

**CLEVELAND PUBLIC LIBRARY**

**Finance Committee**

January 13, 2015

**RESOLUTION TO PURCHASE SHELVING FOR HARVARD-LEE BRANCH  
FROM LIBRARY DESIGN ASSOCIATES INC.**

WHEREAS, The Cleveland Public Library has determined that it is necessary to purchase new shelving for the Harvard-Lee Branch; and

WHEREAS, The purchase of this new shelving is not a purchase which must be competitively bid pursuant to Ohio Revised Code Section 3375.41; however, the Library has a practice of requiring three (3) competitive quotes for purchases of goods when competitive bidding is not required; and

WHEREAS, Library Design Associates, Inc. is the vendor who provided the original shelving for Harvard-Lee in the late 1970's, and is the only remaining designated service dealer who can obtain the parts from the manufacturer to retrofit the existing shelving; and

WHEREAS, The Library issued Purchase Order #00141889 on December 30, 2014, authorizing the purchase and installation of steel and wood shelving with shadow box end panel designs for the Harvard-Lee branch from Library Design Associates, Inc. in the amount of \$13,361.00; and

WHEREAS, The Library has received an additional proposal from Library Design Associates, Inc., dated January 5, 2015, for Escalook style mobile media shelving to replace existing DVD towers in the amount of \$13,995.00; and

WHEREAS, The Library is requesting authority for a total purchase from Library Design Associates, Inc. in the amount of \$27,356.00; now therefore be it

### **EXHIBIT 3**

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO or his designee, to purchase shelving from Library Design Associates, Inc. in the total amount of \$27,356.00 for the Harvard-Lee Branch of the Cleveland Public Library, and further authorizes the Executive Director, CEO or his designee to enter into and execute agreements and such other documents as may be necessary for the purchase, subject to approval of the Chief Legal Officer. The cost of these expenditures shall be charged to the General Fund account 17500055-55510 (Furniture).



**LIBRARY  
DESIGN  
ASSOCIATES,  
INC.**



**E-MAILED**

**PROPOSAL**

10046 Brewster Lane  
Powell, Ohio 43065  
Telephone (614) 923-4600  
Fax (614) 923-4601

Date 01/05/15  
Proposal No. 14-740  
Page 3

To  
CLEVELAND PUBLIC LIBRARY  
HARVARD - LEE BRANCH  
C/O JOHN SKRTIC  
DIRECTOR OF PUBLIC SERVICES  
325 SUPERIOR AVENUE  
CLEVELAND OH 44114

Item	Qty.	Catalog No.	Description	Unit Price	Total
4	1	MJ Industries	<p>In accord with our recent meeting on site and subsequent phone conversations, I am pleased to submit the following CONFIRMING PROPOSAL, for your consideration:</p> <p>CONFIRMING COST for the conversion of (6) rotating DVD tower assemblies, as described under Item #4 above, to be "Escalook" style mobile media shelving, 69"H X 29"D X 39"W nominal. Components to consist of the following:</p> <p>(3) Sections double face "Escalook" style shelving, each with (6) Music CD browsing bins and (1) adjustable Zig-Zag shelf for DVDs one face and (3) adjustable Zig-Zag adjustable and (4) adjustable straight shelves for DVDs one face.</p> <p>(3) Sections double face "Escalook" shelving, each with (3) adjustable Zig-Zag shelves and (4) adjustable straight shelves for DVDs each face.</p>	13,995.00	13,995.00

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, other causes beyond our control.

Delivery F.O.B.

By Library Design Associates, Inc.

