

QUEENS LIBRARY
BUILDINGS AND GROUNDS COMMITTEE
WEDNESDAY, SEPTEMBER 27, 2017

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

AGENDA

7:00 PM BUILDINGS AND GROUNDS COMMITTEE REGULAR MEETING

I. Call to Order

II. Agenda Action Items

1. 1547 : Contract Authorization - State Aid for Public Library Construction (ID # 1547)
2. 1548 : Contract Authorization - Glass Replacement Services (ID # 1548)

III. Agenda Report Items

1. Buildings & Grounds - Purchases Over \$5K Report - June 1, 2017 - June 30, 2017 (ID # 1550)
2. Buildings & Grounds - Purchases Over \$5K Report July 1, 2017 - July 31, 2017 (ID # 1549)

IV. Adjournment

1. Motion to Adjourn (ID # 1531)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 27, 2017

ITEM ID #: 1547

AGENDA: State Aid for Public Library Construction

Background:

The Library has the opportunity to receive State Construction Aid (SCA) from the New York State Education Department (NYSED) under the Public Library Construction FY 2018-2019 Grant Program. Eligible projects include the acquisition, construction and renovation or rehabilitation of a facility. Funds are available for a maximum of fifty percent of the total approved costs of a project. If approved, the Library would receive a maximum of \$2,075,056, which is based on a state wide population ratio.

Current Status:

After a review of the Library's ten-year capital plan, these grant funds would help enable the prompt completion of renovations for the Central Library Cafeteria and necessary work to the plumbing and HVAC systems. This scope includes the Air Handling Units and Sewage Ejectors contracts previously approved by the Board of Trustees.

The Cafeteria project previously had \$560,312 allocated to it during the NYSED FY 2015-2016 grant period. However, delays in receiving the remainder of the project funding required reallocation of those funds to cover alternate work within the Central Pass-Through project. This revised scope encompasses eligible costs that were accomplished within the grant timeframe. An explanatory budget for those funds is attached.

The use of the FY 2018-2019 NYSED State Construction Aid funds for the aforementioned components of the Central Library project will provide the Library with a readily available source of funds to pay for work and enable the reallocation of City capital funds to another critical capital project, specifically the renovation of the Rosedale Community Library. A preliminary project budget is attached for reference.

The State requires that this grant submission be approved by the Board of Trustees prior to submission. Submission of the grant application, with formal construction cost estimates is due by October 1, 2017.

Recommended Motion for Consideration by the Buildings & Grounds Committee:

I move that the Buildings & Grounds Committee recommend to the Board of Trustees, the submission of a State construction grant application in the amount of \$2,075,056 for the renovation of the Central Library Cafeteria and the Library's plumbing and HVAC systems.

Attachments:

NYSED Project Allocation Budgets 2017 09 27r (PDF)

