



Burlington Public Library

REQUEST FOR PROPOSALS

For

Moving and Storage Services Related to the Central Library Renewal Project

Stage 1 (2004)

from
the existing facility
2331 New St., Burlington ON

to
the new addition/off-site storage
2331 New St., Burlington ON
and
off-site storage facility of the
successful respondent

Stage 2 (2005)

from
the new addition/off-site storage
2331 New St., Burlington ON
and
off-site storage facility

to
the renewed facility
2331 New St., Burlington, ON

Proposals will be accepted no later than 2:00 p.m.
Friday February 27, 2004

Deliver or mail proposals to:
Burlington Public Library
Attention: Maureen Barry; Director, Service Delivery
2331 New Street
Burlington, ON L7R 1J4

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Invitation to Submit RFP

Date of Invitations: Tuesday, January 13, 2004

Project: Burlington Public Library
Moving & Storage Services for Central Library Renewal Project
2331 New Street
Burlington, ON L7R 1J4

Architect: Teeple Architects Inc.
5 Camden Street
Toronto, ON M5V 1V2

Burlington Public Library is seeking proposals from pre-qualified Moving and Storage firms for professional services related to the relocation of Central Library collections, equipment, furnishings and supplies.

A pre-proposal **mandatory** tour, information session and question period will be held Tuesday, January 20, 2004 10 a.m. - noon in the Seminar Room, Lower Level, Burlington Public Library, 2331 New Street. A sign-in sheet will be provided and minutes taken and subsequently circulated.

Proposals are to be submitted in sealed envelopes by mail, courier or in person no later than Friday February 27, 2004; 2:00 p.m. to:

Burlington Public Library
Attention: Maureen Barry, Director Service Delivery
2331 New Street,
Burlington, ON L7R 1J4

The name and address of the respondent must also be clearly printed on the outside envelope or package. Please submit five (5) bound proposal copies and one (1) unbound copy of the proposal for photocopy purposes.

REQUEST FOR PROPOSAL

PRICING SUMMARY

SECTION A (Mandatory to complete)

Provide and attach a detailed breakdown of activities, work stages, and respective person hours allocated per activity as well as total. Include in this total any cost for consulting services (see page 6).

STAGE 1	STAGE 2	TOTAL (STAGES 1 & 2)
SUB TOTAL \$ _____	SUB TOTAL \$ _____	SUB TOTAL \$ _____
G.S.T. 7% \$ _____	G.S.T. 7% \$ _____	G.S.T. 7% \$ _____
P.S.T. 8% \$ _____	P.S.T. 8% \$ _____	P.S.T. 8% \$ _____
TOTAL \$ _____	TOTAL \$ _____	TOTAL \$ _____

SECTION B (Mandatory to complete)

Provide and attach a detailed breakdown of disbursements (estimated upset price) e.g., costs related to travel, meals, long distance telephone calls, courier services, printing, photocopying, postage, out-of-pocket expenses, etc.

STAGE 1	STAGE 2	TOTAL (STAGES 1 & 2)
SUB TOTAL \$ _____	SUB TOTAL \$ _____	SUB TOTAL \$ _____
G.S.T. 7% \$ _____	G.S.T. 7% \$ _____	G.S.T. 7% \$ _____
P.S.T. 8% \$ _____	P.S.T. 8% \$ _____	P.S.T. 8% \$ _____
TOTAL \$ _____	TOTAL \$ _____	TOTAL \$ _____

SECTION C (Mandatory to Complete)

Provide a breakdown of the cost to relocate and store the following (option):

Item	Quantity	Dimensions	Cubic Feet	Cost
Stacking Chairs	200	19.5"W x 21"L x 32"H (can be stacked as many as 17 high)	350	

PERFORMANCE SECURITY REQUIREMENTS:

BOND or LETTER OF CREDIT: A performance security in the form of an irrevocable Letter of Credit or a Performance Bond in an amount equal to 10% of the total bid amount **may** be required. Indicate if you could supply this security and its effect on your price, if applicable.

CONSULTING SERVICES

Costs for consulting services are to be included in the pricing indicated on the Pricing Summary sheet, Section A.

Stage 1

Name of Person(s) to be Assigned	Title and Role e.g., Project Manager, Site Supervisor	Rate Per Diem	Hourly Rate	# of Hours Allocated	Total Cost

Stage 2

Name of Person(s) to be Assigned	Title and Role e.g., Project Manager, Site Supervisor	Rate Per Diem	Hourly Rate	# of Hours Allocated	Total Cost

Will the above staff be assigned exclusively to this project?

Indicate the number of hours that each individual will work in the column provided.

In the event of additional services required the above per diem and per hour rates will apply.

Costs related to travel, meals, long distance telephone calls, courier services, printing, photocopying, postage, out-of-pocket expenses, etc. are to be included in the pricing indicated on the Pricing Summary sheet, Section B, for disbursements.

What is your estimate of the time you would require to complete Stage 1 and Stage 2 of the project described?

Stage 1 _____

Stage 2 _____

BACKGROUND

Burlington Central Library was originally constructed in two phases with sections opening in 1970 and 1975. The current Renewal Project, which includes the renovation of the existing 47,000 square feet and a new addition of approximately 20,000 square feet, will address a wide range of needs related to customer service and amenities, accessibility, technology and collections. The project will enable the library to respond to the increasing information, recreational and literacy needs of the growing Burlington community.

Construction of the addition began in September 2003, with a targeted completion date for Stage 1 of July 30, 2004. When the renovation of the existing facility is completed in summer 2005, the end result will be a totally revitalized 65,000 square foot facility.

Moving and storage services for the project will occur over two stages. The dates outlined below are current projections and are subject to change. We anticipate having additional details at the information session.

Stage 1 (July 1 – July 30, 2004): Relocation of collections, furniture, equipment and supplies from the existing site to the new addition and/or off-site storage facility. Central Library will be closed to the public during the relocation process. We anticipate that the exterior book return will be open to the public and some staff will be working in the building. The General Contractor and Landscape Contractor will be on site.

Stage 2 (early summer 2005): Relocation of collections, furniture, equipment and supplies from the new addition and off-site storage facility to the renewed facility (new addition and renovated space), according to the final floor layout. Central Library will be closed to the public during the relocation process. We anticipate that the book return will be open to the public and some staff will be working in the building. The General Contractor and Landscape Contractor will be on site.

