

RFP

Redesign, Development, Implementation and Hosting of the Library's Website

FAIRFIELD LIBRARY
ADMINISTRATION
1080 OLD POST ROAD
FAIRFIELD, CT 06825.

Date Submitted _____ 2023.

SEALED SUBMISSIONS are subject to the standard instructions set forth on the attached sheets. Any modifications must be specifically accepted by the Fairfield Public Library, Administration.

Bidder:

Doing Business As (Trade Name)

Address

Library, State, Zip

(Mr. / Ms. / M.) Name and Title, Printed

Signature

Telephone

Fax

E-mail

Town Librarian

Web Librarian

Date

Sealed submissions will be received by the Library Administration via e-mail at sjarzombek@fplct.org or via mail, 1080 Old Post Rd, Fairfield, CT 06824, up to:

02:00 PM, Monday, October 16^h, 2023

To provide qualifications and pricing proposals from highly qualified, experienced website development companies to partner with the Fairfield Public Library board to design, develop, implement and host its public facing website as detailed in the attached Request for Proposal.

NOTES:

1. Proposers are to complete all requested data in the upper right corner of this page and must return this page and the Proposal page with their submission.
2. No Proposal shall be accepted from, or contracts awarded to, any person/company/affiliate or entity under common control who is in arrears to the Fairfield Public Library Board upon debt, or contract or who has been within the prior five (5) years, a defaulter as surety or otherwise upon obligations to the Fairfield Public Library, and shall be determined by the Library.
3. It is the sole responsibility of the bidder to see that the Proposal is received by the Library administration prior to the time and date noted above. Proposals may be submitted via email in PDF.
4. Proposals submitted via e-mail must come with the subject heading "**Library Web RFP 2023.**"
5. Proposals submitted physically must be in a sealed envelope and clearly marked "**Library Web RFP 2023**" on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.
6. It is the sole responsibility of the bidder to see that the Proposal is received by the Library Administration prior to the time and date noted above. Proposals may be submitted via email in PDF.
7. Proposals are not to be submitted with plastic binders or covers, nor may the Proposal contain any plastic inserts or pages.

SECTION ONE

1.0 GENERAL INFORMATION: This Request for Proposals (RFP) defines the scope of services sought, provides instructions for submitting proposals, explains the procedures and criteria by which a Proposer may be selected, and outlines the related requirements and contractual terms.

1.1 Definition of Parties: The Fairfield Public Library Board will hereinafter be referred to as the "Library". Respondents to the RFP shall be referred to as "Proposer(s)". The Proposer to whom the Contract is awarded shall be referred to as the "Vendor".

1.2 Intent:

The Fairfield Public Library Board is seeking proposals from highly qualified, experienced website development companies to design, develop, implement and host its public-facing website. The chosen strategic partner must be a Vendor that has experience in managing local government website design projects, and expertise with best practices regarding:

- Successful website redesign
- Information architecture
- Website development and deployment
- Website hosting
- Social media integration
- Search engine optimization
- Responsive design
- Integration of existing Library tools, such as calendar and online public access catalog.

1.3 Background on Library:

Fairfield Public Library in Fairfield, Connecticut serves the population of its beautiful coastal community from two locations in town, the original downtown facility in the hub of central Fairfield and a smaller branch nestled in among the schools and residences of the north side. The Library currently boasts over 26,000 cardholders who visit for its welcoming workspaces, private study rooms, interactive children's spaces, and vast collection of both print and digital books, periodicals, music and films. Award-winning programs are offered in job hunting, business planning, technology, and the arts, as well as early literacy and after-school programs for Fairfield's youth and teens. The Bruce S. Kershner Art Gallery, located in the Main building, houses rotating art exhibits by local artists all year long.

For more information about the Fairfield Public Library, see our website at <https://fairfieldpubliclibrary.org/>.

1.3.1 Overview of Existing Website

Fairfield Public Library's website, fairfieldpubliclibrary.org, averages over 32,000 visits with over 83,000 page views per month and currently uses Wordpress software hosted by Infinite Web Designs. The Town of Fairfield, located in Fairfield County, Connecticut, is a growing diverse Town with a population of approximately 61,000 citizens. The Library feels that current website no longer adequately meets the needs or expectations of its users.

1.4 Objectives and Goals:

The primary objectives and goals of the website redesign are as follows:

Interactive and Engaging Website – The Library is seeking to redesign our website to include an intuitive, easy to use interface that allows patrons \ to complete their tasks quickly and easily on whatever device they are using. The solution should also be easy to maintain for our administrators and content creators, streamline business operations and increase productivity.

Purpose of the Library's new website - Our new site should:

- Serve the needs of all users by letting them easily find what they are seeking, providing them with access to key services on a 24x7 basis, allowing them to share information and interact with Library staff.

- Represent or brand our community for residents, visitors, businesses, and elected officials, and showcase the library in a way that highlights why this is a great place to live, visit and do business.
- Provide a pleasant and delightful experience to all users by making it easy for them to complete their tasks or find what they want in a straightforward manner.
- Be strategic and nimble, and focus on making the content useful, interactive and engaging. The Library knows that things will change in the future, and we want our site to adapt and remain relevant.
- The website must be a responsive site, ADA compliant, have a robust hosting environment that is constantly evolving.

1.5 Target Audiences

Audiences served by the website will include residents and patrons of varying backgrounds, reading and language ability, businesses operating in the community, and/or businesses looking for information on Library services or direct digital Library services.

1.6 Anticipated RFP Solicitation and Selection Timeline:

Issue RFP		September 26, 2023
Deadline for Questions	02:00pm	October 10th, 2023
RFP Responses Deadline	02:00pm	October 16th, 2023
RFP Evaluations		October 15 th – November 1 st , 2023
RFP Interviews		October 15 th – November 1 st , 2023
RFP Decision		November 15 th , 2023
Finalist Selected		November 22 nd , 2023
Contract Effective Date		January 2, 2024

1.7 Evaluation Criteria:

Although the Proposer’s proposed fees are a factor in the selection of the Vendor, it is important to note that fees are not the sole determination in this award. The Library shall evaluate the Proposer’s fee proposal and its qualifications in making a final decision. The Proposer’s qualifications are deemed to be the most significant factor in the selection process. Proposals shall be evaluated on many criteria deemed to be in the Library’s best interests, including, but not limited to:

- Qualifications & experience of the Proposer providing the services for comparable public sector (municipal, state, and or federal) accounts of similar size and scope as this project.
- Qualifications & experience of the proposed project executive and other key personnel of the Proposer providing services, of comparable public sector or Library accounts of similar size and scope as this project.
- Length of time the Company and/or individuals have worked together as a team or as a unit.
- Extent of services offered, proximity of the servicing office and, the depth and extent of overall resources that can be put to use to ensure the success of the project.
- Total years in business, strength and financial stability of the Company.
- Company’s ability to provide information, updates, and clarifications of new and pending legislation.
- Depth and completeness of proposed reports.
- Recommendations from municipal, state, and or federal clients.
- Proposed Fee structure.
- A plan for data migration from the existing website.

