

TOWN OF MIDDLEBURY, VERMONT

REQUEST FOR PROPOSALS

ILSLEY PUBLIC LIBRARY RELOCATION

Posted September 30, 2024

The Town of Middlebury is seeking proposals for relocating the library's collection, shelving, and select furnishings in February 2025. Proposals will be accepted until 4:00 pm on Monday November 11.

An optional pre-bid meeting will be held on Wednesday, October 16th, 9:00 am. The pre-bid meeting will start at 75 Main Street, Middlebury (the Ilsley Public Library), and then travel to 30 Main Street Middlebury (the National Bank Temp Location) and then to 75 Megis Road, Vergennes (the Collection Temp Location). Transportation not provided.

Bids shall be submitted on the one-page Bid Response Form provided and must be signed by the Contractor or its authorized representative. No lines on the Bid Response Form may be left blank. Failure to fully complete the Bid Response Form will render the bid non-responsive. In the event there is a discrepancy in the Lump Sum proposed between the "numerical price" and the "written price," the "written price" shall govern.

The Town of Middlebury, Vermont reserves the right to waive any informalities in, or reject any and all bids, or to accept any bid deemed to be in the best interest of the Town.

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ILSLEY PUBLIC LIBRARY RELOCATION

The Town of Middlebury is seeking proposals for relocating the library's collection, shelving, and furnishings before the library renovation/expansion project. The anticipated schedule is to move out of 75 Main Street in February of 2025, and to move back into the renovated building in July of 2026 (a separate scope of work will be released for the move back in the winter of 2026).

The library will be moving to two separate temporary locations: a public library building at 30 Main Street in Middlebury, and a staff-only storage site at 75 Meigs Road, Vergennes.

In addition, there are 72 shelving units located at the University of Vermont Library (538 Main Street, Burlington) that will need to be moved to the 75 Meigs Road location.

LOCATION DETAILS

75 Main Street, Middlebury (current location): books, shelving, and furniture are spread out over three floors. There is one elevator, but it is not particularly large.

30 Main Street, Middlebury: shelving, books, and furniture will all be on the ground floor level. There is a single step up to get through the main doors.

75 Meigs Road, Vergennes: books, shelving, and furniture will all be on the ground floor level. There is a loading dock available.

538 Main Street, Burlington: The shelving is disassembled. The uprights, shelves, base plates, and top connectors are all separate, so not really in sections. There is a loading dock available. Those wishing to visit this location and view the shelving should coordinate with Matt Hughes directly at matthew.hughes@uvm.edu.

MATERIALS AND FURNISHINGS DETAILS

Collections

The Ilsley Public Library collection consists of roughly 4,000 linear feet of books and other media. The collection will be divided, with 1,000 linear feet going to the National Bank Temp Site (approx. .25 miles away) and 3,000 linear feet going to the Meigs Road Temp Site (approx. 13 miles away).

Shelving

All shelving will be color-coded and located by room in their new location. Floor plans of all three spaces will be provided.

- Break down, transport and re-assemble 69 shelving units from the Ilsley Public Library to the National Bank Temp Site.
- Break down, transport and re-assemble 151 shelving units from the Ilsley Public Library to the Meigs Road Temp Site.
- Break down, transport and re-assemble 72 shelving units from the University of Vermont Library to the Meigs Road Temp Site.

Furnishings

The following furniture lists are meant to be illustrative. Exact furniture lists are still being determined. All furniture will be color-coded for final either NBM or Meigs and for room and set up in each location.

The following furniture will be moved to the Meigs Road Temp Site:

- Herman Miller Chairs (19)
- Herman Miller Stools (10)
- Kids Chairs (16)
- Long Rectangular Wood Table (6)
- Office Chairs (8)
- Wood Side Chairs (8)
- Microfilm Cabinet (4)
- Large Lounge Chairs (3)
- Book Trucks (11)
- Computers (16)
- Printers (3)
- Microfilm Machine (1)
- Easel (1)
- Phones (5)
- Acucute Machine (1)
- Large File Cabinet (2)

The following furniture will be moved to the National Bank Temp Site:

- Circ Desk (1)
- Circ Side Desk (2)
- Comfy Plastic Chair (4)

