

INVITATION TO BID

**Mount Prospect Public Library
10 S. Emerson Street
Mount Prospect, IL 60056**

2026 Shelving & Collection Moving
BIDS ARE DUE NOVEMBER 04, 2025

Notice is hereby given by the Board of Library Trustees of the Mount Prospect Public Library, Mount Prospect, Illinois (the "Library") that sealed bids will be received at 10 South Emerson Street, Mount Prospect, IL until 2:00PM, Tuesday, November 04, 2025, for the 2026 Shelving & Collection Moving Contract (the Project).

Bids will be opened publicly and read aloud at the Mount Prospect Public Library, 10 S. Emerson, Mount Prospect, IL 60056 at 2:15PM, Tuesday, November 04, 2025.

The terms and conditions of the Project are described in the Terms of Project. The Terms of Project are available at: <https://mppl.org/about-us/transparency/>

Terms of Project 2026 Shelving & Collection Moving

BIDS ARE DUE NOVEMBER 04, 2025

Sealed bids for the 2026 Shelving & Collection Moving will be received by the Mount Prospect Public Library, 10 South Emerson Street, Mount Prospect, Illinois 60056 (the "Library") until 2:00PM local time on Tuesday, November 04, 2025.

Bids will be opened publicly and read aloud in Meeting Room B at the Mount Prospect Public Library at 2:15PM (local time) on November 04, 2025. Bids submitted late will be returned unopened. No oral, faxed, emailed, or telephoned proposals or modifications will be considered.

The terms and conditions of the project are as follows:

A. Scope of Project

The 2026 Shelving & Collection Moving project consists of moving shelving and materials through a five-phase renovation project of library space. The technical specifications for the Project are attached as Exhibit A.

B. Inspecting the Property

Parties submitting a bid must attend the mandatory Pre-Bid meeting on Monday, October 27, 2025, at 1:30PM (local time) in Meeting Room B at the Mount Prospect Public Library.

C. Preparation and Submission of Bids

1. All bids shall be placed in a sealed, opaque envelope addressed and delivered to: Malachi Kohlwey, Mount Prospect Public Library, 10 South Emerson Street, Mount Prospect, Illinois 60056.
2. The envelope shall bear the name of the individual firm or corporation submitting the bid and the following: 2026 Shelving & Collection Moving.
3. Bids received after 2:00PM, November 04, 2025, will not be considered.
4. A written request for withdrawal of a bid will be granted if the request is received by the Library prior to the time of bid opening.
5. Bids shall be signed by bidder. If the bidder is a corporation, the President and Secretary shall execute the Bid Form and the corporate seal shall be affixed to the Bid Form.
6. All bids shall be binding for 90 (ninety) calendar days following the date of opening.
7. Bidders shall notify the Library immediately of any errors or omissions in the Terms of Project.
8. A Bid Bond (or Cashiers/Certified Check payable to the Library) in the amount of ten percent (10%) of the Bid amount is required.

9. Parties submitting a bid must attend the mandatory Pre-Bid meeting on October 27, 2025, at 1:30PM. (local time)
10. Bidders must:
 - a. Be licensed in the State of Illinois;
 - b. Be in compliance with all statutes and regulations applicable to bidder's business operations;
 - c. Subcontractor shall have 5 years' experience in projects of similar size, moving shelves and reshelving materials in public or academic libraries. The projects must be phased projects where the library is still open to the public.
 - d. Provide three customer references of similar projects, including name and location of installation, and the owner's representative phone number and email address.
 - e. Adhere to the Illinois Prevailing Wage Act (820-ILCS 130).
11. Bidders acknowledge on the Bid Form receipt and review of all Addenda.
12. Bids must be submitted on the Bid Form (Exhibit B) with all information specified in the Bid Form.
13. If a prospective bidder is in doubt as to the meaning of any part of the Project, they shall submit to Malachi Kohlwey, Finance & Facilities Director, mkohlwey@mppl.org a written request for an interpretation or correction. Any such request shall be submitted no later than five (5) working days before the bid submission deadline. Any interpretations or corrections shall be made in writing by Addenda and such Addenda will be posted on the Mount Prospect Public Library website <https://mppl.org/about-us/transparency/> no later than four (4) working days before the date specified for receipt of the bids.

