



DATE: November 25, 2024

RE: Request for Quotes: Moving Services for the Belmont Library Improvement Project

RFQ SCHEDULE OF EVENTS: The following RFQ schedule represents the Library’s best estimate of the schedule that shall be followed. The Library reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

Library Issues RFQ	November 25, 2024
Deadline for Questions	December 5, 2024
Library Issues Responses to Questions	December 11, 2024
Deadline for Submitting a Proposal	January 8, 2025

BACKGROUND: Belmont Library located at 1110 Alameda de las Pulgas, Belmont, CA 94002 will be undergoing building improvements with new flooring and painting to the interior and exterior of the facility. San Mateo County Libraries will temporarily close the Belmont Library for the duration of this project.

San Mateo County Libraries is soliciting quotes from qualified firms in response to this request for quotes for moving services for the Belmont Library Improvement Project. A moving company is needed to move and store the Belmont Library collection, furniture, furnishings, equipment, and supplies. Prior to awarding a contract, San Mateo County Libraries will finalize the moving activities.

SCOPE OF WORK: A moving company will need to move the estimated following library collection and items to and from the following locations:

- **Belmont Library**, located at 1110 Alameda de Las Pulgas, Belmont CA 94002
- **Library Administration Building**, located at 125 Lessingia Court, San Mateo, CA 94402
- **Storage**, Moving company Warehouse

MOVE SCHEDULE: The estimated scope of work of the moving-out activities will take place during the months when the library is closed to the public. The dates of the closure will be finalized early next year with an anticipated project start time in February 2025.



Item(s)	Quantity	Details	Original Location	Designated Location
Library Collection	~15,500 volumes (books, DVDs)	Library collection will need to be loaded into book trucks by movers and moved to designated location.	Belmont Library	Storage And/ Or Library Administration Building
Computer Equipment	~34 Equipment Items	Computer equipment includes Self-Check Machine/ Copier/ Printers/ Desktop Computers/ Equipment Carts/ Projector/ Laptops	Belmont Library	Storage And/ Or Library Administration Building
Office Supplies	~100 Boxes	Moving boxes with office supplies	Belmont Library	Storage
Library Furniture and Furnishings	Please see Details	~35 Lounge Seating ~3 Coffee Tables ~5 Tables ~11 Tables with Casters ~3 Pneumatic Tables ~15 Staff Chairs ~20 Book Carts	Belmont Library	Storage

CONDITIONS OF WORK: A moving company will be required to clean up and remove, or dispose of, all trash, packing material, leftover parts, and other debris at each of the locations. A moving company will be required to protect furniture and equipment from damage during transport and to protect the finishes and furnishings of the separate locations from damage during transport and installation.

SUBMISSION OF QUOTES: The quote submitted by the potential Moving Company will be used to determine the applicant’s capability of rendering the services to be provided. San Mateo County Libraries reserves the right to evaluate quotes submitted in response to this project and to select a successful Moving Company, if any. When submitting the quote, please include the following:

1. Service Description: Describe the overall services you intend to provide and include timelines.
2. Describe start-up requirements and the lead-time necessary to begin providing services.
3. Provide information related to amount and method of payment for professional fees and project-related expenses.

QUOTES NEED TO BE SUBMITTED BY JANUARY 8, 2025.

MOVING RFQ NOTIFICATION: Questions regarding the moving Request for Quotes should be directed to Cloud Bell by email at: bell@smcl.org