

REQUEST FOR PROPOSALS

Library Moving Services

Linda Sokol Francis
Brookfield Public Library
3541 Park Ave
Brookfield, IL 60513

PROPOSALS ARE DUE at 10:00 a.m. April 30, 2021(local time)

Notice is hereby given by the Board of Library Trustees of Brookfield Library, Brookfield, Illinois (the "Library") that sealed proposals will be received at the existing Library, 3609 Grand Avenue, Brookfield, Illinois 60513 until 10:00 a.m. on April 30, 2021(local time) for library moving services for the Linda Sokol Francis Brookfield Public Library(the Project).

Note that proposals for this Project will be accepted only from firms which have conducted at least five library moving projects involving the moving and reshelving of library collections of 50,000 items minimum each, with references and contact persons for each project to be listed in the proposal. Proposals from firms not meeting these requirements will be rejected.

The Project Terms/Specifications include but are not limited to requirements for:

- (a) Moving from the current Brookfield Public Library facility into the new Library facility located at 3541 Park Ave, Brookfield IL 60513, the library's book, audio-visual, periodical, etc. collections, and reshelving of the collections according to accepted library practice as directed;
- (b) Moving of designated current library equipment into new facility;
- (c) Miscellaneous additional moving services as specified;
- (d) Payment of wages pursuant to the Prevailing Wage Act;
- (e) Contract Security
- (f) Insurance

A mandatory pre-proposal meeting will be held at 10:00 a.m. on April 20, 2021(local time) at the Brookfield Public Library, 3609 Grand Blvd Brookfield IL 60513. Proposals will be opened publicly at the Library (Library meeting room) at 2 p.m. (local time) on April 30, 2021.

The terms and conditions of the Project are described in the Request for Proposals packet, available for pickup starting on April 12, 2021 at the Brookfield Public Library 3609 Grand Blvd, Brookfield IL 60513 (Ms. Kimberly Coughran, Library Director, 708-485-6917). The Request for Proposals packet is available in electronic form.

The Library reserves the right to waive any informality, reject any or all proposals, and accept a proposal deemed most favorable to the Library.

Dated the April 12, 2021

Linda Kampschroeder, Secretary
Board of Library Trustees of
The Brookfield Public Library
Brookfield IL 60513

REQUEST FOR PROPOSALS

Library Moving Services

Linda Sokol Francis
Brookfield Public Library
3541 Park Ave
Brookfield, IL 60513

Introduction

Library moving services required by the Brookfield Public Library, pursuant to the terms and requirements set forth in these specifications, will be proposed in phases, as set forth below. The price quoted for work required will be listed on the proposal form by phase (i.e.--Phase I; Phase II, etc.) as set forth below and on the proposal form (Section V).

All phases must be bid by contractor; proposals for individual phases or less than all phases will not be accepted.

The phases are as follows:

- Phase I: Moving and reshelving of current library collections (book, Periodical/newspaper, A/V, etc.) into the Linda Sokol Francis Brookfield Public Library
- Phase II: Moving and installation of current library furnishings, equipment etc. designated for re-use in the Linda Sokol Francis Brookfield Public Library moving of staff personal effects, files, and other items as packed or labeled for moving by library staff in current containers or in contractor's containers.
- Phase III: Moving and Clearing of all materials, not designated to be moved to the New facility, to an area within the old Library to allow for the removal and abatement of flooring.

With his proposal, the contractor will submit a strategy for all phases of the proposed move to include a timeline, listing of owner's pre-move responsibilities, specifics on methods to be used for moving library collection and furnishings, etc. Inclusion of this moving strategy is required for proposals to be considered.

The contractor will also provide an estimate of number of days required for the completion of work required.

Quotes shall include all contractor activities prior to, during and following the moving, to include but not limited to planning, materials, moving, (labels, containers, labor, etc.) protection of finishes, (floor, wall, doors/frames, elevator) and

demobilization. All packing materials generated by the contractor's activities on site shall be removed from the site by the contractor and shall not be placed in the owner's or building contractor's waste disposal containers.

Questions

- A. All questions concerning the RFP shall be submitted in writing to the Library's Owner's Representative Independent Construction Services, Inc. Questions requiring a clarification or interpretation of the specifications shall be submitted to the Library via email to dan@icsillinois.com by April 26, 2021. If Required, the Library will post a written response in the form of an addendum by the end of the day April 28, 2021.
- B. No verbal agreement, understanding, or conversation with an agent or employee of the Owner or Architect, either before or after the proposal period, shall affect or modify the terms or obligations of the proposal requirements.

Tax Exemptions

- A. Brookfield Public Library is exempt from fees related to Illinois Retailers Occupation Tax, the Illinois Use Tax Act, and the Illinois Service Occupation Tax Act as sales to a corporation organized and operated exclusively for not-for-profit charitable, religious, or educational purposes. No such tax needs to be included in the Base Proposal Sum. Tax number will be provided on award of contract.
- B. Other taxes that may apply are for the account of the Contractor.

Prevailing Wage Requirements

- A. Each Contractor shall comply with requirements of the Illinois Prevailing Wage Act 820 ILCS 130/1 et seq.
- B. If, during the course of work under this contract, the Illinois Department of Labor revises the prevailing rate hourly wages to be paid under this contract for any trade or occupation, Owner, will notify Contractor and each Subcontractor of the changes in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by Contractor and all Subcontractors to each worker to whom a revised rate is applicable. Revisions to the prevailing wage as set forth above shall not result in an increase in the Contract Sum.
- C. Contractor shall follow all State and County provisions for prevailing wages. Contractors shall submit two forms of Certification of Monthly Payroll with each monthly pay request.

- (i) Certification of Monthly Payroll (record copy) will include name, address, phone, SS number, classification, hourly wages paid in

each pay period, number of hours worked each day and starting and ending time of each day for each identified worker.

- (ii) Certification of Monthly Payroll (public information copy) will include name, classification, hourly wages paid in each pay period, number of hours worked each day and starting and ending time of each day for each identified worker (Note: No SS # and address of employees). This submission would be maintained by the institution for three years and be provided upon receipt of a freedom of information act request concerning labor at those sites during the period which contractors and subs are employed at those sites.

