



REQUEST FOR PROPOSAL

Library Station Hailstorm Restoration Project - April 2026 Storm Event

Springfield–Greene County Library District
4653 S Campbell Avenue
Springfield, MO 65810

Request for Proposal

The Springfield–Greene County Library District (“the Library”), a political subdivision of the State of Missouri, invites qualified firms to submit a proposal for completion of the restoration work described herein. Please break out pricing per scope.

Project Background

The Library Station facility and certain tenant-occupied areas located at 2535 N. Kansas Expressway, Springfield, Missouri, sustained significant damage during the severe hailstorm event that affected Springfield and surrounding areas in April 2026. Damage includes, but may not be limited to, roofing systems, exterior envelope components, awnings, HVAC equipment, interior finishes, and related building elements.

The Springfield-Greene County Library District is seeking qualified contractors to provide labor, materials, equipment, supervision, and related services necessary to restore damaged facilities to pre-loss condition and complete other work identified within this solicitation.

The Library may seek reimbursement from insurance proceeds, FEMA Public Assistance, and/or other disaster recovery funding sources. Contractors shall cooperate with all documentation requirements necessary to support such funding requests.

Please submit an electronic copy of your proposal to: **proposals@thelibrary.org**

Deadline: 3:00 p.m. CDT, Thursday July 30, 2026

Walk-through will be on Jul 22, 2026 at 8:00 a.m. at the site. Attendance is mandatory.

All questions concerning this RFP must be submitted no later than 5:00 p.m. CDT on July 24, 2026. Responses will be issued by written addendum. Only written addenda issued by the Library shall modify the requirements of this solicitation. Oral statements or interpretations shall not be binding. All questions must be directed to:

John Bledsoe

Director – Buildings & Grounds Department
4653 S Campbell Avenue Springfield, MO 65810
417-616-0568
johnb@thelibrary.org

The Library reserves the right to accept or reject any or all proposals, in part or in whole, to waive minor irregularities, technicalities or informalities, and to award a contract deemed to be in the best interest of the Library. Final selection will be made by a committee of Library personnel. The Library reserves the right to re-solicit proposals at its sole discretion.

The Library reserves the right to require Performance and Payment Bonds in an amount equal to 100% of the contract value for any awarded contract. Bonds shall be issued by a surety authorized to transact business in Missouri.

Submittals may be withdrawn without prejudice any time before the deadline. After opening, the Library may request verification of any suspected clerical error. Actual changes in pricing, terms, or conditions will **not** be permitted after the deadline.

The Library is a political subdivision of the State of Missouri. Any information submitted is subject to release under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri (RSMo). The Library will take reasonable efforts to protect information marked “Confidential,” but cannot guarantee nondisclosure.

1. Administrative & Legal Requirements

1.1 Compliance with Missouri Statutes

The awarded contractor must comply with all applicable Missouri laws, including but not limited to:

- **RSMo 285.530 – E-Verify** Contractor must participate in the federal work authorization program and provide an affidavit of compliance.
- **RSMo 34.057 – Prompt Payment Act**
- **RSMo 292.675 – OSHA 10-Hour Training**
- Contractor shall comply with all applicable Missouri Prevailing Wage requirements.

1.2 Insurance Requirements

The contractor shall maintain, at minimum:

- **Commercial General Liability:** \$1,000,000 per occurrence / \$2,000,000 aggregate
- **Workers’ Compensation:** \$1,000,000
- **Employer’s Liability:** \$1,000,000
- **Automobile Liability:** \$1,000,000 combined single limit
- **Umbrella/Excess Liability:** \$1,000,000

Certificates of insurance must be provided prior to contract execution.

1.2.1 Additional Insured Status

The Springfield-Greene County Library District, its officers, employees, and trustees shall be listed as Additional Insureds on all applicable liability policies.

Certificates of insurance shall be provided prior to commencement of work.

1.3 Background Checks & Security

All contractor personnel assigned to Library facilities must:

- Wear visible identification
- Follow Library access and security procedures

The Library reserves the right to reject any personnel.

1.4 Subcontracting

Subcontracting is prohibited without prior written approval from the Library.

1.5 Contract Term & Renewal

The contract term shall be:

- **Three months**

1.6 Termination

The Library may terminate:

- **For cause** with 30 days' notice
- **For convenience** with 60 days' notice
- **For non-appropriation** (required for Missouri political subdivisions)

The contract may be terminated in whole or in part as permitted by applicable federal requirements associated with FEMA funding.

