



CITY COUNCIL AGENDA ITEM

Date: September 30, 2014

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager
Mark F. Miller, Director of Economic & Community Development
Cathleen A. Russ, Library Director

Subject: Troy Public Library—Youth Services Shelving Replacement

History

- The shelves in the Youth Services Department that house the collections for children 0-6 years of age (Fairy Tales, Early Readers, and Picture Books) are showing the effects of age and wear-and-tear.
- Some of the shelves pose a potential imminent danger to young children.
- All shelving in the Youth Services Department are in need of replacement.
- The shelves were built for the original 1971 Library and have never been replaced.
- Of the 202 shelves in question, 146 are wooden, flat shelves. 56 shelves are wooden/steel divider style shelves.
- Of the 56 wooden/steel divider style shelves, 15 currently pose an imminent danger to young children. These shelves are cracked on the bottom as evidenced by the pictures below:



Figure 1



Figure 2

- The 15 cracked wooden/steel shelves have the support pins inserted into the sides of the shelves, instead of the shelves resting on the support pins. This has resulted in a thin layer of metal on each shelf holding up the entire load.

History (continued)



Figure 3

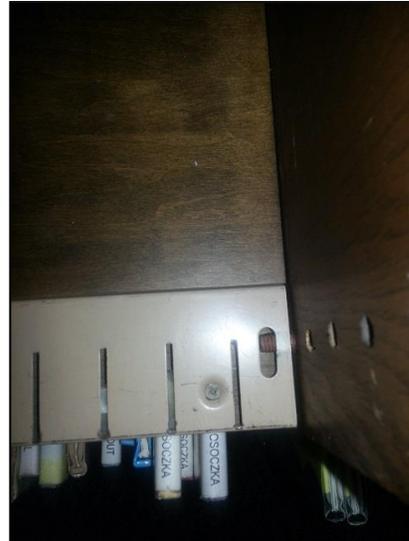


Figure 4

- The result of the cracked shelves supported only by the thin metal on the top of the wooden/steel shelves is a tipping forward of the shelves. The metal just cannot support the load. When fully loaded, this poses a danger to any small person standing, sitting, or crawling in front of these shelves.
- In some cases, the metal is pulling away from the wood on the shelves as the units warp. (Figure 5)
- The 146 wooden, flat shelves are held up by support pins from underneath. However, the pins do not fit properly under the shelves, and have bent significantly over time. This causes bowing of the shelves. (Figure 6)



Figure 5

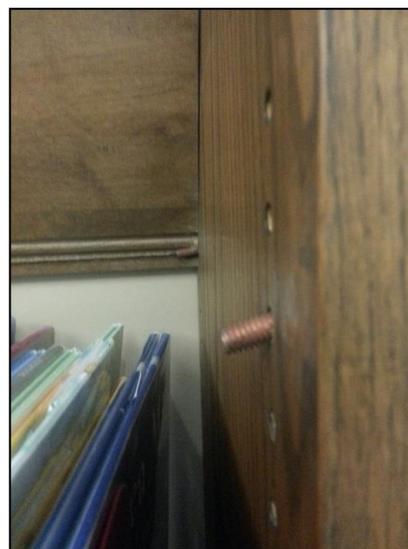


Figure 6



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Purchasing

Worden Shelving of Holland, MI is the manufacturer of the current shelving in the Youth Fiction and Non-Fiction collections. Replacing the Picture Book shelves with the same shelving allows for consistency in appearance, standardization and more importantly, the inter-membering of the parts as the need arises. Library Design Associates, Inc. of Plymouth, MI is the sole authorized Michigan Dealer for Worden Library shelving products.

Financial

The total cost of the project is \$32,758.00. Funds are available in the Library's Fund Balance and will be transferred in the amount of \$32,758.00 to the Library's Capital account.

Recommendation

In the interest of the protection of public safety, good stewardship, and meeting the Troy Public Library's Strategic Plan goals of excelling at the User Experience, and creating a vibrant library space; City management recommends that the bid process be waived and a contract be awarded to *Library Design Associates, Inc. of Plymouth, MI* to purchase one (1) lot of shelving for the Youth Services Area as detailed in the attached Proposal for an estimated total of \$32,758.00.



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000
Telefax: (734) 459-6971

Date 09/22/14
Proposal No. P-16887.1
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To
Troy Public Library
Attn: Meaghan Battle, Head of Youth Services
510 W. Big Beaver Road
Troy MI 48084

Item	Qty.	Catalog No.	Description	Unit Price	Total
1	1	MJ/Worden	<p>UPDATED BUDGET - BASED ON STEEL SHELVING, EXCEPT OAK WOOD SHELVING UNDER EXISTING WINDOWS. I am pleased to provide the following planning budget for replacement steel and wood shelving in the Youth Room. Manufacturer of steel is MJ Industries to match and intermember with existing, wood shelving is Worden. Budgeting includes new shelving, end panels and tops, shipping, and installation of new shelving. Note the descriptions for Items 4 and 5 for additional labor options.</p> <p>New cantilever steel shelving with Oak end panels and plastic laminate tops with Oak edges, and new Oak shelving under the existing windows to replace existing double face and single face wood shelving in the Youth Area. Layout and configuration same as existing for budgeting purposes. Steel shelves integral back style with corresponding slider book support as discussed. All steel rows finished with Oak end panels and corresponding laminate top with Oak edges. Miscellaneous corner and end fillers noted below. Based on manufacturers standard colors and finishes. Single face sections with (3) shelf openings, double face sections with (6).</p>	26,900.00	26,900.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here and on the reverse side. Subject to our credit department approval this quotation is made for immediate acceptance and is subject to change without notice. Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.
Payment terms, net 30 days from date of invoice

Accepted by/Title/Date



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Item	Qty.	Catalog No.	Description	Unit Price	Total
		Item 1 Cont.	<p>(1) Double face range steel shelving, 42" high x 12/24 x 15' long</p> <p>(1) Double face range steel shelving, 42" high x 10/20 x 12' long</p> <p>(1) Double face range steel shelving, 42" high x 12/24 x 9' long</p> <p>(2) Double face ranges Oak shelving, 42" high x 24" x 15' long - For window frame locations</p> <p>(1) Double face range steel shelving, 42" high x 10/20 x 18' long</p> <p>(2) Double face ranges steel shelving, 42" high x 12/24, (1) 12' long and (1) 9' long connected with Oak display corner filler.</p> <p>(1) Single face range steel shelving, 42" high x 12/12 x 18' long, includes Oak end filler.</p> <p>(1) Single face range steel shelving, 42" high x 10/10 x 6' long.</p> <p>(2) Single face ranges steel shelving, 42" high x 10/10, (1) 6' long and (1) 5' long connected by steel corner filler.</p>		

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Item	Qty.	Catalog No.	Description	Unit Price	Total
2	1	MJ/Worden	Prepaid shipping.	960.00	960.00
3	1	LDA	Receiving and installation for all new shelving by Library Design Associates personnel. Also includes removal of existing wood shelving under the windows and off site disposal.	2,763.00	2,763.00
4	1	LDA	OPTION #1: LDA labor to remove existing double face and single face freestanding wood shelving and off site disposal. Books moved by Owner. (These are all of the existing wood shelving units that are not under the windows.)	1,175.00	1,175.00
5	1	LDA	OPTION #2: LDA labor to remove all books from existing shelving and re-shelve on new shelving after installation is complete.	960.00	960.00

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Delivered and Installed
Delivery F.O.B.

Christopher J. de Bear
By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.
Payment terms, net 30 days from date of invoice

Accepted by/Title/Date