



**THE INDIANAPOLIS PUBLIC LIBRARY
INVITATION TO QUOTE
EAST WASHINGTON BRANCH
FIXTURES, FURNITURE AND EQUIPMENT**

ITQ Issue Date: October 24, 2016

Project Site: 2822 East Washington Street
Indianapolis, IN 46201

Contact: Michael Coghlan
Facilities Projects Manager
The Indianapolis Public Library
2450 North Meridian Street
Indianapolis-Indiana 46208

Telephone: (317) 275-4830
E-mail: mcoghlan@indypl.org
Web Site: www.indypl.org

I. BACKGROUND AND GENERAL INFORMATION

This Invitation to Quote ("ITQ") issued by the Indianapolis Public Library ("IndyPL") seeks Quotes from qualified vendors ("Vendor") for fixtures, furniture and equipment services ("Services") for the East Washington Branch Fixtures, Furniture, and Equipment Project ("Project") at the East Washington Branch.

Vendors are invited to submit quotes for any of the items they are qualified. It is the intent of IndyPL to work with multiple selected vendors for Services. IndyPL is not soliciting single unified quotes.

1. Response Due Date. The responses are due 2 pm local time, Wednesday, November 9, 2016 at the Library Services Center, 2450 North Meridian Street, Indianapolis-Indiana 46208. Quotes may not be submitted by fax or e-mail. See Attachment B for other pertinent dates.
2. Definitions. The term Vendor ("Vendor") denotes those firms submitting a Quote in response to this ITQ. The term Contractor ("Contractor") is used throughout this ITQ to define the Vendor or Vendors selected to perform the Services described in this ITQ.

II. REQUIRED SERVICES

1. Scope. The Contractor shall provide all labor and materials required and as shown on the Fixtures, Furniture and Equipment Specifications ("Specifications") in Attachment D and the Fixtures, Furniture and Equipment Plans ("Plans") in Attachment E.
2. Coordination. The Contractor will be responsible for all work required ensuring the project and all installation components comply with the most recent version of the national codes and the Indiana Codes. Coordination with IndyPL and other contractors will be required for a successful Project.
3. Requests for Equipment Substitutions. The products, materials, and equipment of the manufacturer referred to in the Specifications establish the standard of quality required by IndyPL. Products, materials, and equipment from manufacturers other than listed may be used only if approved by IndyPL per the schedule in Attachment B. As indicated in the Vendor Quote Sheet, Attachment A, substitutions for some items will not be considered.
 - a. IndyPL is the sole judge of equivalency of proposed substitute products, materials, and equipment.
 - b. If the Vendor desires to use a substitute item, they shall make application to IndyPL in writing, stating and fully identifying the proposed substitute, and submit substantiating data, samples, brochures, etc., of the substitute item proposed. It is the Vendor's responsibility to provide sufficient evidence by tests or other means to support any request for approval of a substitution.
 - c. Prior to proposing any substitute item, the Vendor shall be satisfied that the item proposed is, in fact, equal to or exceeds the requirements; that it will fit into the space allocated; that it affords comparable ease of operation, maintenance and service, that it is comparable in appearance, longevity, and suitability for the installation; and that the proposed substitution is in IndyPL's interest.
 - d. Acceptance of substitutions shall not relieve the Vendor from responsibility for compliance with the requirements of the ITQ. Notification to all Vendors of an approved substitution will be documented by addendum per the schedule in Attachment B.
 - e. The contract completion time shall not be extended by any circumstances resulting from proposed substitution, nor shall the Vendor be entitled to any compensation for any delay caused thereby or related thereto.

III. Project Requirements:

1. General Requirements. The Contractor shall meet the standards, performance, materials, manufacture, supply, installation, testing and commissioning required of an installation carried out in IndyPL Facilities. The intent is to provide for the completion in every detail of the installation unless otherwise stated.
2. The requirements include (but are not limited to) all design, engineering, certifications, labor, superintendence, materials, tools, equipment, storage, permits, certificates, drawings, temporary work, inspection, testing, accessories, auxiliaries and incidentals necessary to complete the work in a proper, safe, thorough and skillful manner.

IV. ATTACHMENTS

The following attachments are included and made a part of this ITQ:

Attachment A – Vendor Quote Sheet and Non-Collusion Affidavit

In addition to submission of information required by the Vendor Quote Sheet, Vendors shall also Quote any services that fall outside of the Service requirements. Vendors shall specify which costs, if any, are not included in the Vendor Quote Sheet.

Attachment B – Invitation to Quote Schedule

The Invitation to Quote Schedule ("Schedule") for this ITQ is a guide. IndyPL reserves the right to make changes to the Schedule and will provide proper notification to all Vendors at the time any changes occur.

Attachment C – E-Verify Affidavit

The Contractor must agree to enroll in and participate in the E-Verify Program as required by Indiana Code 22-5-1.7-11 during the hiring process for all employees hired after the date of the Agreement. The Contractor must agree to require its subcontractors who may perform work under the Agreement to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor must agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. As a condition to submitting a Quote and to entering into an Agreement, the Contractor must execute the E-Verify Affidavit, which shall be an exhibit to the Agreement.

Attachment D – Fixtures, Furniture and Equipment Specifications

Attachment E – Fixtures, Furniture and Equipment Plans

V. QUOTE INFORMATION

1. Invitation to Quote. IndyPL is hereby contacting prospective Vendors who are known to have the experience, expertise, and capabilities to furnish the requested Services. Upon request, each prospective Vendor will receive one copy of the ITQ from IndyPL; prospective Vendors are responsible for making additional copies as required to satisfy their needs.
2. Point of Contact. All communication with IndyPL must be directed to the single point of contact for IndyPL identified on the first page of the ITQ.
3. Schedule of Activities. The table in Attachment B outlines the schedule of major activities for the ITQ and the selection process. IndyPL reserves the right to amend the schedule as necessary.
4. Vendor Qualifications. The Vendor shall have the following minimum qualifications:
 - a. A sound business reputation;
 - b. Proven capabilities in delivering Services on time and on budget;
 - c. Appropriate resources to satisfy the requirements set forth herein;
 - d. Demonstrated track record in similar Service relationships, including at least three (3) library/government/corporate clients;
 - e. Demonstrated track record in overall client satisfaction.
5. Vendor Rights. All materials submitted in response to this ITQ become the property of IndyPL upon

delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between IndyPL and the Vendor. Each Vendor, as an express condition for IndyPL's consideration of such Vendor Quote, agrees that the contents of every other Quote may contain confidential, proprietary and contains trade secret information in all technical areas. Each Vendor, as an express condition for IndyPL's consideration of such Vendor Quote, waives any right to access to such information in other Quotes. No Quotes or supporting documentation will be returned to Vendor.

Vendors submitting Quote shall recognize that IndyPL is a public body and, as a public body, IndyPL is subject to disclosure requirements and must abide by public record laws. Neither party shall be liable for disclosures required by law.

6. Reservation of Rights. This ITQ does not commit IndyPL to award a Services agreement, to pay any costs incurred in the preparation of a Quote to this request, or to otherwise contract for any services. IndyPL reserves the right to accept or reject any or all Quotes received as a result of this Invitation, to negotiate with any qualified sources, or to cancel in part or in its entirety this ITQ, if it is in the best interest of IndyPL to do so.

IndyPL will evaluate Quotes based upon the effectiveness of the perceived performance as it relates to IndyPL's Specifications and Plans. IndyPL specifically reserves the right to reject any or all Quotes or any part thereof; or to waive any defects or informalities in a Quote when it is determined by IndyPL to be in IndyPL's best interest.

7. Late Quotes Not Considered. Quotes received after the stipulated Quote Submission Deadline (defined in Attachment B) will not be considered.
8. Inconsistency or Error in the ITQ. Any Vendor believing that there is any significant ambiguity, inconsistency or error in the ITQ shall promptly notify IndyPL in writing of such apparent discrepancy. Failure to so notify IndyPL by the Quote Submission Deadline will constitute a waiver of claim of ambiguity, inconsistency or error.
9. Vendor Errors or Omissions. IndyPL is not responsible for any Vendor's errors or omissions.
10. Addenda - IndyPL shall not be responsible for any oral instructions given by any employees or representatives of IndyPL concerning the Invitation instructions or Services as described in this ITQ. Any changes will be in the form of an addendum, which will be furnished to all Vendors who are listed with IndyPL as having received the ITQ, or to any other Vendor who requests an addendum.
11. Vendor Incurred Costs. The Vendor shall be responsible for all costs incurred in preparing or responding to this ITQ. All materials and documents submitted in response to this ITQ become the property of IndyPL and will not be returned after the Quote Submission Deadline.
12. Modification or Withdrawal of Quote. A Quote may not be modified, withdrawn or cancelled by a Vendor for ninety (90) days following the Quote Submission Deadline and each Vendor so agrees in submitting the Quote. Quotes may be withdrawn, altered and/or resubmitted at any time prior to the Quote Submission Deadline. Notice of pre-submittal date withdrawal must be in writing over the signature of the Vendor and may be submitted to IndyPL by facsimile or electronic mail transmission. If by facsimile or electronic mail transmission, written confirmation over the signature of the Vendor must have been mailed and postmarked on or before the Quote Submission Deadline. Withdrawn Quotes may be resubmitted up to the Quote Submission Deadline, provided that they are then fully in conformance with these terms and conditions.

