



Request for Proposal

The Springfield-Greene County Library District (the Library) is requesting proposals for manufacture, preparation and installation of exterior signage at the new Republic Branch location.

LOCATION: Republic Branch Library
921 N Lindsey
Republic MO 65738

BID DEADLINE: October 16, 2009

BIDDER INSTRUCTIONS:

1. The successful contractor shall provide proof of insurance to the Library. Insurance will include a minimum of \$2,000,000 in general liability as well as Workman's Compensation and an endorsement naming the Springfield-Greene County Library District as insured.
2. This is a prevailing wage project. All workers will be paid as per the Greene County wage scale.
3. The Library is a tax-free entity. There will be no sales tax on the projects. The proper Missouri Project Exemption Certificates will be provided to the successful contractors.
4. Bidders are responsible for all measurements, construction analysis and the quantity of materials needed to complete the project. Bidder is responsible for the purchase of all materials needed to complete the project.
5. Bids will be submitted on the bidder's company proposal forms. Forms must be signed by an officer or owner of the company. The bidder will honor the price for 30 days from the date of the bid opening.
6. Bidders must submit Form of Affidavit, a statement that the business entity does not knowingly employ any person who is an unauthorized alien, per requirements of the Missouri Code of State Regulations, 15 CSR 60-15.020 Form of Affidavit.
7. References are requested and should include contact information and scope of work.
8. Bid will be awarded to "Best Value" according to the Library's needs.
9. Contractor is to warranty workmanship and materials for a minimum of two years.

GENERAL:

1. The site listed above may be in operation during the project. It is the contractor's responsibility to protect the clientele arriving and leaving the facility. This may include, but not limited to, barricades, ground guards or fences.
2. The grounds at the facilities will be kept in a pristine manner. If there is damage to the grounds during the construction process, the contractor is responsible for bringing it back up to the condition it was in before. Photos will be taken before and after the project.
3. Contractor shall take all precautions necessary to protect the landscape, tile roof, gutters, downspouts, windows and patrons' vehicles from damage, chemicals or otherwise.