1.7 FEMA and Disaster Recovery Funding Compliance

The Library anticipates seeking reimbursement through insurance proceeds, FEMA Public Assistance, and/or other governmental disaster recovery programs.

The selected contractor shall:

- Comply with all applicable federal, state, and local requirements.
- Execute additional certifications, affidavits, and contract provisions required by funding agencies.
- Cooperate with requests for documentation supporting reimbursement applications and audits.
- Maintain complete project records.

- Provide detailed invoices and cost breakdowns sufficient to support grant, insurance, and audit reviews.

Failure to comply with funding requirements may constitute a material breach of contract.

1.8 Access to Records and Audit Rights

Contractor shall maintain complete records related to the project including:

- Contracts and subcontracts
- Change orders
- Payroll records
- Material invoices
- Equipment usage records
- Delivery receipts
- Project correspondence
- Photographs
- Schedule updates

The Library, insurance representatives, auditors, the State of Missouri, FEMA, and any other authorized funding authority shall have access to such records upon reasonable request.

Records shall be retained for a minimum of five (5) years following final payment, or longer if required by applicable law or funding requirements.

1.9 Non-Collusion Certification

By submitting a proposal, the proposer certifies that:

- The proposal has been prepared independently.
- No collusion exists with any competing proposer.
- No Library employee, officer, trustee, or agent has participated in preparation of the proposal.
- The proposer has not offered any gratuity or incentive intended to influence the award.

1.10 Permits, Licenses, and Inspections

The contractor shall secure and maintain all permits, licenses, inspections, and approvals required to perform the work.

All work shall comply with:

- Applicable building codes
- Fire codes
- Mechanical codes
- Electrical codes
- Manufacturer requirements
- Applicable federal, state, and local regulations

Contractor shall be responsible for scheduling and coordinating required inspections.

2. Quality Assurance & Performance Standards

The contractor shall:

- Perform all items to specifications and the blueprints.

3. Construction Administration Requirements

3.1 Schedule Requirements

The proposer shall provide:

- Estimated start date
- Estimated substantial completion date
- Estimated final completion date
- Preliminary project schedule
- Identification of critical path activities

The Library reserves the right to negotiate project sequencing to minimize operational disruption.

3.2 Work Hours

Normal work hours shall be coordinated with Library personnel.

Work impacting public access, patron safety, or Library operations may be restricted to specified hours approved by the Library.

3.3 Protection of Property

Contractor shall take all necessary precautions to protect:

- Patrons
- Employees
- Books and collections
- Furniture
- Equipment
- Adjacent tenant spaces
- Landscaping
- Parking lots

Any damage caused by contractor operations shall be repaired at contractor expense.

3.4 Housekeeping

Contractor shall maintain work areas in a safe and orderly condition and remove debris regularly.

4. Proposal Submission Requirements

Proposals must include:

4.1 Company Information

- Legal name and address
- Years in business
- Ownership structure
- Missouri business registration

4.2 Qualifications

- Experience with similar facilities
- At least three (3) references

4.3 Technical Proposal

Technical proposals should include:

- Description of proposed approach
- Project schedule
- Staffing plan
- Safety plan
- Proposed subcontractors
- Experience with similar storm restoration projects
- Experience performing work on occupied facilities
- Experience with public sector projects
- Identification of all proposed subcontractors and the work watch will perform.

4.4 Cost Proposal

The cost proposal shall include separate pricing for each scope of work.

Pricing shall clearly identify:

- Labor
- Materials
- Equipment
- Subcontractors
- Overhead and profit
- Applicable taxes
- Unit pricing for unforeseen work

Proposers shall separately identify:

- Storm-damage restoration work;
- Code-required upgrades;
- Owner-requested enhancements or betterments.

The Library reserves the right to:

- award all scopes to a single contractor;
- award individual scopes to multiple contractors;
- make no award on one or more scopes.

4.5 Proposal Validity

Proposals must remain valid for **90 days**.

5. Evaluation Criteria

Proposals will be evaluated using the following weighted criteria:

Category	Weight
Cost	30%
Technical Approach	20%
Experience & Qualifications	20%
Project Schedule & Capacity	15%
References	10%
Disaster Restoration Experience	5%

6. Contract Award

The Library reserves the right to:

- Award one contract or multiple contracts.
- Award by individual scope.
- Negotiate terms with one or more proposers.
- Reject any or all proposals.
- Request clarification of submitted proposals.
- Modify the scope of work prior to contract award.

Selection shall be based upon the proposal deemed most advantageous to the Library and not necessarily the lowest-priced proposal.