1.8 Request for Information (RFI) / Addenda: It is the responsibility of the Proposer to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. Addenda will also be posted on the Library’s website, <https://fairfieldpubliclibrary.org/bids>

The Library shall not be bound by oral responses to inquiries or written responses other than addenda. Inquiries concerning this RFP solicitation process must be made to:

Fairfield Public Library, Administration
Attention: Scott C. Jarzombek
1080 Old Post Road, Fairfield, CT 06825
E-mail: sjarzombek@fplct.org

NOTE: Written requests for information will not be accepted after **2:00pm on Tuesday, October 10th, 2023.**

Response will be in the form of an addendum that will be posted approximately **5:00 pm Thursday, October 12th, 2023** to the Library website: fairfieldpubliclibrary.org

It is the responsibility of each proposer to retrieve addenda from the website. **Any contact about this RFP between a Proposer and any other Library official and/or department manager and/or Library employee, other than as set forth above, may be grounds for disqualification of that Proposer.** No questions or clarifications shall be answered by phone, in person or in any other manner than specified above. Addenda will not be mailed, e-mailed or faxed out.

1.9 Award of Proposal: Presentations may be requested of two or more Proposers deemed by the Library to be the best suited among those submitting proposals based on the selection criteria. After presentations have been conducted, the Library may select the Proposer which, in its opinion, has made the proposal that is the most responsive and most responsible and may award the Contract to that Proposer. The Library reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the Library, will not be considered in the evaluation of proposals. The Library reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the Library. The Library may cancel this Request for Proposals or reject any or all proposals in whole or in part. Should the Library determine in its sole discretion that only one Proposer is fully qualified, or that one Proposer is clearly more qualified than any other under consideration, a contract may be awarded to that Proposer without further action.

1.10 Confidentiality: The information contained in proposals submitted for the Library's consideration shall be held in confidence until all evaluations are concluded and an award has been made. At that time, the winning proposal shall be available for public inspection. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The Library shall honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any information within your proposal submission that is considered confidential.

1.11 Costs of Preparation: Each Proposer shall be solely responsible for any and all costs and expenses associated with the preparation and/or submission of its proposal, and the Library shall have no responsibility or liability whatsoever for any such costs and expenses. Neither the Library nor any of its directors, officers, employees or authorized agents shall be liable for any claims or damages resulting from the solicitation or collection of proposals. By submitting a proposal, the Proposer expressly waives (i) any claim(s) for such costs and expenses, and (ii) any other related claims or damages.

1.12 Proposal Understanding: By submitting a proposal, the Proposer agrees and assures that the specifications are adequate, and the Proposer accepts the terms and conditions herein. If applicable, Proposer's shall indicate any and all exceptions to terms, conditions, and or specifications of this solicitation individually in their proposal submissions. Exceptions received or submitted after the proposal submission deadline date shall be considered as counter offers and as such may render the entire proposal submission non-responsive.

1.13 Proposal Validity: Unless specified otherwise, all proposals shall be valid for a period of ninety (90) days from the date of such proposal submission to the Library.

1.14 Capacity to Perform: Any Proposer considered for award as a result of this solicitation may be required to make assurance to the Library concerning the Proposer's capacity and capability to perform. Previous contracts of a like nature, financial solvency, and other information may be requested of the considered Proposer. Failure to provide assurances requested in a timely manner may be cause for rejection of the Proposal submission.

1.15 Contract Obligation: The Library and responding Proposers expressly acknowledge and agree that the Library has made no express or implied promises to expend any dollar amounts with respect to the services addressed by this RFP. By submitting a proposal in response to this RFP, each Proposer acknowledges and agrees that the provisions of this RFP, and/or any communication, statement, act or omission by representatives of the Library in the selection process, shall not vest any right, privilege, or right of action in any Proposer.

1.16 Prime Proposer Responsibility: Proposers submitting proposals to this RFP may utilize the services of Sub-Vendors. If Sub-Vendors are planned to be used, this should be clearly explained in the proposal submission. The prime proposer shall be responsible for the entire contract performance whether or not Sub-Vendor is to perform. All corporate information required in this RFP must be included for each proposed Sub-Vendor. The proposal must also include copies of any agreements to be executed between the prime proposer and any Sub-Vendors in the event of a contract award. Under this RFP, the Library retains the right to approve all Sub-Vendors.

1.17 State, Local and Federal Laws: The Proposer shall acknowledge and agree that, should it be awarded the Contract, it shall be solely responsible for strict compliance with all federal, state and local statutes, laws, codes, rules, regulations and ordinances, and for the procurement and maintenance of all necessary licenses and permits relating to Vendor's performance of services.

1.18 Key Personnel: The personnel and commitments identified on any Proposer's proposal shall be considered essential to the work to be performed under this RFP. Prior to diverting any of the specified individuals to other programs or changing the level of effort of the specified individuals, the Proposer must notify the Library a minimum of fourteen (14) calendar days in advance and shall be required to submit justification, including proposed substitutions, in sufficient detail, to permit evaluation

of the impact on the project. The Proposer will make no deviation without the prior written consent of the Library. Replacement of personnel will be with personnel of equal ability and qualifications.

Any employee of the Proposer, who in the sole opinion of the Library is unacceptable, shall be removed from the project pursuant to the request of Library. The Proposer shall be afforded fourteen (14) calendar days to fill the vacancy with another employee of acceptable technical experience and skills subject to the written approval of the Library.

The Library shall have the right to reject or terminate any of the staff provided by the Proposer with 24-hour notice, and the Proposer shall be able to provide immediate, temporary replacement and within 40 days, provide permanent replacement.