- Herman Miller Chairs (16)
- Large Lounge Chairs (9)
- Bathtub (1)
- Powered Reading Table (2)
- Square Wood Computer Tables (4)
- Rectangular Marble Coffee Table (1)
- Round Wood Coffee Table (1)
- Round Wood Table (1)
- Office Chairs (4)
- Uplift Standing Desk (1)
- Small Desk (1)
- Light Table (1)
- Love Seat (1)
- Art Drying Rack (1)
- Book Cover Equipment (1)
- Busy Board Box (1)
- Easel (1)
- Keurig Machine (1)
- Label Printer (1)
- Magnet Board (1)
- Mail Box (1)
- Mail Scale (1)
- Phones (2)
- Plastic Side Table (2)
- Play Cars (2)
- Public Computers (4)
- Public Printer (1)
- Regular Bookcart (6)
- Safe (1)
- Staff Printer (1)
- Stool (1)
- Storytime easel (1)
- Wood Stool (1)
- Large File Cabinet (1)

INSURANCE REQUIREMENTS

- Workers Compensation Insurance as required by statute.
- Public Liability for Bodily Injury and Property Damage at a combined single limit of One Million Dollars (\$1,000,000) aggregate.
- Before the commencement of work, the Bidder shall give the Town Manager a certificate from the insuring companies indicating such policies have been issued and are in force, and that said insurance companies agree to notify the Town Manager at least Ten (10) days prior to the date of determination of or change in said policies.

CONTRACTOR QUALIFICATIONS

Each Contractor must demonstrate that it has:

- prior experience with projects of similar size and scope; submit photos and description of at least three (3) similar projects.
- the capacity to do the work in a timely manner; and
- the financial resources sufficient to undertake a project of this size.

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Bid Response Form – Page 1 of 1

[due by 4:00 pm Monday November 11, 2024]

Bidder's name, mailing address, and phone number:

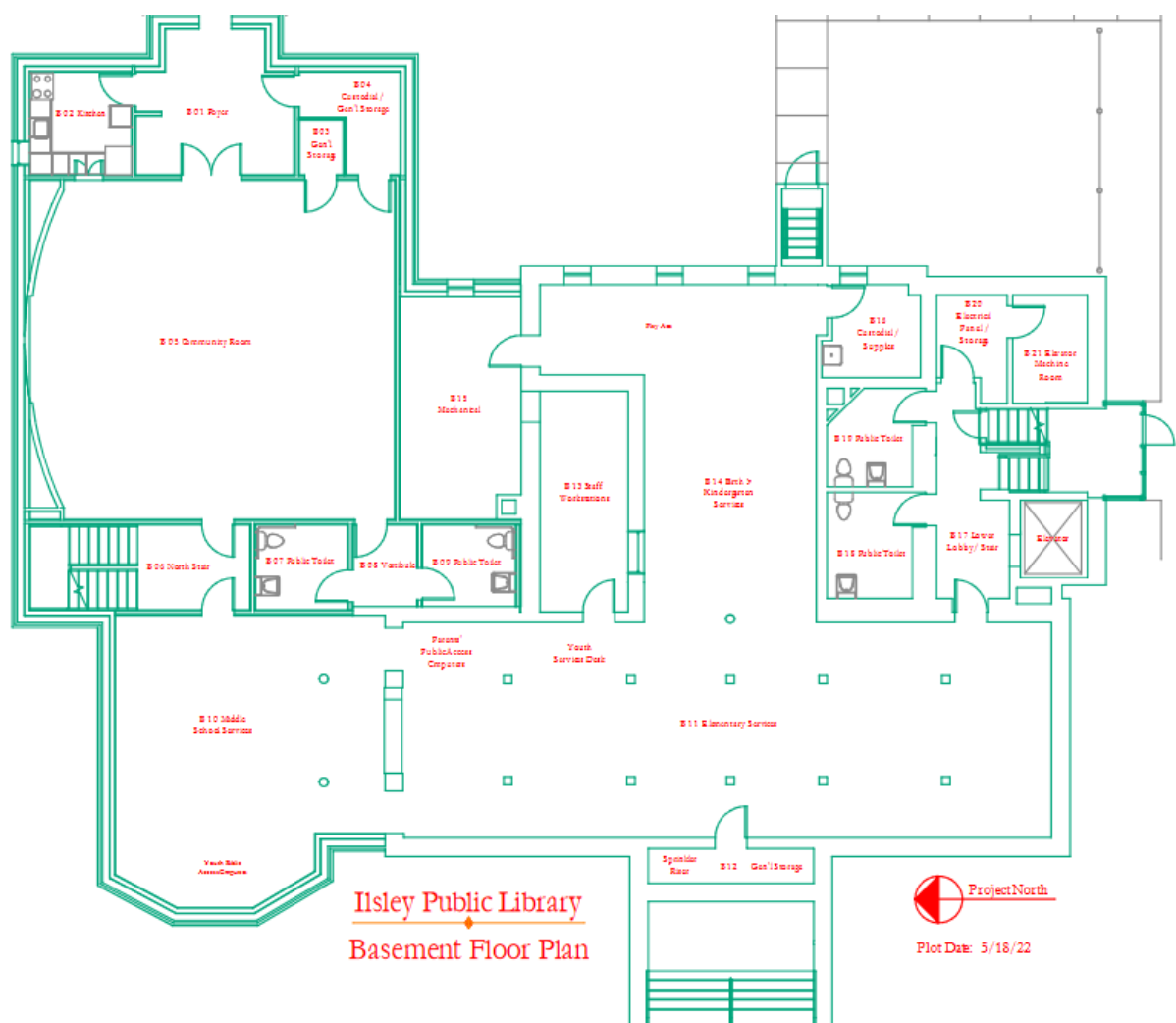
Bidder's email address (to be used for all correspondence with Town):

