

# Request for Proposal

## Guernsey Memorial Library Radiator Cover Upgrade

Issued by

Guernsey Memorial Library Board of Trustees

3 Court Street Norwich NY 13815

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GuernseyMemorialLibrary.org

RFP Released to Public	<b><u>Key Dates:</u></b>	February 28, 2024
Walkthroughs by Requested		By Appointment
Submittal Deadline		March 29, 2024
Review of Bids and Selection		April 11, 2024
Notice to Proceed		April 18, 2024

### **BACKGROUND**

This project is to upgrade the radiator covers in the meeting room of the library, including removal and disposal of the existing covers and installation of new covers in a color compatible with the library's decor. This work 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 upgrading the approximately 50-year-old radiator covers in its meeting room. The Contractor shall provide all materials, labor, tools and related services required for the performance of the contract. This includes removal of and disposing of existing covers and installation of new covers in a color that is compatible with the decor in the room.

### **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  
Radiator RFP  
3 Court Street  
Norwich NY 13815

The proposal should be placed in an envelope and clearly marked "Radiator 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.