



## CITY OF SIERRA MADRE

### REQUEST FOR PROPOSAL (RFP) for Moving Services of Existing Library to a New Library Location

### SCHEDULE OF EVENTS

**POST OF RFP: August 24, 2023**

**MANDATORY JOB WALK: September 8, 2023 @ 9:00am (PST) 440 W. Sierra Madre Blvd.**

**QUESTIONS DUE DATE: September 14, 2023**

**PROPOSAL DUE DATE: September 21, 2023 @ 2:00pm**

The City reserves the right to change the Schedule of Events without prior notice or responsibility to the Proposer. It is the Proposer's sole responsibility to check the City's website on a consistent basis for changes. It is the proposer's sole responsibility to ensure their proposal is received on time. PROPOSALS MUST BE RECEIVED IN A TIMELY MANNER. Late proposals will be rejected regardless of circumstance. **\*\*DO NOT REGISTER FOR THIS SOLICITATION THROUGH A THIRD PARTY\*\*** TO PARTICIPATE IN THIS REQUEST FOR PROPOSAL, access the City of Sierra Madre Website under Request for Proposals.

PROPOSAL CONTENT/FORMAT The Proposer shall submit a Detailed Cost Proposal. **The proposals should be provided in a sealed envelope and marked on the outside of the envelope "LIBRARY MOVE PROPOSAL" NO E-MAIL PROPOSALS WILL BE ACCEPTED.** One (1) hard copy of the Proposal is required. **Submit proposals to:**

**City of Sierra Madre 232 W. Sierra Madre Blvd. Sierra Madre, CA 91024 Attention: Laura Aguilar  
City Clerk / Deputy City Manager**

**PROPOSALS MUST BE RECEIVED BY THE CITY NO LATER THAN 2:00 P.M., ON THURSDAY,  
SEPTEMBER 21, 2023**

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## **GENERAL INFORMATION**

### **PURPOSE**

The City of Sierra Madre is soliciting proposals from qualified movers to provide library moving services from the current library located at 440 W. Sierra Madre Blvd. to the temporary library located at 350 W Sierra Madre Blvd., approximately 1/10 mile away.

The move will include select shelving dismantled at the current location, moved and reassembled at the new location. The configuration on some shelving will change. Books and circulation materials will be clearly marked for packing and relocation to the new library. Other items will need to be packaged and stored at a storage facility. At the new location, library staff will label each shelf with a number to indicate where boxes should be placed. Additional items like furniture, desks, and office supplies will also be relocated.

There will be a mandatory pre-bid meeting on 09/08/2023 at the current library building located at 440 W Sierra Madre Blvd. at 10:00 AM. This will be followed by a walk-through of the temporary building at 350 W Sierra Madre Blvd. See Appendix A for the Scope of Services.

### **MOVER REQUIREMENTS**

The Mover is expected to comply with all applicable federal, state and local regulations. The Mover will have workers comp and general liability insurance.

### **PROJECT PROGRESS**

The Contract must begin upon approval by the City of Sierra Madre, and the select Mover shall commence work after notification to proceed by the City of Sierra Madre Library System. The select Mover is advised that any recommendation for contract award is not binding on the City of Sierra Madre until the Agreement is fully executed and approved by the City of Sierra Madre.

**PROPOSAL SCHEDULE**

RFP release by City of Sierra Madre Library	08/24/2023
Walk through of buildings	09/08/2023
Deadline for questions	09/14/2023
Proposals due	09/21/2023
Notice of Mover selection	09/28/2023
Complete negotiation of agreement/Contract awarded/executed	10/5/2023
Starting Date	10/30/2023
Completion complete	11/15/2023

All dates are subject to change. The City of Sierra Madre Library reserves the right to extend the date by which proposals are due.

