

**QUEENS LIBRARY  
BUILDINGS AND GROUNDS COMMITTEE  
THURSDAY, APRIL 18, 2019**

Central Library  
89-11 Merrick Blvd., Jamaica, NY 11432

**AGENDA**

**6:15 PM BUILDINGS AND GROUNDS COMMITTEE REGULAR MEETING**

**I. CALL TO ORDER**

**II. AGENDA**

**Action Item(s)**

1. Contract Authorization – System-Wide Electrician a Services Contracts (ID # 1982)
2. Contract Authorization – System-Wide Data Cabling Services Requirements Contracts (ID # 1983)

**Report(s)**

3. Purchases Over \$5K Report - March 2019 (ID # 1989)

**III. ADJOURNMENT**

1. Motion to Adjourn (ID # 1974)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* April 18, 2019

*ITEM ID #:* 1982

*AGENDA:* Contract Authorization – System-Wide Electrician a Services Contracts

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### **Background:**

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into Electrician A requirements contracts with P&M Electrical Contracting Corp. and Polaris Electrical Construction Corp.

The Board's approval is required pursuant to the Library's Purchasing Policy, which provides, in pertinent part, that contracts for construction projects, building service, and maintenance and repair of buildings and grounds in excess of \$35,000 may be awarded only after soliciting sealed competitive bids and upon the authorization of the Library's Board of Trustees.

The Library has a requirements contract for Electrician M work, which is limited to repairing existing lights and existing electrical systems. The Library does not have any requirements contracts for Electrician A services, which is for new lights fixtures, new circuits and other installations. The Library has been awarding Electrician A work through separate project-specific solicitations, government contracts or as emergency procurements.

### **Current Status:**

On November 1, 2018, the Library issued an Invitation for Bids, Bid Number 1018-3, for system-wide Electrician A services to be awarded to multiple firms. The bid was advertised in the New York City Record, BidNet and New York State Contract Reporter, posted on the Library's website, and notification of the solicitation was sent to over thirty (30) firms using the NYS and NYC MWBE directories, the NYS Service-Disabled Veteran-Owned Business Directory and bidder's lists compiled by the Library.

The bid stated that the Library was seeking to engage the expertise of qualified vendors to provide Electrician A services throughout the Library system for projects ranging from a single hour up to an estimated amount of \$150,000. The bid also stated that the Library intends to award contracts to multiple vendors with the primary contract being awarded to the lowest

responsive and responsible bidder (“Primary Successful Bidder”), the second contract being awarded to the next lowest responsive and responsible bidder (“Secondary Successful Bidder”), and so forth. The Library retained the sole discretion to determine the number of firms being awarded contracts and, based on prior spending for such work and the need for redundancy, has determined that awarding contracts to two vendors is appropriate.

Bidders were required to provide a maximum hourly rate for an Electrician A, which would cover the full range of electrician services, inclusive of all overhead, profit and payment of prevailing wages (\$111.72) and be fixed for the first year of the contract. The bid provided that a bidder’s maximum hourly rate would increase by two percent (2%) each year of the contract and that the mark-up for materials, equipment and subcontracting of other trade work shall not exceed twenty percent (20%).

For the award of specific work, the bid stipulated that the Library reserves the right to award any work to the Primary Successful Bidder at or below its maximum hourly rate. In the event the Primary Successful Bidder is not available, has a lapse of insurance or submits a Statement of Work (“SOW”) which is rejected by the Library, the Library may award the relevant work to the Secondary Successful Bidder. The Library also retained the sole discretion to make the determination that the Primary Successful Bidder has demonstrated poor performance, does not have the capability to perform the specified work at issue and/or within the required time frame, or has raised health and safety concerns in performing prior work. Under those conditions, the Library may award the work to the Secondary Successful Bidder. Furthermore, the bid provides the Library with the discretion to award work for a specific project or duration of time based on mini-bids among the two Successful Bidders.

Leader Electric Co Inc. submitted a late bid and was notified that its bid was non-responsive. The following eight firms submitted timely bids:

	<b>Firm</b>	<b>M/WBE-SDVOB</b>	<b>Maximum Straight Hourly Rate</b>
1	Faze Electrical Contracting, Inc.		\$135.18
2	P&M Electrical Contracting Corp.	NYC WBE	\$148.00
3	Polaris Electrical Construction Corp.		\$159.00
4	EIA Electric Inc.	NYC MBE	\$162.84
5	Berger Quality Electrical Contracting Inc.	NYC MBE	\$165.00
6	Arcadia Electrical Co. Inc.		\$179.50
7	Alkem Electrical Corp.	NYS & NYC MBE	\$345.00

8	Triple T Electric Inc.	NYS & NYC MBE	\$415.15
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Faze Electrical Contracting, Inc. did not provide required vendor qualification information with its bid. It was given another opportunity to provide this information; however, its belated submission did not include necessary financial information. As such, Faze Electrical Contracting, Inc.'s bid was deemed non-responsive. P&M Electrical Contracting Corp. ("P&M Electrical") submitted the lowest responsive bid. Polaris Electrical Construction Corp. ("Polaris Electrical") submitted the next lowest responsive bid. The Library thoroughly reviewed each vendor's experience, financial stability, references, background, completed vendor responsibility questionnaire and the PASSPort database in assessing the vendor's responsibility. This review did not identify any negative findings or raise any integrity issues that would adversely affect an award to either of the two lowest responsive bidders.

