

# MIDDLE GEORGIA REGIONAL LIBRARY

## Request for Proposals Library Furniture and Shelving

Date issued: 9/5/2023

Response due by: 10/5/2023 @ 12 PM

## SECTION I: General Information

The Library Annex is a new-construction library branch that will be located in the Macon Mall, 3661 Eisenhower Pkwy, Macon, GA 31206.

## SECTION II: Statement of Work

Middle Georgia Regional Library is seeking quotations for a vendor to design, receive, deliver, and install furniture and shelving for the Library Annex.

### Scope of Work:

1. Seeking pricing for selection, delivery, and installation of library furniture and shelving. See attached floor plan for reference.
  - a. Head of Collections and Acquisitions office: desk
  - b. Branch Manager office: desk and office chair
  - c. Workroom: work table
  - d. Meeting Room: conference table and chairs
  - e. Private Rooms (study rooms) - 3 total rooms: tables and chairs
  - f. Library (main public area): office chairs for circulation desk (circulation desk will be built-in so should not be included in quote), tables and chairs for patrons, furniture for children, book stacks (shelving for library materials), self checkout kiosks
  - g. Break Room: table and chairs
2. Vendor is responsible for storage of materials prior to delivery and installation.

## SECTION III. Proposal Submission Requirements

Each proposal shall include the following:

1. Company information as follows:
  - Company name
  - Address
  - Phone number
  - Email Address
  - Names of Principals
2. Describe qualifications specific to the Statement of Work request.
3. Two (2) samples of previous work.
4. Three (3) references of previous clients.
5. Timeline to include a proposed completion date.
6. Price - Bid should include a full description of pricing and include the entire scope of work. Any additional charges should be itemized.

All sealed bids must be received by 12 PM on 10/5/2023 at:

Middle Georgia Regional Library  
Attn: Jennifer Lautzenheiser  
Re: RFP for Library Furniture and Shelving  
1180 Washington Avenue  
Macon, Georgia 31201

#### SECTION IV. Selection Process

The proposals will be reviewed and a contract will be awarded by the Library Board of Trustees. If a proposal is accepted, the Library will provide prompt written notice to the chosen applicant of its selection by Library Administration. The chosen applicant and Library Administration will finalize the agreement. If the applicant and Library are unsuccessful in reaching a final implementation agreement within forty-five (45) days of the written notice provided to the applicant, the Library may at its option select another qualified proposal for recommendation to the Library Board of Trustees. The Library Board of Trustees may approve or deny this request. The Library Board of Trustees reserves the right to reject any and all proposals, to award a contract to the proposal that is in the best interests of the library as determined by the Library Board of Trustees and to negotiate with any person submitting a proposal.

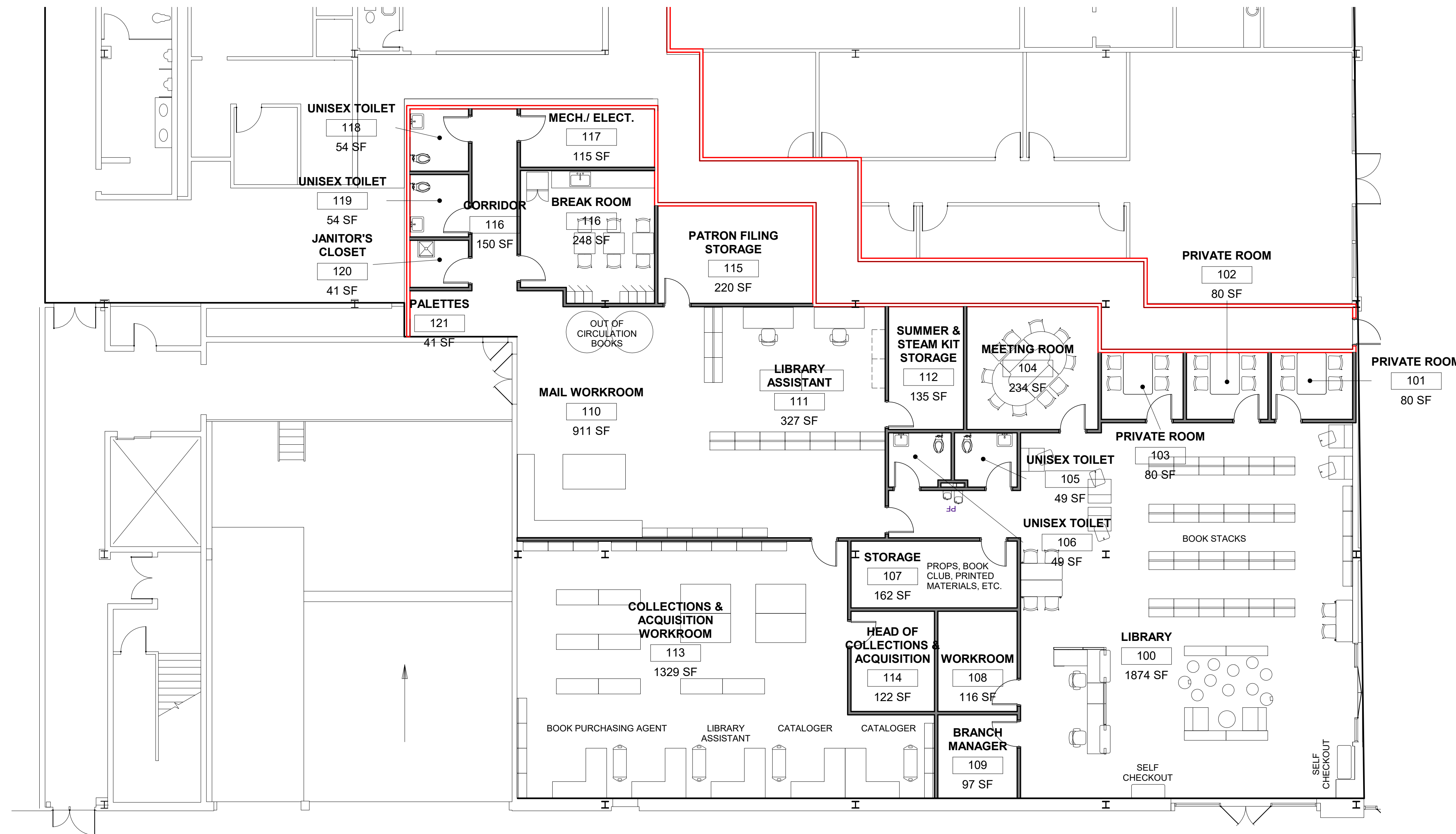
Evaluation criteria are as follows:

1. Experience - 30%
2. Price - 25%
3. Scope of work response - 25%
4. References - 20%

#### SECTION V. Technical Assistance/Clarification

Any applicant requiring clarification of the information contained herein or who has questions about the RFP should contact:

Name: Mark Bohnstedt, Deputy Director  
Email: [bohnstedtm@bibblib.org](mailto:bohnstedtm@bibblib.org)  
Phone: 478-310-2120



1 FLOOR PLAN  
A2.1 SCALE: 1/8" = 1'-0"

**DUNWODY/BEELAND,**  
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**MIDDLE GEORGIA REGIONAL  
LIBRARY ANNEX, MACON-BIBB  
COUNTY GOVERNMENT OFFICES  
AT THE MACON MALL**  
MACON, GA

Revisions:


Sheet Title:  
FLOOR PLAN

Project #: 2210 Date: 9/1/2022

**NOT FOR CONSTRUCTION** **A2.1**