



Request for Proposal

Organizational Overview

Consolidated Library District 3 (A/K/A Mid-Continent Public Library) was founded in 1965 and is a political subdivision of the state of Missouri. Mid-Continent Public Library (MCPL) has 30 branch libraries serving the Clay, Jackson and Platte Counties in Missouri. The Board of Trustees has adopted a \$41 million operating budget for 2011-2012.

Submittal of bids

The bid amount is to include the delivery and installation of the new desk at both locations. The bid amount is to include the price of the solid surface top, with installation. The solid surface will be Corion or an equivalent product. The laminate and the solid surface colors will be selected by the owner. The bidder is also responsible for removing the existing desk from the library's property.

The successful bidder will be the project manager for the installation. As project manager, the successful bidder will be responsible for the exact placement of the desk in each branch.

The installation of the circulation desk must be done when the building is closed to the public. The anticipated desk installation date is March 29, 2012 for Camden Point and April 26, 2012 for Dearborn. This date may move back based on the installation of new carpeting at each location.

The successful bidder will supply a full set of construction drawings for approval in advance of each desk build; the construction drawings shall show plan view, elevation, section details and record the library's materials/finish selections.

Specifications and desk layouts (see following pages).

Mid-Continent Public Library will disconnect and reconnect electrical and data wiring.

Contact John Martin, South Regional Manager, for questions regarding the circulation desks at (816) 521-7224.

Mid-Continent Public Library Request for Proposal
Qun Fang 15616 E. US Hwy 24, Independence, MO 64050
(816)836-5200 (816) 521-7253 (fax) qfang@mcpl.lib.mo.us

Bids (hard copy) are to be delivered to Qun Fang, Finance & Facilities Manager, by noon, on Wednesday, February 8th, at 15616 E. US Hwy 24, Independence, MO 64050. FAX submittals to: (816) 521-7253.

Documentation

Vendors must include documentation verifying liability insurance, worker's compensation, and all appropriate bonds before a contract can be signed. In addition, a completed W-9 form must be submitted to the Library before any invoices can be paid.

Basis for Award of Contract

The library follows the rules and regulations of the State of Missouri pertaining to political subdivisions and follows the purchasing policies established by the Board of Trustees.

MCPL will make the award to the lowest and/or best bid. In determining the lowest and/or best bid, the Library will consider other factors besides price. These factors shall include, but not be limited to: the experience and reputation of the bidder, any previous business dealings which the bidder has had with the library; and the quality and adaptability of the supplies, equipment, or contractual services which are bid to the particular use required.

Equal Opportunity

Mid-Continent Public Library is committed to Equal Opportunity. The respondent will not discriminate against any employee or applicant because of race, color, religion, sex or national origin. The respondent agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act and other applicable State and Federal laws.

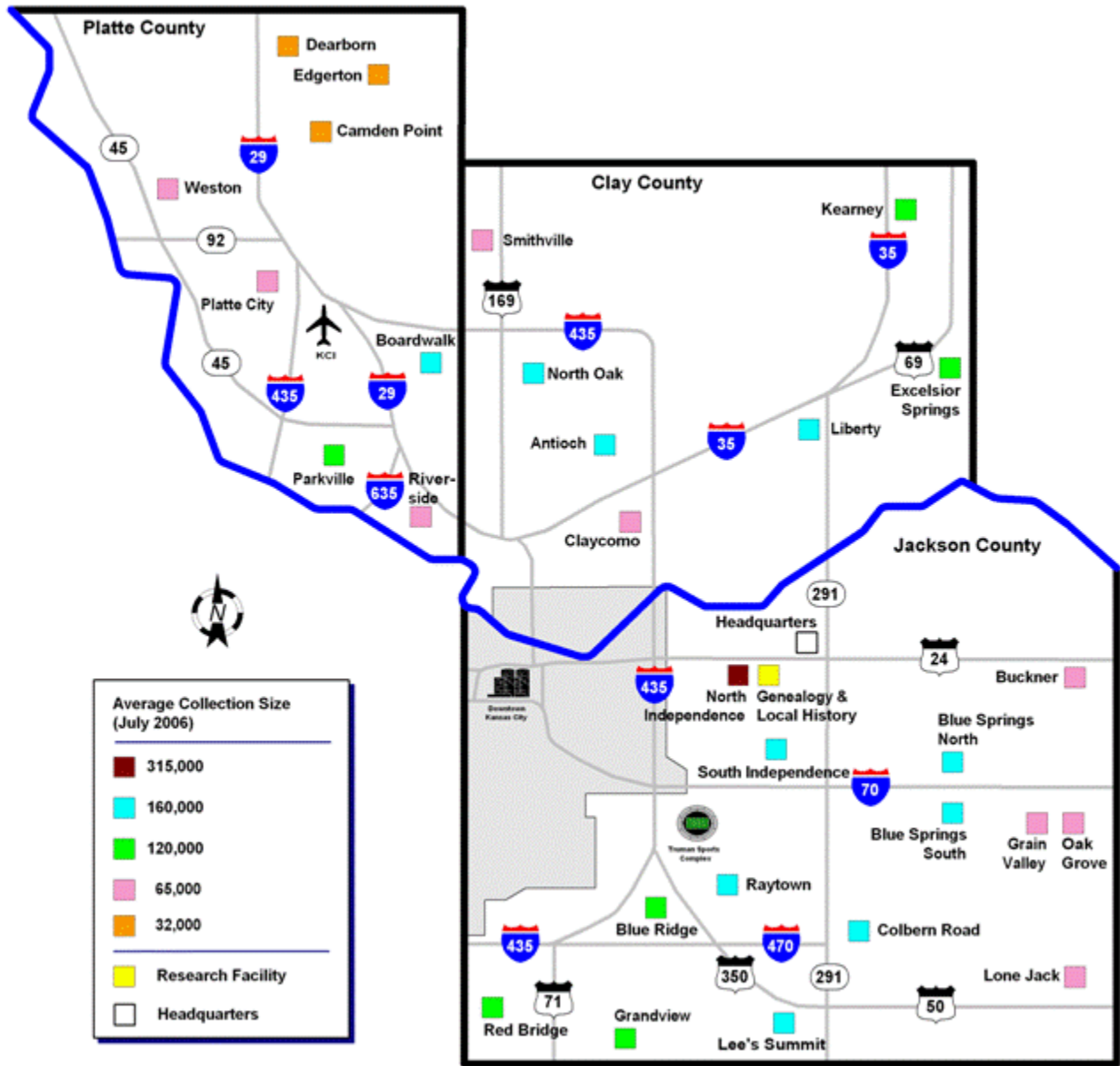
Businesses providing goods or services to political subdivisions of the State of Missouri must comply with the provisions of HB1549 as of January 1, 2009.

Contracts: Section 285.530 RSMo addresses contracted services by political subdivisions of \$5,000 or more. This provision requires that the business receiving the contract has to affirm its enrollment and participation in E-Verify and that the business has verified any employee affiliated with the contracted services. This affirmation is to be done through sworn affidavit. The section requires that businesses working for the contract service provider (e.g. subcontractors) also must adhere to requirements.

Safety Training: Section 292.675 RSMo requires people signing a contract for the construction of public works to provide a ten hour OSHA safety program for all on-site employees. Additionally, all on-site employees must complete the training within sixty days of beginning work on the project. This affirmation is to be done through sworn affidavit.