D. Award of Bid

1. The Library may accept in writing one of the bids submitted or may reject any or all of the bids.
2. The Library reserves the right:
 - a. To waive any informality;
 - b. To reject any or all bids or accept the bid deemed most favorable to the Library after all bids have been examined.
 - c. To award separate contracts with respect to separate items in the various Bids.

E. Bidder's Acknowledgments

1. By submitting a bid, the bidder acknowledges:
 - a. He has received, reviewed, and understood the Terms of Project.
 - b. He has sole responsibility for all supervision, labor, material, equipment and other items to perform all work and other matters set forth in the Terms of Project.
 - c. He has sole responsibility for determining the nature and extent of any and all work required to complete the Project.
 - d. All prices stated are firm.
 - e. The Library is not subject to state or local sales, use or excise taxes and no such taxes are included in the bid.

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- f. All other taxes applicable to the work are included in the bid.
- g. If his proposal is accepted and he fails to enter into a contract, he shall be liable to the Library for any damages the Library may thereby suffer.
- h. The bid shall be considered accepted only when the Library executes a contract.
- i. The bid is binding for (90) ninety calendar days.
- j. Comparison of bidders' bids is a subjective process requiring evaluation of multiple factors including price, references, recommendations, and input from third parties. This process requires subjective assessment of bidders by the Library Trustees as to overall suitability of the bidder for the Project, including assessment of:
 - i. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 - ii. Whether the bidder can perform the contract or provide service promptly, or within the time specified, without delay or interference;
 - iii. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - iv. The quality of performance of previous contracts or services;
 - v. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - vi. The financial resources and ability of the bidder to perform the contract or provide the service;
 - vii. The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
 - viii. The ability of the bidder to provide future maintenance and service for the Project;
 - ix. Bidder's record of experience in this field.
- k. The Library has substantial discretion in accepting a bid based on the Library's evaluation of multiple variables, only one of which is price.
- l. The bidder is not relying on any oral instructions or representations and is relying solely on the Terms of Project and Addenda, if any.
- m. The form of the Contract to be used for the Project is attached as Exhibit C.

EXHIBIT A: TECHNICAL SPECIFICATIONS 2026 Shelving & Collection Moving

Scope of Work

The scope includes the moving of shelving and materials through the five-phase renovation project. The work consists of mobilizations for each of the construction phases. The vendor will conduct an on-site meeting with the Owner, Architect, and Construction Manager prior to each of the five-phases. The vendor must verify the location of all items to be relocated with the Owner prior to relocating them. The vendor will provide all tools and supplies to complete the listed tasks properly. The vendor will handle all shelving, materials, and equipment in a manner to avoid damage and protect all materials and surroundings. The vendor will remove all moving equipment after each phased move.

The work can be completed from Monday through Friday, 07:00 AM to 5:00 PM, with proper scheduling coordination with the Owner and Construction Manager. The library will maintain its operations throughout the entire project.

Phase Plan

Pre-Construction Phase – (Complete prior to Phase 1 start)

1. Move Adult Nonfiction collection
 - a. Approximately 84,233 items of Adult Nonfiction
2. Reconfigure and relocate shelving and collection as noted. The vendor will handle all shelving, materials, and equipment in a manner to avoid damage and protect all materials and surroundings.

Phase 1 – (Phase schedule: January 30th to April 23rd - subject to change)

1. The moving vendor will conduct an on-site meeting prior to Phase 1 with the Owner, Architect, and Construction Manager. The vendor will work with the owner to create a moving plan for each phase that identifies all aspects of the move and responsibilities for each component.
2. Move Fiction and Audiobooks and reshelve as noted on the drawings:
 - a. Approximately 33,238 items of Fiction materials
 - b. Approximately 14,189 items of Mystery/Science Fiction materials
 - c. Approximately 2,115 items of Graphic Novels
 - d. Approximately 7,605 items of Audiobooks/Book Discussion materials
3. Move Teen collection and reshelve as noted on the drawings:
 - a. Approximately 7,434 items of Teen Fiction materials
 - b. Approximately 2,847 items of Teen Graphic Novels
4. Move Magazine collection and reshelve as noted on the drawings
 - a. Approximately 1,946 items of Magazines
5. Reconfigure and relocate shelving and collection as noted. The vendor will handle all shelving, materials, and equipment in a manner to avoid damage and protect all materials and surroundings.