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Accepted by/Title/Date



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Item	Qty.	Catalog No.	Description	Unit Price	Total
			<p>Item #4 continued:</p> <p>NOTES:</p> <p>a) Shelving shall be configured as (2) ranges, each with (2) trapezoidal shape cabinetry end panels.</p> <p>b) Capacity for Music CDs shall be (621) linear inches, as compared to (494) linear inches existing.</p> <p>c) Capacity for DVDs shall be (2,266) linear inches, as compared to (2,170) linear inches existing.</p>		

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			<p><b>TERMS &amp; CONDITIONS:</b></p> <p>a) Pricing for each item above is F.O.B. Delivered and Installed by authorized LDA personnel, freight charges included.</p> <p>b) Shipment of all new material is approximately (8-10) weeks after receipt of order with all details necessary to proceed. Details to include all color and finish selections, as well as shop drawing approval, if applicable.</p> <p>c) Pricing is firm for acceptance for (30) days and subject to reconfirmation thereafter.</p> <p>d) Pricing is based on the purchase of all material above as a lump sum. Should a purchase involving quantity adjustment be considered, please contact us before proceeding.</p>		

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Item	Qty.	Catalog No.	Description	Unit Price	Total
			<p>e) Pricing is based on NET 30 day payment terms.</p> <p>f) All pricing is in accordance with State of Ohio State Term Schedule #800342, Index #STS710, expiration 3/31/19.</p> <p>g) All work shall be performed at State of Ohio Prevailing Wage Rates, during normal business hours and shall be coordinated to minimize disruption to public service.</p> <p>The opportunity to submit this CONFIRMING PROPOSAL is appreciated. Should questions arise, or if further information is required, please let us know.</p>		

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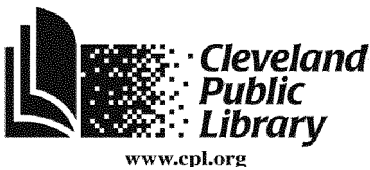
Installed

Delivery P.O.B.

R. S. de Bear, Jr.  
By Library Design Associates, Inc.

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17001 Lake Shore Boulevard  
Cleveland, Ohio 44110-4006

**ORIGINAL**

**Purchase Order**

Fiscal Year 2014 Page 1 of 2

Fiscal Code C  
Revisions 000  
Fiscal Period 12

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKAGES AND SHIPPING PAPERS.  
Purchase Order # **00141889**

Terms: Net 30 Days

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4637  
LIBRARY DESIGN ASSOCIATES INC  
10046 BREWSTER LANE  
P O BOX 1110  
POWELL, OH 43065

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PURCHASING STOCKROOM  
CLEVELAND PUBLIC LIBRARY  
17001 LAKESHORE BLVD  
CLEVELAND, OH 44110

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference		
614-923-4600		614-923-4601		2235				
Date Ordered	Vendor Number	Date Required	Freight Method/Terms			Contracting Officer		
12/30/2014	4637					Tracey Josey-Allen		
Item#	Commodity #	Vendor Part # / Description			Qty	UOM	Cost Each	Extended Price
1		LABOR AND MATERIAL FOR NEW SHELVING (SEE ATTACHED PROPOSAL) 17500055 - 55510 \$4,425.00			1.00	Each	\$4,425.00	\$4,425.00
2		NEW SHADOW BOX STYLE DISPLAY END PANEL TO REPLACE EXISTING CABINTRY END PANELS (SEE ATTACHED PROPOSAL) 17500055 - 55510 \$6,986.00			7.00	Each	\$998.00	\$6,986.00
3		LABOR AND MATERIAL REQUIRED FOR RECONFIGURATION OF TWO EXISTING 3-SECTION DOUBLE FACE RANGES (SEE ATTACHED PROPOSAL) 17500055 - 55510 \$1,950.00			1.00	Each	\$1,950.00	\$1,950.00
		17500055 - 55510					13,361.00	

**IMPORTANT: Read Terms and Conditions provided on back of this purchase**

Funds Available Certified By:

*Carolyn Krenicky*  
Carolyn Krenicky, Fiscal Officer

Purchase Authorized By:

*David Swinerton*  
David Swinerton, Purchasing Manager

**Purchase Order Total**  
**\$13,361.00**

# Cleveland Public Library

**Clerk-Treasurer's Certification:** It is hereby certified that the amount required to meet the expenditure has been lawfully appropriated for such purposes and is in the treasury or in process of collection to the credit of an appropriate fund, free from any previous encumbrance and if subsequently issued, it is further certified that both at the time of completing this, sufficient funds were then and are now available to authorize payment.