Mid-Continent Public Library Request for Proposal
Qun Fang 15616 E. US Hwy 24, Independence, MO 64050
(816)836-5200 (816) 521-7253 (fax) qfang@mcpl.lib.mo.us

Branch Locations



Mid-Continent Public Library Request for Proposal
 Qun Fang 15616 E. US Hwy 24, Independence, MO 64050
 (816)836-5200 (816) 521-7253 (fax) qfang@mcpl.lib.mo.us

MCPL

CAMDEN POINT BRANCH

CIRCULATION DESK PROPOSAL

**PREPARED
FOR
MID-CONTINENT PUBLIC LIBRARY SYSTEM**

BY

**STEVE HARDEN
(816) 650-3521
JANUARY, 2012**

CAMDEN POINT BRANCH

TABLE OF CONTENTS

<u>Specifications</u>	<u>page 1</u>
<u>Specifications (cont'd)</u>	<u>page 2</u>
<u>Relative location of sections A, B, and C (overhead view)</u>	<u>page 3</u>
<u>Section A, B, and C overhead view (identifies each compartment's location and use)</u>	<u>page 4</u>
<u>Section A, B, and C rear elevations</u>	<u>page 5</u>
<u>Section A, B, and C end profiles</u>	<u>page 6</u>
<u>Sections ABC countertop support frame (overhead view)</u>	<u>page 7</u>
<u>Sections ABC solid surface countertop (overhead view)</u>	<u>page 8</u>
<u>Exposed end detail (rear view) and full ext. tray detail</u>	<u>page 9</u>
<u>Sections ABC electrical/data chases (overhead view)</u>	<u>page 10</u>
<u>Monitor shelf and 30"+ shelf detail</u>	<u>page 11</u>

MCPL Camden Point Circulation Desk Specifications

Specifications for base cabinet units:

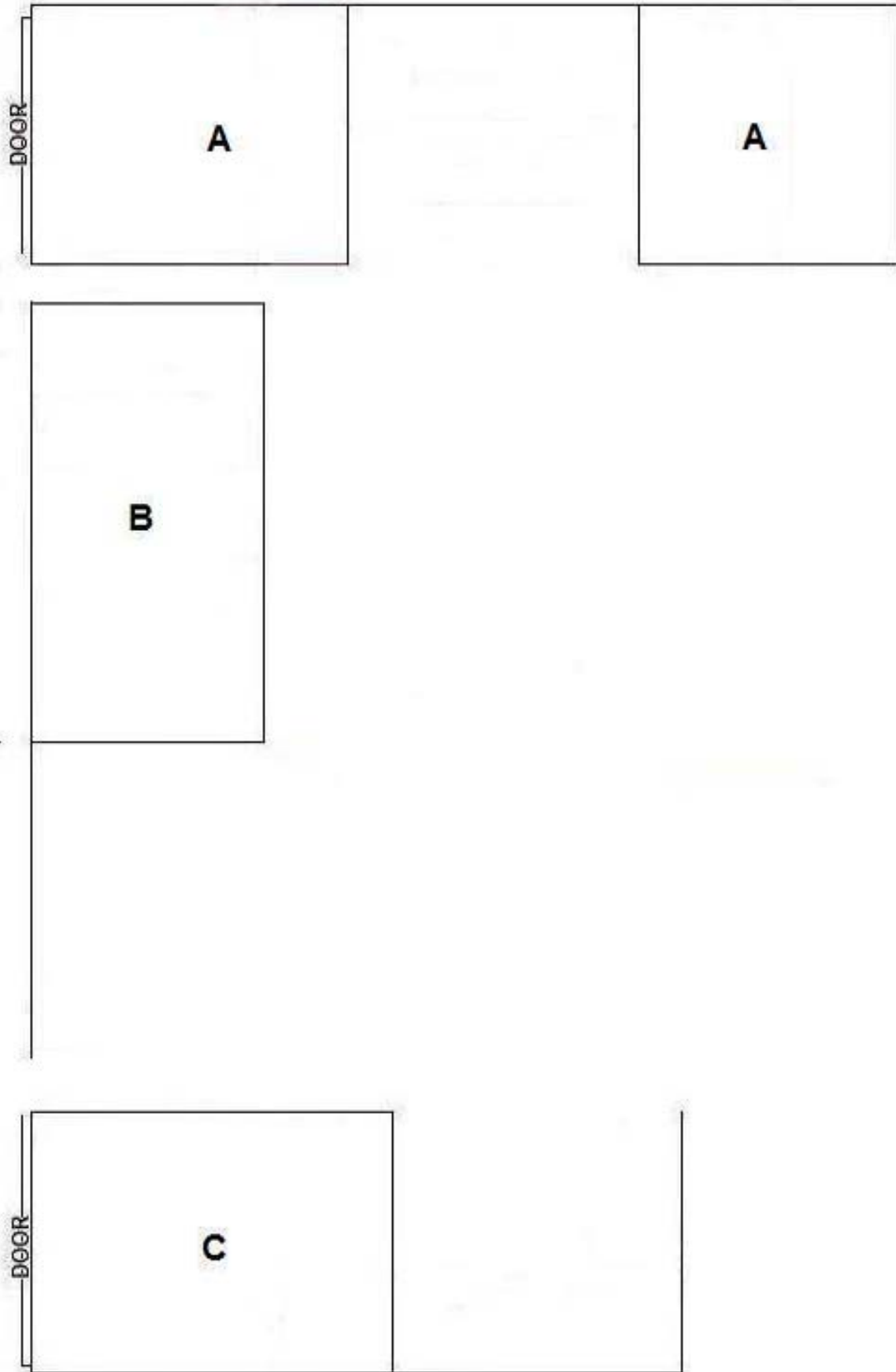
1. All exposed surfaces [except edges (see #2 below)] will be laminate (Wilson Art or Formica brands) or genuine wood veneer clad. If a wood-grained laminate or a genuine wood veneer is used, the grain will run vertically on vertical surfaces and lengthwise on horizontal surfaces.
2. All exposed edges, including drawer and door edges, will be banded using automatic edge banding equipment to apply PVC (2mm minimum thickness) or solid wood (3mm minimum thickness) edge banding utilizing PVA adhesive. No T-molding, 0.018 thickness PVC, or contact cement applied edges will be accepted.
3. Any component that touches the floor is to be edge-banded on the edge(s) that contact the floor.
4. If ready-made components are to be used, the patrons' side(s) and the ends of the completed unit must be faced to give a uniform joint appearance with no visible toe-kick.
5. A 3/4" thick cabinet grade plywood will be used as the substrate for the laminate, with the exception of the interior partitions. A 3/4" particle board is acceptable for these.
6. All modular casework components will be attached to the back (staff) side of the desk's front wall.
7. The electrical chase/conduit specification is addressed on page 10 of this proposal.
8. If the drawer box(es) are wood, the vertical joints will be dovetailed (no staples or nails) and the bottoms(s) will be plywood (3/8" minimum thickness) set in grooves in the front(s), back (s), and sides.
9. Wood drawer box front(s), back(s), and sides must be a minimum of 1/2" thickness.
10. Applied drawer fronts (if used) will be attached with screws (no staples or nails).