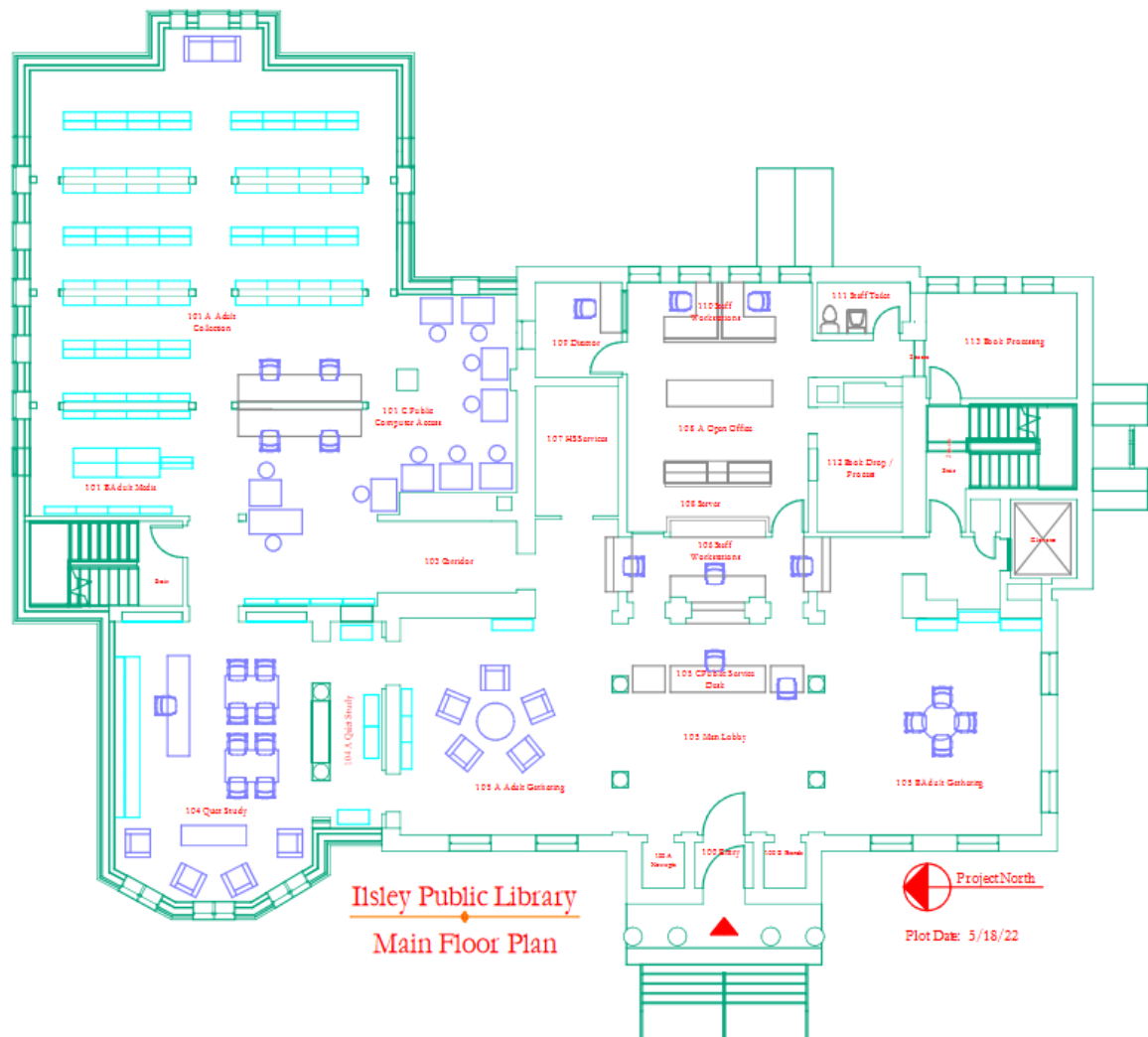
The Lump Sum for the proposed work is:

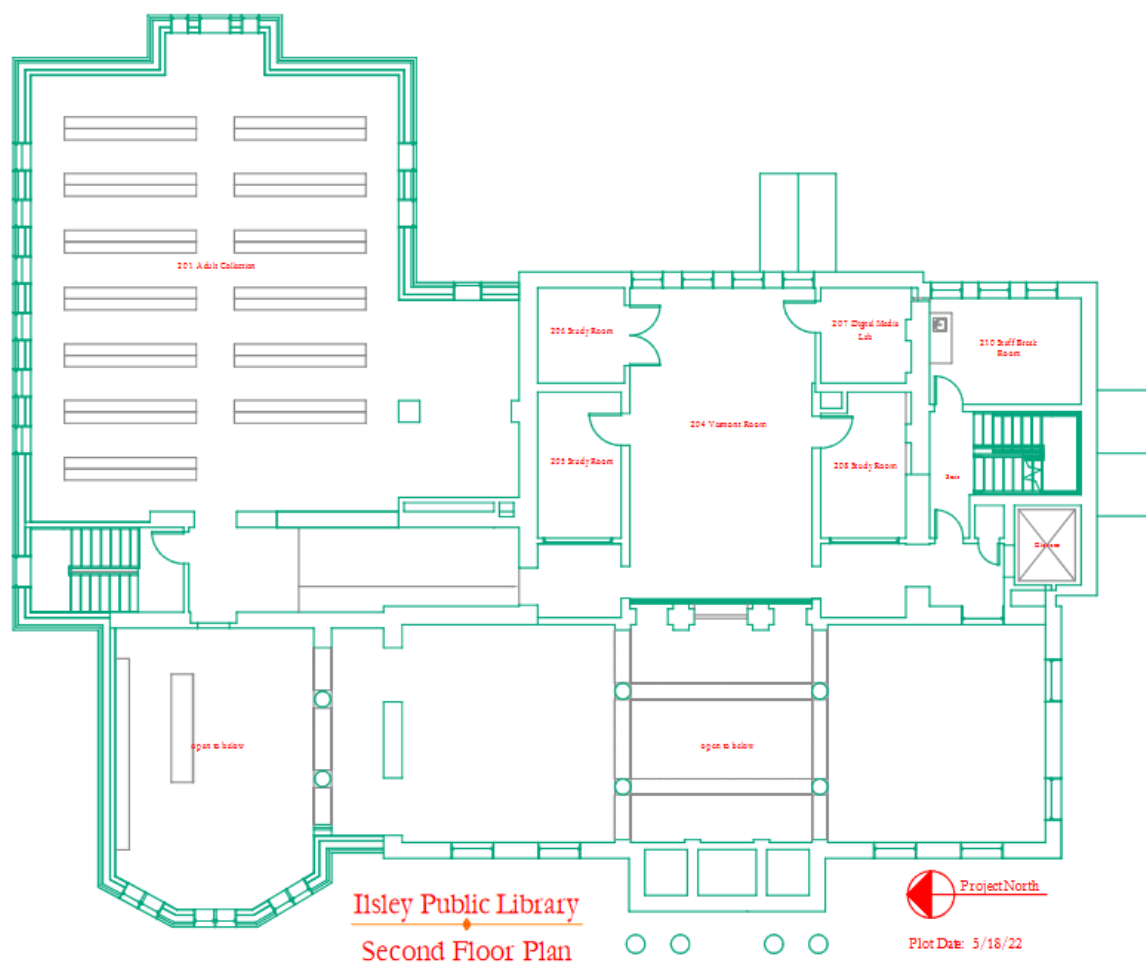
Numerical price: \$_____

Written Price: \$_____

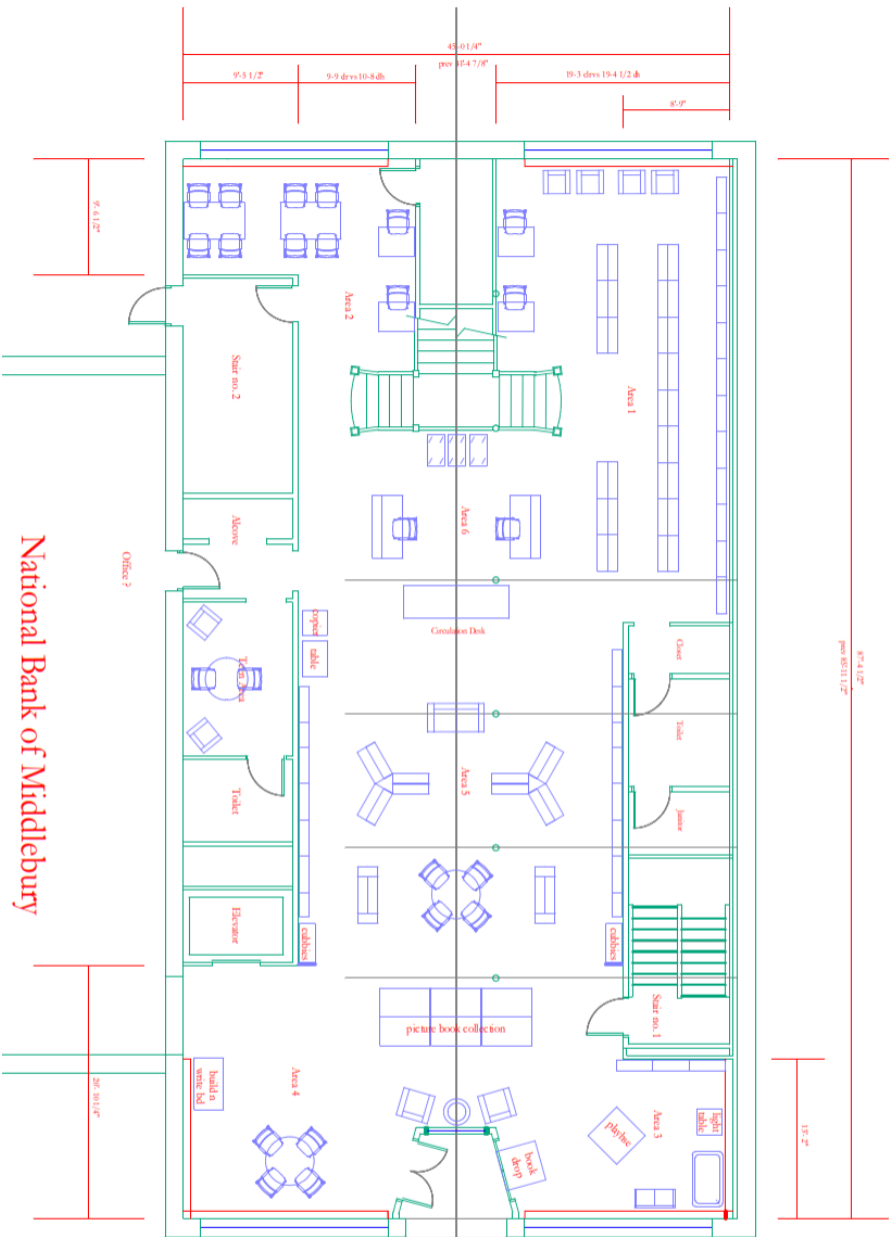
Appendix 1: Floor plan of Ilsley Public Library, 75 Main Street, Middlebury







Appendix 2: Floor plan of relocation space at 33 Main Street, Middlebury



National Bank of Middlebury

- Key
- Area 1: Adult Collection and Reading
 - Area 2: Adult Study and Computers
 - Area 3: Early Learning Area (birth through kindergarten age)
 - Area 4: Youth Reading Area (elementary age)
 - Area 5: Youth Collection
 - Area 6: Staff

