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 five branches including Daniel Boone, Natural Bridge, Prairie Commons, Rock Road, and Weber Road.

All Bids are due no later than 3:00pm C.T., on Thursday, July 8, 2021.

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.

Please deliver the completed Bid in accordance with this Invitation for Bid to the Library District’s Headquarters at 1640 S Lindbergh Blvd, St. Louis Missouri, 63131, Attention: Steve Hunter.

To preserve the integrity of the selection process, questions regarding this Invitation for Bid should be emailed only to Steve Hunter at shunter@slcl.org, with copy to Kelli Reeves at kreeves@slcl.org. The deadline for questions is 4:00pm C.T. Tuesday, June 29, 2021. Questions will be answered in an addendum posted on the Library’s website ([http://www.slcl.org/bid-opportunities](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 July 19, 2021 after deliberation by the Selection Committee and recommendation to the Director.

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 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”) 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 proposing firms 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.

Applicable insurance coverage must be provided by the successful proposing firm before any work can be started on the Project.
Public entities, as well as the successful proposer, shall comply with these laws. Failure to comply with many of these laws constitutes a misdemeanor for the successful proposer. The purpose of these laws is to protect the tax base, keep workers safe and ensure that construction remains a high-skilled enterprise.

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

This is a public works project. Prevailing wage is required on projects totaling $75,000 or more in value.

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

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

These general requirements, this Invitation for 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 proposer 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. Provide all materials, labor, tools, and equipment to replace carpet in select areas at the six library branches in accordance with the attached documents:
   a. Sheets A0, A1, and A2, included as Exhibit A.

2. Selected bidder will be responsible for all permits and coordination of inspections for the project.

3. Work shall be performed with standard care and in a professional, workmanlike manner.

4. 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.

5. Library staff will be responsible for moving all furniture required for the work. In some larger areas the bookshelves may be removed in sections.

6. For purposes of the Bid, assume normal Monday-Friday work hours.

7. Library Branches are St. Louis County election sites. Special considerations may apply on election days (August 3, 2021 and November 2, 2021). Coordinate with Facility Specialist.

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 3:00pm C.T. on July 8, 2021. 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:
   
   Steve Hunter, Assistant Director  
   St. Louis County Library District  
   1640 South Lindbergh  
   St. Louis, Missouri  63131

3. The Bid shall bear the following legend:
   
   Invitation for Bid  
   Carpet Replacement Phase II

4. 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.

5. Each proposing firm shall submit three 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.

6. Any proposing firm desiring an explanation or interpretation of this Invitation for Bid must request it in writing no later than 4:00pm C.T. on June 29, 2021, and such request shall be emailed only to shunter@slcl.org with copy to kreeves@slcl.org. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a proposing firm concerning a solicitation will be furnished promptly to all other proposing firms 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 proposing firms.

7. If this Invitation for Bid is amended, then all terms and conditions, which are not modified, remain unchanged. Proposing firms 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.
8. If this Invitation for Bid is amended, the Amendment will be posted on the Library’s website at https://www.slc.org/bid-opportunities. Be sure to check for amendments prior to submitting a response.

9. 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.

10. The COVER LETTER must indicate that the signer is authorized to bind the proposing firm contractually and must identify the title or position of the signer. The COVER LETTER shall also contain the following:

   (i) The name of the proposing firm, address, telephone number and email address;

   (ii) A statement that (a) the proposing firm is willing and able to provide the goods and services required for a successful engagement; (b) the proposing firm has read and understands the Invitation for Bid; (c) the proposing firm 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 proposing firm 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.

10. An unsigned submission shall be rejected.

11. The Library District is not liable for any cost incurred by the proposing firm prior to issuance of a legally executed contract by the Library District and/or purchase order authorized by the Library District.
SELECTION PROCEDURES

1. Bids shall be opened and read at a meeting available to the public. Due to building closures dictated by responses to Covid-19, the meeting will take place online via Zoom at:

https://zoom.us/j/93750822645?pwd=ZjF5cWJsckE0SVoxS0Y4SkwyK0tzQT09

at 3:00 P.M. on July 8, 2021.

2. Bidders are not required to attend the bid opening.

3. Bids shall be referred to and reviewed by a Selection Committee composed of individuals selected by the Director.

4. If necessary or desirable, selected firms may be asked to an interview.

5. Bids that fail to adhere to the requirements of this Invitation for Bid may result in the Bid being disqualified as non-responsive.

6. 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.

7. The Selection Committee will make a recommendation to the Director 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 proposing firm determined to be the lowest and best bid.

4. The successful proposing firm will be issued a Notice of Award. Within five business days, the successful proposing firm 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 Identification Number.

   (c) Evidence that the proposing firm is authorized to do business in Missouri and at each Library District Location.
BID FORM (1/2)

Company name and address

________________________________________________________________________
________________________________________________________________________

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.
<table>
<thead>
<tr>
<th>Branch Location</th>
<th>Total Cost per Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Boone</td>
<td>$</td>
</tr>
<tr>
<td>Natural Bridge</td>
<td>$</td>
</tr>
<tr>
<td>Prairie Commons</td>
<td>$</td>
</tr>
<tr>
<td>Rock Road</td>
<td>$</td>
</tr>
<tr>
<td>Weber Road</td>
<td>$</td>
</tr>
<tr>
<td><strong>Project Total Bid Amount</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

**End of Bid Form**
Exhibit A

Carpet Replacement – Bid Set – Sheets A0, A1, A2
Natural Bridge Branch Carpet Replacement
7606 Natural Bridge Road, St. Louis, Missouri 63121

Weber Road Branch Carpet Replacement
4444 Weber Road, St. Louis, Missouri 63123

Prairie Commons Branch Carpet Replacement
915 Utz Ln., St. Louis, Missouri 63042

Rock Road Branch Carpet Replacement
10267 St. Charles Rock Road, St. Louis, Missouri 63074

Daniel Boone Branch Carpet Replacement
300 Clarkson Rd., St. Louis, Missouri 63114