13. Rejection of Solicitation Responses. IndyPL reserves the right to reject any or all Quotes received, or any part thereof; to accept any response or any part thereof; or to waive any informality when it is deemed to be in IndyPL's best interest. Any Vendor objecting to the rejection of a Quote, or portion thereof, must submit a written protest stating the reasons for the protest to IndyPL within five (5) calendar days from the date of IndyPL's Written Notice of Intent to Enter into an Agreement (as provided in Attachment B).
14. Vendor Certification. By submission of a Quote, the Vendor certifies that:
- The Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of IndyPL.
 - Pursuant to Indiana Code 5-22-16.5-8, the invited Vendor is not engaged in any investment activities in Iran.
15. Exceptions. It is the intent of IndyPL to award a Services agreement on a fair, competitive basis. For this reason, IndyPL may view the notation of any "Exception" in response to any material conditions or requirement of the ITQ as an attempt by the Vendor to vary the terms of the ITQ, which, in fact, may result in giving such Vendor an unfair advantage over other Vendors. For this reason, IndyPL will, at its option, not allow exceptions to any material requirement if, in the opinion of IndyPL, the exceptions alter the overall intent of this ITQ, unless the exception would be of material benefit to IndyPL.
16. IndyPL's Right to Disqualify for Conflict of Interest. IndyPL reserves the right to disqualify any Vendor on the basis of any real or apparent conflict of interest that is disclosed by the Quote submitted or any other data available to IndyPL. The right of disqualification is at the sole discretion of IndyPL. Any Vendor submitting a Quote herein waives any right to object at any future time, before any body or agency, including but not limited to, IndyPL, or any court, to IndyPL's exercise of its right of disqualification by reason of real or apparent conflict of interest as determined by IndyPL.
17. Warranties. Any Vendor submitting a Quote in response to this ITQ warrants and guarantees that the Vendor is fully capable of performing each and every task as set forth in the Quote. No limitation or exception to this warranty provision will be acceptable to IndyPL; except, it is understood that the Vendor is not responsible for any problems in performance caused by improper acts or omissions by IndyPL.
18. Covenant Against Contingent Fees. The Vendor warrants that no person or selling agent has been employed or retained to solicit or secure the services agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business.
- For breach or violation of this warranty, IndyPL shall have the right to annul the Services agreement without liability or in its discretion to deduct from fees or payments due the Vendor the commission, percentage brokerage or contingent fee.
19. Gratuities. IndyPL may, by written notice to the Vendor, terminate the right of the Vendor to proceed under the Services agreement upon one (1) calendar day notice, if it is found that gratuities in the form of entertainment, gifts or otherwise were offered or given by the Vendor, or

any agency or representative of the Vendor, to any officer or employee of IndyPL with a view toward securing or amending, or the making of any determinations with respect to the performance of such Services agreement; provided that the existence of facts upon which IndyPL makes such findings shall be an issue and may be reviewed in any court of law. In the event of such termination, IndyPL shall be entitled to pursue the same remedies against the Vendor as IndyPL could pursue in the event of default by the Vendor.

20. Diversity and Inclusion in Employment.

- a. IndyPL is committed to providing an equal opportunity for participation of Minority, Women, or Veteran Owned Business ("XBE") firms in all IndyPL business.
- b. IndyPL extends to each individual, firm, vendor, supplier, contractor and subcontractor an equal opportunity to compete for IndyPL business and strongly encourages voluntary utilization of disadvantaged and/or minorities to reflect both industry and community ethnic composition.
- c. It is the desire of IndyPL to measure participation of XBE firms in the procurement of goods and supplies, in the retention of professional services, and in the construction and renovation of facilities. Vendors, who meet the City of Indianapolis or State of Indiana criteria of XBE firms or similar requirements for out-of-state firms, should indicate the appropriate certification and include a copy of such certification(s) in its Quote.
- d. Any Contractor in performing services under an Agreement resulting from this ITQ shall not discriminate against any worker, employee or applicant because of race, creed, color, religion, gender, national origin, age, sex, ancestry, disabled veteran status, nor otherwise commit an unfair employment practice. The Contractor will take affirmative action to ensure that applicants are considered and employees are dealt with during employment, without regard to their race, creed, color, religion, gender, national origin, age, disability or veteran status. Breach of this condition may be regarded as a material breach of the Services agreement.

21. Protest of Award. Any person who has an objection to the awarding of the services agreement to any Vendor by IndyPL, shall lodge that protest, in writing, with IndyPL no later than 5:00 p.m. local time of the fifth (5th) calendar day following release of IndyPL's Notification of Award letter. IndyPL retains the right to reject all protests not filed within this time or those found to be without merit.

22. Vendor Inquiries. Any questions regarding this ITQ must be submitted in writing no later than the date established in Attachment B and shall be directed in writing via e-mail to the Point of Contact identified on the cover page.

Include your name; the name of your company; the telephone number; address; and e-mail address of the person responsible for making decisions in your company.

23. News Releases. News releases pertaining to this ITQ or the requested services shall not be made without written prior approval of IndyPL.

24. Standard/Licensure Requirements. The selected Contractor shall provide documentation to IndyPL evidencing all necessary licenses required to perform the services prior to the awarding of the contract.

25. Out of State Vendors. It shall be a condition to the services agreement that any out-of-state Vendor that may be selected as Contractor shall be duly registered and qualified to do business within the State of Indiana.

VI. GENERAL TERMS AND CONDITIONS

Any Vendor entering into a Service agreement with IndyPL must agree to a number of general terms and conditions. If a Vendor cannot agree to any of the stated general terms and conditions, its Quote must clearly state the reason for any such non-compliance.

The submission of the Quote herein constitutes the agreement of any Vendor that any contract to be drawn as a result of an award herein will be prepared by IndyPL. The submission of a Quote shall further constitute the agreement of each Vendor that it shall not insist on the use of standard contract agreements, documents or forms, and that it waives any demand for the use of its standard agreements. The language of the services agreement to be executed will be drafted under the supervision of IndyPL's attorney and shall be the controlling document. Contractor may submit copies of their applicable standard contract forms for information purposes.

1. Compliance With Laws. In performing under a service agreement, the Contractor shall comply with all applicable laws, ordinances, rules, regulations, and codes of Federal, State and local governments.
2. Continuation During Disputes. The Contractor agrees that, notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the services agreement to be entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by any court.
3. Organization Employment Disclaimer. Any services agreement entered into as the result of this ITQ will not constitute, create, give rise to or otherwise recognize a joint venture, agreement or relationship, partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly set forth therein. The Contractor will agree that no persons supplied by it in the performance of the contract are employees of IndyPL and further agrees that no rights of IndyPL's civil service, retirement or personnel rules accrue to such persons.

The Contractor shall have sole responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by such Contractor in the performance of the contract and shall save and hold IndyPL harmless with respect thereto.

