



Peterborough Town Library

2 Concord Street, Peterborough, NH 03458-1511 ■ (603) 924-8040 ■ PeterboroughTownLibrary.org

Request for Proposals

Specifications for Library Relocation

July /August 2018

(if postponed, September/October)

Date issued: May 15, 2018

Date due: June 15, 2018

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Library Director

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I. Project Overview:

- A. The Peterborough Town Library (PTL) is soliciting bids for the relocation of the current Town library to a temporary facility while our current site is under renovation. This document describes the scope of the move and services required and solicits quotes from professional library relocation contractors.
- B. The types of material and furnishings to be moved shall include, but not be limited to hardcover and softcover books, media items, archival material, periodicals, newspaper archive, furniture, and supplies.
- C. PTL staff will manage the relocation of the administrative offices and all computer equipment.
- D. PTL staff will manage the relocation of all plants, paintings and framed art, the historical clock, and historical sculpture.

II. Background Information

- A. The current Peterborough Town Library is located at 2 Concord Street in Peterborough, NH 03458. The current library is approximately 16,400 square feet. The building has three levels, with most of the collection located on the second floor. There is no elevator in the building.
- B. The temporary library space is located at 70 Main St or One Phoenix Mill Lane, Peterborough, NH. Locally it is referred to as "The Guernsey Building". The public facing temporary library is located on the 4th floor. A portion of the collection will be relocated to the temporary library for public access. The remaining collection will be relocated to a storage space located on the first floor. This area will be available for staff and will be configured as closed stacks. There is a 5x6 foot elevator for floors 1-4.
- C. The administrative offices will be located on the 5th floor.
- D. All collections and furnishings to be moved are itemized in the appendices included in this specification. Further additions and deletions may be made nearer to the move date.
- E. It is the sole responsibility of the mover to make an accurate assessment of the contents for the purposes of generating a proposal. Prospective contractors will be given an opportunity to make their assessment during a scheduled site inspection.



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III. Due Date, Submittals

- A. Proposals are due no later than Monday June 18th, 2018 at 3:00pm at which time they will be received and read publicly by the Library Director.
- B. Proposals should be submitted to the Peterborough Town Library at 2 Concord Street in Peterborough NH. An electronic copy should be emailed to Library@PeterboroughNH.gov.
- C. The Library reserves the right at its own discretion to select a vendor which in its opinion is the lowest *qualified* bidder. References and an overall understanding of libraries are very important.
- D. Please state any exceptions taken by you to our specifications.
- E. A pre-bid conference and tour of facilities will be scheduled.
- F. It is anticipated that the move will take place during the month of August/September 2018, with a postponement date, if necessary, of October/November. The timing will be finalized in the contract. The contractor must adhere to the schedule of the move. If delays in construction occur, the contractor must arrange for a change in the schedule as agreed upon.
- G. Vendors are responsible for all costs incurred in the preparation of this proposal.

IV. Required Services

- A. The Contractor is responsible for all supervision, labor, materials, supplies, and equipment required to perform all services in this RFQ in a timely manner.
- B. The contractor shall be responsible for verifying all field dimensions and material estimates at the present library as well as at the temporary library building. The contractor is responsible for determining the quantity of the collection materials and equipment to be moved. This includes the disassembly of and reassembly of current shelving in the temporary space. The collection count given herein is approximate and it is the responsibility of the bidder to determine to their satisfaction the accuracy of that count given in linear feet.
- C. Contractor must have complete understanding of the building layouts and travel routes, size of doors, size of elevator, stairs, aisle widths, storage details, loading docks and any other details that may affect the proposal and the moving procedures.
- D. The contractor may not use any Library or Town of Peterborough equipment or staff.
- E. The contractor will work with the Library Director to determine fill rates. Please supply your recommendations for sequencing the collection move to the two locations-public facing temporary space and the storage staff-only space.
- F. The contractor is required to submit a summary of the moving plan they will follow, in full detail. Please include specific descriptions of the sequence and schedule of proposed moving services. Please include the number of days and



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hours of operation each day proposed to achieve this schedule. Include your full methodology including your method of labeling the collections keeping in mind that marking materials must not cause and defacement of the library collections.

