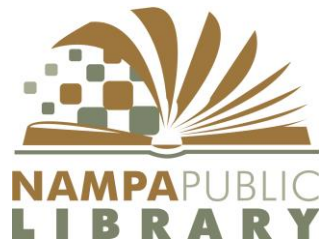


# **NAMPA PUBLIC LIBRARY REQUEST FOR BIDS**



**NPL-240112**

**FURNITURE  
AND LIBRARY SHELVING  
NAMPA PUBLIC LIBRARY**

**NPL-240112**

**Nampa Public Library**

**Furniture and Shelving**

Dear Bidder:

Nampa Public Library will accept sealed bids at the library, 101 11<sup>th</sup> Ave S. Nampa Idaho, 83651, until **May 23 2014, 2pm Mountain Time**. Immediately thereafter, all bids will be opened and publicly read in the presence of the Bidders at Nampa Public Library.

Bids Will Consist Of: **New/Unused Library Furniture and Shelving for the new Nampa Public Library, 215 12<sup>th</sup> Ave S. Nampa ID, 83651**

1. Custom architectural woodwork
2. Manufactured library steel shelving
3. Custom and standard manufactured furniture
4. Manufactured systems furniture
5. Miscellaneous furniture and furnishings

This purchase will be for furniture and library shelving for the new Nampa Public Library. The Library is seeking the specified furniture and library shelving items that are listed.

Bids will be prepared on forms supplied by the Nampa Public Library. Bid packets are available at the Nampa Public Library, 101 11<sup>th</sup> Ave S. Nampa, Idaho. If you are from outside the Nampa area bid packets may be requested by visiting our website [www.newlibraryfornampa.org](http://www.newlibraryfornampa.org) or by calling 208-468-5806. There will be no charge for the bid packet.

Bidders can bid on any particular portions of the package for which they are eligible. The bid award will be made on a per schedule basis. The Library reserves the right to award to one or more firms. Bidders are invited to bid on one or more complete schedules. Any bidder bidding on a partial schedule must insert "NO BID" instead of a price on the items they are not bidding. Any bidder submitting for equal approved, equal or equivalent must submit warranty information. Nampa Public Library reserves the right to order only a portion of a schedule.

**THE NAMPA PUBLIC LIBRARY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, TO WAIVE ANY IRREGULARITIES IN THE BIDS RECEIVED AND TO ACCEPT THE BID THAT IS IN THE BEST INTEREST OF THE LIBRARY. THE NAMPA PUBLIC LIBRARY IS EXEMPT FROM FEDERAL AND STATE TAXES AND WILL EXECUTE THE REQUIRED EXEMPTION CERTIFICATES.**

**NAMPA PUBLIC LIBRARY, IDAHO**

NPL-240112

Nampa Public Library

Furniture and Shelving

## INSTRUCTIONS AND INFORMATION TO BIDDERS

**Bids are to be received no later than May 23, 2014 2pm Mountain Time.**

**Please submit your original bid along with one additional copy.**

The submission package or envelope must be **SEALED** and plainly marked with the following: (1) the Solicitation number, (2) the name of the item or service being sought, and (3) the opening date and time. The submitting Vendor's return address must appear on the envelope or package. Do not respond to more than one Solicitation in the same envelope. A submission made using "Express/Overnight" services must be shipped in a separate sealed inner envelope/package identified as stated above. No responsibility will attach to the Library, or to any official or employee thereof, for the pre-opening of, post-opening of, or the failure to open a submission not properly addressed and identified. **DO NOT FAX YOUR BID OR PROPOSAL.** Bids and Proposals must be submitted in writing. No oral, telephone, facsimile, telegraphic, or late submissions will be considered. All submissions must be received at the Library and time and date stamped prior to the closing date and time. It is the submitting Vendor's responsibility to timely submit their Bid or Proposal in a properly marked envelope, prior to the scheduled closing.

The bid can be hand delivered, mailed or express delivered (Fed-Ex, UPS, etc.) to the Nampa Public Library:

Nampa Public Library  
101 11<sup>th</sup> Ave S.  
Nampa, ID 83651

The Owner is the Nampa Public Library.

**All bids must be signed. Bids not signed will be disqualified and considered non-responsive.**

Bid Schedule(s) are to be completely filled in by the Bidder and submitted in the Bidder's sealed bid.

Additional sheets may be included if more room is needed for technical information, answers, and explanations.

