



Sault Ste. Marie
Public Library

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THE SAULT STE. MARIE PUBLIC LIBRARY

REQUEST FOR PROPOSAL

FURNITURE FOR JAMES L. MCINTYRE CENTENNIAL LIBRARY

Chief Executive Officer
Sault Ste. Marie Public Library

April 23, 2021

THE SAULT STE. MARIE PUBLIC LIBRARY

REQUEST FOR PROPOSAL – #2021-001

FURNITURE FOR JAMES L. MCINTYRE CENTENNIAL LIBRARY

The Sault Ste. Marie Public Library is accepting Proposals for the supply and installation of:

**FURNITURE for the JAMES L. MCINTYRE CENTENNIAL LIBRARY
50 EAST STREET, SAULT STE. MARIE, ONTARIO, P6A 3C3**

The purpose of this request is to prompt a response from Proponents actively engaged in the provision of interior design and furniture retail.

If you are in a position to submit a Proposal, the completed Form of Proposal and all required attachments and schedules, must be returned in a sealed envelope, to the **Administrative Office, Sault Ste. Marie Public Library 50 East Street, Sault Ste. Marie, Ontario P6A 3C3** prior to the closing date. Due to the current closure of the library to the public, you are asked to **call the Administration Office, 705-759-5242 to set up an appointment for drop-off or mail it to the address provided, post-dated no later than May 14, 2021.** You are encouraged to make a full copy of the submitted documents for your file.

During the period for Proposal preparation, any questions concerning the requirements or intent of the statements contained herein should be directed to **Mr. Matthew MacDonald, CEO, 50 East Street, Sault Ste. Marie, Ontario P6A 3C3 at 705-759-5246 or via email m.macdonald@cityssm.on.ca.**

This Request for Proposal is advertised with a closing date of **12:00 pm, local time, Friday May 14, 2021.**

We look forward to your response.

Sincerely,

Matthew MacDonald, B.A., M.L.I.S.
Chief Executive Officer



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Public Library

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THE SAULT STE. MARIE PUBLIC LIBRARY

REQUEST FOR PROPOSAL

FURNITURE FOR JAMES L. MCINTYRE CENTENNIAL LIBRARY

Sealed proposals plainly marked as to contents, will be received at the **Administrative Office of Sault Ste. Marie Public Library 50 East Street, Sault Ste. Marie, Ontario P6A 3C3** until:

12:00 O'CLOCK NOON, LOCAL TIME (EASTERN) FRIDAY MAY 14, 2021 for supply and installation of:

**FURNITURE FOR JAMES L. MCINTYRE CENTENNIAL LIBRARY
50 EAST STREET, SAULT STE. MARIE, ONTARIO P6A 3C3**

Instructions to bidders, Request for Proposal forms, specifications, drawings and proposal envelopes may be obtained from the CEO, at the **Administrative Offices of Sault Ste. Marie Public Library 50 East Street, Sault Ste. Marie, Ontario P6A 3C3 Monday to Friday 9am to 5pm**. Due to the current closure of the library to the public, you are asked to **call the Administration Office, 705-759-5242 to arrange to pick up any documents**. A written request for electronic versions of the Request for Proposal documents may be sent through Administration email at admin.library@cityssm.on.ca.

A Site Inspection accompanied by Mr. Matthew MacDonald, (phone) 705-759-5246, (email) m.macdonald@cityssm.on.ca, or his designate, is recommended prior to submitting a Proposal for supply of this equipment.

The lowest or any Proposal will not necessarily be accepted.

Matthew MacDonald,
Chief Executive Officer

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SECTION 1

INFORMATION TO PROPONENTS

INFORMATION TO PROPONENTS

FURNITURE FOR JAMES L. MCINTYRE CENTENNIAL LIBRARY

1. **Delivery and Opening of Proposals**

Sealed Proposals in an envelope or package visibly marked on the outside with the Name of Proponent, the Proposal Name & File Number, and the Proposal Closing Date & Time will be received by the CEO, James L. McIntyre Centennial Library, 50 East St, Sault Ste. Marie, Ontario, until 12:00 o'clock noon., local time, Friday, May 14, 2021. Late Proposals will not be accepted and will be returned unopened.

The Sault Ste. Marie Public Library reserves the right to reject any or all Proposals. The lowest or any Proposal will not necessarily be accepted.