Contract Security

- A. The contractor shall furnish a Performance Bond in an amount equal to one hundred percent (100%) of the Contract Sum as security for the faithful performance of this Contract and a Labor and Material Payment Bond in an amount not less than one hundred percent (100%) of the Contract Sum as security for the payment of all persons performing labor and furnishing materials in connection with this Contract. The Performance Bond and the Labor and Material Payment Bond shall be submitted on AIA Form A312 or on other forms acceptable to the Architect.
- B. The contractor shall attach to the Form of Proposal a Bid Bond, in the amount not less than 10% of the Base Proposal amount, payable to Board of Trustees, Brookfield Public Library which is agreed will be forfeited to the Brookfield Public Library if the undersigned fails to execute the Standard Form of Owner/Contractor Agreement (AIA Document A101, 2007 Edition), as modified herein by the Supplementary Conditions, and which is hereby made a part of this Contract Document by reference, and furnish evidence of his ability to become bonded and provide insurance coverage as specified, within five days Owner's notification of the intent to award the contact to the contractor.

General Guaranty: The Contractor shall:

- A. Save the Library, its agents, and employee harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in the performance of the contract which the Contractor is not the patentee, assignee, licensee, or owner; and
- B. Protect the Library against latent defects in materials or workmanship and to repair or replace any articles damaged or marred in transit or during delivery; and
- C. Pay for all permits, licenses, and fees and give all notices and to comply with all laws, ordinances, and rules of the Village of Brookfield and the State of Illinois.

Insurance:

At the Contractors' expense, the Contractor shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits to cover all locations of the Contractor's operations. The Contractor shall furnish Certificates of Insurance to the Library before starting the project or within ten (10) days after the execution of the contract, licensed to do business in the State of Illinois and having a rating of not less than A IX, according to the latest edition of the A.M. Best Company; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the Library. This provision shall also be stated on each Certificate of Insurance as "Should any of the above-described policies be cancelled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder named to the left".

The lowest responsive, responsible bidder will be required to provide an acceptable certificate of insurance prior to a recommendation of award.

The limits for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law.

(A) Commercial General Liability:

- i. Coverage to include Premise/Operations, Products/Completed Operations, Independent Contractors, Broad Form Property Damage, Contractual and Personal Injury.

- ii. Limits:

General Aggregate	\$2,000,000.00
Products/Completed Aggregate	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Personal Injury	\$1,000,000.00

- iii. Exclusions relating to the explosion, collapse and underground hazards shall be deleted.
- iv. Coverage is to be written on an "occurrence" basis.
- v. Products/Completed Operations coverage is to remain in force for a period of two (2) years after the completion of the project.
- vi. Cover all claims arising out of the Contractor's operations or premises, Subcontractor's operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor and the Contractor's obligations under indemnifications under this Contract.

(B) Professional Liability:

- i. Per Project Aggregate \$1,000,000.00
- ii. Cover all claims arising out of the Consultant's operations or premises, Sub consultant's operations or premises, anyone directly or indirectly employed by the Consultant of Sub

consultant, and the Consultant's obligations of indemnification under this Contract.

(C) Worker's Compensation:

- i. Shall be in accordance with the provisions of the laws of the State of Illinois, including Occupational Disease Act provisions, for all employees at the site of the project, and in case work is sublet, the Contract shall require each Subcontractor similarly to provide this insurance. In case employees are engaged in work under this contract and are not protected under the Worker's Compensation and Occupational Disease Act, the Contractor shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(D) Comprehensive Automobile Liability:

- i. Coverage to include all Owned, Hired Non-owned vehicles, and/or trailers and other equipment required to be licensed.
- ii. Limits:
Combined Single Limit \$1,000,000.00

(E) Umbrella:

- i. Limits:
Each Occurrence/Aggregate \$2,000,000.00
- ii. Cover all claims arising out of the Contractor's operations or premises, Subcontractor's operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor, and the Contractor's obligations under indemnifications under this contract.

(F) The Brookfield Public Library shall be named as additional insured on a primary and noncontributory basis on all insurance policies, except for professional liability and worker's compensation.

The Contractor understands and agrees that any performance bond or insurance protection required by this contract or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Library as herein provided.

Indemnification

The Contractor shall indemnify, hold harmless and defend the Library, its trustees, officers, employees, and its agents from any and all claims, suits, actions, costs, and fees, including reasonable attorney's fees, of every nature or description arising from, growing out of, or connected with the performance of this Contract, or because of any act or omission, negligence, or misconduct of the Contractor, its employees and agents, or its subcontractor(s). Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Phase I: Moving and reshelving of current library collections and miscellaneous items

The contractor will, in a workmanlike manner move, all current library collections (Hardcover and paperback books, periodicals, newspapers, audio-visual items, etc.) into the Linda Sokol Francis Brookfield Public Library facility. It is estimated that there are approximately 90,000 volumes in the Library collections. Exact amount of collections to be moved is to be field verified by contractor on site prior to formulating his proposal.

All items in the library collection will be protected from the weather, safely and securely moved into the new facility, and re-shelved according to the owner's directions and standard library practice onto designated shelving and display units.

In his proposal, the contractor will describe the proposed method of moving the library's collections, including type of conveyance or containers to be used, method of protection from weather and other moisture, etc., and will also specify the method by which the contractor will mark the collections and individual sequences of collections for reshelving by the contractor in the new library facility.

End of Phase I

Library Moving Services

Linda Sokol Francis
Brookfield Public Library
3541 Park Ave
Brookfield, IL 60513

Phase II: Moving and installation of current library furnishings, equipment etc.

The contractor will move and reassemble designated items of current library furnishings and equipment for re-use by owner in the new library facility. Attachment A, and B are floor plans of the depicting existing library approximate equipment location and the relocation of these items in the new library facility.

Items to be moved include but are not limited to as follows:

ITEMS IDENTIFIED TO BE MOVED TO NEW BUILDING		
AREA	# OF ITEMS	DESCRIPTION
Tech Open Area	9	Plastic Wheel Carts, Technology Carts, and Mini Carts
PR Department	1	IKEA Shelving Unit
Adult Services Office	3	Cassette Stereo, VHS recorder, Electronic Magnifier
Administration Area Closets	2	Misc. Supplies
Lower Staff Level	14	Carvey Machine, Cabinets, Laptops, Heat press, Formbox Mold Maker, Cricut machine, Cameo Machine, Shop vac
Youth Services Office	4	Plastic Storage Totes, Office supplies, Die Cut Machine
Circulation Office	18	Wooden Shelving Units, Book Carts, Laptops Card files, Tablets and Misc. Media, hand Trucks
Youth Services	21	Computers, Misc. Supplies, Rolling Metal carts, Step stools, Plastic totes/tubs,
Adult Services-Stack Area	17	Computers, Reading Stand, VHS Equipment, Laser Cutter, Push carts, Misc.