Note: Projected dates for moving and storage services for the Central Library Renewal Project are dependent on the construction schedule, and as such, must remain flexible. The Library will endeavour to provide a 2 – 3 month notice of any change in the schedule.

The property to be relocated consists of all collections (currently approx. 170,000 items) but not limited to monographs and periodicals, unbound periodicals, newspapers, CDs, videos, DVDs and special collections material including but not limited to rare, fragile local history books and archives and art work. All furnishings and equipment will also be relocated i.e., shelving, photocopiers, cabinets, tables, chairs, desks, and contents of desks. Certain designated collections, furnishings and equipment will be relocated to off-site storage until the renovation is completed, at which time said items will be relocated from storage into the completed building for integration with existing collections, furnishings and equipment.

At minimum, the library is projecting the purchase of additional shelving to meet a 15% increase in collection growth, an increase from 170,000 items to a total of approximately 195,000 items. Approximately 7,000 new items will be integrated into the existing

collection in Stage 2; the remainder will be purchased and integrated over the subsequent 2 years.

Some, if not all of the public shelving as well as some furnishings may be replaced by the library in time to coincide with the Stage 2 relocation. Responsibility for the assembly and installation of any new shelving and furnishings shall reside with the vendor of said shelving and/or furnishings, and not with the Contractor. It shall be the responsibility of the Contractor to cooperate in coordinating the move with the General Contractor (Struct-Con) and with the work of the shelving and furniture installer(s). In the event the Library replaces storage shelving with newly purchased shelving, the price for relocation/reassembly of shelving shall require re-negotiation. In addition, the possibility exists that a price may be negotiated with the Contractor to remove and dispose of any shelving and/or furnishings deemed to be surplus.

All **computer equipment**, including servers, monitors, CPUs, printers and associated items are **NOT** included in this RFP. Library staff will handle the relocation of all computer equipment in coordination with the Contractor.

PROJECT SCOPE

The Proponent will perform all services and provide all necessary labour, supervision, trucking, equipment, materials, hoisting equipment, permits, insurance, bonds, miscellaneous small tools, rigging, cleaning and protective materials and all other items necessary to complete the relocation of Library property from its present location and transport it to its new location, place in new location and setup pursuant to the direction of Library representatives for Stages 1 and 2 of the relocation project. The Proposal shall include all costs associated with said relocation and setup, broken out into separate costing for Stages 1 and 2, as well as total costs.

It shall be the responsibility of the Proponent, prior to responding to the RFP, to inspect property to be relocated under this RFP. The proponent shall acquaint himself with the facility and conditions existing so that he may furnish such equipment and labour as necessary to provide for the orderly, timely, and efficient relocation of the property, and protection of the facility and grounds.

The Contractor shall supply tags and labels to accomplish orderly moving of all materials, furnishings and equipment at least one (1) month before the contemplated moving date(s). The size and design of these labels must be submitted with the response.

All equipment, furnishings, office shelving, desk materials, office files and records will be designated, labeled or tagged by Library staff. In Stage 1 of the project, the tagging will indicate the destination floor, room, and location in the new addition. For items to be stored off-site, the tagging will also include the future destination floor, room and location, according to the final floor layout. In Stage 2 of the project, the tagging will indicate the destination floor, room and location in the renewed facility (new addition and renovated space), according to the final floor layout. Contractor must furnish tags, labels, and packing cartons at least one (1) month prior to the relocation date(s).

Desks, chairs, etc. that will be relocated to the new addition in Stage 1 will not be knocked down or disassembled, unless necessary for proper moving and security of the furniture. A minimal amount of office shelving will be relocated and may need to be disassembled, moved and re-assembled if necessary.

In Stage 1, working in cooperation with the General Contractor (Struct-Con), the Contractor will be responsible for the disassembly of all shelving in public areas, as well as the reassembly of all shelving that will be relocated to the new addition. Public shelving that will be relocated to off-site storage during Stage 1 will be disassembled, moved and then re-assembled by the Contractor during Stage 2, according to the final floor layout. All material shall be shelved according to the plan developed in consultation with Library staff for Stages 1 and 2 of the project. All specifics on shelving for the entire collection will be provided with the location plan supplied by the Library prior to relocation. The type of anchoring used for wall mounted shelving will be determined in consultation with the General Contractor closer to the start of Stage 1.

All loading, relocation, and re-shelving of books, journals and documents, bound and unbound, all packing, relocation of non-book materials, furniture, office shelving, equipment and designated desk contents and file contents shall be performed by the selected Proponent under the direction and with the guidance of designated Library staff.

Library staff shall have final authority in directing and supervising elements of the work which may affect the proper shelving and sequence of materials as well as the proper placement of shelving and equipment.

The library expects to receive, consider, and utilize time and cost-saving suggestions from the respondents, based on their experience.

CONTRACTOR'S RESPONSIBILITIES

Contractor has full responsibility for properly estimating the difficulties and the cost of performing the services required herein and will not be excused from this responsibility for failure to investigate the conditions or become acquainted with all information concerning the services to be performed. Contractors will determine to their own satisfaction the accuracy of the Library's collection quantity estimates, and the labour and equipment necessary.

Responsibilities of the successful Contractor will include but not be limited to providing all supervision, personnel, labour, materials, supplies, and equipment to perform the services described in this RFP in a professional and timely manner. The Contractor may not use Library's personnel, materials, supplies or equipment except as provided specifically in this RFP, or as provided in subsequent agreements with Library which are mutually satisfactory to both parties. The Contractor must cooperate with the General Contractor (Struct-Con) to ensure satisfactory management of all stages of the Project, must have a Project Manager assigned and present during all stages of the Project, not permit any temporary halts in the performance of the Project, and make no assignment of Project staff to another relocation job until Project is complete unless with the agreement of the Library.

The Contractor, at his own expense, will obtain and maintain all necessary permits, franchises, licences, or other certification required to carry out the operations, handling and other services to be performed under this contract.

The Contractor will comply with all local, provincial, and federal safety rules, regulations or laws. The Contractor will erect temporary barriers and other protection necessary to protect persons and property from injury or damages during all stages of work.

