

REQUEST FOR PROPOSALS

County of Bradford  
301 Main Street  
Towanda PA 18848

Bradford County Commissioners  
Daryl Miller  
Doug McLinko  
Zachary R Gates

Chief Clerk  
Michelle L Shedden

Proposal Opening: January 6, 2025

VENDOR:  
NAME:  
ADDRESS:  
PHONE NUMBER:

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Daryl Miller, Chairman  
Doug McLinko, Vice Chairman  
Zachary R Gates, Commissioner



Michelle L Shedden, Chief Clerk  
Jonathan Foster Jr, Solicitor

*Bradford County Commissioners Office*

LEGAL NOTICE

The Bradford County Board of Commissioners is soliciting for proposals for a library consultant to provide advice and recommendations to the Commissioners concerning the Bradford County Library. Specifications are available and may be picked up at the Bradford County Commissioners' Office. All proposals shall be submitted to the Chief Clerk, Bradford County Commissioners Office, Bradford County Court House, 301 Main Street, Towanda, PA 18848, by January 6, 2025 at 9:30 a.m. A plain sealed envelope must be marked in the lower left corner with "Library Consultant."

Please be advised that Bradford County does not receive early morning delivery for overnight mail.

All proposals submitted must be firm for a minimum of sixty (60) days from opening. No vendor may withdraw a proposal within this time. The County may require the full sixty (60) days for review and award of the proposals.

All vendors must ensure that their employees, candidates for employment and applicants for employment are not discriminated against because of their race, color, creed, sex, age or national origin.

The Board of Commissioners reserves the right to refuse any or all proposals, and is not necessarily obligated to accept low proposal and waives all irregularities in the process.

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Michelle L Shedden, Chief Clerk

## INSTRUCTIONS TO CONSULTANTS

### 1. SECURING DOCUMENTS

Copies of the proposed Contract Documents are on file at the office of the Bradford County Commissioners:

Bradford County Courthouse  
301 Main Street  
Towanda PA 18848

### 2. EXAMINATION OF SPECIFICATIONS

Before submitting a bid, each Vendor shall carefully examine the Specifications and all other proposed Contract Documents. Each Vendor shall fully inform himself before bidding as to all existing conditions and limitations. No allowance will be made to any Vendor because of lack of such examination or knowledge. The submission of a bid will be construed as evidence that the Vendor has made such an examination. All questions about the proposal shall be submitted to the Chief Clerk via email at [sheddenm@bradfordcountypa.gov](mailto:sheddenm@bradfordcountypa.gov) before December 22, 2024.

### 3. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn, altered and/or resubmitted at any time before the submittal date, by appearing in person at the above location. No Vendor may withdraw his bid for (60) days after the date set for opening thereof, and all proposals shall be subject to acceptance by the owner during this period.

### 4. AWARD OR REJECTION OF PROPOSALS

The Contracting Agent may award a contract, based on proposals received, without further discussion of such proposal. Accordingly, each proposal should state the most favorable terms from a price, technical, and functionality standpoint the Vendor can submit.

The terms and conditions imposed herein shall govern in all cases, and conflicting terms and conditions submitted by the Vendor may constitute sufficient grounds for rejection of this bid.

### 5. INSURANCE

Workers Compensation:

Vendor, performing as an independent contractor hereunder, shall be fully responsible for providing Worker Compensation or other applicable insurance coverage for itself and its employees and the Contracting Agent shall have no responsibility of liability for such insurance coverage.

## General Liability Insurance:

The successful Vendor shall provide to the Contracting Agent a copy of the policy, or certificate by an insurance carrier, showing the Vendor to have in effect during the term of any contract a General Liability Insurance policy which shall be the primary coverage for all Vendor's activities under contract and all equipment, software and systems including training of any type which are a part of this bid.

The insurance coverage required in the above paragraph and listed with minimum coverage's of at least One Million Dollars (\$1,000,000.00) shall be provided by an insurance company authorized to transact business in the State of Pennsylvania.

Vendor must provide certification of insurance compliance within ten (10) calendar days after notification of award. Certification must include: name and address of insurance company; policy number; liability coverage amounts and contain the bidding document title from which award is made (i.e. bid title).

## 6. INDEMINFY AND HOLD HARMLESS

Vendor shall indemnify and hold harmless the Contracting Agent, it's agents, servants and employees against all claims, demands and judgments made or recovered against them for damages to real or tangible personal property or for bodily injury or death to any person, or any claim arising out of, or in connection with the Request, where such damage, injury, death or claim was caused by negligence of Vendor, or subcontractor of Vendor or their employees, servants or agents. The County agrees to notify Vendor promptly of any claim or demand, and to cooperate with the Vendor in a reasonable way to facilitate the settlement or defense of such claim or demand.

