



August 28, 2019

INVITATION FOR BID

BID #CR-2019-FX01

Sealed Bids (Bid #CR-2019-FX01) for the Purchase, Delivery, and Installation of Customized Shelving for the Fredericksburg Branch of the Central Rappahannock Regional Library will be accepted until 3:00 P.M., September 25, 2019, at which time they will be opened and read aloud in the Administrative Office, Central Rappahannock Regional Library Administration Center, 125 Olde Greenwich Drive, Suite 160, Fredericksburg, Virginia.

Please be observant of all Bid instructions and specifications. Should any questions arise concerning this Bid, contact Emma Harrison at (540) 372-1144 x7001

The Central Rappahannock Regional Library reserves the right to accept or reject, in whole or part, any and all Bids and to waive informalities.

Thank you,

Martha M. Hutzel
Library Director

GENERAL INSTRUCTIONS

1. Mail or deliver Bids to the Central Rappahannock Regional Library Administration Center, 125 Olde Greenwich Drive, Suite 160, Fredericksburg, VA 22408, Attn: Emma Harrison.
2. One (1) original, clearly marked, and three (3) copies of the Bid must be received before the opening time stated in the Bid Invitation.
3. All Bids must be received in sealed envelopes with the statement 'Bid Enclosed' and the Bid number typed or written in the lower left hand corner.
4. The Central Rappahannock Regional Library reserves the right to accept or reject, in whole or part, any and all Bids received and to waive informalities.
5. Bids must be received on or before 3:00 P.M., September 25, 2019 in the Library Administration Center. No late Bids will be accepted. It is the Vendor's responsibility to ensure delivery to the proper receiving location.
6. Bids shall be binding for ninety (90) days following the Bid opening date.
7. Proprietary information will not be disclosed during the selection process.
8. Comments concerning specifications or other provisions of this Contract are welcome and can be received and considered prior to the time set for receipt to the Bids.
9. Should any questions arise concerning this Bid, please contact Emma Harrison at the Central Rappahannock Regional Library, (540) 372-1144, X 7001
10. The successful Firm(s) will be notified immediately upon acceptance of their Bid.
11. Exceptions to the specifications or general instructions must be in writing and submitted with the Bid form.
12. Comments concerning specifications or other provisions of this Contract are welcome and can be received and considered prior to the time set for receipt of Bids.
13. Each Bidder is required to state in the Bid, their name and place of residence and the names of all persons interested with them, in case of a corporation, the names of other than the president and secretary need not be given. References shall be furnished to establish the skill and business standing of the Bidder.
14. Pursuant to Code Section 2.2-4330 of the Code of Virginia, as amended, the contracting authority has elected to use the procedure for Bid withdrawal numbered (i), which reads as follows: 3 The Bidder shall give notice in writing of his claim of right to withdraw his Bid within two (2) business days after the conclusion of the Bid opening procedure and shall submit original work papers with such notice.
15. No Bid may be withdrawn after the ultimate closing time set for the receipt of Bid for a period of ninety (90) days, except as provided in Paragraph 14, above.

16. The contracted Firm shall maintain insurance to protect the Central Rappahannock Regional Library from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damage to property which may arise from operation under this Contract, whether such operations by the Contractor, or anyone directly or indirectly employed by either Contractor or Subcontractor, such insurance to conform to the amounts as prescribed by law:

The insurance requirements are as follows:

The successful contractor assumes and agrees to hold harmless, indemnify, protect and defend the Central Rappahannock Regional Library against any and all liability for injuries and damages to contractor themselves and to Contractor's employees, subcontractors and guest, third parties or otherwise, incident to or resulting from any operations arising out of the negligent acts, errors, or omissions, recklessness or intentionally wrongful conduct performed by contractor under the terms of this contract.

In addition to any other forms of insurance for bonds required under Contracts and specifications pertaining to this project, the Central Rappahannock Regional Library shall require any Bidder to whom or to which it lets any work contemplated hereunder to carry Public Liability Insurance in accordance with the specifications on the following exhibit and a Certificate of Insurance attesting to these required coverages. If any of the work is sublet, similar insurance shall be obtained by or on behalf of the Subcontractor to cover their operation.

