



## LIBRARY VAULT RENOVATION PROJECT

**City of Temple, GA  
Library**

# Request for Proposal

**Renovation Services  
Vault Renovation Project  
Library**

**Proposal Due Date:  
Tuesday, May 11, 2021, at 4 PM**

# Request for Proposal

## Library Vault Renovation Project

### General Information

The City of Temple, GA (hereafter also referred to as “The City”) is seeking proposals for the renovation project from qualified businesses for renovation plans for the Vault located in the Ruth Holder Public Library located at 337 Sage Street, Temple, Georgia.

#### Elements of Proposals:

- Construction team: general contractor, sub-contractors and suppliers
- Renovate the vault located within the Ruth Holder Public Library located at 337 Sage Street, Temple, Georgia
- Provide itemized listing cost of work to be done
- References and list of similar projects
- Complete cost of entire turn-key project
- Timeline of all phases of the project
- All design and work are to meet or exceed federal, state and local cost, ordinances and requirements. All design and construction will meet all ADA guidelines.
- Construction will include all necessary fixtures and furnishings for projects
- Project is to completed no later than June 22, 2021

#### Pre-Proposal Meeting

There will not be a pre-proposal meeting. Should you wish to view the vault site, please contact Assistant City Administrator Lisa Jacobson to setup a site visit. There will be *no site visits scheduled after May 6<sup>th</sup>*.

#### Questions and Answers

All questions regarding this RFP should be presented to:

Lisa Jacobson  
Assistant City Administrator  
[ljacobson@templega.us](mailto:ljacobson@templega.us)

Please place **Library Vault Renovation Project** in the SUBJECT of all emails and/or written correspondence. All emailed dialog regarding the project is subject to discussion by all prospective companies.

## RFP Procedure

### Tentative Project Schedule

A tentative timeline is set forth below. This timeline is subject to change by the City, at the City's sole discretion, as events and conditions warrant.

• Proposal Release Date	Tuesday, April 27, 2021
• Pre-Proposal Meeting	None
• Questions & Site Visit Requests Completed by	Thursday, May 6, 2021
• Written Proposals Due	Tuesday, May 11, 2021
• Formal Acceptance/Award of Proposal by City (to include signature of contracts and work to commence on formal approval)	TBD
• Project Completion Date	Tuesday, June 22, 2021

### Method of Submission

Proposers are to submit one (1) original Proposal and one (1) copy. Envelopes used in submitting Proposals must be clearly marked, **"PROPOSAL: LIBRARY VAULT RENOVATION PROJECT"** and be mailed or hand delivered to:

Lisa Jacobson, Assistant City Administrator  
City of Temple, Georgia  
P.O. Box 160  
Temple, Georgia 30179

The deadline for submission **Tuesday, May 11, 2021, by 4 p.m., Eastern Standard Time**. No faxed or email proposals will be accepted. Proposals received after the time and date listed above will not be considered.

The City will not be responsible for any expenses in the preparation and/or presentation of the proposals and oral interviews, if any, for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.

The City reserves the right to request additional information, if necessary, or to request an interview with business(s), or to reject any and all proposals with or without cause, and waive any irregularities or infirmities in the proposals submitted. The City further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all businesses submitting proposals. In the event that all proposals are rejected, the City reserves the right to re-solicit proposals.

Responding businesses may withdraw their proposals at any time prior to the final filing date and time, as indicated on the cover page of this RFP, by written notification signed by an authorized agent of the business. The proposal may thereafter be resubmitted, but only up to the final filing date and time.

The responding business assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after proposals are opened because of a business's failure to be knowledgeable about all requirements of this RFP. By submitting a proposal in response to the RFP, the business represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

Documents and information submitted in response to the RFP shall become property of the City of Temple and generally shall be available to the general public as required by applicable law, including the Georgia Open Records Act.

## General Terms and Conditions

### Insurance

The City of Temple has certain insurance requirements that must be met. The BUSINESS will be responsible to purchase and maintain at its sole expense insurance coverage.

- BUSINESS shall furnish the City copies of all insurance policies or certificates of insurance relating to the insurance policies that must be maintained hereunder. In addition, insurance policies applicable hereto shall contain a provision that the City shall be given thirty (30) days written notice by the insurance company before each policy is substantially changed or cancelled.

### Evaluation Process

- Cost of project
- Quality of materials and fixtures
- Timeline-demonstrated ability to complete projects on time

## Project Description

### Scope of Work

The City of Temple is renovating the library vault into an office.

This project includes the following specifications:

- ✓ Remove vault door and install a full glass office door to match other interior doors
- ✓ Install HVAC supply and return in the vault room
- ✓ Paint interior walls, ceiling, and trim (one color each, two coats per listed area)
- ✓ Paint exterior wall from corner to corner, where the new door is going
- ✓ Rework trim around the new interior door
- ✓ Match existing flooring and install in the vault

The deadline for the completion of this project is Tuesday, June 22, 2021.