MOBILE PUBLIC LIBRARY
mobilepubliclibrary.org

Release Date: June 11, 2021

Invitation to Bid

Upholstery of 226 Theater Chairs Composed of Seats and Backs For Bernheim Hall, Ben May Main Library

701 Government Street
Mobile, Alabama 36602

Bid #21MPL06BGV

Mobile Public Library invites responses to bid to reupholster the 226 theatre chairs (seats and backs) located in Bernheim Hall at the Ben May Main Library according to specifications detailed in this document. Respondents must meet qualifications 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:
2:00 PM CT, Tuesday, June 22, 2021
At which time they will be publicly opened and read aloud.

Address Bids To:
Robert Hyde, Comptroller
Mobile Public Library Bernheim Hall seat reupholster Bid#21MPL06BGV
700 Government Street
Mobile, Alabama 36602-1403

Address Questions To:
Grace Smith, Office Manager
251-545-3352
gsmith@mplonline.org

PART I -- Instructions and Requirements for Bid #21MPL06BGV - Bernheim Hall seat reupholster

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 in a sealed envelope to Robert Hyde, Comptroller, Mobile Public Library Bernheim Hall seat reupholster Bid#21MPL06BGV, 700 Government Street, Mobile, AL 36602-1403. Bids must be received in hard copy, no later than 2:00 PM CT, Tuesday, June 22, 2021.

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 Grace Smith, Office Manager, Mobile Public Library (gsmith@mplonline.org/251-545-3352). Any resulting interpretations and supplemental instructions will be in the form of written addenda emailed to all known prospective bidders and posted at http://www.mobilepubliclibrary.org/about/bids.php .
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 and 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. 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.
8. Sealed bids will be opened at 2:00 PM CT, Tuesday, June 22, 2021 in the Mobile Public Library Administrative Offices, 700 Government Street, Mobile, AL 36602. Bids received after this time will be discarded unopened.
9. An evaluation of the bids and preliminary award and notification will be made as soon as possible 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.
10. This bid will be awarded based on the lowest qualified bidder. **This is an "All or Nothing" bid**.
11. Failure to observe all instructions and conditions will constitute grounds for rejection of your bid.
12. 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.
13. If bid results are desired, enclose a self-addressed and stamped envelope with your bid.
14. 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" or "MPL") invites responses to bid to reupholster 226 theatre chairs (seats and backs), located in Bernheim Hall at Ben May Main Library, as per specifications detailed in this document.

1. Work Site Address: Bernheim Hall, Ben May Main Library, 701 Government Street, Mobile, AL 36602
2. Work Site Contact Person: Sara McGough, Branch Manager 251-340-1532.
   Alternate Work Site Contact: Grace Smith, Office Manager 251-545-3352.
3. In order to provide Bidders the opportunity to gather sufficient information to prepare accurate responses, you are invited to a Pre-Bid opportunity to view the chairs and jobsite, which is scheduled for Wednesday, June 16, 2021, at 10:00 a.m.

Section II - Bid Preparation and Submission

A. Bid Form
   1. 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. Any additional information must be attached to the Bid Form and labeled: **Mobile Public Library Bernheim Hall seat reupholster Bid#21MPL06BGV.**
   2. 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. Submit two copies of the completed Bid Form with attachments and samples to Robert Hyde, Comptroller, Mobile Public Library Bernheim Hall seat reupholster Bid#21MPL06BGV, 700 Government Street, Mobile, AL 36602-1403. Bids must be received in hard copy, no later than 2:00 PM CT, Tuesday, June 22, 2021.

B. Pricing
   1. Pricing is requested for: Reupholstery of all 226 theatre chairs (seats and backs) including labor, parts and supplies as required to complete the work as specified. Prices are to be firm and delivered F.O.B., Mobile, Alabama. Extra charges are not allowed.
   2. 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.

C. Failure to observe all instructions and conditions will constitute grounds for rejection of a proposal.

D. A final determination of the winning bidder will include reputation of bidder, references and cost.

E. Winning Bidder ("Contractor" henceforward) must maintain Liability and Workmen's Compensation Insurance for the duration of the project. Evidence of such insurance must be furnished upon award of the Bid. Mobile Public Library and City of Mobile must be listed as additional insureds on the Certificate of Insurance.

F. Contractor must maintain a City of Mobile Business License as applicable to City Revenue Regulations and Ordinances and present evidence of such at the time of award.