1.19 Specification Protest Process and Remedies: If a Proposer feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Library's Administration. Specification Protests shall be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the Library. The due date

of the proposal may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the Library in writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications. Protests should be delivered to the Administration, Fairfield Public Library Board in sealed envelopes, clearly marked as follows: **SPECIFICATION PROTEST, RFP #2023-85**

1.20 Proposal Submission: Sealed submissions will be received by the Library Administration via e-mail at sjarzombek@fplct.org or via mail, 1080 Old Post Rd, Fairfield, CT 06824. Any proposal sent physically should include a **USB drive** containing the contents of your submission in 'read only' format, limit the size of the file to 10MB] must be submitted to the Administration, Fairfield Public Library, 1080 Old Post Road, Fairfield, Connecticut 06824, in a sealed envelope by **02:00 p.m. Monday, October 16, 2023**, to be received and recorded by the Office of the Administration in order to be considered. Normal business hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. The Proposers may wish to check: <https://fairfieldpubliclibrary.org/> to determine if Library operations have been suspended. Proposals received after the due date shall not be accepted and shall be returned unopened. In the event of suspended Library operations, proposals will be due the next business day. Proposers are strongly encouraged

to submit proposals in advance of the due date to avoid the possibility of missing the due date because of unforeseen circumstances. Proposers assume the risk of the methods of dispatch chosen. The Library assumes no responsibility for delays caused by any package or mail delivery service. Postmarking of a proposal submission by the due date SHALL NOT substitute for receipt of proposal submission. Additional time shall not be granted to any single Proposer, however additional time may be granted to all Proposers when the Library determines that circumstances require it. The envelope must be clearly identified on the outside as follows:

Name of Proposer
Address of Proposer
Due Date
Library Web RFP 2023

E-mail should have the subject heading:

Library Web RFP 2023

1.21 Contract Administration: The Town Librarian shall be the Library's authorized representative in all matters pertaining to the administration of this Contract.

1.22 Contract Documents: If a separate contract is not written, the Contract entered into by the parties shall consist of the RFP, the signed proposal submitted by the Vendor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of the Library and the Vendor, all of which shall be referred to collectively as the Contract Documents.

1.23 Contract Modification and Amendment: The parties may adjust the specific terms of this Contract where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Vendor must be in writing to the Contract Administrator. Any agreed upon modification or amendment must be in writing and signed by both parties.

1.24 Execution of Agreement (Contract): The selected Proposer will be required to and agrees to duly execute the 'contract' and furnish the required contract bonds and insurance certificates within ten (10) days after award of the contract.

1.25 Contract Validity: In the event one or more clauses of the Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract.

1.26 Non-Waiver of Defaults: Any failure of the Library to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights.

1.27 Cancellation/Termination: If the vendor defaults in its agreement to provide service to the Library's satisfaction, or in any other way fails to provide service in accordance with the contract terms, the Library shall promptly notify the Vendor of such default and if adequate correction is not made within one (1) month, the Library may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this Contract with written notice. Except for such cancellation for cause by the Library, either the Library or the Vendor may terminate this Contract by giving thirty (30) days advance written notice to the other party. Cancellation does not release the Vendor from its obligation to provide goods or services per the terms of the Contract during the notification period.

1.28 Clarification of Responsibilities: If the Vendor needs clarification of, or intends to deviate from the specified requirements of the Contract, it is the Vendor's responsibility to obtain written clarification or approval from the Library's Administration concerning such matters.

1.29 Litigation: This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Connecticut without reference to its conflicts of laws /

principles. The Vendor agrees that any litigation, action or proceeding arising out of this Contract, shall be instituted in a state superior court located in the Fairfield County of the State of Connecticut.

1.30 Assignment: Neither party of the Contract shall assign the Contract without the prior written consent of the other, nor shall the Vendor assign any money due or to become due without the prior written consent of the Library.

1.31 Sexual Harassment: The Library is committed to providing a positive environment for its staff. Sexual harassment, whether intentional or not, undermines the quality of this working climate. The Library thus has a legal and ethical responsibility to ensure that all employees can learn and work in an environment free of sexual harassment. Consistent with the state and federal law, this right to freedom from sexual harassment was defined as Library policy. Failure to comply with this policy could result in termination of this Contract without advanced notice. Further information regarding this policy is available from the Library's Director of Human Resources, (203) 256-3057.

1.32 Indemnification: The Vendor shall defend, indemnify and save harmless the Library and its officers, agents, servants, officials, employees, volunteers, boards and commissions from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease, death or other damages sustained by any person or persons injury or damage to or destruction of any property, directly or indirectly arising out of, relating to, or in connection with the work called for in the Contract, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence, fault or contractual default of the Vendor, its officers, agents, servants or employees, any of its subcontractors, the Library, any of its respective officers, agents, servants, officials, employees, volunteers, boards and commissions and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false, or fraudulent, and the Vendor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the Vendor shall not be required to indemnify the Library, its officers, agents, servants, officials, employees, volunteers, boards and commissions, against any such damages occasioned solely by acts or omissions of the Library, its officers, agents, servants, officials, employees, volunteers, boards and commissions, other than supervisory acts or omissions of the Library, its officers, agents, servants, officials, employees, volunteers, boards and commissions, in connection with the work called for in the Contract.

1.33 Availability of Funds: The contract award under this RFP is contingent upon the availability of funds to the Fairfield Public Library Board for this project. In the event that funds are not available, any contract resulting from this RFP will become void and of no force and effect.

1.34 Right of Set-Off: The undersigned Vendor hereby authorizes the Library to set off against monies payable hereunder by the Library to the Vendor, an amount equal to any unpaid real and personal property taxes and assessments (the collection of which is not barred by the State of Limitations), owing by the Vendor to the Library, including all interest and lien charges in connection with such paid taxes.

1.35 Withdrawal of Submission:

1.35.1 Prior to the deadline:

A Company wishing to withdraw a proposal prior to the deadline may do so by preparing a formal written request on company letterhead. The person who signs the letter must be the same person who signs the reply sheets.

The Library shall verify that the signature on the letter matches the signature on the reply sheets. The Library will also verify the request to withdraw the proposal by calling the Company at the telephone number supplied on the reply sheets.

After the Library is satisfied that a request to withdraw a proposal before the established deadline is valid, the proposal will be returned to the Company. The Company may then withdraw completely from the submission process, or may modify the proposal and resubmit before the deadline.