The Contractor's Project Supervisor will supervise and administer the actual physical relocation in cooperation with the following authorized Library personnel:

Rick Craig, Manager Administrative and Building Services

Maureen Barry, Director Service Delivery

Dianne Warrick, Assistant Manager, Information Services

The Contractor will include a minimum of two days for planning sessions with Library staff during the period between the contract award and the actual moves in both Stages 1 and 2 i.e., four days minimum in total. Compensation for any travel, meals, lodging or incidentals related to attendance in these sessions will be included in your cost proposal.

Protection of Property and Facilities

The Contractor shall take the necessary precautions to prevent damage or injury to existing property at the site, including along the relocation route, or adjacent thereto including trees, shrubs, lawns, walks, pavements, adjoining structures and utilities. Any damage or injury caused by the Contractor shall be repaired by him at his expense. The Contractor and Library staff shall inspect the work site and jointly note

existing conditions prior to starting the work. The work site shall be jointly inspected after all work has been completed in that area and Contractor caused damages, if any, documented.

The Contractor will protect the walls, floors, furniture, artwork, equipment, elevators, fixtures and other areas or materials as designated by the Library. The Contractor will protect corners, corridors, floors and elevator cabs with protective coverings or padding.

The Contractor shall be responsible for any, or all, loss or damage to the books, collection materials, furniture, contents, equipment, artwork or other property of the Library either by theft, accident, or otherwise, while said property is in his control or custody. Property will be considered to be in the custody of the Contractor from the time that it is removed from its present location until such time as it is placed in its designated location. The Contractor shall not leave library materials unattended or in unsecured areas. Materials designated for off-site storage shall not be left in moving trucks or vans overnight.

Please advise on the **temperature control** of the proposed off-site storage facility. In particular, for microfilm storage fluctuations in temperature and humidity must be kept to a minimum. Recommended conditions are 65-70F, 45-55% RH.

Please advise on the availability of **accessible** storage i.e., the ability to access identified seasonal collections as required and/or chairs to be removed from storage prior to the Stage 2 relocation for re-upholstery.

The Contractor will provide an itemized listing of all collections, furnishings and equipment that has been placed into storage.

The Contractor will at all times keep the premises free of waste materials caused by the Contractor's work or employees. In particular, food wrappers, cans or food waste will be removed or disposed of daily. Eating and drinking will be permitted only in areas designated by the Library, and not in any areas occupied by Library materials. The Library will identify for the Contractor designated smoking areas outside of the project facilities.

In the event that the Contractor and Library representative should mutually determine that the weather would cause undo danger to library property or to the personal safety of the Contractor's or Library's employees, the relocation may be postponed to a time agreed upon without prejudice to either party of the contract.

Collections

The Contractor shall relocate all books, periodicals, and newspapers on standard sized booktrucks an/or other containers to be supplied by the Contractor of a size, shape and construction that is conducive to moving books and is subject to Library approval.

The term "relocate" with respect to shelved and filed materials shall have the following meaning: the Contractor shall remove all books, periodicals, and other materials from their present shelves and files in existing order from left to right, shall place them on booktrucks or in containers, shall move them to the designated

locations (Stages 1 and 2) and shall shelve or refile them in alphabetical or Dewey Decimal order, according to a plan developed in consultation with Library staff. The Contractor will provide all necessary materials and supplies for relocation, including but not limited to, carts, boxes, tape and labels.

Audio-visual materials are to be relocated in a manner suitable to their format to prevent the loss of the contents from the packaging, and in a clearly designated order. Any boxes or containers are to be provided by the Contractor.

Any art work or special collection objects to be relocated will be relocated with all due care with packaging provided by the Contractor.

The Contractor shall supply tags and labels to accomplish the orderly relocation of collections. The Contractor shall advise Library on the most efficient system of labeling.

The Contractor will supply all necessary labour required to perform the work described.

Office Equipment

Library employees will be responsible for emptying desktops and packing items in boxes furnished by the Contractor prior to relocation. The Contractor shall not be responsible for breakage or damage to Library employees' personal property included in the items to be relocated. Library employees are being advised to remove all personal items from the library prior to relocation.

Contents of office shelving, file cabinets, storage cabinets and supply rooms will be packed by Library staff in boxes to be provided by the Contractor prior to relocation.

Microfilm cabinets are to be relocated full unless this is precluded by conditions existing at either site. The Contractor will indicate in submission whether filing cabinets will be able to be relocated full and will provide boxes and labels in advance if emptying contents is necessary.

Project Coordination

The Contractor will provide a timetable and create a relocation plan. The Contractor will be responsible for providing Library staff with pre-relocation guidelines and assistance during planning stages of the relocation and will participate in planning meetings as necessary to effectively communicate for the planning, coordination and implementation of the relocation project. The Contractor will provide clear and concise communication to all who are involved in relocation.

The Contractor will be responsible for **collection mapping** and calculating basic space allocations in coordination with key Library staff. The Contractor will be responsible for accuracy of all the measurements of the Library collection. The Contractor will be responsible for shelf fill ratios, including new collection projections, and will include in their proposal the expense of shifting these collections in order to meet the optimal fill ratios.

Upon completion of the relocation project and before acceptance and final payment the Contractor will:

1. Remove from the site and dispose to a location approved by the Library, all equipment, containers, supplies, and debris which the Contractor brought to the site. Such removal and disposal will be at the Contractor's expense. This will include clean up following completion of the project.
2. Repair or make arrangements with the Library for repair of any damage caused by the Contractor to the building or its contents, including Library materials themselves.
3. Should the Contractor fail to fulfill conditions of this section, Library may after written notice complete these tasks and deduct the costs from the final payment to the Contractor.
4. Final inspection and correction of deficiencies will be completed within seventy-two (72) hours after the Contractor has notified Library Representatives that the relocation project has been completed, including clean-up.

LIBRARY'S RESPONSIBILITIES

The general responsibility of the Library is to aid and assist the Contractor in facilitating the work to be performed under the contract. Library staff will be involved in planning, preparation, and supervision of the relocation, including, for example:

1. The methods used to handle books and other library collections
2. Protection and care of library facilities during the move
3. The arrangement and distribution of collections on shelves
4. The move sequence, and scheduling, etc.