2nd draft

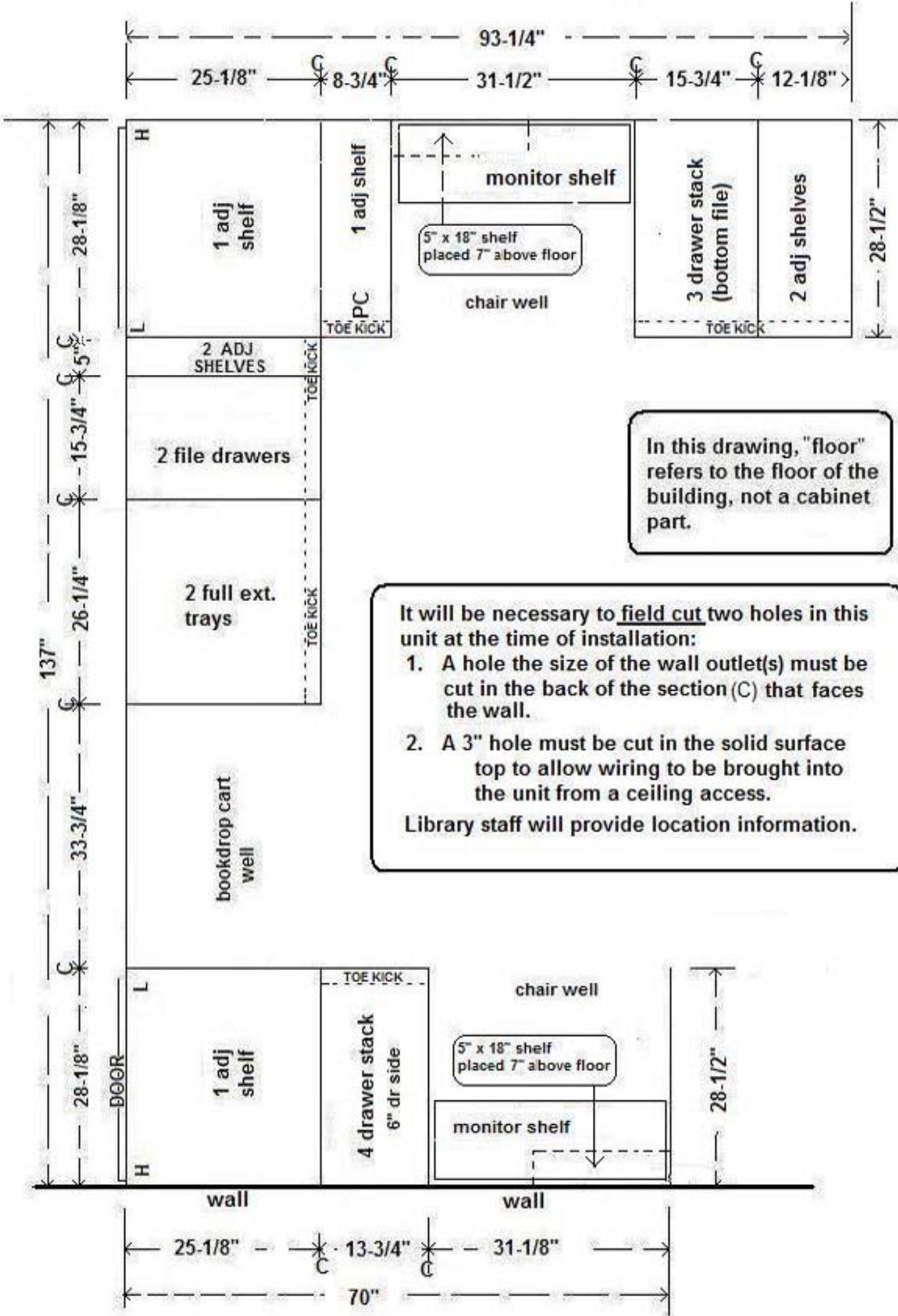
Comments:

11. Drawer box(es), if wood, will be double coated with clear polyurethane.
12. Drawer box(es) will be partitioned according to the branch librarian's instructions.
13. Drawer glides will be KV8400 full extension or the equivalent.
14. Drawer pulls must be of a design that will not hook/catch clothing.
15. Some drawers (to be designated) will be secured by keyed cam locks.
16. Shelves will be vertically adjustable using L-shaped pin supports inserted into holes drilled on 1" centers in the partition sides.
17. Shelf composition will be laminate on plywood (3/4" minimum thickness). For added strength shelves over 30" long will be banded on the front and back edges with a 3/4" x 2" board. See page 11 for detail. NO PARTICLE BOARD
18. Each monitor will sit below an opening in the countertop and will be supported by a shelf adjustable to a maximum depth of 12" below the upper surface of the countertop. See page 11 for detail.
19. Door composition will be laminate on both sides of 3/4" (minimum thickness) plywood. NO PARTICLE BOARD.
20. Doors will be supported by Blum 120 degree or Grass 110 degree self-closing Euro-style hinges. A soft close mechanism, either separate or integrated, is to be used also.
21. Doors on the patrons' side of the circ desk will have a keyed cam lock, but will not have pulls/knobs.
22. A system of leveling feet that allows the installer to compensate for variations (as much as 1") in the floor, and which provides adequate support for the weight of the cabinetry, the solid surface top, and material to be stored will be required.
23. The successful bidder will provide architectural drawing for each location. These drawings will include a dimensioned plan, and elevation and sectional views to be approved by MCPL before any work begins.

Comments:

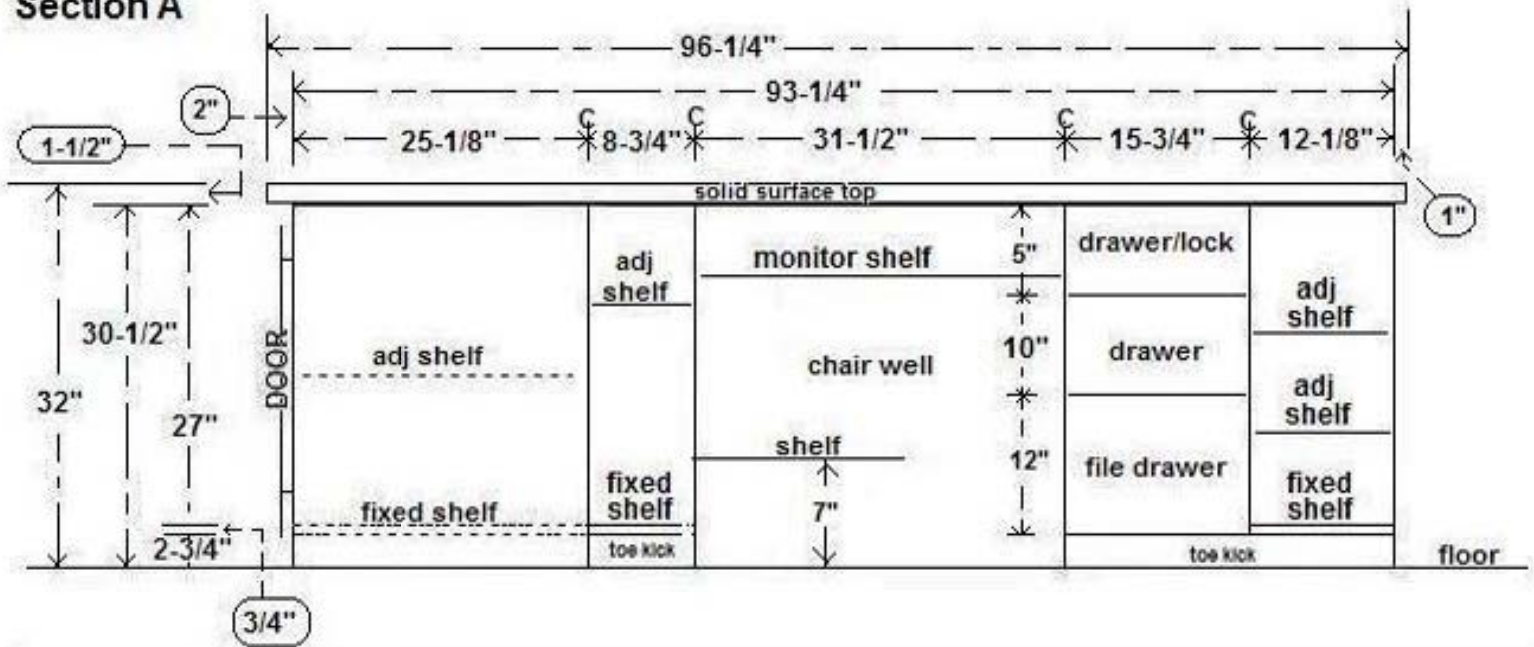


5 pels = 1 inch

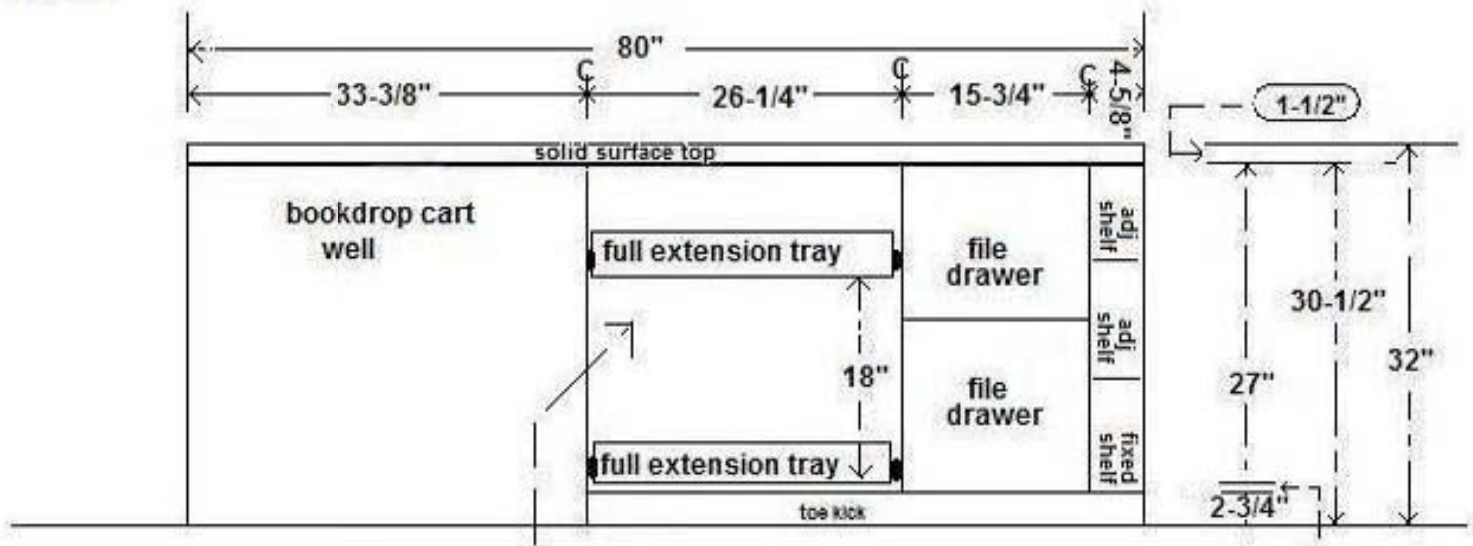


rear elevations

Section A

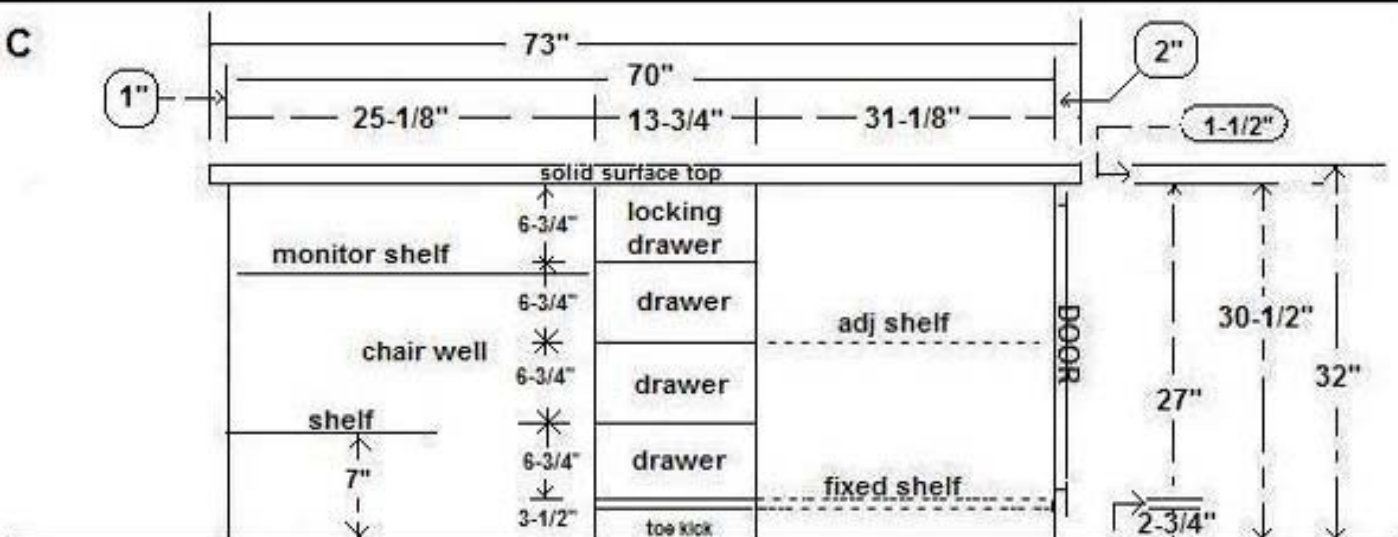


Section B



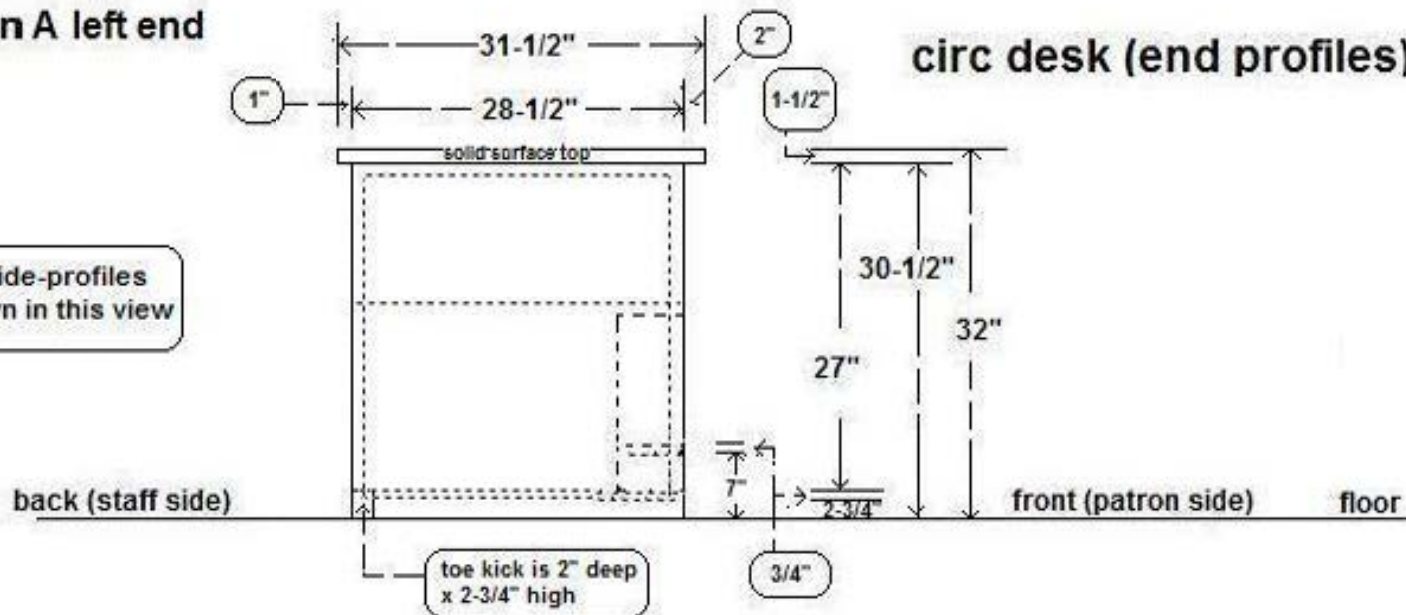
In this section, the lower tray will be used for the staff's printer which requires 18" of clearance height. The upper tray must be installed high enough to allow for that vertical clearance.