2. **Errors, Omissions, Clarifications**

All questions and requests for clarification, including Terms of Reference and technical information, relating to the Request for Proposal process and/or identification of any errors or omissions in the Request for Proposal documents shall be directed to Mr. Matthew MacDonald, CEO, (phone) 705-759-5246, (email) m.macdonald@cityssm.on.ca.

The CEO may, at his sole discretion, issue a written addendum. The CEO will not make oral interpretations or clarifications, as to the meaning of the Proposal documents.

3. **Informal Proposals**

Proposals shall conform to the terms and conditions set out herein. Proposals which are incomplete, conditional, or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected as informal. The Form of Proposal must be legibly signed in ink by an authorized officer of the firm.

4. **Ability and Experience of Proponents**

No Proposal will be considered from any Proponent unless known to have a background of experience in a related enterprise of a character similar to that covered by this document.

Important - Demonstrable successful experience in the supply of furnishings to libraries and/or non-profit groups by the Proponent is required. Details should be provided as part of the references submitted with the Proposal.

Information to Proponents (cont'd)

FURNITURE FOR JAMES L. MCINTYRE CENTENNIAL LIBRARY

5. Conditions and Requirements for Performance – Recommended Site Inspection

The Proponent is required to submit their Proposal upon the express conditions that they shall satisfy themselves by personal examination of the proposed location for the furniture and signage, or by such other means, as they may prefer, as to the actual conditions of the location and requirements for the furniture.

A Site Inspection accompanied by Matthew MacDonald, CEO, (phone) 705-759-5246, (email) m.macdonald@cityssm.on.ca, or his designate, is recommended prior to submitting a Proposal for design and supply of furniture. No allowance will be made for any issues, including additional costs, which may arise in the absence of the Site Inspection as recommended.

Each Proponent by careful examination of the RFP documents and any subsequent addenda shall satisfy themselves as to the nature of the furniture required as well as all conditions which might affect the execution of the contract, and will make the necessary changes to their proposal.

6. Agreement

The Proponent agrees that the Sault Ste. Marie Public Library's Purchase Order issued to the successful Proponent, along with the Proposal Document submitted in response to, and in compliance with, the RFP shall constitute the basis of the Agreement. If any other document is required, Proponents shall clearly identify this requirement in the Proposal as submitted. It is preferred that a sample document be included with the Proposal for review. In the absence of notification from the Proponent of the requirement for additional documents, it shall be deemed that the documentation outlined in the first sentence of this paragraph shall constitute the whole of the agreement.

7. Proposal Left Open

The Proponent shall keep their Proposal open for acceptance for ninety (90) days after the closing date.

8. Right To Accept or Reject Proposals

The Sault Ste. Marie Public Library reserves the right to reject any or all Proposals or to accept any Proposal should it be deemed in the interests of the Sault Ste. Marie Public Library to do so and if only one Proposal is received, the Sault Ste. Marie Public Library reserves the right to reject it.

Notwithstanding the foregoing, in the event that a preferred Proposal does not exactly and entirely meet the Sault Ste. Marie Public Library's requirements, the Sault Ste. Marie Public Library reserves the right to enter into negotiations with the selected Proponent to arrive at a mutually satisfactory arrangement with respect to any modifications to the Proposal.

Information to Proponents (cont'd)
FURNITURE FOR JAMES L. MCINTYRE CENTENNIAL LIBRARY

9. Schedule

A- Release of RFP	April 23, 2021
B- Submission of Proposal	May 14, 2021
C- Proposal Evaluation	May 2021
D- Recommendation of Award	May 2021
E- Award of Contract	June 2021
F- Delivery & Installation	prior to August 1, 2021

The Sault Ste. Marie Public Library reserves the right to alter the scheduling of items “C” to “F”.

10. Proposal Copies

Three (3) complete sets of the Proposal documents are to be submitted– one (1) marked as **“Original”** and two (2) sets marked as **“Copy”**. The **“Form of Proposal”** included with the Proposal documents marked **“Original”** must bear **original signatures in ink** to qualify.

Proponents are asked to designate one contact person to whom any additional information deemed to be relevant to the Proposal may be communicated.

11. Indemnity

The successful Proponent shall indemnify the Sault Ste. Marie Public Library from all damage or expense for actual or alleged trademark, patent or copyright infringements.