Specific responsibilities are limited to the following:

1. Library staff will be responsible for the preparation of specific floor layouts and designation of locations.
2. Library staff will furnish adequate staff for answering questions regarding the removal and placement of equipment and for providing other advice and assistance to the Contractor as may be needed.
3. The Library will assume responsibility for providing the necessary access to and within the building. The Library will make reasonable efforts to ensure that all elevators to be used by the Contractor are in good operating condition prior to the start of the relocation and that they are maintained in such condition during the time of the relocation.
4. Authorized representatives of the Library will be responsible for coordinating contact between the Contractor and other departments and functions of the Library as may be necessary.
5. The Library is responsible for coordinating the activities and tasks described in the RFP with the activities and schedules of other agents of the Library, such as the construction contractor, new shelving installer (Stage 2), building managers, and others stipulated by Library.
6. The Contractor may not use any Library equipment or personnel except as provided in these specifications.
7. Library staff will perform such housekeeping duties as dusting and vacuuming of relocated shelving, furnishings and equipment, Stages 1 and 2.
8. Library staff will perform the final item-by-item interfiling of collections returned from off-site storage as well as new items purchased and received, Stage 2.

PROJECT SCHEDULE

All construction timelines are currently under review. We anticipate having additional details available at the January 20/04 information session. The following anticipated timing and dates are subject to change by the Burlington Public Library at its sole discretion:

Item	Date	Time
Request for Proposal Issued	January 13, 2004	
Pre-Proposal Tour and Information Session (Mandatory for Respondents)	January 20, 2004	10:00 a.m. - noon
Deadline for Receipt of RFP Questions	February 20, 2004	5:00 p.m.
Responses to RFP Questions (Shared with all Proponents)	February 23, 2004	5:00 p.m.
Deadline for receipt of Proposals	February 27, 2004	2:00 p.m.
Interviews (If necessary)	March 8 to 10, 2004	TBA
Library Board Approval	March 18, 2004	N/A
City Council Approval (if required)	March 22, 2004	N/A
Award of Contract (last anticipated date)	March 23, 2004	5:00 p.m.
Planning and coordination with Library Staff Team	To be determined	TBA
Stage 1- Library relocation (anticipated time)	July 1 – July 30, 2004	N/A
Relocation and installation of computer equipment (not part of this RFP)	July 1 – July 30, 2004	TBA
Stage 2 - Library relocation (anticipated time)	June – July 2005	N/A
Installation of new shelving (not part of this RFP)	To be determined	TBA
Relocation and Installation of computer equipment (not part of this RFP)	To be determined	TBA

The new Central Library addition is scheduled to be completed July 30, 2004.
 The renovation of the existing space is scheduled to be completed July 29, 2005.
 New shelving installation, Stage 2 of the project, will be coordinated with the construction general contractor and the relocation contractor and completed by Summer 2005.
 The relocation project, Stage 2 of the project, will be coordinated with shelving installation and could begin on or about June 16, 2005.

MANDATORY TOUR AND INFORMATION SESSION

A **mandatory** pre-proposal tour of Central Library and information session will be held from **10 a.m. - noon Tuesday, January 20, 2004 in the Seminar Room, Lower Level, Burlington Central Library, 2331 New Street**, west of Guelph Line. The purpose of the meeting is to provide a tour of the existing facility, discuss the work to be performed with the prospective bidders and allow them to ask questions concerning the RFP. Questions and answers will be transcribed and sent to all prospective bidders after the meeting.

PROPOSAL SUBMISSION FORMAT

The Proposal is not to exceed 10 pages and should follow the format outlined in this RFP. Mandatory pages, resume and standard promotional material may be in addition to this.

Complete the mandatory forms (pages 4 -6) and return one (1) signed original and four (4) copies with your proposal.

A total of five (5) copies of the completed proposal must be submitted, plus one (1) unbound copy suitable for photocopying.

Proposals should be delivered in a sealed package, clearly marked, "**RFP for Burlington Central Library Moving and Storage Services**"

Addressed to:

**Burlington Public Library
Attention: Maureen Barry; Director, Service Delivery
2331 New Street
Burlington, ON L7R 1J4**

Submission of RFP documents by Email **will not be accepted.**

Proposals **MUST** be signed by an authorized signing officer of the Proponent company.

The following order and format is required for all submissions:

Management of the Organization and the project:

- a. Name of proponent or consortium
- b. Name of the legal entity with which the Library would be dealing
- c. Description of any consultants or advisors together with curriculum vitae and roles and responsibilities of each team member
- d. Contact person or persons including mailing address, telephone number, e-mail address and facsimile number

Proposals must include a letter stating the name of the Principal responding firm, address, telephone number and fax number of the person (name and title required) authorized to negotiate on behalf of the submitting party. The letter must be signed by the specified individual, and should also identify all organizations participating in the response, and their relationship to one another.

Proposed Project Team

Proponents are to provide an organizational chart specific to the personnel assigned to accomplish the work called for in the RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and the respective required result(s) for the project.

Proponents are to provide a narrative description of the organization, the project team and a personnel roster that identifies the project manager and site supervisor who will actually work on the contract and provide the following information about each person listed:

- a) Title
- b) Resume/Relative Career highlights
- c) Itemize the total cost and the number of estimated hours for each individual named above (see Price Summary, pages 5-6).

Additional Information

Requests for additional information or interpretation of RFP documents regarding terms, conditions, specifications and performance requirements shall be submitted in writing to:

Maureen Barry; Director, Service Delivery **and** Dianne Warrick; Assistant Manager,
Information Services at Burlington Public Library
M. Barry: barrym@bpl.on.ca **and** D. Warrick: warrickd@bpl.on.ca
FAX: 905.681.7277

Questions will be answered in writing in the form of addenda to the RFP and copies will be furnished to all proponents by facsimile and/or electronic mail. The Library will be the sole determinant of whether any revision or addenda should be issued as a result of any questions or other matters, and will extend the proposal deadline if such information significantly alters this solicitation or makes compliance with the original due date impractical.

All requests for interpretation must be received no later than 5:00 p.m. five (5) working days (February 20, 2004) before the due date for receipt of Proposals. Interpretations by the Library will be issued to proponents in the form of addendum to the RFP and will be available no later than 5:00 p.m. two (4) working days (February 23, 2004) prior to the date of submission.

Addenda will be faxed and sent by next day courier to each proponent to whom the RFP has been issued. All such addenda shall become part of the RFP response and each proponent shall be bound by such addenda.

The successful proponent's proposal and supporting information, along with this RFP and other written communication, will become part of the contract between the Burlington Public Library and the successful proponent.