1.35.2 After the Deadline

If bid security is required and a Company does not honor his/her submission for the specified time, the bid check shall become the property of the Library; or, if a bid bond was furnished, the bid bond shall become payable to the Library. After the proposal deadline has passed, the submitted proposals become the property of the Library and are valid offers to be honored by the Company for ninety (90) days or longer, as specified in the Request for Proposal. Companies who do not honor their proposals for the ninety (90) day (or as specified) period, shall be declared irresponsible Proposers and may be barred from future solicitations for a period of not less than two (2) years.

1.36 Acceptance of RFP Content: Provisions of this RFP and the contents of the successful response will be used to establish final contractual obligations. The Library retains the option of canceling the award if the successful Proposers fails to accept such obligations. The Library and the successful Proposer shall enter into a written contract for the work to be performed. It is understood that this RFP and the Proposer's submission shall be attached and included by reference in a contract signed by the Library and the successful Proposer.

SECTION TWO

2.0 MINIMUM QUALIFICATIONS / SCOPE OF WORK

2.1 Proposer Experience and Functionality

2.1.2 The Vendor must have been in business for a minimum of five (5) years. Allowance to this requirement may be given to Vendor teams that have been intact at another Company for a minimum of five (5) years.

2.1.3 The Vendor must have a sizable client base and have experience with municipal, state or federal public sector clients in a similar sized Library and with a similar scope of service.

2.1.4 The lead team members assigned to this account must have a minimum of five (5) years of experience relevant to the services outlined in the RFP.

2.1.5 Preference will be given to Proposers with experience developing and hosting public library websites, with special attention given to Proposers' breadth of experience, references, number of years of experience and expertise of staff.

2.1.6 Proposers must have a skilled team with user experience, design and development professionals, and dedicated staff to perform all necessary tasks and builds. Proposers should also have a proven development process that includes a reasonable and flexible timeline and must move existing content to new site.

2.1.7 The Proposer's content management system should be proven to work as a proper web content tool for public libraries. The Library expects the new website to support mobile and desktop versions of all current web browsers. The site should support all versions of the browsers that have been released within the last five years.

2.1.8 The hosted solution should protect the website against Distributed Denial of Service (DDoS) and other cyberattacks, and should be able to detect and mitigate malicious traffic within seconds. The solution should have smart-detection technology that can identify the source and analyze the behavior of the attack. In the event of any outage impacting the primary data center, the hosting solution must have a disaster recovery or backup data center where our website visitors will continue to be able to access our site. The hosting platform should have a guaranteed uptime of at least 99.9% and be backed by a Service Level Agreement (SLA). The proposer must provide documentation of their industry standard data center's maintenance, backup and disaster recovery methodologies consistent with a Tier 3 data center as outlined in the Uptime Institute's Data Center Topology.

2.1.9. The website must support multi factor authentication such as Google Authenticator, for administrators.

2.2 Design Guidelines and Qualifications

2.2.1 The design of the website should be welcoming, attractive and created by a member or members of the Proposer's professional design staff. Consistency of design and flow should be consistent throughout the entire site. The final version of the design should be a collaborative effort between the Library and the Proposer, incorporating elements that effectively represent Fairfield's brand and image. All elements of the website, including images,

templates, text and buttons, should be easily updated or changed by Library staff quickly without any further implementation or update fees or charges.

2.2.2 The Proposer should complete a comprehensive redesign of our website using best practices of usability and user experience. The website must comply with current accessibility standards, including access to larger fonts and audible content for users. The option to translate the website into different languages is ideal. The new website must include site traffic analytics/statistics, and have a mobile friendly version. The content management software should be user friendly for both visitors of the site and contributors and administrators accessing the software.

2.2.3 All data and design services shall be provided by staff located within the United States. Offshore data and design services are not acceptable. Any subcontracting or partnership agreements that directly relate to the proposed system solution shall be clearly stated in the Proposer's submission materials. The Library reserves the right to eliminate from consideration any proposal submission that includes subcontracting that the Library deems does not meet its requirements for this project.

2.2.4 No aspect of the proposed core software system may be dependent upon a third party such that the Library's access to the system or the security of the data and or the system will be compromised or otherwise put at risk.

2.2.5 All data or information provided to the Proposer or created by Proposer for the system shall be the property of the Library. If requested by the Library, the Proposer shall be responsible to provide such information in the form of an extract or download that is acceptable for use by the Library.

2.3 Responsive Website

2.3.1 The Proposer is expected to produce a responsive website for the Library to meet the needs of users accessing the site on a variety of devices, including computers, tablets and smart phones. Proposers must have proven success in previous responsive design projects. The solution should automatically detect the screen resolution of any device and respond with a view of the site that is optimized specifically for that screen. This will ensure that all users will be able to view our site, no matter what device they are using.

2.4 System Functionality and Administration

2.4.1 The Proposer's proposed content management system (CMS) should be a web-based application that provides the core of the entire development process, being both the platform for development and the tool by which system administrators and contributors can update the new website. The CMS may feature plug-in applications or modules that enhance the functionality of the website, though core features should center around ease-of-use, flexibility and, for ongoing stability, an established information architecture and hosting environment. The CMS must be able to support thousands of web pages, images, PDF files, and documents. The CMS should have an archive system for documents and pages such that items deleted may still be accessible and retrievable by either the administrator or the Vendor.

2.4.2 The CMS must have updated user-friendly functions, including, but not limited to the following:

- An easy-to-use WYSIWYG for contributors to add, edit, and move content on a web page, that includes creating friendly URLs for each page, hyperlinking, spell-check, image insertion, content preview, and the ability to schedule and expire content. The ability to view and edit source code should exist.
- A basic, user-friendly image editor that allows users to crop and resize images.
- Easy embedding of audio, video, media, iframes, and social-networking applications with associated embed codes
- Content contributors must have the option to use pre-created page templates, widgets, or content blocks to assist in the formatting and development of new content. A widget or content block to display a photo slideshow is a plus.
- The user dashboard portion of the CMS shall be accessible for all content contributors and feature a customizable interface that displays shortcuts, on-site items that require attention, recent activity logs and a system that displays administrative messages and updated information. The user's dashboard should also

- include a search function that allows users to search for content, including content of PDF, Word documents and other files.
- An automatic sitemap and on-page breadcrumbs. The technical content manager/administrator should have access to update and edit menu items and similar options on the website.
 - Varying levels of access and permissions that include at minimum: a basic content editor level, a publishing manager level, and a super-user administrator level. The CMS should allow administrator to create an approval workflow based on content types and sections.
 - A report system that can provide details of all changes and activity taking place on the website through content contributors and administrators, login history, broken links, dead pages, site searches, and other activities. The report system should also include a site analytics function that can report website statistics, usage and activity by page, section, or other criteria.