4. Method of Payment. The Contractor shall be required to participate in the IndyPL Electronic Fund Transfer ("EFT") invoice payment program for the electronic transfer of funds directly to the Contractor's designated banking account for payment of approved invoices. Invoices submitted must contain the purchase order number under which the Services agreement is awarded. Contractor shall submit invoices to the addressee designated as the Point of Contact person in the ITQ. The Contractor shall submit monthly invoices. Each payment requested shall include a detailed breakdown of all charges. All invoices will be paid promptly by IndyPL unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.
5. Insurance. Contractor shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of an Agreement that may be entered between Contractor and

IndyPL, which policies shall protect against any loss or claim arising from or relating to the Agreement, Contractor's Service and activities, or presence at IndyPL Facilities, and any act or omission of Contractor or its employees and/or agents or Subcontractors in connection with the services provided under the Agreement, and shall cover the contractual indemnification liability assumed by Contractor pursuant to the Agreement:

- a. Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury (including death), personal injury, property damage, fire legal liability, contractual liability and products and completed operations, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Contractor's activities at the Facilities. Any deductible shall be at Contractor's expense;
 - b. Business automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle and property (cargo) damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000.00);
 - c. Workers' Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Contractor's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee and Five Hundred Thousand Dollars (\$500,000) policy limit;
 - d. Property Insurance coverage for all materials, equipment, and other items owned, borrowed, or leased by Contractor shall be Contractor's responsibility. IndyPL shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by Contractor.
 - e. Umbrella Liability insurance at not less than Two Million Dollars (\$2,000,000) limit for each occurrence providing for excess coverage over the limits and coverage prescribed above in sections (a), (b), and (c) above, which such policy shall be written on an occurrence basis.
 - f. All insurance policies addressed in Sections 5. (a), (b), and (e) above shall be endorsed to name the following as additional insured's:
 - Indianapolis-Marion County Public Library and its trustees, directors, officers, employees, representatives, volunteers, agents, Contractors, licensees, and successors.
 - g. All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to IndyPL; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Indiana and rated no lower than A-VII in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to IndyPL prior to cancellation, non-renewal or material modification.
 - h. Contractor shall deliver to IndyPL, prior to commencement of Services under the Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to Library by the aforementioned time, or if any of such policies are canceled, IndyPL shall have the right to terminate the Agreement immediately and/or deny Contractor access to Library facilities.
 - i. These insurance provisions are minimum requirements and shall not relieve Contractor of its indemnity, defense and hold harmless obligations.
6. Suspension of Work/Termination or Suspension. IndyPL reserves the exclusive right to terminate or suspend all or any portion of the Services for which the Contractor is employed by giving one (1) day written notice to the Contractor; however, if any portion of the Services shall be terminated or suspended, IndyPL shall pay the Contractor equitably for all services properly performed prior to termination. If the Services are suspended and the Contractor is not given an order to resume

work within sixty (60) days from the effective date of the suspension, the Agreement will be considered terminated.

7. Prime Contractor Responsibility. Planned use of subcontractors in connection with providing the requested Services should be clearly explained and described in the Vendor Quote. The Contractor will be responsible, and must take responsibility, for the performance of the Services whether or not subcontractors are used.

In Contractor/subcontractor arrangements involving more than one firm, it does not matter to IndyPL which firm assumes the lead, as long as that firm assumes full responsibility for the performance of the Service. IndyPL will only enter into an Agreement with the prime Contractor.

8. Confidentiality of Information. The Contractor shall treat all information furnished by IndyPL and Services provided hereunder as confidential. The Contractor shall not disclose such information to others without the prior written consent of IndyPL.
9. Audit of Quote Records. The Contractor must keep all resulting Quote records separate and make them available for audit by Library personnel or Indiana State Board of Accounts personnel during the term of the Agreement and upon request for a period of three (3) years after the end of the Agreement term and completion of the Services.
10. Employment Verification Requirements. Pursuant to Indiana Code §22-5-1.7-11, Contractor agrees to enroll in and verify the work eligibility status of all newly hired employees through the E-Verify program ("E-Verify"). E-Verify is the electronic verification of work authorization program, authorized by the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, as amended. Contractor is not required to verify the work eligibility status of all newly hired employees through E-Verify if the E-Verify program no longer exists.

Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall submit with their Quote a signed and notarized Affidavit in the form provided by IndyPL and attached to this ITQ as Attachment C documenting the Contractor does not knowingly employ an unauthorized alien. Contractor shall not retain an employee or contract with a person that Contractor subsequently learns is an unauthorized alien.

Contractor's sub-contractors shall certify to Contractor that sub-contractors are enrolled and participating in E-Verify and do not knowingly employ or contract with an unauthorized alien. Contractor shall maintain this certification throughout the duration of the term of a contract with a sub-contractor. Such affidavit shall be in the form attached to this ITQ as Attachment C.

VII. QUOTE REQUIREMENTS

1. Introduction. The following guidelines are provided to ensure the equitable evaluation of competitive sealed Quotes and to contain the cost of participation to some reasonable level. Therefore, Quote should be prepared as closely as possible in accordance with the instructions outlined in this section. Vendor is advised to read this ITQ in its entirety. Failure to read and/or understand any portion of this ITQ shall not be cause for waiver of any portion of the ITQ.
2. Specific Quote Format and Content. Information contained in the Quotes shall not exceed forty (40) pages, including the Vendor Quote Sheet and Non-Collusion Affidavit.
 - a. Vendor Quote Sheet and Non-Collusion Affidavit.

The Vendor shall provide a completed and notarized affidavit included as Attachment A.

b. E-Verify Affidavit.

The Vendor shall provide a completed and notarized affidavit included as Attachment C.

c. Additional information.

Vendor may provide any other information within the maximum page limit that it believes may add to its Quote. To the extent a Vendor is incapable of complying with or takes exception to any aspect of the requirements, quote terms, and general terms and conditions described in the ITQ, the Vendors shall specifically identify and describe such exceptions in this section of its response to this ITQ.

3. Quote Submittal Instructions. The Quote package shall be personally delivered, sent by mail, or delivery service to the Point of Contact at the address identified on the ITQ. Regardless of the mode of delivery, the Quote must be received by IndyPL by the Quote Submission Deadline in order to be considered.

The following information shall be on the outside of the package:

a. Contractor's Name.

b. Invitation to Quote title.

c. Quote Submission Deadline.

4. Opening. The responses received by the deadline will be opened publicly at the date, time, and location established in Attachment B.
5. Additional Information. Following receipt of the Quotes, IndyPL reserves the right to request additional information from and conduct in-person interviews with the Vendors reasonably susceptible of being awarded the work. IndyPL will not share information gathered in such discussions with other competing Vendors.

VIII. Quote Evaluation

Quotes will be evaluated by IndyPL and a contract issued to the lowest, responsive, and responsible Vendor pursuant to Indiana Code 36-1-12-5.

Attachment A
Vendor Quote Sheet and Non-Collusion Affidavit

East Washington Branch Fixture, Furniture and Equipment

Vendor: _____

Address: _____

City/State: _____

Date: _____

Vendor Certification:

The undersigned acknowledges that I/we have received and thoroughly reviewed the Invitation to Quote (ITQ) dated October 24, 2016 and understands the entire scope of Services.

Pursuant to notices given, the undersigned, with complete understanding of the requirements and conditions, shall provide the East Washington Branch Fixture, Furniture and Equipment Project fully in accordance with the requirements of the ITQ.

Acknowledgment of Receipt of Addenda:

I/We have received and reviewed the Addenda listed below, and have included the provisions thereof in the Quote:

Addenda Received:

Completion Time:

Per Attachment B the Schedule of Activities:

Notification of Intent to Enter Into an Agreement	November 15, 2016
Installation Work Begins – Target Date	January 3, 2017
Substantial Completion – Target Date	January 12, 2017

Based upon the Schedule of Activities, I/We will substantially complete the Services on or before _____, assuming the Notification date is met, and that I/we are not delayed by work stoppages or other causes beyond our control.

Attachment A**Vendor Quote Sheet (Continued)**

Vendor: _____

Type Mark	Specified Manufacturer	Item Description:	Finishes	Upholstery	Qty	Location	Proposed Manufacturer	Total Price
Chairs:								
C1	Media Technologies	Princeton Study Chair	WC Wild Cherry on Oak		24	6 in 202 10 in 203 4 in 206 4 in 207		
C2	Fixtures	Bola For Children	Seat/Back: 3 in Woodpecker Red, 3 in Purple Martin Edge: Graphite Leg: Alloy Glide: Match Seat/Back		6	202	No Substitution	
C3	Safco	Sassy S-wave, no arms, no casters	Black		16	213		
C4	Versteel	Chela Stack - Sled base, no arms	14 in Alloy 20 in Slate 20 in Indigo Chrome Sled		54	50 in 108 4 in 114	No Substitution	
CR	Versteel	Trolley	Black		3	108	No Substitution	
LP	TMC Furniture	Plover Lily pad Stool	Seat: Ocean 105 Legs: Cherry 84		1	110	No Substitution	

Attachment A**Vendor Quote Sheet (Continued)**

Vendor: _____

Type Mark	Specified Manufacturer	Item Description:	Finishes	Upholstery	Qty	Location	Proposed Manufacturer	Total Price
Library Fixtures and Equipment:								
CD	Gressco	Mar-line Cleveland Display	Standard Cherry		2	203	No Substitution	
A1	Gressco	Children's Wall Activity - PP206	Blue Back		1	202		
A2	Gressco	Medium Giggle Mirror	Red Frame		1	202		
A3	HABA	Reading Seat Cushion Set	Four color combination		1 Set of 28	110	No Substitution	
A5	Safco	Impromptu White Board 8510GR 42" x 72"	Grey Steel Frame		1	108		
MP	Media Technologies	Custom 3 Tier Oval display 42" x 60"	WC Wild Cherry on Oak		2	1 in 202 1 in 205		
RUG	Gressco	Off Balance 1530D 7'8" x 10'9"			1	110		
WB	Balt	Visionary 4' x 6' magnetic white board	Gloss White		1	110		

