



REQUEST FOR INFORMATION (RFI)

Disassembly and Removal of an Envisionware 24-Hour Library Kiosk - Model 340D

**Bullitt County Public Library
Ridgway Memorial Library
127 N. Walnut Street
Shepherdsville, Kentucky 40165**

Purpose

The Bullitt County Public Library (BCPL) is seeking information from qualified metal scrappers, salvage contractors, and demolition firms regarding the disassembly, removal, transportation, and recycling of the Library's former 24-Hour Library kiosk located at Ridgway Memorial Library.

The selected contractor will be permitted to retain all proceeds derived from the salvage and recycling of materials recovered from the structure. BCPL will not provide compensation for this work. The contractor shall be responsible for all costs associated with removal, transportation, recycling, disposal, labor, equipment, permits, and environmental compliance.

Project Description

The contractor shall provide all labor, equipment, tools, transportation, permits (if required), and supervision necessary to:

- Disassemble and remove the entire 24-Hour Library kiosk structure.
- Remove all associated metal and non-metal components.
- Properly recycle, salvage, or dispose of materials.
- Leave the site in a safe, clean, and presentable condition following removal.
- Coordinate work with BCPL staff to minimize disruption.
- Coordinate and complete all necessary utility disconnections, including electrical service, required for safe removal of the kiosk.

ADMINISTRATIVE OFFICES

Central Library ■ 740 Conestoga Parkway ■ P.O. Box 99 ■ Shepherdsville, KY 40165
Phone: 502-543-7675 ■ Fax: 502-543-4329

Mandatory Site Visit

Respondents must conduct a site visit and are solely responsible for conducting their own inspections and evaluations of the kiosk and site conditions before submitting a response.

By submitting a response, the respondent acknowledges that they have had the opportunity to inspect the kiosk and accept responsibility for determining the feasibility and value of the project.

The 24-Hour Library kiosk is being offered on an "as-is, where-is" basis. Bullitt County Public Library makes no representations or warranties, expressed or implied, regarding the condition, structural integrity, composition, weight, salvage value, recyclability, or suitability of the kiosk or any of its components.

The selected contractor shall assume all risks associated with the dismantling, removal, transportation, recycling, and disposal of the kiosk and its components. No adjustment in compensation, claims for additional compensation, or reimbursement from BCPL will be considered based on actual salvage value, material quantities, site conditions, or unforeseen circumstances encountered during the project.

Information Requested

1. Company Information

Provide:

- Company name, address, and contact information.
- Primary contact person.
- Years in business.
- Description of experience with similar dismantling, demolition, salvage, or scrap recovery projects.
- Any licenses or certifications relevant to this work.

2. Insurance and Safety

Provide evidence of:

- Commercial General Liability Insurance.
- Workers' Compensation Insurance.
- Automobile Liability Insurance.
- Umbrella or Excess Liability coverage, if applicable.

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Additionally, please provide:

- Confirmation that your firm is willing to execute BCPL's indemnification and hold harmless agreement.

3. Project Approach

Describe:

- Proposed method for dismantling and removing the kiosk.
- Equipment that will be utilized.
- Number of personnel anticipated on-site.
- Whether cranes, roll-off containers, lifts, or other heavy equipment will be required.
- How the work area will be secured during removal.
- Measures that will be taken to protect buildings, utilities, parking lots, landscaping, and adjacent property.

4. Utilities and Electrical Disconnect

Describe:

- Proposed method for disconnecting electrical service to the kiosk.
- Identification of the party responsible for disconnecting power.
- Whether a licensed electrician will be utilized to perform the electrical disconnect.
- Any permits, inspections, utility coordination, or approvals that may be required.
- Procedures to ensure all electrical systems are safely de-energized prior to dismantling activities.
- Documentation that will be provided to BCPL confirming electrical service has been properly disconnected.

The selected contractor shall be responsible for coordinating and completing all utility disconnections required for removal of the kiosk unless otherwise agreed to in writing by BCPL. Any electrical disconnection work shall be performed by a licensed electrician and in compliance with all applicable federal, state, and local codes, regulations, and permitting requirements.

5. Environmental, Recycling, and Disposal Practices

Describe:

- Recycling and salvage practices.
- Disposal methods for non-metal components and waste materials.
- Procedures for handling any hazardous or regulated materials if encountered.
- Any environmental compliance measures that will be followed.

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6. Schedule

Provide:

- Earliest available start date.
- Estimated duration of work.
- Factors that may impact the project schedule.
- Estimated completion date following notice to proceed.

7. Financial Considerations

Provide:

- Confirmation that the contractor understands all scrap and salvage proceeds will be retained by the contractor as compensation for the work.
- Confirmation that BCPL will incur no costs associated with the removal project unless otherwise agreed upon in writing.

The contractor shall not seek compensation from BCPL for labor, equipment, transportation, disposal costs, permit fees, utility disconnections, site restoration, environmental compliance, subcontractor expenses, or any other costs associated with the project, except as may be expressly authorized in writing by BCPL before commencement of work. Submission of a response constitutes acknowledgment and acceptance of this requirement.

Additional Information

BCPL reserves the right to:

- Request additional information from respondents.
- Reject any or all submissions.
- Require proof of insurance before commencement of work.
- Negotiate terms with the selected contractor.

The selected contractor shall be responsible for obtaining any permits, licenses, inspections, and regulatory approvals required to perform the work in compliance with all applicable federal, state, and local laws and regulations.

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Submission Deadline

Responses shall be submitted electronically no later than:

Friday, September 18, 2026

To:

Tara O'Hagan
Executive Director
Bullitt County Public Library
tohagan@bcplib.org

Questions regarding this RFI should be directed to the contact listed above.

BCPL appreciates your interest and looks forward to reviewing your response.

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