



# West Georgia Regional Library System

## REQUEST FOR PROPOSAL

Book Relocation Services for Douglas County Public Library  
Douglasville, Georgia

The West Georgia Regional Library System Board of Trustees is soliciting sealed proposals for Book Relocation Services for Douglas County Public Library. Proposals will be received by the West Georgia Regional Library System Board of Trustees in the upstairs conference room, located at the West Georgia Regional Library System Administrative Building at 124 W. Chandler Street, Carrollton, Georgia 30117, until 2:00 p.m., local time, on Friday, March 7, 2025 and then at said office publicly opened and the proposal price read aloud.

**Background of WGRLS:** WGRLS is a 19 branch public library which began in 1944. We serve approximately 510,000 taxpayers in Carroll, Douglas, Haralson, Heard, and Paulding Counties. Annual revenues are between \$3 million and \$4 million per year, and the organization employs 50 people. The organization has a June 30 fiscal year end, with a requirement to provide an approved audit to the state by March 30 of the following year.

**Purpose:** The West Georgia Regional Library System is soliciting proposals from qualified movers to provide library moving services from the current library located at 6810 Selman Dr., Douglasville, GA 30134 to a new, temporary storage location less than 5 miles away while the current library is renovated. Renovations are expected to begin in May 2025 and last until July 2026. The move will include all library materials packed, stored, and shipped to the temporary location and then moved back to 6810 Selman Dr. Shelving will not need to be dismantled. Books and circulation materials shall be in numbered boxes or other organizational system for relocation to the new library. After renovations are complete, the mover will place the books and other materials back in the correct order. The configuration on some shelving will change.

There will be an optional pre-bid meeting on Thursday, February 27, 2025 at 11 a.m. at the current building 6810 Selman Dr., Douglasville, GA 30134. This will be followed by a walk-through of the new building at 600 South Main Street. See Appendix B for the listing of current library material holdings.

## PROPOSAL SCHEDULE

RFP release by WGRLS	Friday, February 21, 2025
Optional pre-bid meeting	Thursday, February 27, 2025 11:00 a.m.
Deadline for Questions	Monday, March 3, 2025
Proposals Due	Friday, March 7, 2025 2:00 p.m.
Notice of Mover selection	Wednesday, March 12, 2025
Move out begun	May 1, 2025
Move out concluded	May 31, 2025
Move in begun	June 1, 2026
Move in concluded	June 30, 2026

All dates are subject to change.

WGRLS reserves the right to extend the date by which proposals are due. All questions must be submitted via email to Stephen Houser at shouser@wgrls.org. Phone calls will not be accepted. Answers to all submitted questions will be provided in an addendum.

**Your Response to This Request for Proposal:** In responding to this request, we request the following information:

Experience:

1. Your organization’s qualifications and experience. If you have experience with WGRLS Libraries, describe your current or past relationship. Describe any similar projects performed by your organization.
2. Provide references from minimum three (3) recent similar projects including name, telephone number and a brief statement describing their association with your vendor (e.g., other library, educational or public sector clients).
3. Provide the resume of the person that will be assigned as the lead on this project.
4. Any other relevant information about your organization’s experience that you feel should be considered in the selection process.

Pricing:

1. Provide unit cost information. All costs stated shall be "complete": costs to include materials as specified, labor, delivery to site, applicable taxes and permits.

Required Documents:

1. Include certificate of insurance, applicable professional licenses for the state of Georgia, and Appendix A: "E-verify Affidavit".

**Evaluation of Proposals:** WGRLS evaluate proposals on a qualitative and quantitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

Proposals shall be evaluated by the West Georgia Regional Library System based on the following criteria:

1. Total Proposal Amount – 75 points (maximum) - Amount of proposal as well as accuracy of estimate will be taken into account. Lowest proposal is not automatically maximum points. Alternates will be taken into account.
2. Experience & References - 25 points (maximum) - Experience of similar size and scope, interviews with personnel, references, etc.

Based on the criteria above, all scores will be added up for a maximum score of 100. The Vendor with the highest total score will be selected for the project.

The West Georgia Regional Library System reserves the right to reject any and all Proposals, in whole or in part, with or without cause, and to waive informalities, technicalities or irregularities in the Proposals or the Contract Documents.

The West Georgia Regional Library System, in its sole discretion, reserves the right to select the Proposer that it deems most advantageous to the West Georgia Regional Library System.

All proposals shall be delivered to Stephen Houser, with the West Georgia Regional Library System at (770) 830-2233 ext.1010, address of 124 W. Chandler St. Carrollton, GA 30117, by the time and date specified above. Proposals shall include an E-verify affidavit, provided. Proposals shall be submitted in triplicate, sealed and mailed or delivered to be received, no later than the above time and date.

Each Proposal shall be submitted in a sealed envelope with the Contractor's name on the outside of the envelope. The envelope shall clearly state "Sealed Proposal for Book Relocation."

Main Contact:

Stephen Houser  
124 W. Chandler St. Carrollton, GA 30117  
(770) 830-2233 ext.1010  
[shouser@wgrls.org](mailto:shouser@wgrls.org)