

**QUEENS LIBRARY  
BUILDINGS AND GROUNDS COMMITTEE  
THURSDAY, OCTOBER 24, 2019**

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. Additional Firms for System-Wide Data Cabling Services Requirements Contracts (ID # 2083)

**Report(s)**

2. Purchases Over \$5K Report - August 2019 (ID # 2081)
3. Purchases Over \$5K Report - September 2019 (ID # 2082)

**III. ADJOURNMENT**

1. Motion to Adjourn (ID # 2077)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* October 24, 2019

*ITEM ID #:* 2083

*AGENDA:* Additional Firms for System-Wide Data Cabling Services  
Requirements Contracts

### **Background:**

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into data cabling requirements contracts with Norstan Communication, Inc d/b/a Black Box Network Services and EIA Datacom, Inc. The Board's approval is required pursuant to the Library's Purchasing Policy, which provides, 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.

On November 6, 2018, the Library issued an Invitation for Bids, Bid Number 1018-2, for system-wide data cabling services to be awarded to multiple firms. The bid 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 (200) firms using the NYS and NYC MWBE directories, the NYS Service-Disabled Veteran-Owned Business Directory and bidder's lists compiled by the Library.

The bid stated that the Library was seeking to engage the expertise of qualified vendors to provide data cabling services throughout the Library system for projects ranging from a single hour up to an estimated amount of \$150,000. The bid also stated that the Library intended to award contracts to multiple vendors with the primary contract being awarded to the lowest responsive and responsible bidder ("Primary Successful Bidder") and the second contract being awarded to the next lowest responsive and responsible bidder ("Secondary Successful Bidder"), and so forth. The Library retained the sole discretion to determine the number of firms awarded contracts.

Bidders were required to provide a single maximum hourly rate for data cabling services, which would cover the bidder's full range of data cabling services, inclusive of all overhead, profit and payment of prevailing wages (\$66.81) and be fixed for the first year of the contract. The bid provided that a bidder's maximum hourly rate would increase by two percent (2%) each year of the contract and that the mark-up for material, equipment and subcontracting of other trade work shall not exceed twenty percent (20%).

For the award of specific work, the bid specified that the Library reserves the right to award any work to the Primary Successful Bidder at or below its maximum hourly rate. In the event the Primary Successful Bidder is not available, has a lapse of insurance or submits a Statement of Work (“SOW”) which is rejected by the Library, the Library may award the relevant work to the Secondary Successful Bidder. The Library also retained the sole discretion to make the determination that the Primary Successful Bidder has demonstrated poor performance, does not have the capability to perform the specified work at issue and/or within the required time frame, or has raised health and safety concerns in performing prior work. Under those conditions, the Library may award the work to the Secondary Successful Bidder, and so forth. Furthermore, the bid provides the Library with the discretion to award work for a specific project or duration of time based on the submission of mini-bids by the Successful Bidders.

At its May 16, 2019 meeting, the Board authorized the Library to contract with Mason Technologies Inc. (“Mason”) and with Interface Cable Assemblies & Services Corp. (“ICAS”) for data cabling services. Subsequently, however, Mason requested that its contract with the Library be terminated leaving the Library with Interface Cable Assemblies & Services Corp. as the primary and only firm to provide the Library with data cabling services.

**Current Status:**

After Mason (at a maximum hourly rate of \$92.90) and ICAS (at a maximum hourly rate of \$95.87), Norstan Communication, Inc d/b/a Black Box Network Services (“Black Box”) and EIA Datacom, Inc (“EIA”) were the next lowest bidders and submitted tie bids at a maximum hourly rate of \$98.00. The Library thoroughly reviewed each 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 that would adversely affect an award to either of the aforementioned two responsive bidders.

A reference from New York Medical College located at Vahalla, New York, indicated that Black Box has been providing services to the medical college for over five years and that they have performed well. A reference from the City’s Department of Buildings stated that Black Box has performed millions of dollars of data cabling services at several buildings and that Black Box has exceeded expectations. Black Box has been a provider of data cabling services to the Library for over ten years and they have been a responsive vendor. According the City Comptroller’s web site “Checkbook NYC,” Black Box has performed over \$3 million in services in 2019 for DOITT. In addition, according to the NYS Comptroller’s web site “Open Book”, Black Box has performed over \$90,000 in services for the NYS Office of Mental Health and the NYS Office of Children and Family Services.

