



HASTINGS PUBLIC LIBRARY
HASTINGS, MICHIGAN
REQUEST FOR PROPOSAL (RFP)
Minor Interior Library Remodeling - Makerspace

PROCUREMENT NAME: Makerspace

RFP ISSUE DATE: Monday, August 3, 2026

RFP DUE DATE: Monday, August 24, 2026 @ 12:00pm

Requests for Quotes and related documents may be obtained during normal business hours from:

Hastings Public Library, 227 E. State St., Hastings, MI 49058

Phone: (269) 945-4263 | Fax: (269) 948-3874

Contact: David Edelman, Library Director

Email: dedelman@HastingsPublicLibrary.org

Contents

General Terms and Conditions	2
Hastings Public Library's Rights	2
Quote Submissions.....	3
Disclosure	4
Indemnification	4
Process Overview	5
Timing.....	5
Specific or Technical Requirements of the Work	5
Workroom Partial Wall	5
Study Room Refresh.....	5
Evaluation Criteria	6
Selection Process	6
Submitting Quotes	7
Attachments and Exhibits List.....	7

General Terms and Conditions

Hastings Public Library assumes no responsibility of any kind or nature for any costs incurred by any potential vendor in the preparation of a response to this RFP. This applies to and includes any costs of delivery for a timely quote.

Hastings Public Library's Rights

Hastings Public Library reserves the exclusive, unencumbered right to:

- A. Cancel, revise, or amend the RFP;
- B. Reject any quote or all Quotes submitted in response hereto in whole or in part;
- C. Waive any irregularities in any quote;
- D. Award the whole or part of the work or goods that are the subject of this RFP to that offeror whose quote is, as determined at the sole discretion of Hastings Public Library, to be in the best interest of the Library considering such factors as it may deem pertinent.
- E. Quotes must be received on or before **Monday, August 24, 2026, at 12:00pm** at the main desk of the Hastings Public Library or via email. Date and time will be recorded on delivery. Deadline is for physical delivery to the specified location; postmarks or other indicators of sending or delivery will not be accepted. Quotes should be delivered to:

Hastings Public Library
Library Director
227 E. State St.
Hastings, MI 49058

Or via email to:

dedelman@HastingsPublicLibrary.org

- a) If delivering quotes via email, please ensure all details and Quotes are contained in attachments and not the body or subject of the email.
- F. Quotes will be opened on **Monday, August 24, 2026, at 1:00pm** at the Hastings Public Library.
- G. Hastings Public Library may request additional information, clarification, or presentations from any of the offerors after review of the Quotes received.
- H. Hastings Public Library has the right to use any or all ideas presented in reply to this RFP, subject only to the limitations regarding proprietary/confidential data of offeror.

Quote Submissions

Quotes must be submitted in accordance with the instructions and requirements contained in this RFP. Failure to do so may result in the quote or bid being considered non-responsive and it may be rejected.

An offeror must promptly notify the Library Director of any ambiguity, inconsistency, or error, which may be discovered upon examination of the RFP. An offeror requesting clarification or interpretation of this RFP should contact David Edelman, Library Director.

- A. Any questions regarding the RFP must be submitted in writing/via email before **Tuesday, August 18, 2026 at 5:00pm**. If necessary, an addendum to the RFP will be provided to all holders of the RFP of record.
- B. **Onsite visits to see the physical spaces are encouraged.** Contact David Edelman to schedule.
- C. Any interpretation, correction, or change of the RFP will be made by an addendum. Interpretations, corrections, or changes to this RFP made in any other manner will not be binding and offerors must not rely upon such interpretations, corrections, or changes. The Library Director will issue Addenda. Addenda will be emailed, faxed, or mailed to all known recipients of the RFP.
- D. Negligence on the part of the bidder in preparing the quote confers no rights for the withdrawal or modification of the bid after it has been opened.
- E. If either a unit price or extended price is obviously in error, and the other is obviously correct, the incorrect price will be disregarded.
- F. Quotes should demonstrate the offeror's successful experience in providing the services and/or items requested by this RFP.
- G. Any quote submitted shall be deemed conclusive assurance that the offeror does not discriminate in any manner against any class of protected persons under federal or state law. This includes non-discrimination on the basis of gender, race, national origin, age, and other categories specified by law. Non-discrimination applies to consideration for employment and services.
- H. By submission of this quote, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
- I. Quotes must explicitly and completely describe and present all components of the price proposed for work or goods. **The Hastings Public Library is exempt from State of Michigan Sales and Use Taxes.** However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of fixed property owned by the library is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.