The insurance specified shall be with an insurance company acceptable to the parties hereto and licensed to do business in the State of Virginia. All insurance must be obtained before any work is commenced and kept in effect until its completion.

Minimum insurance requirements are as follows:

- a. Workers' Compensation.
- b. Automotive Liability: Bodily injury and property damage insurance shall have limits of \$2,000,000 combined single limits.
- c. Comprehensive General Liability:

Bodily injury liability insurance shall have limits of \$2,000,000 per occurrence.
Property damage liability insurance shall have limits of \$2,000,000 per occurrence.

17. Central Rappahannock Regional Library does not discriminate against faith-based organizations in accordance with the Code of Virginia Section §2.2-4343.1 or against any Bidder because of race, religion, sex, national origin, age, disability, or any other basis prohibited under state law relating to discrimination in employment.

18. Safety

All Contractors and Subcontractors performing services for the Central Rappahannock Regional Library are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and Library Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and Subcontractors

shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.

19. Notice of Required Disability Legislation Compliance

Central Rappahannock Regional Library is required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and The Virginians with Disabilities Act 1990.

Specifically, the Central Rappahannock Regional Library, may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the American with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities of the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of State and Local governments, including those that do not receive Federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act. The Virginians with Disabilities Act of 1990 follows the Rehabilitation Act of 1973 Section 504.

20. Ethics in Public Contracting

The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all Contracts solicited or entered into by the Central Rappahannock Regional Library. A copy of these provisions may be obtained from the respective Purchasing Office upon request.

The provisions of this article supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia Conflict of Interest Act (§2.1-348 et. seq.), the Virginia Governmental Frauds Act (§18.2-498.1 et. seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act. 5

21. Employment Discrimination by Contractors Prohibited

Every Contract of over \$10,000 shall include the following provisions:

During the performance of this Contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age or disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, shall state that such Contractor is an equal opportunity employer.
- c. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The Contractor will include the provisions of the foregoing paragraphs, a, b, and c in every Subcontract or Purchase Order of over \$10,000, so that the provisions will be binding upon each Subcontractor or Vendor.

22. Drug-free Workplace

Every Contract of over \$10,000 shall include the following provisions:

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every Subcontract or Purchase Order of over \$10,000, so that the provisions will be binding upon each Subcontractor or Vendor.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific Contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

23. Exemption from Taxes

The Central Rappahannock Regional Library is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificates indicating the Library's tax exempt status will be furnished by the Central Rappahannock Regional Library on request.

24. Substitutions

NO substitutions, including key personnel, or cancellations permitted after award without written approval by the Library Director.

25. Assignment of Contract

This Contract may not be assigned in whole or in part without the written consent of the Library Director.

- 26. Each Bidder shall certify, upon signing a Bid, that to the best of his knowledge no Central Rappahannock Regional Library official or employee having official responsibility for the procurement transaction, or member of his/her immediate family, has received or

will receive any financial benefit of more than nominal or minimal value relating to the award of this Contract. If such a benefit has been received or will be received, this fact shall be disclosed with the Bid or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the Contract made, or could affect payment pursuant to the terms of the Contract.

27. Debarment

By submitting a Bid, the Bidder is certifying that they are not currently debarred by the Central Rappahannock Regional Library. The Central Rappahannock Regional Library's debarment procedure is in accordance with Section 2.2- 4321 of the Code of Virginia.

28. Right to Negotiate

The Central Rappahannock Regional Library reserves the right to waive informalities, and to reject any and all Bids. If the Bid exceeds available funds, the Central Rappahannock Regional Library reserves the right to negotiate with the Bidder to obtain a Contract price within available funds.

29. Immigration Reform and Control Act of 1986

By accepting a Contract award, the Vendor certifies that it does not and will not during the performance of this Contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

30. Proof of Authority to Transact Business in Virginia

A Bidder or Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its Bid or Proposal the identification number issued to it by the State Corporation Commission. Any Bidder or Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its Bid or Proposal a statement describing why the Bidder or Offeror is not required to be so authorized. Any Bidder or Offeror described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the County Administrator (https://cisiweb.scc.virginia.gov/z_container.aspx).