7. Scope of Work

The Library is seeking contractors to perform the following scopes of work at The Library Station and Panera Bread Company located at 2535 N. Kansas Expressway, Springfield, Mo 65803. All materials and labor will be provided by the contractor.

7.1 Acoustical Ceiling Tiles

- R and R 92 square feet of tile in Panera Bread Restaurant
- R and R 100 square feet of tile in The Library Station

7.2 Drywall and Paint

Drywall restoration at Panera Bread 64 square feet

Prime and 2 coats of paint at Panera Bread 64 square feet.

Seal and 2 coats of paint at The Library Station 573 square feet

7.3 Roofing

- R and R 392.96 Square of mechanically attached 80 mil PVC Roofing
- R and R 196.48 Square of 1" urethane insulation board
- Remove 392.96 square built up roofing- gravel ballast
- R and R 619.94 lin feet drip edge. PVC/TPO clad metal
- R and R 619.94 lin feet cap flashing
- R and R roof hatch
- R and R skylights (5) 5'x5'
- R and R skylights (1) 4'x25'
- R and R Aluminum Awning 6 Lin feet
- R and R 200 Square feet Standing seam metal roofing

7.4 Polycarbonate Awning

- R and R 3000 square feet polycarbonate awning

7.5 Synthetic Stucco

- Seal and paint 8750 square feet stucco
- R and R 1000 square feet of synthetic stucco
- R and R 10 square of 4" iso board
- R and R 1000 square feet of House wrap air/moisture barrier- self adhered

7.6 Dumpsters

- Provide approximately (20) 40 yard dumpsters. Rotated in and out as contractors need them.

7.7 HVAC

System #: 001 Brand: York Model #: ZXG05E2B1AA1A111A1 Ton/BTU: 4.0 Age: 2015

DESCRIPTION PARTS

Fan Guard (Part # S1-02647157000)

Top Panel (Part # S1-37335197000)

System #: 002 Brand: Ruud Model #: RA13NY36AC1NA Ton/BTU: 3.0 Age: 2025

Fan Guard (Part # 95-104620-01)

Fan Motor Cover (Part # 68-104464-02)

Top Panel (Part # AS-104458-01H)

System #: 003 Brand: York Model #: ZQG05E2B1AA1A111A2 Ton/BTU: 4.0 Age: 2018

DESCRIPTION PARTS

Fan Guard (Part # S1-02647157000)

Top Panel (Part # S1-37335197000)

System #: 004 Brand: York Model #: ZXG12E2B3AA1A111A3 Ton/BTU: 10 Age: 2021

DESCRIPTION PARTS

(2) Fan Guard (Part # S1-02647157000)

Top Panel (Part # S1-37335196000)

System #: 007 Brand: York Model #: ZYG12E2B3AA1A111A3 Ton/BTU: 10 Age: 2023

DESCRIPTION PARTS

Fan Guard (Part # S1-02631435000)

Top Panel (Part # S1-37335198000)

System #: 009 Brand: York Model #: ZXG12E2B3AA1A111A2 Ton/BTU: 10 Age: 2019

DESCRIPTION

(2) Fan Guard (Part # S1-02647157000)

Top Panel (Part # S1-37335196000)

System #: 010 Brand: York Model #: ZQG06E2B1AA1A111A2 Ton/BTU: 5.0 Age: 2017

DESCRIPTION PARTS Fan Guard (Part # S1-02647157000)

Top Panel (Part # S1-37335197000)

System #: 011 Brand: York Model #: ZXG12E2B3AA1A111A3 Ton/BTU: 10 Age: 2021

DESCRIPTION

York, 10 Ton, R-410A Condenser Coil (Part # S1-32647163000)

Evacuate, Recover, and Reclaim Refrigerant Per EPA Guidelines

Install Filter Drier

Welding / Brazing / Alloy

Flush Kit

Nitrogen Pressure Test / Vacuum Pump

Recharge Refrigerant to Manufacturer Specifications

R-410A Refrigerant

Post Repair System Start-Up

(2) Fan Guard (Part # S1-02647157000)

Top Panel (Part # S1-37335196000)

System #: 012 Brand: York Model #: ZXG12E2B1AA1A111A2 Ton/BTU: 10 Age: 2016

DESCRIPTION

(2) Fan Guard (Part # S1-02647157000)

Top Panel (Part # S1-37335196000)

System #: 015 Brand: York Model #: ZQG04D2A1AA1A111A2 Ton/BTU: 3.0 Age: 2017

DESCRIPTION PARTS

Fan Guard (Part # S1-02647157000)

Top Panel (Part # S1-37335197000)