In order to facilitate our evaluation of your proposal we require the following presentation order to be followed:

Introduction
Understanding of the Project
Methodology Used for the Project
Management Plan for the Project
Relative Experience and Qualifications
References
Costing Fees

Responses must include the following:

Project Equipment, Materials, Supplies and Vehicles

Provide detailed description of the quantity and type of equipment that will be used for this project and identify whether the equipment may be owned, rented or contracted.

Packing and Moving Methods

Specify and describe what methods and materials will be used for packing, transporting, re-shelving, and storing materials, furniture, equipment, and other property. Describe how items will be relocated.

Marking Methods

Describe the system and method(s) by which collections, furniture, equipment and containers will be marked, organized and monitored.

Describe the types of marking supplies that will be used and how they may be used without causing permanent damage to collection materials.

Indicate how any residues left by marking supplies will be removed. Indicate how any damage done to collection materials by marking will be repaired.

Security of Collections, Furniture and Equipment

Provide detailed description of the measures that the Proponent will employ to ensure the safety and security of the collections, furniture, and equipment, particularly against loss of items, weather damage, theft or vandalism.

Identification of Staff

Describe the system by which the Proponent will identify its staff while on Library premises.

Project Planning and Pre-Relocation Meetings

Provide an estimate of the number, schedule, participants and anticipated content of planning and pre-relocation meetings involving staff of Proponent, Library, and others.

Proposed Work Plan and Timeline

Provide a detailed proposed work plan and time line for completing the project. Describe your proposed general plan of action in chronological steps, note methods and materials that will be used in labeling and tagging items to be relocated and attach samples of planning documents used for similar projects.

Experience and Capacity

Describe your firm's background and experience that demonstrates the ability to provide the required services. Indicate whether any company expansion or addition of sub-contractors is required to provide the services specified in the RFP, and if so, how large and what kind of expansion.

Contractor's Project Supervisor

Provide name, resume, references, past experiences in relocations of this kind or scope, and contact information for the person designated to act as the Contractor's Project Supervisor.

Contractor's Staff

Describe how the project will be staffed and work teams organized, include chain-of-commands, use of sub-contractors, number of supervisory personnel on site, quantity and make-up of work teams.

Library Relocation Experience

List all experience of your firm in the current year and the previous three calendar years (2000 – 2003) with library relocations of similar size and scope. Include for each library a description of the approximate number of volumes, the types of materials involved, and the general services provided. Outline any significant problems encountered during the relocations, and the solutions provided. List any specific additional services that were performed as part of the relocation.

Library Relocation References

For each of the above libraries or governing institutions, provide the names and contact information (address, telephone number, e-mail address of person(s) qualified to comment on the performance of your firm.

EVALUATION CRITERIA

Proposal evaluation criteria will include the qualifications of the proponent and any of the proponent's potential subcontractors, the nature of the proposal plan, terms and conditions proposed by the proponent, and total proposed cost. The proponent and any of the proponent's potential Subcontractors must demonstrate adequate and appropriate ability, skill, capacity, responsibility, expertise, previous work record and experience, financial standing, overall quality and effectiveness of work, and all necessary equipment and materials to promptly and efficiently accomplish the scope of the required services.

The Library reserves the right to select the proposal that best meets the Library's requirements. The ability and willingness to work closely and frequently with Library staff will be one of the criteria by which the successful Contractor will be selected. The Library advocates a moving schedule that balances timelines, cost effectiveness, and safety while maintaining condition and sequence of the collections as the first priority. Cost will be a primary consideration, but proposals will be evaluated on all criteria contained in this RFP.

Proposal evaluation criteria will include:

1. Technical competence as evidenced by:
 - Professional qualifications of the firm
 - Professional qualifications of personnel assigned to this project
 - Specialized experience and technical competence of the firm
 - Specialized experience and technical competence of the personnel assigned to this project
 - Past performance of the firm as verified by the references of previous clients
 - Demonstrated experience in relocation of a library of similar size, moving library books and other materials, supplies, shelving and equipment
2. Respondent's fulfillment of mandatory requirements
3. Cost proposal
4. Proposed schedule and length of time for project completion
5. Relocation plan (including methods, amount, and type of equipment and supplies to be provided)
6. Packing, marking and tagging methods
7. Procedures for assuring protection and security of Library property
8. References

EVALUATION COMMITTEE

The evaluation committee will be comprised of Burlington Public Library staff. The committee will review and evaluate all submissions. In conducting their evaluation, the evaluation committee may consult professional advisors, as the Library considers appropriate.

AWARD PROCESS

Pursuant to a recommendation being approved, a purchase order/contract will be issued to the successful respondent by the Burlington Public Library Board.

The Terms of Reference and Conditions of the RFP document will form a part of the Purchase Order.

All proponents will be notified when the evaluation process is complete.

BURLINGTON PUBLIC LIBRARY'S RIGHTS

The Burlington Public Library reserves the right to terminate the process described in this Request for Proposal at any time, including before the closing date, for any reason whatsoever and will not be responsible for any costs incurred by vendors in the preparation and submission of their responses to this Request for Proposal.

All costs and expenses incurred by Proponents relating to their Proposals and any negotiations with the Library will be borne by the Proponents. The Library is not liable to pay such costs or expenses or to reimburse or compensate Proponents under any circumstances, including the rejection of any or all Proposals.

The Library shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any proponent, prior or subsequent to, or by reason of the acceptance or the non-acceptance by the Library of any proposal, or by reason of any delay in the acceptance of this proposal.

The Library will not accept responsibility for any delays or costs associated with any reviews or its approval process.

The Library expressly reserves the right to terminate the RFP process before or after negotiations and to terminate any next steps flowing from it.

The Library does not accept responsibility for any information or any errors or omissions which may be contained in this RFP or the schedules, data, materials or documents disclosed or otherwise provided to the Proponent in this RFP or from time to time pursuant to this RFP. The Library makes no representation or warranty, either express or implied, in fact or in law, with respect to the accuracy or completeness of this RFP or such schedules, data, materials or documents, and the Library shall not be responsible for any action, cost, loss or liability whatsoever arising from the Proponent's reliance or use of this RFP or any other technical or historical schedules, data, materials or documents provided by the Library. The Proponent is responsible for obtaining its own independent financial, legal, accounting, engineering and technical service advice with respect to any information included in the RFP or in any schedules, data, materials or documents provided by or required from the Library or from time to time pursuant to this RFP.

Proponents shall not issue news releases or other public announcements pertaining to details of their proposals or the selection process without the prior written approval of the Library.