Attachment A

Vendor Quote Sheet (Continued)

Vendor: _____

Type Mark	Specified Manufacturer	Item Description:	Finishes	Upholstery	Qty	Location	Proposed Manufacturer	Total Price
Desks and Workstations:								
CT	KI	Computer Tables	Laminate: Misted Zephyr Metal: Blue Grey			213	No Substitution	
D1	Office Source	PL Series 30" x 60" Manager	Cherry		1	204		
D2	Office Source	PL Series 30" x 60" Staff	Cherry		1	204		
D3	Office Source	PL Series 30" x 48" Staff	Cherry		1	204		
D4	Office Source	PL Series 24" x 47" Staff PC	Cherry		1	204		
CIR	Media Technologies	Custom Circulation Desk, 3 stations, book return slot, adjustable, display shelves, mobile pedestal drawers, pencil drawers	Solid surface top: TBD Wood: WC Wild Cherry on Oak		1	201		

Attachment A

Vendor Quote Sheet (Continued)

Vendor: _____

Type Mark	Specified Manufacturer	Item Description:	Finishes	Upholstery	Qty	Location	Proposed Manufacturer	Total Price
Lounge Seating:								
L1	Community	Esque Seating Lounge Chair ES1331.BUT	Wood: Butterscotch	Fabric: Grade C - Momentum Beeline Color: Eucalyptus	2	203	No Substitution	
L2	Community	Esque Seating Lounge Chair ES1331.BUT	Wood: Butterscotch	Fabric: Grade F - Ultra leather Viva Style: 558 Color: 2643 Imperial	2	203	No Substitution	
L3	Community	Esque Seating Lounge Chair ES1331.BUT	Wood: Butterscotch	Fabric: Grade C - Momentum Beeline Color: Eucalyptus	2	202	No Substitution	
L4	HON	Flock Lounge	Texture Charcoal Leg	Fabric: Grade 2 - (WP37) Whisper Vinyl Color: Navy	1	114	No Substitution	
L5	HON	Flock Ottoman	Texture Charcoal Leg	Fabric: Grade 2 - (WP37) Whisper Vinyl Color: Navy	1	114	No Substitution	

Attachment A**Vendor Quote Sheet (Continued)**

Vendor: _____

Type Mark	Specified Manufacturer	Item Description:	Finishes	Upholstery	Qty	Location	Proposed Manufacturer	Total Price
Tables:								
T1	Media Technologies	Metro Table M3036T-NA-29 30" x 36"	Laminate: Formica Wild Cherry 5904-43 Wood: WC Wild Cherry on Oak		4	3 in 203 1 in 202		
T2	Media Technologies	Metro Table M3636T-NA-29 36" x 36"	Laminate: Formica Wild Cherry 5904-43 Wood: WC Wild Cherry on Oak		2	1 in 203 1 in 202		
T3	Fixtures	Bola JR R45310L 30" x 30"	Laminate: Pearl Edge: Graphite Leg: Alloy Glide: Goldfinch		1	202	No Substitution	
T4	Fixtures	Bola JR R45310L 36" x 36"	Laminate: Pearl Edge: Graphite Leg: Alloy Glide: Goldfinch		1	202	No Substitution	
T5	Media Technologies	Metro Table M3048T-NA-42 30" x 48"	Laminate: Formica Wild Cherry 5904-43 Wood: WC Wild Cherry on Oak		1	208 MFD		
T6	Media Technologies	Metro Table M3060T-NA-42 30" x 60"	Laminate: Formica Wild Cherry 5904-43 Wood: WC Wild Cherry on Oak		1	205 Express		
T7	Media Technologies	Metro Table M3060T-NA-29 30" x 60"	Laminate: Formica Wild Cherry 5904-43 Wood: WC Wild Cherry on Oak		1	207 and 206 Study Rooms		

Attachment A

Vendor Quote Sheet (Continued)

Vendor: _____

T8	Versteel	Performance 42" Round Table	Laminate: Formica 927-58 Folkstone Edge: Storm Metal: Anthracite		1	114		
T9	Versteel	Performance Rectangle Table - Tilt Top with casters	Laminate: Formica 927-58 Folkstone Edge: Storm Metal: Anthracite		10	108		
T10	Iceberg	Utility Table 65323-600 Series 30" x 60" 600 LBS	Platinum		6	110		
LT	Media Technologies	Metro Table XM0024T-2224" Diameter	Laminate: Formica Wild Cherry 5904-43 Wood: WC Wild Cherry on Oak		3	2 in 203 1 in 202		
P	Byrne	Mini-Tap 2 Power Outlet	Black		12	5 in 202 7 in 203		
Type Mark	Specified Manufacturer	Item Description:	Finishes	Upholstery	Qty	Location	Proposed Manufacturer	Total Price
Shelving, Canopies, Corners and End Panels								
Varies	Estay and Media Technologies	Cantilever library shelving with corner fillers, wood end panels and wood canopy tops	Metal: Tan Laminate: Formica Wild Cherry 5904-43 Wood: WC Wild Cherry on Oak		Lot	Second Floor		

Attachment A
(Continued)
Non-Collusion Affidavit

Vendor: _____

The undersigned, on behalf of the Vendor or Contractor, being first duly sworn, deposes and states that Vendor or Contractor has not, nor has any other member, representative, employee or agent of the Vendor or Contractor, entered into any combination, collusion or agreement with any person relative to the Quote by anyone at such letting, to prevent any person from submitting a quote, or to induce anyone to refrain from submitting a quote.

The undersigned further deposes and states that this Quote is made without reference to any other quote and without any agreement, understanding or combination with any other person referring to such quote.

The undersigned further deposes and states that no person, firm or entity has or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such quote.

Vendor or Contractor: _____

By (Signature): _____

(Printed Name and Title): _____

(Important – Notary Signature and Seal Required in the Space Below)

STATE OF _____

Seal:

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____ 2016.

My commission expires: _____ (Signed) _____

Residing in _____ County, State of _____

Attachment B
Schedule of Activities

The following table outlines the tentative schedule of major activities for the ITQ and selection processes. IndyPL reserves the right to amend the schedule as necessary.

Event	Date
Issue the ITQ	October 24, 2016
Cutoff date and Time for Request for Substitutions	October 31, 2016, 4:00 pm
Cutoff date and Time for Questions	November 3, 2016, 4:00 pm
Answers to Questions Issued by Addendum	November 4, 2016, Noon
Quote Submission Deadline / Public Opening to follow	November 9, 2016, 2:00 pm
Notification of Intent to Enter Into an Agreement	November 15, 2016
Installation Work Begins – Target Date	January 3, 2017
Substantial Completion – Target Date	January 12, 2017

All Quotes shall be submitted to the Main Reception Desk:

Library Service Center
2450 N. Meridian Street
Indianapolis, IN 46206-0211

Attachment C
E-Verify Affidavit

Vendor: _____

Pursuant to Indiana Code 22-5-1.7-11, the Contractor entering into a contract with the Indianapolis Marion County Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify Program. The Contractor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify Program if the E-Verify program no longer exists.

The undersigned, on behalf of the Contractor, being first duly sworn, deposes and states that the Contractor does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the Indianapolis Marion County Public Library, the undersigned Contractor will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

Vendor or Contractor: _____

By (Signature): _____

(Printed Name and Title): _____

(Important – Notary Signature and Seal Required in the Space Below)

STATE OF _____

Seal:

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____ 2016.

