



Request for Proposal
Ankeny Kirkendall Public Library – Moving Services
City of Ankeny, Iowa

Section 1 – Notice of Request for Proposal

A. Notice of Request for Proposal

Notice is hereby given that sealed proposals will be received before 3:00 p.m. CST on Friday, October 11, 2019, at the City of Ankeny, Finance Department, 410 West First Street, Ankeny, Iowa for moving services related to the new Ankeny Kirkendall Public Library.

B. Request for Proposal Timeline

The following dates are for planning purposes. They represent the City’s projected timeline for implementing this project. Any revision to the due date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

Proposal Name	Ankeny Kirkendall Public Library – Moving Services
Issuance Date	Friday, September 27, 2019
Deadline for Questions	Wednesday, October 9, 2019
Deadline for Proposal Submittal	Friday, October 11, 2019, before 3:00 p.m. CST
Recommendation for Award	Monday, October 21, 2019
Estimated Substantial Completion	Friday, October 25, 2019
Estimated Furniture Installation	Monday, November 4, 2019
Estimated Moving Date	Monday, December 2, 2019
Proposals Shall Be Submitted To	City of Ankeny Finance Department 410 West First Street Ankeny, IA 50023-1557
Method of Submittal	Mail delivery or in person Emailed or faxed bids are not acceptable
Contact Person, Title	Sandy McClure, Purchasing Coordinator
Email Address	smcclure@ankenyiowa.gov
Phone Number	(515) 965-6401

- C. The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the Proposer. Similarly, the City is not responsible for, and will not open, any proposal responses that are received on or after the time stated above.
- D. Proposals will be publicly opened on Friday, October 11, 2019, at 3:00 p.m. CST in City Hall, 410 West First Street, Ankeny, Iowa. Only the names of those companies who submitted proposals will be revealed. The main purpose of this opening is to reveal the name(s) of the Proposer(s), not to serve as a forum for determining the award.
- E. Proposals will be evaluated promptly after opening. After an award is made, a proposal summary will be sent to all companies who submitted a proposal. Proposal summaries will not be given over the telephone. Proposals may be withdrawn at any time prior to the scheduled closing time for receipt of proposals; no proposal may be modified or withdrawn for a period of ninety (90) calendar days thereafter.

Section 2 – Instructions to Proposers

- A. Whenever mentioned in this Request for Proposal the following terms shall have the meaning given as follows: “City” shall mean the City of Ankeny, Iowa. “Proposer” shall mean the Company providing the moving services. “Subcontractor” shall mean any person, firm or corporation who contracts with the Proposer to perform a service for which the basis of payment or scope of services is identified as a part of the Agreement. “Project Representative” shall mean Sam Mitchel, Library Director, who will be the designated coordinator and administrator of the services under the Agreement.
- B. A representative who is authorized to bind the Proposer will sign on behalf of the Proposer to indicate to the City that you have read, understand and will comply with the instructions and all terms and conditions stated in the Request for Proposal and all attachments.
- C. Pre-Proposal Meeting
There is no pre-proposal meeting for this project.
- D. Insurance
Prior to the start of services, and at all times during the term of the services and the Agreement, and any extensions thereof, the Proposer shall provide a certificate of insurance at its own expense. The certificate of insurance shall name the City as additional insured and reference the project. See Attachment B – Insurance Information.
- E. This Request for Proposal does not commit the City to make an award, nor will the City pay any costs incurred in the preparation and submission of proposals or costs incurred in making necessary studies for the preparation of proposals.
- F. Addenda
Any matter of this proposal package that requires explanation or interpretation must be made in writing by Wednesday, October 9, 2019. Email all questions to Sandy McClure, Purchasing Coordinator at smcclure@ankenyiowa.gov. Any and all questions will be responded to in the form

of a written addenda to all Proposers. All addenda shall become part of the Agreement Documents and shall be acknowledged and dated on the bottom of Attachment D – Signature Page Form. It is the Proposer’s responsibility to check for addenda.

G. Exceptions to Documents

The Proposer shall clearly state in the submittal proposal any exceptions to, or deviations from, the minimum proposal requirements, and any exceptions to the terms and conditions of this Request for Proposal. Such exceptions or deviations will be considered in evaluating the proposals. Proposers are cautioned that exceptions taken to this Request for Proposal may cause their proposal to be rejected. See Attachment C – Bid Submittal Form.