G. Bid Bond Requirement: Per Alabama State Code, Section 39-2-4, as amended by Act #97-225, it is required for any contract exceeding $50,000 that the Bidder submit with his bid, either a cashier's check, drawn on an Alabama bank, or a bid bond, executed by a surety authorized and qualified to make bonds in Alabama, payable to the Mobile Public Library, in an amount (subject to a maximum of $10,000) equal to five percent (5%) of the bid. Such Cashier's Check or Bid Bond must be included with the Bid Form.

H. Contracts in excess of $50,000 require the successful bidder make every reasonable effort to have at least fifteen (15) percent of the total value of the contract performed by socially and economically disadvantaged individuals.

I. Bidders must provide at least four (4) current and local references that may be contacted regarding work performance.

Section III – Scope of Work

A. Bernheim Hall at the Ben May Main Library is a 1920's era performing arts theatre. The following is an overview of the Materials Specifications and Scope of Work , but should not be considered definitive:

1. Due to inherent inconsistencies in original construction, the individual seats and backs are not interchangeable. Therefore, in order to ensure reinstallation of each piece back to its correct location, MPL maintenance staff will remove seats and backs and label each with position location information. The identification labels will be located as to not interfere with the work and must remain attached. MPL maintenance staff will reinstall after work is completed.
2. Contractor will remove existing fabric, foam, cording, etc. from all 226 chairs, seats and backs. Contractor is responsible for removal, transport, and proper disposal of all waste materials A City of Mobile trash dumpster is available behind MPL Administration Office at 700 Government Street (across Government Street from the jobsite) and may be utilized by the Contractor for disposal of waste material, if desired.
3. 54" wide (small, random, or zero repeat) commercial upholstery grade fabric selected by MPL will be supplied by MPL through an Alabama State Contract vendor outside of this bid. Contractor will allocate one yard per chair (including seat and back). Ample additional yardage for matching bias double welt cord at all edges where upholstery transitions to the hard surface of the chairs is included in total yardage provided. All remaining excess yardage (NOT scrap/drop offs/waste) to remain at the jobsite, rolled properly for safe long-term storage for future use.
4. Contractor will supply new chair seat foam. Seat foam to be high quality, high density, commercial-grade foam (High Resiliency Upholstery Foam Firm HR-50 or better). Foam must roll under minimum of 1" at the front of every chair seat.
5. Contractor will supply new chair back foam. Back foam to be high quality, medium density, commercial-grade foam (High Resiliency Upholstery Foam Medium Firmness HR-30 or better). Foam must roll over minimum of 1" at the top of every chair back.
6. Double welt cord is required at all edges where upholstery transitions to the hard surface of the chairs. The cording fabric is same as the seat and back fabric, and ample additional yardage for this is provided by MPL. Contractor will supply the welt core material.
7. Contractor will also supply any/all additional parts or supplies not otherwise clarified herein (batting, tack strip, nails, staples, etc.).

8. Fabric will be available for work to begin by July 12, 2021, or sooner. Project completion goal is ideally August 14, 2021, but must absolutely be finalized no later than August 28, 2021.

B. Optional items, if any, are to be listed separately and complete specifications are to be included in the bid package.
C. Contractor will be responsible for obtaining any permits, if required.
D. Work is to be performed at the jobsite. Ample indoor space will be made available to facilitate efficient work and Contractor's equipment. The chair seats and backs are not to be removed from the library building at any time.
E. Contractor to provide all tools and supplies appropriate for the work. Equipment shall be well maintained and in good working condition.
F. All work must be completed by qualified and bonded personnel and according to standard practices.
G. All rules of the Mobile Public Library are to be followed without exception.
H. Work to be scheduled directly with the Building Manager, Sara McGough, during Library hours. Any exceptions must be by prior agreement and are subject to responsible library staff availability.
I. The Contractor shall provide a warranty on all craftsmanship of no less than three (3) years from the Library's acceptance of completed work. This applies to craftsmanship specifically, as MPL acknowledges Contractor cannot take responsibility for COM materials not purchased through this contract.
J. Payment terms:
Contractor's invoice for labor charges will be paid after acceptable completion of the entire project. A reasonable amount can be advanced for materials in order to facilitate procurement of supplies necessary to perform the work.