Phase 2 – (Phase schedule: April 24th to June 10th - subject to change)

1. The moving vendor will conduct an on-site meeting prior to Phase 2 with the Owner, Architect, and Construction Manager. The vendor will work with the owner to create a moving plan for each phase that identifies all aspects of the move and responsibilities for each component.
2. Move shelving to area next to Study Rooms C-E:
 - a. Approximately 508 items of Great Courses
 - b. Approximately 2,728 items of Teen Nonfiction
3. Reconfigure and relocate shelving and collection as noted. The vendor will handle all shelving, materials, and equipment in a manner to avoid damage and protect all materials and surroundings.

Phase 3 – (Phase schedule: June 11th to July 1st - subject to change)

1. The moving vendor will conduct an on-site meeting prior to Phase 3 with the Owner, Architect, and Construction Manager. The vendor will work with the owner to create a moving plan for each phase that identifies all aspects of the move and responsibilities for each component.
2. Move Mystery/Science Fiction, Graphic Novels, Teen Fiction, CDs, DVDs, Video Games, Magazines, and Large Print and re-shelve as noted on the drawings:
 - a. Approximately 14,189 items of Mystery/Science Fiction materials **(MOVE TWICE)**
 - b. Approximately 2,115 items of Graphic Novels **(MOVE TWICE)**
 - c. Approximately 7,434 items of Teen Fiction materials
 - d. Approximately 12,776 items of CDs
 - e. Approximately 23,906 items of DVDs
 - f. Approximately 940 items of Video Games
 - g. Approximately 1,946 items of Magazines
 - h. Approximately 10,599 items of Large Print **(MOVE TWICE)**
3. Reconfigure and relocate shelving and collection as noted. The vendor will handle all shelving, materials, and equipment in a manner to avoid damage and protect all materials and surroundings.

Phase 4 – (Phase schedule: July 2nd to July 28th - subject to change)

1. The moving vendor will conduct an on-site meeting prior to Phase 4 with the Owner, Architect, and Construction Manager. The vendor will work with the owner to create a moving plan for each phase that identifies all aspects of the move and responsibilities for each component.
2. Move front half of Non-Fiction, World Language, Magazines, CDs, DVDs, Video Games, Audiobooks, and Teen Collections and re-shelve as noted on the drawings:
 - a. Approximately 42,116 items of Non-Fiction materials **(MOVE TWICE)**
 - a. Approximately 9,447 items of World Language materials
 - b. Approximately 1,946 items of Magazines
 - c. Approximately 12,776 items of CDs
 - d. Approximately 23,906 items of DVDs
 - e. Approximately 940 items of Video Games
 - f. Approximately 13,036 items of Teen materials
4. Reconfigure and relocate shelving and collection as noted. The vendor will handle all shelving, materials, and equipment in a manner to avoid damage and protect all materials and surroundings.

Phase 5 – (Phase schedule: July 29th to August 21st - subject to change)

1. The moving vendor will conduct an on-site meeting prior to Phase 5 with the Owner, Architect, and Construction Manager. The vendor will work with the owner to create a moving plan for each phase that identifies all aspects of the move and responsibilities for each component.
2. Move back half of Non-Fiction and re-shelve as noted on the drawings:
 - b. Approximately 42,116 items of Non-Fiction materials **(MOVE TWICE)**
 - c. Approximately 9,447 items of World Language materials
3. Reconfigure and relocate shelving and collection as noted. The vendor will handle all shelving, materials, and equipment in a manner to avoid damage and protect all materials and surroundings.