31. W-9 Form

Each Bidder or Offer will submit a completed W-9 form with their Bid. In the event of a Contract award, this information is required in order to issue Purchase Orders and payments to your Firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

32. SPECIAL TERMS AND CONDITIONS

a. SITE WORK.

- i. Each Bidder shall acquaint themselves thoroughly as to the character and nature of the work to be done. Each bidder furthermore shall make a

careful examination of the site of the work and inform themselves fully as to the difficulties to be encountered in the performance of the work, the facilities for delivering; storing and placing materials and equipment, and other conditions relating to construction and labor.

- ii. No plea of ignorance of conditions that exist prior to submission of bids, or may hereafter exist on the site of the work subsequent to the Notice to Proceed, or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigations and examinations, will be accepted as an excuse for any failure or omission on the part of the successful bidder to fulfill in every detail all the requirements of the IFB documents and to complete the work for the consideration set forth therein, or as a basis for any claim whatsoever.
 - iii. Insofar as possible or as required by the IFB documents, the successful bidder, in carrying out his work, must employ such methods or means as will not cause interruption of or interference with the work of CRRL or any separate contractor.
- b. **GUARANTEE OF WORK.** Unless otherwise provided in the Specifications, all materials and workmanship shall be guaranteed for a period of twelve (12) months after final acceptance by CRRL and repairs necessary shall be made by the Contractor at his expense.
- c. **LICENSES, PERMITS, AND FEES:** Licenses, Permits, and Fees: All bids submitted shall have included in the price the cost of any business and professional licenses, permits, or fees required by the City of Fredericksburg or the Commonwealth of Virginia.
- d. **USE OF PREMISES AND DEBRIS REMOVAL.**
 - i. The contractor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by the operations. The contractor shall maintain all access roads and walks clear of debris, materials and equipment during the course of the work. All streets, drives, walks, fences, trees, poles, antennae and the like where disturbed, removed or damaged shall be replaced, returned or repaired such that the facility and its appurtenances are left in the same condition after completion of the work as it was before operations began.
 - ii. Debris shall be disposed of by the end of every working day and not stockpiled. Beverage cans, bottles, lunch refuse, cigarette debris, etc. will not be tolerated on the job site except by immediate and proper removal of the same on a daily basis. At the completion of the work, the Contractor shall remove all waste materials and rubbish from and about the project site as well as all tools, construction equipment, machinery and surplus materials. CRRL does not supply trash containers for debris disposal.
- e. **WORKSITE DAMAGES.** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of the contract shall be repaired, to CRRL's satisfaction, at the contractor's expense.

**PURCHASE, DELIVERY, AND INSTALLATION OF CUSTOMIZED SHELVING FOR
FREDERICKSBURG BRANCH LIBRARY**

BID #CR-2019-FX01

I. SCOPE

Wood shelving and display fixtures, including slatwall (individual and/or integral with unit end panels), as described in the Shelving and Fixture Schedule. The shelving cases and display fixtures shall be of various types including, but not limited to, single and double-sided shelving, flared and straight, and open and flat top (wood or laminate as scheduled). Shelving configurations shall be arranged as standard (spine out), face-out, and tipped.

Accessories and hardware shall be provided including, but not limited to sign holders and canopy sign tracks, and shelf support systems.

II. SUBMITTALS

A. Product Data:

Submit manufacturer's product literature and installation instructions for each type of item / unit required for a complete installation as scheduled.

B. Shop drawings:

Show complete extent of installation layout including quantities, locations and types of accessory units. Include notations and descriptions of all installation items and components.

1. Provide layout, dimensions, and identification of each unit corresponding to installation procedures. Where multiple units are combined to form ranges, and are bounded by permanent construction, include minimum required clearances re: overall installation dimensions. Provide all information in regard to installation of any items, including blocking locations and installation templates.
2. For all single-face units, provide anchoring instructions, including details, recommended fasteners and spacing, and blocking required for installation.
3. Drawings for any items proposed as custom shall be complete in all details and descriptions of construction, including, but not limited to, materials, finishes, dimensions, hardware, and quality of construction. All such items shall meet, or exceed, Architectural Woodwork Institute (AWI) Architectural Woodwork Standards for Custom Grade construction.
4. Show installation details of all non-standard conditions, if any.

