QUEENS LIBRARY

BUILDINGS AND GROUNDS COMMITTEE

THURSDAY, DECEMBER 21, 2017

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 – Window Cleaning and Emergency Remedial Services (ID # 1617)
2. Pass-Through Contract Resolution (ID # 1624)

III. Adjournment

1. Motion to Adjourn (ID # 1625)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: December 21, 2017

ITEM ID #: 1617

AGENDA: Contract Authorization – Window Cleaning and Emergency Remedial Services

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Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into a contract with Quality Facility Solutions Corp. to provide window cleaning and emergency remedial 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 January 31, 2018.

Current Status:

On October 3, 2017, the Library issued a sealed competitive bid solicitation for window cleaning and emergency remedial services, Invitation to Bid #1017-1, which was advertised in the New York City Record, BidNet and New York State Contract Reporter, posted on the Library's website, and sent to over sixty (60) firms on the Library's internal bidders' list. Five vendors responded to the solicitation, one firm provided a no-bid response stating that they respectfully declined to participate at this time. Four 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, Magic Touch, which submitted the third lowest price. The Library's solicitation required bidders to provide five year pricing comprised of flat rates for interior and exterior cleaning of specific Library buildings, equipment costs for remedial cleaning equipment such as snow plows, boom trucks, air scrubbers and trash containers of various sizes, along with hourly rates for window cleaning and emergency remedial services personnel. The bid results are outlined in the table below:

Bidder	MWBE	Estimated Five Year Cost:
Quality Facility Solutions Corp. (previously known as Quality Floorshine Corp.)		$382,100.75 (Math correction $382,096.66)
Sherwani Contracting Inc.	NYC - MBE	$474,400.00
Magic Touch Cleaning & Maintenance		$562,000.00
New York Industrial & Contracting LLC	NYS- MBE	$694,416.00
Collins Building Services, Inc		No-Bid

Quality Facility Solutions Corp. ("Quality"), previously known as Quality Floorshine Corp., submitted the lowest responsive bid with rates for internal and external window cleaning and grounds cleaning across various library locations. Bid prices from Quality for this type of work ranged from a low of $495 for 6,000 square feet to a high of $8,140.00 for 76,000 square feet. The prices for ground cleaning services offered by Quality, on average, is 17 percent lower than those of the next lowest bidder And the equipment pricing offered by Quality was the second best amongst the other three bidders. The hourly rates for remedial service staff were lower than the next lowest bid by an average of 23 percent. A full listing of the bid prices included in Quality's bid is attached.

While the Library has not received services from Quality 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 Quality is a reputable vendor fully capable of providing the requisite services. A reference from NYPD indicated that Quality has been responsible for cleaning all NYC precincts as a backup to the Department's custodial staff for the past three years and has met all expectations. A reference from Healthfirst Insurance stated that Quality provided general cleaning services at eighteen locations including post-construction work, daily maintenance services and special events cleaning for over five years and indicated that Quality offers high quality services which has exceeded their expectations. A reference from Long Island Federally Qualified Health Centers stated that Quality provides exceptional emergency cleaning and maintenance services at all of its facilities.

Quality has also performed over $500,000 in services since 2014 to various City agencies other than NYPD, including the NYC Office of Chief Medical Examiner in which Quality has provided over $100,000 in 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 a contract with Quality Facility Solutions Corp. for a term of three years with an option to extend for two one-year periods at the rates proposed herein.

