



**Request for Proposals (RFP): #4841-02-26**  
**Collection Move - Lee County Main Library**

**Date of Issue: January 9, 2026**

**Response Deadline: February 9, 2026**

**Direct all inquiries concerning this RFP to:**

Beth List  
Director of Library Services  
107 Hawkins Ave.  
Sanford, NC 27330  
Email: [blist@leecountync.gov](mailto:blist@leecountync.gov)

## Statement of Purpose

The Lee County Libraries (Library) is seeking proposals for the packing, transport, and unpacking of the entire Library collection, as well as office furniture and paraphernalia, including appropriate insurances and guarantees. The service will provide:

- A seamless and simple moving process for staff
- Safe and secure transport of the collection
- Safe and secure transport of office furniture
- Clear expectations for process and timing
- Insurance to cover all items transported

## General Information

Sealed envelopes marked with the designation “Lee County Main Library Collection Move” containing (2) paper copies delivered via mail or in person to the address listed below received by February 9, 2026 at 3:00 PM EST. Electronic submissions are not allowed.

Lee County Finance Department  
Attn: Purchasing Agent  
115 Chatham St. Suite 301  
Sanford, North Carolina 27330

Proposals received after that time and date or proposals that are non-responsive to the requirements for this RFP will not be considered.

Requests for Proposals (RFP) will be posted on [www.leecountync.gov](http://www.leecountync.gov). Questions concerning the RFP must be received by January 23, 2026 @ 5:00 PM EST. Please email questions regarding the RFP process to [tgill@leecountync.gov](mailto:tgill@leecountync.gov), questions regarding the specific component requests are to be emailed to [blist@leecountync.gov](mailto:blist@leecountync.gov). Summary responses to any submitted questions will be posted on the website in the bid section of [www.leecountync.gov](http://www.leecountync.gov) by January 30, 2026 at 5:00 PM EST.

Lee County reserves the right to reject all proposals submitted, to cancel the solicitation request under this notice, and/or to re-request proposals for this work and service at any time. The County also reserves the right to negotiate terms, including the Proposed Fee, with any selected vendor. Lee County shall, upon mutually agreeable and acceptable terms and conditions with the successful respondent/Consultant, enter into a formal agreement for an agreed upon fee and period of performance.

## **Timeline**

The timeline supplied is the County's best estimate and is not binding upon the Library or County.

1. RFP issued: January 9, 2026
2. Deadline for bid questions: January 23, 2026 at 5:00 PM
3. Response to bid questions posted: January 30, 2026 at 5:00 PM
4. Proposal submissions due: February 9, 2026 at 3:00 PM
5. Consultant Interviews: (if applicable) week of February 9, 2026
6. Project start: after March 24, 2026

## **Background**

The Lee County Libraries serve approximately 70,000 residents of the county and surrounding area. There are currently two branches, one in Sanford and one in Broadway, with a new building under construction to replace the main branch in Sanford. The project is under the management of Samet Corporation in partnership with Sanford Contractors and was designed by Vines Architecture and is planned to be completed by April 2026.

The Library currently has about 100,000 items in a collection containing physical books, audiobooks, DVDs, magazines, backpack kits, tablets, and hotspots. There is also a computer lab with 18 desktop towers, monitors, and peripherals, and meeting rooms with tables in the public areas of the Library. The staff space contains office furniture, equipment, and peripherals for 15 full-time and 16 part-time staff.

## **Scope of Work**

The Lee County Library is seeking moving services to include the packing, transport, safe delivery, and unpacking of all aspects of the Library's public collection and staff offices. This project will move everything from the current Main Library building on Hawkins Avenue to the New Main Library on Bragg Street and will take place at the end of the construction project. The current building is approximately 18,000 square feet on one story with no stairs, and includes an auditorium, two conference rooms, and five offices. The new library will be approximately 35,000 square feet on one story with no stairs, including an auditorium, three large meeting rooms, seven conference rooms, and ten offices.

