

**QUEENS LIBRARY
BUILDINGS AND GROUNDS COMMITTEE
THURSDAY, SEPTEMBER 20, 2018**

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

AGENDA

6:00 PM BUILDINGS AND GROUNDS COMMITTEE REGULAR MEETING

I. CALL TO ORDER

II. AGENDA

Action Item(s)

1. Contract Authorization - Roofing Services (ID # 1822)
2. Sale of Mitchell Linden Library to the City (ID # 1830)
3. Transfer of Ownership of the Rosedale Library to the City (ID # 1831)
4. New York State Construction Grant (ID # 1834)

Report(s)

5. Purchases Over \$5K Report - June 2018 (ID # 1823)
6. Purchases Over \$5K Report - July 2018 (ID # 1824)
7. Purchases Over \$5K Report - August 2018 (ID # 1833)

III. ADJOURNMENT

1. Motion to Adjourn (ID # 1812)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 20, 2018

ITEM ID #: 1822

AGENDA: Contract Authorization - Roofing Services

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a contract with Barrett Inc. to provide roofing services on an as-needed basis. The Board's approval is required pursuant to the Library's Purchasing Policy, which states, 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's existing requirements contract for the aforementioned services is due to expire on November 25, 2018.

Current Status:

On May 17, 2018, the Library issued a sealed competitive bid solicitation for roofing services, Invitation to Bid #0418-1, which was advertised in the New York City Record, BidNet and New York State Contract Reporter, and posted on the Library's website. Notification of the bid was sent to over 700 firms, including over 200 NYC-certified MWBE firms, over 400 NYS certified M/WBE firms and over 100 NYS-Certified Service Disabled Veterans Owned Businesses.

Five firms submitted formal bids which provided pricing based on estimated annual needs for services as may be required by the Library, including the Library's incumbent provider, Sky Rise Inc. The Library's solicitation stipulated a materials mark-up of twenty (20%) percent, a service call charge of \$200 for the successful bidder responding to service calls that are on-time and in conformance to the scope of services and required bidders to provide five year pricing comprised of hourly rates to perform services including roofing repairs, waterproofing and new installations for branches identified in two separate areas—specifically, Scope A-South Region and Scope B-North Region. Bidders were instructed to bid on one or both of the Regions. The bid results are outlined in the table below:

Scope A- South Region

Bidder	M/WBE	Estimated Five Year Cost:
RLB Gen Construction Corp.		\$ 35,360.40
A&J Construction		\$ 42,420.00
Sky Rise Inc.	NYS & NYC MBE	\$ 57,100.00
Barrett Inc.		\$ 74,110.00
Milcon Construction Corp.		\$ 88,480.00

Scope B- North Region		
Bidder	M/WBE	Estimated Five Year Cost:
RLB Gen Construction Corp.		\$ 35,360.40
A&J Construction		\$ 42,420.00
Sky Rise Inc.	NYS & NYC MBE	\$ 57,100.00
Barrett Inc.		\$ 74,110.00
Milcon Construction Corp.		\$ 88,480.00

RLB Gen Construction Corp. provided the lowest price for both Regions; however, it did not provide a response to the Vendor Qualification requirements of the bid. These provisions require bidders to provide information that they are able to perform work in the City, demonstrate that they have five years' experience in providing related services of similar size and scope, possess roofing material manufacturer's certifications, provide information about the vendor's ownership structure, references, financial information that demonstrates the financial condition of the vendor and examples of having performed similar projects. Also missing was information from the vendor indicating whether or not it had any conflicts of interest or any past or present civil or criminal legal investigations, litigations or regulatory actions involving the firm or any of its employees that could impact its ability to serve as a contractor to the Library. A reminder of the requirement that all bidders must provide this critical information with their bids was communicated at each of the mandatory pre-bid meetings. In addition, a checklist was included in the solicitation of all the requirements of a bid submission, including the provision of the specified Vendor Qualification information. As a result of RLB Gen Construction Corp.'s failure to provide this required and critical information, the Library determined that its bid was non-responsive.