### **Intent of Bid**

It is the intent of these specifications to describe the Library Furniture in sufficient detail to secure comparable bids. All features not specifically mentioned which are necessary in order to provide this product must be included in the bid and will conform in strength, quality of material, and workmanship to what is provided in the trade in general. Bids will be in accordance specifications contained within the Bid Schedule section of this document. Library Furniture not conforming to these specifications may be rejected unless deviations have been described in the bidder's written proposal and acceptance made on that basis.

**Nampa Public Library**

**Furniture and Shelving**

**Specification Bid Requirements**

Bidders will indicate in the "yes/no" column of the "**Bid Schedule**" if their bid complies with the specification. **Where trade names may have been used in the specifications, bidders are not precluded from bidding other makes of equipment in the same or better class.**

**Deviations from Specifications**

Where deviations from the specifications exist, Bidders are requested to fully explain the deviation using the attached "Equal, Approved Equal or Equivalent" Request Form. Forms submitted prior to the bid opening must be received at the library **no later than May 16 2014, 5pm Mountain time.**

**Determination of what is "Equal, Approved Equal, or Equivalent"**

The determination of what is "equal, approved equal, or equivalent" rests entirely with Nampa Public Library. Nampa Public Library has the right to reject any "equal, approved equal or equivalent" for any or no reason. A sample of the "equal, approved equal or equivalent" item may be required for review by the library.

**Lowest Responsive Bidder**

In determining the lowest responsive bid, Nampa Public Library will consider all acceptable bids on a basis consistent with specification requirements, the price to be paid after deduction of any discount specified, the full acquisition cost required to put the equipment or product into operation, and may consider the net cost over the life of the item. The Library will also consider whether the vendor is a responsible bidder.

**Evaluation of Selected Bidder**

Before a contract will be awarded, the Library may conduct such investigations as is necessary to evaluate the Bid and to determine the performance record and ability of the top ranked Bidder to provide the product asked for in this bid. Factors other than cost will be considered in evaluating the proposals and awarding the bid schedules.

**Request for Clarification, Protest of Bid Requirements, Standards, Specs, or Process**

Any Bidder who wishes to request clarifications, or protest the requirements, standards, specifications or processes outlined in this Request for Bid may submit a written notification to the Purchasing Specialist, **to be received no later than May 16 2014, 5pm Mountain time.** The notification will state the exact nature of the clarification, protest, describing the location of the protested portion or clause in the Bid document and explaining why the provision should be struck, added, or altered, and contain suggested corrections. The Purchasing Agent may either deny the protest, require that the Bid document be modified, modify the Bid, and/or reject all or part of the protest. Changes to these specifications will be made by written addendum. No verbal clarifications will be binding on the Library or Bidder.

**Nampa Public Library**

**Furniture and Shelving**

Questions may be submitted by email.  
Submit written questions to:

Claire Connley  
Operations Manager, Nampa Public Library  
101 11<sup>th</sup> Ave S., Nampa ID 83651  
[connleyc@nampalibrary.org](mailto:connleyc@nampalibrary.org)

**Protest of Contractor Selection or Contract Award**

Any Bidder who is aggrieved in connection with the selection of a Contractor or award of the contract or Bid may submit a protest to the Purchasing Agent. The protest will be submitted in writing within **seven (7) calendar days after such aggrieved person knows or should have known the facts which give rise to the protest.** The protest must set forth in specific terms the alleged reason the Contractor selection or contract award is erroneous. Any protest addressed to the Mayor or City Council will be referred to the Library.

Submit award protest to:

Claire Connley  
101 11<sup>th</sup> Ave S., Nampa ID 83651  
[connleyc@nampalibrary.org](mailto:connleyc@nampalibrary.org)

**Taxes**

The Nampa Public Library is exempt from Federal and State taxes and will execute the required exemption certificates.

**Public Records**

The Library is a public agency. All documents in its possession are public records. Bids are public records and, except as noted below, will be available for inspection and copying by any person. If any Bidder claims any material to be exempt from disclosure under the Idaho Public Records Law, the Bidder will expressly agree to defend, indemnify and hold harmless the Library from any claim or suit arising from the Library's refusal to disclose any such material. No such claim of exemption will be valid or effective without such express agreement. The Library will take reasonable efforts to protect any information marked "confidential" by the Bidder, to the extent permitted by the Idaho Public Records Law. Confidential information must be submitted in a separate envelope, sealed and marked "Confidential Information" and will be returned to the Bidder upon request after the award of the contract. It is understood, however, that the Library will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any Bid is subject to potential disclosure.