The contractor will include in his or her proposal providing, moving and disposal of containers for the moving of staff personal effects, files and other items as packed or labeled for moving by library staff in current containers or in contractor's containers. Containers for this activity must be provided by the contractor prior to the beginning of moving activities for staff packing.

End of Phase II

Library Moving Services

**Linda Sokol Francis
Brookfield Public Library
3541 Park Ave
Brookfield, IL 60513**

Phase III: Moving and Clearing of all items within specified area to designated location

The contractor will move and clear the area designated in Exhibit A to an area also designated to allow for the complete removal and abatement of the flooring in the existing Brookfield Public Library. Items in this area include but are not limited to furnishings, shelving, floor mounted cabinetry, and other materials.

End of Phase III

Library Moving Services

**Linda Sokol Francis
Brookfield Public Library
3541 Park Ave
Brookfield, IL 60513**

Section IV Schedule

RFP issuance date:	April 12, 2021
Mandatory walkthrough:	April 20, 2021 10 a.m.
RFP Submission date:	April 30, 2021 10a.m.
Proposal Approval:	After May 3, 2021
Anticipated Start of Services	May 27, 2021

There will be a mandatory pre-bid walk through held at 10 a.m. on April 20, 2021(local time) in the Library Meeting Room.

Proposals are due by 10 a.m. April 30, 2021(local time).

Proposal Opening will take place immediately following deadline.

The move window is tentatively scheduled to begin May 27, 2021 that date is subject to change. Final move date will be coordinated with construction completion of the New Library.

Library Moving Services

**Linda Sokol Francis
Brookfield Public Library
3541 Park Ave
Brookfield, IL 60513**

**Section V
Proposal Form**

NAME: _____

ADDRESS: _____

CITY: _____ **ZIP:** _____

PHONE (____) _____ **FAX (____)** _____

TO: Linda Sokol Francis
Brookfield Public Library
3541 Park Ave
Brookfield, IL 60513

Attn: Ms. Kimberly Coughran

PLEASE SUBMIT ONE (1) ORIGINAL
AND
TWO (2) COPIES OF YOUR PROPOSAL

We hereby agree to furnish the necessary services as required by the attached specifications.

Phase I: Moving and reshelving of current Library Collections and miscellaneous items \$ _____

Phase II: Moving and installation of current Library Furnishings, equipment etc. \$ _____

Phase III: Moving and Clearing of all items within specified area to designated location \$ _____

TOTAL PROPOSED AMOUNT:

_____ Dollars

UNDERSTANDING: The Undersigned in submitting this proposal agrees to the following:

- a) Not to withdraw their proposal for a period of 60 days after the date of the Proposal Opening.
- b) To enter into and execute a Contract, if same is awarded to them on the basis of this Proposal, and to furnish Contract Bonds, within five days of a written "Notice of Award".
- c) To complete the Work in accordance with the intent of the Contract documents.
- d) That the owner reserves the right to reject any and all Proposals and to waive irregularities in the Proposals, and to award the contract in its best interest.
- e) That any alterations to this Proposal Form will result in disqualification of the Proposal.

ADDENDA:

The undersigned further acknowledges receipt of Addenda as listed below and Represents that any additions to, modifications of, or deletions from the Work specified, as called for in these Addenda, are included in the Base Proposal Sum and the Alternates.

ADDENDUM NUMBER	DATE
_____	_____
_____	_____
_____	_____

(NOTE: If no Addenda have been received, write "NONE".)

BID SECURITY:

The undersigned shall attach to this Form of Proposal a Bid Bond, Certified Check or Bank Draft in an amount not less than 10% of the Base Proposal amount, payable to the Board of Trustees, Brookfield Public Library which is agreed will be forfeited to the Board of Trustees if the undersigned fails to execute an agreement satisfactory to all parties, and furnish evidence of their ability to become bonded and provide insurance coverage as specified, within five days after Owner's notification of the intent to award the contract to the undersigned.

TAX EXEMPTION:

The Owner is exempt from the Illinois Retailer's Occupation Tax and Use Tax (Sales Tax). The Bidder shall exclude such taxes from consideration in preparing their Proposal.

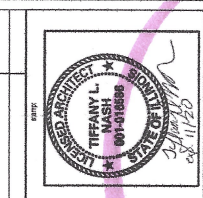
To be considered, all proposals must be signed and received by the due date and time.

AUTHORIZED REPRESENTATIVE_____

SIGNATURE_____

DATE_____TITLE_____

DESCRIPTION	DATE
PRELIMINARY PLANNING DEVELOPMENT	7-14-09
PERMIT DEVELOPMENT	8-10-09
PERMITS	8-10-09
PERMITS	8-10-09
PERMITS	8-10-09
PERMITS	8-10-09
PERMITS	8-10-09
PERMITS	8-10-09
PERMITS	8-10-09



