

REQUEST FOR PROPOSAL

Sealed Price Proposals for the following will be received by the Procurement Manager until 4:00 P.M., Eastern Time, March 25, 2025, and at that time publicly opened in Conference Room 436, City Hall located at 415 Broad Street., Kingsport, TN. All proposals will be considered for award or rejection at a later date.

PROJECT: Library Relocation to the Fort Henry Mall for Library Services and Storage

Documents for the above referenced item are available online at kingsporttn.gov/city-services/purchasing. Interested parties may also contact the Procurement Department at (423) 229-9419.

By submission of a signed proposal bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

No submitted proposals may be withdrawn for a period of sixty (60) days after the scheduled closing time of the receipt of proposals. All proposals shall be signed, sealed and addressed to the Procurement Manager, City of Kingsport, 415 Broad Street., Kingsport, TN 37660 and marked "Library Relocation Services". The City by its governing regulations reserves the right to accept or reject any or all proposals received, to waive any informalities in bidding and to re-advertise.

PUB 1T: 03/01/25

Chris McCartt
City Manager

PROCUREMENT PROCESS

- A. Proposals will be received by the Procurement Manager until 4:00 P.M., Eastern Time on March 25, 2025 at which time it will be publicly opened in Conference Room 436, City Hall, 415 Broad Street, Kingsport, Tennessee.
- B. The Sealed Proposal shall be signed by an authorized representative and the sealed envelope addressed as follows:
 - Procurement Manager
 - City of Kingsport
 - 415 Broad Street
 - Kingsport, Tennessee 37660
 - Proposal for Library Relocation to the Fort Henry Mall
- C. An original hard copy and three (3) additional hard copies of the Proposal are required.
- D. Proposals, modifications, or corrections received after the scheduled closing time of the receipt of Proposals will not be considered. The City of Kingsport is not responsible for delays in delivery by mail, courier, etc.
- E. No submitted Proposal may be withdrawn for a period of sixty (60) days after the scheduled closing time of the receipt of Proposals.
- F. No oral interpretation will be made to any Proposer as to the meaning of the Proposal Specifications or any part thereof. Each written request for clarification or interpretation shall be made in writing to the City.
- G. A pre-Proposal meeting will be held on March 6, 2025 @ 1:00 P.M. ET @ J. Fred Johnson Memorial Library located @ 400 Broad Street, Kingsport, TN 37660 in the auditorium.

NOTE – It is the intent of the City to issue one (1) addendum, if necessary. Written request for clarification and/or interpretation must be submitted via email to the Procurement Manager by the end of the business day, March 11, 2025 and addendum will be issued by 4:00 P.M., Eastern Time, on March 17, 2025 and will be available online at <https://www.kingsporttn.gov/city-services/purchasing/>. Written requests for clarification shall be submitted to the Procurement Manager by email to brentmorelock@kingsporttn.gov

It shall be the Proposer's responsibility to make inquiry as to the addenda issued. Any and all addenda shall become part of the specifications and all Proposers shall be bound by such addenda, whether or not received by Proposer.

General Terms and Conditions

- A. Taxes – The City is exempted from Federal Excise Taxes, State of Tennessee and local sales taxes and Proposer must quote prices which do not include such taxes, unless by law the taxes must be a part of the price. Exemption Certificates will be furnished upon request.
- B. Indemnification – The City of Kingsport, its officers, agents and employees shall be held harmless from liability from any claims, damages and actions of any nature arising from the use of any service and/or materials furnished by the Proposer, provided that such liability is not attributable to negligence on the part of the using agency or failure of the using agency to use the materials in the manner outlined by the Proposer in descriptive literature or specifications submitted with the Proposal. The City will not indemnify the successful Proposer.
- C. Patent Liability – The successful Proposer, at his own expense, will defend any suit which may be brought against the City to the extent that it is based on a claim that the goods furnished through a contract/agreement infringes a United States patent, and in any such suit will pay those costs and damages which are attributable to such claims and finally awarded against the City.