Section C

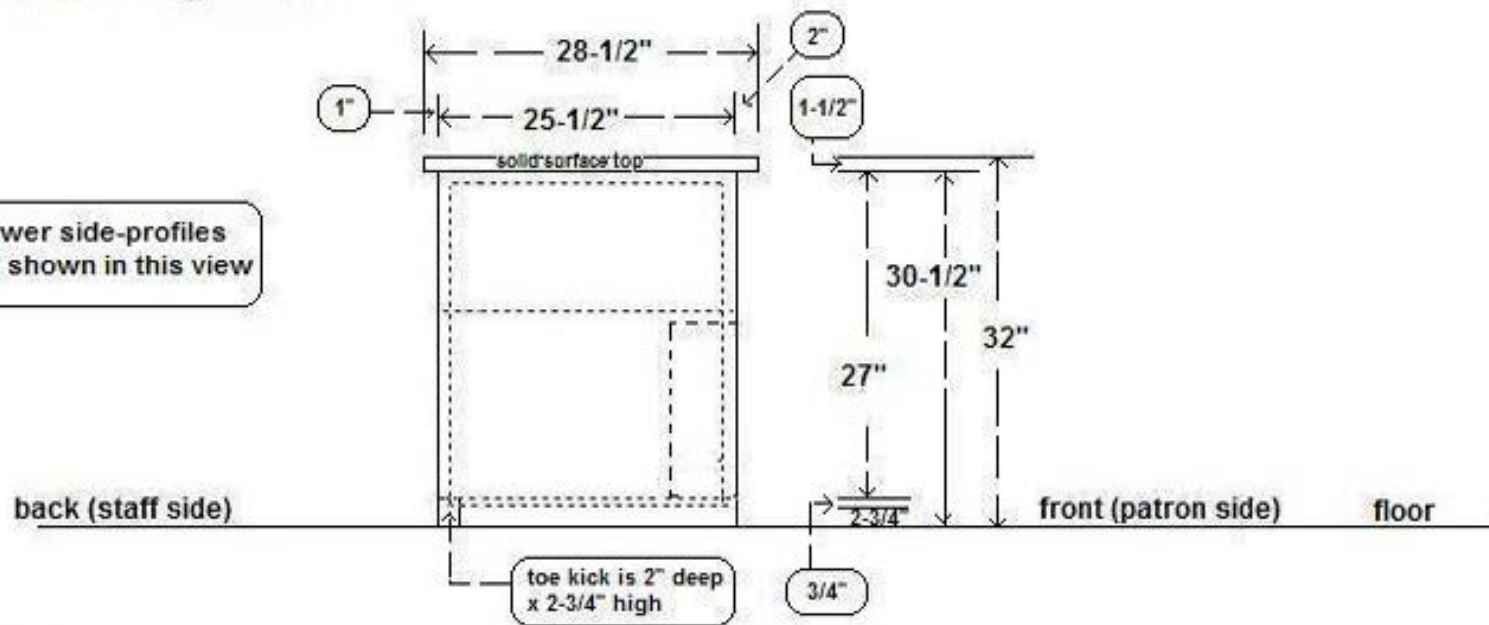


Section A left end

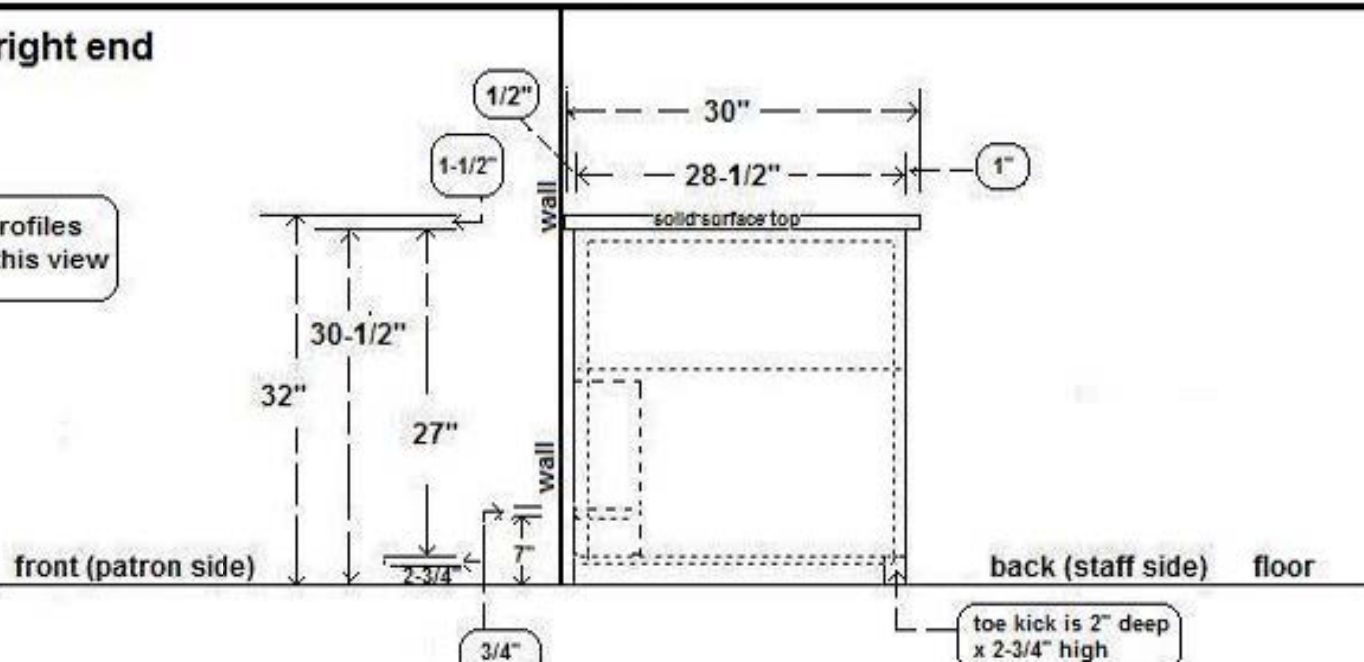
circ desk (end profiles)