The successful Proponent will indemnify and save harmless the Sault Ste. Marie Public Library against and from all actions, causes of action, interest, claims, demands, costs, damages, expenses or loss which the Sault Ste. Marie Public Library may bear, suffer, incur, become liable for or be put to by reason of any damage to property or injury or death to persons by reason of, arising out of or in consequence of breach, violation of non-performance by the successful Proponent of any provision of the agreement, or by reason of or arising out of the use of the premises or in connection with the work covered by this contract, or by reason of or arising out of any act, neglect or default by the successful Proponent or any of its agents or employees or any other person or persons, in, on, or about the premises.

And the Proponent covenants that the indemnity herein contained shall extend to all claims, loss, cost and damages by reason of or arising out of improper or faulty erection of equipment and/or furniture erected or installed in connection with this Agreement by the Proponent, its servants or agents, whether or not these have been approved by the Sault Ste. Marie Public Library, its servants or agents. The rights to indemnity contained in this paragraph shall survive any termination of this agreement, anything in this agreement to the contrary notwithstanding.

The Proponent further covenants that the indemnity herein contained shall extend to all claims, loss, cost and damages by reason of or arising out of improper or faulty erection of equipment and/or furniture erected or installed in connection with this Agreement by the Proponent, its servants or agents, whether or not these have been approved by the Sault Ste. Marie Public Library, its servants or agents.

Information to Proponents (cont'd)

FURNITURE FOR JAMES L. MCINTYRE CENTENNIAL LIBRARY

The rights to indemnity contained in this paragraph shall survive any termination of this agreement, anything in this agreement to the contrary notwithstanding.

12. Insurance Policy & Certificate

The successful Proponent will indemnify and save harmless the Sault Ste. Marie Public Library of any action arising out of the course of this agreement and will provide a Certificate of Insurance certifying Public Liability and Property Damage Insurance for a minimum of \$2,000,000.00 per occurrence, prior to the commencement of the contract.

The successful Proponent shall maintain such insurance as will protect the Proponent and the Sault Ste. Marie Public Library from all claims for damage or loss, or personal and bodily injury, including death, and from all claims of property damage on an occurrence basis which may arise from their operation under this contract.

The insurance shall be Comprehensive Liability Insurance, including Product and Completed Operations Liability, Contractual Liability, Owners and/or Contractors Protective Liability, Contingent Employers Liability, and shall contain a Cross Liability Clause protecting the Sault Ste. Marie Public Library as if separately insured. The insurance shall have a limit of not less than \$2,000,000.00 inclusive for any one occurrence.

The deductible amount or amounts in any insurance policy required by the Sault Ste. Marie Public Library pursuant to this contract shall be subject to the approval of the Sault Ste. Marie Public Library. In the event that the Sault Ste. Marie Public Library does not accept the deductible amount as proposed by the Contractor, the Contractor shall provide insurance coverage with a deductible amount acceptable to the Sault Ste. Marie Public Library.

13. Contractor Pre-Qualification Program

The successful Proponent shall be responsible for the supply, delivery and supervision of the installation of the furniture. Personal Protective Equipment (PPE) must be used by its employees as required to perform the required work, and be maintained in a safe working condition. The successful Proponent is responsible for the supply of all safety equipment required by its employees.

The successful Proponent and any Subcontractor (if applicable) is required to comply with the requirements of the City of Sault Ste. Marie's Contractor Pre-Qualification Program prior to the start of onsite work on this Contract. These requirements include but are not limited to WSIB Coverage, Liability Insurance Coverage, Accessibility Training, and Safe Work Practices. Details regarding compliance with this requirement may be obtained by contacting Aldo Iacoe, Health & Safety Coordinator, telephone 705-759-5367 or by email to a.iacoe@cityssm.on.ca. Responsibility for compliance with this requirement by any Subcontractor is the responsibility of the successful Proponent.

14. Subletting

The successful Proponent shall keep the work under their personal control, and shall not assign, transfer or sublet any portion without first obtaining the written consent of the Library CEO, or his designate. The consent of the Library CEO of any such assignment,

Information to Proponents (cont'd)

FURNITURE FOR JAMES L. MCINTYRE CENTENNIAL LIBRARY

transfer or subletting, shall not, however, relieve the successful Proponent of any responsibility for the proper commencement, execution and completion of the work according to the terms of the contract, and the successful Proponent shall, either in person or through an accredited agent, receive all notices, communications, orders, instructions or legal service as if the Proponent were performing the work with their own plant and employees.

15. Interviews

Proponents may be required to attend an interview to detail features of the proposed furniture at a location within the City of Sault Ste. Marie. Any costs associated with attendance are the responsibility of the Proponent (see Paragraph 16 below).

