

Kitsap Regional Library

Health and Safety Assessment

**Submittal Deadline:
May 25, 2026; no later than 5:00 p.m.**

Kitsap Regional Library (the Library) is seeking qualified consultant to provide safety and health consulting services, including a one-time comprehensive report to assess the library's facilities and jobs against industry/government EHS standards.

Submit bids and direct questions to:

Contact: Chandra Talerico, HR Director, Kitsap Regional Library

ctalerico@krl.org or (360) 475-9166

Kitsap Regional Library reserves the right to reject any or all submittals, to waive any informalities or irregularities in the submittal, and to accept the submittal(s) deemed best for the Library.

The complete Request For Proposal document is available at
<https://www.krl.org/rfp> or by contacting Tammy Jeffries at (360) 405-9158.

1.0 Introduction

1.1 Purpose

Kitsap Regional Library is requesting proposals from qualified EHS consultants to conduct a comprehensive safety and health assessment of all the library facilities and jobs (for occupational hazard assessments). The purpose of this engagement is to help establish a robust safety program, identify opportunities for improvement, ensure compliance to federal and state statutes, and most importantly create a safe and welcoming environment for our staff members.

The Library operates nine (9) library locations across Kitsap County Washington and employees in a variety of positions to include driver's of large non-CDE commercial vehicles; custodial staff; facility, landscape/lawn, and maintenance; librarians, library associates, and assistances who support our patrons directly and indirectly through the management of our collection; as well as other support services.

1.2 Objectives

The objectives of this project are to:

- Conduct a physical and job safety and health audit of our facilities in accordance with OSHA and state statutes.
- Develop a safety program plan for our organization to implement that addresses gaps identified in the audit.
- Conduct Job Hazard Assessments (JHA's)
- If applicable, develop health surveillance program(s) guidance for occupations requiring such programs.
- Provide guidance on continuous improvement and best practices for an organization of our size and resources.

1.3 Overview of Selection Process

The selection of the consultant for this project will be based on the following:

- The Library shall receive bids no later than May 25, 2026
- Bids will be selected based on the ability to meet objectives timely with the most competitive price

2.0 Scope of Work

2.1 Standards and Guidance

Consultants shall be fluent in relevant regulatory and compliance standards, and maintain a Certified Safety Professional credential. Qualified applicants need to demonstrate experience with:

- Occupational Safety and Health Administration (OSHA) standards
- Washington State Department of Labor & Industries (L&I/WISHA rules)

The consultant is expected to identify minimum compliance requirements as well as opportunities to exceed compliance in support of the Library's goal to ensure a safe and healthy work environment.

2.2 Physical Facilities Assessment

At our nine locations assess:

- For hazards, safety risks, and opportunities for improving the work environment in such a way that it reduces risk to injury
 - Examples include assessing walkways, condition of floors, stairs (handrails, tread condition, visibility), lighting, and structural issues that present a safety hazard (e.g., damaged fixture, leaks)
- Compliance with local fire and safety regulations/codes
- Hazardous Materials and Environmental Safety
- Indoor environmental quality
- Emergency preparedness & incident command systems
- Ergonomics
- Storage & Material Handling

2.3 Programmatic

The consultant should assess the library's policies, procedures, committees, injury prevention, and programmatic elements to ensure both compliance and best in class EHS program and make recommendations based on the assessment to implement within the program document.

2.4 Occupational

- Conduct Job Hazard Analyses in accordance with OSHA 3071 as revised, to include assessing for noise, mechanical

failure, mechanical, and strike hazards, but not limited to.

- Provide any equipment needed to conduct JHA.
- Conduct any necessary calculations independently
- Identify medical surveillance program needs, if any, from the JHAs.

Project Deliverables

2.5 Oral Summary Report

The consultant will provide a concise oral summary of their findings, recommendations, and how the program solution presented addresses those findings. This should be in advance of the written report, such that the Library has an opportunity to provide feedback and ask questions prior to the report being finalized.