This RFP process is designed to allow the Library to select one or more proponents with whom it will attempt to negotiate an arrangement responsive to the Library's needs. Selection as a proponent with whom the Library will negotiate does not guarantee that the Library will conclude an arrangement with the proponent. The Library expressly reserves the right to terminate the RFP process before a proponent is selected, to terminate negotiations with a proponent or to determine that the Library's needs can be met, or have been met, in a different manner.

The Burlington Public Library reserves the right to cancel the resulting contract in the event that the successful proponent fails to perform in accordance with the Terms, Conditions, Specifications and Time Schedules of the contract. This will be in the sole opinion of the Burlington Public Library. In this case only prorated payments pertaining to completed and acceptable work will be remitted.

This project and any recommended contract award is contingent upon budget funding availability.

This project and any subsequent purchase order/contract may be contingent upon approval by the Burlington Public Library Board and City Council.

The copyright for respective purchased concepts and/or materials will become the property of the Burlington Public Library unless otherwise mutually agreed upon by the successful proponent and the Library.

If the respondent intends to use subcontractors, the bidder must identify in their proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

The Library's project director must approve any change of sub-contractor or project team members named in the proposal, in advance and in writing. Personnel changes that are not approved by the Burlington Public Library may be grounds for the Library to terminate the contract.

BURLINGTON PUBLIC LIBRARY

STANDARD TERMS AND CONDITIONS PERTAINING TO THE PURCHASE OF GOODS AND SERVICES

Unless otherwise stated, the following Terms and Conditions, as applicable, will form part of the Request for Proposal for the Burlington Public Library.

GENERAL TERMS

1.0 DOCUMENT SUBMISSION

1.1 A Vendor may withdraw or qualify his bid at any time prior to the official closing time by submitting a letter bearing his signature on his letterhead.

1.2 Bid submissions are irrevocable after the official closing time.

1.3 Bid submissions must be signed.

2.0 SECURITIES

Where required the Vendor will provide the Library with a valid performance labour and material payment bond. This will be issued by a Canadian Surety Company acceptable to the Library in its sole discretion. Alternatively an irrevocable letter of credit from a Canadian chartered bank in the Library's format and in accordance with the Library's requirements may be supplied. A certified cheque is also acceptable.

3.0 PRICE AND SOURCE DISCLOSURE

3.1 In Non-Tender situations the successful company's name will be disclosed after the award. Other prices and sources will be confidential and not revealed to the competitors. Non-Tender situations include RFPs, Formal Written Quotation Requests, Verbal Quotation Requests and purchase by Negotiation. This policy is supported by The Municipal Freedom of Information and Protection of Privacy Act.

4.0 PRICE DISCREPANCIES

If the extended value, based upon the estimated quantity, is inconsistent with the unit price, the unit price shall prevail, and the total price will be corrected accordingly.

5.0 AWARD

5.1 The lowest or any other bid will not necessarily be accepted.

5.2 The evaluation of bids is not based solely on price, but will take into consideration quality of previous work, ability to meet schedules on previous work, co-operation with the Library or other persons on previous jobs, experience, references, senior staff to be used, equipment, plant facilities, sub-contractors, provisions of securities, and will take into consideration the best value for the Library.

5.3 The Library reserves the right to accept or reject all or any part of a submission contingent upon the terms of the specific bid/proposal request.

6.0 **UNSATISFACTORY PERFORMANCE**

The Library reserves the right to cancel any order or contract at no cost to the Library if goods and services are unsatisfactory.

7.0 **DELIVERY DEFAULT / NON-COMPLIANCE / LACK OF FULFILMENT**

Default of delivery or non-compliance with the Tender, Proposal, Quotation Request or Contract will make the Vendor responsible for any increased cost. Compensation will be the Library's choice of cash or certified cheque payable to the Library to obtain proper commodities or services in the open market.

If the bid is withdrawn after the closing date and before the validity term expires, the Vendor shall forfeit any deposit/bid bond and shall continue to be liable to the Library for any damages beyond the deposit/bond amount. The Library may advertise for new Tenders, Proposals or Quotations in this event.

8.0 **RISK**

If services and/or other goods are being supplied, such other goods remain at the complete risk, responsibility and loss of the Vendor until this contract is fully completed. If damage, loss, theft, robbery or impairment occurs to any goods, the Vendor shall replace such goods at the Vendor's sole cost and expense. In the event the Vendor terminates or abandons the services either temporarily or permanently the Library may take all necessary steps to complete the services and the Vendor is responsible for all damages incurred by the Library.

9.0 **COLLUSION**

9.1 The Vendor declares that the bid response is NOT made in conspiracy with any other Vendor bidding for the same products/services and is without **collusion** or fraud.

10.0 **VENDOR RESPONSIBILITIES**

10.1 It is mutually agreed and understood that the Vendor shall not assign, transfer, convey, **sublet** or otherwise dispose of the Tender, Proposal, Quotation or Contract or the right, title or interest therein, or the powers to execute the same, without the previous written consent of the Library.

10.2 Acceptance of a purchase order issued by the Library for a bid or any part of a bid shall constitute a **contract** between the Library and the Vendor which shall bind the Vendor on his part to furnish and deliver the goods or services at the prices given and in accordance with the conditions of the bid and these Standard Terms and Conditions.

10.3. If requested by the Library, the Vendor shall execute a written contract, as an appendix to, and further detailing of, the purchase order.