Quality Facility Solutions

A. Annual Window Cleanings (to occur either spring or summer)	**Square Footage**	**Flat Rate/per location – Year 1**	**Flat Rate/per location- Year 2**	**Flat Rate/per location- Year 3**	**Flat Rate/per location- Year 4**	**Flat Rate/per location- Year 5**
Flushing – *interior & exterior*	76,000	$8,140.00	$8,140.00	$8,302.80	$8,302.80	$8,468.86
Central / CLDC – *interior & exterior*	239,750	$2,200.00	$2,200.00	$2,244.00	$2,240.00	$2,288.88
Glen Oaks – *interior, exterior & aluminum frame*	18,000	$880.00	$880.00	$897.60	$897.60	$915.55
Elmhurst – interior & *exterior*	32,000	$2,090.00	$2,090.00	$2,131.80	$2,131.80	$2,174.44
Biennial Window Cleanings (To occur every other year spring or summer)						
Sunnyside – *interior & exterior*	7,500	$275.00	[redacted]	$286.11		$297.67
Middle Village – *interior, exterior & aluminum frame*	6,000	$495.00	[redacted]	$515.00		$535.80
Broadway – *exterior & aluminum frame*	15,700	$ 990.00	[redacted]	$1,030.00		$1,071.61
Cambria Heights	18,000	$770.00	[redacted]	$801.11		$833.47
Langston Hughes - *exterior*	23,000	$550.00	[redacted]	$572.22		$595.34
Long Island City - *exterior*	18,000	$770.00	[redacted]	$801.11		$833.47
Total Annual Price:		$17,160.00	$13,310.00	$17,581.75	$13,572.20	$18,015.09
Five Year Total Price:		**$79,639.04**				

B. Annual Ground Cleanings (anticipated to be scheduled in the spring)	**Square Feet**	**Flat Rate/per location – Year 1**	**Flat Rate/per location – Year 2**	**Flat Rate/per location – Year 3**	**Flat Rate/per location – Year 4**	**Flat Rate/per location – Year 5**
Broadway – 40-20 Broadway, Long Island City 11103	15,700	$760.00	$775.20	$790.70	$814.43	$830.71
Richmond Hill – 118-14 Hillside Ave., Richmond Hill 11418	13,000	$760.00	$775.20	$790.70	$814.43	$830.71
Ridgewood – 20-12 Madison Street, Ridgewood 11385	14,000	$760.00	$775.20	$790.70	$814.43	$830.71
Elmhurst - 86-01 Broadway, Elmhurst 11373	32,000	$1,350.00	$1,350.00	$1,377.00	$1,377.00	$1,409.54
Bi-Annual Ground Cleanings (To occur twice per year spring and fall)						

Broad Channel – 16-26 Cross Bay Blvd., Broad Channel 11693	1,750	$500.00	[redacted]	$510.00		$520.20
Arverne – 312 Beach 54th Street, Arverne 11692	5,000	$950.00	[redacted]	$969.00		$988.38
Laurelton – 134-26 225th Street, Laurelton 11413	9,000	$950.00	[redacted]	$ 969.00		$988.38
Total Annual Price:		$6,030.00	$3,675.60	$6,197.10	$3,820.29	$6,398.63
Five Year Total Price:		**$26,121.62**				

C. Equipment	**Year 1 Per Unit Full Day Flat Rate (8 hours)**	**Estimated Annual Effort**	**Estimated Annual Costs (Per Unit Full Day Flat Rate to be Multiplied by Estimated Annual Effort)**
HEPA Vacuum	$ 40.00	10	$ 400.00
Snow Plow Truck	$ 165.00	6	$ 990.00
Boom Truck (window cleaning)	$ 1,193.50	10	$ 11,935.00
Boom Truck (pressure wash)	$ 1,193.50	10	$ 11,935.00
Boom Truck (tree pruning)	$ 711.70	10	$ 7,117.00
Air Scrubber	$ 85.00	10	$ 850.00
Air Purifier	$ 85.00	10	$ 850.00
Carpet Blower	$ 40.00	10	$ 400.00
10 yard container	$ 475.00	6	$ 2,850.00
20 yard container	$ 534.00	6	$ 3,204.00
30 yard container	$ 660.00	6	$ 3,960.00
		Total Year 1:	**$ 44,491.00**

C. Equipment	**Year 2 Per Unit Full Day Flat Rate (8 hours)**	**Estimated Annual Effort**	**Estimated Annual Costs (Per Unit Full Day Flat Rate to be Multiplied by Estimated Annual Effort)**
HEPA Vacuum	$ 40.00	10	$ 400.00
Snow Plow Truck	$ 165.00	6	$ 990.00
Boom Truck (window cleaning)	$ 1,193.50	10	$ 11,935.00
Boom Truck (pressure wash)	$ 1,193.50	10	$ 11,935.00
Boom Truck (tree pruning)	$ 711.70	10	$ 7,117.00
Air Scrubber	$ 85.00	10	$ 850.00
Air Purifier	$ 85.00	10	$ 850.00
Carpet Blower	$ 40.00	10	$ 400.00
10 yard container	$ 475.00	6	$ 2,850.00
20 yard container	$ 534.00	6	$ 3,204.00
30 yard container	$ 660.00	6	$ 3,960.00