Disclosure

- A. Ownership of all data, materials, and documentation originated and prepared for the Hastings Public Library pursuant to the RFP shall belong exclusively to the Library and be subject to public inspection in accordance with the Michigan Freedom of Information Act.
- B. Only Hastings Public Library will make news releases or other public announcements pertaining to this RFP or the proposed award of a contract.
- C. All of the information included in your quote response is subject to the “Freedom of Information Act” and may be disclosed in its entirety.
- D. No information regarding the contents of responses to the RFP will be released prior to award. Once an award has been made, all Quotes will be open to public inspection subject to the provisions set forth above.
- E. The successful offeror must comply with all applicable City, State, and Federal laws, codes, provisions, and regulations.

Indemnification

The contractor agrees to hold and save the Library, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.

Process Overview

Hastings Public Library is soliciting quotes to have some minor remodeling done to the interior of the library. See below for details.

Timing

Project work can be performed between the hours of 8am and 5pm, Monday – Friday.

Project completion is requested no later than November 13, 2026, but can be started as early as September 1, 2026.

Specific or Technical Requirements of the Work

Workroom Partial Wall

- A. Install a new wall, approximately 108" high x 66" wide, in the 2nd floor office.
 - a. Install necessary metal studs and anchor the wall for stability.
- B. Frame a door opening in the new wall and relocate an existing door into the opening.
- C. Frame a window opening, purchase and install a glass or acrylic pane.
- D. Install drywall, mud, and tape as required (2 sides).
- E. Paint the new wall, 2 sides. Paint supplied by the Hastings Public Library.
- F. Install cove base on both sides of the wall (supplied by library).



Study Room Refresh

- A. Install a chair rail on two walls to prevent nicks and scuffs in the drywall. Each rail is approximately 96" long.

- B. Repair existing drywall nicks and repaint the two side walls. Paint supplied by the Hastings Public Library.

Note: Contractors are responsible for removing construction debris and disposing of it offsite; no dumpster is available onsite. Should one be desired, contractors are responsible for arrangements and must include details in the quote. The Library must be aware ahead of time to arrange space.

Evaluation Criteria

- A. The ability, capacity, and skill of the offeror to provide items described in this RFP in a prompt and timely manner without delay or interference.
- B. The character, integrity, reputation, judgment, experience, efficiency, and effectiveness of the offeror.
- C. The quality and timeliness of performance of previous contracts or services of the nature described in this RFP.
- D. Compliance by the offeror with laws and ordinances regarding prior contracts, purchases, or services.
- E. The conditions, if any, specified in offeror's quote; i.e. what expectations or requirements the offeror might have of the Library as a condition of, or related to the quote.
- F. Quotes shall be submitted in an easy-to-read form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.
- G. Compliance by the offeror with the Library's insurance requirements policy.
- H. Price.

Selection Process

- A. Quotes will be opened on **Monday, August 24, 2026 at 1:00pm**, at the Hastings Public Library.
- B. Quotes not received by the published deadline will not be opened or considered.
- C. Library staff will evaluate quotes according to the evaluation criteria noted in the RFP and prepare a recommendation to the Board of Directors.
- D. The Board of Directors will make the final, binding decision as to the award of the contract or the rejection of any or all Quotes.
- E. Library staff or the Board of Directors may request additional information or clarification from any offeror. Failure to supply requested additional information may result in a quote being rejected or not considered further.
- F. Hastings Public Library shall award the contract to the quote that best accommodates the various project requirements, reserves the right to award the contract to more than one offeror, and to refuse any quote without obligation to either Hastings Public Library or to any offeror.
- G. Prior to award, Hastings Public Library shall reserve the right to cancel, suspend, and/or discontinue any quote at any time they deem necessary or fit without obligation or notice to the offeror(s).