EXHIBIT B: BID FORM FOR 2026 Shelving & Collection Moving
BIDS ARE DUE NOVEMBER 04, 2025, 2:00PM

- A. By submitting this Bid Form, the bidder:
1. Acknowledges he has received, reviewed, and understood the Terms of Project.
 2. Acknowledges responsibility for all supervision, labor, material, equipment and other items to perform all work and other matters set forth in the Terms of Project.
 3. Acknowledges he has examined the Property and has familiarized himself with all field conditions and local conditions affecting the Project.
 4. Acknowledges sole responsibility for determining the nature and extent of any and all work required to complete the Project.
 5. Understands that, if his proposal is accepted and he fails to enter into the Contract attached, he shall be liable to the Library for any damages the Library may thereby suffer.
 6. Upon request from the Library, will provide current financial statements.
 7. Acknowledges that this bid is an offer which shall be considered accepted only after the Library accepts this bid in writing and that this bid shall be binding for 90 (ninety) calendar days.
 8. Is aware that comparison of bidders' bids is a subjective process requiring evaluation of multiple factors including price, references, recommendations, and feedback from third parties. This process requires subjective assessment of bidders by the Library Trustees as to overall suitability of the bidder for the Project.
 9. Acknowledges the Trustees have substantial discretion in accepting a bid based on the library's evaluation of multiple variables, only one of which is price (see Bidder's Acknowledgments in the Terms of Project).
- B. Attached are:
1. A bid deposit (bid guarantee) equal to ten percent (10%) of the total bid price indicated below in the form of a Bid Bond or a cashier's check or certified check. If this bid is accepted and the undersigned fails to proceed with the project as required, the bid deposit shall become the property of the Mount Prospect Public Library and shall be considered as partial payment of damages due to delay and other consequences suffered by the Library;
 2. A minimum of three references on projects of similar size moving shelves and reshelving materials in public or academic libraries. The projects must be a phased project where the library has still been open to the public. The reference list shall include the company name, contact name, contact phone number and the type of work done.
 3. A document displaying all materials supplied to complete the project. The proposal shall include the manufacturer's name, model, and the warranty period for all parts and labor.
- C. LUMP SUM BASE BID AMOUNT IN FIGURES: _____
- D. LUMP SUM BASE BID AMOUNT SPELLED OUT: _____

- E. DATE OF COMPLETION OF THE PROJECT: _____

To be considered all bids must be signed, include required attachments, and be received prior to the due date and time.

PLEASE SUBMIT ONE (1) COMPLETE PACKET

Signature

Printed Name

Contractor Name

Title

Street Address

City, State, Zip

Telephone Number

Email Address

Date Signed

To be considered all proposals must:

- Be signed
- Include required attachments
- Be received prior to the due date and time

EXHIBIT C: CONTRACT FOR 2026 Shelving & Collection Moving

The Mount Prospect Public Library and _____
(Contractor) agree that, for the total lump sum of \$ _____, Contractor will
perform all work on the Project in accordance with the Terms of Project and the Bid Form and the Rider
to Contract, copies attached.

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Signature: _____

Title: _____

Date: _____

Contractor: _____

Signature: _____

Title: _____

Date: _____

EXHIBIT D – RIDER TO CONTRACT

For Inclusion in Contract Between Mount Prospect Public Library ("Owner") and
_____ (Contractor)

