

# REQUEST FOR PROPOSAL

## FLOORING REPLACEMENT AND MOVING SERVICES

### NOTICE OF PROPOSAL

Plymouth District Library is seeking proposals from qualified contractors for the complete replacement of flooring throughout our 55,000 square foot public library. This project includes the installation of flooring materials comprising approximately 5% Luxury Vinyl Tile (LVT), 5% ceramic tile and 90% Interface carpet planks, categorized into three quality levels. Additionally, we require professional moving services for furniture and shelving during the project phases.

CONTACT: Shauna Anderson, Library Director  
734-453-0750 ext. 218  
[sanderson@plymouthlibrary.org](mailto:sanderson@plymouthlibrary.org)

DUE DATE: Friday, January 11, 2025 at 10:30am  
**Electronic submission only**  
Proposals received after this time will not be considered

# DESCRIPTION OF THE GOVERNMENT

## KEY PERSONNEL

The main contact for the RFP process is Director, Shauna Anderson. Upon acceptance, the main contact for the library moving forward will be Facilities Coordinator, Loreen Graham with support from additional library staff.

## BACKGROUND INFORMATION

Plymouth District Library is located in busy downtown Plymouth, MI, midway between Detroit and Ann Arbor. PDL serves a community composed of 36,650 residents living in the City of Plymouth and the Charter Township of Plymouth, as well as the patrons of 75 Detroit-area libraries through a reciprocal borrowing agreement facilitated by The Library Network.

The library serves as a significant community hub and maintains strong partnerships with local and regional community groups, governments, schools, businesses, and cultural organizations. Plymouth's rich history has included the library for over 100 years. PDL is nationally recognized as a leader in the public library field, garnering "Star Library" status from *Library Journal* for the robust participation of our community.

# NATURE OF SERVICE REQUIRED

## GENERAL

The scope of work for the full building flooring replacement project at Plymouth District Library involves a comprehensive and systematic approach to ensure minimal disruption to library services while delivering high-quality results. The scope of work will follow a carefully curated timeline to ensure continuity of services during key times of the year.

## SCOPE OF WORK

1. **FLOORING REMOVAL:** The flooring replacement will involve the complete removal of existing flooring materials across the entire library space, totaling 55,000 square feet. This includes careful extraction of all current carpet and other flooring types to prepare the area for the new installations. Our goal is to achieve a clean and safe environment that supports the library's aesthetic and functional needs.
2. **FLOORING INSTALLATION:** Following the removal, the contractor will conduct necessary preparations of the subfloors, ensuring they meet all standards for a smooth and durable installation. This may include repairs to the subfloor structure, moisture mitigation, and leveling as required.

The new flooring will consist of approximately 5% Luxury Vinyl Tile (LVT), 5% ceramic tile, and 90% Interface carpet planks. The carpet planks will be categorized into three quality levels—approximately 1/3 premium quality, 1/3 standard quality, and 1/3 basic quality—allowing us to create a dynamic and engaging atmosphere throughout the library. The contractor will be responsible for installing the flooring according to manufacturer specifications, ensuring optimal performance and longevity.

3. **MOVING FURNITURE AND SHELVING:** Given the extensive nature of this project, professional moving services for furniture and shelving are crucial. The contractor will coordinate the safe and efficient relocation of all library furniture on each floor, including tables, chairs, and equipment, as well as shelving units filled with books and materials.

The contractor will need to strategically plan the moving of items to ensure a smooth workflow during the flooring installation. After the new flooring is in place, the contractor will oversee the reassembly and placement of all furniture and shelving, restoring the library to its operational state with minimal delay.

# TIME REQUIREMENTS

## PROPOSAL CALENDAR

Request for Proposal Issued	Friday, November 22, 2023
Pre-Bid Meeting	Friday, December 13 2024 at 10:30am at PDL
Proposals Due, Public Bid Opening	Friday, January 10, 2025 at 10:30am at PDL
Selected Candidate Notified	Wednesday, January 22, 2025

## PROJECTED TIMELINE

April 2025	Staff Areas
June 2025	Upper Level Public Spaces
September 2025	Main Level Public Spaces Grand Staircase Lower Level Youth Area

# PROPOSAL REQUIREMENTS

## BASIC CONTACT INFORMATION

A cover page must be submitted with basic contact information, including the owner of the firm and primary individuals to be involved in the project. Contact information should include a physical address, email, and phone numbers of the main office and a primary contact for all inquiries.

