



CITY OF KYLE, TEXAS
INVITATION FOR BID (IFB) NO: 2012-01-PM

Solicitation For: Moving Services for Kyle Public Library

Solicitation Number: IFB 2012-01-PM

Date Issued: February 22, 2012

Description: The City of Kyle, Texas is soliciting bids for moving services to organize, pack, transport, and deliver library books, files, piano, and other items from the old library to the new Kyle Public Library.

Bid Submission
Deadline: Must Be Received By: March 9, 2012 by 2:00 p.m.

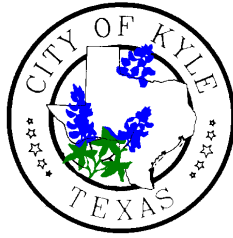
Bid Submission: By Email Send to: pmoheet@cityofkyle.com
By Mail Send to: Mr. Perwez A. Moheet, CPA
Director of Finance
City of Kyle
100 W. Center Street
Kyle, Texas 78640

Bid Opening Date: March 13, 2012 at 9:00 a.m.
Finance Conference Room, Kyle City Hall
100 W. Center Street
Kyle, Texas 78640

Bid Contact: Andy Alejandro, email: talejandro@cityofkyle.com

Technical Contact: Connie Brooks, Library Director, email:
cbrooks@cityofkyle.com

Bid Requirements: Please refer to page 2.



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SPECIFICATIONS AND GENERAL BID REQUIREMENTS

SCOPE:

The City of Kyle, Texas is soliciting bids for moving services to organize, pack, transport, and deliver materials to the new Kyle Public Library. Collection materials, consisting mainly of books, will be moved from the old library to the new library and returned to the shelves in the same order by the movers according to instructions provided by Library staff. It is recommended that specially-designed library move carts be used for this purpose.

The moving services contract will require the successful vendor to move items from two separate locations; old Library and Storage to the new Kyle Public Library. The address of each location is as follows:

Old Library: 409 West Blanco Street
Kyle, Texas 78640

Storage: 103 Front Street
Kyle, Texas 78640

New Library: 550 Scott Street
Kyle, Texas 78640

GENERAL DESCRIPTION OF ITEMS TO BE MOVED:

The moving services are required to organize, pack, transport, and deliver, including but not limited to, the following types of items to the new Kyle Public Library:

1. Book collection
2. Magazine and other soft cover subscription collection
3. Audio and video collection
4. Electronic game collection
5. Television set(s)

6. Furniture
7. Display cabinets
8. Piano
9. Office file cabinets and files
10. Office copier
11. Refrigerator
12. Microfilm Reader

PRE BID WALK-THROUGH AND INSPECTION REQUIRED

All prospective bidders are required to conduct a walk-through and physical inspection with the Library Director of the old Library, storage, and the new Library to obtain a clear understanding of the type and quantity of items to be moved from each location.

Please contact Ms. Connie Brooks, Library Director to schedule a date and time to conduct the required walk-through and physical inspection.

A bid submitted without conducting the walk-through and physical inspection will be considered incomplete and accordingly, will be rejected.

DATE OF MOVE:

The City's Library Department expects the successful bidder/vendor to organize, pack, transport, and deliver all items to be moved from the old Library and the storage to the new Kyle Public Library as follows:

Start Date & Time: Thursday, March 29, 2012, by 8:30 a.m.

Completion Date & Time: Saturday, March 31, 2012, by 5:00 p.m.

PRE-MOVE PREPARATIONS REQUIRED:

The successful bidder//vendor will be required to provide and place temporary floor and wall protection in the buildings including corners and doorways prior to the move date. The floor and wall protections can be secured only by tape (no screws, nails, or other similar article is allowed).

The successful bidder//vendor will also be required to provide moving boxes for office contents, supply closets, staff effects, and other miscellaneous items at least three days prior to the move date.

INSURANCE REQUIREMENTS:

A Certificate of Insurance must be included with the bid response to show the following coverage:

1. General liability insurance for personal Injury (including death) and property damage with a minimum of \$500,000 per occurrence and \$1 million aggregate coverage.
2. Automobile/truck liability Insurance with a minimum of \$500,000 per occurrence.
3. Transportation coverage such as motor truck cargo insurance with a minimum of \$500,000 per occurrence.
4. Workers compensation insurance as required by state law.

BID RESPONSE FORMAT:

All response to this Invitation for Bids (IFB) must be on the vendor or firm's letterhead and must include the following minimum information. Incomplete bids submitted will be considered unacceptable and will be rejected.

1. Responder company's name.
2. Physical and mailing address
3. Contact person's name, title, telephone number, and email address.
4. Completed Form W-9 (attached)
5. Certificate of Insurance
6. Certificate of Understanding (attached)
7. Lump Sum Total Not To Exceed Bid Amount

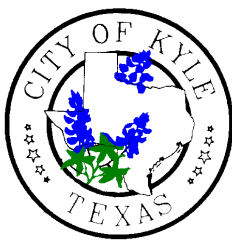
BID AMOUNT GUARANTY

All vendors responding to this IFB issued by the City of Kyle, fully understand and unequivocally accept that by submitting a written bid, are unconditionally accepting the City's requirement that the lump sum bid amount submitted in response to this IFB will be good for a minimum of sixty (60) days from the date of City's bid opening.

CONTACT INFORMATION:

For City's bid requirements and purchasing related information, please contact Andy Alejandro at: talejandro@cityofkyle.com

For technical information related to the Library moving service required, please contact Connie Brooks at: cbrooks@cityofkyle.com and please copy Andy Alejandro at talejandro@cityofkyle.com



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CERTIFICATE OF UNDERSTANDING

Date: _____

To City of Kyle:

On behalf of our moving services company, _____
(name of company), I do hereby certify that we have completed a walk-through and physical inspection of all locations and items to be moved under this solicitation with the City of Kyle's Library Director.

We further certify that we fully understand the City's requirements under this solicitation to organize, pack, transport, and deliver all items to be moved from the old Library and storage to the new Kyle Public Library. Our total lump sum not to exceed bid amount is based on this understanding.

Signature

Name

Title

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.