

**LIBRARY
DESIGN**

SYSTEMS, INC._____

ORIGINAL

Tom Green County Auditor's Office
TGC RFP 11-003 Moving Services for New Library
112 West Beauregard San Angelo, Texas 76903-5850
Reference: Cover Letter

October 27, 2010

Thank you for the opportunity of allowing Library Design Systems, Inc. to submit the following proposal for your review.

With over twenty-seven years in the materials management industry, **Library Design Systems, Inc.** leads the industry in the reconfiguration and relocation of Private, Public and Institutional Libraries.

We are members of the Texas Library Association and the American Library Association. We advertise and actively participate in the TLA, ALA, and PLA trade shows.

We have been involved in some of the largest University, State, and City Library relocations throughout the nation, and our technicians are familiar and very experienced with all types of Library Shelving and Furniture.

We operate with fully uniformed technicians who have been trained in Library of Congress, Dewey, ANSCAR and Government Classification Systems. With our experience and knowledge of the library relocation industry, we feel that we can provide and exceed the services needed for the **Library Moving Services.**

Respectfully,



Fred D Baucom
Project Manager

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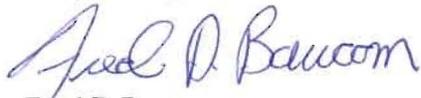
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LIBRARY DESIGN SYSTEMS, INC. _____

Reference: Acceptance of Conditions

Library Design Systems, Inc. understands and accepts all terms, conditions and insurance requirements stipulated in the RFP 11-003 for Tom Green County Moving Services for New Library and any attachments and addendums, and also understands and accepts that any contract it shall enter into with Tom Green County shall incorporate the RFP and any attachments and addendums by reference, along with terms and conditions. No exceptions are taken.

Respectfully,



Fred D Baucom
Project Manager

LIBRARY DESIGN SYSTEMS, INC. _____

Reference: Name & Authorized Representatives

Main Office: Library Design Systems, Inc.
Street Address: 7999 Hansen Rd., Suite 304, Houston TX 77061
Mailing Address: P.O. Box 750757, Houston, TX 77275
Office: 713-869-4075
Fax: 713-869-4168
Contact: Fred D Baucom**
FBaucom@LDSTGroupUSA.com

Florida Office: Library Design Systems, