

**QUEENS LIBRARY  
BUILDINGS AND GROUNDS COMMITTEE  
THURSDAY, FEBRUARY 27, 2020**

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

**AGENDA**

**6:45 PM BUILDINGS AND GROUNDS COMMITTEE REGULAR MEETING**

**I. Call to Order**

**II. AGENDA**

**Action Item(s)**

1. Furniture & Shelving for Far Rockaway Library - Contract Authorization (ID # 2213)
2. Pomonok Library - Lease Renewal (ID # 2226)

**Report(s)**

3. Purchases Over \$5K Report - January 2020 (ID # 2212)
4. Purchases Over \$5K Report - December 2019 (ID # 2217)

**III. ADJOURNMENT**

1. Motion to Adjourn (ID # 2208)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2213

*AGENDA:* Furniture & Shelving for Far Rockaway Library - Contract Authorization

### **Background:**

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees to enter into contracts with Office Resources, Inc. ("ORI") and Waldner's Business Environments ("Waldners"), to purchase furniture and shelving for the Far Rockaway Community Library. The Board's approval is required pursuant to the Library's Purchasing Policy, which states, in pertinent part, that purchases of furniture at a price in excess of \$20,000 for the total order may be awarded only after soliciting sealed competitive bids and that all purchases that require competitive bidding must be approved by the Board of Trustees.

The new Far Rockaway Community Public Library located at 1637 Central Avenue is currently under construction and when completed will be an 18,000 square foot two-story glass building with a central atrium. Designed by Snohetta, the massing is a simple volume clad in fritted, colored glass with a gradient of color. The entry is announced with a tall transparent glass pyramidal opening at the northeast corner of Central and Mott Avenues. The combination of transparent and translucent façade elements provides an awareness of the activity within as well as a degree of privacy for occupants of the library. Program areas include 2,000 square feet for teens, 3,500 square feet for adults, 2,000 square feet for children and a 900 square foot multi-purpose room. It has received the Annual Award for Excellence in Design from the Public Design Commission of the City of New York as an outstanding public project and is anticipated to achieve LEED Gold certification. This library will act as a cornerstone of Far Rockaway, one of the most dynamic and ethnically diverse communities in the borough of Queens. The procurement of new furniture and shelving is needed to complete the project and outfit the building before opening to the public.

### **Current Status:**

The Library issued a sealed competitive bid, Invitation to Bid# 1119-2, which 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 and fifty

(250) firms on the Library’s internal bidders’ list, including state and city Minority and Women Owned Business Enterprises (“M/WBE”) and NYS Services Disabled Veteran Owned Business (“SDVOB”). The solicitation sought bids on two (2) separate scopes as follows: (A) Furniture—seating, tables, storage/accessories and lockers from various manufacturers; and (B) Shelving—Montel Aetnastak shelving. Each scope included pricing for delivery and installation. The solicitation permitted vendors to offer substitutions for specified items, which were subject to the Library’s sole discretion to approve as being equivalent to the items specified. The Library also retained the right to make multiple awards, if doing so is in the Library’s best interest. Six (6) vendors responded to the solicitation—five (5) firms for Scope A (Furniture) and four (4) firms for Scope B (Shelving)—and submitted bids as outlined in the tables below:

Scope A Furniture (seating, tables, storage/accessories, and lockers from various manufacturers):

<b>Firm</b>	<b>M/WBE</b>	<b>Bid Amount</b>
W.B. Mason Co. Inc.		\$108,427 (Did not bid on all items.)
Meadows Office Supply Co Inc.	NYC WBE	\$112,155.85 (Did not bid on all items.)
Office Resources, Inc.		\$197,927.90
Lane Office Furniture Company		\$217,873.50
Waldner's Business Environments	NYC & NYS WBE	\$249,332.97

Scope B Shelving (Montel Aetnastak shelving):