## 7. DEFAULT

The Contracting Agent may declare a default should Vendor fail to commence the work or a portion thereof within the specified time, or to perform said work continuously with sufficient workman and equipment to insure its completion within the time specified or as required by an agreed upon progress schedule, or to perform in a safe manner, or to comply with any provision of the contract, the Contracting Agent may elect to give notice in writing of such default, specifying the same.

If the Vendor, within a period of 10 days after receipt of such notice, shall not proceed in accordance therewith to remedy such default, then the Contracting Agent shall have full power and authority, without process of law and without violating the contract, to take the prosecution of the work, or a portion thereof, away from the Vendor and complete it by contracting with other parties or using such other measures as in the Contracting Agent and Vendor's mutual opinion are necessary for its completion, including the use of the equipment, plant and other property of the Vendor with is associated with the work.

8. PAYMENT

Payment shall be made to the contractor within thirty (30) days of receipt of the invoice after inspection and acceptance of material and/or work by an authorized representative of the Commissioners, and approval of the invoice by the Commissioners.

9. CONTRACTUAL OBLIGATION

The contents of the submission of the successful Vendor shall be considered contractual obligation. Failure to meet these obligations may result in termination of the contract.

10. QUALIFICATIONS OF CONSULTANT

The ability to meet or exceed the requirements of this bid.

Total fixed price cost to be incurred in fulfilling the request.

The Vendor's experience in successfully constructing this type of project.

Knowledge of, and facility with, applicable statutes and regulations governing public libraries in Pennsylvania.

## SCOPE OF WORK

The Bradford County Board of Commissioners seeks to contract with an experienced library consultant(s) to evaluate the current model for the provision of library services within the Bradford County Library System and its nine member libraries and to develop comprehensive recommendations for delivering those services in a more equitable and economical manner.

The Bradford County Commissioners provide funding to the Bradford County Library, which is one of the nine member libraries (and is currently designated the headquarters library of) the Bradford County Library System. According to PA Public Library Statistics for Reporting Year 2022, local government revenue made up 89% (\$432,766) of the total operating revenue of the Bradford County Library, which totaled \$486,334. The Bradford County Commissioners also provide an annual contribution of \$30,000 to the Bradford County Library System toward the System Administrator's salary as well as a full employee benefits package.

In the Fall of 2023, the Bradford County Commissioners began exploring a possible restructuring of the Bradford County Library. As part of this process, a Library Advisory Committee ("LAC") was assembled in October 2023 to formulate recommendations concerning the best use of the current Bradford County Library building and the best use of County funds for library purposes. The LAC tendered to the Commissioners its recommendations and findings, which provided for (1) "the Bradford County Library [to stay] open" subject to six recommendations, and (2) engagement of an outside library consultant to "analyze possible opportunities and paths to restructure both the Bradford County Library and the Library System of Bradford County." Four of the six recommendations made by the Library Advisory Committee sought the assistance of an outside library consultant to ensure that pathways forward would align with Pennsylvania Code and Regulations (as overseen by the Office of Commonwealth Libraries), would adhere to a reasonable yet expedient timeframe, and would result in the ultimate goal of providing quality library service to all residents of Bradford County.

The proposed items put forth by the Library Advisory Committee, if approved, would involve not only a systemic change in the funding streams of the Bradford County Library and its relationship to the government of Bradford County, but a change in the operations of the Library System of Bradford County. In one potential scenario, the Library System of Bradford County would remain a federated system of nine independent libraries, with the Bradford County Library transitioning from an agency of the Bradford County government to an independent 501(c)3 non-profit corporation. Additionally, management of bookmobile services would move from the Bradford County Library to being overseen by the Library System of Bradford County, with arrangement for a manageable budget and diversified funding streams (including State aid). Such a shift in services would also necessitate an examination of state-defined service areas for the nine system libraries, with the potential for each to petition the state for an expansion or reduction of service areas as is seen fit.

The first step in this potential series of changes is to have a thorough evaluation of relevant data and public opinion on the quality, use, and availability of library collections, space, services, programs, and outreach in Bradford County, to evaluate the strength of libraries as community anchors, identifying opportunities to grow their significance within individual communities, and allowing individual libraries to seek out community partnerships and regenerative funding opportunities that align with community needs and values. The goal is to ultimately arrive at a reasonable and sustainable amount of county-level funding provided to support the nine system libraries of Bradford County. In one potential scenario, county-level funding would be distributed to and dispersed through the Library System of Bradford County using an agreed-upon formula similar to how State Aid is dispersed, with a portion retained for system services.