- D. Limitation of Remedies – Any remedies in the Proposer’s Proposal, to include Agreement, License Product Agreement, Terms and Conditions, Literature, etc., that may be considered in agreement to waive the legal rights of the citizens of the City of Kingsport may be considered cause for rejection.
- E. All agreements related to the purchase and sale of any product pursuant to this bid document will include the following conditions: "Notwithstanding anything in this section to the contrary, any provision of provisions of this Section will not apply to the extent they are (it is) finally determined by a court of competent jurisdiction, including Appellate review if pursued, to violate the laws or Constitution of the State of Tennessee."
- F. Insurance – During any work performed by the successful Proposer(s) on the premises of the City or otherwise, the successful Proposer(s) agrees to take such measures as to effectually prevent any accident to persons or property during or in connection with the work; and especially to indemnify and save harmless the City from all loss, costs, damages, expense and liability for property damage and for bodily injuries to, or death of, any persons, including without limitation, as to both property damage and bodily injury, and the Proposer and the City and their representative agents and employees, occasioned in any way by the acts or omissions of the Proposer, or the Proposer’s agents, employees, during or in connection with said work, excepting only property damage, bodily injury or death caused by the sole negligence of the City, its agents or employees.
- The successful Proposer shall maintain such insurance as will protect it from claims under Workers’ Compensation Acts and from any claims for bodily injuries, including death, either to its employees or others, and from all claims on account of property damage, which may arise in connection from said work.
- All Certificates of insurance and policies shall contain the following clause: "The insurance covered by this Certificate will not be canceled or materially altered, except after thirty (30) days written notice has been received by the City."
- Insurance required with a minimum of One Million Dollars (\$1,000,000.00) limits are Comprehensive General Public and Professional Liability, Comprehensive Automobile Liability and Owner’s Liability.
- This requirement will be effective for the life of any contract/agreement entered into by the Proposer and the City.
- G. F.O.B. – All prices will be quoted F.O.B. Kingsport, Tennessee, delivery to City of Kingsport’s location shall be without additional charge.
- H. By submission of a signed Proposal, the Proposer certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.
- I. Contracts and purchases will be made or entered into with the lowest, responsible, compliant Proposer meeting specifications for the particular grade or class of material, work or service desired in the best interest and advantage to the City of Kingsport. Responsible Proposer is defined as a Proposer whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the City’s needs for a specific contract or purchase order.
- J. The City reserves the right to determine the low Proposer either on the basis of the individual items or on the basis of all items included in its Request for Proposal, unless otherwise expressly provided in the Request for Proposal. The City reserves the right to accept any item or group of items of any kind and to modify or cancel in whole or in part, its Request for Proposal. The City reserves the right to award to multiple vendors.
- K. All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee. Arbitration is not permitted and if a dispute arises between the parties concerning any aspect of the contract or purchase order and it cannot be resolved by mutual agreement, any party may resort to resolution of the dispute by litigation in the state or federal courts for Kingsport, Sullivan County, Tennessee. The parties waive their right to a jury trial. Mandatory and exclusive

venue and jurisdiction for any disputes shall be in state or federal courts for Kingsport, Sullivan County, Tennessee.

- L. The City, in accordance with its governing directives, reserves the right to reject any and all Proposals, to waive any informality or irregularities in Proposals and unless otherwise specified by the Proposer, to accept any item.
- M. All contracts, purchase orders, and any documents or material obtained by the City may be subject to disclosure in whole or in part pursuant to the Tennessee Open Records Act set out in T.C.A. 10-7-503 et seq. without regard to any provision contained in the document declaring information confidential.
- N. All contracts or purchase orders will include a provision that is not assignable by the Proposer without the written consent of the City.