<b>Firm</b>	<b>M/WBE</b>	<b>Bid Amount</b>
Waldner's Business Environments	NYC & NYS WBE	\$69,291.33
Meadows Office Supply Co Inc.	NYC WBE	\$69,291.42 (Firm's original bid price was \$69,122.72. Due to firm's mathematical error in bid sheet, firm revised its pricing to \$69,291.42.)
Office Resources, Inc.		\$69,365.14
Library Interiors, Inc.		\$73,226.25

Although the bid requires pricing for all items, permits subcontracting, and provides for bidders to propose furniture substitutions, W.B. Mason Co. Inc. and Meadows Office Supply Co Inc. did not provide pricing for all items for Scope A. Since W.B. Mason Co. Inc. and Meadows Office Supply Co. Inc. did not provide pricing for all items, each firm was notified in writing that its bid was determined to be non-responsive. ORI provided pricing for all specified furniture at the bid price of \$197,927.90, making it the lowest responsive bidder.

ORI has provided and continues to provide quality goods and services to the Library. It provided furniture and shelving at the Elmhurst Library, furniture for Kew Garden Hills Library, furniture for Hunters Point Library, and furniture for the East Elmhurst Library.

In its dealings with the Library, ORI has been fully responsive and has provided all contractually required services in a timely fashion. ORI's Vendor Responsibility Questionnaire to the Library did not disclose any performance or integrity issues.

For Scope B, Meadows Office Supply Co. Inc. provided a bid price of \$69,122.72; however, the firm had mathematical errors in its bid sheet and was notified by the Library. Meadows subsequently corrected its mathematical errors and revised its bid to \$69,291.42. Waldners bid of \$69,291.33 is the lowest bid.

Waldners has provided and continues to provide quality goods and services to the Library and most recently provided the shelving at the Kew Garden Hills Community Library, the Hunters Point Library, and the East Elmhurst Library. In its dealings with the Library, Waldners has been fully responsive and has provided all contractually-required services in a timely fashion. Waldners is listed in the NYC PASSport system without any cautions and submitted an acceptable Vendor Responsibility Questionnaire in response to the bid, neither of which discloses any performance or integrity issues. Moreover, Waldners has provided approximately \$2 million worth of goods and services to various City agencies and entities.

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

*I move that the Buildings and Grounds Committee recommend to the Board of Trustees that the Library's President and CEO be authorized to execute a contract with Office Resources, Inc. in the amount of \$197,927.90 and Waldners Business Environments in the amount of \$69,291.33 to provide, deliver and install furniture and/or shelving to the Far Rockaway, as described above.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2226

*AGENDA:* Pomonok Library - Lease Renewal

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### **Background:**

The Library currently leases space for the Pomonok Community Library located at 158-21 Harry Van Arsdale Jr. Avenue, Flushing, NY 11365. The rental facility is approximately seven thousand five hundred (7,500) square feet. The Library and the landlord, Education and Cultural Trust Fund of the Electrical Industry (the "Trust"), entered into a lease in July 1994 and subsequently extended the lease in June 2000 and again in May 2010. The term of the current extension expires on June 30, 2020. The present rental payment is \$188,160.00 annually (\$15,680.00 monthly).

### **Current Status:**

Negotiations for a lease have concluded. At the present time, the Landlord is offering a ten-year extension, on the following key terms:

1. Ten year lease term, beginning July 1, 2020 and expiring on June 30, 2030.
2. The rental payments are as follows:
 

07/01/2020 – 06/30/2021	\$210,739.25	annually	(\$17,561.60 monthly)
07/01/2021 – 06/30/2022	\$210,739.25	annually	(\$17,561.60 monthly)
07/01/2022 – 06/30/2023	\$210,739.25	annually	(\$17,561.60 monthly)
07/01/2023 – 06/30/2024	\$210,739.25	annually	(\$17,561.60 monthly)
07/01/2024 – 06/30/2025	\$210,739.25	annually	(\$17,561.60 monthly)
07/01/2025 – 06/30/2026	\$236,028.00	annually	(\$19,669.00 monthly)
07/01/2026 – 06/30/2027	\$236,028.00	annually	(\$19,669.00 monthly)
07/01/2027 – 06/30/2028	\$236,028.00	annually	(\$19,669.00 monthly)
07/01/2028 – 06/30/2029	\$236,028.00	annually	(\$19,669.00 monthly)
07/01/2029 – 06/30/2030	\$236,028.00	annually	(\$19,669.00 monthly)

There is an initial 12% rent escalation, after which the rent remains the same for years two through five of the extension, followed by another 12% rent escalation at year six, after which the rent remains the same through year ten of the extension. This is consistent with the rent escalations in the most recent lease extension.