H. Silence of Specifications

Commercially accepted practices shall apply to any detail not covered in the specifications and to any omission in the specifications. Any omission or question of interpretation of the specifications that affects the performance or integrity of the services shall be addressed in writing and submitted with the Proposal.

I. Incomplete Information

Failure to complete or provide any information requested in this Request for Proposal, including references, and/or additional information as indicated, may result in disqualification by reason of non-responsiveness.

J. In the event of conflict, the Special Terms and Conditions shall take precedence over the General Terms and Conditions, included herein.

K. Be advised that any conversation (in reference to this Request for Proposal) between the Proposer and any City employee or City official, outside of the Purchasing Coordinator, during the entire competitive proposal process is strictly prohibited. Such actions will result in removal of the Proposer from the vendor list and rejection of the Proposer’s proposal. **The only position of the City is that position which is stated in writing and issued by the Finance Department.** No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

Section 3 – Special Terms and Conditions

- A. An Agreement, prepared by the City and signed by the Mayor, shall become the document that authorizes the services to begin, assuming the insurance requirements have been met. Each section contained herein, any addenda and the response from the successful Proposer shall also be incorporated by reference into the resulting Agreement.
- B. The City reserves the right to make changes in the services to be provided which are within the Project. No assignment, alteration, change or modification of the terms of the Agreement shall be valid unless made in writing and agreed to by both the City and the Proposer. The Proposer shall not commence any additional services or change the scope of the services until authorized in writing by the City. The Proposer shall make no claim for additional compensation in the

absence of prior written approval and amendment of the Agreement executed by both the City and Proposer.

- C. No price escalation will be allowed during the term of the Agreement. If the Proposer requests a price increase, the Proposer shall provide sufficient written documentation to substantiate the request. Documentation shall include, but is not limited to, actual material invoices, copies of commercial price lists, provisions of appropriate indices, etc. which reflect said increases. The City reserves the right to accept or reject price increases, to negotiate more favorable terms or terminate without cost, the future performance of the Agreement.

D. Agreement Form

- 1. If a Proposer intends to request that the City enter into any Agreement Form in connection with the award of this Project, the form must be submitted with the proposal for review by the City's legal counsel during the evaluation process.
- 2. Proposers are advised that in the event any such Agreement contradicts City requirements, the proposal may be rejected due to the contradiction unless the Proposer agrees to deletion of such clauses.
- 3. If no Agreement Form is included with the proposal, no such form will be approved by the City during the evaluation process, or following award of Agreement.
- 4. The City will in no case agree to terms not submitted for review with proposals.

E. Payment Terms and Invoice Submittal

- 1. Payment terms for services authorized under the Agreement shall be net thirty (30) days upon receipt of an original invoice and after services are performed, inspected and accepted in a format acceptable to the City.
- 2. Invoices shall be submitted according to the compensation agreed upon between the City and Proposer.
- 3. Surcharges (e.g. fuel surcharges, restocking) shall not be allowed to be added to invoices as an additional line item.
- 4. All invoices and supporting documentation shall be submitted to the City of Ankeny, Finance Department, 410 West First Street, Ankeny, IA 50023-1557.
- 5. The City may withhold payment for reasons including, but not limited, to the following:
 - a. Services that are defective, inaccurate, flawed, unsuitable, nonconforming or incomplete due to negligence of the Proposer;
 - b. Damage for which Proposer is liable under the Agreement;
 - c. Valid liens or claims of lien;
 - d. Valid claims of Subcontractors or other persons;
 - e. Delay in the progress or completion of the services;
 - f. Inability of Proposer to complete the services;

- g. Any other failure of the Proposer to perform any of its obligations under the Agreement;
 - h. The cost to City, including attorney's fees or administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the City's remedies set forth in the Agreement.
- 6. Actual travel time to and from the current facility and new facility are not reimbursable under the Agreement.
- F. All Proposers performing services for the City are required to comply with Occupational Safety and Health Act (OSHA) standards, all other Federal and State guidelines, and other industry accepted safety rules and regulations. Precaution shall be exercised at all times for the protection of persons (including library employees) and property. Proposer shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work area under this Agreement. The City has the sole right to dismiss Proposers for non-compliance to the above rules and regulations and/or safety violations. The Proposer must rectify all safety concerns prior to continuation of work.