2.5 Desired System Features

2.5.1 Applications and Forms – Solution should have the capability for users to fill out forms and surveys, such as requesting library materials or applying for a library card.

2.5.2 E-Newsletters and Notifications – Users should be able to add their email addresses to receive important notices and/or newsletters. Users should be able to set their own preferences and update their own email addresses. The Library should be able to design e-newsletter templates.

2.5.3 Emergency Alert and /or Home Page – The ability to create a visible and easily changeable emergency alert notification for closures, emergencies, or other short-term purposes is ideal.

2.5.4 Event Calendar – An event calendar application that allows an unlimited number of calendar categories or types to be added to the site, with an unlimited number of items allowed to be added within each individual category. Contributors should be able to create single or recurring events, and be able to include images, links and text in the event description. There should be options to view the calendar in different ways (month, day, week), with a search option. Site visitors should also have the option to subscribe to updates to the calendar via email or text, register for an event, or to add the event to their own calendars.

2.5.5 Room Reservations Manager – The solution should have a module that allows staff to efficiently manage room reservations and rentals. The application should allow users to view available spaces in calendar format. Each space should display images of the room along with available layout options. Administrators should be able to create single or recurring events, and be able to include images, links and text in the event description. There should be options to view the calendar in different ways (month, day, week), with a search option. External users should be able to create a single reservation and to be charged for room usage based on a set fee structure.

2.5.6 News Posting – The ability for authorized users to post press releases, feature stories and “what’s new” content on the site is ideal. News content should have an auto archiving functionality to archive posts after a certain time frame.

2.5.7 Online Payments – The solution should have an integrated online payment functionality where transaction information can be directly transmitted securely to a third-party vendor who would then process the credit card or e-check, and remit the funds into a specific bank account. Transactions should be logged into a local database for reconciliation and reporting purposes. For security purposes, credit card and confidential financial information should not be stored on the system. The solution should integrate with online forms.

2.5.8 RSS Feeds – Solution should have feeds to keep users and subscribers up-to-date on important events, news and announcements from the website. Users should be able to subscribe from any RSS reader.

2.5.9 Database and Resource Management – Solution should display database and resource links in an organized, searchable fashion, including listing by category, age appropriateness, or alphabetical order. Contributors should be able to add new database and include images, links and descriptions.

2.5.10 Third Party Integration – Ability to integrate with existing 3rd party applications such as e-newsletter notifications, the online public access catalog, room reservations and rentals, and the calendar of events.

SECTION THREE

3.0 PROPOSAL CONTENT: Proposers shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the Library. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. Proposers are encouraged to provide any additional information describing operational abilities. The following list is designed to ensure some consistency of information from Proposers but please provide additional responsive information as appropriate.

To enable the Library to compare the proposals received we ask that your proposal include the information specified below, in the sequence listed, with each section of your proposal numbered to correspond to the numbers sequenced below.

3.1 Cover Letter / Introduction: Interested Proposers shall submit a cover letter. The letter shall provide an overview of the submission as well as the name, title, telephone and the e-mail address to whom questions regarding the Proposer's response to this RFP.

3.2 Affirm that the Proposer is a Company properly licensed or otherwise permitted to provide the services outlined in this RFP in Connecticut.

3.3 Indicate whether your Company is local, regional, national or international in the scope of its practice.

3.4 Indicate the address of your home office.

3.5 Indicate the major national and regional organizations of which your Company or its principals are members.

3.6 Indicate whether your Company has been the subject of any professional disciplinary action by federal, state government or by a professional association. If yes, describe that disciplinary action.

3.7 Identify any public libraries that are comparable in size to the Fairfield Public Library for which your Company currently provides services of a similar type to that outlined in this request for proposals.

3.8 Describe any periodical or occasional publications produced by your Company in the area of services outlined in this RFP document.

3.9 Identify the local office that would handle the Fairfield Public Library Board engagement, including address and phone number. Identify the partner or other individual in charge of that office. Indicate the total number of professional staff personnel currently assigned to that office. Describe how your Company's personnel assigned to the Fairfield Public Library Board engagement would be available throughout the year for consultation or meetings regarding the implementation of services outlined in this RFP document.

3.10 Identify the partners, managers, specialists or other professional staff persons from that local office and from any other offices of your Company who would be assigned to the Fairfield Public Library Board engagement. Describe their roles and provide a brief description of their professional experience, including their experience designations, licenses, and memberships that these individuals hold. Indicate the extent to which their governmental experience has been within the State of Connecticut. Indicate their participation in professional development programs in the governmental, and/or nongovernmental area. If more convenient, resumes may be included in an appendix appropriately cross-referenced here.

3.11 Please provide any additional information about your Company that you believe will assist the Library in making its selection.

3.12 Proposed Approaches: Describe in narrative form your proposed approach to this engagement, including:

- A detailed implementation schedule and time deadlines by which you would want information from the Library.
- Disaster Recovery Approach
- Technical and User Documentation Approach
- Client training approach and on-going training support
- Software Support and Maintenance

3.13 Fee: The Library requires a fixed cost proposal, including expenses, for the full website redesign, development and hosting. The Library requests that you provide detailed pricing information for the proposed solution based on the scope of work described in this Request for Proposals. Those details should include, but not limited to, costs of:

- Website redesign
- Implementation
- Training
- Software support and maintenance
- Data conversion and migration
- Hourly rates of those individuals who would perform work that is outside the scope of basic fee.
- Ongoing costs:
 - Annual Hosting or Subscription Fees
 - Hourly rates for custom development and support questions contained in this RFP must be answered. Failure by a Proposer to answer all questions may result in the proposal being rejected.

Your fee presentation should be clear as to what will or could be charged during the term of the engagement.

3.14 Indicate your Company's discounted rates that you propose charging for services that might be requested by the Library that are beyond the scope of this engagement and identify how (if at all), these rates may be adjusted during the term of the engagement.

3.15 Describe the method you would use in charging for any special requests, reports, or broadening of the scope of the work beyond that described in this Request for Proposals.

3.16 Indicate your proposed schedule of billing dates during the term of the engagement.

3.17 Please provide any additional information about your Company's proposed charges for this engagement.

3.18 Licensing: Proposers should provide details on the licensing requirements related to your solution and a copy of the related software license agreements.

