

Request for Quotes for a Library Move

The Pierson Library is seeking quotations from qualified persons or companies to move its books and materials, library furniture, equipment, and supplies.

Scope of Work

The library will move from its current location at 5376 Shelburne Rd, Shelburne Vermont to its temporary location at 166 Athletic Dr., Shelburne Vermont, a distance of about ½ mile. The move will be done over a 2-4 day period sometime between June 25th and July 6th, according to a schedule to be worked out between the library and the selected contractor. The work includes moving approximately 38,000 books and other materials (DVDs, CDs, and periodicals) and disassembling, moving and reassembling approximately 110 3-foot wide units of steel library shelving. Additional furniture and equipment to be moved are listed in the attached Inventory. We are asking for a price to move the items on the Inventory List, plus the 38,000 items and steel shelving referenced above. This number is approximate and represents our best estimate. Materials will be loaded onto carts (supplied by the mover) at the origin, then unloaded off of the carts and onto shelves at the destination. Materials will not be boxed.

Conditions of Work

The loading areas at the Origin and Destination have no loading docks. The responder must inspect the various options and determine which are suitable based on unique conditions for the Origin and Destination. The responder is responsible for providing all walkboards and other unloading equipment necessary.

Responders should perform an on-site inspection and note the conditions inherent in moving books, furniture and equipment. The library will not be open to the public during the move, but staff and volunteers will be assisting in taking materials off of the shelves at the Origin and putting them back on the shelves at the destination. Library staff will box their personal effects and most supplies and other materials used at personal, workroom, or reference desks.

Contractor will box, wrap, or otherwise package as necessary any other furniture and equipment. Library staff will label each box and each piece of unboxed furniture or equipment. The label will show the room number to which the item is to be delivered. Where appropriate, library staff will be assigned to direct movers to specific locations within the numbered rooms.

Weekend work will be permitted but not required unless necessary to complete the move in the required time frame. The contractor will be required to clean up and remove, or dispose of, all trash, packing material, leftover parts, and other debris at the Destination location. The contractor will be required to protect furniture and equipment from damage during disassembly, transport, and reassembly and to protect the finishes and furnishings of the Origin and Destination locations from damage during transport and installation.

The contractor must provide evidence of insurance including workers' compensation to cover all of the contractor's employees, property damage in an amount of at least \$1,000,000, to cover loss or damage to library property, and general liability for any acts or omissions of contractor or contractor's

employees while working on this project. The contractor will be required to hold the library harmless from all effects of action, inaction, or omission on the part of the contractor or contractor's employees.

Walk-through Dates

On May 23 at 1:00 p.m. and May 24 at 9:00 a.m., library staff will be available to walk through the buildings with potential responders. We explain the move as we see it and answer any questions. Attendance at at least one of the sessions is mandatory. No quote will be considered unless a representative of the responder has attended at least one walk-through session.

Submitting a Quotation

Submit the following documents:

- A completed and itemized Quotation (labor, supplies, other) signed by a responsible officer or agent of the company. The price quoted must be valid if accepted by the library at a time before June 8th
- Contractor information with at least three references and a summary work plan.

The Quotation requires two amounts:

- A fixed price for moving all of the materials, shelving furniture and equipment listed on the Inventory.
- A per-hour rate for moving furniture, equipment, and other materials not listed on the Inventory.

Submit both documents, together, by mail or in person to:

Kevin Unrath, Library Director
Pierson Library
5376 Shelburne Rd
Shelburne Vermont 05482

You may also submit online to kunrath@shelburnevt.org

Quotes are due no later than 2:00 p.m. on May 31st, 2018.

Questions, requests for clarification, and scheduling of site visits should be directed to Kevin Unrath at 802-264-5017 or by e-mail at kunrath@shelburnevt.org. Contract Price If the quotation is accepted by the library, the quoted fixed-price amount will become the Contract Price. Ten Percent, 10%, of the Contract Price will be retained by the library until the move project is satisfactorily completed. The contractor may invoice for work performed and for time-and-materials work, at any convenient interval, subject to the 10% retainage.