Section IV– Bid Forms

Mobile Public Library Bernheim Hall seat reupholster Bid#21MPL06BGV

Submit two (2) signed and completed copies of this bid form and attachments/specifications/additional information, as applicable. All bids are due no later than 2:00 PM CT, Tuesday, June 22, 2021.

Total bid amount, in U.S. dollars, to **reupholster the 226 theatre chairs (seats and backs) located in Bernheim Hall at the Ben May Main Library according to specifications detailed in this document**:

$ _____

You are also encouraged to attach your company's standard formal proposal/quote document, including break down of your bid total. Also attach any additional technical information, specifications, drawings, layouts, references, compliance documents, etc. which are either required herein or which you wish to provide to further clarify or explain (for example: current City of Mobile Business License, copies of current insurance policies, list of any subcontractors, along with current City of Mobile Business Licenses and current insurance documentation for each subcontractor, etc.).

Firm Name: _____

Firm Address: _____

_____

Telephone Number: _____

Email Address: _____

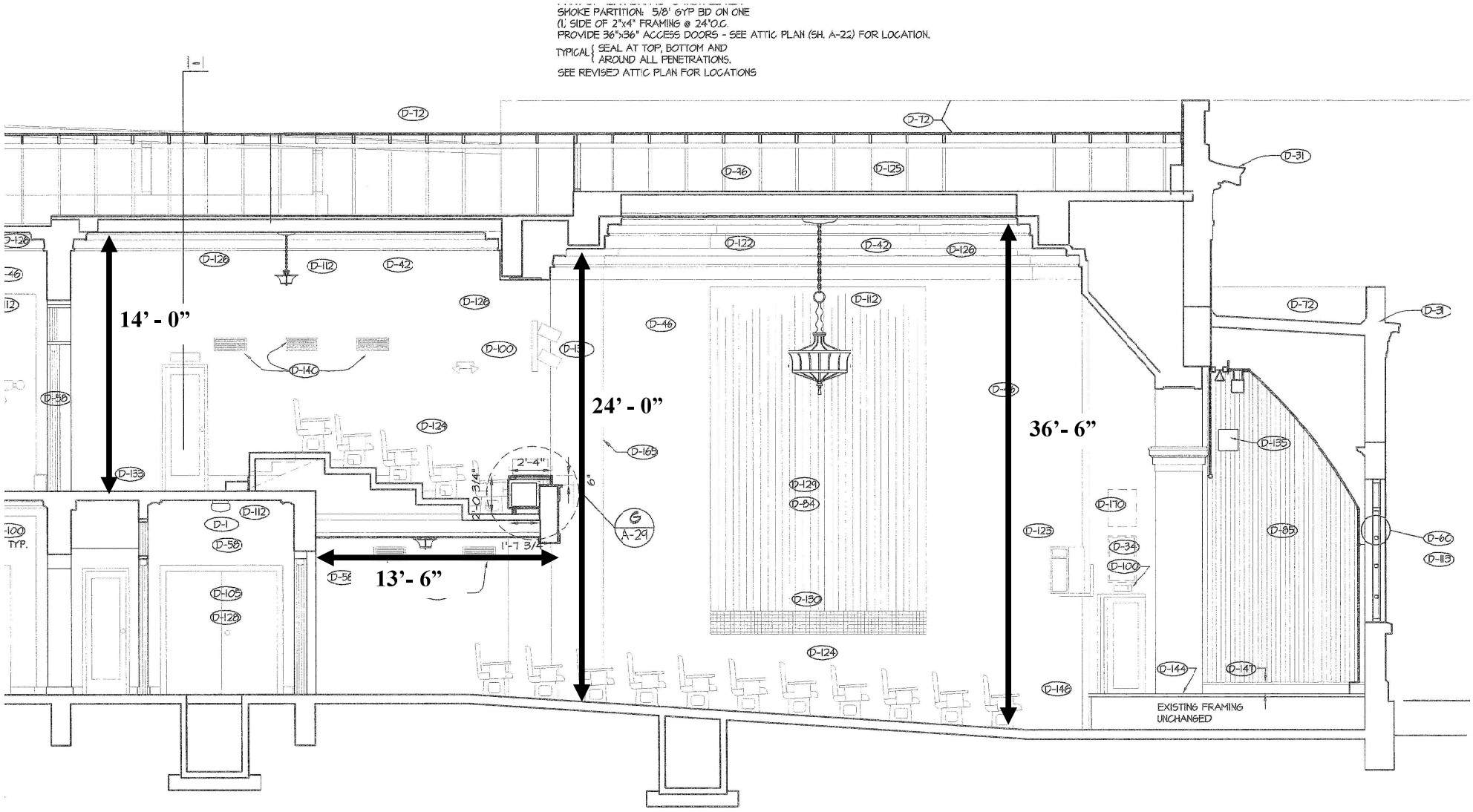
List References

Project Name/Description/Size/Date Completed	Customer's Name and Phone
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