All questions must be submitted via email to Leila Regan, City Library [LRegan@cityofsierramadre.com](mailto:LRegan@cityofsierramadre.com) and Arnulfo Yanez, Deputy Director of Public Works [AYanez@cityofsierramadre.com](mailto:AYanez@cityofsierramadre.com) Phone calls will not be accepted. Answers to all submitted questions will be provided in an addendum.

Moving proposals must be submitted, with all copies having been signed by an official with the power to bind the company in its proposal and must acknowledge the RFP and Addendums have been read and understood. To be considered, all proposals must be completely responsive to the RFP.

Proposals must be delivered/received by mail or personal delivery no later than Thursday, September 21, 2023 at 2:00 PM. To the following address: 232 W Sierra Madre Blvd, Sierra Madre, CA 91024

Envelopes containing Bids, Bid Bonds, etc., should be sealed and addressed as follows:

City of Sierra Madre  
Library Renovation Moving Project  
232 W Sierra Madre Blvd.  
Sierra Madre, CA 91024  
Attention: City Clerk

The City of Sierra Madre Library, does not discriminate based on race, religion, creed, color, or national origin and encourages RFQs from handicapped, minority and female-owned and operated businesses.

**END OF PROPOSAL**

## For Movers:

**EXPERIENCE** - Provide three (3) similar projects which your firm has completed within the last 5 years. Projects currently being performed may be submitted for consideration. Project information should include a brief project description, agency or client name, the year of project completion, and the project cost.

**REFERENCES** - The Mover shall provide a minimum of three (3) references for similar projects for the prime firm. At least one reference must be from the projects listed in Item

**EXPERIENCE.** At a minimum, each reference must include the client's name and location, number of projects completed for the client, client contact name and phone number.

### RIGHT TO REJECT PROPOSALS

The City of Sierra Madre Library reserves the right to delay the project or reject any or all proposals submitted, and no representation is made hereby that any contract will be awarded pursuant to this RFP or otherwise.

The City of Sierra Madre Library reserves the right to extend the due date for the proposal, accept or reject any or all proposals received as a result of this request, negotiate with any qualified Mover, accept or award any combination of the tasks to multiple Movers based on their competencies and capacities, or cancel this RFP in part or in its entirety.

### LATE, MODIFIED, OR WITHDRAWN PROPOSAL

Any Proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made; and it was sent by mail, and it is determined by the City of Sierra Madre Library that the late receipt was due solely to mishandling by the City of Sierra Madre Library after receipt at the City of Sierra Madre Library; or it is the only Proposal received.

The Mover shall warrant that they were fully informed of the site conditions under which the work will be performed and is thoroughly familiar with the Contract Documents and all applicable codes and standards. Failure to have done so will not relieve the Mover of their obligation to furnish all supervision, labor, tools, materials, equipment and supplies necessary to perform the provisions of the work detailed in the Contract Documents.

## APPENDIX A

### Scope of Services

The scope of services lists different areas that will require coordination with library staff members.

1. Shelving
  - a. Children's Room
  - b. Basement
2. Rooms to be moved
  - a. Open library fiction/nonfiction/reference/reading room with end caps
  - b. Open reference areas
  - c. Administrative Offices (including City Librarian office)
  - d. Break area (refrigerator, microwave, etc.)
  - e. Technology Closet
  - f. Circulation area
  - g. Lobby area
  - h. Children's room, children's closets, children's storage room
  - i. Miscellaneous rooms
3. Furniture
  - a. From current location – specific tables, chairs, carrel, shelving (children's room and basement)
  - b. Select standalone staff desks
  - c. Clocks and miscellaneous office items, plants, shredders, ladders, decorations, easels and more.
  - d. Convertible tables
  - e. Kitchen appliances: refrigerator, microwave, toaster
4. Books and circulation materials
  - a. These items will be clearly labeled by staff for relocation or storage.
  - b. Each area will be moved separately. Staff will label shelving as it is being reassembled at temporary location.
5. Technology
  - a. Two Self-Checkout machines
  - b. Staff computers, keyboards, etc.
  - c. Laptops, tablets, OPACs