A reference from the NYC Department of Citywide Administrative Services stated that P&M Electrical has held several contracts over the years and that it has performed work in over fifty-five buildings and exceeded expectations. A reference from the NYC Department of Correction indicated that P&M Electrical performed exceptionally well during its three-year contract, which ended in May of 2018. A reference from the NYC Department of Administration for Children's Services stated that P&M Electrical completed several projects, including one valued at \$3 million and that its work exceeded expectations. Additionally, P&M Electrical has been awarded over \$60 million in contracts since 2010 from various other City departments and entities.

A reference from Rise Development stated that Polaris Electrical has been awarded \$7 million in contracts and that it did a full wiring job on a mixed use building in Manhattan and is presently working on two condominiums in Brooklyn and that Polaris Electrical is a reputable firm which is very responsive and has a good administrative office. A reference from the State Office of General Services stated that Polaris Electrical performed well on a project in excess of \$200,000. A reference from the Carle Place School District indicated that Polaris was awarded two projects and that it met expectations.

**Recommended Motion for Consideration by the Buildings and Grounds Committee:**

*I move that the Buildings and Ground Committee recommend to the Board of Trustees that the President and CEO be authorized to execute contracts with P&M Electrical Contracting Corp., and Polaris Electrical Construction Corp. for system-wide Electrician A services for a three-year term with two one-year options to renew at the Library's sole discretion at the rates proposed herein.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* April 18, 2019

*ITEM ID #:* 1983

*AGENDA:* Contract Authorization – System-Wide Data Cabling Services Requirements Contracts

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### **Background:**

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees for the Library to enter into data cabling requirements contracts with Mason Technologies Inc. and Interface Cable Assemblies & Services Corp. The Board’s approval is required pursuant to the Library’s Purchasing Policy, which provides, in pertinent part, that contracts for construction projects, building services, and maintenance and repair of buildings and grounds in excess of \$35,000 may be awarded only after soliciting sealed competitive bids and upon the authorization of the Library’s Board of Trustees.

The Library does not have any requirements contracts for data cabling services. The Library has been awarding data cabling work through separate project-specific solicitations and by using a New York State Office of General Services contract that has expired.

### **Current Status:**

On November 6, 2018, the Library issued an Invitation for Bids, Bid Number 1018-2, for system-wide data cabling services to be awarded to multiple firms. The bid was advertised in the New York City Record, BidNet and New York State Contract Reporter, posted on the Library’s website, and notification of the solicitation was sent to over two hundred (200) firms using the NYS and NYC MWBE directories, the NYS Service-Disabled Veteran-Owned Business Directory and bidder’s lists compiled by the Library.

The bid stated that the Library was seeking to engage the expertise of qualified vendors to provide data cabling services throughout the Library system for projects ranging from a single hour up to an estimated amount of \$150,000. The bid also stated that the Library intended to award contracts to multiple vendors with the primary contract being awarded to the lowest responsive and responsible bidder (“Primary Successful Bidder”) and the second contract being awarded to the next lowest responsive and responsible bidder (“Secondary Successful Bidder”), and so forth. The Library retained the sole discretion to determine the number of firms awarded

contracts and, based on prior spending for such work and the need for redundancy, has determined that awarding contracts to two vendors is appropriate.

Bidders were required to provide a single maximum hourly rate for data cabling services, which would cover the bidder's full range of data cabling services, inclusive of all overhead, profit and payment of prevailing wages (\$66.81) and be fixed for the first year of the contract. The bid provided that a bidder's maximum hourly rate would increase by two percent (2%) each year of the contract and that the mark-up for material, equipment and subcontracting of other trade work shall not exceed twenty percent (20%).

For the award of specific work, the bid specified that the Library reserves the right to award any work to the Primary Successful Bidder at or below its maximum hourly rate. In the event the Primary Successful Bidder is not available, has a lapse of insurance or submits a Statement of Work ("SOW") which is rejected by the Library, the Library may award the relevant work to the Secondary Successful Bidder. The Library also retained the sole discretion to make the determination that the Primary Successful Bidder has demonstrated poor performance, does not have the capability to perform the specified work at issue and/or within the required time frame, or has raised health and safety concerns in performing prior work. Under those conditions, the Library may award the work to the Secondary Successful Bidder. Furthermore, the bid provides the Library with the discretion to award work for a specific project or duration of time based on the submission of mini-bids by the two Successful Bidders.

Washington Computer Services, Inc. and Agilant Solutions, Inc. submitted late bids and were notified that their bids were non-responsive. The following thirteen firms submitted timely bids:

	<b>Firm</b>	<b>M/WBE- SDVOB</b>	<b>Maximum Straight Hourly Rate</b>
1	Faze Electrical Contracting, Inc.		
2	J & J Communications Cabling, Inc. d/b/a Jemcom		\$85.00
3	HJS Technologies, Inc d/b/a Urban Technology Group	NYC MBE	\$86.00
4	Mason Technologies Inc.	NYC & NYS WBE	\$92.90
5	Interface Cable Assemblies & Services Corp.		\$95.87
6	Norstan Communication, Inc d/b/a Black Box Network Services		\$98.00
7	EIA Datacom, Inc.		\$98.00
8	Powercom Electrical Services, Inc.		\$105.00
9	Boss Systems		\$115.00

10	P&M Electrical Contracting Corp	NYC WBE	\$120.00
11	Forerunner Technologies, Inc.		\$135.00
12	Coranet Corp.	NYS WBE	\$163.70
13	Vinoleo Solution & Services Corporation	NYC & NYS MBE	\$278.00

The submission by Faze Electrical Contracting, Inc. did not include required pricing information and, as such, the firm was notified that its bid was non-responsive. J & J Communications Cabling, Inc., d/b/a Jemcom, did not provide sufficient information detailing its experience related to relevant work and the terms and amounts of previously awarded contracts. Despite being afforded multiple opportunities to provide the required information, the vendor failed to respond and was thus notified that its bid was deemed non-responsive. HJS Technologies, Inc. d/b/a Urban Technology Group did not provide a complete response to the vendor qualification section of the bid. It was given another opportunity to provide this required information and did not do so. Accordingly, the firm was notified that its bid was deemed non-responsive.

Mason Technologies Inc. (“Mason”) and Interface Cable Assemblies & Services Corp (“ICAS”) submitted the two lowest responsive bids. The Library thoroughly reviewed each vendor’s experience, financial stability, references, background, completed vendor responsibility questionnaire and the PASSPort database in assessing the vendor’s responsibility. This review did not identify any negative findings or raise any integrity issues that would adversely affect an award to either of the aforementioned two responsive bidders.

A reference from NYU Medical Center stated that Mason is a great firm to work with and that the owner is very hands on. A reference from the Catholic Health Services of Long Island stated that Mason was awarded a contract through a competitive bid process and that it has been very satisfied with Mason’s performance. Mason has performed over \$35,000 in services on several projects for Queens Public Library since 2017 and has performed very well. Mason has provided over \$13 million in services since 2011 to various City entities, including the Human Resources Administration/Department of Social Services (“HRA/DSS”), the School Construction Authority and CUNY. In addition, a review of the State Comptroller’s web site “Open Book” indicates that Mason has performed almost \$4 million in services under contracts with the NYS Office of General Services since 2009.

A reference from the NYS Office of Court Administration indicated that ICAS has worked on various projects at courthouses for the past eight years and that ICAS has performed exceptionally well. A reference from the Scarsdale Schools District stated that the school district has used ICAS for over ten years and that they are very happy with ICAS’s performance. ICAS has performed over \$2.8 million in services since 2014 for the City’s Department of Health and Mental Hygiene. In addition, a review of the State Comptroller’s web site “Open Book” indicates

that ICAS has performed over \$3.7 million in services since 2011 under a contract with the NYS Office of General Services.

**Recommended Motion for Consideration by the Buildings and Grounds Committee:**

*I move that the Buildings and Ground Committee recommend to the Board of Trustees that the President and CEO be authorized to execute contracts with Mason Technologies Inc. and Interface Cable Assemblies & Services Corp. for system-wide data cabling requirements services for a three-year term with two one-year options to renew at the Library's sole discretion at the rates proposed herein.*



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* April 18, 2019

*ITEM ID #:* 1989

*AGENDA:* Purchases Over \$5K Report - March 2019

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### Current Status:

The Library's Purchasing Policy, approved by the Board of Trustees in September 2011, provides that a monthly informational report itemizing all maintenance, repair, and construction projects approved by the Library's President & CEO in excess of \$5,000 be submitted to the Buildings and Grounds Committee. Accordingly, those maintenance, repair or renovation purchases awarded between March 1, 2019 and March 31, 2019 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Purchasing Policy, including all items purchased utilizing Board of Trustees approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

Central	Certified Glass Corp was issued a Statement of Work ("SOW"), under its glass replacement services requirements contract, to replace the broken glass on two front entrance doors.	\$14,939.68
Glen Oaks	Certified Glass Corp was issued an SOW, under its glass replacement services requirements contract, to install Low-E glass, which minimizes the amount of infrared and ultraviolet light.	\$15,030.11
Hillcrest	Barrett Inc. was issued an SOW, under its requirements contract for roofing services, to provide roofing and wall repairs.	\$9,449

Central Door Automation Corp. was issued an SOW, under its requirements contract for door repair services, to install a new door damper and new door damper guide.

\$5,379.68

Central Varsity Plumbing and Heating Inc. was issued an SOW, under its plumbing requirements contract, to install a new gas meter and gas distribution system comprised of 400 feet of 2-inch pipping, and related hardware.

\$59,496.04

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* April 18, 2019

*ITEM ID #:* 1974

*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*