Town of Enfield, Connecticut
Request for Quotation
Enfield Public Library
Long Range Planning Consultant

1. INTRODUCTION

The Town of Enfield is soliciting quotes for the above named project.

2. KEY EVENT DATES

Quotes due – February 3, 2005

Interviews with the committee will be conducted on Monday, February 7, 2005 starting at 6:00 PM.

Consultant expected to be selected on February 7, 2005

Commencement of work – Within ten (10) calendar days of the acceptance of quote

Completion date – September 2005

3. HISTORY

The Enfield Public Library was founded in 1874. It is a department within the Town of Enfield. The present Central Library opened in 1968. The library system has one branch – Pearl Street. The Pearl Street Branch, a Carnegie Library, opened in 1914. The library presently has approximately 15,000 registered card holders. Circulation in 2003/04 was 333,835, an increase of more than 55% in the last four years. Attendance topped 272,000, a 20+% increase in four years. The operating budget for the library in 2004/05 is $1,143,096.

4. OVERVIEW OF PROJECT

The Enfield Public Library has received a LSTA (Library Services and Technology Act) grant, through the Connecticut State Library, to do a strategic long range plan for the library system. The planning process will utilize the PLA (Public Library Association) New Planning for Results as its guide. A fifteen
member town planning committee has been formed. The committee is now looking for a consultant to direct their work.

5. SCOPE OF SERVICES

The consultant will:

Direct the work of the planning committee through the PLA New Planning for Results process.

Assist the planning committee with analysis of background research, demographics and any surveys conducted, including a touch screen survey already planned.

Conduct from two to four focus group meetings (number determined by planning committee) with town citizens about their present impressions of, and future desires for, the library system.

Review the services offered by the Enfield Public Library and assist the planning committee to evaluate how well those services meet the existing community needs.

Present to the planning committee a listing of services not presently offered by the Enfield Public Library, but offered by comparable libraries.

Assist the planning committee in setting priorities for the future.

Assist the planning committee in drafting a strategic long range plan, including goals and objectives for all areas of the library services and facilities.

6. QUALIFICATIONS

Proposals shall include statement of qualifications that identifies:

Qualifications of all personnel who will be assigned to the project.

Experience with similar projects for public libraries.

References for similar projects successfully conducted.

The location of the firm.

Name and title of all individuals authorized to make representations for the bidder.
7. BID SUBMISSION INSTRUCTIONS

A. One (1) original of all quotes must be submitted in a sealed envelope clearly marked "Library Long Range Planning Consultant". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Libraries, Enfield Public Library, 104 Middle Road, Enfield, Connecticut 06082". An additional electronic copy, in Microsoft Word format, must be submitted to the "Director of Libraries" at hdutcher@enfield.org. Quotes must be at the office of the Director of Libraries by February 3, 2005. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the quote deadline will NOT be accepted.

B. Ditto marks or words such as "SAME" on the Quote are NOT considered writing and must not be used.

C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the quote.

D. Quotes are considered valid for ninety (90) days after quote deadline. Applicants may not withdraw, cancel or modify their quote for a period of ninety (90) days after quote deadline.

E. Quotes must be signed by an authorized person representing the legal entity of the applicant.

F. The inability to meet any specified requirements(s) must be stated in writing and attached to the quote, or written on the quote form.

8. PRESUMPTION OF APPLICANT BEING FULLY INFORMED

At the time the quote deadline, each applicant is presumed to have read and is thoroughly familiar with all quoting and contract documents for this project, and has performed an on-site inspection of the work location. Failure or omission of the applicant to receive or examine any information shall in no way relieve any applicant from obligations with respect to their quote.
9. INTERPRETATION OF ACCEPTABLE WORK

The specifications, quotes and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

10. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Applicants shall avail themselves of these exemptions.

11. INSURANCE

The applicant awarded this consultant position must provide a current Certificate of Insurance to the Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082, PRIOR to commencement of work, with the following requirements:

a. Liability limits for bodily injury and personal injury, $100,000 per occurrence
b. Liability limits for property damage including that caused by motor vehicles, $100,000 per occurrence
c. Owner's protective liability and property damage, $100,000 per occurrence
d. Worker's Compensation, as required by Connecticut State statutes.
e. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance.
f. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut.
g. All insurance may not be canceled or modified without sixty (60) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".
h. The insurance company rating should be no less than A- VII by A.M. Best.

12. FAIR EMPLOYMENT PRACTICES

The Applicant agrees not to discriminate against any employee or applicant for employment in the performance of this bid's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition prescribed by State or Federal law.
13. AWARDING THE QUOTE

The Town of Enfield reserves the right to accept or reject, any, all, or any part of quotes, to waive formalities or informalities, and to award the quote deemed to be in the best interests of the Town.

It is the Town's policy to not award consultant positions to those who owe Town of Enfield prior year(s) property taxes.

The "Consultant selected" date in section 2. titled Key Event Dates is the date the consultant is anticipated to be awarded the position. It is not a date certain.

The lowest priced quote is NOT the sole determining factor when awarding this position.

Quotes shall NOT exceed $9,000.