		Total Year 2:	**$ 44,491.00**

C. Equipment	**Year 3 Per Unit Full Day Flat Rate (8 hours)**	**Estimated Annual Effort**	**Estimated Annual Costs (Per Unit Full Day Flat Rate to be Multiplied by Estimated Annual Effort)**
HEPA Vacuum	$ 40.80	10	$ 408.00
Snow Plow Truck	$ 168.30	6	$ 1,009.80
Boom Truck (window cleaning)	$ 1,217.37	10	$ 12,173.70
Boom Truck (pressure wash)	$ 1,217.37	10	$ 12,173.70
Boom Truck (tree pruning)	$ 725.93	10	$ 7,259.30
Air Scrubber	$ 86.70	10	$ 867.00
Air Purifier	$ 86.70	10	$ 867.00
Carpet Blower	$ 40.80	10	$ 408.00
10 yard container	$ 484.50	6	$ 2,907.00
20 yard container	$ 544.68	6	$ 3,268.08
30 yard container	$ 673.20	6	$ 4,039.20
		Total Year 3:	**$ 45,380.78**

C. Equipment	**Year 4 Per Unit Full Day Flat Rate (8 hours)**	**Estimated Annual Effort**	**Estimated Annual Costs (Per Unit Full Day Flat Rate to be Multiplied by Estimated Annual Effort)**
HEPA Vacuum	$ 40.80	10	$ 408.00
Snow Plow Truck	$ 168.30	6	$ 1,009.80
Boom Truck (window cleaning)	$ 1,217.37	10	$ 12,173.70
Boom Truck (pressure wash)	$ 1,217.37	10	$ 12,173.70
Boom Truck (tree pruning)	$ 725.93	10	$ 7,259.30
Air Scrubber	$ 86.70	10	$ 867.00
Air Purifier	$ 86.70	10	$ 867.00
Carpet Blower	$ 40.80	10	$ 408.00
10 yard container	$ 484.50	6	$ 2,907.00
20 yard container	$ 544.68	6	$ 3,268.08
30 yard container	$ 673.20	6	$ 4,039.20
		Total Year 3:	**$ 45,380.78**

C. Equipment	Year 5 Per Unit Full Day Flat Rate (8 hours)	Estimated Annual Effort	Estimated Annual Costs (Per Unit Full Day Flat Rate to be Multiplied by Estimated Annual Effort)
HEPA Vacuum	$ 41.62	10	$ 416.20
Snow Plow Truck	$ 171.67	6	$ 1,030.02
Boom Truck (window cleaning)	$ 1,241.72	10	$ 12,417.20
Boom Truck (pressure wash)	$ 1,241.72	10	$ 12,417.20
Boom Truck (tree pruning)	$ 740.45	10	$ 7,404.50
Air Scrubber	$ 88.43	10	$ 884.30
Air Purifier	$ 88.43	10	$ 884.30
Carpet Blower	$ 41.62	10	$ 416.20
10 yard container	$ 494.19	6	$ 2,965.14
20 yard container	$ 555.57	6	$ 3,333.42
30 yard container	$ 686.66	6	$ 4,119.96
		Total Year 5:	**$ 46,288.44**

All Five Years Total:	**$ 226,032.00**

D. Emergency Remedial Services Wage Rate Categories	Hourly Rates Year 1	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Cleaner	$21.22	200	$4,244.00
Supervisor	$35.36	150	$5,304.00
Snow Plow Truck Operator	$35.36	10	$353.60
		Total Year 1:	**$9,901.60**

D. Emergency Remedial Services Wage Rate Categories	Hourly Rates Year 2	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Cleaner	$21.22	200	$4,244.00
Supervisor	$35.36	150	$5,304.00
Snow Plow Truck Operator	$35.36	10	$353.60
		Total Year 2:	**$9,901.60**