Queens Library
 NYSED FY 2015-2016 Project Budget - Revised

Phase	Project Scope	Subcontractor	Need -- Contract/Est.	Funding			
				City Pass- Through	State	NYSED FY 15-16	TOTAL
Phase 2A: Level C/C1 Archive Dept, Elevator Lobby & Corridors, Level 2 QLF, FES & CPM Offices							
Multi	Design Fees	Gensler	722,573	710,227	12,346		722,573
2A	Construction Management	Advanced Consulting	280,183	280,183			280,183
2A	Furniture (Lounge Chairs)	Allermuir	6,305		6,305		6,305
2A	Furniture (Chairs)	Andreu World Chicago	3,426		3,426		3,426
2A	HVAC-Computer Rm. Lieberts	BAF Refrigeration	237,752	237,752			237,752
2A	Cable Work for Security Runs	Black Box	14,340		14,340		14,340
2A	Vision Panel in Archives (C Level)	Certified Glass	1,619		1,619		1,619
2A	Furniture (High Tables)	Davis Furniture Industries	4,961		4,961		4,961
2A	Elevator	Dunwell Elevator	312,077	312,077			312,077
2A	Moving & Storage	East Side Movers	26,057	-		26,057	26,057
2A	General Contractor	Eclipse Construction	665,636	464,069		201,567	665,636
2A	Asbestos Abatement - Mech. Rm.	Fiber Control	33,800		33,800		33,800
2A	Elevator Violation Removal	Green Light Expediting	300		300		300
2A	Furniture	Herman Miller	415,154	315,817	12,155	87,182	415,154
2A	Elevator Equipment	Integrated Systems & Serv	2,520		2,520		2,520
2A	Engineer (Data Room)	Jacob Feinberg Katz & Mid	26,202		26,202		26,202
2A	Asbestos Testing	JC Broderick & Associates	13,902	9,001	4,901		13,902
2A	Flooring	JKB Services	66,132		17,883	48,249	66,132
2A	Testing & Reports (Data Room)	Kopp Electric	12,292		12,292		12,292
2A	UPS Room	Kopp Electric	7,613		7,613		7,613
2A	Furniture (Archive)	Library Interiors	36,436	36,436			36,436
2A	HVAC	Matrix Mechanical	417,805	336,580		81,225	417,805
2A	Millwork	Metropolitan Cabinet Wo	26,640			26,640	26,640
2A	Moving (Annex to Central)	National Library Relocatio	18,708		18,708		18,708
2A	Furniture (Archive)	OLI	3,557		3,557		3,557
2A	Electrical	Palace Electrical	312,401	241,004		71,397	312,401
2A	Asbestos Abatement	PAL Environmental	17,995	-		17,995	17,995
2A	CO 88	Precision Signs	7,705		7,705		7,705
2A	Signage Design (Archives)	T-Squared Design	68,739		68,739		68,739
2A	Plumbing	Varsity Plumbing & Heatin	45,881	45,881			45,881
2A	Construction Management	SCC Group	347,547		347,547		347,547
SUBTOTAL: PHASE 2A			4,156,258	2,989,027	606,919	560,312	4,156,258

Attachment: NYSED Project Allocation Budgets 2017 09 27r (1547 : State Aid for Public Library Construction)

Queens Library
 NYSED FY 2018-2019 Project Budget

Phase	Project Scope	Subcontractor	Need -- Contract/Est.	Funding			
				City Pass- Through	State Funds	NYSED FY 18-19	TOTAL
Phase 2C: 2nd Floor Cafeteria							
2C	Cafeteria Design Fees	Integrated Design Group	45,446	45,446			45,446
2C	Cafeteria Rendering	Integrated Design Group	3,000	3,000			3,000
2C	PA Filing	thru IDG	17,000	17,000			17,000
2C	MEP Redesign	JFK&M thru IDG	17,050	17,050			17,050
2C	RTU Acoustical Engineering	Cerami thru IDG	8,250	8,250			8,250
2C	Cafeteria	Renu Contracting	1,584,901	138,765		1,446,136	1,584,901
2C	MEP Additional Work	AMH thru Renu	200,000			200,000	200,000
2C	Plumbing - 3" Wasteline	Seaford thru Renu	12,882			12,882	12,882
2C	Plumbing - Roof drainage	Seaford thru Renu	8,000			8,000	8,000
2C	Abatement - C level	Fiber Control thru Renu	11,074			11,074	11,074
2C	Abatement - Loading, 2nd, etc	Fiber Control thru Renu	26,000			26,000	26,000
2C	Abatement Monitoring	JC Broderick	2,223			2,223	2,223
2C	Abatement Monitoring - C level	JC Broderick	1,800			1,800	1,800
2C	Special Inspections	Tectonic	11,180			11,180	11,180
2C	Construction Management	SCC Group	75,899			75,899	75,899
SUBTOTAL: PHASE 2C			2,024,705	229,511	-	1,795,194	2,024,705
Phase 2D: Sewer Ejector Systems & AHU's in Mechanical Room							
2D	Sewer Ejector Pumps C-Level	Seaford Avenue Corp.	149,387	149,387			149,387
2D	Sewer Ejector Pumps C1 Level	Varsity	100,842			100,842	100,842
2D	Engineer for Sewer Ejector	Jacob Feinberg Katz	8,307		8,307		8,307
2D	Replacement of Air Handler Units	ACS Systems Associates	2,985,000	2,985,000			2,985,000
2D	Asbestos Abatement	SCC Estimate	550,000	515,000		35,000	550,000
2D	CM - Sewage Ejector	SCC Group	14,180			14,180	14,180
2D	CM - AHU	SCC Group	129,840			129,840	129,840
SUBTOTAL: PHASE 2D			3,937,556	3,649,387	8,307	279,862	3,937,556
PROJECT TOTAL			5,962,261	3,878,898	8,307	2,075,056	5,962,261