3. The landlord removed a termination provision from the original lease that permits the Library, upon six months written notice, to terminate the lease if sufficient funds have not been made available from the city to continue operations at the branch. The only alternative the landlord offered to keep such a termination provision was a mutual termination for convenience provision, which would have allowed the landlord to terminate the lease at any time. This option presented too much risk for the operation for the branch and appeared untenable.
4. The extension also contains a provision whereby the Library agrees that no contractor, general contractor, or construction trade person, nor the Library or its employees or vendors, may commence any renovation, construction, alterations, installations, additions, or improvements, or repairs at the branch without prior written approval from the landlord. This approval may be withheld for any reason, but the Library's own employees have, by agreement, all been pre-approved to do repair work. The Library had already agreed to, and was bound by, a prior written approval provision covering renovations and construction from the original lease; this new term represents an expansion of that existing provision.
5. Virtually all other terms and conditions of the original and extended lease remain the same.

Library staff recommend approval of the negotiated terms and an execution of a lease that reflects the above terms for the Pomonok Community Library.

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

*I move that the Buildings & Grounds Committee recommend to the Board of Trustees that the President & CEO be authorized to execute a lease extension agreement for the Pomonok Community Library located at 158-21 Harry Van Arsdale Jr. Avenue, Flushing, New York 11365 which includes the terms describe above.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2212

*AGENDA:* Purchases Over \$5K Report - January 2020

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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 January 1, 2020 and January 31, 2020 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 existing Requirements Contracts, Government Requirements Contracts, competitive quotations, or in response to emergency conditions as a matter of health and safety.

Richmond Hill      Applied Design Initiative, LLC ("Applied") was issued a Statement of Work ("SOW") under its architectural requirements contract to provide cost estimating services.

\$22,600

Poppenhusen      Varsity Plumbing and Heating, Inc., under its requirements contract for plumbing services, was issued a change order to its SOW to provide upgrades, insulation and to prepare for Department of Building testing.

Original SOW amount:	\$61,776.00
Prior Change Orders:	\$13,050.98
Change order amount:	\$7,517.14
<b>Revised contract amount:</b>	<b>\$82,344.12</b>

Hollis Door Automations Corp. was issued an SOW under its requirements contract for door repair services, to repair the glass door and to replace all related hardware.

\$12,550.51

Pomonok Certified Glass Corp was issued an SOW, under its glass replacement services requirements contract, to furnish and install a clear glass window.

\$6,039.22



## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2217

*AGENDA:* Purchases Over \$5K Report - December 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 December 1, 2019 and December 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 existing Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

System wide	Secure Watch 24, LLC, the Library's requirements contractor for closed circuit television system installation, maintenance and support, under its NYS General Services contract, was issued a Statement of Work ("SOW") to provide Genetec software updates to the Library's security camera system.	\$38,902.50
Corona	Cameron Engineering and Associates, LLP was issued an SOW, under its engineering requirements contract, to provide engineering, land use, and environmental planning services for the proposed expansion project and all related zoning applications and waiver submissions.	\$108,314
Broad Channel	Kelair, Inc. was awarded a contract to furnish and install three McQuay Daikin package thermal air conditioners.	\$9,610

Hillcrest

Door Automations Corp. was issued an SOW under its requirements contract for door repair services, to remove and replace door and doorframe with all related hardware.

\$13,100.08

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* February 27, 2020

*ITEM ID #:* 2208

*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*