

Request for Proposal (RFP) for Generator Installation at Tecumseh District Library

Issue Date: July 16th, 2025

Proposal Due Date: September 9th, 2025

Contact Person: Jordan Wright, Library Director

Contact Email: jwright@tecumsehlibrary.org

Contact Phone Number: 517-423-2238

I. Introduction

Tecumseh District Library seeks proposals from qualified contractors to install a backup generator system. The project involves the procurement, installation, and testing of a generator to ensure uninterrupted library operations during intermittent and long-term power outages. A secondary purpose of this project is to build community resilience in the face of natural disasters, with the intention that Tecumseh District Library could potentially serve as a warming center, emergency shelter, or base of operations for rescue and recovery efforts.

II. Project Overview

- Location: 215 N Ottawa Street, Tecumseh, MI 49286
- Scope of Work:
 - Procure and install a suitable generator with necessary components
 - Test the generator and ensure operational readiness.
 - Provide training for library staff on basic generator operation and maintenance.
 - Offer a warranty on parts and labor

III. Requirements

1. Generator Specifications:
 - Must meet the library's power needs (e.g., lighting, HVAC, technology).
 - Weather-resistant and suitable for outdoor installation.
 - Preferred type: Natural Gas

2. Installation:

- Comply with all relevant codes and regulations.
- Install transfer switches for automatic power transfer.
- Ensure minimal disruption to library operations.

3. Experience and Qualifications:

- At least 5 years of relevant experience.
- Licensed and insured to perform work in the State of Michigan

4. Budget:

- Provide a detailed cost breakdown, including equipment, labor, and permits.
- Total project budget: \$115,000

IV. Proposal Submission Requirements

Proposals must include:

1. Company Overview (experience, qualifications, contact information).
2. Project Approach (detailed timeline and plan).
3. Technical Proposal (generator details and recommendations).
4. Cost Proposal (cost breakdown and payment terms).
5. References (at least three recent projects).
6. Warranty and Service (warranty details).
7. Insurance and Licensing (proof of insurance and required certifications).

V. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with specifications
- Experience and qualifications
- Proposed solution and approach
- Cost-effectiveness
- Warranty and service
- References and past performance
- Proximity to Tecumseh, Michigan

VI. Submission Instructions

Submit proposals by 10:00 AM, September 9th, 2025 to:

Tecumseh District Library
215 North Ottawa Street
Tecumseh, MI 49286
Or email to: jwright@tecumsehlibrary.org

Late proposals will not be considered.

VII. Terms and Conditions

- Tecumseh District Library reserves the right to reject any or all proposals.
- Proposals will be evaluated at the Tecumseh District Library Board of Trustees meeting at 5:30PM on September 16th, 2025.
- A formal contract will be awarded to the selected contractor.

Thank you for your interest in providing generator installation services for Tecumseh District Library. We look forward to your proposal.

Sincerely,
Jordan Wright
Library Director
Tecumseh District Library