System #: 016 Brand: Ruud Model #: RGE CYB072ACT12BAA Ton/BTU: 6.0 Age: 2025

DESCRIPTION PARTS

Fan Guard
Top Panel
Economizer Hood

System #: 017 Brand: York Model #: ZXG12E2B3AA1A111A3 Ton/BTU: 10 Age: 2021

DESCRIPTION PARTS
(2) Fan Guard (Part # S1-02647157000)
Top Panel (Part # S1-37335196000)

System #: 018 Brand: York Model #: ZYG12E2B3AA1A111A3 Ton/BTU: 10 Age: 2023

DESCRIPTION PARTS

Fan Guard (Part # S1-02631435000)
Top Panel (Part # S1-37335198000)

System #: 019 Brand: York Model #: ZXGA7E2B3AA1A111A2 Ton/BTU: 6.0 Age: 2023

DESCRIPTION PARTS Fan Guard (Part # S1-02647157000)
Top Panel (Part # S1-37335197000)

System #: 021 Brand: York Model #: ZXG07E2B1AA1A111A2 Ton/BTU: 6.0 Age: 2016

DESCRIPTION PARTS Fan Guard (Part # S1-02647157000)
Top Panel (Part # S1-37335197000)

System #: 022 Brand: York Model #: ZXG12E2B1AA1A111A2 Ton/BTU: 10 Age: 2016

DESCRIPTION PARTS (2) Fan Guard (Part # S1-02647157000) Top Panel (Part #
S1-37335196000)

System #: 025 Brand: York Model #: ZYG12E2B3AA1A111A3 Ton/BTU: 10 Age: 2023

DESCRIPTION PARTS

Fan Guard (Part # S1-02631435000)
Top Panel (Part # S1-37335198000)

System #: 026 Brand: Ruud Model #: RGE CYB072ACT12BAA Ton/BTU: 6.0 Age: 2025

DESCRIPTION PARTS

Fan Guard
Top Panel

System #: 027 Brand: Bohn Model #: BCH0008MCACZA0000 Ton/BTU: 1.0 Age: 2023

DESCRIPTION PARTS Top Panel (Part # 46894701)

System #: 028 Brand: Tecumseh Model #: AVA2510ZXTXC Ton/BTU: 2.5 Age: 2002

Professional Labor to Straighten Condenser Coil Fins
Condensing Unit Cover
Copper Lineset Repair

Evacuate, Recover, and Reclaim Refrigerant Per EPA
Guidelines
Flush Kit
Install Filter Drier
Welding / Brazing / Alloy
Nitrogen Pressure Test / Vacuum Pump
Recharge Refrigerant to Manufacturer Specifications
Miscellaneous Refrigerant
Post Repair System Start-Up

System #: 029 Brand: Hoshizaki Model #: UNAVAILABLE Ton/BTU: Other Age: 2003

Professional Labor to Straighten Condenser Coil Fins
Fabricated Top Panel
Copper Lineset Repair
Evacuate, Recover, and Reclaim Refrigerant Per EPA
Guidelines
Flush Kit
Install Filter Drier
Welding / Brazing / Alloy
Nitrogen Pressure Test / Vacuum Pump
Recharge Refrigerant to Manufacturer Specifications

Miscellaneous Refrigerant
Post Repair System Start-Up

System #: 030 Brand: Copeland Model #: RRG4-0100-PAV-226 Ton/BTU: 1.0 Age: 2003

DESCRIPTION PARTS
Professional Labor to Straighten Condenser Coil Fins Condensing
Unit Cover
Copper Lineset Repair
Evacuate, Recover, and Reclaim Refrigerant Per EPA
Guidelines
Flush Kit
Install Filter Drier Welding / Brazing / Alloy
Nitrogen Pressure Test / Vacuum Pump
Recharge Refrigerant to Manufacturer Specifications
Miscellaneous Refrigerant

Post Repair System Start-Up

System #: 032 Brand: Carrier Model #: 48TCEM12A2A5A0A0A0 Ton/BTU: 10 Age: 2022

DESCRIPTION PARTS (2) Fan Guard (Part # 50HJ501200)
Top Panel (Part # 48TM405033)

System #: 033 Brand: Lennox Model #: KGA120S4BM3Y Ton/BTU: 10 Age: 2016

DESCRIPTION PARTS
Lennox, 10 Ton, R-410A Condenser Coil (Part # 604788-13) Evacuate, Recover, and
Reclaim Refrigerant Per EPA
Guidelines
Install Filter Drier Welding / Brazing / Alloy
Flush Kit
Nitrogen Pressure Test / Vacuum Pump
Recharge Refrigerant to Manufacturer Specifications
R-410A Refrigerant
Freight
Post Repair System Start-Up
(2) Fan Guard (Part # 104596-01)
Top Panel (Part # 600263-04)