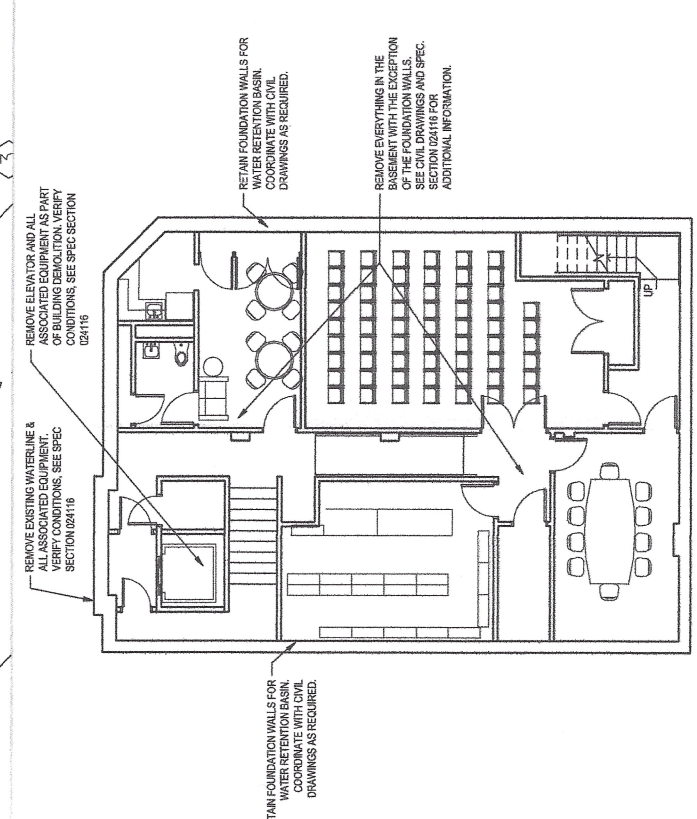
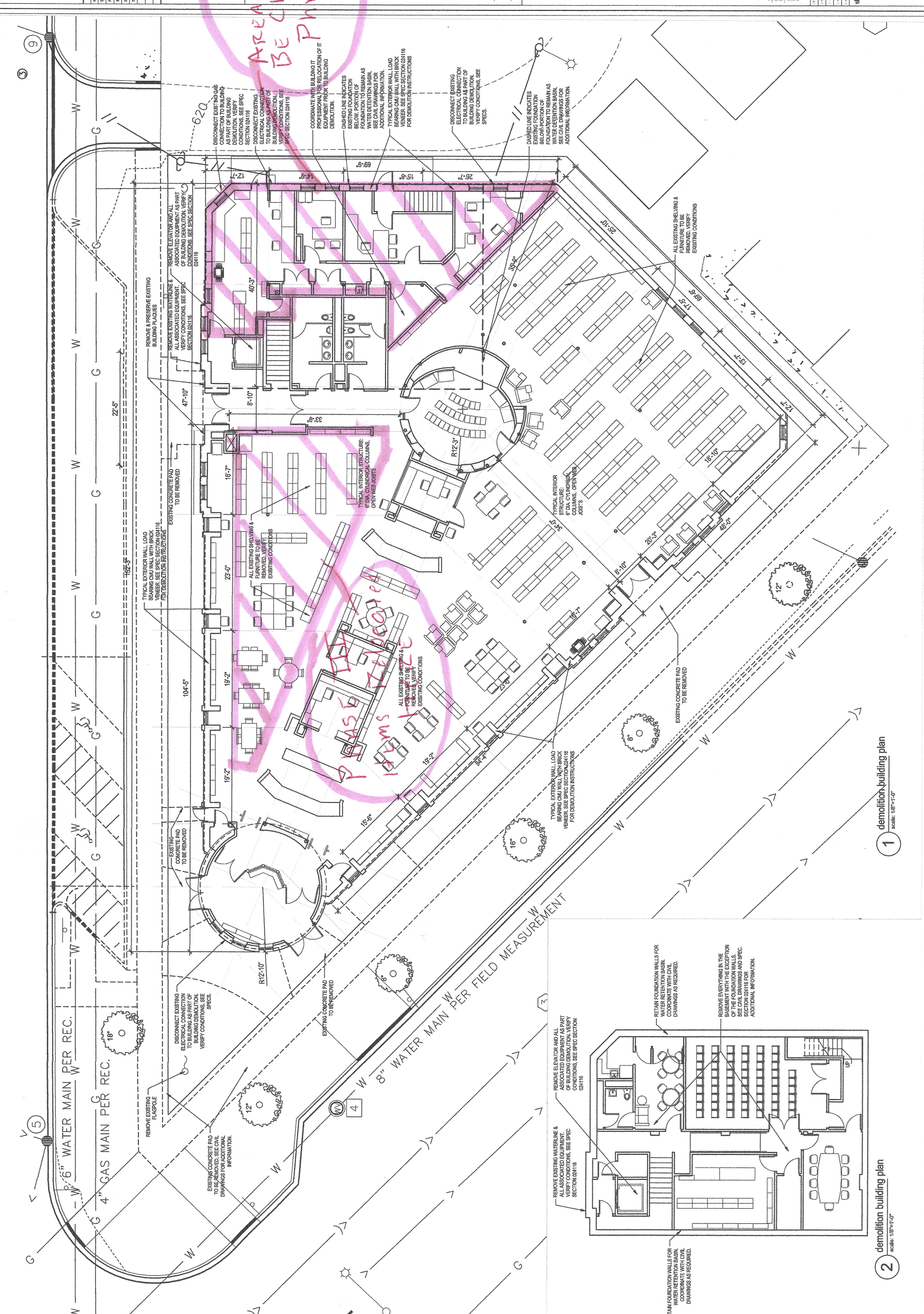
AREA TO BE CLEARED
BE PHASE III

existing building demolition plans

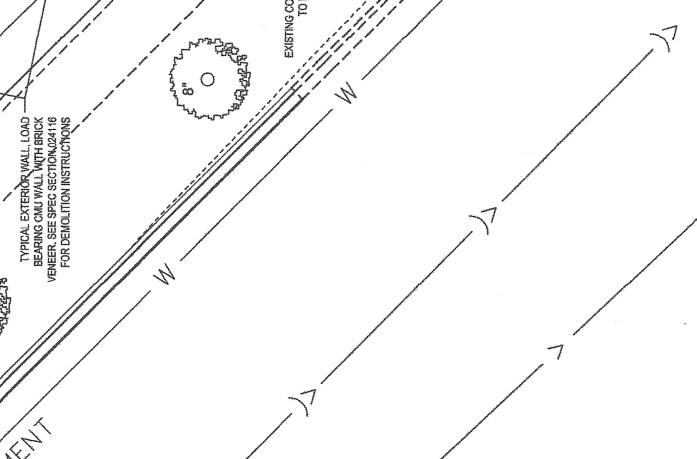
project:
linda sokol francis
brookfield library
3541 park avenue,
brookfield, IL 60513

DATE	1/17/10
SCALE	AS SHOWN
PROJECT NO.	10-018
CLIENT	Linda Sokol Francis
LOCATION	3541 Park Avenue, Brookfield, IL
PROJECT TYPE	Demolition
DATE	1/17/10

sheet number:
A0.4
sheet ___ of ___



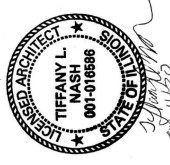
2 demolition building plan
scale: 1/8"=1'-0"