## INSURANCE/LICENSE TO PRACTICE IN MICHIGAN

Demonstration of credentials and insurance should be submitted alongside a written proposal.

## QUALIFICATIONS AND EXPERIENCE

The written proposal must demonstrate the qualifications, competence, and capacity of the individuals/firms seeking to provide services for Plymouth District Library.

## SPECIFIC APPROACH

In addition to the qualifications of the individuals involved, the written proposal must describe a specific approach that the individual/firm will take to satisfy the requirements of the RFP. Successful candidates will be able to illustrate an approach that minimizes disruption to the functioning of the library.

## REFERENCES

Proposals must include 3 professional references that can speak to the individual/firm's ability to satisfy the library's project requirements.

## COST OF SERVICES

Proposals must include a signed, completed version of the attached pricing worksheet.

## MANNER OF PAYMENT

The selected candidate will be required to submit a W-9 form alongside a signed proposal agreement. The contractor will submit monthly invoices to the library to be paid via check within two weeks of submission. Invoices must include detailed description of the services provided and the agreed upon rates.

## EVALUATION PROCESS

### REVIEW OF PROPOSALS

Proposals submitted will be evaluated by Plymouth District Library staff and/or representatives of the Library.

During the proposal evaluation process, Plymouth District Library reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

## EVALUATION CRITERIA

Proposals will be evaluated using three sets of criteria. Individuals/firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. Top scoring proposals in these areas will be called for a phone interview with the primary contact and judged on the feedback supplied by references that are able to be contacted within the evaluation time frame.

### PHASE ONE

#### *Mandatory Elements*

1. Proof of Insurance and relevant licenses
2. Contact Information for 3 professional references
3. Proposal submitted by due date
4. Proposal follows the requirements set forth in the RFP

### PHASE TWO

#### *Professional Qualifications (100 points)*

1. Background and prior experience
2. Approach to project management in a public library environment

#### *Price (50 points)*

The maximum score for price will be assigned to the individual/firm offering the lowest total all-inclusive price. Appropriate fractional scores will be assigned to other proposers. Cost will not be the primary factor in the selection of a bid.

### PHASE THREE

#### *Interviews & References (30 points)*

Successful proposals will be selected for phone interviews and reference checks. Every effort will be made to contact all references provided within the evaluation time frame. Evaluation of references will support the final selection.

# FLOORING RFP PROPOSAL WORKSHEET

## BASIC CONTACT INFORMATION

Company Name	
Physical Address	

Firm Owner Name	
Owner Email Address	
Owner Phone Number	

Primary Contact Name	
Contact Email Address	
Contact Phone Number	

## INSURANCE/LICENSE TO PRACTICE IN MICHIGAN

- Demonstration of credentials attached to this proposal
- Proof of insurance attached to this proposal

## QUALIFICATIONS AND EXPERIENCE

Please describe your qualifications, competence, and capacity to provide carpeting and moving services for Plymouth District Library. *Attach additional sheets as needed.*

## SPECIFIC APPROACH

Please describe the specific approach that you will take to satisfy the requirements of the carpeting and moving RFP. *Attach additional sheets as needed.*



# REFERENCES

Proposals must include 3 professional references that can speak to the individual/firm's ability to satisfy the library's project requirements.

Name	
Physical Address	
Phone Number	
Email Address	

Name	
Physical Address	
Phone Number	
Email Address	

Name	
Physical Address	
Phone Number	
Email Address	

# COST OF SERVICES

## Section 1: Materials and Product Costs

<b>Item Description</b>	<b>Unit (e.g., sq. ft.)</b>	<b>Unit Cost (\$)</b>	<b>Estimated Quantity</b>	<b>Total Cost (\$)</b>
Carpet Material				
Carpet Padding/ Underlayment				
Adhesives or Fasteners				
SUBTOTAL - MATERIALS				

## Section 2: Labor Costs

<b>Service Description</b>	<b>Unit (e.g., sq. ft.)</b>	<b>Unit Cost (\$)</b>	<b>Estimated Quantity</b>	<b>Total Cost (\$)</b>
Carpet Removal and Disposal				
Installation of New Carpet				
Furniture Moving				
Library Shelving Moving				
Site Preparation (if applicable)				
SUBTOTAL - LABOR				