11.0 **CONTRACT AND VENDOR REQUIREMENTS**

11.1 The Vendor hereby covenants and agrees that if their Tender, Proposal or Quotation or any part thereof is accepted by the Library, they:

- (a) Shall **perform** the contract in accordance with the specifications, terms and conditions under which it is awarded.,
- (b) Shall **indemnify** and save harmless the Library from any claim or action arising from the alleged infringement of any patent or trade mark as a result of the use or sale of these goods.,
- (c) Shall **guarantee** for a reasonable period, goods against defective material or workmanship and to repair or replace any damage which occasioned in transit.,
- (d) Shall **furnish adequate protection** from damage for all work and to repair damage of any kind for which the Vendor is responsible, to the premises or equipment, to his own work or the work of other contractors.,
- (e) Shall **pay for all permits, licences, fees and inspections** and shall give all notices and comply with all by-laws and regulations of the Library and Regional Government.,
- (f) Shall comply with all **statutes and regulations of Canada and Ontario** applicable to the work and persons employed on or in connection with the work. (The Library and Vendor agree that the sale offer, a subsequent purchase order and any schedules attached shall be governed by and construed according to the laws of the Province of Ontario where the Library is located and the courts of such Province of Ontario shall have sole jurisdiction. The Vendor agrees to and attorns to the jurisdiction of the Province of Ontario including all executions and processes issued herefrom.),
- (g) Shall address and be subject to **Withholding Tax**, if applicable, i.e.
 - (i) Payments to non-resident Vendors will be subject to the required Withholding Tax from payment for any services rendered in Canada as required by the Canadian Income Tax Act.,
 - (ii) Collection of the **Withholding Tax** by the Library may be waived or reduced upon written confirmation by Revenue Canada.,
- (h) Shall use due care that no person is injured and that no property is damaged in the performance of the work. The successful Vendor shall further indemnify the Library from all claims that may result from this work. Proof of such indemnification will be required prior to commencement of work. (**Certificate of Insurance**) (see below),
- (i) Shall covenant and agree to maintain during this agreement, at the Vendor's own expense, **public liability, property damage and comprehensive liability insurance** coverage satisfactory to the Library, in the amount of **not less than \$2,000,000.00** (two million dollars) and the policy to include the Library as named insured party. This insurance shall include protection against claims that might be brought against the Library by any employee of the Vendor and also protective coverage for all sub-contracted operations. A certified copy of the policy of insurance is to be forwarded to the Library.
This policy of insurance shall not be cancelled without giving the

- principal thirty (30) days notice of intention to cancel such policy of insurance.,
- (j) Shall pay Compensation to the Library for time spent to prepare for, and attend, any hearings and for all **legal fees** concerning any suits or legal action taken against the Vendor, contractors, etc., not directly involving the Library.,
 - (k) Shall not, except with the consent of the Library in writing, release information relating to any subsequent order for **advertising**, promotional or technical purposes or otherwise give it in any fashion, nor shall the name of the Library be used for, or in connection with, any advertising or promotional purpose of the Vendor.,
 - (l) Shall comply with all requirements of the **Workplace Safety Insurance Board**, and its regulations as amended. The Vendor/contractor shall supply a **Workplace Safety Insurance Board Clearance Certificate** before commencing work, and one after work is completed.,
 - (m) Shall, where work is performed on Library property or on behalf of the Library, comply with the **Occupational Health and Safety Act** and its regulations, as amended, and applicable Industry Standards for the work and shall be responsible for and take every precaution reasonable in the circumstances for the protection of all workers associated with the work being performed, whether employed by the Vendor, the Library or a third party. The successful Vendor shall indemnify and save harmless the Library, its officers, employees, servants and agents from any liability incurred as a result of the Vendor's negligence or any latent or obvious violation of the Occupational Health and Safety Act.,
 - (n) (i) Shall provide a complete list of all controlled products, hazardous materials, products containing hazardous materials, and all biological or chemical agents or devices or equipment producing or emitting a physical agent and any substance, compound, product or physical agent that is deemed to be, or contains, a designated substance as defined under the Act and the Regulations, which will be supplied or used in the work, before commencing. The Vendor/contractor shall provide appropriate information and **Material Safety Data Sheets**, where required, with the shipment.
(ii) Shall ensure that contractors, sub-contractors and all of their employees are trained in W.H.M.I.S.

12.0 INDEMNITY

The Vendor shall comply with all statutes and regulations of Canada and Ontario. Without the limitation of the foregoing, the Library relies upon the skill and judgment of the Vendor and the Vendor covenants and agrees that having acquired full knowledge of the use, function, purpose and application of the goods to be supplied, hereunder it shall include in its price for and forthwith advise the Library of any alterations which may be necessary to ensure that the goods are fit for the said use, function, purpose and application contemplated. The Vendor further covenants and agrees to indemnify and save harmless the Library from any and all claims, loss or damages (including special and

consequential damages and damages for loss of use) arising directly or indirectly from any breach of the terms of this purchase order or any contract following thereupon and from any claims, loss or damage of whatsoever nature and kind for injury to persons and the destruction of, or damage to, property arising directly or indirectly from the construction, installation and supply of goods to be furnished hereunder or from anything undertaken or done in fulfilling the provisions of this purchase order or any contract following thereupon.

13.0 VENDOR PROFILE

A Vendor must be prepared, if requested, to present evidence of experience, ability, service facilities and financial status necessary to satisfactorily meet the requirements set forth or implied in the Tender, Proposal or Quotation Request. With this concern the Library may request a credit report and/or a current bank history report for the company, or person, submitting a bid.

14.0 WARRANTY

The manufacturer's warranty shall be clearly stated and the manufacturer's specifications shall be submitted with Tenders, Proposals and Quotations.

15.0 CONSTRUCTION LIEN ACT

The successful Vendor shall comply with the provisions of the Construction Lien Act, as may be amended, and supply any proof of compliance with the Act as required by the Library. The Vendor shall fully relieve and indemnify the Library from any and all liability or expenses in respect to any claim, e.g. a lien, liability, etc. The Library shall not in any case be liable to any greater extent than the amount owing by it to the Vendor pursuant to the contract.

16.0 INVOICE REQUIREMENTS

All invoices are to be sent to The Burlington Public Library
2331 New Street
Burlington, Ontario L7R 1J4

All applicable taxes are to be itemized separately on invoices, i.e. P.S.T. and G.S.T.

Include the purchase order number on each invoice.

17.0 PAYMENT TERMS

Net 30 days after receipt of invoice unless a discount for quick payment is offered. No other terms of payment will be accepted whether stated/implied without written approval. Payment may be delayed if the goods/services are not acceptable to the Library.

Appendix A: Elevator Load Limits

Stage 1

The library currently has an existing elevator with a lifting capacity of 2500 lbs., 16 persons. The availability of a second elevator is subject to the construction schedule and the use of it cannot be guaranteed for Stage 1, although efforts are being made to complete its construction by June 29, 2004.