1 demolition building plan
scale: 1/8"=1'-0"

product
architecture + design
811 w. evergreen ave.
suite 405
chicago, il 60642
ph: (312) 202-9701
fax: (866) 867-7285

DESCRIPTION	ISSUE DATE
PRELIMINARY PLANNED DEVELOPMENT	2-19-2019
DESIGN DEVELOPMENT	4-25-2019
FINAL PLANNED DEVELOPMENT	7-7-2019
SNA CONSTRUCTION DOCUMENTS	8-26-2019
ISSUE FOR PERMIT	11-18-2019
ADDENDUM #1	12-20-2019
ADDENDUM #2	1-24-2020
ADDENDUM #3	1-24-2020
PERMIT REVIEWERS	2-17-2020



Level 0 Furniture & life safety plan

drawing:

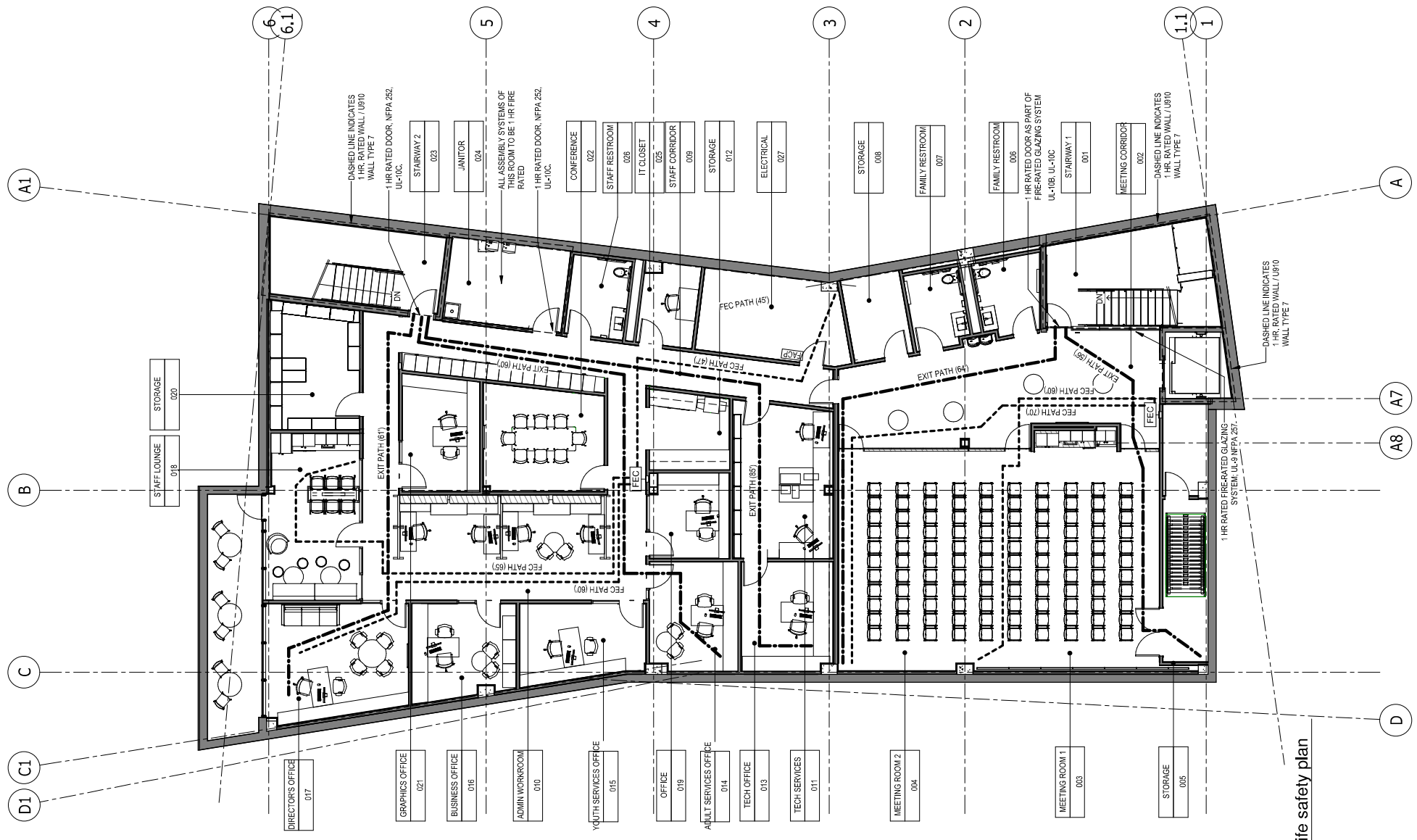
linda sokol francis
brookfield library
3541 park avenue
brookfield, il 60513