Attachment: NYSED Project Allocation Budgets 2017 09 27r (1547 : State Aid for Public Library Construction)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 27, 2017

ITEM ID #: 1548

AGENDA: Glass Replacement 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 Certified Glass Corp. to provide glass replacement and board-up 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 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's existing requirements contract for glass replacement and board-up services is due to expire on December 31, 2017.

Current Status:

On June 28, 2017, the Library issued a sealed competitive bid solicitation for glass replacement and board-up services, Invitation to Bid #0617-1, 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. Three (3) vendors responded to the solicitation and provided pricing based on estimated annual needs for services as may be required by the Library. The Library's solicitation required bidders to provide five year pricing comprised of hourly rates for glass replacement and a flat rate for board-up services. The bid mandates that the percentage mark-up for materials will be fifteen (15) percent. The bid results are outlined in the table below:

Bidder	MWBE	Estimated Five Year Cost:
Teng Rong Stainless Steel Construction Corp.	MBE- NYC	\$294,709.75- Bid withdrawn
Certified Glass Corp.		\$301,055.00

Alert Glass & Architectural Metals Corp.		\$759,250.00
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Teng Rong Stainless Steel Construction Corp. provided the lowest bid price; however, the firm subsequently notified the Library of its request to withdraw its bid. Teng Rong Stainless Steel Construction Corp. has recently expanded into glass services and it did not meet the bid requirement of having five years of experience of similar size and scope of work that was required for the bid. The Library permitted the vendor to withdraw its bid, given that it did not meet the vendor qualifications stated in the solicitation.

Certified Glass Corp. (“Certified”) submitted the lowest responsive bid with hourly wage rates for glass replacement which include Mechanic, Helper and Supervisor starting at \$65.50 for the first year and increasing to \$76.61 at the fifth year. Emergency board up services for Certified for the first year is \$600 and the fifth year is \$800. A full listing of the bid prices included in Certified’ s bid is attached.

Certified Glass Corp. is the Library’s incumbent vendor for glass replacement and emergency board-up services, and has reliably provided quality services to the Library. The Library has also reviewed Certified’ s experience, financial stability, references, background, completed vendor responsibility questionnaire and the Vendex database in assessing the vendor’s responsibility. This review did not result in any negative findings or raise any integrity issues.

References for the firm were positive and indicated that Certified Glass Corp. is a reputable vendor fully capable of providing the requisite services. A reference from RFR Realty LLC, which locally manages several Manhattan office and retail properties, indicated that Certified is a responsive firm and has worked on several projects ranging from \$10,000 to \$1,000,000 on windows, storefronts and specialty glass. TNT Industries, which is a general contractor, has utilized Certified as a sub-contractor for several projects exceeding \$20,000. A reference from TNT Industries stated that Certified performed well under tight deadlines. A reference from Local 3 stated that Certified has worked with them for about fifteen years in providing glass frames and that they have been satisfied with Certified’s work.

Certified has also performed work for the City University of New York at various locations. A reference from Queens College stated that Certified has performed all required work for the past twenty years and that the College has been very satisfied with Certified’s performance. A reference from Hunter College indicated that Certified has been a reliable requirements vendor for the past several years.

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 Certified Glass Corp. for a term of three years with an option to extend for two one-year periods at the rates proposed herein.