- G. PTL will assign a Move Coordinator as its authorized representative. This person will be available on site during move operations to facilitate the resolution of questions. PTL will communicate clearly about any changes in the Move Coordinator. The Move Coordinator will make all final inspections.
 - H. The contractor is responsible for removal and disposal of all their property, equipment, containers, supplies, and debris from the move sites.
- V. Minimum Criteria
- A. Please include list of at least 3 library moves similar in scope. Please include contact information for references at these locations.
 - B. The Contractor will provide a project manager who shall personally and constantly manage onsite logistical and operational planning for the move and supervise the execution of the move with the PTL Move Coordinator.
 - C. The contractor is required to furnish a description of the level of staff proposed for the move and description of the commercial moving experience of the project manager.
 - D. The contractor must have experience moving library facilities.
- VI. Insurance Requirements
- The successful vendor will be required to procure and pay for liability insurance. Full coverage shall remain during the performance of the work under this contract. The library and all of its members shall be held harmless from all claims and costs arising from any damage to persons or property occurring in performance of the work due to any act or neglect of the vendor's employees or agents.
- VII. Calendar of Events

RFQ Issued: May 18, 2018

Pre-bid Conference and tour: TBD

Written inquiries and questions: Will be posted on library website and available to all.

Proposals due: June 18, 2018

Bid award: Pending project schedule



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Attachments:

Guernsey floorplan

Collection totals

Shelving capacity

Furnishing details

Quantity	#Shelves	Length	Width	Height	Linear Inches	Linear Feet	Current Location	Notes
	5	36 9'3"	21"	77"	1296	108	Nonfiction	
	2	48 12'3"	21"	77"	1728	144	Nonfiction	
	1	60 15'3"	21"	77"	2160	180	Nonfiction	
	1	30 15'3"	21"	3'	1080	90	Nonfiction	Temporary site--use for display
	1	6 3'3"	12"	77"	216	18	Nonfiction	Wall Mounted
	1	10 6'3"	12"	77"	360	30	Nonfiction	Wall Mounted
	1	20 12'3"	12"	90"	720	60	Nonfiction	Wall Mounted
	2	12 5'	2'	50"	408	34	New Items	34 inch shelves
	1	48 12'3"	21"	77"	1728	144	Fiction	One side is YA, one side Fiction
	3	84 21'3"	21"	77"	3024	252	Fiction	
	1	8 3'3"	21"	66"	288	24	Large Print/ Juvenile	
	1	20 6'3"	21"	66"	720	60	Large Print/ Juvenile	
	1	40 12'3"	21"	66"	1440	120	Large Print/ Juvenile	
	1	30 9'3"	21"	66"	1080	90	Juvenile	
		9			324	27	Juvenile	Mounted on brackets on wall. No end caps.
	1	12 74"	33"		432	36	Children's	Formica topped shelf
	1	3 36"	19"	34"		4.5	Children's	Wood half-circle endcap
	1	6		43"	216	18	Children's	Formica topped shelf. Non-standard L shaped.
	2	2 3'	14"	31"	66	5.5	Children's	wooden shelves- 33"
	1				540	45	Children's	Formica topped shelf. Non-standard L shaped.
	1	2'	4'	2'3"			Children's	Board books and games
	1	6 3'7"	4'	5'	240	20	Children's	Easel display and shelving system.
	1	7 37"	10"	81"	240	20		Wooden bookshelf.
	1	4 37"	12"	29"	138	11.5	Children's	Wooden bookshelf.
	1	18'3"	26"	90"	2592	216	Periodicals	Half of shelving for periodicals. Half for audio and book bags.
Display Type Shelving								
	5	22"	17"	67"	95	7.9	Young Adult display	19" shelves
	5	21"	12"	64"	95	7.9	Large Pring display	19" shelves
	1	18"	18"	68"		15	Juvenile	Series display
	1	26"	23"	3'10"	180	15	Children's	Easy Reader display
	6	10 4'2"	18"	4'9"	470	39		Black Wire Racks. 47" shelves