NO.	DATE	DESCRIPTION
1	11-11-20	
2	11-11-20	

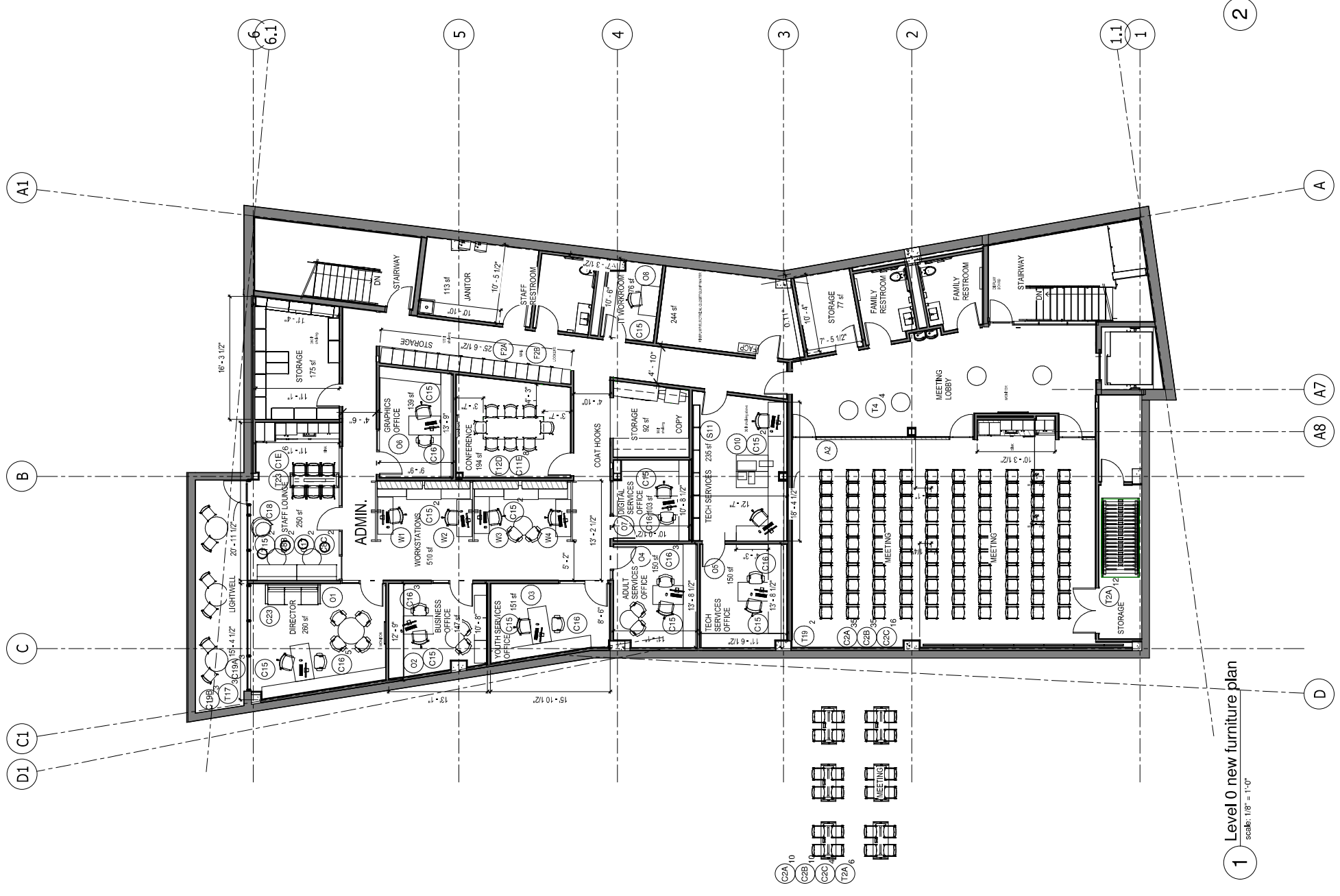
sheet number.

A8.0

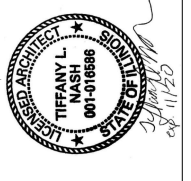
sheet ___ of ___



1 Level 0 new furniture plan
scale: 1/8" = 1'-0"



2 Level 0 new life safety plan
scale: 1/8" = 1'-0"

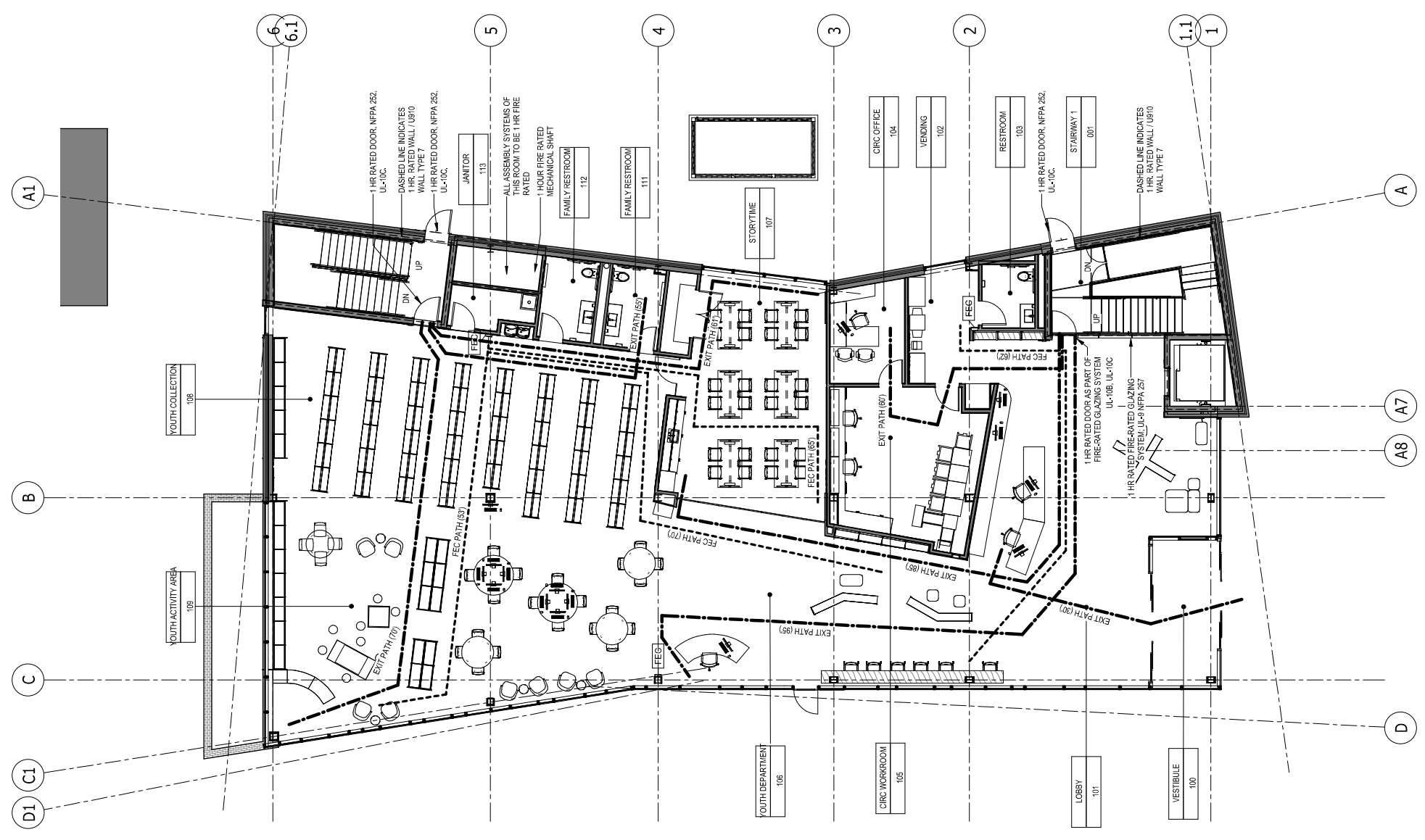


Level 1 New Furniture & life safety plan

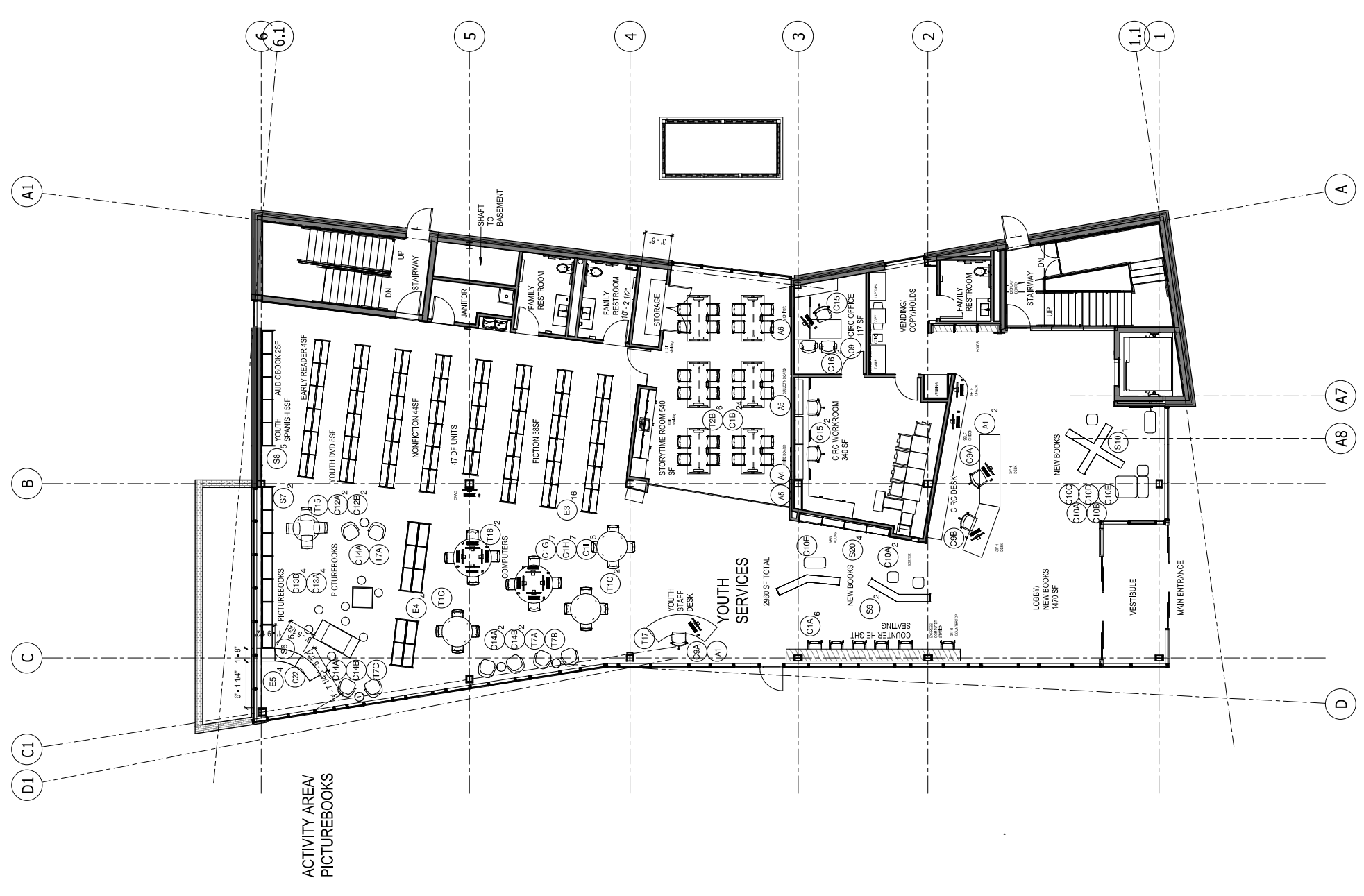
drawing:

Project:
linda sokol francis brookfield library
3541 park avenue
brookfield, IL 60513

