

Request for Quote (RFQ)

****Project Title:**** Accessibility and Facility Improvement Project

****Issued By:**** Coopersville Area District Library

****Location:**** 333 Ottawa St. Coopersville, MI 49404

****Date Issued:**** October 20, 2025

****Response Due:**** November 18, 2025 5:30 PM

1. Project Overview

Coopersville Area District Library is seeking qualified contractors to provide all labor, materials, equipment, permits, and supervision necessary to complete accessibility and facility improvements at Coopersville Area District Library. The project includes three primary components as outlined below, as well as general project management, coordination, and permitting responsibilities.

2. Scope of Work

Part 1: ADA-Compliant Concrete Ramp and Accessible Entrance

- Demolition and removal of existing structures or concrete as needed.
- Excavation, grading, and site preparation.
- Construction of a new ADA-compliant concrete ramp with handrails on both sides.
- Installation of ADA-compliant handicap accessible entrance doors, including all hardware and automatic door operators.
- Regrading and landscape restoration of disturbed areas.
- All work must comply with the Americans with Disabilities Act (ADA) standards, local building codes, and applicable safety regulations.

Part 2: Cabinetry and Mechanical Vent Work

- Fabrication and installation of approximately 20 linear feet of upper cabinets.
- Fabrication and installation of approximately 20 linear feet of lower cabinets with plastic laminate (PLAM) countertops.
- Coordination and completion of mechanical vent work associated with cabinetry area use and layout.
- All cabinetry and materials shall be commercial grade, durable, and suitable for public facility use.

Part 3: Washdown Sink and Tile Backsplash

- Installation of a new washdown sink with all necessary plumbing connections.
- Installation of a tile backsplash extending appropriately behind and adjacent to the sink area.
- All fixtures and materials to be commercial-grade and code-compliant.

3. Project Management & Coordination

- Contractor shall provide project management services to ensure timely completion of all work components.
- Coordination with facility staff to minimize disruption of regular operations.
- Provide a detailed project schedule and maintain regular communication throughout the project duration.
- Obtain and pay for all required building permits, inspections, and approvals.

4. Site Visit (Required)

A site visit is required prior to submitting a quote. Please contact Elyshia Hoekstra, Director at 616-384-5194 or director@coopersvillelibrary.org to schedule a walkthrough.

5. Submission Requirements

Quotes must include the following:

1. Company Information: Business name, address, and contact details.
2. Project Understanding and Approach.
3. Itemized Cost Estimate for each project part and any optional alternates.
4. Proposed Schedule with estimated start and completion dates.
5. References for similar completed projects.
6. Proof of Licensing, Insurance, and Bonding.

Quotes should be submitted via director@coopersvillelibrary.org or mailed/dropped off to 333 Ottawa St. Coopersville, MI 49404 (please seal in an envelope to be opened at Library Board meeting) by 5:30pm on November 18, 2025. Late submissions will not be considered.

6. Selection Criteria

Quotes will be evaluated based on the following:

- Completeness and clarity of submission
- Experience with similar projects
- Cost competitiveness
- Ability to meet timeline
- References and past performance

7. Timeline (Tentative)

Milestone	Date
RFQ Issued	10/20/2025
Site Visit Deadline (if applicable)	11/17/2025
Quotes Due	11/18/2025
Contractor Selection	11/19/2025
Project Start	As soon as weather allows
Estimated Completion	05/2025

8. Contact Information

For questions or to schedule a site visit, please contact:

Elyshia Hoekstra, Director

Coopersville Area District Library

616-384-5194

director@coopersvillelibrary.org