



CITY COUNCIL AGENDA ITEM

Date: October 27, 2021

To: Mark Miller, City Manager



From: Robert J. Bruner, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Lisa Burnham, Controller
Kurt Bovensiepe, Public Works Director
Dennis Trantham, Facilities and Grounds Operations Manager
Emily Dumas, Library Director
Phillip Kwik, Assistant Library Director
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 4 – Cooperative Purchasing Contract – Troy Public Library – Digital Services and Community Engagement Offices

History

- In order to meet increasing community demands, the Troy Public Library made several staff and area changes in FY2022. These changes are necessary to keep up with evolving library services.
- The Library expanded its Digital Services Department from five to seven, by adding one full-time and one part-time librarian.
- The Digital Services Department is responsible for maintaining and promoting the Library's collection of downloadable ebooks, audiobooks, streaming movies, and streaming music. Area staff teach the public about electronic resources, uses of social media, and trends in information technology. The staff also help troubleshoot the public's computer and device hardware and software issues.
- During the pandemic, the demands on the Library's Digital Services Department grew greatly, particularly in the areas of downloadable ebooks and audiobooks. Downloadable and streaming media now make up nearly 25% of the Library's circulation. We anticipate that this demand will grow.
- In addition, this year, the Library created a Community Engagement Department, which currently houses three staff members: a full-time librarian, a part-time librarian, and a part-time library aide.
- The Community Engagement Department takes the Library into the community, by providing outreach services to patrons who are unable to use the Library due to disability, permanent illness, or lack of transportation. It partners with businesses, community groups, senior citizen organizations, and schools to provide programming and services to patrons who may be unaware of what their library has to offer.
- The growth of the Digital Services and Community Engagement Departments is essential to keep the Troy Public Library vital to the community.



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History (continued)

- Due to the age and floor plan of the building, the Library is short of staff offices and work areas. Currently, the Library has no space to house either the Digital Services Department or the Community Engagement Department
- In order to allow for an increase in staff, the Library needs more office space.
- Library Administration has consulted with Library Design Associates about creating offices for five staff members using the Trendway Volo Movable Wall system. This system is well-constructed, modern looking, and easily assembled. Most importantly, the walls are portable, so they can be reused in future Library renovations. This system is used in many area libraries, to customer satisfaction. These five new offices will be housed in the Library's existing Technology Center.

Purchasing

- Pricing to furnish and install five new office work stations, including furniture and partition walls for the Library's Digital Services and Community Engagement Departments was received by *Library Design Associates, Inc., of Plymouth, MI* as detailed in the attached quote dated 10/14/2021 and as per the OMNIA Partners Cooperative Purchasing Contract #R191817 for a total estimated cost of \$72,298.
- City Council authorized participation in the Cooperative Purchasing Program on November 9, 2020 (Resolution #2020-11-165-J-8)
- LDA has completed several projects for the Library, including the installation of new carpeting throughout the building in 2018-2019, and the company is supplying the furniture of the Library's renovated Administration area. In all these projects, the work of LDA has been satisfactory and completed on time.
- The City's Facilities Department will be responsible for electricity and communication terminations.

Financial

- Funds for this project are budgeted and available in the Library Buildings and Improvements General Repairs Capital Fund under Project Number 2022C0071 for FY2022. Expenditures will be charged to account number 401.790.7975.900.

Recommendation

City Management recommends in the best interest of the City, to waive the bid process and award a contract for the purchase and installation of offices, and office furniture, to *Library Design Associates of Plymouth, MI*, for an estimated cost of \$72,298 as per the Omnia Partners Cooperative Purchasing Contract #R191817. City Management also recommends including a 10% contingency in the amount of \$7,229, for a not to exceed project total cost of \$79,527.



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

Date
Proposal No. 10/14/21
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To

Troy Public Library
Attn: Emily Dumas, Director
E: emily.dumas@troymi.gov

Item	Qty.	Catalog No.	Description	Unit Price	Total
1	1	Trendway	<p>In accord with our recent meeting, we are pleased to provide the following budget planning proposal, for your consideration:</p> <p>All pricing below includes material, freight and installation by LDA authorized personnel - Trendway pricing is provided at the Omnia State Contract discount schedule.</p> <p>Staff Work Rooms: Trendway Volo demountable partition wall totaling approximately 80 linear feet of glass and laminate wall panels with (3) hinging doors.</p>	69,448.00	69,448.00
2	1	LDA	<p>Includes allowance for (5) workstations with re-use of existing staff task chairs, new overhead hutches, (2) pedestals, and other misc. furniture/shelving components as shown on the plan.</p> <p>Staff Work Rooms: Labor and material to install (5) individual manual light filtering solar shades to the existing building windows. Final shade and fascia colors to be reviewed prior to order placement.</p>	2,850.00	2,850.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here.
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.