3.19 Warranty: Fairfield requires that a warranty be included with the proposed solution. Please describe the warranty and the conditions that apply.

3.20 Pending Litigation: Please list and summarize all pending or threatened litigation, regulatory actions or proceeding or any similar matters. The successful vendor shall have a continuing obligation to disclose any such actions during the period of this RFP process and during the contract activities resulting from this RFP.

4.0 EVALUATION OF PROPOSALS

The Library will evaluate proposals based on the following criteria:

CRITERIA	MAXIMUM POINTS
<ul style="list-style-type: none">• References from municipal, state and or federal clients.	10
<ul style="list-style-type: none">• Completeness and quality of RFP submission.	10
<ul style="list-style-type: none">• Experience, expertise, and capabilities of the proposer. Background, qualifications, and previous experience of personnel to be assigned to the project and their demonstrated competence, experience and expertise in the type of work to be performed.	15
<ul style="list-style-type: none">• Extent of services offered, and the depth of and extent of overall resources that can be put to use to ensure the success of the project.	20
<ul style="list-style-type: none">• A proven track record in providing these types of or similar services for comparable public sector (municipal, state and or federal) accounts of similar size and scope of this project.	20
<ul style="list-style-type: none">• Proposed Not to Exceed Cost and Hourly Rate Cost Schedule	25
TOTAL	100

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FEE PROPOSAL

PROPOSAL TO: Fairfield Public Library, Administration
1080 Old Post Road, Fairfield, Connecticut 06825

I, _____ have received the following contract documents.

NOT TO EXCEED PRICE FOR PROPOSED SERVICE SCHEDULE SUMMARY:

In accordance with this Request for Proposal for the redesign, development and hosting of the Library's website issued by the Fairfield Public Library, the Company represented below hereby submits the following cost proposal:

\$ _____
Dollars (Written Amount)

The proposed pricing above is the all-inclusive maximum price for the total engagement of the Request for Proposals. Such price includes all out-of-pocket expenses.

Provide Total Cost of Web Site Redesign:

\$ _____

Provide Total Cost of Website Implementation

\$ _____

Provide Total Cost of Training

\$ _____

Provide Total Cost of Software Support and Maintenance

\$ _____

Provide Total Cost of Data Conversion and Migration

\$ _____

Ongoing Costs:

Provide Total Cost of the 1st year of Hosting or Subscription Fees

\$ _____

Total Project Cost:

\$ _____

(Total should be equivalent to the Not to Exceed Price for Proposed Service noted above)

Provide the annual cost for website hosting or subscriptions for years 2-5:

Hosting or Subscription Fees Year 2:

\$ _____

Hosting or Subscription Fees Year 3:

\$ _____

Hosting or Subscription Fees Year 4:
\$ _____

Hosting or Subscription Fees Year 5:
\$ _____

Proposed Hourly Rates for custom development and support
\$ _____.

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FEE PROPOSAL

(page 2 of 4)

SCHEDULE OF PROFESSIONAL FEES & EXPENSES

<u>Classifications</u>	<u>Hours</u>	<u>Standard Hourly Rate</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners:				
Managers:				
Supervisory Staff:				
Staff:				
Other (specify):				
<u>Subtotal:</u>				
Out-of-Pocket Expenses:				
Meals & Lodging:				
Transportation:				
Other (specify):				

- Notes:**
1. The rates quoted should not be presented as a general percentage of the standard hourly rates or as a gross deduction from the total all-inclusive maximum price.
 2. Provide rates and describe the method you will use to charge for any special requests, reports or the broadening of the scope of work beyond that described in this Request for Proposals.
 3. Indicate your proposed schedule of billing dates during each year.
 4. Please provide any additional information about your Company's proposed fees and expenses for the engagement.

I hereby certify that the undersigned is fully authorized to represent the Company stated below, and is duly empowered to submit the figures listed in response to the Fairfield Public Library Board request for proposal for annual auditing services, and if selected is duly authorized by their Company to sign a contract with the Library, for the services identified in this Request for Proposal solicitation document.

Company: _____

Signature: _____ **Printed Name:** _____

Title: _____ **Date:** _____

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

FEE PROPOSAL
(page 3 of 4)

PROPOSER'S STATEMENT OF QUALIFICATIONS

Company Name: _____

Size of Company or Corporation:

Number of Employees: Full Time: _____ Part Time: _____

Is your Company registered with the Office of the Connecticut Secretary of State? ____ Yes ____ No

Registration Date, if available _____

List any relevant certifications, licenses, registrations, etc., which qualify your Company to meet the requirements of this proposal. (If necessary, provide this information on a separate sheet)

List any criminal convictions against your Company and any of your Company's officers, principal shareholders, directors, partners, LLC members and LLC managers. (If necessary, provide this information on a separate sheet)

List any administrative actions either pending review by the State or determinations that the State has made regarding your Company or any of your Company's officer, principal shareholders, directors, partners, LLC members or LLC managers. This would include court judgments, actions, suits, claims, demands, investigations and legal, administrative or arbitration proceedings pending in any forum. Include a listing of OSHA violations and any actions or orders pending or resolved with any state agency such as the Department of Consumer Protection, the Department of Environmental Protection, etc. Detail this information on a separate sheet of paper. Such information should be for the last three (3) years. (If necessary, provide this information on a separate sheet)

FEE PROPOSAL
(page 4 of 4)

PROPOSER DEBARMENT AND/OR SUSPENSION

Has the proposer, any Company official, or any subcontractor to the proposer, received any notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government or any governmental entity?

NO YES

The above-signed proposer further affirms and declares that neither the proposer and/or any Company official, nor any subcontractor to the proposer and/or any Company official has received any notices of debarment and/or suspension from contracting with other states within the United States.

NO YES

If the above signed proposer, any Company official or any subcontractor to the proposer has received notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government or any governmental entity, said notices must be attached to this document when submitting the proposal.

Number of notices attached: _____

I hereby certify under penalty of false statement that all the information supplied is complete and true.

Signature: _____

Date: _____

Title: _____

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**ADMINISTRATION
FAIRFIELD PUBLIC LIBRARY
INSTRUCTIONS FOR BIDDERS
TERMS AND CONDITIONS OF BID**

PROPOSAL SUBMISSIONS

Bid proposals are to be submitted in a sealed envelope and clearly marked on the outside “**BID #2023-85**” including all outer packaging such as DHL, FedEx, UPS, etc. All prices and notations must be printed in ink or typewritten. No erasures are permitted. Proposal Submissions are to be in the office of the Administration, 1080 Old Post Road, Fairfield, Connecticut, prior to date and time specified, at which time they will be publicly opened.