O. CONFLICT OF INTEREST:

- 1. No Board Member or officer of the City of Kingsport or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for the City of Kingsport has a direct interest in the award of the vendor providing goods or services.
- 2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of their immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
- 3. The grantee's or sub-grantees officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
- 4. Do you or any officers/part-owners/stake-holders/employees of this company have any relative(s) (relatives include spouse, children, stepchildren or any to whom you are related by blood or marriage) that are currently employed by the City of Kingsport, Tennessee, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or the Kingsport Board of Education? Yes No

If you answered yes please state the name and relationship of the employee or member of the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education member

- 5. Are you or any officers/part-owners/stake-holders/employees of this company also employees of the City of Kingsport, including the Kingsport City School System or serve on the Kingsport Board of Mayor and Aldermen or Kingsport Board of Education? Yes No

If you answered yes please state the name of the employee or board member

- 6. By submission of this form, the vendor is certifying that no conflicts of interest exist.

P. DRUG FREE WORKPLACE REQUIREMENTS:

- 1. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

Q. ELIGIBILITY:

- 1. The vendor is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political

subdivision thereof have occurred.

R. GENERAL:

1. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
2. Such offer is genuine and is not a collusive or sham offer.

S. IRAN DIVESTMENT ACT:

1. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each vendor is not on the list created pursuant to § 12-12-106.

T. NON-COLLUSION:

1. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Kingsport or any person interested in the proposed award or agreement.
2. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

U. BACKGROUND CHECK REQUIREMENT FOR SCHOOL SYSTEM SUPPLIERS:

1. In submitting this bid/quote/proposal, you are certifying that you are aware of the requirements imposed by TCA § 49-5-413 (d) to conduct criminal background checks through the Tennessee Bureau of Investigation and the Federal Bureau of Investigation on yourself and any of your employees who may come in direct contact with students or who may come on or about school property anytime students are present. You are further certifying that at no time will you ever permit any individual who has committed a sexual offense or who is a registered sex offender to come in direct contact with children or to come on or about school property while students are present.

V. NON-BOYCOTT OF ISRAEL AFFIDAVIT

1. Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.



Request for Proposal

Library Relocation to the Fort Henry Mall for Library Services and Storage

1. Project Overview

City of Kingsport on behalf of the Kingsport Public Library seeks proposals from qualified moving companies to provide comprehensive moving services for our library facility. The project involves:

- Relocating library materials and furniture to a smaller temporary space
 - 2 Mall store fronts for Library services
 - 1 Mall store front for Storage and Staff services
 - Moving selected items to storage, Staff areas and Library service areas
- Professional packing, transportation, set up of shelving and unpacking services required for library and office furniture and lending materials in to designated space in the store front for library services
- Maintaining the order and integrity of library collections throughout the move
- Specified items will be moved by the IT department of the City of Kingsport or by other vendors
- Any item that needs to be taken apart for moving shall be reassembled at the new location.
- The mover is not responsible for disconnecting or connecting any utilities.

2. Scope of Services Required

2.1 Pre-Move Services

- Attend pre-move planning meetings with library staff
- Provide detailed timeline and logistics plan
- Supply all packing materials and equipment
- Label and track all items using a documented system

- Library will have specific items marked for relocation areas
- Create a detailed inventory of items designated for storage vs. temporary location
 - Library will have inventory list with locations to move to in mall on diagrams
 - Movers will track that all items are moved to designated locations.

2.2 Moving Services

- Pack all designated library materials, furniture, and equipment
 - Library will pack books and other circulating materials that are designated as storage
 - Movers will pack and move items designated for Youth Services area (SF 123) and Adult Services area (SF 122) These items will be on shelving.
- Any furniture, equipment or shelving that is dismantled for move must be reassembled at destination
 - Copiers will be moved by Kingsport Imaging
 - Selected items will be packed by IT but moved by movers
 - Selected items will be packed and moved by IT
- Maintain established organizational systems and shelf order
- Provide specialized handling for fragile items, artwork and sensitive equipment
- Transport items to designated temporary location and storage facility
- Place items according to provided floor plans
 - Library will put materials back on shelves at the Mall locations
- Remove all packing materials and debris

2.3 Supplies

- Mover may be asked to supply cartons and other appropriate packing materials to the Library staff, who will be responsible for packing specified areas (Office spaces, books going into storage)
- Provide appropriate equipment to move books, audiobooks and other circulating materials efficiently to specified locations.