My commission expires: _____ (Signed) _____

Residing in _____ County, State of _____

<p>Type Mark: CT</p>	<p>Quantity: n/a</p>
<p>Manufacturer: KI</p>	
<p>Product: Intandem Table</p>	
<p>Type: Technology Table</p>	
<p>Description:</p> <p>Qty (10) ITCL2429- "C" LEG 24D , 29h</p> <p>Qty (4) ITMQ60/NN/DC- MIDDLE BM, QUAD 60", NO POWER W/ DATA COVER</p> <p>Qty (4): ITSQ60Q/NN/DC- END OF RUND/ STND-ALONE QUARD 60" W, NO POWER W/ DATA CVR</p> <p>Qty (8): ITWS2460/NB-PL-N- WRKSRF, RECT, NPWR, NO FEED, POSTFORMED 24x60</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>LAMINATE FINISH: MISTED ZEPHYR (STANDARD)</p> <p>EDGE TYPE: 74P 1-1/4" STRAIGHT</p> <p>METAL LEG FINISH: BLUE GREY</p> <p>END OF RUN BEAM FINISH: BLUE GREY</p>	<p>213 computer area - All Parts to be assembled as set</p>
<p>Special Instructions:</p>	
<p>NO Alternates Accepted</p>	

<p>Type Mark: CD</p>	<p>Quantity: 2</p>
<p>Manufacturer: Gressco</p>	
<p>Product: Mar-line Cleveland Display</p>	
<p>Type: CD Display</p>	
<p>Description: 3061B - Slider Block Style. Made from solid oak construction. Top stationary shelf and two roll-out drawers all with slider blocks. Flat bottom shelf for additional storage. Holds up to 432 CDs 37" H x 44 1/2" W x 19 1/4" D</p>	
<p>Finishes:</p>	
<p>Standard Stain Finish, Cherry (CH)</p>	<p>Locations: (2) 203 Adult reading areas</p>
<p>Special Instructions:</p>	
<p>NO Alternates Accepted</p>	

<p>Type Mark: A1</p>	<p>Quantity: 1</p>
<p>Manufacturer: Gressco</p>	
<p>Product: Wires, Beads & Gears Wall Panel</p>	
<p>Type: Wall Activity</p>	
<p>Description: PP206-- Children's Furniture Company® Wires, Beads & Gears Wall Activity Panel. 39" H x 16" W x 6" D. Great for children's spaces in any waiting room or children's commercial play area. Five Year Warranty. Made in the USA. Hardware included Mount on wall</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>Blue Back</p>	<p>202 -- Children Activity area (mounted next to Call A Story)</p>
<p>Special Instructions:</p>	

<p>Type Mark: A2</p>	<p>Quantity: 1</p>
<p>Manufacturer: Gressco</p>	
<p>Product: Medium Giggle Mirror,</p>	
<p>Type: Wall Activity</p>	
<p>Description:</p>	
<p>20-GMR-RS Wavy mirrors create goofy reflections and miles of smiles. Heavy duty melamine construction with acrylic safety mirror. 33" x 16", 16 lbs.</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>Red Frame option</p>	<p>202 -- Children Activity area (mounted next to Call A Story)</p>
<p>Special Instructions:</p>	

<p>Type Mark: A3</p>	<p>Quantity: 2</p>
<p>Manufacturer: HABA</p>	
<p>Product: Reading Seat Cushion Set</p>	
<p>Type: Children cushions</p>	
<p>Description: 099526- Reading Seat Cushions Complete Set . Includes 28 seat cushions and cushion carousel. Ø 16 ½", overall height 26 ½".</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>four color combinations: orange and red, bright and dark yellow, bright and dark blue, bright and dark green. birch wood and metal carousel includes three swivel casters for easy transport</p>	<p>110 - children activity area</p>
<p>Special Instructions:</p>	
<p>NO Alternates Accepted</p>	

Type Mark: C3	Quantity: 8 sets of 2 (16 total)
Manufacturer: Safco	
Product: Sassy	
Type: Computer Chair	
Description: 4183- STACK CHAIR - Breathable, flexible s-wave design Flexes to form with the natural shape of the body No Arms; No Casters	
Finishes:	
Black	213 computer area
Special Instructions:	

Type Mark: C4	Quantity: 54
Manufacturer: Versteel	
Product: Chela	
Type: Stack chair	
Description: CES-07 Sled Base Without Arms; Poly Shell only	
Finishes:	
(14) Alloy -AY (20) Slate -ST (20) Indigo - IN Chrome sled base	108- Meeting Room 114- (4) break room
Special Instructions:	
NO Alternates Accepted	

Type Mark: A5	Quantity: 1
Manufacturer: SAFCO	
Product: Impromptu	
Type: screen	
Description: 8510GR- Impromptu® Full Polycarbonate Screen, 42 x 72 Mobile privacy on four wheels (two locking) Comes with accessory hooks for easel pads whiteboard option includes magnetic accessory tray for dry erase markers and eraser	
Finishes:	
Gray steel frame	Locations: 108- Meeting Room
Special Instructions:	
(This area is currently blank)	

<p>Type Mark: T9</p>	<p>Quantity: 10</p>
<p>Manufacturer: Versteel</p>	
<p>Product: Performance Rectangle table</p>	
<p>Type: tilt table</p>	
<p>Description: PET1 2472RETL.LP2R.BCD- 24X72 TILT TOP, LAM PVC RADIUS CORNER EDGE, CASTERED</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>Laminate: Formica 927-58 Folkstone Edge: SM Storm Paint: AN Anthracite base</p>	<p>108- Meeting Room</p>
<p>Special Instructions:</p>	

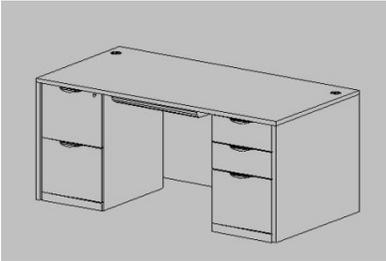
Type Mark: CR	Quantity: 3
Manufacturer: Versteel	
Product: Chela	
Type: Trolley	
Description: ACTCE (Chair Trolley - Chela), Sled Base poly shell chairs stack 20 high. Trolley with push handle and stack of 20 chairs measures approximately 27"w x 50"d x 77"h.	
Finishes:	Locations:
Black	108- Meeting Room
Special Instructions:	
NO Alternates Accepted	

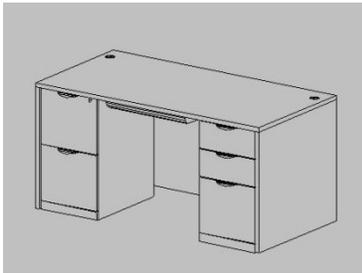
<p>Type Mark: T10</p>	<p>Quantity: 6</p>
<p>Manufacturer: Iceberg</p>	
<p>Product: IndestrucTABLE TOO</p>	
<p>Type: Folding Tables</p>	
<p>Description: 65323- 600 Series Utility Tables Specifications 30"x 60" 600lbs capacity For lighter duty use Contemporary top design Powder-coated 1" round legs 29" High</p>	
<p>Finishes:</p>	
<p>Platinum</p>	<p>Locations: 110 - children activity area</p>
<p>Special Instructions:</p>	

<p>Type Mark: L1</p>	<p>Quantity: 2</p>
<p>Manufacturer:Community</p>	
<p>Product: Esque seating</p>	
<p>Type: Lounge Chair</p>	
<p>Description: ES1331.BUT- ESQUE LOUNGE Fully Upholstered club chair w/ solid wood legs; lock tenons, glue and screw construction Back & Seat upholstered w sinuous steel spring and high resiliency polyurethane foam w/ Dacron Wrap</p>	
<p>Finishes:</p>	
<p>Wood: BUT Butterscotch Fabric: Grade C- Momentum Beeline Color: Eucalyptus</p>	<p>Locations: 203- (2) adult reading area</p>
<p>Special Instructions:</p>	
<p>NO Alternates Accepted</p>	

<p>Type Mark: L2</p>	<p>Quantity: 2</p>
<p>Manufacturer:Community</p>	
<p>Product: Esque seating</p>	
<p>Type: Lounge Chair</p>	
<p>Description: ES1331.BUT- ESQUE LOUNGE Fully Upholstered club chair w/ solid wood legs; lock tenons, glue and screw construction Back & Seat upholstered w sinuous steel spring and high resiliency polyurethane foam w/ Dacron Wrap</p>	
<p>Finishes:</p>	
<p>Wood: BUT Butterscotch Fabric: Grade C- Momentum Cashmere II Bottle</p>	<p>Locations: 203- (2) adult reading area</p>
<p>Special Instructions:</p>	
<p>NO Alternates Accepted</p>	

<p>Type Mark: L3</p>	<p>Quantity: 2</p>
<p>Manufacturer:Community</p>	
<p>Product: Esque seating</p>	
<p>Type: Lounge Chair</p>	
<p>Description: ES1331.BUT- ESQUE LOUNGE Fully Upholstered club chair w/ solid wood legs; lock tenons, glue and screw construction Back & Seat upholstered w sinuous steel spring and high resiliency polyurethane foam w/ Dacron Wrap</p>	
<p>Finishes:</p>	
<p>Wood: BUT Butterscotch Fabric: Grade F- Ultraleather Viva Style 558, 2643 Imperial</p>	<p>Locations: 202 - (2) Childrens area</p>
<p>Special Instructions:</p>	
<p>NO Alternates Accepted</p>	

Type Mark: D1	Quantity: 1
Manufacturer: Office Source	  <p><i>*Shown in Honey</i></p>
Product: PL Series	
Type: Desk	
Description: (1) PL103 30"d X 60" W desk shell (1) PL148 BBF Mobile Pedestal (1) PL149 FF Mobile Pedestal (1) CDR1BLK- Center Drawer	
Finishes:	
Cherry Keyed Alike	Locations: 204- (1) Director office
Special Instructions:	