RIGHT TO ACCEPT / REJECT

AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE ADMINISTRATION OF THE FAIRFIELD PUBLIC LIBRARY BOARD RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSAL SUBMISSIONS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL SUBMISSION DEEMED TO BE IN THE BEST INTEREST OF THE FAIRFIELD PUBLIC LIBRARY.

QUESTIONS

Questions concerning conditions, bidding guidelines and specifications should be directed in writing to:

Scott Jarzombek, Town Librarian: sjarzombek@fplct.org

Inquiries must reference date of proposal opening, requisition or contract number, and must be received no later than as indicated in the proposal document prior to date of bid opening. Failure to comply with these conditions will result in the Proposer waiving the right to dispute the bid specifications and conditions.

PRICING / FEES

Proposed Pricing and Fees must be held firm, for acceptance by the Fairfield Public Library, for a period of ninety (90) days.

PAYMENT PROCEDURES

No voucher, claim or charge against the Library shall be paid without the approval of the Fiscal Officer for correctness and legality. Appropriate checks shall be drawn by the Fiscal Officer for approved claims or charges and they shall be valid without countersignature unless the Library Board of Trustees otherwise prescribed.

PAYMENT PERIOD

The Fairfield Public Library Board shall put forth its best effort to make payment within thirty days (30) after delivery of the item acceptance of the work, or receipt of a properly completed invoice, whichever is later. Payment period shall be net thirty days (30) unless otherwise specified. For projects that do not require a performance or bid bond, The Fairfield Public Library Board reserves the right to retain five percent (5%) of total bid amount, which is payable ninety (90) days after final payment or acceptance of the work.

THE VENDOR

The Vendor for the work described shall be thoroughly familiar with the requirements of all specifications. The submission of a proposal shall be construed as evidence that the Vendor has examined the requirements and specifications. Any claim for labor, equipment, or materials required, or difficulties encountered which could have been foreseen had such an examination been carefully made will not be recognized.

ASSIGNMENT OF CONTRACT

No contract may be assigned or transferred without the consent of the Administration.

AWARD OF BIDS

Contracts and purchases shall be made or entered into with the most qualified proposer meeting the Library’s requirements, except as otherwise specified in the invitation. If more than one service is specified in the invitation, the Fairfield Public Library Board reserves the right to determine the most qualified proposer on an individual basis or on the basis of all items included in the Request for Proposal (RFP), unless otherwise expressed by the Library.

**ADMINISTRATION
FAIRFIELD PUBLIC LIBRARY
INSTRUCTIONS FOR BIDDERS
TERMS AND CONDITIONS OF PROPOSAL**

INSURANCE COVERAGE REQUIREMENTS

A. The Fairfield Public Library Board is requiring insurance coverage as listed below for this work.

Note: The term "Employee Benefits Vendor" (hereinafter called the Vendor) shall also include their respective agents, representatives, employees or subcontractors; and the term "Fairfield Public Library" (hereinafter called the "Library") shall include their respective officers, agents, servants, officials, employees, volunteers, boards and commissions.

Note: The term "Fairfield Public Library" or "Library" is to be taken to mean Fairfield Public Library Board of Trustees.

At least five days before the Contract is executed and prior to commencement of work there under the Vendor will be required to submit to the Fairfield Public Library, Town Librarian, 1080 Old Post Road, Fairfield, CT 06824 a certificate of insurance, executed by an authorized representative of the insurance company, satisfactory to the Library's Risk Manager and in an acceptable form. The Library always reserves the right to reject insurance companies, if approved insurance policies cannot be provided the contract shall be terminated.

INSURANCE RIDER

Without limiting its liability under this Contract, the Vendor shall provide and maintain in full force and effect at all times during the term of this Contract, insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the Library from requiring additional limits and coverage to be provided under the Vendor's policies.

B. Minimum Scope and Limits of Insurance:

Worker's Compensation Insurance:

- In accordance with the requirements of the laws of the State of Connecticut.
- Five hundred thousand dollars (\$500,000) Employer Liability each accident
- Five hundred thousand dollars (\$500,000) Employer Liability each employee by disease
- Five hundred thousand dollars (\$500,000) Employer Liability policy limit coverage for disease

Commercial General Liability:

- Bodily Injury, Personal Injury, Property Damage, Products/Completed Operations one million dollars (\$1,000,000) each occurrence, two million dollars (\$2,000,000) aggregate

Automobile Liability:

- A combined single limit of one million dollars (\$1,000,000), including owned, hired and non-owned coverage.

Excess Liability Insurance

- Three million dollars (\$3,000,000) each occurrence, three million dollars (\$3,000,000) aggregate. Such coverage must be follow form over Worker's Compensation, Commercial General Liability, and Automobile Liability.

Errors and Omissions/Professional Liability/Fiduciary Liability:

- Five million dollars (\$5,000,000) each occurrence, Five million dollars (\$5,000,000) aggregate.

Crime Insurance or Fidelity Bond:

- One million dollars (1,000,000) each occurrence, One million dollars (1,000,000) aggregate.

Cyber Insurance:

- One million dollars (1,000,000) aggregate.

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**ADMINISTRATION
FAIRFIELD PUBLIC LIBRARY
INSTRUCTIONS FOR BIDDERS
TERMS AND CONDITIONS OF BID**

"Tail" Coverage:

If any of the required liability insurance is on a claims-made basis, "tail" coverage will be required at the completion of this contract for a duration of 36 months, or the maximum time period reasonably available in the marketplace. The Vendor shall furnish certification of "tail" coverages described or continuous "claims made" liability coverage for 36 months following Contract completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided its retroactive date is on or before the effective date of this Contract. If continuous "claims made" coverage is used, the Vendor shall be required to keep the coverage in effect for duration of not less than 36 months from the end of the Contract.

Acceptability of Insurers: The Vendor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an A.M. Best rating of A- VIII or otherwise acceptable by the Library's Risk Manager.

Subcontractors: The Vendor shall require subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance/Fiduciary Liability, unless Errors and Omissions/Professional Liability/Fiduciary Liability insurance is applicable to the work performed by the subcontractor. All Certificates of Insurance shall be provided to and approved by the Library's Risk Manager prior to the commencement of work, as required herein.