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	\$65.50	620	\$40,610.00
Helper	\$65.50	80	\$5,240.00
Supervisor	\$65.50	50	\$3,275.00
		Total Year 1:	\$49,125.00

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	\$68.12	620	\$42,234.40
Helper	\$68.12	80	\$5,449.60
Supervisor	\$68.12	50	\$3,406.00
		Total Year 2:	\$51,090.00

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	\$70.84	620	\$43,920.80
Helper	\$70.84	80	\$5,667.20
Supervisor	\$70.84	50	\$3,542.00
		Total Year 3:	\$53,130.00

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	\$73.67	620	\$45,675.40
Helper	\$73.67	80	\$5,893.60
Supervisor	\$73.67	50	\$3,683.50
		Total Year 4:	\$55,252.50

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	\$76.61	620	\$47,498.20
Helper	\$76.61	80	\$6,128.80
Supervisor	\$76.61	50	\$3,830.50
		Total Year 5:	\$57,457.50

6. Board-Up Service					
Board-Up Services: As may be required including Emergencies and Overnight Service. Also Inclusive of Twenty-Four (24) hour service and all Cleanup, Removal and Proper Disposal of Broken Glass.	Flat Rate- Year 1	Flat Rate- Year 2	Flat Rate- Year 3	Flat Rate- Year 4	Flat Rate- Year 5
Provide Flat Rate for each Year:	\$600.00	\$650.00	\$700.00	\$750.00	\$800.00
Estimated Annual Effort	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Estimated Annual Costs: (Flat Rate to be Multiplied by Estimated Annual Effort)	\$6,000	\$65,000	\$7,000	\$75,000	\$8,000
Item 1. Estimated Five Year Total:	\$35,000.00				

All Services Five Year Bid Price	
1. Hourly Rates- Total Year 1:	\$49,125.00
2. Hourly Rates- Total Year 2:	\$51,090.00
3. Hourly Rates- Total Year 3:	\$53,130.00
4. Hourly Rates- Total Year 4:	\$55,252.50
5. Hourly Rates- Total Year 5:	\$57,457.50
6. Board-Up Services- Estimated Five Year Total:	\$35,000.00
Total Bid Amount in dollars:	\$301,055.00

Total Bid Amount in words: Three Hundred and One Thousand and Fifty Five Dollars

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 27, 2017

ITEM ID #: 1550

AGENDA: Buildings & Grounds - Purchases Over \$5K Report - June 1, 2017 - June 30, 2017

Current Status:

Maintenance, repair or renovation purchases awarded between June 1, 2017 and June 30, 2017 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Library's Purchasing Policy, including all items purchased by utilizing Board of Trustee approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

Various Locations	AETNA Electric, LLC, in accordance with its agreement with Queens Library which incorporates the pricing set forth in its contract with NYC, to provide LED light bulbs to various locations as part of the Library's ongoing energy efficiency EXCEL project. \$16,156.50
Flushing	Culver Floor Covering Co., Inc., in accordance with its NYC contract provided all materials necessary for the replacement of carpet in the A and B areas on the C-Level of the Flushing Library. \$6,196.97
Elmhurst	Studio Wood Design, Inc. to provide all labor and materials necessary, as specified in its agreement for construction services with Queens Library, to modify the millwork in the Children's Room at the Elmhurst Library. \$13,439.15
Douglaston	Superstructures Engineering + Architecture, PLLC to conduct an assessment of existing water infiltration and address the feasibility of providing on-site storm drainage for the property, at rates specified

	in its agreement with Queens Library.	\$38,450.00
Rosedale	Superstructures Engineering + Architecture, PLLC to conduct an assessment of existing water infiltration and address the feasibility of providing on-site storm drainage for the property, at rates specified in its agreement with Queens Library.	\$34,510.00

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 27, 2017

ITEM ID #: 1549

AGENDA: Buildings & Grounds - Purchases Over \$5K Report July 1, 2017 - July 31, 2017

Current Status:

Maintenance, repair or renovation purchases awarded between July 1, 2017 and July 31, 2017 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Library's Purchasing Policy, including all items purchased by utilizing Board of Trustee approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

Central	Integrated Design Group, Inc., under its requirement contract for architectural design services, was issued a change order to re-design mechanical, electrical, plumbing, fire alarm and structural plans for the cafeteria project to comply with FDNY requirements.
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\$17,050

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: September 27, 2017

ITEM ID #: 1531

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.