- H. A formal contractual agreement will be entered into to effect the arrangements with the awarded offeror(s). ***Offerors should submit any requested contract terms as part of their quote.***

Submitting Quotes

Every valid response to this RFP will include the next six (6) items completed in full and returned to the Library by the stated deadline. Forms follow this page and/or are included in attachments as listed below unless noted:

1. Certification (form follows)
2. Insurance Documents (see Attachment "A" and Sole Proprietor Form)
 - a. Attach certificates of required insurance as indicated on Attachment "A".
 - b. Sole proprietors should also complete and include the Sole Proprietor form in Attachment "B" if applicable.
 - c. **If the mandatory insurance coverage is not yet available, commitment to obtain insurance in the requested amounts is required once awarded the job.**
 - d. Direct questions/concerns on the insurance to the Library Director, David Edelman, at dedelman@HastingsPublicLibrary.org.
3. IRS W-9 (vendor provided)
4. Equipment or Service List
 - a. List any and all equipment or service(s) required for this proposed project with individual, specific costs, and detail the cost.
 - b. List any equipment or service requiring a subcontractor, along with a brief explanation.
 - c. List any accommodations or space required from Hastings Public Library, along with a brief explanation.
 - d. **Provide an estimated start date for the project and include an estimate of the number of days and/or hours to complete the job.**
5. Cost Quote
 - a. A detailed list of any and all expected costs or expenses related to the proposed project.
 - b. Summary & explanation of any other contributing expense to the total cost.
 - c. Brief summary of the total cost of the quote.
6. References
 - a. 2-3 reference contacts for previous, but recent work of a similar nature. Please include names, phone numbers, and email addresses if available.

Attachments and Exhibits List

1. Certification
2. Attachment "A": Hastings Public Library Insurance Requirements
3. Attachment "B": Sole Proprietor Form

CERTIFICATION

In compliance with this request for quote and subject to all terms and conditions imposed therein, which are incorporated in this quote by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

Legal Name of Entity Submitting Quote: _____

Address: _____ Street: _____

City, State: _____ ZIP: _____

Phone: _____

Email: _____

Legal form of Entity: _____ Date company formed: _____
(e.g. sole proprietorship, partnership, corporation)

Federal Employee Identification Number (FEIN): _____

Description of company in terms of size, range, types of services offered and clientele:

Evidence of legal authority to conduct business in Michigan: _____
(e.g. business license number)

Has offeror or its parent company (if any) ever filed for bankruptcy? (Yes/No) _____

Has offeror or its parent company (if any) ever received any sanctions or are currently under investigation by any regulatory or governmental body? (Yes/No) _____

Authorized Official: Name: _____

Title: _____

Signature: _____ Date : _____

ATTACHMENT “A” INSURANCE POLICY FOR HASTINGS PUBLIC LIBRARY

The purpose of this policy statement is to establish guidelines requiring insurance for contractors, organizations, groups or individuals that carry on activities or do work on Library property. All Certificates of Insurance shall be maintained by the Library and updated as necessary.

If the mandatory insurance coverage is not yet available, commitment to obtain insurance in the requested amounts is required once awarded the job.

I. Doing work on Library Property.

Certificates indicating insurance coverage shall be required by all contractors or individuals that do work on Library property. The following coverage is required:

Type	Limit of Liability
1. Workers Compensation Statutory Coverage B and Employers Liability	• \$500,000.00
2. Public Liability (Including products and completed operations liability) a. Bodily Injury b. Property Damage	• \$500,000.00 Each Person • \$2,000,000.00 Each Accident • \$500,000.00 Each Accident • \$1,000,000.00 Each Aggregate
Automobile Liability (Including hired cars and automobile non-ownership)	
3. Bodily Injury	• \$1,000,000.00 Each Person • \$2,000,000.00 Each Accident
4. Property Damage	• \$250,000.00 Each Accident • \$500,000.00 Each Aggregate

Additional Insured – Hastings Public Library to be specifically named in clause on policy and certificate as an "additional insured."

SOLE PROPRIETOR FORM
For Sole Proprietors with No Employees

For workers' compensation purposes, we are required to maintain verification regarding workers' compensation coverage for all independent contractors.

You must provide the following information if you:

- a) Are a sole proprietor with no employees, and
- b) Do not carry workers' compensation insurance.

- 1) Name of Sole Proprietor: _____
- 2) Federal Tax Identification Number or last 4 digits of Social Security No. _____
- 3) I am doing business as: _____

Please provide the following:

- A copy of the assumed name certificate you filed with the county;
- Your business card;
- Website: _____, Business Flyer, evidence of professional social media presence (LinkedIn, Facebook);
- List two or more other business or private homeowners that you have worked for in the one-year period prior to the date this document is signed, including address/phone #:

Please complete the following statement:

I, _____, a Sole Proprietor with no employees, will provide _____ services to _____ on a periodic basis.
 I do understand that I am not entitled to workers' compensation benefits under Michigan's Law; therefore, I am personally responsible for any injuries/illnesses I may sustain while performing my services to said entity.

Signed: _____

Sole Proprietor

Date: _____