16. Incurred Costs

The Sault Ste. Marie Public Library will not be liable nor reimburse any Proponent for costs incurred in the preparation of Proposals, inspections, demonstrations, or any other services that may be required as part of the evaluation process. **Whenever possible, at the sole determination of the Sault Ste. Marie Public Library, additional information and/or clarifications will be obtained by telephone or other electronic means.**

17. Alterations to Documents

No electronic reproduction or alteration of the original document will be permitted under any circumstance. The Proponent shall not change the wording of the Proposal after submission; and no words or comments shall be added to the general conditions or detailed specifications unless requested by the Library CEO for the purpose of clarification.

18. Confidentiality & Post-Award Comment

No Proponent shall have the right to review or receive any information with respect to a Proposal, documentation, or information submitted by any other Proponent. The content of the Proposal, and all documentation, and information shall be held in confidence by the Sault Ste. Marie Public Library, subject only to the provision of freedom of information and privacy legislation, including without limitation, the *Municipal Freedom of Information and Protection of Privacy Act*. Post-Award Comment by the Sault Ste. Marie Public Library regarding this Request for Proposal will be limited to written notification to all Proponents of the successful Proponent's name and address **only**. In submitting a Proposal, Proponents acknowledge and agree to this provision.

19. Municipal Freedom Of Information & Protection Of Privacy Act

The Sault Ste. Marie Public Library is governed by the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The Act gives persons a right of access to information held by the library. The right of access is subject to the exemptions contained in the Act.

SECTION 2

FORM OF PROPOSAL

FORM OF PROPOSAL

FURNITURE FOR JAMES L. MCINTYRE CENTENNIAL LIBRARY

Mr. Wayne Greco, Chair
& Members of the Sault Ste. Marie Public Library Board
50 East Street
Sault Ste. Marie, ON P6A 3C3

I/We the undersigned, hereby submit the attached Proposal to satisfy the requirements laid out by the Sault Ste. Marie Public Library.

I/We have reviewed and understand the Information to Proponents (Section 1) of the RFP and agree to the terms and conditions contained therein in submitting this Proposal.

I/We have submitted all Pricing Schedules (**in Canadian Dollars**), Product Information, and other information requested with the Proposal (required to qualify).

I/We agree that this Proposal shall be irrevocable from the time and date that the Proposals are opened in accordance with the time period stated in Paragraph 7 of the Information to Proponents.

I/We agree that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other person or persons submitting a Proposal for the same purpose and is in all respects fair and without collusion or fraud.

It is further understood and agreed that the lowest or any Proposal will not necessarily be accepted and that the Sault Ste. Marie Public Library reserves the right in its absolute discretion to reject any or all Proposals, or accept the Proposal deemed most acceptable to the Sault Ste. Marie Public Library.

The Sault Ste. Marie Public Library further reserves the right to negotiate further with the successful Proponent to finalize the terms and conditions of the Proposal.

I/We agree that the Sault Ste. Marie Public Library's Purchase Order and Request for Proposal Document; as well as the Proposal submitted shall constitute the whole of the Agreement with the successful Proponent unless stated below:

This "**Form of Proposal**" must be completed, legibly signed in ink, and returned as part of the Proposal submission to qualify.

FORM OF PROPOSAL (cont'd)

BULK BID AMOUNT

A) PUBLIC AREAS - Adult Area	Bulk Bid Amount
A.1 Lounge Soft Seating - Individual Seating	
A.2 Occasional (End) Tables	
	All Products in Category A \$
	Freight \$
	Installation \$
BULK BID AMOUNT FOR CATEGORY A \$	
B) PUBLIC AREAS - Children's Area	Bulk Bid Amount
B.1 Lounge Soft Seating - Individual Seating	
B.2 Lounge Soft Seating - Loveseat	
	All Products in Category B \$
	Freight \$
	Installation \$
BULK BID AMOUNT FOR CATEGORY B \$	
BULK BID AMOUNT FOR CATEGORY A & B \$	

Note: Quoted Prices are in Canadian Dollars and do not include Harmonized Sales Taxes.

It is understood that the pricing above is the total price for each category including all items in the requested quantities per category, freight and installation per the specifications listed in Section 3.

In the case of a mathematical discrepancy in the bulk bid pricing per category, the Unit Prices bid for each item shall prevail.