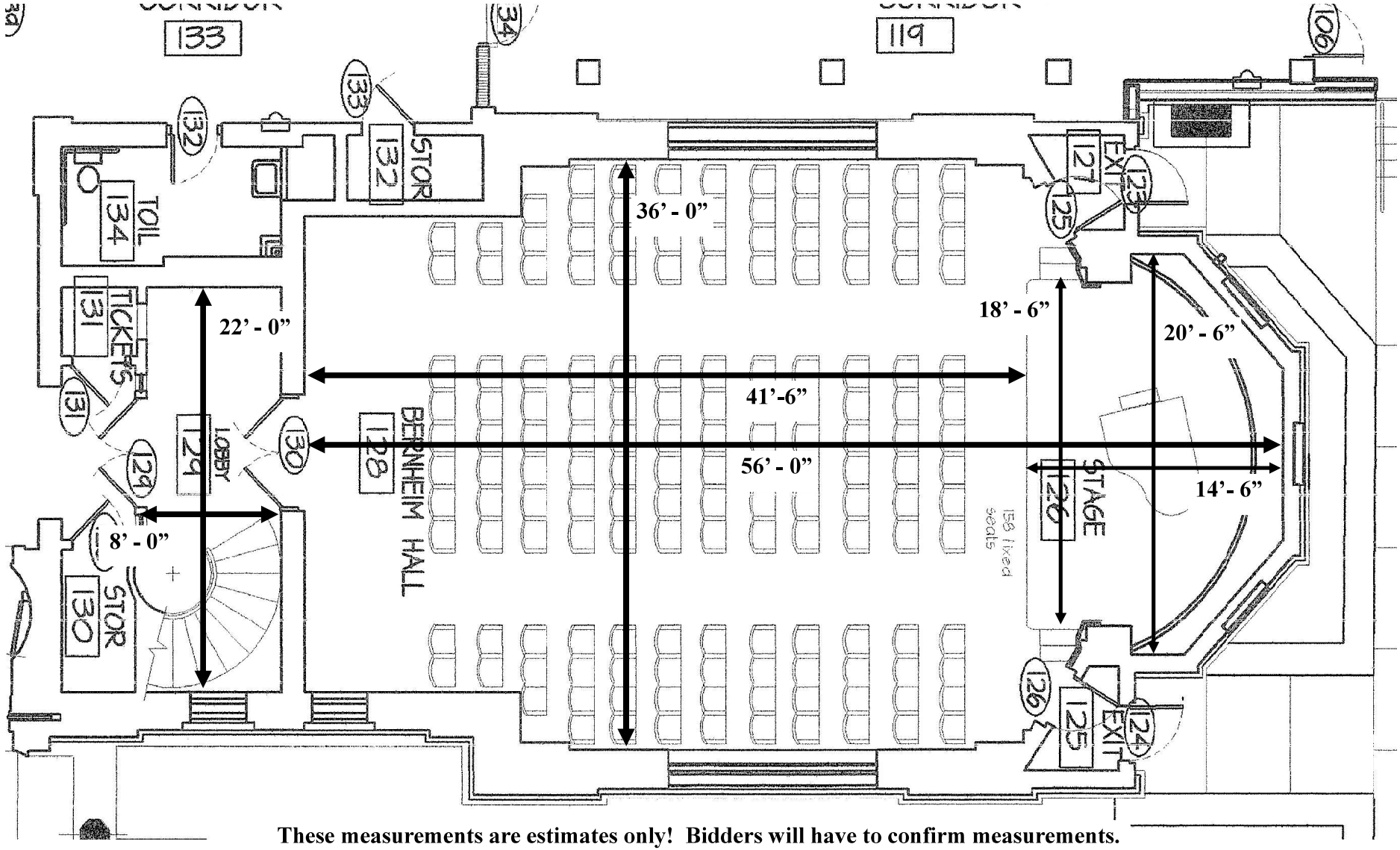
Authorized Signature: _____ **Date:** _____

Print Name: _____ **Print Title:** _____

The sealed bid package with all required information and attachments is due no later than 2:00pm, CT, Tuesday, June 22, 2021. If you have any questions, please call Grace Smith at 251-545-3352.