Section 4 – Scope of Work and Project Specifications

A. Project Description

The Ankeny Kirkendall Public Library will move from its current facility located at 1210 NW Prairie Ridge Drive, Ankeny, Iowa, to a new facility located at 1250 SW District Drive, Ankeny, Iowa.

B. Project Specifications

The anticipated project specifications include the following:

Library Collection:

- The library collection to be moved is approximately 110,000 items or 6,200 linear feet, including books, A/V (CD's and DVD's) and periodicals.
- The Proposer shall furnish all necessary rolling book cases, carts, flatbed hand trucks, lockable bins, dollies, ramps, padding, plastic wrapping, cartons, tape, tags and other equipment and supplies.
- Rolling carts are the preferred method for moving the library collection. Starting at the top shelf, books shall be removed from the existing shelving in sequence, placed on a book cart, transported to the new facility and unloaded in sequence on the shelving according to the layout plan provided by the Project Representative.

Staff Workroom and Offices:

- Library staff will be responsible for packing/unpacking their personal belongings. Staff will also be responsible for emptying and refilling file cabinets. Mover shall supply all necessary packing materials.
- Proposer will be responsible for unplugging, packing and moving all computers and related IT equipment (computers, keyboards, computer mice, speakers, telephones, etc.). IT staff

will unpack and re-install all computers and related IT equipment once delivered to the new facility.

- Copiers: move 2 copiers to the new facility.
- Proposer will move boxes, miscellaneous office supplies and equipment and personal items that are labeled with a destination room.

The library has purchased new interior furnishings, including shelving and office furniture. Therefore, a significant number of items will not be moved from the current facility.

C. Work Schedule

All work is to be performed during standard business hours Monday – Friday, although arrangements may be made to start early or stay late on any work day. The exact scheduling and sequencing of areas will be resolved with the successful Proposer in collaboration with Project Representative. Completing the work in the minimum amount of days is critical.

D. Final Inspection

A final walk-through at the completion of the work will be performed by the Proposer and Project Representative to confirm all of the designated items have been moved and confirm the buildings and materials were not damaged during the moving operations.

E. General Requirements

1. The Proposer shall designate a project manager to coordinate communication between the Proposer and the Project Representative. The Proposer's project manager shall represent the Proposer to the Library during all phases of the work being performed. At any time when materials are being prepared or moved, a project supervisor, working under the direction of the project manager, shall be available and responsible for the property, workers and work underway.
2. The Proposer shall transport property in such a way that the property is secure and protected from damage from handling, vibrations, moisture, weather hazards and all other causes. At no time shall the Proposer leave property unattended or in unsecured areas.
3. The Proposer shall provide adequate protection of the floors, carpeting, wall surfaces and counters, doors, door frames, windows, elevators, end panels and shelving and other features of the building. Effective use shall be made of protective materials such as plywood, corrugated board and Styrofoam corner protectors. Library staff shall review the precautions taken prior to the beginning of the move to assess their adequacy. Maximum weight limitations posted in elevator shall not be exceeded.
4. The Proposer's project manager and/or supervisor shall be at the work sites during all working hours to ensure that work is done in accordance with the terms of the Request for Proposal and shall supervise the work.
5. All boxes containing the library collection shall be handled such that they remain in an upright position (as they sat on the shelves) when they are picked up, moved and re-shelved.

