

**ST. LOUIS COUNTY LIBRARY DISTRICT**

**INVITATION FOR BID: CARPET REPLACEMENT 2023**

**DATE ISSUED: October 23, 2023**

The Board of Trustees of the St. Louis County Library District (“Library District”) is accepting Bids pursuant to this Invitation for Bid from qualified businesses for:

**Carpet Replacement** (the “Project”) at seven branches including Cliff Cave, Daniel Boone, Jamestown Bluffs, Oak Bend, Parkview, Prairie Commons, and Rock Road.

All Bids are due no later than 3:00pm C.T., on Thursday, November 9, 2023.

Bidders should visit the branches to take measurements and verify field conditions. Proposing firms are responsible for examination of all drawings, specifications, schedules and instructions for the Project. Please visit [www.slcl.org/branches](http://www.slcl.org/branches) for branch locations. Visits may be made during regular business hours Monday-Saturday.

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 – Carpet Replacement” to:

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

To preserve the integrity of the selection process, questions regarding this Invitation for Bid should be emailed only to Kelli Reeves at [kreeves@slcl.org](mailto:kreeves@slcl.org), with copy to Steve Hunter at [shunter@slcl.org](mailto:shunter@slcl.org). The deadline for questions is 4:00pm C.T. Tuesday, October 31, 2021. Questions will be answered in an addendum posted on the Library’s website (<http://www.slcl.org/bid-opportunities>).

A proposing firm shall complete the Bid as required in this Invitation for Bid and deliver the completed Bid in a sealed envelope.

It is anticipated that the Bids will be considered by the Library District’s Board of Trustees at their regular meeting on November 20, 2023 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 863,000 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 goods and enter into contracts with respect thereto for Library purposes pursuant to the Missouri Statutes and the Bylaws and Purchasing Policies and Procedures of the Library District.

## **GENERAL REQUIREMENTS**

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

- 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.

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.

These general requirements, this Invitation for Bid, the Bid and the specifications, drawings, schedules and instructions herewith 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. The Library will provide all carpet, LVT, and vinyl base to the contractor for installation. The contractor should provide all adhesive, labor, tools, and equipment to replace carpet and LVT in select areas at the seven library branches in accordance with the attached documents:
  - a. Sheets A1 - A10, included as Exhibit A.
2. Selected bidder will be responsible for all required permits and coordination of inspections for the project.
3. Selected bidder will be responsible for the disposal of all removed carpet and LVT during the replacement process. Bidder must supply their own dumpster.
4. Work shall be performed with standard care and in a professional, workmanlike manner.
5. Library will remain open during construction. Bidder is responsible for temporary barricades, etc. to secure area from staff and patrons and to keep dust and debris from other library areas.
6. Library staff will be responsible for moving all furniture required for the work. In some larger areas the bookshelves may be removed in sections.
7. For purposes of the Bid, assume normal Monday-Friday work hours. Work can begin as early as 6 am.
8. Library Branches are St. Louis County election sites. Special considerations may apply on election days (February 6, 2024, March 5, 2024, and April 1 & 2, 2024). Coordinate with Manager, Facilities.
9. Contractor must turn over all unused carpet, LVT, and vinyl base to The Library upon completion of the project.

Required Bid Information:

- References
- Management structure for this project

- Description of firm's quality management program
- Description of firm's safety program
- All-inclusive price for the project
- Proposed Schedule of Values
- Labor premium for any approved off-hours work

*(end Scope of Work)*

## **BID REQUIREMENTS**

1. The Bid must arrive not later than 3:00 PM, C.T. on November 9, 2023. 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. Spoeede Road  
St. Louis, Missouri 63131

The Bid shall bear the following legend:

Invitation for Bid – Carpet Replacement 2023

3. 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.

Each bidder shall submit three complete and bound copies of each Bid, one unbound original, with original signatures, one “public/press” copy of the Bid in which the individual or firm should redact any information which it deems confidential or proprietary, and one electronic PDF copy of the Bid on a USB flash drive.

Notwithstanding the foregoing, the Library District must comply with the Missouri Sunshine Law; therefore, all Bids and other documentation submitted to the Library District in response to this Invitation for Bid (including bid amounts) may be subject to disclosure pursuant to Missouri law and/or Library District policy.

4. Any Bidder desiring an explanation or interpretation of this Invitation for Bid must request it via email no later than 4:00 PM C.T. on October 31, 2023, and such request shall be emailed only to [kreeves@slcl.org](mailto:kreeves@slcl.org) with 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.

5. 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 space provided for this purpose. The Library District must receive the acknowledgement by the time specified for receipt of the Bid.
6. 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 bid amendments prior to submitting a response.
7. 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.
8. Each Bid must include a **COVER LETTER** which 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 required; (b) the Bidder has read and understands the Invitation for Bid; and (c) 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) Bid security in the form of a bid bond or cashier's check of not less than 5% of the Bid amount.
9. An unsigned submission shall be rejected.
10. 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.

11. 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
- Labor premium for any approved off-hours work

*(end Bid Requirements)*



## SELECTION PROCEDURES

1. Bids shall be opened and Bid responses read at a Zoom meeting available to the public. Use <https://us04web.zoom.us/j/79250513456?pwd=GMvHez40EOyMDMMHlHpt9CsqUNEPbC.1> to access the meeting at 3:00 PM on November 9, 2023.
2. Bids shall be referred to and reviewed by a Selection Committee selected by the Director & CEO.
3. Bids that fail to adhere to the requirements of this Invitation for Bid may result in the Bid being disqualified as non-responsive.
4. 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.
5. 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, to reject any and all Bids, and to waive formalities in the best interests of the Library District.
2. The Board of Trustees reserves the right to split awards and/or make multiple awards.
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 10 business days, the successful Bidder shall provide the following minimum documentation:
  - (a) Proof of the appropriate insurance coverage:
    - (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 Tax Payer Identification Number.
  - (c) Evidence that the Bidder is authorized to do business in Missouri and at each Library District Location.

**BID FORM (1/2)**

Company name and address

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

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Commercial References including phone number

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

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

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

Questions

1. How many years has your organization been in the commercial remodeling / floor covering business under your present business name?

2. List projects managed within the last two years for libraries or similar facilities. Include references for each.

**BID FORM (2/2)**

Branch Location	Total Cost per Branch
Cliff Cave	\$
Daniel Boone	\$
Jamestown Bluffs	\$
Oak Bend	\$
Parkview	\$
Prairie Commons	\$
Rock Road	\$
Project Total Bid Amount	\$

**End of Bid Form**

**Exhibit A**

Carpet Replacement – Bid Set – Sheets A1-A10