

FACILITIES BY DESIGN

5755 Mountain Hawk Drive, Suite 207
Santa Rosa, California 95409

7/17/2024

RE: SAN RAFAEL PUBLIC LIBRARY

1100 E. Street
San Rafael, CA 94901

Thank you for taking the time to review the below information regarding the request for proposals (RFP). We will be inviting all participants to a mandatory site walk through to further understand the various elements of move services outlined below.

A mandatory walk through will be held on Wednesday, July 24, 2024 at 9:00am.

Scope of Work; Phase 1 – Temporary Space Setup & Move

Awarded vendor will be responsible for providing 250 boxes (box count to be reviewed and verified during site walk), computer bags, and labels for staff to pack office space for relocation and storage. Additionally, awarded vendor will be responsible for moving over the following:

- Staff boxes and supplies.
- Freestanding bookcases (not library shelving).
- All freestanding furniture as shown in Temp Plans.

The temp library will be located at 1009 4th Street, San Rafael. Plans of the temp spaces have been provided (Attachments A).

Note: All work for Phase 1 to be completed between September 3-6th, 2024. Work shall be done during normal business hours at prevailing wage.



Bid Details

Please include in your proposal, a wage sheet that illustrates wages paid to various positions, break down of hours proposed and project site lead contact information.

Please find the attached Services Contract template as required for work with the City of San Rafael (Attachment B).

Installation company awarded the contract will work directly with Facilities by Design (FBD) and Catherine Quffa to schedule site access.

Bid due by end of day Monday, July 29th, 2024. Any further questions you may have must be submitted by the end of the day Thursday, July 25th, 2024.

Please contact Facilities By Design should you have any further questions.

Thank You,

Paula Stabler, Principal