Accepted by/Title/Date



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To

Troy Public Library
Attn: Emily Dumas, Director
E: emily.dumas@troymi.gov

Item	Qty.	Catalog No.	Description	Unit Price	Total
			<p>NOTES:</p> <p>a) Payment terms are NET-30 days.</p> <p>b) Pricing is good for 30-days and subject to reconfirmation thereafter.</p> <p>c) All final finishes and designs will need to be reviewed and approved by LDA and Library staff prior to final order placement.</p> <p>d) Pricing does not include any changes to electrical, lighting, HVAC, sprinklers or flooring to allow for the installation of these walls. These services can be provided by LDA if needed, and all work will have to be coordinated to maintain ADA compliance and building code.</p> <p>e) Pricing is based on the the drawings dated 10/6/2021 for budgetary purposes, final detail drawings with all required finishes and dimensions will be provided prior to final budget and order placement.</p>		
			Total		\$72,298.00

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Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivered and Installed
Delivery F.O.B.

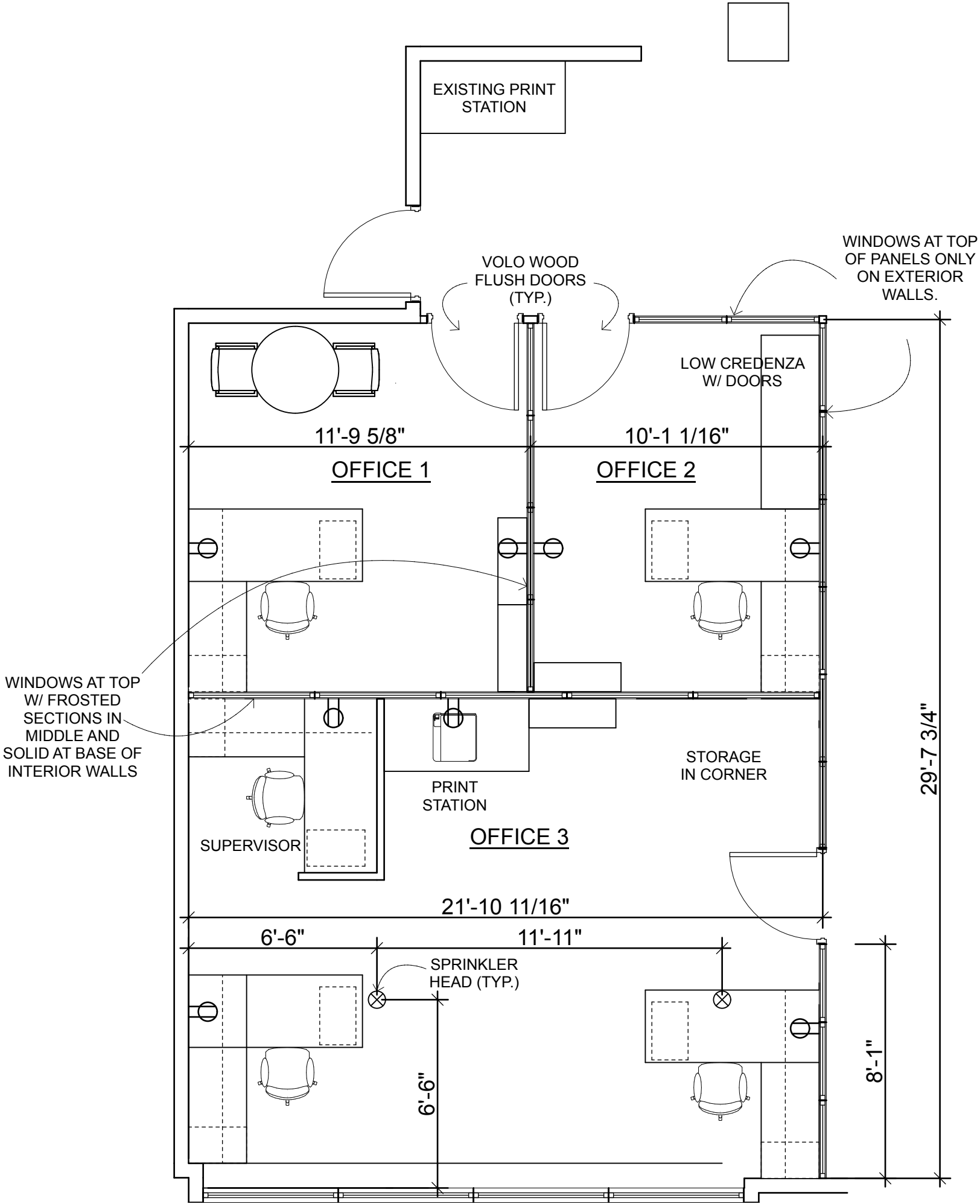
Kyle Haning
By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date

TROY PUBLIC LIBRARY
STAFF WORK ROOMS

OCTOBER 6, 2021



SCALE: 1/4" = 1'