NO.	DATE	DESCRIPTION
1	1/27/20	ISSUED FOR PERMIT
2	1/27/20	ISSUED FOR PERMIT



2 Level 1 life safety plan
scale: 1/8" = 1'-0"



1 Level 1 new furniture plan
scale: 1/8" = 1'-0"

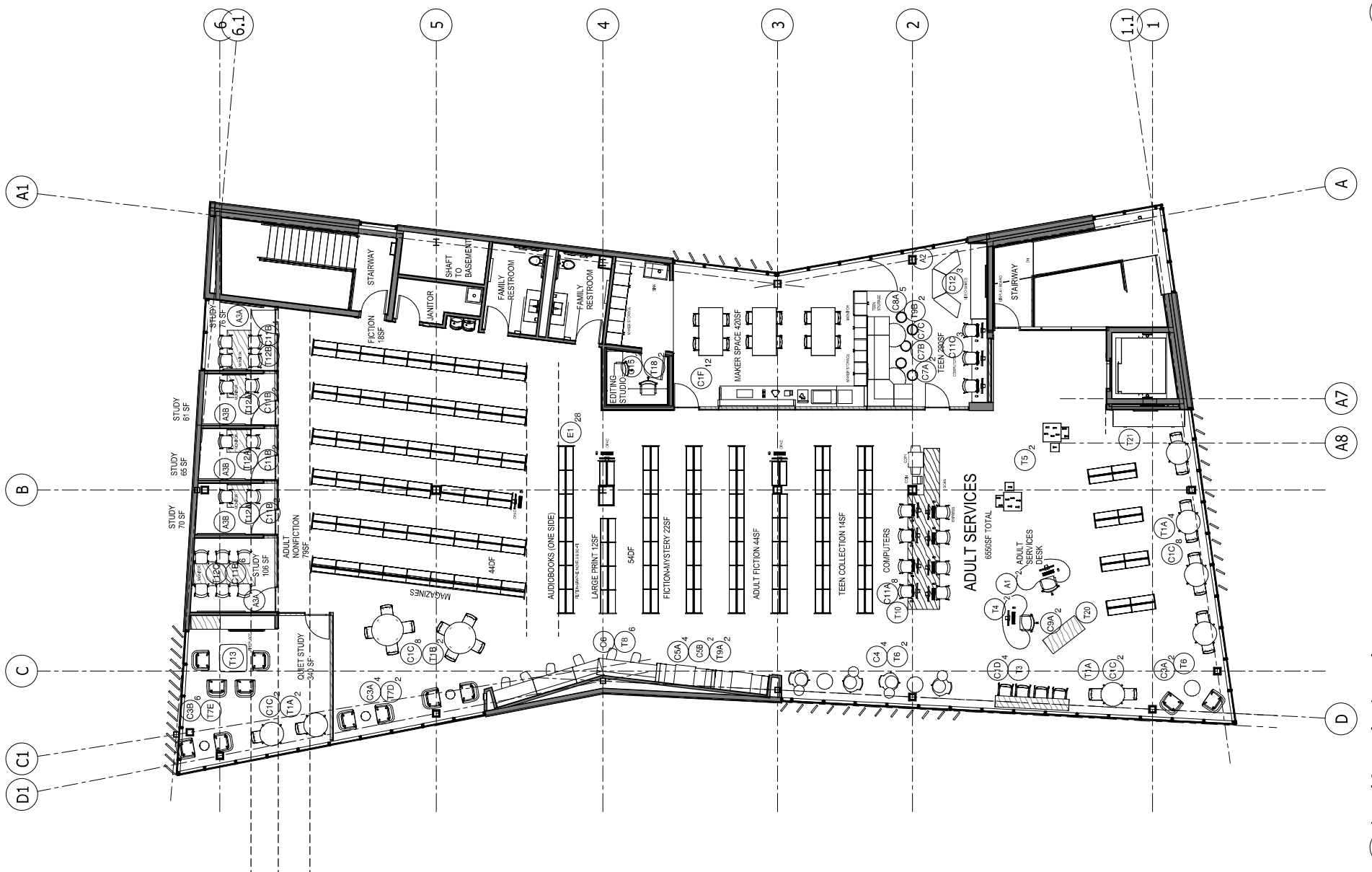
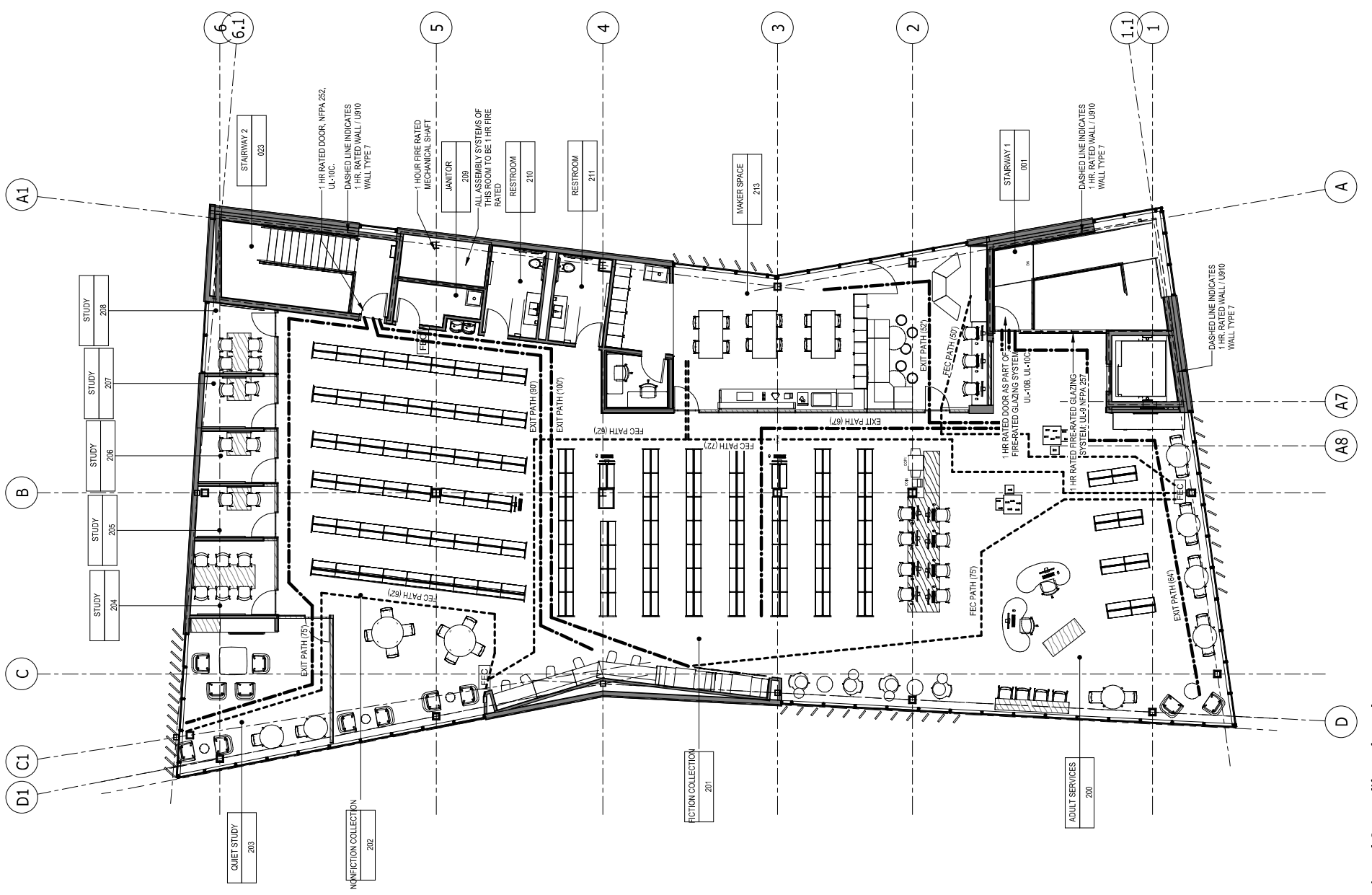


Level 2 New Furniture & life safety plan

drawing:

Project:
linda sokol francis brookfield library
3541 park avenue
brookfield, IL 60513

NO.	DATE	DESCRIPTION
1	1/22/20	ISSUED FOR PERMIT
2	1/22/20	ISSUED FOR PERMIT



2 Level 2 new life safety plan
scale: 1/8" = 1'-0"

1 Level 2 new furniture plan
scale: 1/8" = 1'-0"