**NPL-240112**

**Nampa Public Library**

**Furniture and Shelving**

**Disadvantaged Business Enterprises (D.B.E.)**

D.B.E. firms and business enterprises are encouraged to submit a Bid. Women owned and minority owned firms are encouraged to submit a Bid. The Library actively encourages any Bids by D.B.E. firms for goods and services for the Library.

**END OF SECTION**

**NPL-240112**

**Nampa Public Library**

**Furniture and Shelving**

## **GENERAL CONDITIONS**

### **Project Overview**

The Nampa Public Library is intending to purchase new/unused furniture and library shelving for the new Nampa Public Library.

### **Confirmation/Acknowledgment of Order**

The successful Bidder, upon receipt of a purchase order from the Nampa Public Library, will provide written confirmation of that order to the Library within five (5) days. The confirmation will include the date of receipt of the order from the Library, the estimated delivery date, confirmation of the cost, and the factory (manufacturer's) build out number (if applicable). Confirmation/Acknowledgment will be mailed to Nampa Public Library, 101 11<sup>th</sup> Ave S., Nampa ID 83651.

### **Price Guarantee**

Please indicate on the Bid Proposal Form how long (days), after bid opening date, that you will guarantee bid prices. The minimum price guarantee period, unless otherwise stated, should be at least **90** days.

### **Purchase Award**

The bid award will be made on a per schedule basis. The Library reserves the right to award to one or more firms. Bidders are invited to bid on one or more complete schedules. Any bidder bidding on a partial schedule must insert "NO BID" instead of a price on the items they are not bidding.

The Bid Schedules will be awarded to the lowest responsive and responsible bidder who best meets Nampa Public Library specifications including equipment capability and delivery time and on the bid amount including all selected options. The low bid may be determined by comparing the whole cost (or Life Cycle Cost). This analysis will take into account the purchase price, warranty cost, necessary maintenance, expected life cycle as determined by the Library, and cost of consumable items.

The Library reserves the right to order only a portion of a schedule.

**NPL-240112**

**Nampa Public Library**

**Furniture and Shelving**

**Invoicing**

The awarded Bidder will submit all invoices to:

Nampa Public Library  
101 11<sup>th</sup> Ave S  
Nampa ID 83651  
Attn: Claire Connley

Invoices through City of Nampa are processed bi-weekly. The awarded Bidder can expect the City of Nampa to issue and mail payment forty five (45) days after receipt of invoice and acceptance of the Library Furniture.

**Guarantee**

The vendor supplying will guarantee their product will meet or exceed the minimum specifications set forth herein. If the Library finds that the product delivered does not conform to these specifications, the vendor will be required, at their expense, to make all corrections necessary to bring the furniture into compliance.

The Vendor will provide repair parts and labor at no charge during the guarantee period. A service checklist showing all dealer prep operations that have been completed, is to be provided with the furniture at the time of delivery.

**Delivery Time**

Bidder will indicate the time required to make delivery of the furniture from the time he receives notification of award by the Library. (Maximum delivery time, 90 calendar days from receipt of order)

**Delivery**

Delivery of all furniture purchased as required per these specifications will be F.O.B. destination, freight prepaid and allowed to the following locale:

Attn: Claire Connley  
Nampa Public Library  
215 12<sup>th</sup> Ave S  
Nampa ID 83651  
208-468-5806

Hours of delivery will be between 8 a.m. and 12 p.m. Monday through Friday. No deliveries will



**NPL-240112**

**Nampa Public Library**

**Furniture and Shelving**

be accepted on weekends or City holidays. Prior notification of delivery is required at least 24 hours in advance of delivery, no exceptions.

**Inspection/acceptance**

Prior to final acceptance, and upon delivery at the Nampa Public Library, the Library Furniture will be inspected by Nampa Public Library, for quality and appearance, proper functioning, and conformance to the minimum specifications. Items not meeting quality standards or damaged in shipment will be replaced by vendor within an acceptable time frame, negotiated through the Library.

**Public Agency**

Bid prices will be made available to other "Public Agencies", including agencies of the State of Idaho, and as defined in Section 67-2327 of the Idaho Code, which reads: "Public Agency" means any city or political subdivision of this state including, but not limited to counties; school districts; highway districts; port authorities; instruments of counties; cities or any political subdivision created under the laws of the State of Idaho. It will be the responsibility of the "Public Agency" to independently contract with the vendor and/or comply with any other applicable provisions of Idaho Code governing public contracts. Typically, other municipalities buy from our agreement.

Please indicate yes or no to this clause on the bid proposal form.

**Taxes**

The Nampa Public Library is exempt from Federal and State taxes and will execute the required exemption certificates.