Ilseley Public Library

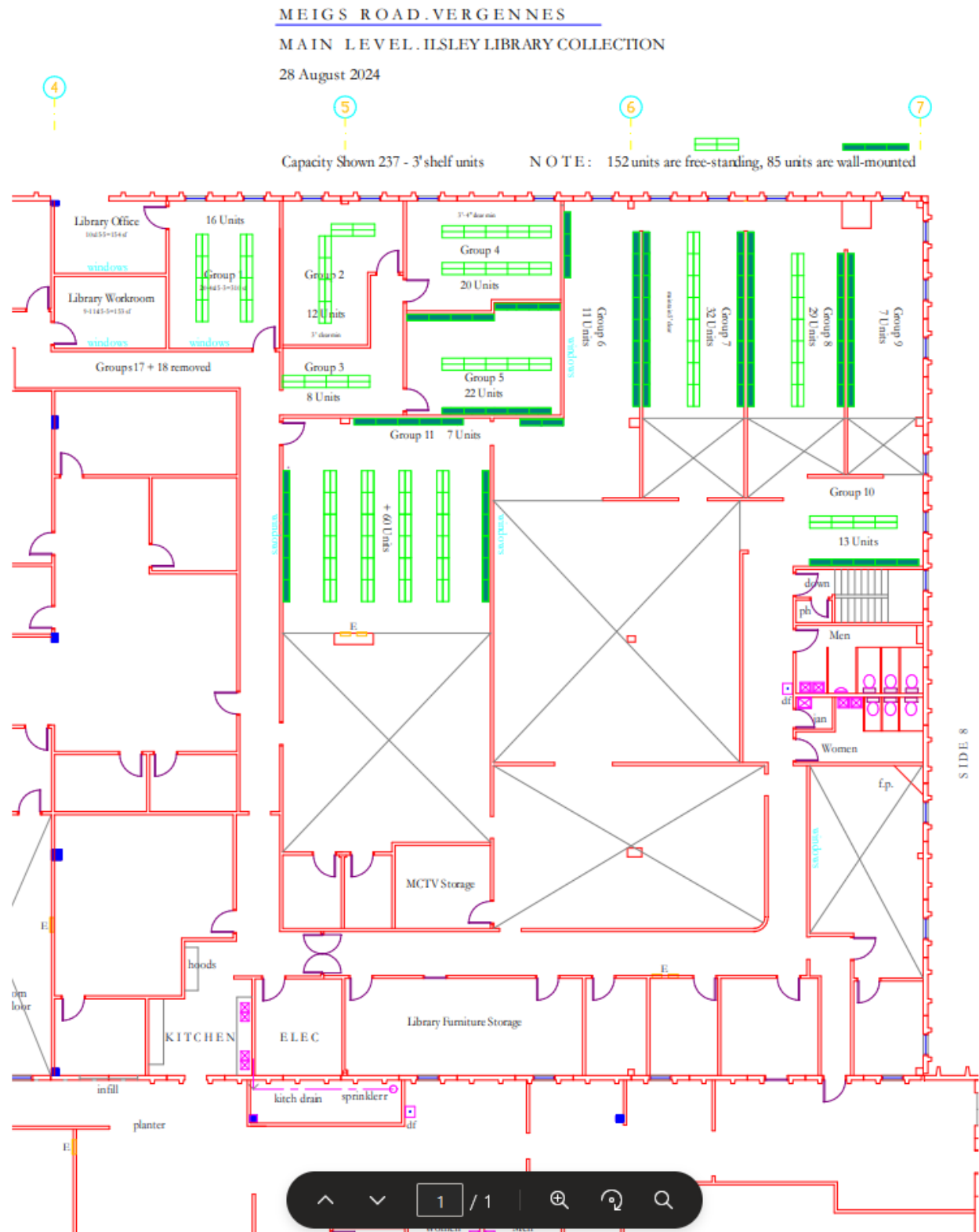
Duclos Building Test Fit

Scale: 1/8" = 1'-0"

3,940 sf



Appendix 3: Floor plan of storage space at 75 Meigs Road, Vergennes



Appendix 4: Photo of shelving at 538 Main Street, Burlington



Appendix 5: Photos of shelving at 75 Main Street, Middlebury