A&J Construction and Sky Rise Inc. also did not provide a response to the Vendor Qualification requirements of the bid. As such, the Library determined that these bids were also non-responsive.

Barrett Inc., (“Barrett”) submitted the lowest responsive bid for both Regions. The hourly rates that Barrett bid range from a low of \$113 an hour for a Helper for the first year to a high of \$173 an hour for a Supervisor in the fifth year. While the Library has not received services from Barrett in the past, it has thoroughly reviewed the 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.

References for the firm were positive and indicated that Barrett is a reputable vendor fully capable of providing the requisite services. A reference from Vassar College indicated that they were very satisfied with Barret’s work on two roofing projects valued at over \$700,000 each. A reference from NYC Health & Hospitals Corp. stated that they have utilized Barrett for multiple roof projects and that Barret has been responsive and has exceeded expectations. A reference from Skanska Construction Company stated that Barrett is its roofing subcontractor on a current project at Columbia University and that Barrett is performing well on the project that consists of two different types of roofing on two different levels. A reference from Turner Construction Company stated that Barret has worked on many of its projects, several involving city hospitals and that Barrett has performed exceptionally well.

Barrett has also provided over \$6 million in services as a subcontractor since 2012 to NYC Parks and Recreation and the Department of Sanitation. Barrett is located in Danbury Connecticut, is certified by major roofing and waterproofing manufacturers, and has been family owned and operated since 1934. Facilities and Procurement staff also met with a Barrett staff representative to review the bid requirements and the Library’s expectations, and the Barrett representative indicated that the firm has a significant presence in New York City and that the firm would be able to respond to the Library’s need for services.

The Library’s Director of Procurement made the determination that cost savings were achievable through negotiations with Barret, as the lowest responsible bidder. The results of those negotiations were that Barrett reduced its bid for each region by over three percent to \$71,610. Additionally, Barrett agreed to reduce the percentage of material mark-up to fifteen (15%) percent and agreed to reduce the service call fee to \$175.

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 a contract with Barrett Inc. for a term of three years with an option to extend for two one-year periods at the rates proposed herein.

Barrett Inc. Negotiated Pricing

- Material mark-up is fifteen (15%) percent.
- Service Call Fee is \$175.

South Region Libraries 1. Year 1 Hourly Rates			
Wage Rate Categories	Hourly Rates Year 1	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Mechanic	\$147	60	\$8,820
Helper	\$108	30	\$3,240
Supervisor	\$150	10	\$1,500
		Total Year 1:	\$13,560
South Region Libraries 2. Year 2 Hourly Rates			
Wage Rate Categories	Hourly Rates Year 2	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Mechanic	\$151	60	\$9,060
Helper	\$111	30	\$3,330
Supervisor	\$154	10	\$1,540
		Total Year 2:	\$13,930
South Region Libraries 3. Year 3 Hourly Rates			
Wage Rate Categories	Hourly Rates Year 3	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Mechanic	\$155	60	\$9,300
Helper	\$115	30	\$3,450
Supervisor	\$160	10	\$1,600
		Total Year 3:	\$14,350

South Region Libraries 4. Year 4 Hourly Rates			
Wage Rate Categories	Hourly Rates Year 4	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Mechanic	\$158	60	\$9,480
Helper	\$119	30	\$3,570
Supervisor	\$163	10	\$1,630
		Total Year 4:	\$14,680

South Region Libraries 5. Year 5 Hourly Rates			
Wage Rate Categories	Hourly Rates Year 5	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Mechanic	\$162	60	\$9,720
Helper	\$123	30	\$3,690
Supervisor	\$168	10	\$1,680
		Total Year 5:	\$15,090

