

Request for Proposal  
Buchanan County Public Library Carpet Project

Issued by  
The Friends of the Buchanan County Public Library, Inc.

1185 Poe Town Street  
Grundy VA 24614  
276-935-5721  
Fax: 276-935-6292

**Key Dates:**

RFP Released to Public	September 20, 2021
Deadline for RFP Questions	October 4, 2021
Submittal Deadline	October 11, 2021
Review of Bids and Selection	October 12, 2021
Library Board Approval	October 13, 2021
Notice to Proceed	October 14, 2021

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### **OVERVIEW OF THE REQUEST PROCESS**

The Friends of the Buchanan County Public Library, Inc. will accept bids for the purchase and installation of new carpeting for the Buchanan County Public Library until 5pm on Monday October 11, 2021.

### **BACKGROUND**

The Friends of the BCPL is a civic support organization whose mission is to support the BCPL's mission of Literacy, Access to Technology, and Community Building. The Friends fulfil their mission by assisting with projects that fall outside the library's normal budget. This project is to replace the broadloom carpeting throughout the main floor of the library with professionally installed carpet tiles.

### **SCOPE OF WORK**

This scope of work is included as a guide and to identify the minimum service level expected from the successful Contractor. The Friends are seeking bids for the installation of new carpet tiles warranted for at least 10 years from installation. The Contractor shall provide all materials, labor, tools and related services required for the performance of the contract. This includes removing furniture needed to accomplish project, removing and disposing of all carpeting and any carpet padding (if applicable). Laydown of new carpet tiles (with padding and adhesive as needed) and relocating of furniture as designated by library staff member. Carpet design selection to be covered in the RFP question section

between library and Friends representatives and bidding party. Measuring to be covered in the RFP question section. Enough tiles to cover routine tile replacement should be included in final total.

### **PROJECT TIMING AND AVAILABILITY**

The successful candidate or firm will agree to commence activity from the notice to proceed, which is anticipated to be on October 14, 2021. Project must be started within 30 days of bid award. Installation must be scheduled with library and completed within two weeks of installation date selected. 25% penalty for each week delay.

### **FORMAT AND SUBMISSION**

1. Submittal: All items requested as part of the RFP must be completed in their entirety. Failure to do so can result in the submittal being declared unresponsive and will be automatically DISQUALIFIED. Friends must be in receipt of all Proposals by 5pm, Monday October 11, 2001 at the following address:

Friends of the Buchanan County Public Library, Inc.

ATTN Sherry J Bright

Carpet RFP

1185 Poe Town ST

Grundy VA 24614

[sherry@bcplnet.org](mailto:sherry@bcplnet.org)

The proposal should be placed in an envelope and clearly marked "Library Carpet Project-Request for Proposal" unless submitted electronically in which case the subject line should include the above heading. Submissions marked or received after the deadline will not be evaluated.

2. One (1) original or one (1) electronic file by thumb drive or email [sherry@bcplnet.org](mailto:sherry@bcplnet.org) are needed. Packets received after the deadline will be rejected. An official authorized to bind the contractor must sign packet.

3. Submittals should be bound or stapled, only. Effort should be made to limit the number of pages.
4. Information Required from the Proposer:

Name of Company

Address and Contact information

Proof of Contractors License to Work in Virginia

Proof of Bond/Insurance

Cost Breakdown

Proposed Project Schedule

Tile Sample or Clear Photograph of installed sample area

### **COMPLIANCE WITH REGULATIONS**

The Contractor shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

### **NEWS RELEASES**

The RFP will be posted on the Buchanan County Public Library website and emailed to anyone interested in making a submission. A Facebook post will also be made.