Section 3: Equipment and Other Costs

<b>Equipment or Service Description</b>	<b>Unit (if applicable)</b>	<b>Unit Cost (\$)</b>	<b>Total Cost (\$)</b>
Equipment Rental (if required)			
Transportation/Delivery Charges			
Miscellaneous Costs			
SUBTOTAL - EQUIPMENT/OTHER			

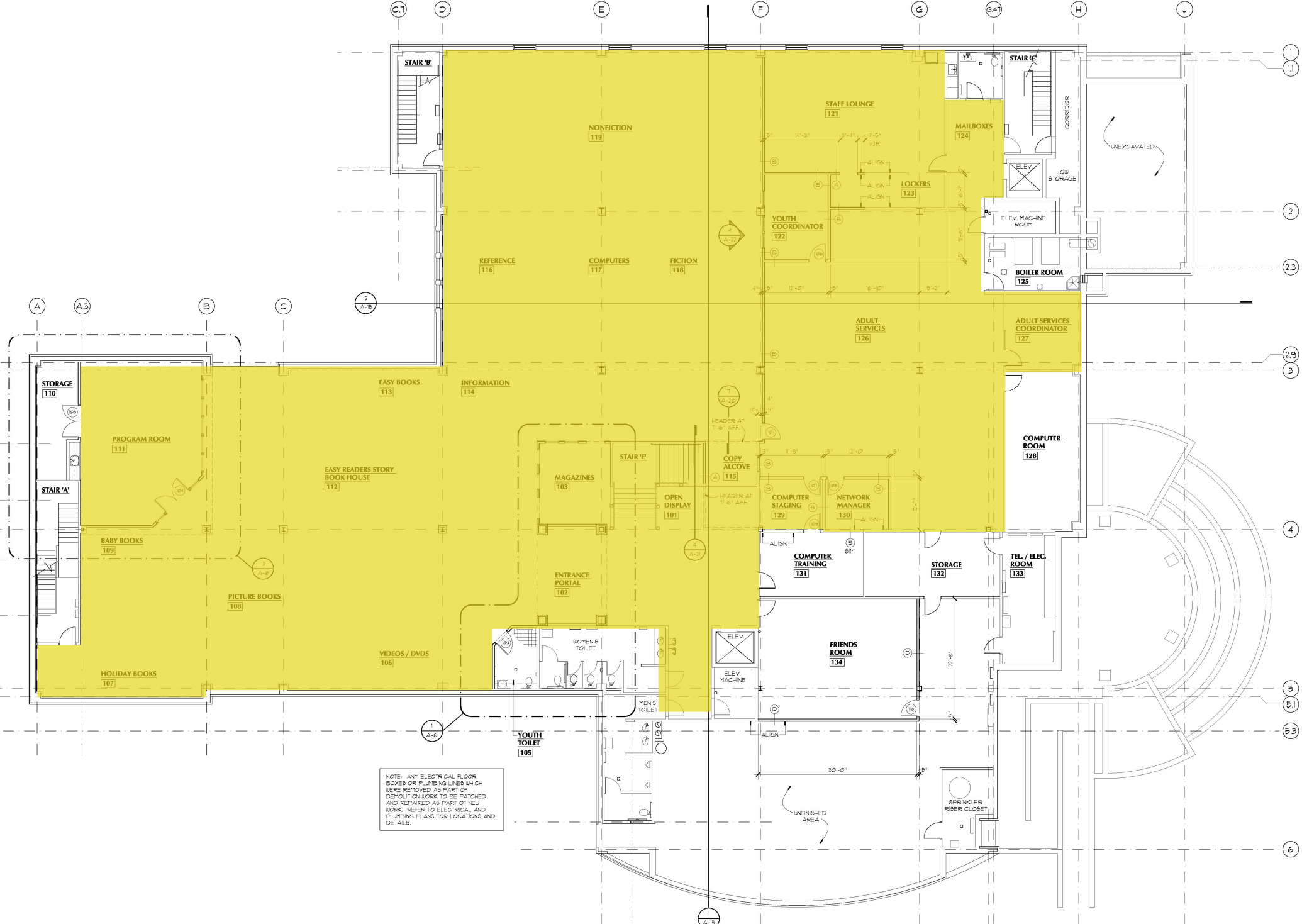
Section 4: Total Bid Amount

<b>GRAND TOTAL: \$</b>
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ACKNOWLEDGMENT

By submitting this worksheet, the bidder acknowledges that all costs outlined above are accurate and inclusive of the scope of work as described in the RFP.

