

**ST. LOUIS COUNTY LIBRARY DISTRICT  
INVITATION FOR BID**

**Monument Sign Replacement**

DATE ISSUED: April 29, 2024

The Board of Trustees of the St. Louis County Library District (“Library District”) is accepting bids (“Bid” or “Bids”) pursuant to this Invitation for Bid from qualified businesses for Monument Sign Replacement (the “Project”) at five locations of the Library District including the following: Bridgeton Trails, Cliff Cave, Florissant Valley, Prairie Commons, and Thornhill (each a “Library District Location” and collectively the “Library District Locations”).

Please visit each Library District Location to take measurements and examine field conditions. Bidders are responsible for examination of all drawings, specifications, schedules and instructions for the Project. Addresses and operating hours of the various branches may be found on the Library’s website at: <https://www.slcl.org/branches>.

All Bids are due no later than 2:00 P.M. C.T., on May 24, 2024.

Bidders shall complete the Bid as required in this Invitation for Bid and deliver the completed Bid in a sealed envelope marked “Invitation for Bid – Monument Sign Replacement” to:

Kelli Reeves  
Manager, Facilities  
St. Louis County Library District  
1412 S. Spuede Road  
St. Louis, Missouri 63131

Bidders must bid on all Library District Locations for the Project.

To protect the integrity of the Bid selection process, any questions concerning this Invitation for Bid, the Bid process or Bid specifications shall be e-mailed only to [kreeves@slcl.org](mailto:kreeves@slcl.org) with copy to [shunter@slcl.org](mailto:shunter@slcl.org) in accordance with this Invitation for Bid.

It is anticipated that the Bids will be considered by the Library District’s Board of Trustees at the June 17, 2024 meeting after deliberation by the Selection Committee and recommendation to the Director & CEO.

The Library District reserves the right to reject any and all Bids and to waive formalities in the best interest of the Library District.

## **BACKGROUND**

The Library District is a political subdivision of the State of Missouri. The Board of Trustees (“Board of Trustees”) of the Library District is a body corporate with all the powers and rights of like or similar corporations serving more than 870,000 Library District residents. All management and control of the Library District is vested in a Board of Trustees consisting of five Trustees appointed by the County Executive of St. Louis County, Missouri. The Trustees serve staggered four-year terms.

The Board of Trustees appoints a qualified librarian who holds that office at the Board of Trustees’ pleasure as the chief executive and administrative officer (“Director & CEO”) of the Library District.

The Board of Trustees has the power to purchase grounds, erect appropriate buildings and improve existing buildings for the use of the Library District and its branches out of funds available or through the issuance of bonds or otherwise.

## **GENERAL REQUIREMENTS**

The Project is subject to all applicable laws of the State of Missouri governing the Library District including but not limited to the following:

- Missouri law prohibits all employers from employing aliens unlawfully present in the United States to perform work within the State of Missouri, including the Project and bidders must comply with the provisions relating thereto in Section 285.530 RSMo, as amended.
- Every transient employer must comply with Sections 285.230 through 285.234 RSMo, as amended, when applicable.
- Pursuant to Sections 34.070 and 34.073, the Library District prefers to purchase those materials, products and supplies which are produced, manufactured, compounded, made or grown, within the State of Missouri when they are found in marketable quantities and are a quality suited to the purpose intended, and can be secured without additional cost over out-of-state products. Quality and fitness of articles will be considered in making purchases or letting contracts. Similarly, in letting contracts for the performance of any job or services, the Library District prefers Missouri firms, corporations or individuals, or firms, corporations or individuals which

maintain Missouri offices, when the quality of performance promised is equal and the price quoted is the same or less.

- In the event that the contract for the supplies described in this Invitation for Bid is for \$100,000 or more, and the successful Bidder employs ten (10) or more employees, the contract shall include a written certification that the Bidder is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

Applicable insurance coverage must be provided by the successful bidder before any work can be started on the Project.

In addition to the general requirements listed above, the successful Bidder shall comply with all laws, ordinances, regulations, and orders of federal, state, county, and local governing authorities pertaining and applicable to the successful Bidder and/or the Library District.

The Library District will make every effort to target and utilize Minority/Women Business Enterprises (MBE/WBE) by using the Missouri Minority/Women Business Enterprise Program Directory as a source of identification of potential bidders. The Library District Policy provides that MBE/WBEs must be certified by the Office of Equal Opportunity (OEO), State of Missouri, and that such entities will be provided an equitable and fair opportunity to submit bids and proposals.