6. The Proposer shall be responsible for the placement of the library collection according to the layout plan provided by the Project Representative.
7. The Proposer shall ensure that his or her employees comply with library regulations while at work sites. Employees of the Proposer shall refrain from eating or drinking (including water), except in designated areas and at all times when handling the library collection. Work sites, including outdoor areas, shall be kept free from food wrappers and drink containers. Library materials shall be handled with clean hands.
8. Employees of the Proposer shall wear name badges and a form of identification that is clearly discernible (i.e. t-shirts bearing the company name) at all times during the move.
9. Library staff will not be physically involved with the move. Library staff will be available to answer questions. Shelving at both locations will be labeled. Library staff will be present at both locations during the duration of the move to provide direction and answer questions.
10. The Proposer shall dispose of all debris on a daily basis in receptacles provided by the Proposer. Upon completion of the work, the Proposer shall remove from all work sites all equipment and other property belonging to the Proposer.
11. All items associated with the staff workroom and offices will be pre-packed and ready to move prior to the moving contractor commencing work. The unpacking of the staff workroom and offices in the new facility will be performed by library staff.
12. Alternate methods of moving the library collection other than the use of rolling book carts may be considered. Alternate methods shall be listed on the bid submittal form as an exception/deviation. A list of anticipated benefits for using an alternate method shall be provided. Final selection of the method of moving shall be determined by the Library Representative.
13. The Proposer shall be responsible for any and all loss or damage to buildings, building sites and library property by theft, accident or other means during the performance of the project described herein. Sites include all structures and utilities, as well as adjacent portions of streets, sidewalks, landscaping and other property. The library collection shall be considered to be in the Proposer's custody from the time they are released to the Proposer, until they are placed in their new location and the move is accepted by the Project Representative. The Proposer shall restore to useable condition, replace, or reimburse in full for repair of buildings, building sites or other library property that is damaged or lost during the performance of the project described herein. Where items from the library collection are damaged, the Library shall arrange for repair or replacement and costs shall be reimbursed by the Proposer. Where items from the library collection are damaged beyond repair or are lost and irreplaceable, the Proposer shall reimburse the Library for the full market value of those items.

Section 5 – Proposal Evaluation and Award

A. Award

Any award made by the City is subject to approval by the Ankeny City Council.

1. Award shall be made to the Proposer submitting the most responsible and responsive proposal which offers the greatest value to the City with regard to the criteria and specifications set forth herein. The City reserves the right to accept or reject any or all proposals; to resolicit the proposal; to award proposals item-by-item, by groups or lump sum; and to waive technicalities and formalities where it is deemed advisable in protection of the best interests of the City.
2. If the evaluation team determines that the project should be awarded, the process shall be as follows:
 - a. The evaluation team shall determine which Proposer has submitted the most responsible and responsive proposal.
 - b. The City Council shall consider a resolution awarding the Agreement and authorizing the Mayor to sign the Agreement on behalf of the City.
 - c. The Mayor executes the Agreement.
 - d. The City issues a purchase order to the Proposer. The purchase order shall constitute authorization for the Proposer to commence the services.
3. If the evaluation team determines that all proposals received shall be rejected, the Proposers shall be notified by the Finance Department. The City may or may not resolicit the project.

B. Proposal Evaluation Criteria

The proposals will be evaluated based on, but not limited to, the general evaluation criteria stated below and the completeness, clarity and content of the proposal.

1. Qualifications and experience
 - a. Relevant experience of key personnel, including assigned project manager and project supervisor
 - b. Feedback from references, including performance on other library projects or projects of similar scope and size
 2. Cost effectiveness
 3. Availability and capacity of the Proposer to perform the work
 4. Responsiveness to Request for Proposal
 - a. Total scope of services proposed
 - b. Demonstrated understanding of the project
 - c. Proposed timeline and services plan
 - d. Responses to overall proposal and compliance with submission guidelines
 - e. Proposal presentation (completeness, organization, appearance, etc.)
- C. The Proposer must not have any unresolved performance issues with the City. The Proposer's performance as a prime contractor or subcontractor in previous City contracts shall be taken into account when evaluating the Proposer's submittal for this Request for Proposal. The City may survey

other local agencies during the evaluation period to determine if the Proposer has any unresolved or unsatisfactory performance issues. The City reserves the right to reject the Proposer's submittal based on its assessment of the Proposer's prior performance.

- D. Financial terms will not be the sole determining factor in the award. To determine the award, the City will use a proposal evaluation method that will enable them to award an Agreement to the Proposer offering services that represent the best overall value to the City.

E. Proposal Evaluation Procedures

Proposals will be evaluated using the Proposal Evaluation Criteria as listed above.

1. Written clarification may be requested during the evaluation process.
2. Conference calls may be requested to provide clarification of any aspect of the proposal that is deemed to have a material bearing on arriving at a fair determination of which proposal offers the best overall value.