C. Samples:

Provide minimum 3" square samples of all material colors, and textures on actual substrate. Provide initial selection of colors and samples showing the manufacturer's full range of colors and textures.

1. Note that the design intent is to match existing unit finishes from selection of manufacturer's standard available finishes/veneers. Custom color matching is not required but is acceptable if offered at no additional cost to the Owner. Existing finish is cherry on birch veneer/solid wood.
2. Laminate selections are as noted on the Schedule or as selected from the manufacturer's full range of colors and textures.

D. Maintenance Data: Data shall include operating and maintenance instructions, parts inventory listing (as appropriate), and similar information. Format shall be 8-1/2" x 11" for inclusion in Owner's O & M Manuals.

III. QUALITY ASSURANCE

- A. Installer Qualifications: Engage an experienced installer who is a manufacturer's authorized representative for the specified products. The installer shall have a minimum one (1) year experience for installing projects of similar size and complexity.
- B. Field Verification: A field Survey of the existing conditions shall be conducted prior to fabrication of the items so that all item and/or range dimensions may be modified as required to ensure proper fit.
- C. Deflection Criteria: Provide the proper shelf thickness for the unit spans indicated. Provide intermediate support and/or shelf backs as required to meet deflection guidelines. General guideline shall be the BIFMA (Business and Institutional Furniture Manufacturers Association) standards for shelf deflection. Deflections shall be determined with shelves fully loaded with designated materials.
 1. Provide shelving capable of Supporting 45 PSF uniformly distributed live load with maximum deflection of 3/32".

IV. WARRANTY

- A. Products shall be warranted by the manufacturer to the original Buyer against defects in materials or workmanship in normal use for a minimum of one (1) year after date of shipment from the manufacturer. Any item deemed by the Owner and the manufacturer to be defective in material or workmanship shall, at the Owner's option, be replaced or the original purchase price paid refunded to the Owner.
 1. Products shall be additionally warranted by the installer to the original Buyer against defects in assembly and/or installation for a minimum of one (1) year after date of installation for all items that require field assembly and/or installation.

V. MANUFACTURERS

- A.** Subject to compliance with the requirements, manufacturers offering products that may be incorporated into the work of the Project include, but are not limited to, the following:
1. Franklin Fixtures (Basis of Specification)
 2. Community
 3. Brodart Melos Corp.
 4. ab&d Furniture Manufacturer
- B.** Basis of Specification: Whenever in this Document, a particular brand, make of material, device or equipment is shown or specified, ("Basis of Specification") such brand, make of material, device or equipment shall be regarded merely as a standard. Other brands, makes or manufacturers of a product, assembly or equipment which in the opinion of the Architect/Engineer are the equivalent of that specified, considering quality, capabilities, workmanship, configuration, economy of operation, useful life, compatibility with design of the work, and suitability for the intended purpose, shall be specified. Any other brand, make or manufacturer shall be deemed a substitution and shall be submitted during the bid period for the Owner's review and acceptance or rejection. Substitution requests shall be submitted with all information, including, but not limited to, product data, specifications, drawings, catalogs, representative recent installations, etc. sufficient for Owner's review to determine acceptability.
1. Requests for Substitution shall be submitted within ten (10) days of issuance of Invitation For Bid.

VI. PRODUCTS

A. Materials:

Wood and laminate items shall be constructed on min. ¾" thick medium density fiberboard (MDF). Particleboard cores are not be used except as locating cleats or unless laminated with full thickness high pressure laminate (HPL).

1. Formaldehyde emission levels shall not exceed those allowable per the following ANSI standards:
 - a) Particleboard: ANSI A208.1-2009
 - b) MDF: ANSI A208.2-2009
 - c) Hardwood Plywood: ANSI/HPVA HP-1-2009

All wood and laminate panel joinery shall be accomplished with threaded metal fasteners and industrial strength glues; no air nailing.

All wood units are made from UV treated panels. The finish must utilize ultraviolet light to insure minimal impact on the environment.

