



**Release Date: September 27, 2017**

**Invitation to Bid**

**Library Shelving Moving Equipment, Bid #18MPL001ADM**

The Mobile Public Library invites responses to the attached proposal to provide an integrated, comprehensive, and turnkey library shelving moving equipment. This Invitation to Bid will include, but is not limited to, an integrated and comprehensive system that will allow the Library to move fully loaded library shelving and relocate the shelves without the need to unload the shelves. Respondents must meet qualifications to provide and train on the system as described in the Project Specifications and agree to Contract Provisions as stated. Bids must follow Instructions and Conditions and be submitted on the Bid Form supplied.

Deliver signed and sealed bids no later than:

11:00 AM CDT, Thursday, October 12, 2017

At which time they will be publicly opened and read aloud.

Address Bids To:

Robert Hyde, Comptroller  
Library Shelving Moving Equipment  
Bid #18MPL001ADM

700 Government Street  
Mobile, Alabama 36602-1403

Address Questions To:

Ozzie Elortegui, Office Manager  
251-208-7861

[uelortegui@mplonline.org](mailto:uelortegui@mplonline.org)

## **PART I -- Instructions and Requirements for Bid #18MPL001ADM – Library Shelving Moving Equipment**

Bids must be submitted on the Bid Form (Part II, Section IV) and signed by an officer of the bidder's firm. Obligations assumed by such signature must be fulfilled.

Submit two copies of the completed Bid Form with attachments to Robert Hyde, Comptroller, Library Shelving Moving Equipment, Bid#18MPL001ADM, 700 Government Street, Mobile, AL 36602-1403. Bids must be received in hard copy, no later than 11:00 AM CDT, Thursday, October 12, 2017.

1. Any request for interpretation of the specifications or other pre-bid documents are to be in writing, telephone communications or by e-mail and addressed to Ozzie Elortegui, Office Manager, Mobile Public Library (oelortegui@mplonline.org/251-208-7861). Any resulting interpretations and supplemental instructions will be in the form of written addenda issued to all prospective bidders.
2. Any unauthorized changes in, or additions to, the Bid Form will be considered sufficient grounds for rejection. However, additional lines added to further explain the bid are acceptable.
3. Bidders are expected to prepare their bid to include all necessary material, labor, bonds, permits, overhead, profit, taxes, insurance, etc. costs. It is not the obligation of the Mobile Public Library to bring mistakes or omissions in the bid to the bidder's attention.
4. All documents samples submitted by the contractor shall become the property of the Mobile Public Library and will not be returned.
5. Any contracts resulting from this Invitation to Bid shall not be assignable without prior written consent of the Mobile Public Library. Under no conditions shall the contract be assigned to an unsuccessful bidder whose bid was rejected as non-responsive and/or non-responsible.
6. All quotations must be verified before submission as they cannot be withdrawn or corrected after being opened. In case of error in extension of prices, the unit price will govern.
7. The Mobile Public Library is a department of the City of Mobile and is exempt from State, County and City sales and use taxes.
8. Any person or firm whom the contractor intends to use as a subcontractor shall be identified in the bid. The contractor shall retain full responsibility for the actions and for the failure of any subcontractor to perform.
9. Sealed bids will be opened at 11:00 AM CDT on Thursday, October 12, 2017 in the Mobile Public Library Administrative Offices, 700 Government Street, Mobile, AL 36602. Bids received after this time will be discarded unopened.

10. An evaluation of the bids and preliminary award and notification will be made within seven days after opening the bids. However, all contracts and bid acceptances are subject to final approval by the Library Board of Directors. Final notice will be made as soon as practicable following the next Library Board meeting. Library Board meetings are generally scheduled monthly.
11. This bid will be awarded based on the lowest qualified bidder. **This is an “All or Nothing” bid.**
12. Failure to observe all instructions and conditions will constitute grounds for rejection of your bid.
13. The right is reserved to reject any, or all quotations, or any portions thereof, and to waive technicalities if deemed to be in the interest of the Mobile Public Library.
14. If bid results are desired, enclose a self-addressed and stamped envelope with your bid.
15. The Mobile Public Library, without invalidating the contract, may order extra work or make changes by altering, adding to, or deducting from the work, the contract sum being adjusted accordingly. All such work shall be executed under the original contract except that any claim for extension of time caused thereby shall be adjusted at the time of ordering such change. No changes in the work shall be made without having prior consent of the Mobile Public Library or its designated representative and acceptance by the contractor or the terms and conditions of the change. All change orders shall be in writing.