Project Name/Description: _____

1. Contractor shall provide a Payment Bond and a Performance Bond in a sum equal to 100% of the amount of the Contract issued by an insurance company acceptable to Owner.
2. The Performance Bond to be provided shall contain the following language:
 - a. "Any suit under this bond must be instituted before the expiration of the statute of limitation applicable to any claims against the Contractor named herein."
3. Any claims shall be commenced within the limitations stated in 735 ILCS 5/13-214. The parties intend that modifications in the Contract documents of the limitations provided by 735 ILCS 5/13-214, if any, shall be given no effect.
4. The responsibilities/liabilities of the Owner and the Contractor and their consultants, agents and employees and any concomitant damages and/or consequential damages shall be determined in such amount and to such extent as provided by Illinois law, insurance coverage, caps or limitations notwithstanding. By way of this provision, the parties intend that any limitations in the Contract documents of the amounts or types of damages available to the parties shall be given no effect.
5. Contractor shall obtain and provide lien waivers for all labor and materials for the Project.
6. The Owner has no responsibility for construction means, methods, techniques, sequences, or procedures, and/or safety precautions and programs.
7. Contractor, at Contractor's expense, will obtain and maintain all necessary permits and licenses, and pay for all governmental fees and inspections necessary for proper execution of completion of the Project.
8. Contract shall provide Owner with all documents requested by Owner thereby enabling Owner to respond timely to any request to Owner for documents pursuant to the Freedom of Information Act.
9. "As built" drawings from the Contractor are a condition of receipt of the Contractor's final payment.

10. Contractor shall purchase insurance to cover claims and expenses, including costs of defense, asserted against Owner, its agents, employees and consultants for bodily injury, sickness, disease or death caused by any negligent act or omission of the Contractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable. The coverage afforded the Owner shall be primary insurance for the Owner with respect to claims arising out of operations performed by or on behalf of the Contractor. If the Owner has other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of liability of the Contractor under this insurance policy shall not be reduced by the existence of such other insurance.
11. Work will not begin, nor will any payment be authorized absent submission by the Contractor to the Owner of proof that all required insurance coverages and bonds are in effect. A Certificate of Insurance is not adequate proof. The Contractor may provide a Certificate of Insurance but shall also provide the actual endorsement from Contractor's insurance company.
12. The Contractor shall reimburse the Owner for all reasonable fees which the Owner incurs as a result of the Contractor's failure to fulfill the Contractor's obligations including, without limitation, timely completion of the project.
13. Contractor shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Owner in enforcing the terms and provisions of this Contract and in defending any proceeding to which the Owner is made a party as result of the acts or omissions of the Contractor.
14. Contractor acknowledges full and sole authority for all safety programs and precautions in connection with the work.
15. In an effort to resolve any conflicts that arise under this Contract, prior to commencing litigation all disputes between the Owner and the Contractors arising out of or relating to this Contract shall be submitted to non-binding mediation. After such non-binding mediation and, unless the parties agree to submit to binding arbitration, any claims, disputes, liabilities of the parties or other matters between the Owner and the Contractor shall be resolved in the Circuit Court of Cook County, Illinois in accordance with Illinois law.
16. Contractor shall defend, indemnify, and hold harmless Owner from and against all claims, losses, damages, and expenses to the extent such claims, losses, damages or expenses are caused by Contractor's conduct, acts, errors or omissions.
17. The Contractor's standard of care shall be the standard of care consistent with those usual and customary standards of care, skill and diligence which are commonly followed in performing the same or similar services in the locale where the project is located.

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18. Contractor acknowledges that he has examined the property and has familiarized himself with all local conditions affecting the project.
19. Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of any applicable governmental entity including, without limitation, prevailing wage laws.
20. Contractor, at Contractor's expense, shall purchase Builder's Risk insurance coverage.
21. The Contractor shall designate a Supervisor to act as the Owner's primary contact for the Project.
22. Targeted project start date is on January 30, 2026.
23. THIS RIDER TO CONTRACT IS EXECUTED ON THE DATES STATED BELOW. IN THE EVENT OF ANY CONFLICT BETWEEN THE PROVISIONS OF THIS RIDER AND ANY OTHER PROVISIONS OF THE CONTRACT, THIS RIDER CONTROLS. THIS PARAGRAPH IS STATED IN ALL CAPITAL LETTERS AND IS INITIALED AS CONFIRMATION OF THE PARTIES' UNDERSTANDING OF THE PRECEDENCE THIS RIDER TAKES OVER ANY OTHER PROVISIONS OF THE CONTRACT DOCUMENTS.

Contractor (Initial/Date)

Owner (Initial/Date)

Mount Prospect Public Library

Signature: _____

Title: _____

Date: _____

Contractor: _____

Signature: _____

Title: _____

Date: _____