2.6 JHA's

Complete JHA for all identified occupations in need of assessment.

2.7 Written Findings & Recommendation Report

Provide the library a written report regarding their findings. The findings presented should be identified with corresponding compliance code/regulation/industry standard that informed the finding and their recommendation.

Recommendations should be prioritized in terms of short-, medium- and long-term, focused on order of compliance to best in class.

The written report shall include rough order-of-magnitude (ROM) cost estimates for recommended improvements, where applicable. These estimates should be high-level and based on clearly stated assumptions. They are intended for planning and budgeting purposes only and should not be considered final construction cost estimates.

All recommendations shall be prioritized using a clear and transparent framework. The prioritization should consider regulatory compliance requirements, potential legal or safety risks, and employee wellbeing. The goal is to help KRL balance compliance obligations and employee experience when determining implementation timing.

2.8 Program Solution

At a minimum, the consultant will provide:

1. A written program draft that reflects the language style in library policy documents. The program draft should include references to corresponding compliance code/ regulation/ standard that informs the program component(s).
2. Guidance for implementation of the program.
3. Once a solution has been implemented, provide training to managers and/or employees to support program implementation.

3.0 Bidding Process, Evaluation, & Contact Info:

3.1 Bidding Process Information:

1. The bidding period may be extended at the library's discretion if necessary to conduct a competitive bidding process.
2. The library reserves the right to request additional information and/or a Best And Final Offer (BAFO) during this bidding process as responses are compared and evaluated.
3. The library reserves the right to reject all proposals and to not pursue this project at this time.
4. Responders are required to read and understand all information contained within this entire RFP package. Submitting a bid constitutes complete understanding and compliance with the terms and conditions in this RFP.
5. Bids should Include:
 - A. Qualifications and Credentials
 - B. Capacity Information:
 - I. Ability to make physical assessments at KRL locations.
 - C. References – Minimum of two public entities of which you've rendered services of like kind. Preferably similar types of organizations to include other Library systems.
 - D. Pricing
 - I. Briefly discuss the proposed pricing for this project to include break-outs based on each deliverable, and estimated time needed to complete the project

3.2 Evaluation Criteria for selecting the winning bid(s):

The proposal will be judged on the following criteria:

65 Points – Qualifications

- Demonstrated understanding of the project goals
- Certified Safety Professional credential
- Experience working with public employers and relative laws

- under Washington State
- Past Performance on similar contracts;
- References

10 Points – Proposal Quality and Clarity of Approach

15 Points – Compatibility

10 Points – Cost of Services

The Library may conduct interviews, reach out to references, and conduct background checks as part of their vendor selection process.

Disqualifying Factors:

This RFP process has the following disqualifying factors and bids that do not meet these requirements will not be evaluated:

- Proposals from a third-party on behalf of the primary agency seeking commissions for identifying contract sales.
- Generic or auto generated bids that were not specifically created as a response to this RFP will not be considered

The Kitsap Regional Library is an Equal Opportunity employer and does not discriminate in its hiring, employment, or business practices. Minority, veteran, and women-owned businesses are encouraged to respond to this RFP.

3.3 Contact, Submittal, & Misc. Information:

The bid deadline is May 25, 2026, at 5pm Pacific Time. Any responses received after 5:00pm on the due date of this solicitation will be considered non-responsive and will not be included in the scoring process.

Questions regarding the RFP should be submitted in writing to Chandra Talerico at ctalerico@krl.org. Answers will be posted on the library's website within five (5) business days after the question was received.

Bids should be submitted electronically to Chandra Talerico, ctalerico@krl.org before the bid deadline.

All RFP documents, including instructions, bid formats, Q&A, updates, etc. will be uploaded to the library's website at:

<http://www.krl.org/rfp>

To confirm library branch addresses, please see <https://www.krl.org/locations>