Type Mark: D2	Quantity: 1
Manufacturer: Office Source	  <p><i>*Shown in Honey</i></p>
Product: PL Series	
Type: Desk	
Description: (1) PL103 30"d X 60" W desk shell (2) PL148 BBF Mobile Pedestal (1) CDR1BLK- Center Drawer	
Finishes:	Locations:
Cherry Keyed Separate	204- Staff Office Director office
Special Instructions:	

Type Mark: D3	Quantity: 1
Manufacturer: Office Source	
Product: PL Series	
Type: Desk	
Description: (1) PL121 30"d X 48" W desk shell (1) PL148 BBF Mobile Pedestal (1) CDR1BLK- Center Drawer * Picture is not same as specifications	
Finishes:	
Cherry	Locations: 204- (1) Staff offices
Special Instructions:	

Type Mark: D4	Quantity: 1
Manufacturer: Office Source	
Product: PL Series	
Type: Desk	
Description: (1) PL104 24"d X 47" W desk shell (1) CDR1BLK- Center Drawer	
Finishes:	
Cherry	204- (1) Staff offices - Staff PC Desk
Special Instructions:	

<p>Type Mark: LT</p>	<p>Quantity: 3</p>
<p>Manufacturer: Media Technologies</p>	
<p>Product: Metro Table</p>	
<p>Type: Occasional Table</p>	
<p>Description: XM0024T-22 Metro Table-- 24" Diam X 22" H HPL worksurface with 5/8"solid wood edge with Metro detail, oak, No aprons</p>	
<p>Finishes:</p>	
<p>HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak Metro Reveal: Black</p>	<p>Locations:</p>
<p>Special Instructions:</p>	<p>203- (2) adult reading area 202 (1) childrens area</p>

Type Mark: WB	Quantity: 1
Manufacturer: Balt	
Product: Visionary	
Type: Glass Whiteboard	
Description: 4' X6' Magnetic glass dry erase whiteboard Borderless and seamless magnetic glass markerboard surface available in glossy surface. Superior writability and erasability. Made with eco-friendly materials. Limited 50 year guarantee.	
Finishes:	Locations:
Gloss White	110- Children activity area
Special Instructions:	

<p>Type Mark: T1</p>	<p>Quantity: 4</p>
<p>Manufacturer: Media Technologies</p>	
<p>Product: Metro Table</p>	
<p>Type: Study Table</p>	
<p>Description: M3036T-NA-29 Metro Table 30"w X 36"L X 29"H 30"W x 36"L x 29"H, HPL worksurface with 5/8"solid wood edge with Metro detail, oak, No aprons</p>	
<p>Finishes:</p>	
<p>HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak Metro Reveal: Black</p>	<p>Locations:</p>
<p>Special Instructions:</p>	<p>203- (3) adult reading area 202- (1) pre-adult study area</p>

Type Mark: T2	Quantity: 2
Manufacturer: Media Technologies	
Product: Metro Table	
Type: Study Table	
Description: M3636T-NA-29 Metro Table 36"w X 36"L X 29"H 36"W x 36"L x 29"H, HPL worksurface with 5/8"solid wood edge with Metro detail, oak, No aprons	
Finishes:	Locations:
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak Metro Reveal: Black	203- (1) adult reading area 202- (1) pre-adult study area
Special Instructions:	

Type Mark: T3	Quantity:1
Manufacturer: Fixtures	
Product: Bola Table	
Type: Study Table	
Description: R45310L- Bola JR table 30"x 30" X21"H Children Height	
Finishes:	
Laminate: LDM Pearl Vinyl Bumper T Edge: Graphite Leg Finish: Alloy Glide Finish: Goldfinch	Locations: 202- (1) children area
Special Instructions:	
NO Alternates Accepted	

Type Mark: T4	Quantity: 1
Manufacturer: Fixtures	
Product: Bola Table	
Type: Childrens Table	
Description: R45510L- Bola JR Table 36"x 36" X21"H Children Height	
Finishes:	
Laminate: LDM Pearl Vinyl Bumper T Edge: Graphite Leg Finish: Alloy Glide Finish: Goldfinch	Locations: 202- (1) children area
Special Instructions:	
NO Alternates Accepted	

Type Mark: T5	Quantity:1
Manufacturer: Media Technologies	
Product: Metro Table	
Type: Study Table	
Description: M3048T-NA-42 Metro Table 30"w X48"L x 39"H 30"W x48 "L x 39"H HPL worksurface with 5/8"solid wood edge with Metro detail, oak, No aprons Base to include support 12" above floor to prevent racking	
Finishes:	
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak Metro Reveal: Black	Locations: 208- MFD area
Special Instructions:	

<p>Type Mark: T6</p>	<p>Quantity:1</p>
<p>Manufacturer: Media Technologies</p>	
<p>Product: Metro Table</p>	
<p>Type: Study Table</p>	
<p>Description:</p> <p>M3060T-NA-42 Metro Table 30"w X60"Lx 39"H 30"W x60 "L x 39"H HPL worksurface with 5/8"solid wood edge with Metro detail, oak, No aprons</p> <p>Base to include support 12" above floor to prevent racking</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak Metro Reveal: Black</p>	<p>205- Express Computer area</p>
<p>Special Instructions:</p>	

Type Mark: T7	Quantity: 2
Manufacturer: Media Technologies	
Product: Metro Table	
Type: Study Table	
Description: M3060T-NA-29 Metro Table 30"w X 60"L X 29"H 30"W x 60"L x 29"H, HPL worksurface with 5/8"solid wood edge with Metro detail, oak, No aprons	
Finishes:	Locations:
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak Metro Reveal: Black	207- (1) study room 206- (1) study room
Special Instructions:	

Type Mark: P	Quantity: 12
Manufacturer: Byrne	
Product: Mini-Tap	
Type: table power	
Description: BE01530-72 The Minitap Power provides 2 outlets that can be mounted, with the key slots, so as to put the power near the edge of the worksurface 2 power outlets	
Finishes:	Locations:
Black 2 power outlets	(5) 202- children room (7) 203 adult reading Mounted to underside of study & occasional tables to be flush with edge of table
Special Instructions:	

Type Mark: C1	Quantity:24
Manufacturer: Media Technologies	
Product: Princeton	
Type: Armless chair	
Description: PR-18A Armless wood seat chair Features: Durable interlocking corner block and rail joints reduce clutter under seat for an elegant look. Steam bent arched rear legs lend an elegant quality. Wood seats are saddle contoured and upholstered seats include webbed construction for maximum comfort.	
Finishes:	Locations:
Wood: WC Wild Cherry on Oak	207 (4) study room 206 (4) study room 202 (6) teen area 203 (10) adult reading area
Special Instructions:	

<p>Type Mark: C2</p>	<p>Quantity: 6</p>
<p>Manufacturer: Fixtures</p>	
<p>Product: Bola for Children</p>	
<p>Type:Childrens chair</p>	
<p>Description: R45013 Kid Friendly chair - Junior Bola Thermoplastic seat & Back molded nylon ball glides</p>	
<p>Finishes:</p>	
<p>Thermoplastic: Seat & Back: (3) Cardinal Seat & Back:(3) Purple Martin Frame Color: Alloy Glide Finish: Match Back</p>	<p>202- (6) children area</p>
<p>Special Instructions:</p>	
<p>NO Alternates Accepted</p>	

Type Mark: T8	Quantity: 1
Manufacturer: Versteel	
Product: Performance	
Type: Break Room Table	
Description: PEX1 42RDFX- 42" Fix X1 Base T-Mold Convex	
Finishes:	Locations:
Laminate: Formica 927-58 Folkstone Edge: SM Storm Paint: AN Anthracite base	114- break rom
Special Instructions:	

<p>RUG</p>	<p>Quantity: 1</p>
<p>Manufacturer: Gressco</p>	
<p>Product: Off Balance Rug</p>	
<p>Type: Classroom Rug</p>	
<p>Description: 1530D- Off Balance Medium Rectangle Classroom Rug by Gressco. 7'8" X 10'9". The SoftFlex Back eliminates wrinkles and the AlphaSan treatment inhibits bacteria and odors! Lifetime Limited Wear Warranty</p>	
<p>Finishes:</p>	
<p>vibrant colors and off-balance squares</p>	<p>Locations: 110- children activity area</p>
<p>Special Instructions:</p>	

