

TOWN OF MIDDLEBURY, VERMONT

REQUEST FOR PROPOSALS

ILSLEY PUBLIC LIBRARY RELOCATION

Posted March 2, 2026

The Town of Middlebury is seeking proposals for relocating the library's collection and select furnishings in early August 2026. Proposals will be accepted until 4:00 pm on Monday, March 16.

An optional pre-bid meeting will be held on Monday, March 9 at 1:00 pm. 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.

Vendors are responsible for familiarizing themselves with the scope of work and confirming the provided estimated linear foot quantities. 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.

## TOWN OF MIDDLEBURY, VERMONT

### REQUEST FOR PROPOSALS

#### ILSLEY PUBLIC LIBRARY RELOCATION

The Town of Middlebury is seeking proposals for relocating the library's collection and select furnishings from two temporary locations (30 Main Street, Middlebury and 75 Meigs Road, Vergennes) to the renovated library building (75 Main Street). The anticipated schedule is August 3 through the 14<sup>th</sup>.

#### LOCATION DETAILS

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

75 Meigs Road, Vergennes (temporary location): books and furniture will all be on the ground floor level. There is a loading dock available, which requires coordination with another tenant. Ample space in parking lot.

75 Main Street, Middlebury (destination): books and furniture will be moved to the first and second floor. There is a large elevator to the second floor. Ample space in parking lot. All entrances are at grade.

#### MATERIALS AND FURNISHINGS DETAILS

##### **Collections**

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

It is our preference that the materials from the Meigs Road location be moved first. In this case, the remaining 1,000 linear feet of materials in the 30 Main Street location will have to be interleaved as the collections are merged in 75 Main Street. Vendor will be responsible for re-shelving the books in shelf order and item level interfiling the material from 30 Main. In order to ensure that books are distributed evenly throughout the new shelving, vendor is responsible for mapping the collections.

## **Furnishings and Supplies**

We do not plan to bring much old furniture into the new building. Below is a list of the furniture we anticipate moving. We have a small number of boxes filled with supplies in the Meigs Road location that will have to be moved.

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

- Herman Miller Chairs (19)
- Reading Room Table (1)
- Office Chairs (8)
- Microfilm Cabinet (4)
- Book Trucks (11)
- Microfilm Machine (1)
- Phones (5)
- Large File Cabinet (2)
- Art Drying Rack (1)
- Craft Storage Tower (1)

The following furniture will be from the National Bank Temp Site:

- Herman Miller Chairs (16)
- Bathtub (1)
- Reading Table (2)
- Round Wood Coffee Table (1)
- Office Chairs (4)
- Light Table (1)
- Book Cover Equipment (1)
- Easel (1)
- Label Printer (1)
- Small Magnet Board (1)
- Large Rolling Whiteboard (1)
- Wooden Play Cars (2)
- Public Printer (1)
- Book Trucks (6)
- Small Safe (1)
- Staff Printer (1)
- Storytime Easel (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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[due by 4:00 pm Monday March 16, 2026]

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: \$ \_\_\_\_\_