Stage 2

Two elevators will be available for use during Stage 2. One elevator has a lifting capacity of 2500 lbs., 16 persons and the second elevator has a net lifting capacity of 3500 lb

Appendix B: Furnishings and Equipment to be Relocated On-site

ITEM	QUANTITY
Adding Machines	2
Benches	2
Bill counter	1
Book trucks	43
Bookcase & contents	13
Bulletin Board	6
Bulletin Board Divider	1
Carpet Cleaners	2
Cash Register	1
Chairs	196
Clock	4
Coat rack	7
Coffee Machine	1
Coffee Table	2
Coin counter	1
Computer Table	1
Computer workstation	30
Counter with sink and cupboards and cupboard contents	1
Counters	4
Credenza	3
Crowd Control Lineup	1
Desks	49
Display Boards	4
Drafting Table	1
End Table	3
Fax Machine	1
Filing Cabinet	49
Floor Fan	1
Floor Polisher	1
Hanging Account File rack	1
Hanging Record File Stand	1
Heavy Duty Stapler	1
Humidifier	1
Interact Machine	1
Ladders	7
Laminator	1
Lockers	6
Metal shelving unit	2
Microform reader/printer	2
Microwave	1
Paper Cutter	1
PC Workstation (Stand-up)	2
PC Workstation (Wheelchair accessible)	3
Photocopier	3
Platform dolly	1
Pop Machine	1
Postal machine	1
Postal weigh scale	1

ITEM cont'd	QUANTITY
Printer Tables	2
Refrigerator	1
Safe	2
Security/entrance gates	2
Set of Lockers	1
Shovels	6
"Sign In" Board	1
Sofa	2
Stools	9
Storage/Supply Cabinets & contents	10
Table	27
Task Light	7
Toaster Oven	1
Typewriter	1
Typewriter Table	1
Unibind machine	1
Units – Modular Desk	5
Units of Shelving & contents	20
Upright dolly	1
Vacuum Cleaners	4
Wall divider	1
Wall Unit	1
Whiteboard	3
Wooden cupboard & contents	1
Work Bench	1

Appendix C: Collections and Collection Accommodation to be Relocated On-site

Description of shelving	# of shelves	# of pilasters	# of right hand brackets	# of left hand brackets	Linear ft. of shelving
Wall mounted	437	101	437	437	1311
Single sided free standing	148		148	148	444
Double sided free standing	2521		2521	2521	7563

Item (Includes Contents)	Quantity	Dimensions
CD Browser Bins	10	49.5x29.5x37h
Script Music Bins	2	48x22.5x42h
Index table	1	48x90x29
One sided newspaper storage unit U04	1	72x15 ½ x76 ½ h
Microfilm cabinet 10 drawer	1	24.5x28dx59.5h
Beige microfilm cabinet (9 drawer)	1	23.5x28.5x52h
Taupe microfilm cabinet(10 drawer)	1	24.5x28x60h
Newspaper shelving unit	1	74x26x51.5h
Periodical shelving unit	1	181.5x27x60.5
Periodical shelving unit	1	181.5x30x60.5
CDROM spinner rack	1	26"basex57"h
NF paperback spinner	1	17"basex66 ½ "h
Paperback spinner racks	6	4 units-22"wx22"dx60"h 2 units-40"wx40"dx63"h
Picture book shelving	5	2 units-146"wx23 ¼ "dx48"h 1 unit-75"wx23 ¼ "dx48"h 1 unit- 146"wx12"dx48"h 1 unit-75"wx12"dx48"h
Periodical rack	1	38.5"wx17"dx57"h
Seasonal display unit	1	42"wx46"dx64"h
Media racks	3	2 units-33"diameterx57.5"h 1 unit 33"diameterx39"h

Appendix D: Furnishings/Equipment to be Moved to Off-site Storage

ITEM	QUANTITY
Artificial Plants	3
Artwork (framed)	103
Artwork (sculpture)	3
Atlas Stand	1
Banker's Boxes (includes contents)	110
Bench	1
Book Trucks	3
Bookcase	1
Boxes	17
Brochure Stand	1
Bulletin Board	5
Cabinet	8
Cart	2
Cash Register	1
Chairs	424
Chalkboard	1
Clamps	38
Clock	2
Coat Rack	2
Coat Tree	1
Cork Board	4
Corkboard	5
Craftsman Bench Grinder	1
Craftsman Drill Press	1
Credenza	1
Cupboard	2
Desk	13
Directory	3
Display case	2
Dust Collector	1

ITEM cont'd.	QUANTITY
Fan	2
File Cabinets	14
Flat Bed File	1
Footstool	3
Hang-up bag rack	1
Heater fan	1
Holder	2
Hutch	1
Index Table	1
Lockers	14
Map Cabinet	1
Map Table	1
Mastercraft Rolling Tool	1
Microfiche Reader	1
Microfilm Reader	4
Microfilm Reader-Printer	2
Notice Board	1
OPTELEC machine	1
Paper cutter	1
Partition	5
Patio Umbrella	1
Pencil sharpener	1
Photocopier	1
Piano	1
Piano bench	1
Planter	1
Podium	1
Projection Cart	1
Radial Arm Saw	1
Recycle Bin	13
Paper Shredder	1
Sign	6
Pressure Washer	1

ITEM cont'd.	QUANTITY
Sound system	1
Step Ladder	1
Step Stool	2
Stereo System	1
Gas Leaf Blower	1
Storage Bin	4
Storage Cabinet	2
Storage Unit	1
Table	70
Table Fan	1
Table Saw	1
Table Top	11
Telephone	2
Television set	1
Tub Chair	2
VCR	1
Wall clock	1
Wall Holder	1
Wall Unit	1
Wall Unit - Top Shelf	1
Waste Bin	15
White Board	1
Wire Basket	1
Workhorses	2
Workstation	5

Appendix E: Collections and Collection Accommodation to be Moved to Off-site Storage

ITEM	QUANTITY
Freestanding Shelving Units	22
Shelves	1515
Pilasters	178
Brackets	2432
Linear Feet of Shelving (Collections)	1296
Boxes (Includes contents)	278 (655 Cubic feet)

Item (Includes Contents)	Quantity	Dimensions
Map Case	1	35" x 28" x 42"H
Microfiche Cabinet	1	24.5" x 28" x 13"H
Microfilm Cabinet	7	28" x 24.5" x 49"H 24.75" x 28" x 60"H 50" x 23" x 55"H 25" x 28.5" x 51.5"H 24.5" x 28" x 60"H 25" x 28.5" x 52"H
Music Bin	1	48"L x 22.5"D x 42"H
Spinner Rack	3	79" x 34" x 64"
Tote Bin	5	24" x 20" x 15"