Section 6 – Proposal Format and Submittal Instructions

A. Financial Proposal

1. This portion of the proposal shall include only the proposed cost. Proposed compensation shall be provided on Attachment C – Bid Submittal Form.
2. The City is exempt from sales tax and certain other use taxes. An Iowa Sales Tax Exemption Certificate will be furnished upon request. The price offered must be net of sales tax.

B. Non-Financial Proposal

1. In order to facilitate the analysis of responses to this Request for Proposal, Proposers are required to prepare their proposals in accordance with the instructions outlined in this section. Proposers whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the City.
2. Proposal shall be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the Request for Proposal. Emphasis shall be concentrated on accuracy, completeness and clarity of content.
 - a. Each of the eight (8) sections listed below shall be tabbed and labeled.
 - b. Submit two (2) hardcopy originals and one (1) electronic copy of the proposal (CD or flash drive).
 - c. The proposal shall be organized as follows:

Proposal Tab Section Title

1.0	Executive Summary
2.0	Company Background
3.0	Company Prior Experience
4.0	Work Plan
5.0	References
6.0	Certificate of Insurance
7.0	Bid Submittal Form
8.0	Signature Page Form

3. Tab 1.0 – Proposer shall provide an executive summary which will be limited to a brief narrative highlighting the Proposer’s proposal.
4. Tab 2.0 – Proposer shall provide information about their Company so the City can evaluate the Proposer’s stability and ability to support the commitments set forth in the Request for Proposal. The City, at its option, may require a Proposer to provide additional documentation and/or clarify requested information.
5. Tab 3.0 – Proposer shall provide information about the Company and the individuals assigned to perform the services.
 - a. Location and description of company office designated to perform services requested in the Request for Proposal.
 - b. Indicate the number of people by level located within the office that will be assigned to this Agreement.
 - c. Provide the name of the principal or project manager in your company who will have direct and continued responsibility for the services provided to the City. This person will serve as the company’s point-of-contact.
 - d. Describe the professional experience of each individual proposed to be assigned to this project and provide a detailed listing of the projects they have worked on for other clients.
6. Tab 4.0 – Provide a written description of the work plan, schedule and estimated duration the Proposer plans to complete the project. Please note that timely completion of this project is critical.
7. Tab 5.0 – Provide a minimum of three (3) references, preferably from libraries or moves of similar scope and size. The list should include company or governmental body name, contact person, telephone number and email address.
8. Tab 6.0 – Certificate of Insurance – Requirements listed in Attachment B – Insurance Information.
9. Tab 7.0 – Attachment C – Bid Submittal Form.
10. Tab 8.0 – Attachment D – Signature Page Form.

Attachment A

General Terms and Conditions

1. The laws of the State of Iowa, U.S.A., shall govern in connection with the formation, performance and the legal enforcement of any purchase order placed.
2. The firm pricing stated on the bid and purchase order shall not be changed without the approval of the City of Ankeny Finance Department. If mutually agreed between Buyer and Seller, bid prices may be extended an additional twelve (12) months beyond the original expiration date.
3. Unless otherwise agreed between Buyer and Seller, the FOB point on any shipment to the City, in terms of loss or damage, is **Destination**. The Seller must confirm that charges for freight will be included in the price of the goods at the time of the quote/bid.
4. The City is not obligated to keep nor pay for over shipments of products; neither is the City obligated to make payments on goods which are shipped in a lesser quantity than was originally ordered or shipped in partial quantities, particularly if not having a complete shipment precludes the City from performing its work.
5. Payment is authorized by the City Council on the first and third Mondays of the month.
6. The City shall deem to receive goods procured hereunder when such goods have been deposited at the City's assigned place of delivery and all bills of lading or other shipping papers which require signature by the City have been signed.
7. In spite of physical receipt, the City shall deem to accept goods procured hereunder only after actual inspection for conformity or the passage of ten (10) days from receipt, whichever occurs first.
8. Goods are subject to City inspection upon arrival. Goods rejected due to failure to meet specifications, either when shipped or due to defects or damage in transit may be returned for credit and are not to be replaced except with the approval of the City department placing the original order.
9. Any ensuing purchase order is an ACCEPTANCE of your OFFER as stated in your quote/bid. When a purchase order is ACCEPTED as an OFFER TO BUY, you must provide us with a written or verbal acknowledgement of a promised ship date and freight carrier, or advise us that merchandise has shipped or will ship on a particular time and date and the method of shipment.
10. In the event of supplier's failure to deliver when specifically promised and as agreed between Buyer and Seller in terms of quantity, quality, price and other requirements, the City reserves the right to cancel the purchase order, or any part thereof, without prejudice to its other rights. It is further agreed that the City may return all or part of any shipment so made and may charge Seller with any loss or expense as a result of such failure to deliver as promised.
11. The City of Ankeny, Iowa is exempt from sales tax and certain other use taxes. Taxes which appear on invoices and for which the City is not responsible will be deducted from invoices before payment is made, without penalty to the City. Exemption numbers are available from the City of Ankeny Finance Department.
12. The Seller agrees not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry or physical disability.
13. Neither party to this agreement may assign any portion of the agreement without prior written consent of the other party.
14. The supplier expressly warrants that all goods supplied hereunder shall be merchantable within the meaning of Article 2-314(2) of the Uniform Commercial Code in effect on the date of the quote/bid in the State of Iowa. Additionally, the goods shall conform to specifications, drawings, and other descriptions and shall be free from defects in materials and workmanship. All other applicable provisions and remedies of the Uniform Commercial Code relating to both implied and expressed warranties are herewith referred to and made part of these terms and conditions.