A reference from the New York City Transit Authority stated that EIA has performed millions of dollars of data cabling work in several of its buildings and that EIA was excellent. A reference from the Office of the Special Narcotics Prosecutor indicated that EIA has been very professional, trustworthy and exceeded expectations. A reference from the Roosevelt Island Operating Corporation stated that EIA provided extremely reliable services with the highest efficiency. EIA is a NYC Certified MBE firm and is also the Library's incumbent firm for electrician maintenance services since 2016 and they have been a responsive vendor. EIA has also provided the Library with data cabling services and has performed well on these assignments. According the City Comptroller's web site "Checkbook NYC," EIA has provided over \$300,000 in services to the City Department of Environmental Protection and the City University of New York since 2015. In addition, according to the NYS Comptroller's web site "Open Book," EIA has provided over \$200,000 in services since 2018 to the City University of New York and the State University of New York.

**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 contracts with Norstan Communication, Inc d/b/a Black Box Network Services and with EIA Datacom, Inc. for system-wide data cabling requirements services for a three-year term with two one-year options to renew at the Library's sole discretion at the rates proposed herein.*

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* October 24, 2019

*ITEM ID #:* 2081

*AGENDA:* Purchases Over \$5K Report - August 2019

### 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, 2019 and August 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.

Central Renu Contracting and Restoration Inc. was issued a change order in the amount of \$38,495.06 for additional electrical work on the Cafeteria project due to changes in the mechanical scope.

Above change order cost:	\$38,495.06
Original contract cost:	\$1,584,901.00
All prior change order costs:	\$539,087.17
Total cost with change orders:	\$2,162,483.23

Flushing Quality Facility Solutions Corp., under its requirements contract for window cleaning and emergency remedial services, was issued a Statement of Work ("SOW") to perform exterior and interior window cleaning services.

\$8,302.80

## Flushing

Hi Tech Air Conditioning Services, Inc. (“Hi Tech”) is the HVAC maintenance services provider for Flushing Library. Hi Tech was issued a technical services contract to provide and install two thirty pound drums of lithium bromide in one of the two chillers at the branch at a cost of \$13,441.40. During its attempted performance of the installation of the lithium bromide, Hi Tech discovered a crack in one of the chiller tubes, rendering it inoperable. Accordingly, a change order in the amount of \$9,200 was issued to Hi Tech to repair the crack in the chiller tube. While performing the aforementioned work, Hi Tech discovered that, in order to place the second chiller back into service, 44 brass plugs in the generator section of the chiller also needed to be replaced at a cost of \$10,304.

Original project amount:	\$13,441.40
First change order amount:	\$9,200
Additional work:	\$10,304
Project total:	\$32,945.40

## Central

Spring Scaffolding LLC was issued a change order to its contract to provided scaffolding in front of the entrance to Central Library for the extended period of August 2019 through January 31, 2020.

Original contract amount:	\$33,860
Change order amount:	\$4,716
New contract amount:	\$38,576

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* October 24, 2019

*ITEM ID #:* 2082

*AGENDA:* Purchases Over \$5K Report - September 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 September 1, 2019 and September 30, 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.

Poppenhusen Barrett Inc. ("Barrett") was issued a Statement of Work ("SOW") under its requirements contract for roofing services, to provide repairs to the metal roof and gutter seams.

\$13,829.50

Hunters Point Red Hawk Fire and Security LLC, the Library's requirements contractor for fire alarm repair, maintenance, testing and new installations, under its NYS General Services contract, was issued a SOW to install a burglar alarm system at the new library.

\$13,570

Central and Flushing

J.C. Broderick and Associates, Inc. was issued a purchase order against its requirements contract for environmental consulting services to perform services and inspections of the cooling towers located at Central and Flushing.

\$10,000

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* October 24, 2019

*ITEM ID #:* 2077

*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*