B. Slatwall:

Slatwall shall be provided as scheduled for shelf / display unit end panels or as individual wall-mounted panels.

1. Slatwall shall be grooved to slat dimensions of 3" O.C., unless otherwise noted.
2. Slatwall end panels and individual panels shall be border-grooved single panels. There shall be no scabbing of parts together to create the panel.
3. Slatwall panel materials and construction shall meet or exceed the requirements for classification as a Class C interior finish per ASTM E 84.

C. Hardware:

Provide an end panel shelf support system utilizing pin and hole hardware or recessed metal standards with metal clips. Intermediate cantilever support may only be used to provide additional support for longer shelf spans in order to meet deflection criteria. Support system shall allow vertical shelf adjustment at 5/8" (15.88 mm) intervals, and shelves shall be capable of flat orientation for spine-out storage or tipped orientation for face-out display. Shelf= removal, re-orientation, and re-insertion shall be one a person operation.

D. Sign holders:

Provide as scheduled. Sign holders shall be removable.

E. Electrical:

All electrical components including, but not limited to, devices, plugs, wiring, and lighting systems shall be Underwriters' Laboratories (U.L.) listed.

F. Finish:

Manufacturer shall utilize a UV finishing system that is 100% emission free.

Finish shall meet or exceed the specifications of the American Library Association. Use of all finishing products esp. waterborne sealers and topcoats that meet the Indoor Environmental Requirements of the United States Green Building Council (USGBC) is strongly recommended.

Note that the design intent is to match existing unit finishes. Existing finish is cherry on birch= veneer / solid wood.

VII. DELIVERY & INSTALLATION

All shelving units and fixtures shall be shipped blanket-wrapped on moving vans and shall arrive fully assembled. Provide "Inside Delivery" and placement of the items. This shall include, but is not limited to, uncrating all products, assembly of products, transporting products to proper floor within the library building by elevator or stairway as appropriate, installation of the product if required, leveling, anchoring (if required), removal and proper disposal of all debris, packing materials, etc., 12 and wipe down of all surfaces. Subsequent to Owner/installer review of the completed installation a punch

list of any observed deficiencies shall be compiled. Such deficiencies shall be corrected to the satisfaction of the Owner within ten (10) calendar days.

- A. All single sided shelving/display units shall be securely anchored to the floor and the wall per the manufacturer's recommended methods.
- B. If field scribing is required to ensure proper fit on any unit, resulting edges shall be field finished to match adjacent factory finished surfaces. Raw edges are not acceptable.

VIII. VIII. DELIVERY/TIME OF PERFORMANCE

Occasionally, the Library may require/request items in a shorter time span as outlined in Section I. How would your company handle such requests? Response can be on separate attached page.

IX. CONTACT FOR ADMINISTRATION

In the event a Contract is executed with your Firm as a result of this Solicitation, in the space provided on the Pricing Schedule please indicate the person(s) we may contact for prompt Contract administration.

X. BID EVALUATION/CONTRACT AWARD

Awards are made for bids to the lowest responsive and responsible bidder. Evaluation will be based on net prices. Unit prices, extension and grand totals must be shown. However, the Library reserves the right on multiple item procurements to make an award either in whole or in part, whichever is deemed in the best interest of the Library. In case of arithmetical errors, the unit price shall govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. The Library reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award. ref. § 2.2-4319 and § 2.2-4359, Code of Virginia. Bidders agree that decisions of the Library are final, and shall hold harmless the Library, its departments, directors, employees, and consultants, others involved in solicitation and selection, and the successful provider. The submission of a bid indicates acceptance of this condition.

XI. ADDITIONS/DELETIONS

The Library reserves the right to add similar items/services or delete items/services in the subsequent Contract as requirements change during the period of the Contract. The Central Rappahannock Regional Library and the Contractor will mutually agree to prices for items/services to be added to the Contract. Contract Amendments will be issued for all additions or deletions.

XII. CANCELLATION OF ORDERS

Purchases made under this Contract for readily services specified herein. The Library reserves the right to cancel the order if services are not furnished within the period of time specified in this Contract.

XIII. EMERGENCY PURCHASES

Should the Contractor be unable to furnish the required item within the period of time specified in the Contract, CRRL reserves the right to procure emergency services from other sources.