15. All parties to this bid and any ensuing purchase agree that the representatives of both Buyer and Seller are, in fact, bona fide and possess full authority to bind said parties.
16. All bid prices shall be shown in US Dollars (\$). All prices must remain firm for the duration of the agreement regardless of the exchange rate. All bid responses must be submitted in English.
17. Each bidder shall submit an original Bid on the forms attached. The bidder shall sign their Bid correctly, and the Bid may be rejected if it shows any omissions, alterations of the form, additions not called for in the Bid, or any irregularities of any kind. The City reserves the right to reject any or all Bids. The City further reserves the right to waive technicalities and formalities in Bids, as well as to accept in whole or in part such Bids where it is deemed advisable in protection of the best interests of the City.
18. In case of a discrepancy between the unit price and the extended price, the unit price shall prevail.
19. Upon request, the results of this bid must be extended to any other City of Ankeny departments.
20. The supplier agrees to protect, defend, indemnify and hold harmless the City of Ankeny and its officers and employees from any and all claims and damages of every kind and nature made, rendered or incurred by or in behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work or other activity done by the supplier, its employees, subcontractors or any independent contractors working under the direction of either the supplier or subcontractor in the performance of this agreement.
21. For PRODUCTS or SERVICES requiring successful Bidder's presence on any City property, the successful Bidder shall, during the term of this agreement and until completion thereof, carry and maintain both Workers Compensation and General Liability Insurance. The successful Bidder shall furnish the City with a copy of the Declaration page (normally page one of your policy) of their insurance policy if requested by the City.
22. All documents submitted with any bid or proposal shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law". By submitting any document to the City of Ankeny in connection with a bid or proposal, the submitting party recognized this and waives any claim against the City of Ankeny and any of its officers and employees relating to the release of any document or information submitted. Each submitting party shall hold the City of Ankeny and its officers and employees harmless from any claims arising from the release of any document or information made available to the City of Ankeny arising from any bid opportunities.

Attachment B

Insurance Information

INSURANCE REQUIREMENTS

For PRODUCTS or SERVICES requiring Contractor's presence on any Agency property, the Contractor shall, during the term of this agreement and until completion thereof, provide and maintain the coverage set forth in this INSURANCE SECTION.

Workers Compensation Insurance: The Contractor shall carry and maintain during the term of this agreement, workers compensation and employers liability insurance meeting the requirements of the Iowa Workers Compensation Law on all the Contractor's employees carrying out the work involved in this agreement.

General Liability Insurance: The Contractor shall carry and maintain during the term of this agreement, general liability insurance on a per occurrence basis with limits of liability not less than \$2,000,000 per occurrence for Bodily Injury and Property Damage. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be included. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Contractor or its employees carrying out the work involved in this agreement.

Automobile Liability Insurance: The Contractor shall carry and maintain during the term of this agreement, automobile liability insurance with either a combined limit of at least \$2,000,000 per occurrence for bodily injury and property damage or split limits of at least \$2,000,000 for bodily injury per person per occurrence and \$2,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this agreement by the Contractor or its employees.