**For purchasing and billing inquiries:** Cleveland Public Library, Attn: Purchasing Department, 17001 Lake Shore Boulevard, Cleveland, Ohio 44110-4006, Phone: 216-623-2840, FAX: 216-623-2852

**For payment inquiries:** Cleveland Public Library, Attn: Accounting Department, 325 Superior Avenue, Cleveland, Ohio 44114-1271, Phone: 216-623-2840, FAX: 216-623-2852

## Conditions Governing This Purchase Order

1. Cleveland Public Library is not responsible for materials, supplies or equipment delivered without authority of its written order.
2. Packing slips must be included with all shipments.
3. Section 2 sales tax exempts State of Ohio and its political sub-divisions. Cleveland Public Library's State Exemption is A107257.
4. Cleveland Public Library is exempt from Federal excise tax. Cleveland Public Library's Federal ID is 34-6000711.
5. All business firms supplying products and/or services to the Cleveland Public Library shall take affirmative action to ensure that applicants and employees are treated without regard to age, sex, race, creed, color, national origin, or physical or mental handicap.
6. Employess of the business firms supplying products and/or services to the Cleveland Public Library are not "public employees" for purpose of membership in the Ohio Public Employees retirement System.





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10046 Brewster Lane  
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**E-MAILED**

**PROPOSAL**

Date 12/23/14  
Proposal No. P-18035  
Page 1

To

CLEVELAND PUBLIC LIBRARY  
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325 SUPERIOR AVENUE  
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Item	Qty.	Catalog No.	Description	Unit Price	Total
1	1	LDA	<p>In accord with our recent meeting on site and our phone conversation this morning, I am pleased to submit the following CONFIRMING PROPOSAL, for your consideration:</p> <p>Labor and material required to field-cut (28) sections existing welded frame steel shelving from 84"H to 66"H overall. The reduced height shelving shall be furnished with (4) 7" actual depth adjustable shelves and (1) fixed base shelf each face. As a component of this process, shelving shall be shifted approximately 7" forward to create a 42" minimum cross aisle between double face ranges and perimeter wall shelving. Aisle spacing shall also be reduced to approximately 38" overall between ranges, to create ADA compliance within all aisles. Cost also includes reducing (7) existing cabinetry end panels in height as required, to conform with the new reduced shelving height.</p> <p>NOTE: Shelving modifications as described above will provide (224) total shelves, without base shelves. The current configuration provides (220) book shelves for spine out storage and (40) display shelves for face forward display. If base shelves are utilized, add (56) total shelves.</p>	4,425.00	4,425.00

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Item	Qty.	Catalog No.	Description	Unit Price	Total
2	7	Custom	New "Shadow Box" style display end panel, to replace existing cabinetry end panels, per design drawing attached. Panels shall be 66-1/2" H X 21" W overall, to conform with shelving described under Item #1 above. Assembly shall be of either Oak or Maple construction with either plastic laminate or wood veneer slatwall display face above 30" H.	998.00	6,986.00
3	1	LDA	Labor and material required for the reconfiguration of (2) existing 3-section double face ranges of 42" H periodical display and storage shelving to be (1) range 48" H X 4-sections long overall. Each section face shall be furnished with (3) hinged periodical display and storage shelves, for a total of (24). Capacity of the new range shall be equal to the existing shelving configuration. Cost includes (4) new 48" H welded frames and (2) new cabinetry end panels. Design details for the new end panels to be determined. All other existing steel shelving components, including plastic laminate tops, shall be reused and applied to the new configuration. All surplus shelving shall be inventoried and placed into storage, as directed by the Library.	1,950.00	1,950.00