<p>Type Mark: MP</p>	<p>Quantity: 2</p>
<p>Manufacturer:Media Technology</p>	
<p>Product: Custom</p>	
<p>Type: Market Place</p>	
<p>Description: Custom 3-tier Oval Feature Display Table 3-Tier Oval Display Table 42" x 60" x 42" The top oval shelf measures 24x36; the middle shelf is 40x55-1/8 and bottom shelf is 44-1/4x60. A combination of cam locks and screws secure the shelves and risers. * Wood Finish*</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>WC- Wild cherry on Oak</p>	<p>(1) 202 childrens area (1) 205 circulation area</p>
<p>Special Instructions:</p>	

Type Mark: L4	Quantity:
Manufacturer: Hon	
Product: Flock	
Type: Break Room Lounge	
Description: HFLSC1.I.WO37.P7A Square Lounge Chair Warranted for users up to 300lbs	
Finishes:	
Grade 2- (WP37) Whisper Vinyl Navy Texture charcoal leg	Locations: 114- break rom
Special Instructions:	
NO Alternates Accepted	

Type Mark: L5	Quantity:
Manufacturer: Hon	
Product: Flock	
OTTOMAN Lounge	
Description: HFLSO1.I.WO37.P7A Square Ottoman Warranted for users up to 300lbs	
Finishes:	Locations:
Grade 2- (WP37) Whisper Vinyl Navy Texture charcoal leg	114- break rom
Special Instructions:	
NO Alternates Accepted	

Type Mark: LP	Quantity: 1
Manufacturer: TMC Furniture	
Product: Plover Lilypad Stool	
Type: Teacher stool	
Description: Lilypad Seat- Adult SPL10914 20"w X20"d x 14"h Wood Seat	
Finishes:	
Cherry (84) Legs Ocean (105) Top	Locations: 110- children activity area
Special Instructions:	
NO Alternates Accepted	

Type Mark: CIR	Quantity: 1
Manufacturer: Media Technolgy	
Product: custom	
Type:	
Description: custom circulation desk HPL worksurface with 5/8"solid wood edge with Metro detail, oak, No aprons	
Finishes:	Locations:
WC- Wild Cherry on Oak	Circulation area
Special Instructions:	

<p>Type Mark: 6A</p>	<p>Quantity: 43</p>
<p>Manufacturer: Estey</p>	
<p>Product: CANTILEVER LIBRARY SHELVING</p>	
<p>Type: Shelves</p>	
<p>Description: WFIB71120 Weld Frame Integral back unit 78"H x 12"D shelves X 12"D Base X36"W 6 levels 5 Adjustable Shelves</p>	
<p>Finishes:</p>	
<p>Tan</p>	<p>see plan</p>
<p>Special Instructions:</p>	
<p>↑</p>	

<p>Type Mark: 3A</p>	<p>Quantity: 25</p>
<p>Manufacturer: Estey</p>	
<p>Product: CANTILEVER LIBRARY SHELVING</p>	
<p>Type: Shelves</p>	
<p>Description: WFIB71120 Weld Frame Integral back unit 42"H x 12"D shelves X 12"D Base X36"W 3 levels 2 adjustable shelves</p>	
<p>Finishes:</p>	
<p>Tan</p>	<p>Locations: see plan</p>
<p>Special Instructions:</p>	
<p>I</p>	

<p>Type Mark: 6B</p>	<p>Quantity: 3</p>
<p>Manufacturer: Estey</p>	
<p>Product: CANTILEVER LIBRARY SHELVING</p>	
<p>Type: Shelves</p>	
<p>Description: WFIB71120-2 Weld Frame Integral back unit 78"H x 12"D shelves X 12"D Base X24"W 6 levels ** 24" wide**</p>	
<p>Finishes:</p>	
<p>Tan</p>	<p>Locations: see plan</p>
<p>Special Instructions:</p>	

<p>Type Mark: 3BIN</p>	<p>Quantity: 6</p>
<p>Manufacturer: Estey</p>	
<p>Product: CANTILEVER LIBRARY SHELVING</p>	
<p>Type: Frame</p>	
<p>Description: W4236 Weld Frame Integral back unit 42" welded frame- bin shelves to be used on no base shelf required</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>Tan</p>	<p>Frame for Bin shelves in children area</p>
<p>Special Instructions:</p>	
<p></p>	

<p>Type Mark: BIN</p>	<p>Quantity: 21 (individual shelves)</p>
<p>Manufacturer: Estey</p>	
<p>Product: CANTILEVER LIBRARY SHELVING</p>	
<p>Type: Shelves</p>	
<p>Description:</p> <p>PBBRB3615A</p> <p>Picture Book Browsing Box</p> <p>36"w x 15"d x 7"h</p> <p>Oversized browsing box is designed for storing oversized and picture books and allows for easy flip through browsing.</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>Tan</p>	<p>202 Children -- 3 shelves per 36" section</p>
<p>Special Instructions:</p>	

<p>Type Mark: 3news</p>	<p>Quantity: 3 (individual shelves)</p>
<p>Manufacturer: Estey</p>	
<p>Product: CANTILEVER LIBRARY SHELVING</p>	
<p>Type: Shelves</p>	
<p>Description:</p> <p>IN3612A</p> <p>Storage Shelves</p> <p>36"w x 12"d</p> <p>Use with sloped display shelves, or any place where a flat shelf is desired</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>Tan</p>	<p>newspaper shelves</p>
<p>Special Instructions:</p>	

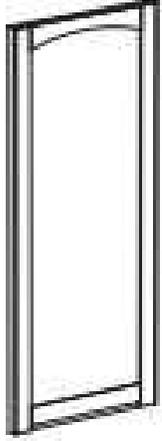
Type Mark:	Quantity: 73
Manufacturer: Estey	
Product: CANTILEVER LIBRARY SHELVING	
Type: Top	
<p>Description:</p> <p>CTIB12S</p> <p>Canopy Brackets For Wood Tops 12" - bracket only</p> <p>Used when wood or laminate canopy tops are used. For single face units, use one pair. For double face units, use two pairs. Each pair consists of one left and one right bracket and hardware. Wood top not included.</p>	
Finishes:	Locations:
Tan	On Every Shelf as noted
Special Instructions:	

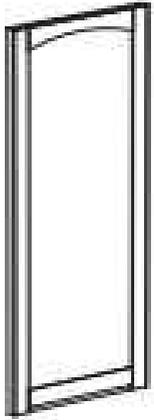
Type Mark:	Quantity: 5
Manufacturer: Estey	
Product: CANTILEVER LIBRARY SHELVING	
Type: Shelves	
Description: Integral Back Shelves BLIB3612A 36"w x 12"d Built-in 2" backstop keeps items organized. Includes brackets and one wire divider per opening.	
Finishes:	Locations:
Tan	Extra Shelves
Special Instructions:	

Type Mark:	Quantity: 77
Manufacturer: Estey	
Product: CANTILEVER LIBRARY SHELVING	
Type: wall clip	
Description: WCLIP Wall Clip 3"w x 2"d x 1"h Used to attach single face units to the wall for support	
Finishes:	
Tan	Locations: On every shelf
Special Instructions:	

<p>Type Mark: COR</p>	<p>Quantity: 8</p>
<p>Manufacturer: Estey</p>	
<p>Product: CANTILEVER LIBRARY SHELVING</p>	
<p>Type: Corner</p>	
<p>Description:</p> <p>SCF7812A</p> <p>Corner Fillers</p> <p>78" H X 14" d X14" d</p> <p>Used to make a corner for units placed at right angles to each other. Available in all heights and depths. Specify height and depth (hhdd) when ordering.</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>Tan</p>	<p>78" corner</p>
<p>Special Instructions:</p>	

<p>Type Mark: CORA</p>	<p>Quantity: 1</p>
<p>Manufacturer: Estey</p>	
<p>Product: CANTILEVER LIBRARY SHELVING</p>	
<p>Type: Corner</p>	
<p>Description:</p> <p>SCF4212A</p> <p>Corner Fillers</p> <p>42" H X 14" d X14" d</p> <p>Used to make a corner for units placed at right angles to each other. Available in all heights and depths. Specify height and depth (hhdd) when ordering.</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>Tan</p>	<p>42" high corner</p>
<p>Special Instructions:</p>	

Type Mark: END T	Quantity: 6
Manufacturer: Media Technology	
Product: Lexington	
Type: End Panel	
Description: 27-7814EP 78"h X 14"w Lexington End Panel Does not include any hardware	
Finishes:	Locations:
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak	see notes on plan
Special Instructions:	

<p>Type Mark: 3H END</p>	<p>Quantity: 6</p>
<p>Manufacturer: Media Technology</p>	
<p>Product: Lexington</p>	
<p>Type: End Panel</p>	
<p>Description: 27-4214EP 42"h X 14"w Lexington End Panel Does not include any hardware</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak</p>	<p>See notes on Plan</p>
<p>Special Instructions:</p>	