Subcontractors: In the case of any work sublet, the Contractor shall require subcontractors and independent contractors working under the direction of either the Contractor or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Contractor.

Qualifying Insurance: The insurance required by this agreement shall be written by non-assessable insurance companies licensed to do business in the State of Iowa and currently rated "B" or better by the A.M. Best Company. All policies shall be written on a per occurrence basis and not a claim made form.

Additional Insured: The City of Ankeny, its officers and employees shall be named as additional insureds without restrictions on the Contractor's, subcontractor's, and independent contractor's liability insurance policies and certificates of insurance.

CERTIFICATE OF INSURANCE REQUIREMENTS

1. An original policy or **Certificate of Insurance** with an Original Penned Signature of the agent writing the policy or certificate must be submitted (Memorandums of Insurance and Stamped or Computer Generated Signatures will not be accepted).
2. The name of the agent signing the certificate must be typed under their Original Penned Signature as well as the business address and phone number of the agent.
3. All addresses on the certificate should list a street address (not a PO Box address).
4. *"The City of Ankeny, its officers and employees, shall be named as additional insured on the contractor's liability policies with regard to (Ankeny Kirkendall Public Library – Moving Services – City of Ankeny, Iowa)"* must be specifically indicated on the certificate in the Description of Operations section.
5. A copy of a power of attorney or some other document showing the agent's authority to sign for the insurance company must be attached to the certificate (a copy of the agents' insurance license will be accepted).
6. The liability limits required by the City are \$2,000,000 (minimum). This must be **claims occurred** general liability coverage.
7. If the policy must be endorsed with respect to including the certificate holder as an additional insured, evidence must be attached to the certificate to indicate that the policy is endorsed.
8. The following address must appear in the Certificate Holder section: City of Ankeny, 410 West First Street, Ankeny, IA 50023-1557.

ANY EXCEPTIONS MAY BE CONSIDERED AS AN EVALUATING FACTOR IN AWARDING THIS BID/PROPOSAL.

Attachment C
Bid Submittal Form

A firm-fixed price shall be provided to include the Scope of Work and Project Specifications specified in this Request for Proposal. Pricing shall include all labor, materials, travel and any other expenses necessary to complete the project according to normal industry standards.

Proposed Cost Summary:

Ankeny Kirkendall Public Library – Moving Services \$ _____

Exceptions/Deviations to this Request for Proposal shall be noted below. If adequate space is not provided, please use a separate sheet of paper. If your Company has no exceptions/deviations, please write "None" in the space below.

Company Name: _____

Authorized Signature: _____

Date: _____

Attachment D
Signature Page Form

The undersigned, having examined and familiarized themselves with the nature of the Scope of Work and Project Specifications specified in the Request for Proposal, proposes to perform all work as it relates to the Ankeny Kirkendall Public Library – Moving Services.

The undersigned certifies that their proposal is made in good faith without collusion or connection with any other person or persons bidding on these specifications.

The undersigned states that this proposal is made in conformity with the Scope of Work and Project Specifications specified in the Request for Proposal and agrees that in the event of any discrepancies or differences between any conditions of their proposal and the specifications prepared by the City that the provisions of the latter shall prevail.