XIV. MISCELLANEOUS REQUIREMENTS

- A.** The Library shall not be responsible for any expenses incurred by a Bidder in preparing and submitting a Bid. All Bids shall provide a straightforward, concise delineation of capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
- B.** The contents of the Bid submitted by the successful Bidder and these specifications shall become part of any Contract awarded as a result of these specifications. The successful Vendor will be expected to sign a Standard Contract for Services with the Library. Additional terms and provisions shall be included in the Contract.
- C.** The Library reserves the right to reject any and all Bids received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the Library.
- D.** Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the Contractor its rights, title, or interest therein or its power to execute such agreement to any other person, company, or corporation without the previous consent and approval in writing by the Library.

XV. QUESTIONS

Any questions regarding the specifications please contact:

Emma Harrison
Central Rappahannock Regional Library
125 Olde Greenwich Dr, Suite 160
Fredericksburg, VA 22408
emma.harrison@crri.org

**PURCHASE, DELIVERY, AND INSTALLATION OF CUSTOMIZED SHELVING FOR THE
FREDERICKSBURG BRANCH OF THE CENTRAL RAPPAHANNOCK REGIONAL LIBRARY**

BID FORM

BID #CR-2019-FX01

TO:

Central Rappahannock Regional Library
125 Olde Greenwich Drive, Suite 160
Fredericksburg, Virginia 22408
ATTN: Emma Harrison

**PROJECT NAME: FREDERICKSBURG BRANCH LIBRARY SHELVING
1201 Caroline Street.
Fredericksburg, VA 22401**

Having carefully examined the Contract Bid Documents entitled "**Purchase, Delivery, and Installation of Customized Shelving for the Fredericksburg Branch of the Central Rappahannock Regional Library**" the undersigned agrees to furnish all labor and material, equipment and services necessary for the proper and timely completion of the work as required by said documents.

All prices shall include manufacturing, delivery, and installation per bid specs and general instructions. NO EXTRA CHARGES WILL BE ALLOWED.

BID: _____
(Words)

Dollars \$ _____
(Numbers)

The above Total Price shall be listed using both words and numbers.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name & Title of Person Submitting Bid: _____