D. Emergency Remedial Services Wage Rate Categories	Hourly Rates Year 3	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Cleaner	$21.64	200	$4,328.00
Supervisor	$36.07	150	$5,410.50
Snow Plow Truck Operator	$36.07	10	$360.70
		Total Year 3:	$10,099.20

D. Emergency Remedial Services Wage Rate Categories	Hourly Rates Year 4	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Cleaner	$21.64	200	$4,328.00
Supervisor	$36.07	150	$5,410.50
Snow Plow Truck Operator	$36.07	10	$360.70
		Total Year 4:	**$10,099.20**

D. Emergency Remedial Services Wage Rate Categories	Hourly Rates Year 5	Estimated Annual Effort	Estimated Annual Costs (Hourly Rate to be Multiplied by Estimated Annual Effort)
Cleaner	$22.08	200	$4,416.00
Supervisor	$36.79	150	$5,518.50
Snow Plow Truck Operator	$36.79	10	$367.90
		Total Year 5:	**$10,302.40**

All Five Year Total:	**$50,304.00**

All Services Five Year Bid Price	
A. Window Cleaning	$79,639.04
B. Extensive Grounds Cleaning	$26,121.62
C. Equipment	$226,032.00
D. Emergency Remedial Services	$50,304.00
Total Bid Amount in dollars:	**$382,096.66**
Total Bid Amount in words:	**Three Hundred and Eighty Two Thousand and Ninety Six Dollars and Sixty Six Cents**

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: December 21, 2017

ITEM ID #: 1624

AGENDA: Pass-Through Contract Resolution

Background:

The Board of Trustees previously approved a Resolution in November 2016 authorizing and directing the President and Chief Executive Officer to execute and deliver a pass-through contract between the City of New York (the "City") and the Queens Borough Public Library pertaining to building and interior alterations at the Central Library.

Current Status:

There have been delays in executing the pass-through contract for this project caused by the need to negotiate certain terms that reflect that a significant portion of the work has already been performed. The City and the Library have now agreed to proceed with entering into a pass-through contract to reimburse the Library for work previously performed on the project and there is a need for a new Resolution to authorize entering into a contract reflecting the amount being sought as reimbursement for such work.

Recommended Motion for Consideration by the Buildings & Grounds Committee:

I move that the Buildings & Grounds Committee recommend to the Board of Trustees, that a Resolution authorizing the President and CEO to execute a pass-through contract with the City of New York for the Central Library project be approved as follows:

RESOLUTION

WHEREAS, the City of New York, (the "City") proposes to enter into a construction contract (the "Contract") with the Queens Borough Public Library which provides for building and interior alterations at the Central Library (the "Premises") in accordance with a scope of work to be attached as Exhibit A to the Contract (the "Contract Scope of Work"), and

WHEREAS, the Project is expected to cost in excess of $10,271,296 and is being funded by the City and non-City funding sources; and

WHEREAS, pursuant to the Contract, the City will contribute a sum not to exceed $7,025,495 towards the Contract Scope of Work (the "City Contribution"); and

WHEREAS, as a condition of the City Contribution, the Contract requires that the Queens Borough Public Library agree to: (a) complete performance of the Contract Scope of Work without cost to the City in excess of the City Contribution, and (b) have available, until completion of the Contract Scope of Work, the sum of at least (10%) of the City Contribution for purposes of payment of any cost overruns incurred in connection with the performance of the Contract Scope of Work;

Now, THEREFORE, be it resolved that:

1. Dennis M. Walcott, as President & CEO of the Queens Borough Public Library, is hereby authorized and directed to execute and deliver the Contract in the name of and on behalf of the Queens Borough Public Library and under the seal of the Queens Borough Public Library where appropriate; and

2. In return for the City Contribution, the Queens Borough Public Library agrees to:
   a) complete the performance of the Contract Scope of Work without cost to the City in excess of the City Contribution, and
   b) maintain for purposes of covering cost overruns which may occur in connection with the Project the sum of at least (10%) of the City Contribution.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: December 21, 2017

ITEM ID #: 1625

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.