



Capital Area
District Libraries

REQUEST FOR PROPOSAL Local History Furniture & Historical Record Moving Services

ADMINISTRATION

401 S. Capitol Avenue
Lansing MI 48933

517.367.6300

FAX 517.374.1068

I. INTRODUCTION

Objective

The Capital Area District Libraries (CADL) is requesting proposals to safely move furnishings, records storage cabinets, and other miscellaneous items from the Downtown Lansing location to our new Local History Center (LHC) at 2175 University Park Drive, Okemos, MI 48864.

Schedule of Events

- March 12, 2026 - Bid notice posted on CADL website
- **March 23, 2026, 12:00 p.m.** EST - Deadline for emailed submission
- March 16-20, 2026 – Vendor pre-scheduled building tour, please schedule a time.
- March 25, 2026 – Vendor selection completed / CADL Board Recommendation prepared
- **March 26, 2026 – Bid winner and others notified**
- Move to the LHC address as listed in the Objective by the end of April 2026.

II. INFORMATION

Description

The Capital Area District Libraries requests proposals to safely move furnishings, records storage cabinets, and other miscellaneous items from the current Local History location in the basement and mezzanine floors at the Downtown Lansing Library, 401 S Capitol Ave in Lansing, to our new location at 2175 University Park Dr in Okemos. Specifications are defined in the Scope of Work section below. Completion of the moving process is preferred by the end of April 2026.

Schedule Walkthrough

Please schedule on-site walkthroughs with the CADL Finance Director at mattisonm@cadl.org or by calling 517-367-6337

Preparation of Proposals

Proposals will be accepted via email to the CADL Finance Director, Miriam Mattison, at mattisonm@cadl.org by 12:00 p.m. Eastern Daylight Time on **March 23, 2026**. Questions regarding this RFP process can also be sent to Miriam via email.

Price Quotations

Pricing should include an estimated timeline for the total move, along with the available start date.

The Capital Area District Libraries is a political subdivision of the State of Michigan and is exempt from Michigan Retail Sales and Use Taxes and Federal Manufacturer's Excise Tax. The price quotations will therefore exclude taxes.

Proposal Binding Period

Prices quoted in the Vendor's response for all labor and materials will remain in effect for 60 days from the date of issuance.

Omissions

Omission in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation requisite to the complete and satisfactory delivery, operation, and support of all materials.

Payment

Payment shall be made in accordance with the agreed parameters upon award of the bid. The product will be deemed acceptable when the Vendor delivers:

- Documents meeting all outlined specifications in this RFP
- Acceptable timeline.

Payment terms are Net 30 days if by PO or by other arranged payment method.

Sales Contact

The Vendor will identify and provide a primary sales contact for all communication regarding this bid opportunity.

III. EVALUATION AND AWARD

Evaluation of Proposals and Contract Award

CADL reserves the right to award the contract to the most responsible bidder or the bidder offering the best value, not necessarily the lowest price.

CADL reserves the right to amend or terminate this Request at any time, accept all or any part of a proposal, reject all or part of any or all submittals and waive technicalities and informalities.

CADL reserves the right to award the work without further discussion. Therefore, responses should initially be submitted with the most favorable terms the Vendor can propose.

IV. SCOPE OF THE WORK:

Specifications and Requirements:

Many of the items and documents being moved are historical in nature and one-of-a-kind, so sensitive and safe handling is critical. Additionally, the weather will be a factor: items cannot be moved if it is snowing or raining, as the new location lacks cover.

Items can be removed from the Downtown Lansing Library via the front shared patron elevator or the rear loading dock elevator. However, the Downtown Library does not have a traditional loading dock and only accepts smaller delivery vehicles, which will be reviewed during a site walk.

The vendor is responsible for disassembling and reassembling any items that require it.

Examples of items being moved (not all-inclusive):

- Large flat filing cabinets
- Full single-wide 5-drawer file cabinets
- Full rolling book carts
- Wood and metal desks
- Tables and chairs
- A custom wood and acrylic display case
- Tubes of rolled blueprints and maps
- Banker-sized boxes- limited stacking ability due to contents

Bidding:

- The submitted bid shall be simple and easy to read and understand.
- Submittal must include the estimated time to complete and the start date.

Warranty

The Vendor shall stand behind any applicable warranties offered by the products and materials purchased.

Insurance

The Vendor shall be insured and held responsible for any damage that occurs in the moving process.

Indemnification

The vendor shall indemnify and hold harmless CADL, its agents and their employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequences of any negligence (excluding negligence by CADL, its agents or their employees) in connection with the same; or by use of any improper materials or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants, or their employees.

The Vendor further agrees to indemnify and hold harmless CADL, its agents or their employees, against claims or liability arising from or based upon the violation of any Federal, State, county, city or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or their employees.

Safety

The Vendor should take necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Vendor shall comply with the regulations set forth by Federal, state and local laws, rules and regulations, "OSHA" and all applicable state labor laws, regulations and standards.

Special Conditions

No smoking is permitted in any of the Capital Area District Libraries.

The Vendor will be required to work under all conditions listed above and to work with the CADL staff to minimize disruptions to normal library activities.

Compliance with Laws and Regulations

The vendor shall comply with applicable Federal, state and local laws, rules and regulations. The Vendor shall give the required notices, shall procure the necessary governmental licenses, permits, and inspections, and pay, without burdening, the Capital Area District Libraries all fees and charges in connection with any normal maintenance projects. In the event of a violation, the Vendor shall pay all fines, penalties, and costs, including attorney's fees and other defense costs and expenses.

Choice of Law

This agreement shall be governed by and interpreted exclusively in accordance with the laws of the State of Michigan. The parties hereto irrevocably agree that any legal action or proceeding with respect to the Agreement shall be brought in the courts of the State of Michigan in the County of Ingham or in the US District Court for the Western District of Michigan. By the execution and delivery of the Agreement, the parties hereto irrevocably submit to the jurisdiction and venue of such courts.

End of document