FORM OF PROPOSAL (cont'd)

NAME OF COMPANY

(SEAL)

ADDRESS

CITY

POSTAL CODE

SIGNING OFFICER SIGNATURE

WITNESS' SIGNATURE (must be present if
Corporate Seal is not affixed to Form of Proposal)

SIGNING OFFICER (PRINT NAME)

TELEPHONE NUMBER

EMAIL of SIGNING OFFICER

DATE

SECTION 3

TERMS OF REFERENCE

TERMS OF REFERENCE

FURNITURE FOR JAMES L. MCINTYRE CENTENNIAL LIBRARY

1. Introduction

The Library Board intends to receive bids for the purchase of furniture for the James L. McIntyre Centennial Library, which will include acquisition, freight and installation of furniture for the library located at 50 East Street, Sault Ste. Marie, ON.

The said Library is planning to reopen to the public upon the full lifting of provincial COVID-19 restrictions but the exact date is unknown at this time. **Therefore, all furniture must be delivered to the specified location *no later than August 1, 2021*.**

Bidders are required to provide with their RFP submission a projected Project Timeline and Installation schedule for the new furniture, showing anticipated total number of days/hours **each component** of the Work shall require. The exact installation schedule will be approved by the Library CEO upon the awarding of the contract and may include daytime as well as evening and weekend work (if required). No allowance will be given for premiums associated with evening and weekend work.

2. Familiarity with Requirements – Proponent's Responsibility

Proponents should address any questions regarding technical information or clarification of the Terms of Reference to Matthew MacDonald, Library CEO (by phone) 705-759-5246, or by email to m.macdonald@cityssm.on.ca

A Site Inspection accompanied by Mr. Matthew MacDonald, or his designate, is recommended prior to submitting a Proposal for supply of furniture and signage.

3. General

The Proponent will provide the following Product groups within each category including but not limited to:

Category A - James L. McIntyre Centennial Library - Adult Area:

- Individual Lounge soft seating
- Occasional Tables

Category B - James L. McIntyre Centennial Library - Children's Area:

- Loveseats - Lounge soft seating
- Individual Lounge soft seating

Appearance & Durability

Designs are to be cohesive, consistent in style, aesthetically pleasing and functional.

All furniture finishes must be able to be cleaned & sanitized regularly. Upholstered fabric finishes will not be considered.

Products should last while functioning well with heavy use in an institutional environment.

Terms of Reference (cont'd)
FURNITURE for JAMES L. MCINTYRE CENTENNIAL LIBRARY

Products should maintain their original appearance over the expected life, with normal wear and tear.

Finishes and constructions of the Products should have the ability to take impact from normal move, disassemble, reassemble without reducing the expected life, if applicable.

Products should be designed to prevent parts from being removed without the aid of required tools.

Submitted proposals are subject to amendment by the Library CEO if such amendments are deemed to improve the provision of library services.

The successful Proponent will supply, ship, unpack and install all furniture as specified and agreed upon in the accepted Proposal.

The Library has established a budget for the acquisition, freight and installation of the furniture as specified in the attached **Appendix B – Space & Furniture Specifications**. It is agreed and understood that the Library may elect to modify the quantities listed in each Category based on budget considerations, at its sole discretion.

Scope of work includes:

- Ordering and keeping track of the various pieces of furniture ordered.
- Ensuring the delivery of the said furniture to the worksite no later than August 1, 2021
- Ensuring installation occurs as scheduled.
- Unpacking all furniture/materials and providing quality control to ensure that all ordered items arrived in new condition and all pieces required to assemble item have been included.
- Following up on missing or damaged items including arranging for the return of damaged goods and ensuring replacement items are delivered in time for the installation.
- Disposal of packing materials (Library may provide disposal bins if price quote reflects this service provision).
- Installation of all furnishing/materials in accordance to the Library's specifications.
- Handling all warrantee issues on behalf of the Library for the duration of the Bidder's warrantee.

Pricing for two (2) separate categories is requested, namely:

- A) Public Areas - Adult Area
 - a.1 Individual Lounge Soft Seating
 - a.2 Occasional (End) Tables
- B) Public Areas - Children's Area
 - b.1 Individual Lounge Soft Seating
 - b.2 Loveseat Lounge Soft Seating

In the case of a mathematical discrepancy in the bulk bid pricing per category, the Unit Prices bid for each item shall prevail.