**Warranty**

The warranty will commence upon the date the product is placed "In Service". The dealer will provide and complete warranty forms with delivery and will take necessary steps to assure that warranties begin on the "in service" date. All warranty service and repair will be communicated to and coordinated through the vendor only.

**Information Required**

The manufacturer will supply at time of delivery, complete operation and maintenance manuals if applicable.

**Stop Work Order**

Any "Stop Work Order" given to Awarded Proposer will cause all physical work to stop and a complete cessation of all expenditures, ordering of materials, etc., on the part of the Awarded Proposer and/or their assigns.

**END OF SECTION**

Nampa Public Library

Furniture and Shelving

**SIGNATURE PAGE RETURN WITH BID IN SEALED ENVELOPE**

Name of Business:

\_\_\_\_\_

Please print or type

Address:

\_\_\_\_\_

City:

\_\_\_\_\_

State:

Zip Code:

\_\_\_\_\_

Phone No.:

\_\_\_\_\_

Fax No.:

\_\_\_\_\_

Federal Tax ID Number

\_\_\_\_\_

Signature:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Bidders Acknowledge Receipt of the Following Addenda:**

Addendum	Date
1.	
2.	
3.	
4.	

Bid prices will be made available to other "Public Agencies", including agencies of the State of Idaho, and as defined in Section 67-2327 of the Idaho Code, which reads: "Public Agency" means any city or political subdivision of this state including, but not limited to counties; school districts; highway districts; port authorities; instruments of counties; cities or any political subdivision created under the laws of the State of Idaho. It will be the responsibility of the "Public Agency" to independently contract with the vendor and/or comply with any other applicable provisions of Idaho Code governing

**NPL-240112**

**Nampa Public Library**

**Furniture and Shelving**

**public contracts. Typically, other municipalities buy from our agreement.**

**Accept Public Agency Clause?**

**Yes \_\_\_\_\_**

**No \_\_\_\_\_**

Nampa Public Library

Furniture and Shelving

## **EQUAL, APPROVED EQUAL, OR EQUIVALENT” REQUEST INSTRUCTIONS**

**These specifications are given as guidelines. Vendors are encouraged to propose equivalents to the specifications. It is not the intention of the specifications to restrict the competitive Bid process, nor to direct the Bidder to a specific make, model, or brand, unless there is a specific requirement by the Library, in which case, that will be so stated within this Bid.**

It is highly recommended that the Bidder submit the request for a substitution prior to the time and date set for the bid opening. Forms submitted prior to the bid opening must be received at the Library **no later than May 16, 2014 at 5:00 PM Mountain Time.**

The Library will review the request and respond to the Bidder prior to bid opening regarding its acceptance or rejection of the “equal, approved equal, or equivalent” request.

“Equal, Approved Equal, or Equivalent” requests that have not been approved prior to the bid opening, but are received with the sealed bid, will be reviewed, however, the Bidder assumes the risk of the requested substitution being unacceptable to the Library, at which point the bid will be rejected and deemed unresponsive.

**“Equal, Approved Equal, or Equivalent” request forms will not be accepted after the bid opening.**

**The Nampa Public Library reserves the right to contact the Bidder for a clarification of any deviation from the specifications. Failure to submit an “Equal, Approved Equal, or Equivalent” request form for an apparent deviation from a specification may lead to the rejection of the entire bid by the Library.**

The determination of what is “equal, approved equal, or equivalent” rest entirely with Nampa Public Library.

Please include marketing brochures.

NPL-240112

Nampa Public Library

Furniture and Shelving

**“EQUAL, APPROVED EQUAL, OR EQUIVALENT” REQUEST FORM**

**TO:** Nampa Public Library 101 11<sup>th</sup> Ave S, Nampa ID 83651

**PROJECT:** NPL-240112 Library Furniture and Shelving. We hereby submit for your consideration the following product instead of the specified item for the above project:

Specification #

Proposed "Or Equal" Product


Attach complete technical data, including laboratory tests, if applicable.

Differences between "Or-Equal" request and specified item?


What affect does "Or-Equal" request have on the use of the product?


Bidder guarantees that proposed and specified items are:

- Same
- Different (explain on attachment)

The undersigned certifies that the function and quality of “or equal” products are equivalent or superior to the specified product.

**Company:**

**Address (City, State, Zip)**


**Submitted by: (Please Print)**

--

**Signature:**

--

**NPL-240112**

**Nampa Public Library**

**Furniture and Shelving**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Accepted

Not accepted

Accepted as noted

Received too late

By:

Date:

Remarks: