

## INVITATION TO BID

**Project:** Flagpole and Installation at Kirkwood Public Library  
**Bid Closes:** **Wednesday, October 15th, 2025 at 9:30 AM local time**  
**Submit To:** Kirkwood Public Library  
Attn: Library Director  
140 East Jefferson Avenue  
Kirkwood, MO 63122  
**Owner:** Kirkwood Public Library (KPL)

**Outline of Project:** This project requires bidding construction agencies to provide the management, supervision, services, labor, equipment, parts, materials, tools, clerical and administrative support, transportation, disposal methods and safety oversight necessary to manage and construct the flagpole project of Kirkwood Public Library. All work is to be performed in a high quality and professional manner in accordance with the requirements, specifications and recommendations of this document, those of manufacturers and those of any authority having jurisdiction.

**Bid Review:** KPL will review all bids submitted prior to the closing date. Proposals that suit KPL's needs will be given priority.

**Information Requests:** Bidders are welcome to ask questions or inspect the work site by October 1, 2025 at 9:00 AM local time. Questions will be answered at KPL's convenience via the contact information provided. Inspection of the work site may be conducted by scheduling a time with KPL. Inspecting Bidders will need to bring tools and personal protective equipment to reach and examine the work site. The building needs to be left clean and undamaged without interrupting normal organizational operations. KPL will not accompany Bidders to the work site and may not be available to answer questions in person at the time of inspection.

**Other Requirements:** Each Bidder which submits a bid must hold any licenses as provided by law. No bids will be considered which do not fully comply with the above provisions as to bond and licenses. Any deficient bid submission will be resealed and returned to the Bidder immediately.

KPL reserves the right to hold all bids for a period of sixty (60) days after the date fixed for the openings of bids, to reject any and all Bids and waive any formalities or irregularities.

**Contact:** Christa Van Herreweghe, Library Director  
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314-821-5770 ext. 1016

**Lisa Henry, Director of Operations**  
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