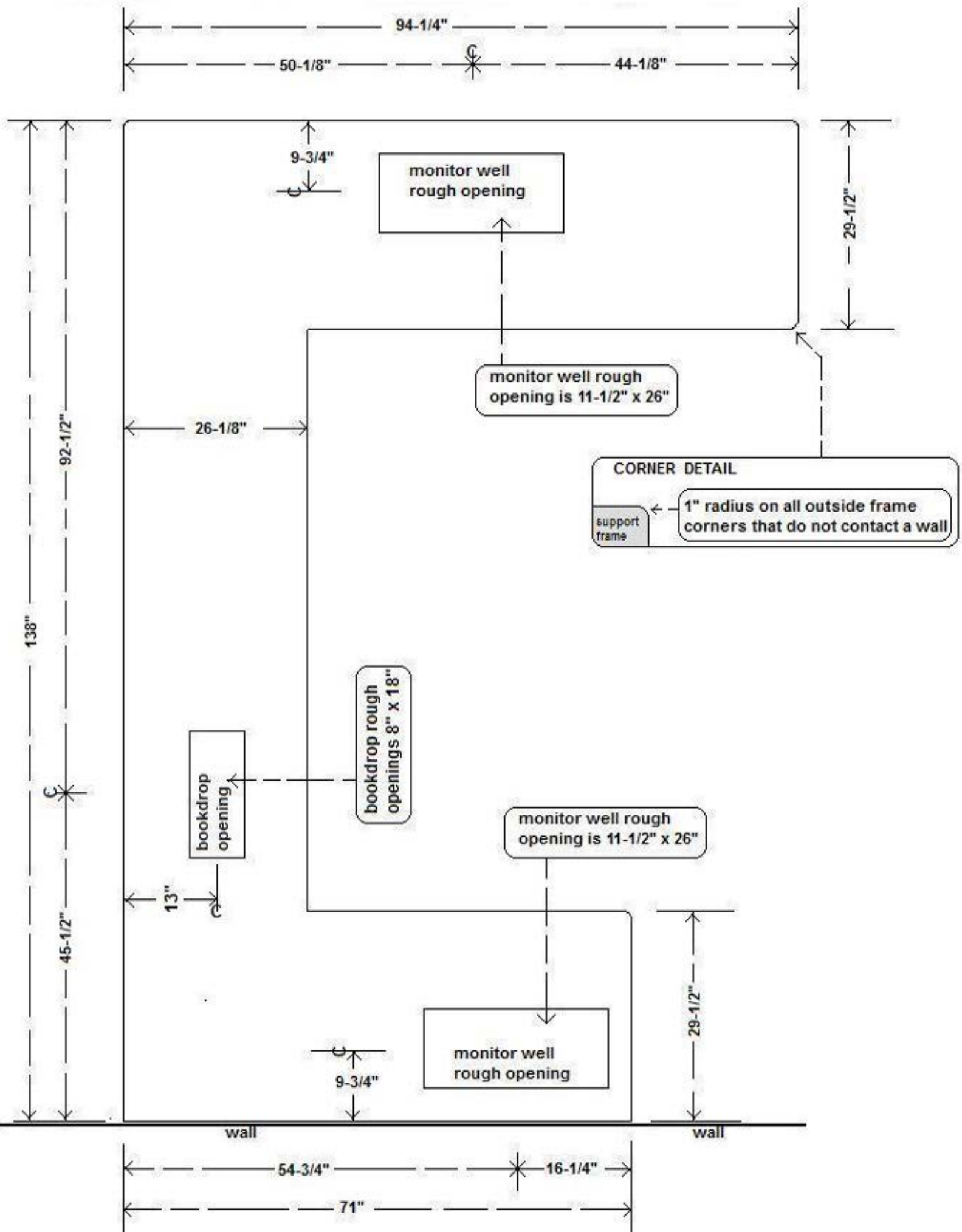
Section B right end

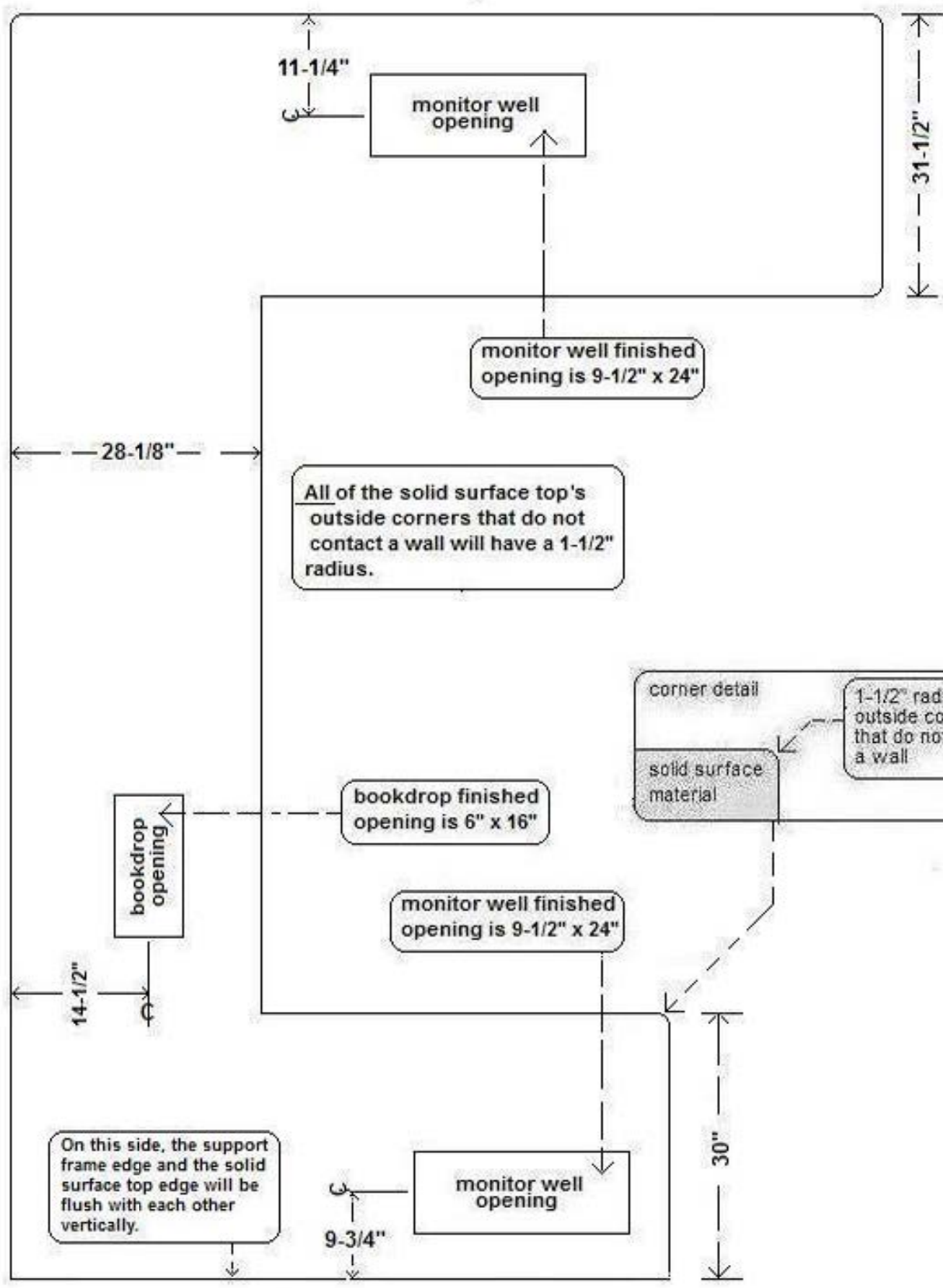
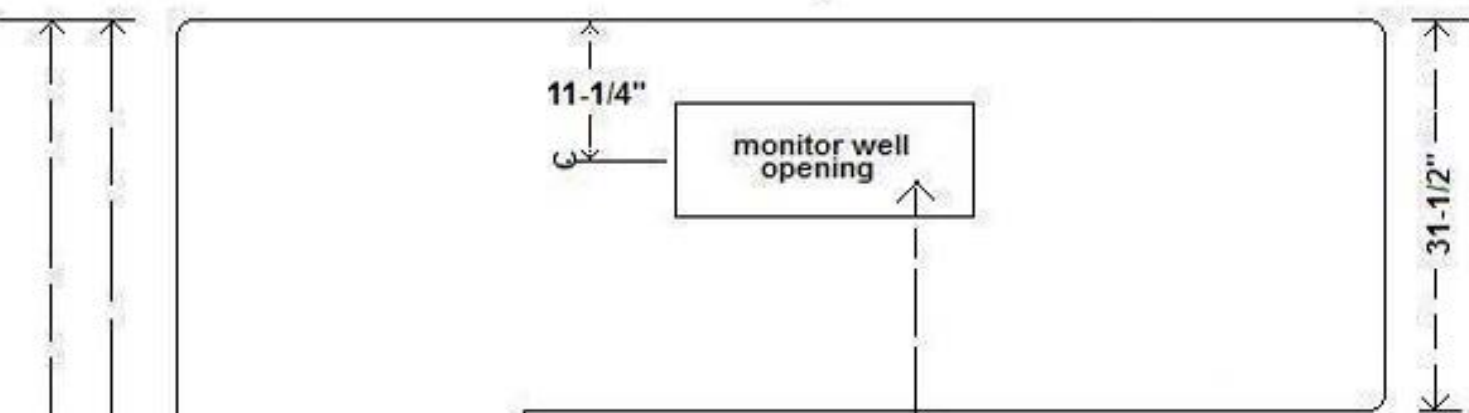
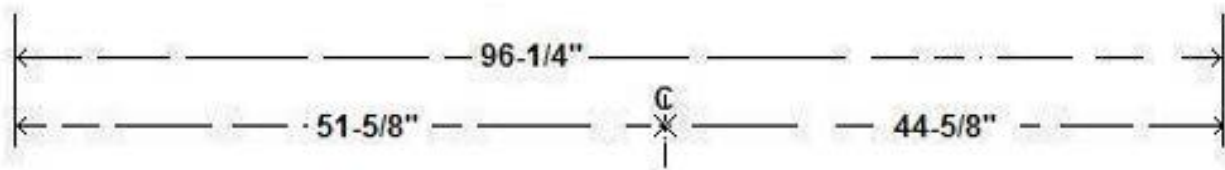