Signature: _____

Print: _____

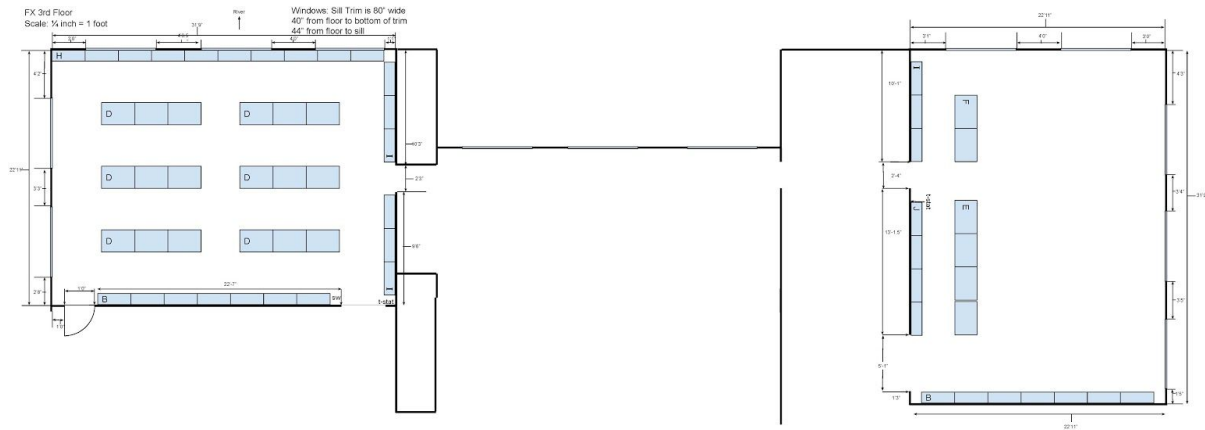
Attachment A

Fredericksburg Branch Library Shelving & Fixture Schedule

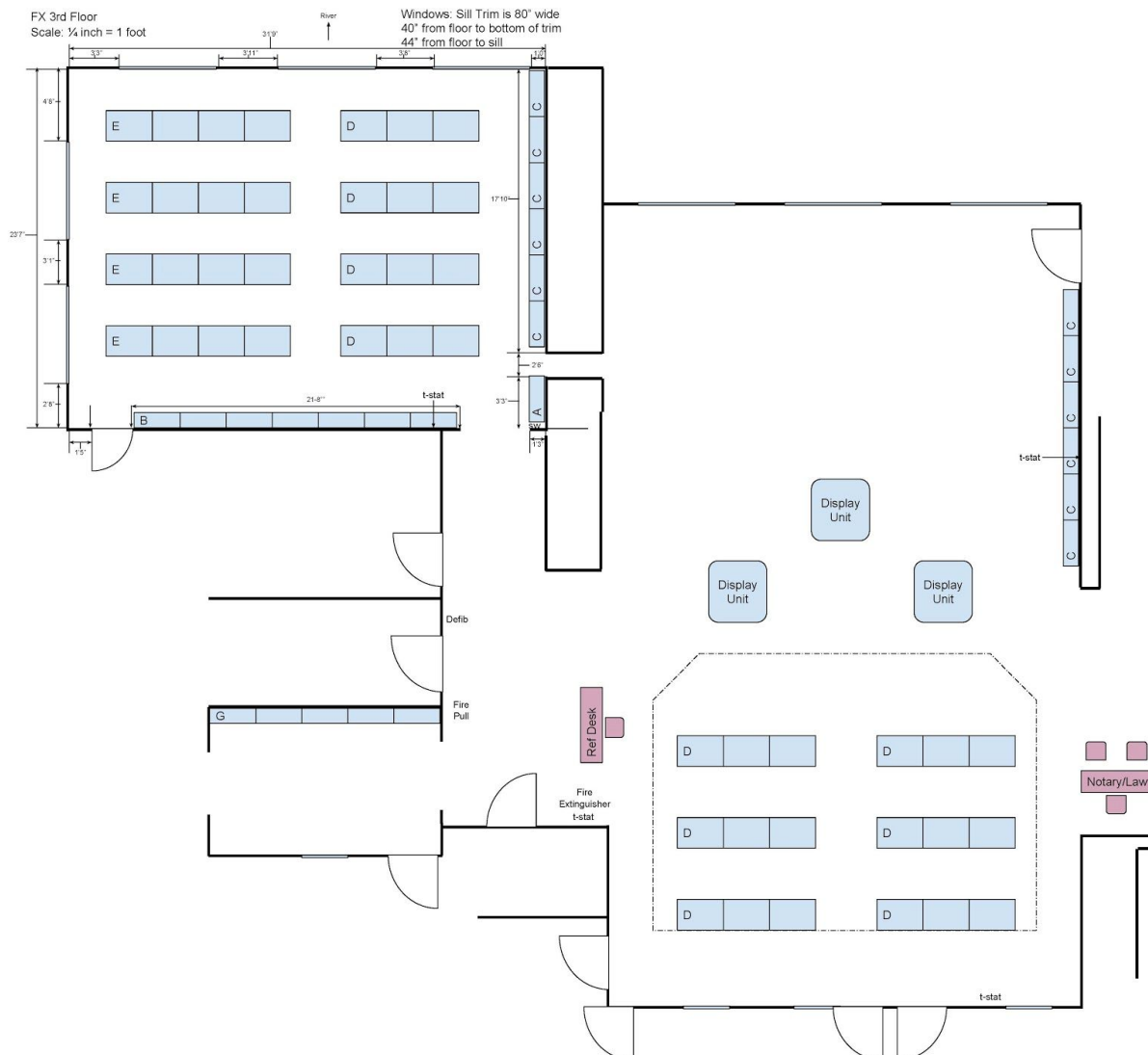
							NOTE:
Bid # CR-2019-FX01							1. See Shelving & Display Fixture Specifications for additional information.
							2. Codes are shown as referenced on Shelving Layout Diagram (Attachment B).
							3. No double faced starter/adders; each unit to be separate.
CO DE	Qty	# of 36" cases in unit	H	W	D	SHELF DEPTH	DESCRIPTION
A	1	1	84"	36"	11-3/4"	9"	Wood Straight Single-Side Cases with Canopy Sign Tracks; each case to have one face-out shelf
B	3	7	84"	36"	11-3/4"	9"	Wood Straight Single-Side Cases with Canopy Sign Tracks; each case to have one face-out shelf
C	2	6	84"	36"	11-3/4"	9"	Wood Straight Single-Side Cases with Canopy Sign Tracks; each case to have one face-out shelf
D	16	3	66"	36"	23-1/2"	9"	Wood Straight Double-Sided Cases; flat top; two units w/ slatwall end panels. Each case side to have 1 faceout shelf; 1 tipped; 3 standard shelves. Each case to have sign holder.
E	5	4	66"	36"	23-1/2"	9"	Wood Straight Double-Sided Cases; flat top; two units w/ slatwall end panels. Each case side to have 1 faceout shelf; 1 tipped; 3 standard shelves. Each case to have sign holder.
F	1	2	66"	36"	23-1/2"	9"	Wood Straight Double-Sided Cases; flat top; two units w/ slatwall end panels. Each case side to have 1 faceout shelf; 1 tipped; 3 standard shelves. Each case to have sign holder.
G	1	5	84"	36"	11-3/4"	9"	Wood Straight Single-Side Cases with Canopy Sign Tracks; each case to have one face-out shelf and 5 standard shelves
H	1	10	39"	36"	11-3/4"	9"	Wood Straight Single-Side Cases; each case to have 1 tipped and 2 standard shelves.
I	3	3	84"	36"	11-3/4"	9"	Wood Straight Single-Side Cases with Canopy Sign Tracks; each case to have one face-out shelf and 5 standard shelves
J	1	4	84"	36"	11-3/4"	9"	Wood Straight Single-Side Cases with Canopy Sign Tracks; each case to have one face-out shelf and 5 standard shelves

Attachment B Shelving Layout Diagram

First Floor Shelving Plan



Third Floor Shelving Plan



Attachment C

REFERENCES

The Bidder is required to state, in detail, in the space provided below what work of a character similar to the included in the proposed Contract has been done, to give a minimum of five (5) references and such other detailed information as will enable the County to judge his responsibility, experience, skill, and financial standing. Bids from Contractors inexperienced in this particular type of work will not be considered.

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Attachment D

SMALL AND MINORITY BUSINESS ENTERPRISES

The Central Rappahannock Regional Library Procurement Code and relevant Federal and State Laws, Orders and Regulations, require the Library to ensure that its procurement practices are nondiscriminatory and promote equality of opportunity for Small and Minority Business Enterprises.

Definitions:

1. Small Business:

For the purposes of this document a Small Business concern is one which, regardless of ownership or control:

- a. does not exceed two-hundred and fifty (250) employees.; or
- b. gross annual income does not exceed ten (10) million dollars; or
- c. is independently owned and operated (not subsidiary of another firm).

2. Minority Business:

A business entity which is operated and controlled by a minority.

- a. The terms "operated and controlled" shall mean that the managerial and official staff of this entity shall be comprised of minority persons, sufficient in ratio and gross earnings to demonstrate that the business transactions are, in fact, controlled by minority persons; and that the primary power, direct or indirect, to influence the management of this entity shall rest with minority persons or a corporation, partnership, or sole proprietorship in which minority persons collectively own, operate, control and share in earning of fifty one percent (51%) or more of such an enterprise.
- b. A minority person shall mean Black, Hispanic; Asian or Pacific Islanders; American Indian or Alaskan Native; and women, regardless of race or ethnicity.

PLEASE CHECK THE FOLLOWING INFORMATION RELEVANT TO YOUR FIRM:

Minority Business Firm: Yes _____ No _____
Small Business Firm: Yes _____ No _____

The above information is requested for statistical purposes only. All firms tendering responses will receive equal consideration for award.

CONTACT FOR ADMINISTRATION:

NAME: _____

ADDRESS (OFFICE): _____

TELEPHONE (OFFICE): _____