Results from the evaluation, as well as any recommendations of the consultant arising from that place, will be available for use by the Library System of Bradford County, the Library Directors and Library Boards from each of the nine independent system libraries, and the Bradford County Commissioners, to help guide in developing strategic and long-range plans to meet the current and future needs of Bradford County residents. The following goals and scope should be considered in relationship to the above objectives:



Goal	Scope	Responsible Party
Evaluation of member libraries in the Library System of Bradford County	Perform site visits to all nine libraries in the federated library system. Site visits should include interviews with key library personnel/leadership to gather perceptions about operational and service strengths and constraints	Consultant (with input from Library System of Bradford County Administrator and Library Directors)
	Review, compile, and analyze available data such as, but not limited to, Pennsylvania Public Library Data Collection (annual report), Waiver Assessment for Libraries, audits and financial reviews, 2020 Census data, and data from the Center for Rural Pennsylvania	Consultant, Library System of Bradford County Administrator and Library Directors
	Ascertain the direct and indirect costs to move the individual libraries from not meeting standards to meeting Minimum Standards and Incentive for Excellence Standards for Local Libraries (the current state funding level for member libraries in the Library System of Bradford County).	Consultant, with input from Library System of Bradford County Administrator, and Library Directors
	Ascertain core library services and determine inequities and inefficiencies in the delivery of said services, including but not limited to hours of library access, staffing levels, access to technology, collection size, and public programs, and identify opportunities for increased collaboration between member libraries.	Consultant, with input from Library System of Bradford County Administrator and Library Directors

<p>Evaluation of the Library System of Bradford County</p>	<p>Evaluate the operations of the Library System of Bradford County through site visits, review of job descriptions, interviews with Library System of Bradford County System Administrator, Library System of Bradford County Board members, member library directors, and Office of Commonwealth Libraries leadership, and other activities deemed necessary.</p>	<p>Consultant with input from Library System of Bradford County Administrator, and Library Directors</p>
	<p>Ascertain the direct and indirect costs to the Library System for shared system services as well as functions associated with ensuring each member library meets Minimum Standards and Incentive for Excellence Standards for Local Libraries.</p>	<p>Consultant, Library System of Bradford County System Administrator</p>
	<p>Review Library System of Bradford County System Agreement and Strategic Plan and provide recommendations regarding services offered to support member libraries, service area adjustments, a local funding formula, and measures of accountability.</p>	<p>Consultant</p>
	<p>Review applicable sections of the Pennsylvania Code to ensure any recommended changes are within the bounds of law.</p>	<p>Consultant, Library System of Bradford County System Administrator</p>
<p>Assessment of information and library services needs of residents</p>	<p>Survey community leaders throughout the county with particular attention to the fields of education (including but not limited to public, private, and home-school educators), healthcare, senior care, local businesses, and those that serve individuals with disabilities.</p>	<p>Consultant</p>

	Review and utilize available data such as (but not limited to) the 2020 Census, Center for Rural Pennsylvania, and BLaST Intermediate Unit and school district reporting to determine additional community needs.	Consultant
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Reports, Meetings, and Presentations Required from Consultant

The successful proposal will include how the following will be managed:

- A. The Proposer must establish a plan of communication with all involved parties that includes required in-person meetings, and additional regular communication via virtual meetings, telephone and e-mail.
  
- B. The Proposer shall prepare and present a preliminary set of recommendations to the library directors (of the nine independent libraries that make up the Library System of Bradford County), Library System board members, and Library System Administrator.
  
- C. The Proposer shall incorporate pertinent comments from the prior step, and prepare and present a final set of recommendations to the same group from the prior step as well as to the Bradford County Commissioners.

The proposed timeline for the Proposer’s work shall be as follows:

- a. Step 1: Planning Process and Information Gathering: Ninety days following applicant selection.
- b. Step 2: Preparation of preliminary set of recommendations: Thirty days following end of Step 1.
- c. Step 3: Review of preliminary set of recommendations with pertinent representatives: Thirty days following end of Step 2.
- d. Step 4: Preparation of final set of recommendations: Thirty days following end following end of Step 3.
- e. Step 5: Review of final set of recommendations with pertinent representatives: Thirty days following end of Step 4.

## VENDOR INFORMATION

In case this proposal is accepted, the undersigned is hereby bound to commence and to complete all of the work included under this contract in such time and manner as designated for the various items he/she has contracted to supply.

In submitting this proposal, it is understood that the unrestricted right is reserved by the County to reject any and all proposals or parts thereof, or to waive any informalities or technicalities in said proposals, and it is agreed that this proposal may not be withdrawn for a period of 45 days from the date of opening.