Terms of Reference (cont'd)

FURNITURE FOR JAMES L. MCINTYRE CENTENNIAL LIBRARY

The Library intends to evaluate the quoted prices for Category A & B separately, and may, at its sole discretion, award each category separately or all categories to a single Bidder. Designs should be created for each specified Category in addition to an overall design. Colour arrangements of all furniture should complement the carpeting, paint and millwork as shown in Appendix C - Colour Schedule.

4. Direction of Installation, Manuals & Training

The successful Proponent shall comply with the Manufacturer's Instructions for preparation and installation of the acquired furnishings. The Proponent must ensure that the installation process used does not negate any applicable warranties. The Proponent shall provide the Library with a copy of the Manufacturer's Installation Instructions, Warranties and other documentation per item type acquired.

Timelines for reopening of library services to the public are unknown at this time, due to provincial directives but it is hoped that ordering and installation of furniture will be done in a timely manner. The installation schedule will need to be approved upon the awarding of the contract(s) by the Library CEO or their designate. Installation may therefore occur every day of the week except statutory holidays and may include daytime as well as evening and weekend work (if required). No allowance will be given for premiums associated with evening and weekend work.

The Library will be responsible for controlling access to the work area.

The installation of furniture will include but is not limited to:

- unpacking of the furniture,
- inspecting for damage or missing parts and taking appropriate action to resolve related issues
- assembling the furniture per the manufacturer's instructions and placing it in the appropriate area within the Library
- discarding packaging material.

The successful Proponent will provide a competent Supervisor **onsite for the entire installation period** (see provisions of the City's Contractor Pre-Qualification Program – Paragraph 13 of the Information to Proponents for this RFP) to direct and supervise the installation.

Supervision of the installation shall not be considered complete until the installation is completed, inspected, and approved by the Library CEO, or his designate.

The Library would prefer a minimum 10 year warranty on all furniture to be administered by the bidder. Manufacturer warranties over and above the 10 years would be the Library's responsibility to administer. Bidder must clearly indicate the length of warranty on each item and whether or not it is a bidder warranty or a manufacturer's warranty, or both. The bidder must also provide documentation on the warranties for each quoted item type.

Terms of Reference (cont'd)

FURNITURE for JAMES L. MCINTYRE CENTENNIAL LIBRARY

5. Pricing – to be submitted in Canadian Dollars

Proponents shall provide Pricing Schedules (HST extra) for supply, delivery and installation of furniture.

All other applicable pricing should be detailed. (HST extra)

6. Installation Time Period

All furniture must be delivered to the specified location no later than August 1, 2021 (see Page 8, Information to Proponents, Paragraph 9-Schedule).

Bidders are required to provide with their RFP submission a projected Project Timeline and Installation schedule for the new furniture, showing anticipated total number of days/hours each component of the Work shall require. The exact installation schedule will be approved by the CEO of Public Libraries upon the awarding of the contract and may include daytime as well as evening and weekend work (if required). No allowance will be given for premiums associated with evening and weekend work.

7. Proposal Content

Three (3) sets of the Proposal documents shall be submitted – one (1) marked as “**Original**” and two (2) marked as “**Copy**”.

To aid the Sault Ste. Marie Public Library in evaluation of the Proposals submitted, the following components are to be included in each set of Proposal documents. The order is to be maintained in the Proposal Submission. Pages are to be numbered and each document securely bound (method at discretion of Proponent):

Title Page - Showing RFP name and file number, closing date and time, Proponent’s name, address, telephone number, facsimile number and name of Contact Person (with email address).

Table of Contents - Include page numbers.

Letter of Introduction - One page, introducing the Proponent and signed by the person(s) authorized to sign on behalf of, and bind the Proponent to, statements made in response to this RFP.

Form of Proposal - As included in Section 2 of the Request for Proposal – alterations not permitted. Signed and witnessed as required – **original signatures in legible ink must be present in the Proposal Document set marked “Original”.**

Terms of Reference (cont'd)

FURNITURE for JAMES L. MCINTYRE CENTENNIAL LIBRARY

Proponent's Response –

Summary – Provide a short summary of the key features of the design for the furniture chosen. Past successful experience by the Proponent in such designs and installations should be listed.

Proposed Equipment – Provide overview of the proposed furniture to be supplied. A Layout Drawing must be included. Itemized Schedules listing major components to be installed should be included.

Pricing – Provide detailed Pricing Schedules. See Paragraphs 3, 4 & 5 above in the Terms of Reference for any clarification required.

