

Request for Proposal

Guernsey Memorial Library Meeting Room Ceiling Replacement

Issued by

Guernsey Memorial Library Board of Trustees

3 Court Street Norwich NY 13815

607-334-4034 guernsey@4cls.org

GuernseyMemorialLibrary.org

RFP Released to Public	<u>Key Dates:</u>	February 28, 2024
Walkthroughs		Schedule as needed
Submittal Deadline		March 29, 2024
Review of Bids and Selection		April 11, 2024
Notice to Proceed		April 18, 2024

BACKGROUND

This project is to replace the drop ceiling in the meeting room of the library. This will be part of a multi-part renovation project.

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 library is seeking bids for the installation of a new drop ceiling. The Contractor shall provide all materials, labor, tools and related services required for the performance of the contract. This includes removing and disposing of existing ceiling materials, preparing the exposed surface for a smooth and successful drop ceiling installation, and installation of a new drop ceiling. 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 April 18, 2024. Project must be started within 30 days of bid award unless otherwise negotiated by the installer and the library. Installation must be scheduled with library and completed within two weeks of installation date selected. 25% penalty for each week delay.

FORMAT AND SUBMISSION

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 disqualified. The library must be in receipt of all Proposals by 5pm, Friday March 29, 2024 at the following address:

Guernsey Memorial Library
Ceiling RFP
3 Court Street
Norwich NY 13815

The proposal should be placed in an envelope and clearly marked "Ceiling RFP." Submissions marked or received after the deadline will not be evaluated.

Information Required from the Proposer:

Name of Company
Address and Contact information

Proof of Contractors License to Work in New York
Proof of Bond/Insurance
Cost Breakdown
Proposed Project Schedule

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 Guernsey Memorial Library website and emailed to anyone interested in making a submission. Social media posts will also be made.