

REQUEST FOR PROPOSAL

Furniture Reupholstering - Admin

Howard County Library System
Support Services

Admin Branch

Due Date: September 25, 2026 (Close of Business)

Issued By:

Howard County Library System, Administrative Branch
9411 Frederick Rd, Ellicott City, MD 21042

INTRODUCTION: Howard County Library System (HCLS) is seeking proposals from qualified furniture reupholsters to provide reupholstering services for seating at the Admin Branch. This document is a Request for Proposal (RFP) for the services described below and does not obligate HCLS to accept responses from eligible Contractors. The RFP establishes minimum requirements a bidder must meet to be eligible for consideration and information included in the Contractor's bid response.

The selection of the successful Contractor will be made based on HCLS' evaluation and determination of the relative ability of each Bidder to deliver quality service in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company and Services Provided, Years in Business
2. Cost Proposal (Reupholstering, Fabric and Pick Up/Delivery)
3. Timeframe for completion, including pickup and delivery timeframe
4. References /Client List

HCLS is not obligated to accept the lowest bid and reserves the right to reject all bids or amend the project's scope. All Bidders must be duly licensed or otherwise able to perform work in accordance with all governing local authorities and to their satisfaction.

SITE VISIT: Vendors are welcome to visit the Admin Branch independently to see the furniture.

HCLS Administrative Branch – 9411 Frederick Rd, Ellicott City, MD 21042

SUBMISSION OF PROPOSALS: Responses to this RFP are due by close of business on September 25, 2026, Late submittals will be rejected. All proposals are to be sealed and addressed to the manager of the RFP process:

Howard County Library System, 9411 Frederick Road, Ellicott City, MD 21042

rfp@hclibrary.org

Copies of the proposal must be **emailed to the above email address**. Any questions regarding this RFP should also be addressed to the email address above. Contractors may not contact other executives, managers, or employees of Howard County Library System without written permission of the manager of the RFP process.

SELECTION: Vendors will be selected based on references, delivery timeframe, and cost.

SCOPE OF SERVICES: The contractor shall provide the following:

- Padding and all other assembly components as needed.
- All nicks and marks on wood or aluminum to be buffed/repared as appropriate.
- Ensure all items are returned completed with quality workmanship and provide a one-year warranty on workmanship.
- Pick up and delivery of each item.
- See seating to be recovered beginning on page 3.

INSTRUCTIONS TO BIDDERS: Bidder is to format their response to include:

1. Brief description of your company and services and years in business

2. Cost Proposal for fabric, per-item cost for reupholstery, and cost for pickup and delivery
3. Timeframe for pickup, completion of work, and delivery back to branch
4. 3 References /Client List and description of types of services

SCOPE OF SERVICES



Item [1] — Qty [4]

Padded Swivel Armless Chair

Pick Up: Savage Branch, 9525 Durness Lane, Laurel, MD 20723

Deliver To: East Columbia Branch, 6600 Craddlerock Way, Columbia, MD 21045

Details / Fabric Selection:

- [INSERT DIMENSIONS / CONDITION / REPAIR DETAILS]
- [INSERT FABRIC MANUFACTURER / PATTERN / COLOR / NUMBER]
- [INSERT SECOND FABRIC OR ACCENT DETAILS, IF APPLICABLE]
- Source: [INSERT FABRIC SOURCE / WEBSITE]



Item [2] — Qty [3]

Armless Club Chairs

Pick Up: Admin Branch – 9411 Frederick Rd, Ellicott City, MD 21042

Deliver To: TBD

Details / Fabric Selection:

- [INSERT DIMENSIONS / CONDITION / REPAIR DETAILS]
- [INSERT FABRIC MANUFACTURER / PATTERN / COLOR / NUMBER]
- [INSERT ADDITIONAL DETAILS OR SPECIAL INSTRUCTIONS]



Item [3] - QTY 4

Wooden Club Chairs

Pick Up: Admin Branch – 9411 Frederick Rd, Ellicott City, MD 21042

Deliver To: TBD

Details / Fabric Selection:

- [INSERT DIMENSIONS / CONDITION / REPAIR DETAILS]
- [INSERT FABRIC MANUFACTURER / PATTERN / COLOR / NUMBER]
- [INSERT ADDITIONAL DETAILS OR SPECIAL INSTRUCTIONS]

Duplicate this section as needed for additional Branch furniture.