



**Request
for
Proposals
for
Library Programmer Services for the
Swampscott Public Library**

ADDENDUM #2

RELEASE DATE:

Monday November 4, 2019

**Town of Swampscott
Attn: M. Ronald Mendes, Esq.
designated Chief Procurement Officer
22 Monument Ave
Swampscott, MA 01907
(781) 596-8850**

Description of Addendum

The Town of Swampscott hereby provides this further addendum to its Request for Proposals for Library Programmer Services for the Swampscott Public Library. The purpose of this addendum is to both add an additional date for proposers to attend the pre-proposal site tour and information session that all proposers are required to attend and to amend the requirement in the original RFP that proposer have a principal place of business in Massachusetts. Proposers are only required to attend one of the three site tours and information sessions.

Copies of the Request for Proposals (RFP) may be obtained by subscribing to this RFP on the Town website's bids module, which can be accessed at www.swampscottma.gov/bids.

Contractors possessing the necessary qualifications, experience and technical expertise are invited to submit proposals in conformity with the requirements of RFP as provided on the Town's website as mentioned above. The Town will conduct two pre-proposal site tours and information sessions. All proposers are required to attend at least one of these two site tours and information sessions. The three dates that will be available are scheduled for **Wednesday October 30, 2019 at 11:00 AM, Friday November 1, 2019 at 11:00AM, and Friday November 8, 2019.**

Additionally, under Section 16(a), Minimum submission Requirements, the bullet point that reads "Proposer must have a physical place of business located in the Commonwealth of Massachusetts, and major account representatives assigned to this contract must have that Massachusetts location as their principal place of work" is hereby deleted such that having a physical place of business located within the Commonwealth of Massachusetts is no longer a minimum submission requirement. However, it should be noted that the selected contractor will have a legal requirement under Massachusetts law that they are authorized to do business in Massachusetts, which may involve some filings with certain state agencies.

Proposals will be received at the Town of Swampscott, Office of the Town Administrator, 22 Monument Ave., Swampscott, MA 01907 on or before **11:00 AM, on Thursday November 14, 2019.**

The Town Administrator of the Town of Swampscott is the Awarding Authority. The Town reserves the right to reject any and all proposals or to accept any proposal tendered. The selection of the successful proposer shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin. Women and minority owned businesses are encouraged to apply.

The Town shall cancel the contract if funds are not appropriated or otherwise made available to support continuation of performance.

This procurement is made under the competitive sealed proposal section of the Uniform Procurement Act, Chapter 30B, of the Massachusetts General Laws.

INFORMATION FOR PROPOSERS

Paragraph #6 of the RFP is hereby amended to read as follows:

6. Examination of Request for Proposals and Tour of Facilities

Each proposer is responsible for inspecting the site as well as reading and being thoroughly familiar with the Request for Proposals. The failure or omission of any proposer to do any of the foregoing shall in no way relieve any proposer from any obligation in respect to his proposal. Three tours of the facilities will be held on Wednesday October 30, 2019 at 11:00 AM; Friday November 1, 2019 at 11:00AM; and Friday November 8, 2019 at 11:00AM at the Swampscott Public Library, 61 Burrill Street, Swampscott, MA 01907. Each proposer is required to attend at least one of these sessions and must provide their own transportation to the facility.

Paragraph 16(a) of the RFP is hereby amended to read as follows:

16(a). Minimum Submission Requirements:

In order to be deemed a responsive proposer, a proposer must meet the following required Criteria:

- Proposer provide no fewer than three (3) references of similar experience within the last five (5) years in analyzing and assessing current library programming and resources, analyzing and assessing community needs, developing tools to solicit community input and making recommendations for future programming needs.
- All Previous Project Experience that proposer has performed on the past five (5) years.
- List of all clients Proposer has contracted with over the past five (5) years.
- Proposed Project Approach.
- Proposed schedule for completion of scope of services.
- Proposer must certify that it is insured for workers' compensation, and professional liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated:
 - Workers' Compensation Insurance Coverage for all employees in accordance with Massachusetts General Laws; and
 - Professional Liability Insurance, Minimum Coverage \$1,000,000 per occurrence.

All remaining terms of the Request for Proposals remain in force as originally published.