Vendors must be able to demonstrate their ability to provide the following:

- Coordination with Library staff to identify all materials for transport

- Organized packing of all stated materials
- Safe transport of all stated materials
- Secure delivery of all stated materials
- Insurance for all stated materials
- Timely expectations for all steps of the process

Vendors may exercise discretion in the proposal, but the final service must include specific requirements, as detailed below. Please include any narrative responses, marketing materials, photos, diagrams or other evidence of your ability to comply with our request.

The Lee County Library provides the following estimate of items, furniture, and equipment to be moved, as stated in the Statement of Purpose. Optional or additional services or provisions that vendors would like to recommend should be included in the proposal with an explanation of the benefits to the library. Unless otherwise stated, quantities listed are estimates only, and the Library will coordinate with the chosen vendor for more precise counts after the proposal process:

Linear feet of books, magazines, DVDs, Kits	6,000
Desktop computers w/monitors and peripherals	30
Conference tables	2
Office desks of various configurations w/ chairs	16
Mobile shelving and carts	40
Display cases	4
Stackable Lockers	22
Bookshelves and cabinets	8
Filing cabinets	12

### Evaluation of Criteria

Proposals will be thoroughly evaluated by a team of County personnel, based on the following criteria with weighted values:

Evaluation Criteria	Weighted Value
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Total cost including organization, transport, insurance, etc.	30%
Ease, speed, and suitability of proposed solution	30%
Vendor reputation, experience, and past performance	20%
Insurance and guarantees available	10%
Clarity and comprehensiveness of the submitted proposal	10%

## Requirements

### Packing and Organization

The vendor will pack all public collection items, including circulating materials and computer lab equipment, as well as staff equipment and furniture, in a safe and secure manner. Vendor is responsible for providing all packing materials and boxes. Library staff will pack personal items and supplies, with guidance on best practice from the vendor. All packed items will be clearly labeled with origin and destination and organized by location. All packed items will be loaded for transport by the vendor.

### Transportation

All items will be loaded and stored for transportation in the safest and most secure manner, according to industry standards. Items will be moved quickly and efficiently, with care and consideration for the type of materials. All those involved in transportation will be appropriately trained and insured.

### Delivery

Items will be delivered to the appropriate locations within the new building. Collection materials will be unpacked and reshelfed by the vendor. Technology and other equipment will be left in the correct place for staff to setup. Staff furniture will be delivered and unpacked by the vendor. Staff supplies and personal items will be unpacked by staff.

### Insurance

The Contractor shall purchase and maintain during the life of this contract comprehensive general liability, worker's compensation, automobile, and other insurance as is appropriate for the work being performed as outlined in the sample contract which is attached for your reference. A Certificate of Insurance will be required at the time of executing the final contract.

### Guarantees and Warranties

Vendor shall provide details of all guarantees and warranties that accompany its solutions. Standard warranties and all optional additions should be included, with clear and detailed explanations of cost, limits, and expectations.

## **Sales Tax**

Sales Tax shall not be included in any proposed prices. Lee County is not tax exempt and will pay sales tax where applicable. Sales tax shall be invoiced as a separate item.

## **Proposal Contents**

**In the proposal, the vendor shall include a Technical Proposal, a summary of experience related to comparable projects, a proposed fee, any additional information to be considered, and a signature page. The vendor shall also provide a thorough explanation of a frame of work for proposed implementation of the deliverables identified in this RFP.**

### **A. Technical Proposal**

- a. **A description of recommended materials and services related to the above-described scope and detail.**
- b. **A scope of work that includes a plan for implementation, including any materials, installation, and associated services.**
- c. **A proposed schedule that indicates overall timeframe from kickoff through project completion.**
- d. **Any other information deemed necessary to address the requests of this RFP.**

### **B. Comparable Projects**

- a. **Provide a brief description of three (3) comparable projects in progress or completed for local governments.**
- b. **At least one (1) reference with current contact information from a past completed project.**

### **C. Additional Information**

- a. **Include in this section any additional information you wish to provide to the County relevant to the request.**

### **D. Signature**

- a. **An individual authorized to bind the proposer to the representations and cost proposals, and to contractually bind the company, must sign the formal response. Include the following: Company Name, Authorized signature, Title, Printed Name, Phone, Email, Web Address.**