These general requirements, this Invitation to Bid, the Bid and the specifications, drawings, schedules and instructions of the Project shall be incorporated in the contract and/or purchase order signed by the parties should the bidder be awarded a contract under this Invitation for Bid.

## SCOPE OF WORK

The following Scope of Work provides an overview of the terms and conditions being sought by the Library District for the Project:

1. Contractor shall be responsible for the design, fabrication and installation of five new double-faced, internally lit monument signs in accordance with the attached documents:
  - a. A1 – Typical Monument Sign Design
2. Contractor is responsible for securing all permits and confirming that the signs meet all of the associated municipality's codes. Any drawings, sketches, calculations, engineering certifications and/or seals, surveying, permit fees, inspection fees, and any other requirements of the municipality for obtaining permit shall be provided by Sign Contractor and included in submitted price.
3. This sign should be waterproof and/or weatherproof, as necessary to protect electronics.
4. Contractor to provide submittal drawings for each sign as well as material samples to the Library for review before proceeding with the manufacture of the final product.
5. The Contractor will be responsible for the demolition and removal of all 5 existing monument signs and associated lighting.
6. Contractor to coordinate and include all electrical work needed for this process.
7. The internal illumination of the new sign should create a solid and even glow similar to that seen from the monument sign at 1412 S. Spoede Road. The light should not create a banding effect on the surface of the sign.
8. Contractor to coordinate new concrete work for the base, where required.
9. The design of these signs should be similar to the one installed at 1412 S. Spoede Road. We will have a Pre-Bid meeting on May 13 at 9:00 AM at this location for bidders to look at the current signage construction.
10. Coordinate all scheduling and building access with Library's Manager of Facilities.

11. The successful bidder shall be responsible for not disrupting the library staff and patrons during preparation, demolition, and installation.
12. Any Subcontracted work must be noted in the bid: 1) Firm; 2) Work Performed; 3) Cost. A certificate of insurance from ALL parties must be presented.

**End of Scope of Work**

## **BID REQUIREMENTS**

1. The Bid must arrive no later than 2:00 P.M. C.T. on May 24, 2024. No Bid will be accepted after this time and any Bid arriving after this time will be returned unopened.
2. The Bid shall be addressed as follows and delivered to the following address:

Kelli Reeves  
Manager, Facilities  
St. Louis County Library District  
1412 S. Spoede Road  
St. Louis, Missouri 63131

3. The Bid shall bear the following legend:

Invitation for Bid – Monument Sign Replacement

4. Bids may be dropped off in person if desired at 1412 S. Spoede Road between 9:00am – 4:00pm.
5. Bids must be on eight-and-one-half inch (8-1/2”) by eleven inch (11”) white paper printed on one side. [Sheets containing graphic images may fold out to eleven inches (11”) by seventeen inches (17”).] The Bid must clearly and easily identify the individual or firm and contain the name, address, and a telephone number of its principal spokesperson, which may be released by the Library District as public information as required by applicable law and/or Library District policy. Colored and/or tabbed divider sheets may be used to delineate discrete sections.
6. Each bidder shall submit two complete and bound copies of each Bid and one unbound original, with original signatures, one electronic PDF copy, and one “public/press” copy of the Bid in which the individual or firm should redact any information which it deems confidential or proprietary. **Do not email the PDF copy prior to the bid due date / time.**
7. Any bidder desiring an explanation or interpretation of this Invitation for Bid must request it in writing no later than 4:00 P.M. C.T. on May 16, 2024, and such request shall be emailed only to [kreeves@slcl.org](mailto:kreeves@slcl.org) with a copy to [shunter@slcl.org](mailto:shunter@slcl.org). Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a bidder concerning a solicitation will be furnished promptly

to all other bidders as an amendment of this Invitation for Bid, if that information is necessary in submitting Bids or if the lack of it would be prejudicial to any other prospective bidders.