Section C right end

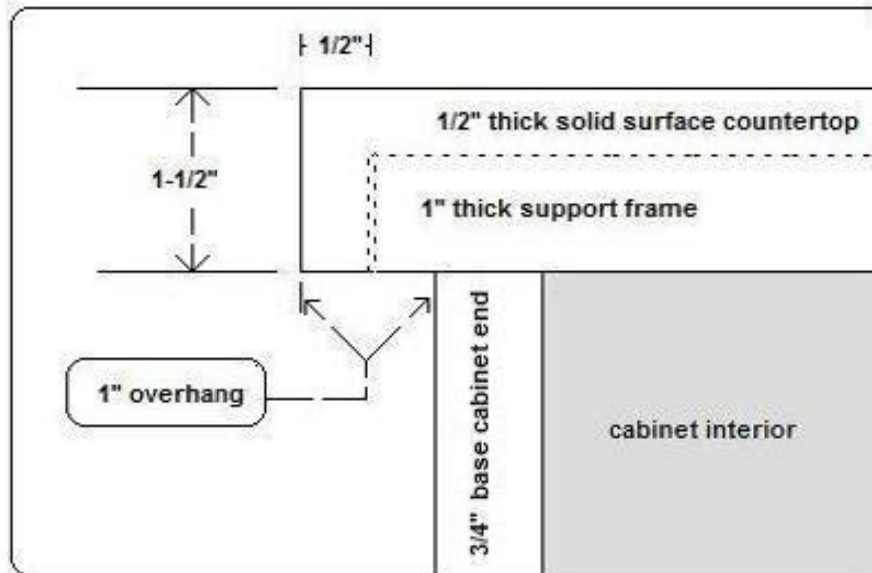


Support Frame

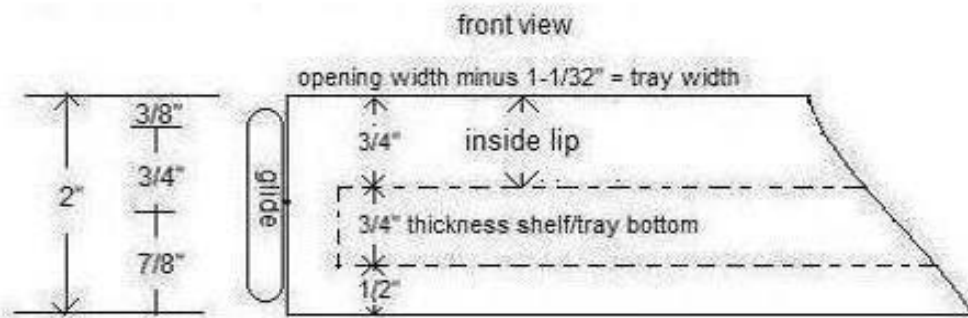




Exposed end detail for solid surface countertop and support frame viewed from the back (staff) side of the cabinet.