<p>Type Mark: COH</p>	<p>Quantity: 5</p>
<p>Manufacturer: Media Technology</p>	
<p>Product: Lexington</p>	
<p>Type: End Panel COH</p>	
<p>Description:</p> <p>COH Lexington End Panel COH form 42" H to 72" high location X14'Wide</p> <p>Does not include any hardware</p>	
<p>Finishes:</p>	<p>Locations:</p>
<p>HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak</p>	<p>see note on drawing - COH form 42" H to 72" high location</p>
<p>Special Instructions:</p>	
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Type Mark: 3' TOP	Quantity: 5
Manufacturer: Media Technology	Wood Canopy Top to match end panels
Product: Canopy top	
Type: Canopy top	
Description: CT-1436- SE lamiante canopy top 14" w X 36" d (3') self edged laminate Does not include any hardware	
Finishes:	Locations:
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak	See Plans
Special Instructions:	

Type Mark: 6' TOP	Quantity: 4
Manufacturer: Media Technology	Wood Canopy Top to match end panels
Product: Canopy top	
Type: Canopy top	
Description: CT-1472- SE lamiante canopy top 14" w X 72" d (6') self edged laminate Does not include any hardware	
Finishes:	
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak	Locations: See Plans- (3) to be cut to 4'
Special Instructions:	

Type Mark: 9' TOP	Quantity: 3
Manufacturer: Media Technology	Wood Canopy Top to match end panels
Product: Canopy top	
Type: Canopy top	
Description: CT-14108- SE lamiante canopy top 14" w X 108" d (9') self edged laminate Does not include any hardware	
Finishes:	Locations:
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak	See Plans - (1) Cut to be 7'
Special Instructions:	

Type Mark: 12' TOP	Quantity: 5
Manufacturer: Media Technology	Wood Canopy Top to match end panels
Product: Canopy top	
Type: Canopy top	
Description: CT-14144- SE lamiante canopy top 14" w X 144" d (12') self edged laminate Does not include any hardware	
Finishes:	Locations:
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak	See Plans (4) to be cut to 10' (1) cut to 11'
Special Instructions:	

Type Mark: 9' TOP kids	Quantity: 1
Manufacturer: Media Technology	Wood Canopy Top to match end panels
Product: Canopy top	
Type: Canopy top	
Description: CT-17108- SE lamiante canopy top 17" w X 108" d (9') self edged laminate Does not include any hardware	
Finishes:	Locations:
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak	See Plans - children bins
Special Instructions:	

Type Mark: 12 TOP bins	Quantity: 1
Manufacturer: Media Technology	Wood Canopy Top to match end panels
Product: Canopy top	
Type: Canopy top	
Description: CT-17144- SE lamiante canopy top 17" w X 144" d (12') self edged laminate Does not include any hardware	
Finishes:	Locations:
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak	See Plans (1) to be cut to 10' - Children Bins
Special Instructions:	

Type Mark: 15 TOP	Quantity: 1
Manufacturer: Media Technology	Wood Canopy Top to match end panels
Product: Canopy top	
Type: Canopy top	
Description: CT-14180- SE lamiante canopy top 14" w X 180" d (15') self edged laminate Does not include any hardware	
Finishes:	Locations:
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak	See Plans
Special Instructions:	

Type Mark: 18' TOP	Quantity: 2
Manufacturer: Media Technology	Wood Canopy Top to match end panels
Product: Canopy top	
Type: Canopy top	
Description: CT-14216- SE lamiante canopy top 14" w X 216" d (18') self edged laminate Does not include any hardware	
Finishes:	
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak	Locations: See Plans (2) to cut to 17'
Special Instructions:	

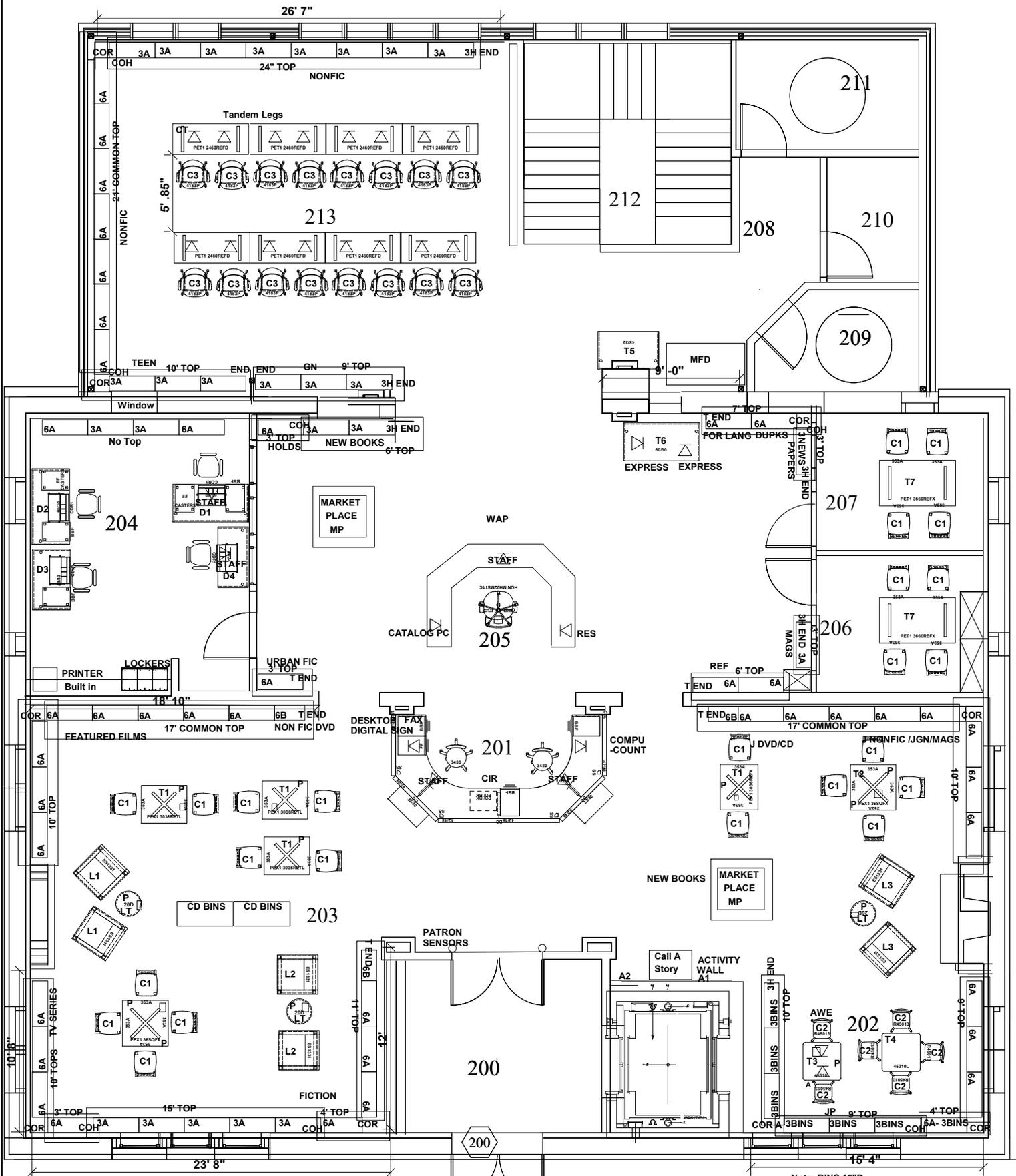
Type Mark: 21' TOP	Quantity: 1
Manufacturer: Media Technology	Wood Canopy Top to match end panels
Product: Canopy top	
Type: Canopy top	
Description: CT-14252- SE lamiante canopy top 14" w X 216" d (21') self edged laminate Does not include any hardware	
Finishes:	
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak	See Plans
Special Instructions:	

Type Mark: 24' TOP	Quantity: 1
Manufacturer: Media Technology	Wood Canopy Top to match end panels
Product: Canopy top	
Type: Canopy top	
Description: CT-14288- SE lamiante canopy top 14" w X 288" d (24') self edged laminate Does not include any hardware	
Finishes:	Locations:
HPL: Formica Wild Cherry 5904-43 Finish: WC Wild cherry on Oak	See Plans
Special Instructions:	

Second Floor Plan

Attachment E
Fixtures, Furniture and
Equipment Plans

- 3A- CLOSED BASE- ALL SHELVES
- 6A- CLOSED BASE SHELVES
- 6B- CLOSED BASE CUSTOM WIDTH BIN- PICTURE BOOK BROWSING BOX
- NEWS STORAGE SHELVES



Note: BINS 15"D

First Floor Plan

Attachment E
Fixtures, Furniture and
Equipment Plans