Methodology and Work Plan – Provide details of proposed schedule recognizing that desired completion is on or before August 1, 2021. Provide details of ideal Crew Size for installation including any required skills. Provide details of any requirements for site preparation to be performed by the Library prior to the start of installation.

Manuals & Training – Detail Manuals and Training to be provided as per Paragraph 4 above.

References – Provide a list of references (minimum of three (3) preferred) for which the Proponent has supplied design and furniture proposed in the past five (5) years – for Libraries and/or non-profit organizations. Full Contact details including Contact Name and Coordinates to be included.

Proponents should also include any other information or documentation that they deem to be of assistance to the Sault Ste. Marie Public Library during the Evaluation Process.

8. Evaluation

The Sault Ste. Marie Public Library will evaluate all Proposals received on the basis of defined evaluation criteria. These criteria will not be made available to prospective Proponents. The evaluation criteria will reflect the submission requirements above and include:

- Quality and clarity of the submission;
- The degree to which all objectives of the Sault Ste. Marie Public Library are met;
- Suitability of design
- Nature and suitability of solution(s);
- Commitment to required timeline;
- Pricing;
- Successful Approved Installations.

Terms of Reference (cont'd)

FURNITURE for JAMES L. MCINTYRE CENTENNIAL LIBRARY

The above list of criteria represents areas which are to be specifically addressed in the Proposal. The evaluation process will not be limited to these areas. Other criteria not specifically listed above will also receive consideration. The order in which the criteria are listed does not indicate the weighting of the evaluation.

As noted, the Sault Ste. Marie Public Library reserves the right, in its sole and absolute discretion to select a preferred Proponent with which to negotiate a final contract, terminate the Proposal call and negotiate with one or more Proponents, or reject any and all Proposals. The Sault Ste. Marie Public Library will not necessarily select the Proposal with the lowest proposed cost; or any other Proposal.

Proponents are reminded that there is no recourse to the Sault Ste. Marie Public Library for its decision and the Sault Ste. Marie Public Library will not provide any compensation to Proponents for costs incurred in the preparation of Proposals; or preparation for, or attendance at, any interview or demonstration requested as part of the evaluation process for Proposals received. The Sault Ste. Marie Public Library will attempt to obtain any further required information or clarification by electronic means whenever possible.

The Sault Ste. Marie Public Library will endeavour to complete the evaluation process in the shortest time possible. **The Sault Ste. Marie Public Library reserves the right to contact Proponents to seek clarification of the Proposals, as submitted, to assist in the evaluation process.**