## Part II – Bid Specifications and Bid Forms

### Section I – Project Summary

The Mobile Public Library (Library) invites responses to the attached proposal to provide a new fully integrated and comprehensive library shelving moving system, provide training, and a warranty period.

### Section II - Bid Preparation and Submission

- A. Bid Form - Bids must be submitted on the Bid Form supplied and signed by an officer of the bidder's firm. Obligations assumed by such signature must be fulfilled. Additional information must be attached to the Bid Form and labeled: **Library Shelving Moving Equipment, Bid #18MPL001ADM.**
  - 1. Unauthorized changes in, or additions to, the Bid Form will be considered sufficient grounds for rejection. However, additional lines added to further explain the bid are acceptable.
  - 2. Submit two copies of the completed Bid Form with attachments and samples to Robert Hyde, Comptroller, Library Shelving Moving Equipment, Bid #18MPL001ADM, 700 Government Street, Mobile, AL 36602-1403. Bids must be received in hard copy, no later than 11:00 AM CDT, Thursday, October 12, 2017.
- B. Pricing
  - 1. Pricing is requested for a new fully integrated and comprehensive library shelving moving system that does not require the removal of books, items, etc and safely and easily relocate the unit to another area inside the building; freight charges, and any needed training, along with any warranty provided by the manufacturer. The option of a used system is also under consideration in the bid. Prices are to be firm and delivered F.O.B., Mobile, Alabama. Extra charges are not allowed.
  - 2. The Mobile Public Library is a department of the City of Mobile and is exempt from State, County and City sales and use taxes.
  - 3. Verify quotation before submitting, as bids cannot be withdrawn or corrected after being opened. In case of error in extension of prices, the "unit price" will govern.

### Section III – Scope of Work

- A. The Library is searching for a fully integrated and comprehensive library shelving moving system to lift and move regular library shelving without the need to remove books, displays, etc and relocate the shelving unit to another part of the same building. This system must be easy to use, able to safely move several lengths of library shelving, single and double sided, from 36" to 30". The system must be able to be used on various types of flooring: carpet, marble, tile, engineered wood flooring, etc., without damage to the flooring, the moving system, the library shelving, or the material on the shelves.

- B. The Bidder shall provide a warranty on the entire system for all work and craftsmanship, in conjunction with the manufacturer's warranties on the different components of the system, for a new/unused system. As an option, the bidder may also propose a used shelving moving system. Bidder may also propose an annual maintenance agreement for on-going maintenance of the system upon warranty expiration.

Section IV– Bid Forms

**Please submit two (2) signed and completed copies of this bid form and specifications.  
All bids are due no later than 11:00am CDT, Thursday, October 12, 2017.**

**Library Shelving Moving System, Bid#18MPL001ADM**

**RETURN TWO SIGNED COPIES OF THIS QUOTATION FORM AND ANY  
ADDITIONAL INFORMATION.**

Total for a **NEW** Library Shelving Moving System, as described:

\_\_\_\_\_

Lead Time: \_\_\_\_\_

Total for a **USED** Library Shelving Moving System, as described:

\_\_\_\_\_

Lead Time: \_\_\_\_\_

Annual Maintenance Agreement: \_\_\_\_\_

Please supply all technical information, specifications, drawings, layouts, etc with this bid form, including but not limited to copies any additional information relevant to the system, company, etc.

**Firm Name:** \_\_\_\_\_

**Firm Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**List Three (3) References**

Project Name/Description/Size/Date Completed

Customer's Name and Phone

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The sealed bid package with all required information and attachments is due no later than 11:00am, CDT, Thursday, October 12, 2017. If you have any questions, please call Mr. Ozzie Elortegui at 251-208-7861.