8. If this Invitation for Bid is amended, then all terms and conditions, which are not modified, remain unchanged. Bidders shall acknowledge receipt of any amendments to this Invitation for Bid by: (i) signing and returning the amendment; and (ii) identifying the amendment number and date in the Cover Letter. The Library District must receive the acknowledgement by the time specified for receipt of the Bid.
9. If this Invitation for Bid is amended, the Amendment will be posted on the Library's website at <https://www.slcl.org/bid-opportunities>. Be sure to check for Amendments prior to submitting a bid.
10. No Bid shall be withdrawn for a period of 90 days subsequent to the opening of the Bid without prior written consent of the Library District.
11. The **COVER LETTER** must indicate that the signer is authorized to bind the bidder contractually and must identify the title or position of the signer. The COVER LETTER shall also contain the following:
  - (i) The name of the bidder, address, telephone number and email address;
  - (ii) A statement that (a) the bidder is willing and able to provide the goods and services required for a successful engagement; (b) the bidder has read and understands the Invitation for Bid; (c) the bidder has visited and examined each Library District Location; and (d) the Bid is made in accordance with the Invitation for Bid and is based upon the materials, products, systems and equipment required by the Invitation for Bid.
  - (iii) The name of the individual within the bidder, who will be the primary contact concerning this engagement;
  - (iv) Copies of all license(s) from applicable governing authority to do business at each Library District Location and certificate of good standing for the State of Missouri, as applicable; and
  - (v) Documentation and sworn affidavit with respect to employees working in connection with the Bid, affirming enrollment in a Federal Work Authorization Program.



12. An unsigned submission shall be rejected.
13. The Library District is not liable for any cost incurred by the bidder prior to issuance of a legally executed contract by the Library District and/or purchase order authorized by the Library District.
14. IFB response should include:
  - Cover letter
  - Bid Return sheet
  - References
  - Acknowledgement of Bid Amendments, if any
  - Description of firm's quality management program
  - Description of firm's safety program
  - Proof of insurance
  - US Resident acknowledgement
  - All-inclusive price for the project

*(end Bid Requirements)*

## SELECTION PROCEDURES

1. Bids will be opened and Bid responses read at a Zoom meeting available to the public. Use <https://us04web.zoom.us/j/71837629934?pwd=VivdCBpb5GI1CMBvDEvo0Q1JByMRcF.1> to access the meeting at 2:00pm on May 24, 2024. The Meeting ID is: 718 3762 9934 and the Passcode is: 99zPjf. Bidders are not required to attend the opening.
2. Bids shall be referred to and reviewed by a Selection Committee composed of individuals selected by the Director & CEO.
3. If necessary or desirable, selected firms may be asked to an interview.
4. Bids that fail to adhere to the requirements of this Invitation for Bid may result in the Bid being disqualified as non-responsive.
5. The Bid will be used to measure the lowest and best bid. In determining the best bid, among other factors, the Library District may consider all factors in this Invitation for Bid including, but not limited to, the location of the bidder, MBE/WBE participation/interest in the business, and prior performance.
6. The Selection Committee will make a recommendation to the Director & CEO who will make a recommendation to the Board of Trustees.

## AWARD

1. The right is reserved by the Board of Trustees to cancel this Invitation for Bid or to reject any and all Bids and to waive formalities in the best interest of the Library District.
2. The Board of Trustees reserves the right to split awards, make multiple awards and to reject any and all Bids.
3. Subject to the rights reserved by the Library District, an award will be made by the Board of Trustees to the bidder determined to be the lowest and best bid.
4. All bidders will be notified of the Library District's selection as soon as possible.
5. The successful bidder will be issued a Notice of Award. Within five business days, the successful bidder shall provide the following minimum documentation:
  - (a) Proof of the appropriate insurance coverage (note: St. Louis County Library shall be listed as additional insured on all certificates):
    - (i) Worker's Compensation & Employers Liability—  
Statutory Amount (Mandatory);
    - (ii) Comprehensive Automobile Liability for vehicles used—  
\$1,000,000; and
    - (iii) Comprehensive General Liability—\$2,000,000;
  - (b) Federal Identification Number.
  - (c) Evidence that the bidder is authorized to do business in Missouri and at each Library District Location.

**ST. LOUIS COUNTY LIBRARY DISTRICT  
BID RETURN SHEET**

**Monument Sign Replacement**

May 24, 2024

Company name and address

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Representative \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Commercial References including phone number

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Qualifications**

1. How many years has your organization been in the exterior sign business under your present business name?
  
  
  
  
  
  
  
  
  
  
2. List projects managed within the last two years for libraries or similar facilities. Include references for each.

**Pricing Breakout – Monument Sign Replacement**

Branch Location	Cost
Bridgeton Trails	\$
Cliff Cave	\$
Florissant Valley	\$
Prairie Commons	\$
Thornhill	\$
Total Project Cost	\$

**End of Bid Form**



**End of Invitation for Bid**