System #: 034 Brand: Trane Model #: YSC060G3RHB2E00010000000000F0000000000
Ton/BTU: 5.0 Age:
2023

DESCRIPTION PARTS
Fan Guard (Part # GRL01332) Top Panel (Part # COV03163)

System #: 005 Brand: Loren Cook Model #: 48PR Ton/BTU: Other Age: 2006

DESCRIPTION PARTS
Loren Cook, 48PR, Rooftop Ventilator
Miscellaneous Materials
Removal and Disposal of Existing Equipment

System #: 006 Brand: Loren Cook Model #: 48PR Ton/BTU: Other Age: 2006

DESCRIPTION PARTS
Loren Cook, 48PR, Rooftop Ventilator
Miscellaneous Materials
Removal and Disposal of Existing Equipment

System #: 008 Brand: Loren Cook Model #: 48PR Ton/BTU: Other Age: 2006

DESCRIPTION PARTS
Loren Cook, 48PR, Rooftop Ventilator
Miscellaneous Materials
Removal and Disposal of Existing Equipment

System #: 013 Brand: Loren Cook Model #: 48PR Ton/BTU: Other Age: 2006

DESCRIPTION PARTS
Loren Cook, 48PR, Rooftop Ventilator
Miscellaneous Materials
Removal and Disposal of Existing Equipment

System #: 014 Brand: Loren Cook Model #: 120C2B Ton/BTU: 1/4 Age: 2013

DESCRIPTION PARTS
Loren Cook, 1/4 HP, Rooftop Exhaust Fan
Electrical Connections
Miscellaneous Materials
Post Installation System Start-Up

System #: 020 Brand: Loren Cook Model #: 48PR Ton/BTU: Other Age: 2006

DESCRIPTION PARTS
Loren Cook, 48PR, Rooftop Ventilator
Miscellaneous Materials
Removal and Disposal of Existing Equipment

System #: 023 Brand: Loren Cook Model #: 90G10DH Ton/BTU: 1/25 Age: 2016

DESCRIPTION PARTS
Loren Cook, 1/25 HP, Rooftop Exhaust Fan
Miscellaneous Materials
Electrical Connections
Post Installation System Start-Up

System #: 024 Brand: Loren Cook Model #: 48PR Ton/BTU: Other Age: 2006

DESCRIPTION PARTS
Loren Cook, 48PR, Rooftop Ventilator
Miscellaneous Materials
Removal and Disposal of Existing Equipment

System #: 031 Brand: Greenheck Model #: UNAVAILABLE Ton/BTU: 1.0 Age: 2006

DESCRIPTION PARTS
Greenheck, 1 HP, Rooftop Exhaust Fan
Electrical Connections
Miscellaneous Materials
Post Installation System Start-Up

8. Hidden Damage and Unforeseen Conditions

The Library recognizes that concealed damage may exist within roofing systems, wall assemblies, HVAC systems, and other building components.

If previously undiscovered damage is identified:

- Contractor shall immediately notify the Library.
- Contractor shall provide photographic documentation.
- Contractor shall provide a written description of findings.
- No corrective work outside the approved scope shall proceed without written authorization from the Library.

9. Change Orders

No change order work shall be performed without prior written approval from the Library.

All change order requests shall include:

- Detailed description of work
- Cause of change
- Labor costs
- Material costs
- Equipment costs
- Schedule impact

Verbal approvals shall not constitute authorization.

10. Documentation Requirements

Contractor shall provide:

Before Construction

- Existing-condition photographs

During Construction

- Progress photographs
- Inspection reports
- Testing documentation

Upon Completion

- Final photographs
- Warranty documents
- Closeout documentation
- Manufacturer certifications

Documentation shall be provided electronically.

11. Warranty Requirements

Contractor shall warrant all workmanship for a minimum period of two (2) years from final acceptance.

All manufacturer warranties shall be assigned to the Library upon completion.

Roofing systems shall include the manufacturer's standard system warranty and workmanship warranty.

12. Insurance and Funding Coordination

Contractor shall cooperate fully with the Library, insurance adjusters, engineers, consultants, FEMA representatives, and other funding authorities.

Such cooperation shall include:

- Site inspections
- Documentation requests
- Cost breakdowns
- Quantity verification
- Schedule information
- Change order support

Failure to provide requested information may result in withholding of payment until documentation requirements are satisfied.