The undersigned hereby certifies that this proposal is genuine, and not a sham or collusive, or made in the interest or on behalf of any person, firm, or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any Vendor to refrain from bidding, and that the undersigned has not, in any manner, sought by collusion to secure for himself an advantage over any other Vendor.

Number of days required for delivery of product: \_\_\_\_\_

Terms offered for prompt payment: \_\_\_\_\_% \_\_\_\_\_ days; Net \_\_\_\_\_ days  
(but not less than 30 days)

Warranty Provided: \_\_\_\_\_

## INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. SS 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with proposals.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the Vendor who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all persons employed by or associate with the Vendor with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of proposals higher than the bid of another firm and intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Bid Name/Date \_\_\_\_\_

State of \_\_\_\_\_:

: S.S.

County of \_\_\_\_\_:

I state that I, the undersigned, am \_\_\_\_\_ of  
(Title)

\_\_\_\_\_ and that I am authorized to  
(Name of my firm)

make this affidavit on behalf of my firm, and its owners, directors and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, Vendor or potential Vendor.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a Vendor or potential Vendor, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement to discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) \_\_\_\_\_, its affiliates, subsidiaries, officers,  
(Name of my firm)

directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and  
(Name of my firm)  
acknowledges that the above representations are material and important, and will be  
relied on by Bradford County in awarding the contract(s) for which this bid is submitted.  
I understand and my firm understands that any misstatement in this affidavit is and shall  
be treated as fraudulent concealment from Bradford County of the true facts relating to  
the submission of proposals for this contract.

\_\_\_\_\_  
(Name and Company Position)

\_\_\_\_\_  
(Signature)

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_ 2024.

My Commission Expires:

# AGREEMENT

AN AGREEMENT, made this \_\_\_\_\_ between

BRADFORD COUNTY COMMISSIONERS, the owner, and  
\_\_\_\_\_ the contractor, set forth as follows:

## ARTICLE 1. Contract Documents

The documents of the Contract consist of this agreement, the conditions of the Contract, specifications and all addenda. These form the Contract and are completely and legally binding to all parties of the Contract, their assigns, heirs or administrators.

## ARTICLE 2. The Scope

The Contractor shall supply services as called for as outlined and further described in the specifications.

## ARTICLE 3. Time of Commencement and Substantial Completion

The Contractor shall be obligated to supply the aforementioned service after contacting Michelle Shedden, to schedule a date to proceed.

## ARTICLE 4: Contract Sum/Payment

Bradford County shall pay the Contractor in current funds for the performance of this Contract the sum of \$\_\_\_\_\_.



This Agreement entered into by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Bradford County Commissioners

\_\_\_\_\_  
Contractor

ATTEST:

ATTEST:

\_\_\_\_\_  
Michelle L Shedden, Chief Clerk

\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Sample

Bradford County of Pennsylvania  
Contractor Confidentiality Agreement

Project Name: \_\_\_\_\_ Contractor/Firm Name: \_\_\_\_\_  
Contractor Employee Name (print): \_\_\_\_\_  
General Information: \_\_\_\_\_

\_\_\_\_\_ has entered into a contract with the County of Bradford to provide certain services to the County. The County requires that each staff member assigned to this project sign this Confidentiality Agreement.

You may have access to confidential information pertaining to persons and/or entities receiving services from the County. In addition, you may also have access to confidential data and proprietary information and materials, which are owned and copyrighted by the County or other vendors doing business within the County.

The information you receive is confidential and protected by both federal and state confidentiality regulations (Federal Regulations 42 CFR Part 2; HIPAA Privacy and Security Regulations). The information is intended solely for the individual to which it is addressed and contains confidential and private information; therefore, this information should remain confidential.

I hereby agree that I will not divulge to any unauthorized person any confidential information obtained while performing work pursuant to the above referenced County Agreement.

I agree to protect from loss and to keep confidential all confidential information under the above referenced County Contract, except as specifically provided for in the above referenced Contract.

I agree that if confidential information of the County or other vendors doing business with the County is provided to me during my employment, I shall keep such information and materials confidential.

I agree to report to the County or County's authorized designee any and all violations of the above referenced County Contract or this Agreement by myself and/or any other person of which I become aware. I agree to return all confidential materials to the County or the agency from which the information was received upon termination of my employment or completion of the presently assigned work task, whichever occurs first.

I acknowledge that violation of this Agreement may subject me to civil and/or criminal action and that the County of Bradford will seek all possible legal redress.

Contractor Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_