SECTION 4

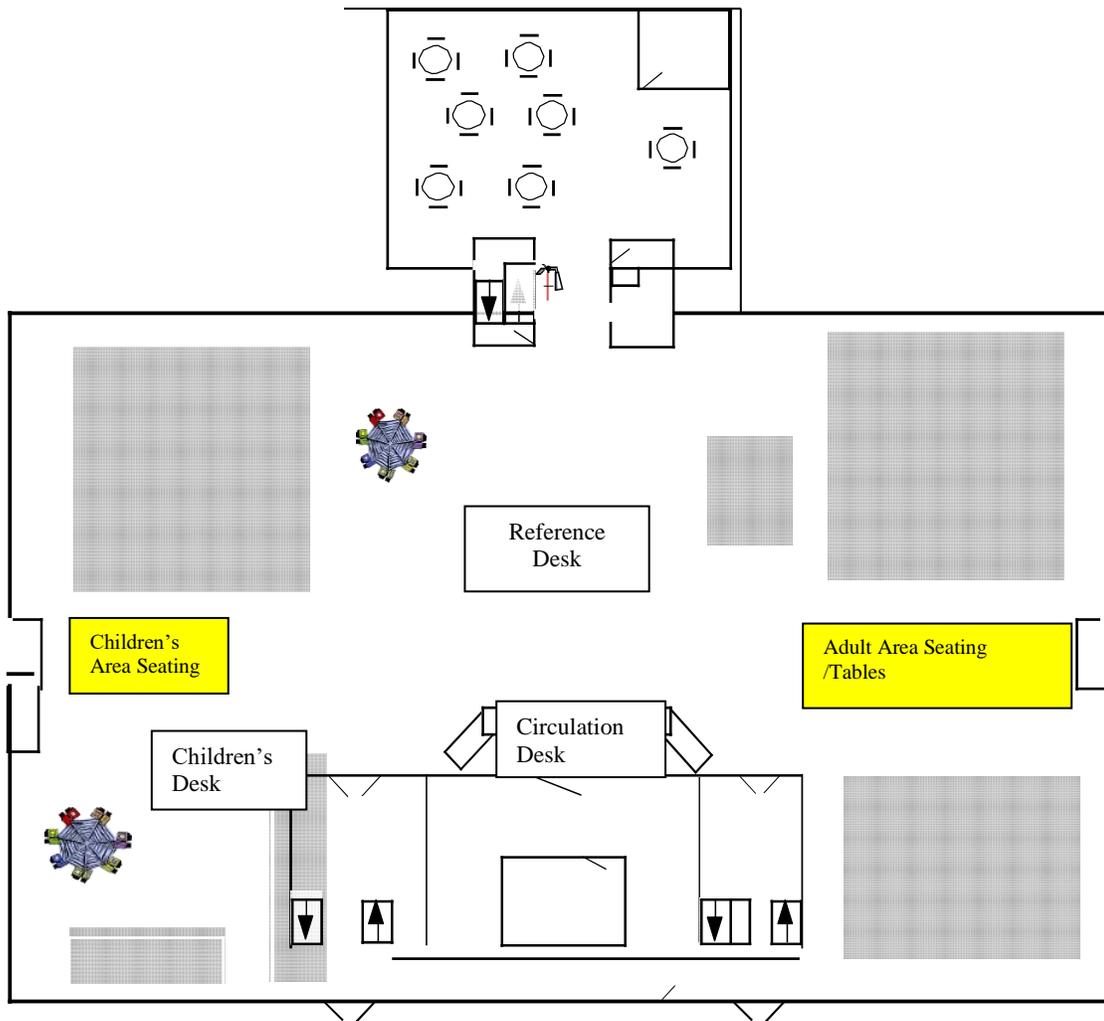
SPECIFICATIONS

&

DRAWINGS

APPENDIX A

JAMES L. MCINTYRE FLOOR PLANS



APPENDIX B

SPACE & FURNITURE SPECIFICATIONS

Contents of Schedule B, with the addition of Unit Prices, must be included within the Request for Proposal.

PUBLIC SPACE

Furniture to Be Purchased	Quantity	Notes (h x w x d)	Unit Price
Adult Area			
Lounge Soft Seating - Chair	8	Wipeable material - No upholstered fabric 19" x 32" x 30" (approx.)	
Occasional (End)Tables	3	24 " x 24"	
Children's Area			
Lounge Soft Seating - Chair	2	Wipeable material - No upholstered fabric 19" x 32" x 30" (approx.)	
Lounge Soft Seating - Loveseat	2	Wipeable material - No upholstered fabric 19" x 53" x 30" (approx.)	

APPENDIX C
COLOUR SCHEDULE

ADULT AREA

The interior design objectives of the Sault Ste. Marie Public Library are to create an environment that is professional, timeless and inviting. Public seating will need to meet the varying needs of customers providing the user with an optimum library experience. Materials will consist of wood, laminate, hospital-grade vinyl (hypo-allergenic) or equivalent material or a combination.

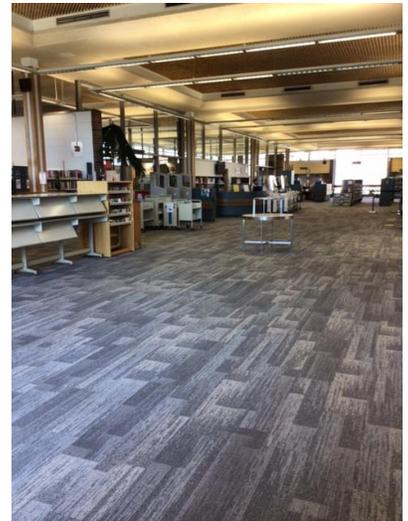
Images are included below to show the two spaces and some of the existing colours and finishes.



Close-up of Carpet Tile pattern
(includes grey, charcoal and tan)



Adult Reading Area



CHILDREN'S AREA

The furniture in the Children’s Area should be bright and appealing to parents and children, however since the furniture from both the Adult and Children’s Area is often moved around and used together for joint programming, the colours and style should coordinate with the furniture in the Adult Area. We want an emphasis on individual seating however we would like to include the opportunity for a parent/caregiver and child to be able to sit and read a book together in this space.



Children’s Reading Area