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Item	Qty.	Catalog No.	Description	Unit Price	Total
4	1	MJ Industries	<p>ALTERNATE COST for the conversion of (6) rotating DVD tower assemblies, as described under Item #4 above, to be "Escalook" style mobile media shelving, 69"H X 29"D X 39"W nominal. Components to consist of the following:</p> <p>(3) Sections double face "Escalook" style shelving, each with (6) Music CD browsing bins and (1) adjustable Zig-Zag shelf for DVDs one face and (3) adjustable Zig-Zag adjustable and (4) adjustable straight shelves for DVDs one face.</p> <p>(3) Sections double face "Escalook" shelving, each with (3) adjustable Zig-Zag shelves and (4) adjustable straight shelves for DVDs each face.</p>	13,995.00	13,995.00

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Item	Qty.	Catalog No.	Description	Unit Price	Total
			<p>Item #4 continued:</p> <p>NOTES:</p> <p>a) Shelving shall be configured as (2) ranges, each with (2) trapezoidal shape cabinetry end panels.</p> <p>b) Capacity for Music CDs shall be (621) linear inches, as compared to (494) linear inches existing.</p> <p>c) Capacity for DVDs shall be (2,266) linear inches, as compared to (2,170) linear inches existing.</p>		

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			<p>e) Pricing is based on NET 30 day payment terms.</p> <p>f) Refer to "Shadow Box" end panel design drawing attached, as well as product literature previously submitted for additional details.</p> <p>g) All work shall be performed at State of Ohio Prevailing Wage Rates, during normal business hours and shall be coordinated to minimize disruption to public service.</p> <p>The opportunity to submit this CONFIRMING PROPOSAL is appreciated. Should questions arise, or if further information is required, please let us know. I look forward to getting together on 12/30/14 to discuss this proposal in greater detail.</p>		

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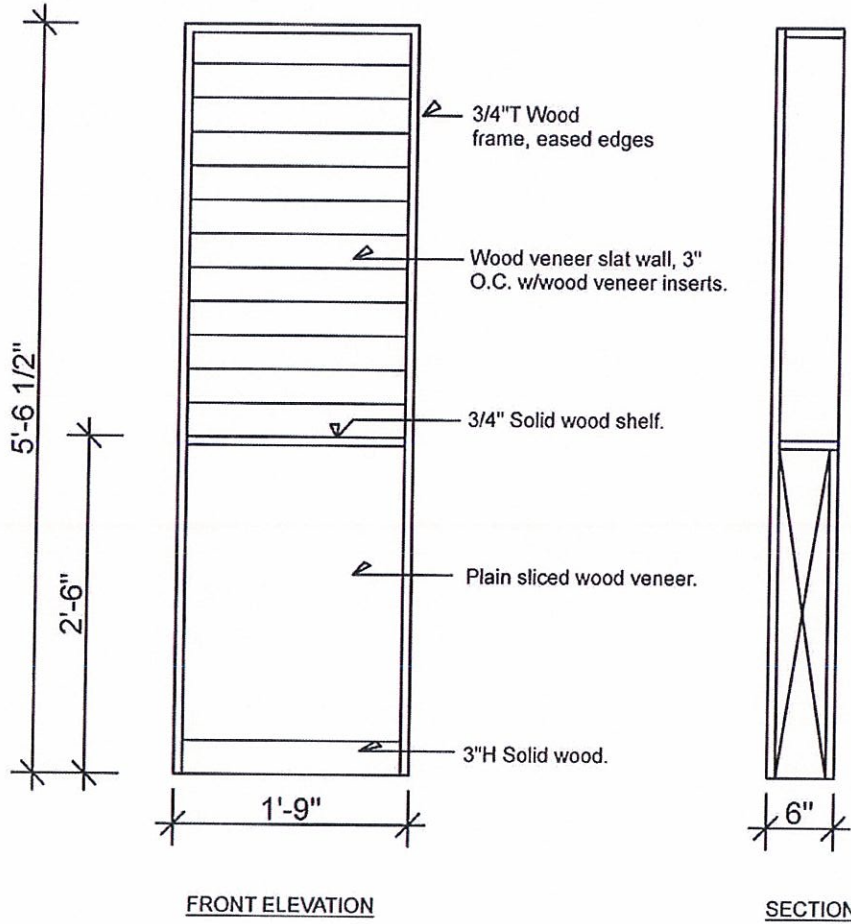
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QUANTITY: (7)



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