2.4 N/A

3. Bidder Requirements

3.1 Qualifications

- Prefer experience in library/institutional moves
- Prefer experience with academic or public library relocations
- Prefer trained staff in handling library materials and collections
- Require valid licenses and insurance coverage
- Request references from similar moving projects

3.2 Proposal Requirements

Bidders must submit:

1. Detailed project approach and methodology
2. Proposed timeline
3. Staffing plan and key personnel qualifications
4. Equipment and resources to be used
5. Quality control procedures
6. Risk management plan
7. Detailed cost breakdown
8. Insurance certificates
9. References from similar projects

4. Evaluation Criteria

Proposals will be evaluated based on:

- Technical approach and methodology (30%)
- Experience and qualifications (25%)
- Cost proposal (25%)
- References and past performance (10%)
- Previous experience with services (10%)

5. Timeline

- RFP Release Date: March 1, 2025
- Pre-Proposal Meeting: March 6, 2025 @ 1:00 P.M.
- Questions Due: March 11, 2025
- Proposal Due Date: March 25, 2025
- Project Start Date: May 5, 2025

6. Submission Requirements

- Submit one original & three copies of the proposal

- Submit one Electronic copy in PDF format

7. Terms and Conditions

See Procurement Process

7.1 Liability and Damages

- **Full Replacement Value Coverage:** Contractor must provide insurance coverage for the full replacement value of all library materials, equipment, and furniture handled during the move and storage period.
- **Specific Liability Requirements:**
 - Mover assumes full responsibility for any damage to library materials, including but not limited to:
 - Books, periodicals and AV materials
 - Electronic equipment and devices
 - Furniture and fixtures
 - Special collections
 - Mover shall be responsible for damages resulting from:
 - Improper packing or handling by the movers
 - Water or moisture exposure
 - Environmental conditions during transport or storage
 - Loss or misplacement of items
 - Improper labeling or tracking
 - Theft or vandalism while in contractor's custody
 - Pre-Move Documentation Requirements:
 - Photographic documentation of valuable items
 - Damage reporting procedures
 - Claims Process:
 - Notification requirement for any incidents
 - Detailed incident reporting procedures
 - Claims resolution timeline
 - Third-party assessment procedures when needed
- **7.3 Damage Prevention Measures**

Mover must provide:

 - Detailed handling procedures for different material types
 - Quality control checkpoints

- Security measures during all phases of the move

8. Attachments

- Attachment A: Library and IT Labeling Color Code Key
- Attachment B: Map of mall and item location, subject to change
- Attachment C: List of items mover not responsible for

ATTACHMENT A
LIBRARY AND IT LABELING COLOR CODING KEY

Library Color Code Key

Surplus	Library handles this	PINK
Storage	Mall- SF120	BLACK
Cataloging/Processing	Mall-SF120	ORANGE
Mall Public Areas (Adult) area designation	Mall SF 122	GRAY – with SF
Mall Public Areas (Youth) area designation	Mall SF 123	GRAY – with SF
Staff areas (back end of SF) Mall SR120		
Staff areas (back end of SF) Mall SR122 RM designation		PURPLE - with
Staff areas (back end of SF) Mall SR123 RM designation		PURPLE - with

IT Color Code Key (Dots on electronic devices)

- **Orange:** IT will pack, and movers will move.
(We will need at least 30 fragile item crates from the moving company)
- **Yellow:** Movers or the library will pack, and movers will move.
(Coin machines etc.)
- **Red:** IT will pack, and movers will move.
- **No tag:** No tag on IT equipment means it will be surplus due to age.

ATTACHMENT B
MAP OF MALL STORFRONTS
Map is subject to change

SF 120

Interior Mall entrance

SF 122

Outside entrance

SF 123

Outside entrance



ATTACHMENT C

Equipment to be moved by vendor or city department

All Copiers moved by Kingsport Imaging.

Selected IT equipment moved by City IT department.