Aggregate Limits: It is agreed that the Vendor shall notify the Library when fifty percent (50%) of the aggregate limits are eroded during the contract term. If the aggregate limit is eroded for the full limit, the Vendor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. The premium shall be paid by the Contractor.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to, and approved by, the Library. All deductibles or self-insured retentions are the sole responsibility of the Vendor to pay and/or to indemnify. Under no circumstances will the Library be responsible for paying any deductible or self-insured retentions related to this Contract

Notice of Cancellation or Non-renewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after 30 days prior written notice by certified mail, return receipt requested, has been given to the Library.

Waiver of Governmental Immunity: Unless requested otherwise by the Library, the Vendor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the Library.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability or Workers Compensation, if included, required for the performance of the Contract shall include the Library as Additional Insured but only with respect to the Vendor's activities to be performed under this Contract. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Waiver of Subrogation: A waiver of subrogation in favor of the Library is required on all policies.

Waiver/Estoppel: Neither approval by the Library nor failure to disapprove the insurance furnished by the Vendor shall relieve the Vendor of the Vendor's full responsibility to provide insurance as required under this Contract.

Vendor's Insurance Additional Remedy: Compliance with the insurance requirements of this Contract shall not limit the liability of the Vendor or its Sub-Contractors/Firms, employees or agents to the Library or others. Any remedy provided to the Library shall be in addition to, and not in lieu of, any other remedy available under this Contract or otherwise.

Certificate of Insurance: As evidence of the insurance coverage required by this Contract, the Vendor shall furnish Certificate(s) of Insurance to the Library's Risk Manager prior to the award of the Contract if required by the Bid document, but in all events prior to Vendor's commencement of work under this Contract. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring certificates shall be filed thirty (30) days prior to expiration. The Library reserves the right to require complete, certified copies of all required policies at any time. All insurance documents required should be mailed to Fairfield Public Library, Town Librarian, 1080 Old Post Road, Fairfield, CT 06825.

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**ADMINISTRATION
FAIRFIELD PUBLIC LIBRARY
INSTRUCTIONS FOR BIDDERS
TERMS AND CONDITIONS OF BID**

FEDERAL, STATE, AND LOCAL LAWS

All applicable Federal, State and local laws, rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein. If the total amount of the project, including any current or future change orders, exceeds \$100,000.00 all work is to be done in accordance with the Davis-Bacon Act as amended; that is conditions of Prevailing Wage shall apply. All current Davis Bacon wage information may be accessed online at no cost at www.ctdol.state.ct.us (The Library will apply the most current wage decision applicable at the time of contract award.)

CONFLICT OF INTEREST

No officer or employee or member of any elective or appointive board, commission or committee of the Library, whether temporary or permanent, shall have or acquire any financial interest gained from a successful bid, direct or indirect, aggregating more than one hundred dollars (\$100.00), in any project, matter, contract or business within his/her jurisdiction or the jurisdiction of the board, commission, or committee of which he/she is a member. Nor shall the officer / employee / member have any financial interest, direct or indirect, aggregating more than one hundred dollars (\$100.00) in any contract or proposed contract for materials or services to be furnished or used in connection with any project, matter or thing which comes under his/her jurisdiction or the jurisdiction of the board, commission, committee of which he/she is a member.

SCOPE OF WORK/SITE INSPECTIONS

The bidder declares that the scope of the work has been thoroughly reviewed and any questions resolved (see above for name and number of individual to contact for questions). If applicable, the bidder further declares that the site has been inspected as called for in the specifications (q.v.).

EXCEPTION TO SPECIFICATIONS

No protest regarding the validity or appropriateness of the specifications or of the Invitation for Bids will be considered, unless the protest is filed in writing with the Administration prior to the closing date for the bids. All bid proposals rendered shall be considered meeting the attached specifications unless exceptions are noted on a separate page dated and signed by the bidder.

UNLESS OTHERWISE NOTED

It will be assumed that all terms and conditions and specifications will be complied with and will be considered as part of the Bid Proposal.

TAX EXEMPT

Federal Tax Exemption 83-0608194

Exempt from State Sales Tax under State General Statutes Chapter 219-Section 12-412 Subsection A.

No exemption certificates are required and none will be issued.

REFERENCES

Provide reference details of most recent similar scope projects performed:

REFERENCE #1:

Name of Company _____ Phone _____
Contact Person _____ Cell _____
Company Address _____ Fax _____
Date work completed _____ Email _____

REFERENCE #2:

Name of Company _____ Phone _____
Contact Person _____ Cell _____
Company Address _____ Fax _____
Date work completed _____ Email _____

REFERENCE #3:

Name of Company _____ Phone _____
Contact Person _____ Cell _____
Company Address _____ Fax _____
Date work completed _____ Email _____

REFERENCE #4:

Name of Company _____ Phone _____
Contact Person _____ Cell _____
Company Address _____ Fax _____
Date work completed _____ Email _____

REFERENCE #5:

Name of Company _____ Phone _____
Contact Person _____ Cell _____
Company Address _____ Fax _____
Date work completed _____ Email _____

SUB-VENDORS

Provide sub-Vendor details if any are to be employed as part of this contract:

SUB-VENDOR #1:

Name of Company _____ Fed ID # _____
Contact Person _____ Title _____
Company Address _____ Phone _____
Type of Service _____ Email _____
Proposed Fees: _____ \$ _____ /hr _____ \$ _____ /hr _____ \$ _____ /hr

SUB-VENDOR #2:

Name of Company _____ Fed ID # _____
Contact Person _____ Title _____
Company Address _____ Phone _____
Type of Service _____ Email _____
Proposed Fees: _____ \$ _____ /hr _____ \$ _____ /hr _____ \$ _____ /hr

SUB-VENDOR #3:

Name of Company _____ Fed ID # _____
Contact Person _____ Title _____
Company Address _____ Phone _____
Type of Service _____ Email _____
Proposed Fees: _____ \$ _____ /hr _____ \$ _____ /hr _____ \$ _____ /hr

SUB-VENDOR #4:

Name of Company _____ Fed ID # _____
Contact Person _____ Title _____
Company Address _____ Phone _____
Type of Service _____ Email _____
Proposed Fees: _____ \$ _____ /hr _____ \$ _____ /hr _____ \$ _____ /hr

NOTE: All Sub Vendors are subject to approval by the Fairfield Public Library Board and are required to provide Fed ID #.