

MONTGOMERY CITY PUBLIC LIBRARY

REQUEST FOR BIDS

Demonstration Kitchen Renovation

Project Location	224 N Allen St Montgomery City MO
Project Area	Approximately 12' x 18' (216 square feet)
Bid Due Date	10:00 am on October 30, 2026
Pre-Bid Site Visit	Contact Gaylee Harris
Project Contact	Gaylee Harris, 573-564-8022, library@montgomerycitymo.org

1. INVITATION TO BID

Montgomery City Public Library is soliciting bids from qualified contractors for the renovation of an existing approximately 12' x 18' space within the library to create a demonstration kitchen. The selected contractor shall provide the labor, materials, equipment, supervision, permits, and related services necessary to complete the project.

2. PROJECT DESCRIPTION

The project consists of renovating an existing 216-square-foot area of the Montgomery City Public Library for use as a demonstration kitchen. Work is anticipated to include removal of existing cabinets and countertops, coordinating the installation of new cabinets and countertops, installation of overhead mirror and/or camera, and electrical, plumbing, and lighting improvements. The contractor shall coordinate all work necessary to provide a complete and finished space.

3. SCOPE OF WORK

The anticipated scope includes, but is not limited to:

- Removal and disposal of existing countertops.
- Removal and disposal of existing cabinets and associated hardware.
- Protection of existing library finishes, furnishings, equipment, and areas to remain.
- Preparation and repair of surfaces affected by demolition.
- Cabinets have already been selected for this project. The contractor shall coordinate and oversee installation of cabinets through the Library-selected cabinet provider.
- Coordination of the installation of new countertops.
- Electrical modifications and new electrical work required for the demonstration kitchen.
- Installation or relocation of electrical outlets and connections for kitchen equipment and appliances, as applicable.
- Furnish and install new lighting for the demonstration kitchen. Lighting work shall include approximately 6 recessed can lights located above the center island/workstation and approximately 12 linear feet of LED under-cabinet lighting beneath the new upper cabinets. Contractor shall provide all necessary wiring, switches, controls, boxes, connections, and installation materials required for a complete and functional lighting system.
- Updating and/or improvement of kitchen plumbing. Installation of provided kitchen sink.
- Necessary wiring, switches, controls, boxes, receptacles, breakers, and associated electrical materials.
- Coordination of cabinet, countertop, electrical, lighting, and other building work.
- Repair of walls, ceilings, floors, or other surfaces affected by construction.

- Removal and legal disposal of construction debris.
- Final cleaning of the work area and preparation of the space for use.

4. CONTRACTOR RESPONSIBILITIES

- Provide all labor, materials, tools, equipment, and supervision necessary for completion.
- Obtain permits and arrange required inspections unless otherwise directed by the Library.
- Coordinate all subcontractors and project scheduling.
- Comply with applicable building, electrical, fire, accessibility, and other codes and regulations.
- Maintain required licenses and insurance.
- Protect the existing library building and contents from damage.
- Maintain a safe and orderly work area.
- Coordinate work with Library staff to minimize disruption to library operations.
- Maintain dust and debris control throughout the project.
- Securely cover or isolate the work area whenever work is not actively occurring.
- Maintain safe conditions for Library staff and patrons during construction.
- Clean the work area at the end of each workday.
- Notify Library staff of any conditions that may affect normal Library operations.
- Provide Mechanical Lien Waivers from all vendors and subcontractors before reimbursements or pay requests will be completed.

5. SITE VISIT

Bidders are encouraged to inspect the project area before submitting a bid. Bidders shall consider existing conditions when preparing their proposals.

Site Visit Date/Time: Contact Gaylee Harris

Site Visit Contact: Gaylee Harris, 573-564-8022, library@montgomerycitymo.org

6. BID SUBMISSION REQUIREMENTS

- Total project cost.
- Itemized pricing using the Bid Form below.
- Estimated project duration and proposed start date.
- Contractor business name, address, telephone number, and email address.
- Applicable contractor license information.
- Proof of required insurance.
- Names of proposed subcontractors, if applicable.
- At least two references for similar renovation or commercial projects.
- List of exclusions, assumptions, or proposed substitutions.

7. BID FORM / PRICE SCHEDULE

The contractor shall provide pricing for each item below. Include labor, materials, equipment, and applicable subcontractor costs.

Item	Description	Amount
1	Removal of existing cabinets, including associated hardware	\$
2	Removal of existing countertops	\$
3	Debris removal / disposal	\$
4	Wall / floor / other surface repair / preparation	\$

5	The contractor shall coordinate and oversee installation of cabinets through the Library-selected cabinet provider.	\$ _____
6	Countertops – Coordinate the installation of countertops through a Library-selected countertop provider, including coordination of delivery, installation, and all associated costs.	\$ _____
7	Electrical modifications, wiring, outlets/receptacles, and connections required for kitchen	\$ _____
8	Demonstration kitchen lighting, including recessed can lights above center island/workstation, under-cabinet lighting, wiring, switches/controls, connections, outlets, and installation.	\$ _____
9	Required electrical/plumbing connections for Library-provided appliances. Appliance purchase costs are excluded from the contractor's bid.	\$ _____
10	Installation of provided kitchen sink.	\$ _____
11	Other / miscellaneous construction	\$ _____
12	Permits / fees, if applicable	\$ _____
	TOTAL BID	\$ _____

8. PROJECT SCHEDULE

Anticipated Notice to Proceed: Friday, November 13, 2026

Proposed Construction Start: Monday, November 30, 2026

Estimated Construction Duration: 4 months

Substantial Completion: Monday, March 1, 2026

Final Completion: Wednesday, March 31, 2026

9. QUESTIONS AND CLARIFICATIONS

Questions regarding this Request for Bids shall be submitted to the Library contact listed below. Any material clarification or addendum issued by the Library will be provided to participating bidders.

Contact Name: Gaylee Harris

Phone: 573-564-8022

Email: library@montgomerycitymo.org

Questions Due: Wednesday, October 14, 2026

10. BID SUBMISSION

Bids must be received no later than:

Date: October 30, 2026 Time: 10:00 am

Submission Method: Email or Drop off at the Montgomery City Public Library

Submission Address / Email: library@montgomerycitymo.org or 224 N Allen St Montgomery City, MO 63361

11. AWARD OF CONTRACT

Montgomery City Public Library reserves the right to accept or reject any or all bids, waive minor informalities, request clarification, and select the bidder whose proposal meets the requirements of the project and the Library. No work shall begin until a contract or written notice to proceed has been issued by the Library. The Montgomery City Public Library is an equal opportunity employer.

12. CONTRACTOR INFORMATION

Company Name: _____

Address: _____

City/State/ZIP: _____

Contact Person: _____

Phone: _____ Email: _____

Contractor License No.: _____

Insurance Information: _____

13. BID CERTIFICATION

The undersigned certifies that the information contained in this bid is accurate and that the bidder has reviewed the project requirements and understands the work to be performed.

Authorized Representative:	Date:
Signature:	Phone:
Printed Name:	Email:
Title:	