

Pigeon District Library
REQUEST FOR PROPOSAL

I. PURPOSE OF REQUEST

The Pigeon District Library (Library) is requesting proposals for the purpose of a one-time electrical services project. The Library's needs are outlined in the following Request for Proposals (RFP). Contractors are encouraged to inspect the Library before submitting a proposal.

II. EXPECTED RFP TIMELINE

RFP Timeline	
RFP Issue Date:	August 24, 2026
RFP Response Due Date:	September 11, 2026
Estimated Contract Award	September 18, 2026

III. INSTRUCTIONS TO PROPOSERS

All proposals shall be sent to:

Seth Randall, Library Director
7236 Nitz Street, PO Box 357, Pigeon, MI 48755
Number: (989) 453-2341 Email: sethr@pigeondistrictlibrary.com

All proposals must be received by **3:00 PM, September 11, 2026**, using the attached proposal sheet. The proposals may be physically delivered to the above Library address, emailed to the Library Director, or faxed to the Library at (989) 453-2266. Questions may also be directed to the Library Director at his above-listed contacts.

Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, color-coded displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.

The Library Director or representative will notify the selected proposal by **September 18, 2026**.

IV. SELECTION CRITERIA

Each proposal will be independently evaluated on the following factors:

Factors	Weight
1. Responsiveness of the written proposal to the purpose and scope.	25%
2. Price	50%
3. Ability and history of successfully completing work of this type, meeting projected deadlines and experience in similar work.	<u>25%</u> 100%

V. RESERVATIONS

- a. The Library reserves the right to disqualify a contractor for failure to follow the instructions established in the RFP.
- b. The Library reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- c. The Library may discontinue the RFP process at any time for any or no reason. The issuance of an RFP, your preparation and submission of a proposal, and the Library's subsequent receipt and evaluation of your proposal does not commit the Library to award a contract to you or anyone, even if all requirements of the RFP are met.
- d. The Library may consider late proposals if: (1) no other proposals are received; (2) no complete proposals are received; (3) the Library received complete proposals, but the proposals did not meet RFP requirements or technical criteria; or (4) the award process fails to result in an award.
- e. The Library may consider an otherwise disqualified proposal if no other proposals are received.
- f. The Library may disqualify a proposal based on: (1) information provided by a contractor in response to this RFP; or (2) if it is determined that a contractor purposely or willfully submitted false or misleading information in response to the RFP.
- g. The Library may consider prior performance with the Library in making its award decisions.
- h. The Library may refuse to award a contract to any contractor that has outstanding debt with the Library or has a legal dispute with the Library.
- i. The Library may evaluate the proposal outside the scope identified in **Section IV, Selection Criteria**, if the Library receives only one (1) proposal.
- j. The Library shall not be responsible for any costs incurred by the contractor in preparing, submitting, or presenting its response to the RFP.

VI. CONTRACT & PAYMENT TERMS

The selected contractor will be required to enter into a written agreement with the Library before beginning work. The final contract will establish the approved scope of work, price, schedule, payment terms, insurance requirements, warranties, and other applicable terms. No work may begin without written authorization from the Library.

Payment will be made according to the terms established in the final contract. The contractor shall submit invoices detailing work completed and materials provided. The Library may withhold payment for incomplete or defective work until the work has been satisfactorily completed.

VII. SCOPE OF WORK & SPECIFICATIONS

The Library is seeking proposals from licensed electrical contractors to perform installation services to convert existing commercial fluorescent fixtures to direct-wire (Type B) LED operation. T8, Type B LED light tubes will be provided by the Library for the conversion, with full specifications of the LEDs provided in the RFP. LED lights are SATCO 14-watt T8 LEDs (S39914), 4ft., 3500K, Medium Bi Pin base, Type B, Ballast Bypass, compatible with either single or double ended wiring.

The Library has 98 4-lamp ballasts across nine (9) rooms, and five (5) 2-lamp ballasts in the community room kitchen. Most lights are installed in a drop ceiling setup. The size of the Library is approximately 7,000 square feet.

The selected contractor will furnish all necessary labor, tools, equipment, and incidental materials to complete the work and obtain all required permits.

The contractor will be responsible for the safe harvest, packaging, and transportation of all spent fluorescent tubes and ballasts (if necessary) off-site for legal disposal and recycling, unless other arrangements have been made with the Library Director. Any affected areas will be restored to their original condition upon completion. The contractor will be responsible for correcting any damage caused by the contractor or its subcontractors.

The contractor will protect Library property, equipment, collections, staff, and patrons during construction. Any work performed will be coordinated with the Library Director and staff to minimize disruption of Library operations, especially if it will interrupt electrical service, affect public areas, create significant noise, dust, or other disruption, or if areas of the Library might need to be temporarily closed.

All work shall be performed by or under the direct supervision of a qualified Michigan Electrical Journeyman or Master Electrician. The selected contractor will be required to provide all required MI Licenses and registrations applicable to this work. Such contractor shall also provide proof of current liability and workers' compensation insurance.

The selected contractor will ensure that employees comply with all federal, state, and local laws, regulations, and electrical codes.

CONTRACTOR INFORMATION SHEET

Please complete the following Information Sheet in the space provided:

Information Sought	Response
Contact Information	
Contractor's sole contact person during the RFP process. Include name, title, address, email, and phone number.	
Person authorized to receive and sign a resulting contract. Include name, title, address, email, and phone number.	
Background Information	
Legal business name and address. Please include business entity designation, e.g., sole proprietor, Inc., LLC, LLP.	
State of the company's incorporation, if applicable.	
Main phone number.	
Number of years in business and number of employees.	
Legal business name and address of parent company, if any.	
Are you a Michigan Journeyman Electrician, Master Electrician, or is there a Michigan Journeyman Electrician or Master Electrician supervising your work? Provide any relevant license numbers.	

Has your company (or any affiliates) been a party to litigation against the Pigeon District Library, the Village of Pigeon, or Chandler, McKinley, or Winsor Township? If the answer is 'yes,' please state the date of initial filing, case name and court number, and jurisdiction.	
Experience	
Describe relevant experiences from the last five (5) years supporting your ability to successfully manage a contract of similar size and scope for the services described in this RFP.	
Experience #1	
Company name Contact name Contact role at time of project Contact phone Contact email	
1. Project name and description of the scope of the project. 2. What role did you or your company play? 3. How is this project experience relevant to the subject of this RFP?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify)	
Experience #2	
Company name Contact name Contact role at time of project Contact phone Contact email	

1. Project name and description of the scope of the project. 2. What role did you or your company play? 3. How is this project experience relevant to the subject of this RFP?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify)	
Pricing	
Number of laborers to complete project.	
Hourly rate (in \$ / hour) for laborer(s).	
Estimated labor time (in hours) needed to complete project.	
Estimated budget for clean-up and disposal of fluorescents and ballasts.	
Estimated cost of incidental materials (wire, tombstones, connectors, etc.).	
Estimated cost of rental equipment needed.	
Other costs not listed above.	