Company Name: _____

Address: _____

Authorized Representative (print): _____ Title: _____

Authorized Signature: _____

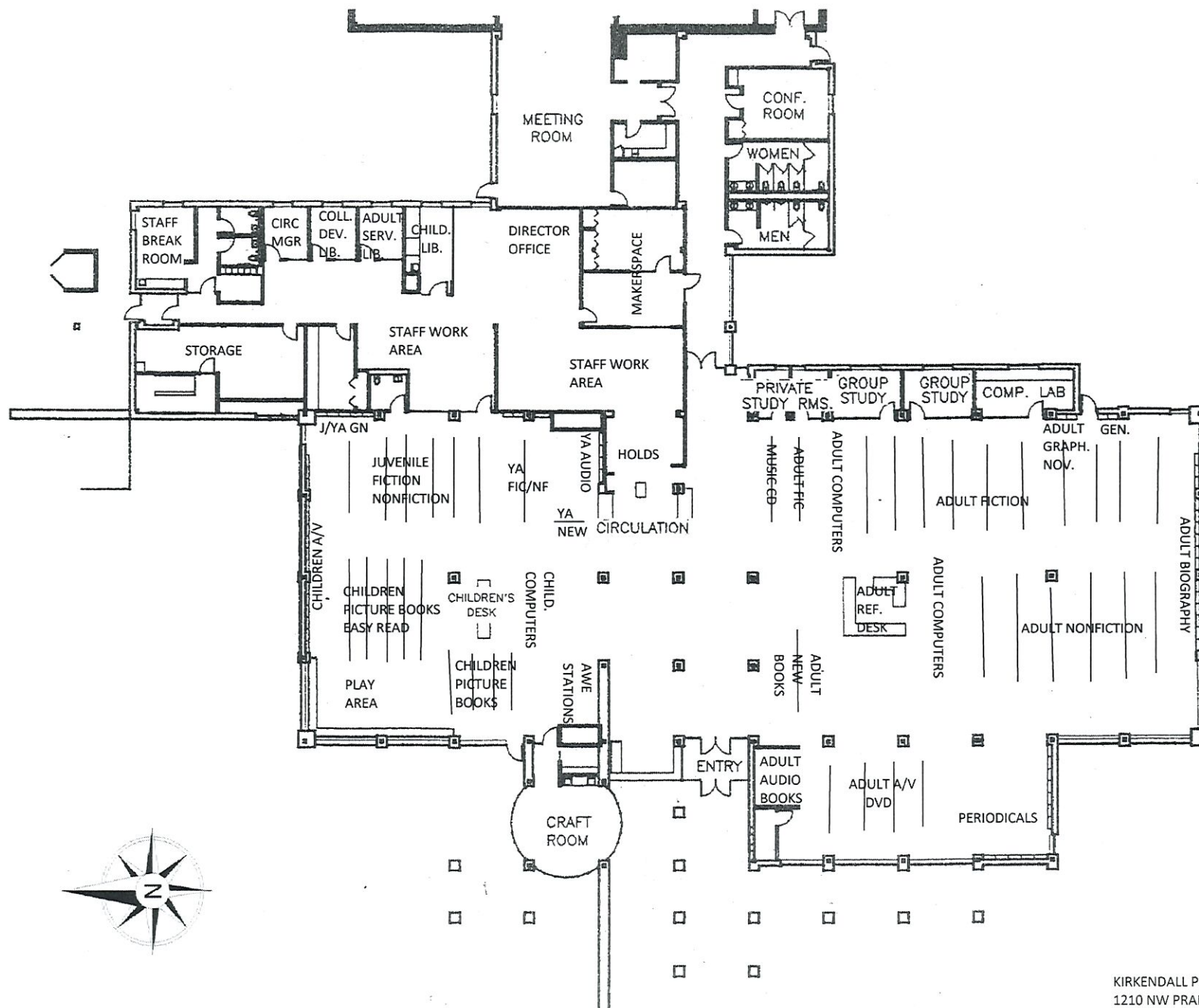
Date: _____ Email: _____

Phone: _____ Fax: _____

Addenda acknowledged (if applicable):

Authorized Signature: _____

Date: _____



A901

	HOLDS		EASY READERS		INDUSTRIAL SHELVING
	FRIENDS		PICTURE BOOKS		MOVABLE DISPLAY FIXTURES - ALTERNATE
	AUDIO BOOKS		JUVENILE PERIODICALS		
	JUVENILE NON-FICTION		JUVENILE FICTION		
	NEW JUVENILE NON-FICTION		NEW JUVENILE FICTION		
	JUVENILE GRAPHIC NOVELS		DVD'S & BLU-RAY		
	KITS		NEW ITEMS		
	BOARD BOOKS		"BACK OF HOUSE" / STAFF LIBRARY SHELVING		



FOR REFERENCE - FFE N.I.C.

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|---|--|
| ADULT FICTION | "BACK OF HOUSE" / STAFF LIBRARY SHELVING |
| MUSIC CD'S | INDUSTRIAL SHELVING |
| ADULT PERIODICALS | REFERENCE |
| ADULT NON-FICTION | |
| YOUNG ADULT | |
| NEW YOUNG ADULT | |
| YOUNG ADULT PERIODICALS | |