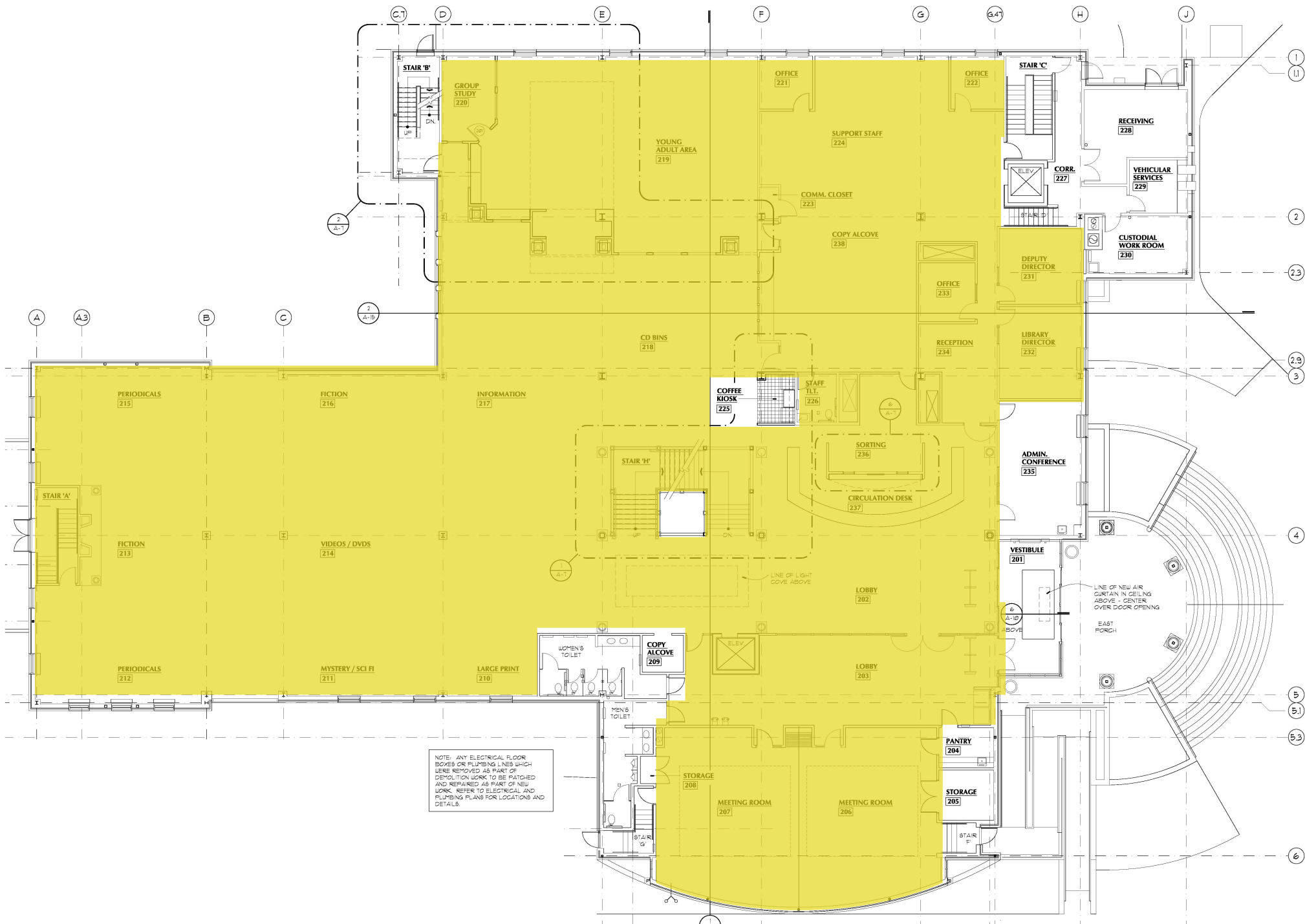
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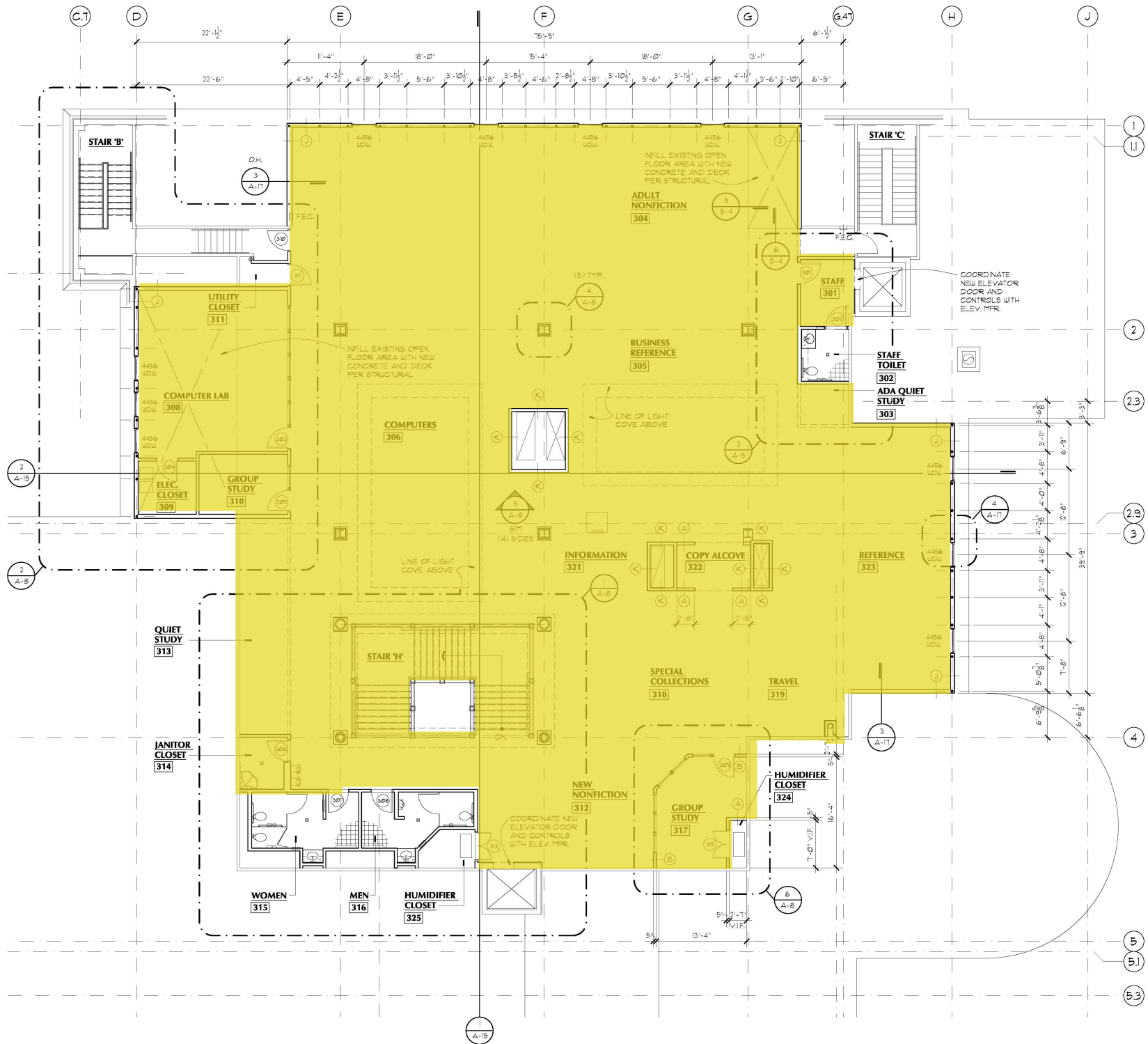
NOTE: ANY ELECTRICAL FLOOR BOXES OR PIPING LINES WHICH WERE REMOVED AS PART OF DEMOLITION WORK TO BE PATCHED AND REPAIRED AS PART OF NEW WORK. REFER TO ELECTRICAL AND PIPING PLANS FOR LOCATIONS AND DETAILS.



1 LOWER LEVEL FLOOR PLAN  
A-3 SCALE: 1/8" = 1'-0"



1  
 A-4  
**MAIN LEVEL FLOOR PLAN**  
 SCALE: 1/8" = 1'-0"



**UPPER LEVEL FLOOR PLAN**

SCALE: 1/8" = 1'-0"