These measurements are estimates only! Bidders will have to confirm measurements.



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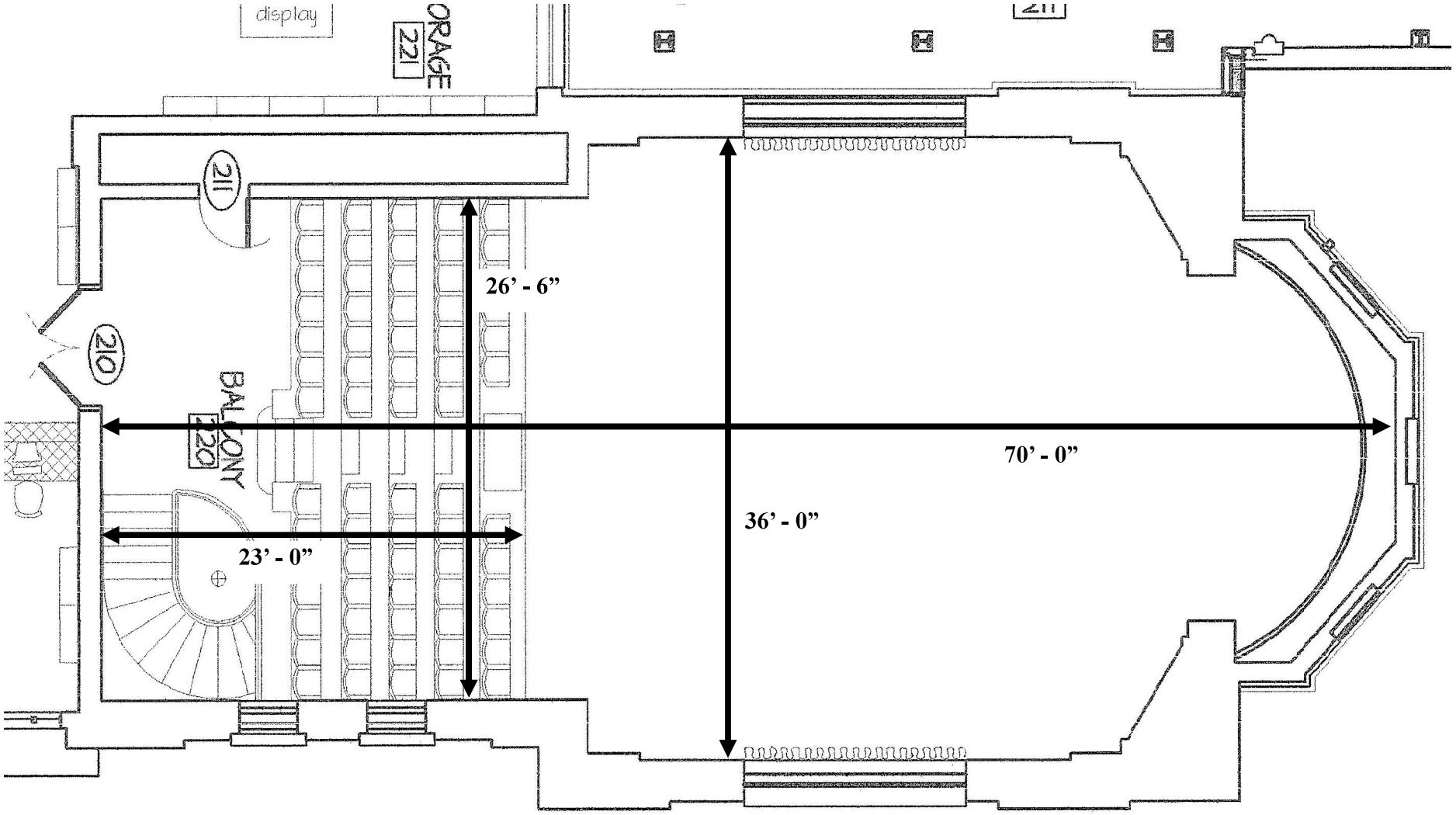

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