



DAYTON
METRO
LIBRARY

Request for Proposal:
Garage Door & Electrical Panel Upgrade
Facilities Department
Dayton Metro Library

Proposal 2024-101

July 9th, 2024

Request for Proposals
Garage Door & Electrical Panel Upgrade
Dayton Metro Library – Gentile Building

Dear Proposer,

The Dayton Metro Library (hereinafter referred to as the "DML" or the "Library") is requesting proposals from a qualified public entity or private firm, to establish a contract/purchase order to provide the following services at our Gentile building located at 207 E Fourth street:

- Heighten garage door opening 4' and install new Garage door
- Electrical work including but not limited to panel replacement, light fixture replacement, conduit replacement. Installation of 240v outlet for DML Bookmobile.

Provider must be reputable and capable of furnishing required materials, equipment, transportation, machinery, supplies, tools, apparatus, incidentals, labor, and supervision necessary to provide all services listed in article (2) "Detailed Scope of Work: below. The intent in soliciting proposals is to obtain a quality and qualified contractor and to allow for a competitive process of quoting for said services.

To be considered as a responsive bidder, proposers must respond to this solicitation in accordance with the requirements, specifications, commercial terms, and provisions as described and set forth herein. Proposals must embrace a concept that the successful proposer will satisfy all of the objectives and service specifications in the most cost-effective and efficient way possible as outlined in this document.

1. COMMUNICATIONS REGARDING THIS RFP:

Please direct all communications for this project to:

Phillip Dunlevy, Facilities Director

Ref.: Dayton Metro Library Gentile Building

120 S. Patterson Blvd.

Dayton, Ohio 45402

Telephone: 937-496-8704

Email: pdunlevy@daytonmetrolibrary.org

All communications, comments, or questions concerning this RFP must be submitted in writing via email. The deadline for questions is noon December 11th. All responses will be posted on the library's website no later than the end of business on October 19, 2020 under "Current RFPs".

A complete copy of this RFP and any additional documentation can be found at the Library's website at:

<http://www.daytonmetrolibrary.org>

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2. Detailed Scope of work:

Set up cones and temporary barricades to maintain a safe working environment

- Provide dumpster for garage door
- Disconnect existing electric to garage door operator
- Demo existing electric above door opening including conduits, wall packs, and MC wiring
- Demo existing garage door, track, operator, supports, and channels
- Demo existing structural brick to roof rafters above the removed garage door
- Install new garage door track
- Install new 20'x16' tall garage door, No Windows, 3" reverse angle track, and 10,000 cycle torsion springs, and weather seal
- Install side mounted operator, hand chains, photo eye safety sensors, and a 3 button control station
- Relocate existing conduits from above old garage door
- Demo existing 120/240v fuse panel and sub panel currently feeding garage area and replace with new 42 space panel
- Replace existing disconnect with new 100 amp disconnect
- Demo and replace 4 existing wall packs on exterior of building with new conduit
- Install power for new garage door operator
- Install new 240v outlet for bookmobile
- Clean up loose electrical feeds on panel wall
- Clean up any debris

Includes 15% Refundable Contingency

Includes 2% Refundable Construction Bond

Quoted for Normal working hours (M – F 7 A.M.to 5 P.M. EST)

Prevailing Wages rates apply.

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3. RFP SCHEDULE:

This Proposal will have the following schedule:

Release of RPF	Monday, July 8 th , 2024
<u>MANDATORY</u> Pre-Bid Tour of site	Wednesday, July 24 th , 2024 at 9 A.M.
Deadline for questions <u>by noon</u>	Monday, August 5 th , 2024
Responses posted on the DML website	Wednesday August 7 th 2024
Proposals are Due promptly <u>by noon</u>	Friday, August 16 th 2024
Announcement of Award	Friday, August 23 rd
Project Completion Date	November 1 st , 2024

The Pre-proposal meeting is mandatory. This meeting will be held at 207 East 4th street, Dayton 45402 at 9 A.M. General questions concerning the RFP will be answered. Specific questions related to this RFP and/or concerning equipment must be sent to the email above. Please limit your representatives to no more than three people per company.

4. PROPOSAL SUBMISSION:

All proposals must have two original signed proposals submitted in a sealed envelope addressed and delivered to:

Dayton Metro Library
Attn.: Phillip Dunlevy
Ref.: Dayton Metro Library Gentile Building
120 S.Patterson Blvd
Dayton, Ohio 45402

Proposals shall be signed by an officer of the company who has binding authority. Sealed proposals must be received promptly by **12 P.M EST Friday, August 16th, 2024.** Emailed or faxed submissions will not be accepted. Proposals received after this day and or time will not be considered. It is the responsibility of the proposer to deliver the proposal in a timely manner. Bids will be opened and read aloud shortly after 12 P.M, EST on **Friday, August 16th, 2024** at The Main Library, 215 E. Third Street, Dayton, Ohio 45402 in the Community Room on the second floor.

Dayton Metro Library (DML) reserves the right to reject any and or all proposals, waive irregularities in the proposal and accept the proposal(s) that it sees is in the best interest of DML. DML reserves the right select a successful proposer on the basis of the proposal received without seeking clarification from the proposer.

DML does not guarantee that any contract/purchase order will be awarded as a result of this RFP. Should a contract/purchase order be awarded but not executed, DML may or may not attempt to re-award a contract/purchase order to any other proposers.

