



Request for Proposal  
For Parking Lot Repair and Improvement  
At the Ozark Branch

1005 N. 4th Ave.  
Ozark, MO 65721

The Christian County Library is seeking bids for the repair and improvement of the parking lots surrounding the Ozark branch building, including sealing and striping.

The purpose of this project is to provide safe driving, parking, and walking areas for the public and staff to use when they access the building. There are cracks and depressions throughout the parking lot, staff parking spaces are unpaved, and the area around the building's drive-up window is constructed in such a way that drivers have difficulty accessing the window. No work has been done on the parking lot for at least seven years.

**Scope of work:** This project will include but not be limited to

1. Repair of the existing asphalt and concrete areas of the parking lot.
2. Pouring asphalt to pave the staff parking areas.
3. Implementation of a long-term solution to prevent hollows in the parking lot in front of the dumpster created by the garbage truck.
4. Movement or removal of existing bollards near the drive-up window to improve access to the window. The library is considering the installation of a bump-out window to replace the current flat window.
5. Sealing and striping of the parking lot.

**Miscellaneous provisions:**

1. Christian County Library is a tax-exempt organization.
2. We request pricing for both weekday and weekend completion of work. In order to be accessible to the public, it would be best if the work was done on days the library branch is not open; however, we would consider a short closure of the branch for the work to be completed faster and/or at less expense.

**Bid information must include:**

1. Preparation and installation of each aspect of the project.
2. Cost breakdown between labor and materials.
3. Capacity and capability of the company to perform the work within 100 days of the Notice to Proceed.

4. A summary of relevant experience and contact information for at least three references that can testify to the company's past performance with respect to quality of work, control of costs, and ability to meet schedules.
5. Information about warranties on materials and labor.
6. A signature and date.

Before a contract is awarded, the following shall also be submitted:

1. Proof of Worker's Compensation Insurance and Liability Insurance

All bidders shall comply with the requirements of Section 285.530 RSMo, E-Verify.

**Bidders are required to inspect the site before submitting a bid.** Bidders shall coordinate the date and time of any site visit with the Executive Director ([executivedirector@christiancountylibrary.org](mailto:executivedirector@christiancountylibrary.org); 417-724-6100) in advance.

**Factors to be considered in choosing a bid:**

1. Relevant qualifications, experience, and references that attest to the company's quality in the performance of similar work.
2. The suitability of proposed solutions to issues with the dumpster and drive-up areas of the parking lot.
3. The timeline to complete the project.
4. Overall cost.

**Consideration of bids:**

Bids should be submitted by midnight **April 15, 2023** to the Christian County Library, 208 N. McCroskey St., Nixa, MO 65714 or to Renee Brumett at [executivedirector@christiancountylibrary.org](mailto:executivedirector@christiancountylibrary.org).

The Board of Trustees of the Christian County Library reserves the right to reject any and all bids and to waive all informalities in bids. All bid prices shall be guaranteed to the completion of the project or for a period of 60 days after the scheduled time of bid opening if the project is not awarded.

Bidders may withdraw their bid at any time prior to scheduled closing time for the receipt of bids, but no bidder may withdraw their bid for a period of 60 calendar days after the scheduled closing time for receipt of bids.

## Photos

This is the staff parking lot, where staff currently park on gravel.



There is a large depression in the staff parking lot from the garbage truck.





This is the drive up window with several bollards currently in place.



These two photos show the general state of the parking lot.