All Services Five Year Bid Price – South Region	
1. Hourly Rates- Total Year 1:	\$13,560
2. Hourly Rates- Total Year 2:	\$13,930
3. Hourly Rates- Total Year 3:	\$14,350
4. Hourly Rates- Total Year 4:	\$14,680
5. Hourly Rates- Total Year 5:	\$15,090
Total Bid Amount in dollars:	\$71,610

North Region Libraries1. Year 1 Hourly Rates			
Wage Rate Categories	Hourly Rates Year 1	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Mechanic	\$147	60	\$8,820
Helper	\$108	30	\$3,240
Supervisor	\$150	10	\$1,500
		Total Year 1:	\$13,560
North Region Libraries 2. Year 2 Hourly Rates			
Wage Rate Categories	Hourly Rates Year 2	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Mechanic	\$151	60	\$9,060
Helper	\$111	30	\$3,330
Supervisor	\$154	10	\$1,540
		Total Year 2:	\$13,930
North Region Libraries 3. Year 3 Hourly Rates			
Wage Rate Categories	Hourly Rates Year 3	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Mechanic	\$155	60	\$9,300
Helper	\$115	30	\$3,450
Supervisor	\$160	10	\$1,600
		Total Year 3:	\$14,350
North Region Libraries 4. Year 4 Hourly Rates			
Wage Rate Categories	Hourly Rates Year 4	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Mechanic	\$158	60	\$9,480
Helper	\$119	30	\$3,570
Supervisor	\$163	10	\$1,630
		Total Year 4:	\$14,680

North Region Libraries 5. Year 5 Hourly Rates			
Wage Rate Categories	Hourly Rates Year 5	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Mechanic	\$162	60	\$9,720
Helper	\$123	30	\$3,690
Supervisor	\$168	10	\$1,680
		Total Year 5:	\$15,090

All Services Five Year Bid Price – North Region	
1. Hourly Rates- Total Year 1:	\$13,560
2. Hourly Rates- Total Year 2:	\$13,930
3. Hourly Rates- Total Year 3:	\$14,350
4. Hourly Rates- Total Year 4:	\$14,680
5. Hourly Rates- Total Year 5:	\$15,090
Total Bid Amount in dollars:	\$71,610

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 20, 2018

ITEM ID #: 1830

AGENDA: Sale of Mitchell Linden Library to the City

Background:

The Mitchell Linden Community Library has been serving the public from its current location (31-32 Union Street) since 2012. Prior to that, the branch operated out of rental space located at 29-42 Union Street. The Library's decision to purchase seven (7) condominium units at the current location in 2011 was prompted by the poor conditions at the former location and the landlord's intent to demolish the building and redevelop the property. The Library's Board of Trustees approved the purchase of the condominium units for \$3.5 million on October 13, 2011, with the explicit intent of subsequently selling the units to the City of New York. Given the fact that the Library used Board-Designated Funds to purchase the units, the City has agreed to compensate the Library for selling the property to it.

Current Status:

The Library, in conjunction with the City of New York Department of Citywide Administrative Services ("DCAS"), has completed the lengthy Uniform Land Use Review Process ("ULURP") and obtained all required approvals to proceed with the contemplated sale. We are in the process of negotiating a Contract of Sale with DCAS and the City's Law Department, which will ensure that the units will continue to be used as a public library branch and enable the Library to move forward with scheduling a closing and selling the condominium units to the City for \$4.3 million. The agreed upon amount reflects a reasonable approximation of the fair market value of the units. The Library will be required under the Contract of Sale to obtain and pay for an Owners Fee title insurance policy for the premises in favor of the City.

In order to consummate this sale, the Library requests the Board's approval of the sale and authorization for the President and Chief Executive Officer and/or Chief Operating Officer to execute the Contract of Sale and any other documents necessary to effectuate such sale.