All local, state and federal laws governing this RFP will be followed.

5. PROPOSAL CONTENT:

All brochures and supplemental documentation shall be included in each set of proposals submitted. Any incomplete proposals will be considered non-responsive.

Each vendor is required to submit the following:

- Letter of Interest. The proposer shall submit a letter of interest to DML. This letter should briefly summarize the company's willingness to perform services listed in this RFP. The letter shall be signed by a binding agent of the company.
- Proposer's information including but not be limited to address, contact name, phone number, form of ownership, years in business, etc.
- References. A minimum of two references should be included with this proposal. This should include contact names and verified, working phone numbers. References must be commercial references and similar to the size and design of DML buildings.

6. REQUIRED MINIMAL QUALIFICATIONS:

- A. All Contractor employees assigned to work on DML property must have the updated required licenses and or certificates to perform the assigned work.
- B. The Contractor must have reasonable tools and or supplies on hand to perform all work required by this contract/purchase order. It is the Contractor's responsibility to order all necessary parts and materials to fulfill this contract/purchase order.
- C. As work is performed, the Contractor must follow all federal, state and local codes, standards and safety requirements. All work performed by the Contractor will be performed under their licensure.

7. TAX EXEMPT

All materials purchased for use on DML properties under this contract/purchase order will be tax exempt from any State of Ohio sales tax. A blanket Certificate of Exemption form will be furnished to the successful proposer by DML's Finance Department.

8. STANDARD TERMS AND CONDITIONS

- A. Term

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The Agreement shall commence upon execution of a contract and purchase order. Work should be complete by 1, November 2024.

B. Proposal Costs

Each proposer shall be responsible for any and all costs associated with the preparation of a response to this RFP. All documents, materials or the like submitted as a part of this RFP will become the property of DML once submitted. Proposer(s) selected for further interviews and or negotiations will also be responsible for any costs incurred during this expanded process.

C. Compensation

The successful proposer shall invoice at the completion of the project. Invoices shall be submitted to the Finance Department and will be paid within thirty days unless there is a dispute with invoice and or work performed.

D. Standard of Care

The successful proposer will exercise the same degree of care in servicing DML equipment as would be expected by any other professional under the same circumstances.

E. Indemnification

The successful proposer shall indemnify and defend DML, its Board, officers, employees and agents from and against all claims, demands, losses, damages, fines/penalties and expenses (including attorney expenses) that arise from or are a result of or in connection with the course of the performance of the work and the obligation herein, including any claims from subcontractors and or suppliers contracting with the successful proposer. The provisions of this section of the Request for Proposal shall survive the expiration or termination of this Agreement.

F. Insurance

During the terms of agreement with the successful proposer, the successful proposer shall maintain, at their cost no less than the following insurance issued by an insurance company authorized to conduct business in the State of Ohio and having an AM Best rating of A or better:

Evidence of Insurance (Acord 25)

Notice of Cancellation (30 days/10 for cancellation due to nonpayment of premium)

1. General Liability:

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Commercial General Liability with a limit of not less than \$1M per occurrence;
\$2M Products and
Completed Operations Aggregate and \$2M General Aggregate
Include Premises and Products/Completed Operations and Ohio Employers
Liability with a limit not less than \$500K each accident

2. Automobile

Automobile Liability (with a limit of not less than \$1M combined single limit for
Bodily Injury and Property Damage
Include coverage for any auto (Symbol 1)

3. Umbrella/Excess Liability

Umbrella/Excess Liability limits to apply excess of underlying Commercial
General Liability, Automobile Liability and Ohio Employers Liability (with a limit
not less than \$1M)

Dayton Metro Library shall be covered as additional insured under Vendor's general,
automobile and umbrella policies for liability arising out of the negligent acts or
omissions of Vendor. Additional insured coverage must be provided on a
primary/noncontributory basis and reflected on the certificate of insurance.

Workers Compensation Certificate for State of Ohio must be submitted to DML as a
part of the signed Contract.

Insurance certificates must be submitted to DML prior to the start of any work.

G. Termination

This Agreement may be terminated by DML upon written notice in the event the
successful proposer fails to provided services as laid out in this RFP. Should any
equipment or materials be damaged due to the lack of standard of care, the
successful proposer shall have ten (10) business days to make corrections or submit
a plan for corrections. The plan must lay out an agreed upon timeline for
corrections to be made.

DML may terminate the Agreement at DML's discretion up to thirty (30) days written
notice. In the event of termination, DML will pay for services provided up to the
termination date. Such termination will not relieve the successful proposer from
damages sustained by their negligence.

H. Subcontracting

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A subcontractor can be utilized to subsidize the successful proposer upon written agreement by all parties. Subcontractor will be held to all rules and regulations within this RFP.

9. EVALUATION CRITERIA

DML will evaluate each proposal submitted based on the following criteria.

The evaluations will be completed on the information provided in the submitted proposals only.

Cost for Services	70 Points
References	20 Points
Dayton/Local Business*	05 Points
Minority Owned Business**	05 Points

*Local Business points requires proof of Montgomery County Address be submitted with your proposal.

**Minority Owned Business must submit proof of State of Ohio Certified DBE, MBE, WBE or SBE, with their proposal.

Incomplete or non-responsive proposals, failure to attend or send a representative to the mandatory pre-bid site will disqualify any vendor and their proposal, immediately.