INV #	Location	Item description	L x W x H	# items	Destination	Notes					
	Color printer area	wood table with keyboard drawer	24 x 48 x 30		Staff Area- 5th Floor	color printer					
		2 pedestal desk	31 x 63 x 29.5		Sale		Key				
		wood book shelf - 2 shelves	8.5 x 37 x 42		Staff Area- 5th Floor	paper supplies				Buildings and Grounds	
		desktop lectern	12 x 21 x 5		Sale					Movers	
		aluminium step ladder	6 x 20.5 x 72		Staff Area- 5th Floor					Sale or Dispose	
		white metal step stool	2 x 18 x 45		Staff Area- 5th Floor					Staff will move	
		HP color printer	22 x 18 x 45		Staff Area- 5th Floor						
	Reference room	atlas map stand with shelves	25 x 31 x 45.5		4th floor- Temp Library						
		wood oval table	42 x 50 x 29.5		Dispose						
		wood rectangular table - formica surface, round legs	36 x 72 x 28.5	3	4th floor- Temp Library						
		wood bookshelf - 2 shelves (no back)	10 x 55 x 49		Dispose						
		wood bench	18 x 78 x 35		Storage						
		wood chair - natural color	21 x 17.5 x 33	15	4th floor- Temp Library						
		Naugahyde upholstered armchair - green	23 x 24 x 36	2	Sale						
		Naugahyde upholstered armchair - red	23 x 24 x 37	3	Sale						
		hanging wall clock	?		Storage - Admin						
		flag pole	11 diameter x 112		Dispose						
		fireplace iron andirons	26 x 13 x 26	2	Sale						
		fireplace tool rack + tools	8.5 x 10.5 x 30		Sale						
		birch logs	4.5 x 36	3	Dispose						
		birch log	12 x 24		Dispose						
		wood rectangular table - large base	34 x 48 x 29.5		Sale						
		Windsor style wood armchairs	23 x 23 x 36	6	Storage- ??						
	Portico porch	upholstered bench	21 x 45 x 35		Sale						
		swing sign	24 x 32 x 42		Storage						
	Adult non-fiction	wood library stool - high thin handle back	11.5 x 20 x 36	3	Sale						
		wood table - formica surface	29.5 x 48 x 28		4th floor- Temp Library						
		wood table	23 x 45 x 25		sale						
		wood tall shelf/stand (catalog computer)	24 x 24 x 39		4th floor- Temp Library						
		metal round stool on wheels	15 diameter x 15		Staff Area- 5th Floor						
	Front entrance hall	half round wood table	15.5 x 31 x 30	2	Staff Area- 5th Floor						
		table - adjustable legs (catalog computer)	30 x 96 x 27		4th floor Temp Library						
		table - formica surface, folding legs	36 x 72 x 29		dispose						
		standing lamp	9 diameter x 72		Staff Area- 5th Floor						
		bentwood coat rack	28 x 28 x 80		Staff Area- 5th Floor						
		wood stool - round seat	13 x 13 x 24		dispose						
		wood bench stool	12 x 24 x 9.5		dispose						
		wood cabinet - 1 shelf	17 x 37 x 44		dispose						
		wood Windsor style desk chair on wheels	27 x 27 x 40	2	dispose						
	Public computers	table - formica surface	24 x 84 x 31	2	4th floor- Temp Library						
		wood table	24 x 48 x 31		4th floor- Temp Library						
		plastic chair on wheels	22 x 19 x 33	5	4th floor- Temp Library						
		Jamex (cash box for copier)	10 x 17.5 x 32		4th floor- Temp Library						
		Conway copier	26 x 24 x 46		4th floor- Temp Library						
		wire book rack on wheels	18 x 50 x 56.5		4th floor- Temp Library	non-fiction DVD's					
	Magazine/newspapers	cloth upholstered chair - brown	34 x 26 x 42		4th floor- Temp Library						
		cloth upholstered chair - striped	25.5 x 25 x 40	6	4th floor- Temp Library						
		round wood coffee table	40 diameter x 16		4th floor- Temp Library						