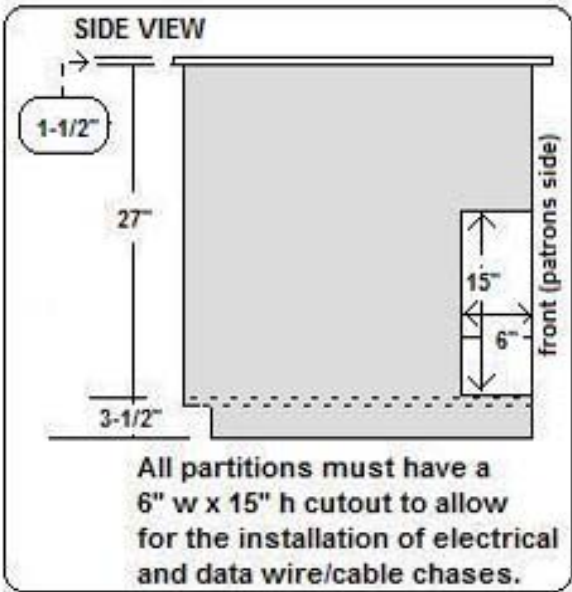
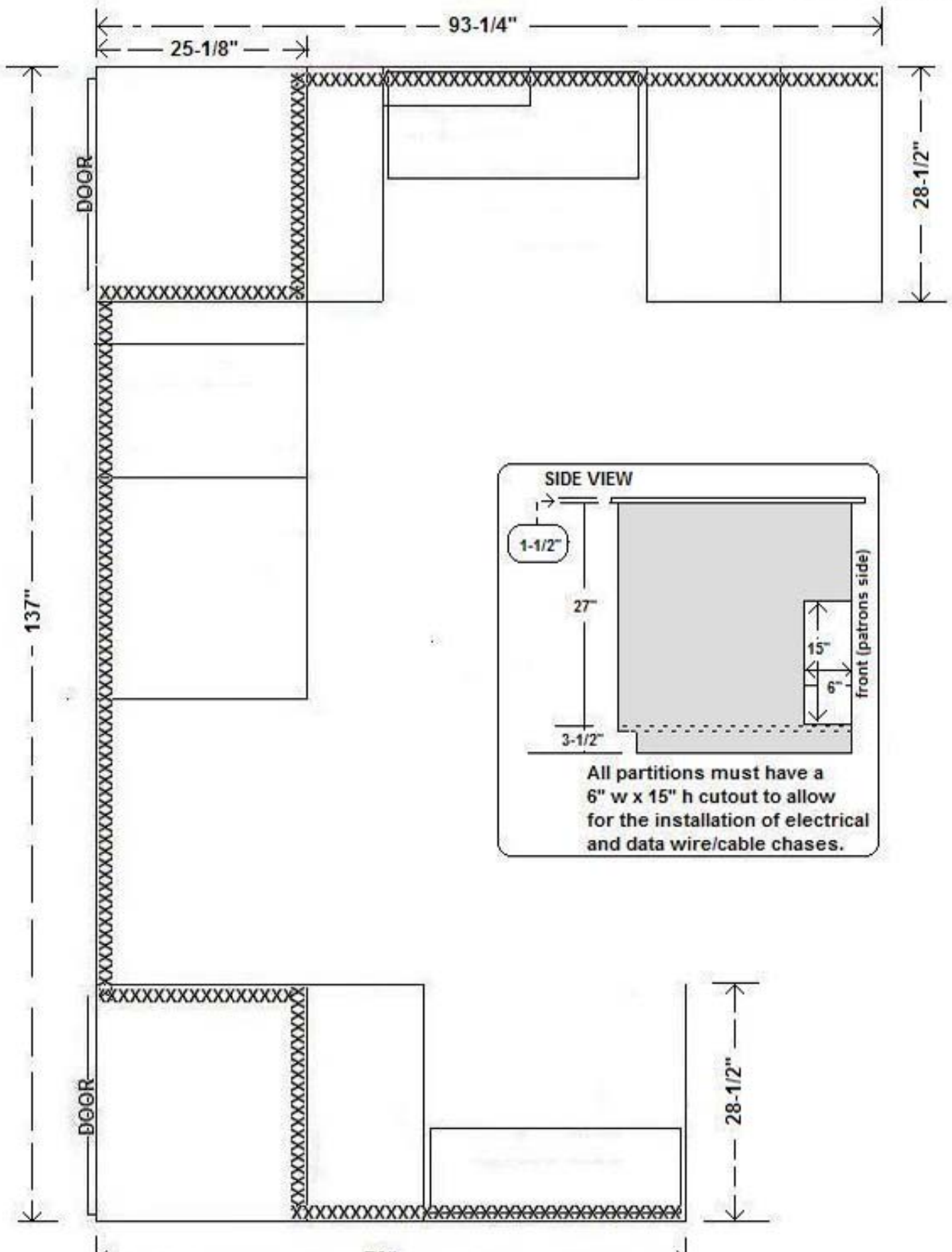


MCPL Camden Point circ desk full ext. tray detail

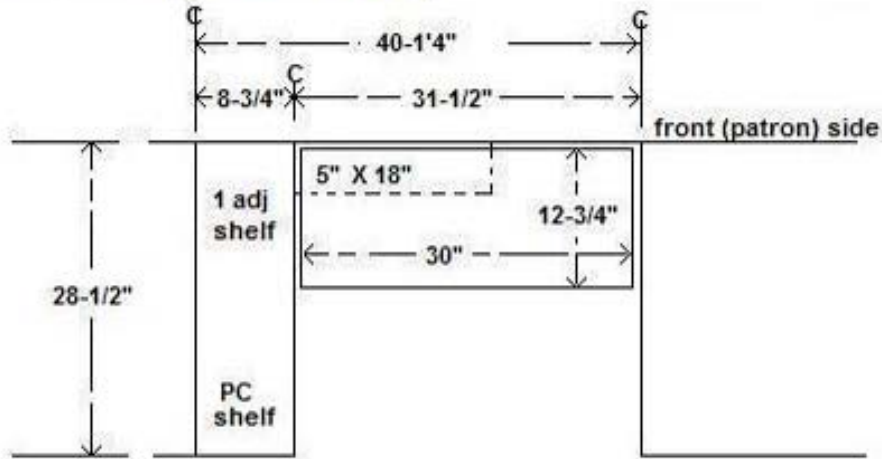


The type and brand of chase to be used will be determined by availability and MCPL approval.

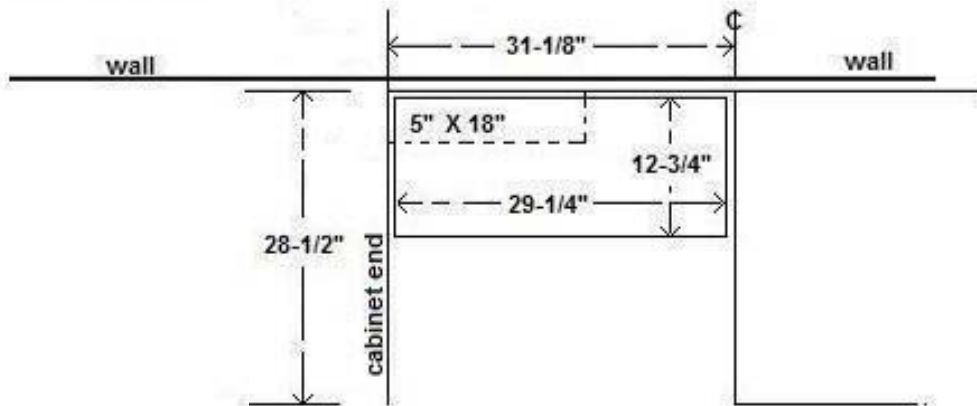
chase location:
a. horizontal is indicated by XXXXX
b. vertical will be a maximum of 8" above the building floor in order to clear the underside of the two 5" x 18" shelves



Section A monitor station (overhead view)



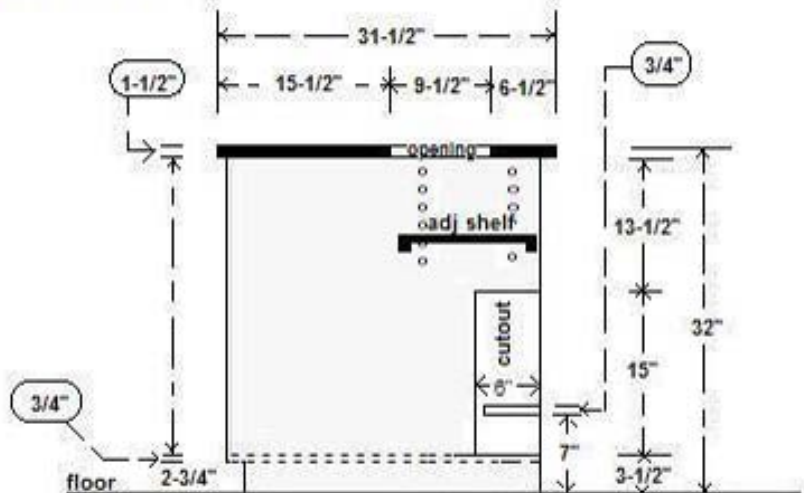
Section C monitor station (overhead view)



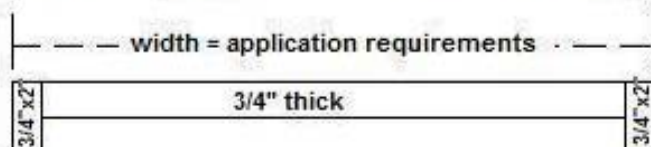
Right side view (from behind the desk) section A

Because Section C sits against a wall, the countertop overhang on the wall side of the circ desk is reduced to 1/2", therefore the correct distance for top C is 5" instead of 6-1/2" as shown here for section A's countertop .

The system used to support the monitor shelf will be the same as that used to support the other adjustable shelves throughout the desk unit.



Structural detail of edging for shelves 30" and longer (end view)



Edging material (3/4" x 2") is to be solid lumber.