Recommended Motion for Consideration by the Buildings & Grounds Committee:

I move that the Buildings & Grounds Committee recommend to the Board of Trustees that the sale of the seven (7) condominium units purchased by the Library at 31-32 Union Street to the City of New York in the amount of \$4.3 million be approved and that the Library's President and

CEO and/or Chief Operating Officer be authorized to execute the Contract of Sale and any other documents necessary to effectuate such sale.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 20, 2018

ITEM ID #: 1831

AGENDA: Transfer of Ownership of the Rosedale Library to the City

Background:

The Rosedale Community Library has been operating at the premises located at 144-20 243rd Street since 1962. The Library purchased the property at issue in 2012 as the result of provisions in the lease in effect at that time which gave the Library a right of first refusal in the event the landlord decided to sell the property. The landlord put the property up for sale in the beginning of 2012 and received an offer of \$800,000 for the property.

In accordance with the aforementioned lease provisions, the Library was given fourteen (14) days to exercise its option to purchase the property at that price. In order to ensure the continued provision of library services in that community, the Library, with the Board of Trustees' approval, exercised the option to purchase the property with the expectation that ownership of the property would thereafter be transferred to the City. The Library used City funds to purchase the property.

Current Status:

The Library, in conjunction with the City of New York Department of Citywide Administrative Services ("DCAS"), has completed the lengthy Uniform Land Use Review Process ("ULURP") and obtained all required approvals to proceed with the contemplated transfer of ownership. However, given the fact that the Library used City funds to initially purchase the property, the City will not provide any compensation for the proposed transfer since that would essentially result in the City having paid twice for the same property. Accordingly, the plan is for the Library to donate the property to the City.

City ownership of this branch will comport with the 1907 agreement between the Library and the City, which explicitly provides that title to the library property in Queens that is part of the free library system shall remain in the City with the Library agreeing to administer the libraries in Queens and the City agreeing to pay for the maintenance and support of the libraries.

In order to consummate this transfer of title, the Library requests the Board's approval

for the Library to donate this branch to the City and authorization for the President and Chief Executive Officer and/or Chief Operating Officer to execute those documents necessary to effectuate such donation.

Recommended Motion for Consideration by the Buildings & Grounds Committee:

I move that the Buildings & Grounds Committee recommend to the Board of Trustees that the Library's donation to the City of New York of the premises located at 144-20 243rd Street being used for the Rosedale Community Library be approved and that the President & Chief Executive Officer and/or Chief Operating Officer be authorized to execute those documents necessary to effectuate such donation.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 20, 2018

ITEM ID #: 1834

AGENDA: New York State Construction Grant

Background:

The Library has the opportunity to apply for an FY'19 State construction grant under the program administered by the New York State Library / Division of Library Development. If approved by the State, the Library would receive \$2,939,662 of the \$34 million appropriated statewide for 2019 Public Library Construction grants.

Current Status:

The Library proposes to apply the grant to the new Far Rockaway community library, more specifically constructing key structural lead-in components such as cast-in-place concrete footings, foundations and piers. This project was chosen because of compatibility between the schedule of constructing key structural lead-in components and the grant time frame. The use of these grant monies for the Far Rockaway project will also enable the Library to reallocate City capital funding previously encumbered for that project to other critical capital projects.

Although the Board has previously authorized the President & CEO to approve and submit grant requests, the State requires that approval to apply for this particular grant be provided by the Board prior to submission.

Recommended Motion for Consideration by the Board of Trustees:

I move that the Buildings & Grounds Committee recommend to the Board of Trustees that it approve the submission of the Fiscal Year 2019 New York State Construction grant application for the new Far Rockaway community library in the amount of \$2,939,662.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 20, 2018

ITEM ID #: 1823

AGENDA: Purchases Over \$5K Report - June 2018

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 June 1, 2018 and June 30, 2018 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 by 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 and Rosedale

Guardian Gate Company was issued a contract to supply and install tree guards at these locations. Funding for the tree guards was provided by the City through the ExCEL program.

\$9,000

Various Locations

Garden World was issued a contract to supply, deliver and plant various plantings at the Central, Flushing, Langston Hughes, Queens Village, Rosedale and Windsor Park libraries.