		round wood table	42 diameter x 30							
		desk/table with VideoEye magnifier	33 x 46 x 25		dispose					
		cloth upholstered desk chair - brown (metal) w/wheels	24 x 24 x 35		dispose					
		cloth upholstered desk chair - black (plastic) w/wheels	24 x 24 x 35		dispose					
		newspaper cabinet with shelves	14 x 40 x 48		4th floor- Temp Library					
		standing lamp	10 diameter x 59	2	4th floor- Temp Library					
YA area		wire book rack on wheels	18 x 50 x 56.5	2	4th floor- Temp Library	YA books				
		black round tall table	28 diameter x 42		4th floor- Temp Library					
		green pedestal chair	17 x 17 x 43	2	4th floor- Temp Library					
		black wood table	36 x 72 x 30		4th floor- Temp Library					
		wood chair - different colors	18 x 18 x 34	4	4th floor- Temp Library					
		upholstered chair - dark blue	29 x 23 x 35	2	4th floor- Temp Library					
		black wood sculpture table	28 x 14 x 16	2	4th floor- Temp Library					
		magnetic wipe-off display board w/wheels	20 x 27.5 x 59		4th floor- Temp Library					
		wood bookshelf	17.5 x 22 x 66.5		4th floor- Temp Library					
Adult fiction		round wood table	42 diameter x 25		sale					
		wood rocking chairs	28 x 24 x 42	2	sale					
		cloth upholstered armchair - green	23 x 24 x 36	2	sale					
		standing lamp	10 diameter x 57		4th floor- Temp Library					
		wire book rack on wheels	18 x 50 x 56.5	2	4th floor- Temp Library	audio CDs				
Circulation desk area		wood book shelf (4 shelves)	12 x 21 x 64		4th floor- Temp Library	Large Print books				
		clear plastic display shelves	15 x 18.5 x 59.5	3	4th floor- Temp Library					
		cork sign board on a base	15 diameter x 68		4th floor- Temp Library					
		wood double faced book shelf on wheels	24 x 72 x 50	2	4th floor- Temp Library					
		wire book rack on wheels	18 x 50 x 56.5		4th floor- Temp Library	Juvenile DVDs				
		upholstered couch - dark red with 2 pillows	36 x 61 x 34		4th floor- Temp Library					
		wood book drop cart on wheels	20 x 31 x 30	2	4th floor- Temp Library					
		upholsterd high desk chair			4th floor- Temp Library					
LB desk area		office cubical panels	2 x 48 x 55	2	dispose					
		wood L-shaped desk	71 x 71 x 23.5 x 29.5		4th floor- Temp Library					
		paper display rack	12 x 11.5 x 37		4th floor- Temp Library					
		wood 2-drawer cabinet on wheels	23.5 x 30 x 30	2	4th floor- Temp Library					
		wood tall bookshelf 5 shelves	11.5 x 27.5 x 75.5		4th floor- Temp Library					
		desk chair on wheels	24 x 37		4th floor- Temp Library					
		wood bookshelf 1 shelf	11.5 x 37 x 29.5	2	4th floor- Temp Library	Juvenile audio CDs				
		tall book shelf adjustable shelves	10 x 37 x 81		4th floor- Temp Library	Juvenile audio CDs				
Stairwell		wood display case with glass shelf & top	20 x 60 x 38		dispose or sale					
		wood bench	16.5 x 78 x 34.5		storage					
		Paperback spinner rack	25 x 25 x 68		dispose or sale					
		child's stool - white	9.5 x 12 x 30		sale					
		Naugahyde upholstered armchair - green	23 x 24 x 36		sale					
Kid's area		wood blue round tale	42 diameter x 26		4th floor- Temp Library					
		mouse statue	22 x 24 x 38		4th floor- Temp Library					
		wood folding easel style display bookshelf	20 x 42 x 59		4th floor- Temp Library	Juvenile audio CDs & display side				
		wood square low tables	31.5 x 31.5 x 11	2	4th floor- Temp Library					
		wood magazine rack	12 x 21 x 49		4th floor- Temp Library	Juvenile magazines				
		canvas/metal stacking floor chairs	22 x 15 x 21	8	4th floor- Temp Library					
		wood chair windsor back	18.5 x 17.5 x 33	3	4th floor- Temp Library					
		plastic seat chairs	20 x 19 x 30	4	4th floor- Temp Library					
		metal hanging rack for board book bags	9 x 30 x 17.5	2	4th floor- Temp Library					

