

**REQUEST FOR PROPOSAL
CITY OF LOUISVILLE, COLORADO
Louisville Public Library AMH Replacement**

INTRODUCTION

The City of Louisville is inviting proposals from qualified Contractors for the installation and removal of an seven-bin automated materials handler and induction points.

NOTICE IS HEREBY GIVEN, proposals should be prepared and submitted using the provided forms which addresses the needs outlined herein. Proposals will be accepted until **4:00 PM on January 23, 2026**. Late proposals will not be accepted. Proposals shall be submitted via email or in a sealed envelope and labeled Louisville Public Library AMH Replacement. Sealed proposals shall be delivered to:

Cultural Services
City of Louisville
951 Spruce Street
Louisville, CO 80027

Email Proposals by the deadline to:

bcummings@louisvilleco.gov

SCOPE OF WORK

The objective of this Request for Proposal is to select a qualified Contractor for replacement of seven-bin automated material handler (AMH) and induction points.

Contractor will design and install at minimum a seven-bin AMH, an internal induction system, and an external induction system. Design will include construction drawings and engineering sufficient to obtain a permit from the City of Louisville.

All work will conform to all current codes in effect with the City of Louisville Building Safety department.

The AMH will be designed and installed as per the manufacturers' and recommendations and the Louisville Public Library AMH Specifications.

Contractor will provide a warranty for a period of three (3) years.

AMH DOCUMENTS AND SPECIFICATION

The Louisville Public Library AMH proposal documents and specification can be found on the City of Louisville website at <http://www.louisvilleco.gov>
Contractors submitting proposals must use the provided Louisville Public Library AMH Submittal Forms.

TIMELINE

The City reserves the right to modify the proposal submittal and acceptance timeline at any time at its sole discretion.

Bid Submittal and Acceptance:

Release of RFP to select proposers
December 5, 2025

Pre-proposal conference
December 15, 2025 @ 10:00 AM

Inquiry deadline
January 5, 2026 @ 4:00pm

Response to Inquiry, pre-qualification submittals
January 12, 2026 @ 4:00pm

Proposals due deadline
January 23, 2026 @ 4:00pm

Completion of Project target date

April 1, 2026

Proposals will only be accepted from Contractors who are pre-qualified by the City of Louisville.

PRE-PROPOSAL CONFERENCE

A pre-proposal conference and job walkthrough with representatives of prospective Contractors will be held at 4:00 PM, at the Louisville Public Library, 951 Spruce St, Louisville, CO 80027 on November 18, 2025. Representatives of the City will be present to discuss the proposal documents and scope of work.

PREQUALIFICATION OF CONTRACTORS

Contractors who are listed on the Regional Air Quality Council List are considered to be pre-qualified.

Contractors not on the list wishing to be considered must submit a pre-qualification package, which demonstrates that their experience and service equals or exceeds the minimum requirements. Evidence of qualifications must be submitted with their Proposal.

Prospective Contractors must request the "Contractor's Pre-qualification Statement" form for this submittal. In addition to the information requested on the form, prospective Contractors should meet the following minimum qualifications:

- Contractor must have been in the AMH installation business for a minimum of three (3) years
- Contractor should have experience with similar facilities
- Contractor must provide at least three references for AMH installation services, preferably at facilities in Colorado.
- Minimum Insurance Requirements: If awarded, the Contractor must provide proof of insurance as required in the agreement.

The City reserves the right to waive any and all informalities and qualification requirements and the right to reject any and all proposals.

CONTRACT & REQUIRED DOCUMENTS

A sample copy of the Agreement and exhibits is included with the proposal documents. The following documents must be submitted with the proposal:

1. Schedule of Subcontractors
2. Anti-Collusion Affidavit
3. Certification of EEO Compliance
4. Contractor's Pre-Contract Certification Regarding Employing Illegal Aliens

SUBMITTAL REQUIREMENTS

No Proposal may be withdrawn within a period of sixty (60) days after the proposal deadline.

The City of Louisville reserves the right to award the contract by sections to reject any or all proposals, and to waive any informalities and irregularities therein.

Submit one (1) original and two (2) copies of the completed proposals, if submitted as a hard copy. To reduce waste, please submit all proposals double sided and without binders.

In addition to the written submittal, the City reserves the right to request an interview with some or all of the proposers.

All costs incurred in preparing for, printing, and delivering a submittal, along with any costs associated with travel or time spent in interviews or negotiation with the City are solely the responsibility of the submitter. The City is not liable for any costs incurred prior to issuance of a legally executed contract and/or purchase order.

All submittals become the property of the City, a matter of public record, and will not be returned. Proprietary Information included in submittals must be clearly identified and will be protected if possible. Unit pricing and total cost information will not be considered proprietary.

INQUIRIES

Prospective submitters may make written inquiries by e-mail before the inquiry deadline concerning this Request for Proposal. Inquiries will also be accepted at the onsite meeting. An addendum will be released to all known prospective proposers with any required clarifications or revisions to this request or the associated construction documents the day after the Inquiry Deadline. Prospective proposers are advised to contact Ms.Cummings prior to the inquiry deadline to ensure they are included in any addendum posting.

Inquires may be emailed to:

Brandi Cummings – Director of Cultural Services
Email address: bcummings@louisvilleco.gov

SELECTION CRITERIA

Proposals will only be accepted for Contractors who are pre-qualified and attended the mandatory pre-proposal conference. Proposals that are considered competitive will be evaluated by an evaluation team.

Evaluation of competitive proposals will be based on the following:

1. Total cost analysis over a three year period. The lowest qualified proposal will receive the total points. The cost difference between the other proposals and the lowest will be converted to a percentage and that percentage will be subtracted from total points to arrive at the points for the other proposals.

2. Submittal Documents and thoroughness of proposal
3. References for services at similar facilities. Please provide references for at least three former AMH installations.
4. Proposed Schedule
5. Other selection factors within the RFP or the City's purchasing policies or that the City determines are relevant to consideration of the best interests of the City

The evaluation team will consist of City of Louisville staff. The Contractor with the highest number of points will be recommended for award to Finance.

This request for proposals is not an offer of a contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City and confer no rights, duties or entitlements to any party submitting proposals. The City reserves the right to select the proposal that is most advantageous to the City, even if it is not the least expensive.