\$14,870.50

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 20, 2018

ITEM ID #: 1824

AGENDA: Purchases Over \$5K Report - July 2018

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 July 1, 2018 and July 31, 2018 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 by 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	Varsity Plumbing and Heating, Inc. was issued a Statement of Work ("SOW") under its requirements contract for plumbing services to fabricate and install a new section of 6" gas pipe and to coordinate the installation with National Grid.	\$26,935
	CDW-G was issued a purchase order as an authorized maintenance provider of Schneider Electric power supply equipment under a Federal General Services Administration contract.	\$12,608
Operations Center	Urban Electrical Corp. was issued a contract to provide labor and materials to supply and install exterior lighting.	\$12,500
	Modine Contracting Corp. was issued two SOWs under its requirements contract for painting services to paint a concrete wall, columns, safety lanes, offices, bathrooms, stairwells and other areas in the facility.	

\$16,425.58

Mac Contractors Inc. was issued a contract to provide labor and materials to supply and install shelving and interior storage cages at the facility.

\$19,800

Shaheen Construction Corp. was issued a contract to provide labor and materials to replace stairs, repair concrete and install exterior fencing.

\$21,495

American Interfile and Library Services was issued an SOW under its requirements contract for moving and storage services to relocate maintenance and custodial operations to the facility.

\$12,901

Pro-Vision Home Improvement Inc. was issued a contract to provide labor and materials to supply and install carpet, tile and cove base to various areas in the facility.

\$19,940

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 20, 2018

ITEM ID #: 1833

AGENDA: Purchases Over \$5K Report - August 2018

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 August 1, 2018 and August 31, 2018 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 by 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 Varsity Plumbing and Heating, Inc. was issued a Statement of Work ("SOW") under its requirements contract for plumbing services to perform a field survey of gas piping and prepare drawings and specifications for filing with DOB for the purpose of restoring natural gas service to the building. Varsity's services include the retention of a licensed professional engineer to assist in this undertaking.

\$9,864

Central Seaford Avenue Corp. was issued four change orders to its sewage ejector construction contract as follows:

Original contract amount:	\$ 134,500	
Prior change orders amount:	\$ 68,074	Description:
Change order 3	\$ 9,840	Department of Transportation permit restrictions for work being performed.
Change order 4	\$ 4,507.11	Site conditions required a new location of power.

Change order 5	\$ 16,889.97	Site conditions required a correction of work to address electric code issues.
Change order 6	\$ 34,055.58	Discovery of HVAC condensate lines connected to temporary sewer ejector pump causing an overload during peak hours. Secondary temporary pump installed.
Revised contract amount:	\$ 267,866.66	

Elmhurst Mac Contractors Inc. was issued an emergency contract to provide labor and materials to supply and install paver stones for the side and back yards of the Library and to remedy certain safety and trip hazards.

\$26,400

Forest Hills Applied Design Initiative, LLC (“Applied”) was issued a change order to its SOW under its architectural requirements contract to assist in obtaining a corrected certificate of occupancy. The change order is for professional services to develop a strategy for resolving open applications with the Department of Buildings and the FDNY.

Original SOW amount:	\$18,260
Prior change orders:	\$2,533.33
Change order amount:	\$7,7500
Total for SOW to date:	\$28,543.33

Poppenhusen Varsity Plumbing and Heating, Inc. was issued an SOW under its requirements contract for plumbing services to remove the existing boiler, install a new boiler and file all necessary NYC permits.

\$61,776

Broadway Applied Design Initiative, LLC was issued a change order to its SOW due to the decision to remove large portions of the exiting trellis on the façade due to multiple issues. Services include design development, preparing contract documents and providing construction administration.

Original SOW amount:	\$6,900
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Prior change orders:	\$19,730
Change order amount:	\$13,360
Total for SOW to date:	\$33,090

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 20, 2018

ITEM ID #: 1812

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.