injury Liability, and Property Damage Liability as follows:

Injury or death of one person:	\$1,000,000
Injury to more than one person in a single accident:	1,000,000
Property damage in one accident:	1,000,000
Property damage in all accidents:	1,000,000

Insurance under B, C, above must provide for a 30-day notice to the Town of Lebanon for cancellation/or restrictive amendment.

Insurance under B, C, above must be for the whole duration of the contract and for twelve (12) months after acceptance of the project by the Town.

Subcontractors must carry A, B, C in the same amounts as above for the duration of the project and until acceptance by the Town.

Certificates of insurance must be submitted to the Building Committee prior to the signing of the contract and within ten days of notification of award of contract. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Building Committee shall be notified and such expired or terminated insurance must be replaced with new insurance and a new certificate furnished to the Building Committee.

Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract.

6. Submittal Letter

Respondents shall submit a cover letter, addressed to Matt Earls, Library Director, signed by an authorized principal or agent of the respondent, which provides an overview of the respondent's offer, as well as the name, title and phone number of the person to whom the Town may direct questions concerning the proposal.

The letter should also include a statement by the respondent accepting all terms and conditions contained in this RFP, signed by an officer or other individual with authority to bind the firm.

7. Detailed Proposal including:

Project Understanding: Please provide a written discussion in sufficient detail to demonstrate an understanding of the project's scope and the services required.

Experience: Please provide a detailed written summary of the respondent's experience and capability in providing similar operating services elsewhere, especially experience in providing services to libraries. The Respondent is required to furnish with its response to the RFP a description of the level and number of staff proposed to execute this move and description of the library moving experience of the Project Manager and supervisory staff assigned to this project. The respondent shall furnish with this proposal information that includes, but is not limited to a list of 5 library moves of similar size (more than 100,000 volumes) and scope performed within the past 5 years. Please include addresses, dates moved, collection size and the names and phone numbers of Library administrators who may be contacted as reference.

Staff Plan: Identification of all staff who will provide any portion of the services required under the contract. For each identified individual, provide background and experience and areas and levels of responsibility. Please provide a separate rate for After Hours as well as Sunday/Holiday hours. These rates may be exercised in the event of an emergency and at the approval of the Library Director, Move Coordinator, and/or their designee.

Service Delivery Plan: Describe how services required herein will be provided to the Town, and describe how the service delivery plan will ensure timely delivery of services. Delivery plan shall also include an equipment list as well as storage solutions. The Respondent is required to submit specific descriptions of the sequence and schedule of proposed moving services. Please include the number of days and hours of operation each day proposed to achieve this schedule.

Describe the containers and methods to pack and move all office and AV equipment such as computers, fax machines, copiers, typewriters, projectors, overhead projectors, etc.

Describe your method of labeling the collections keeping in mind that marking or defacing library collections, furnishings or equipment is not acceptable.

Describe your methods of moving office furnishings to insure their protection against damage.

Describe your method of packing and storing archival and special collection materials.

8. Proposal Price

Please break down your proposal price in various stages to match each move sequence, as outlined in the attached spreadsheets and the proposal narrative.

9. Expected Moving dates

You should plan to commence the moving activities no later than **March XXXX** and be **complete no later than March XXX 2021.**