	wood chair windsor back (small)	15 x 15 x 29		4th floor- Temp Library					
	wood book case	23 x 49 x 26		4th floor- Temp Library	board books and puzzles				
	upholstered chair - wood arms, blue cover	25 x 25 x 34		4th floor- Temp Library					
	upholstered chair - blue cover	24 x 25 x 32		4th floor- Temp Library					
	wood table for dollhouse	17.5 x 25 x 22		4th floor- Temp Library					
	dollhouse	15 x 28 x 20		4th floor- Temp Library					
	wood cabinet on wheels	12 x 15 x 23		4th floor- Temp Library	stacking blocks cabinet				
	wicker stool	10 x 14 x 9	2	4th floor- Temp Library					
	spinner rack	27 x 27 x 67		4th floor- Temp Library	series rack				
	wood puzzle block	12 x 12 x 23		4th floor- Temp Library	puzzle with wires				
	plastic bin with drawers	15 x 13 x 21		4th floor- Temp Library					
	plastic bin	26 x 17 x 12		4th floor- Temp Library	foam blocks storage				
	plastic bin	22 x 16 x 12	2	4th floor- Temp Library	foam blocks storage				
	plastic bin	18 x 12 x 12		4th floor- Temp Library	train blocks storage				
	wood book shelf - 4 sided	23 x 26.5 x 47		4th floor- Temp Library	Early chapter books				
	wood half round book shelf	18 x 37.5 x 34		4th floor- Temp Library	new E books				
	foam chairs - grey	20 x 29 x 21	2	4th floor- Temp Library					
	wood window bench	24 x 124 x 29		?	under the window - LR would like				
	table top bookshelf	16 x 36.5 x 7	4	4th floor- Temp Library	E books				
	table top bookshelf	9 x 22 x 7		4th floor- Temp Library	E books				
	table top bookshelf	6 x 15.5 x 7		4th floor- Temp Library	E books				
	table top bookshelf	9 x 28 x 7		4th floor- Temp Library	E books				
McGilvray room (upstairs)	wood large rectangular table	42 x 96 x 31		?					
	Naugahyde upholstered armchair - green	23 x 24 x 37.5	6	?					
	Naugahyde upholstered armchair - green w/ wood arms	23 x 22 x 32		?					
	Naugahyde upholstered armchair - brown w/ wood arms	22 x 24.5 x 39		?					
	wood library stool - high thin handle back	11.5 x 20 x 36		dispose					
	metal round stool on wheels	15 diameter x 15		dispose					
	wood table (microfilm machine)	34 x 48 x 29		5th floor staff area					
	microfilm machine	21 x 25 x 31		5th floor staff area					
	Canon laser printer	19.5 x 19 x 11		does it work?					
	storage cabinet for microfilms	17.5 x 19.5 x 55.5		5th floor staff area					
	wood desk with drawers	30 x 54 x 30		??					
	map cabinet/drawers	29.5 x 40.5 x 23		5th floor staff area					
	lateral metal file cabinet	18 x 36 x 28.5		dispose					
	trustees file cabinet	14 x 15 x 28		dispose					
carts	cart #1 - 1 sided, 3 shelves	12.5 x 28 x 41.5	9	5th floor staff area					
	cart #2 - flat bed, 2 shelves	16 x 30.5 x 35.5	1	5th floor staff area					
	cart #3 - 2 shelves	17 x 31 x 37	1	5th floor staff area					
	cart #4 - 1 side, 3 shelves	10.5 x 16 x 42.5	3	5th floor staff area					
	cart #5 - 2 sided, slant, 4 shelves	17 x 28 x 36	8	5th floor staff area					
	cart #6 - 2 sided, flat, 4 shelves	17 x 28 x 36	1	5th floor staff area					
	cart #7 - flatbed, 2 shelves	17 x 31 x 37	1	5th floor staff area					
	cart #8 - flatbed, 3 shelves	18 x 36 x 42.5	1	5th floor staff area					
	cart #9 - flatbed, wire cart, 2 shelves	18 x 34 x 34.5	1	5th floor staff area					
Admin Area	All staff areas will be packed by staff.			Staff And Buildings and Ground					
	All Plants			Various					
	All Computers			Staff And Buildings and Ground					

Collection Size

Collection	Current Total
Adult Fiction	7622
Adult NonFiction	11198
LP	1020
Reference	600
Current mags	62
Total Adult Print Items	20502
Audiobooks	488
DVDS	3412
Total AV Adult items	3900
Total Adult	24402
E Fiction	4810
Juvenile	7919
Total Children Print Items	12729
Juv Audio	423
Juv DVD	122
Total Children AV Items	545
Total Children's	13274
Total YA	1549
Total Collection	Current Total
	39225

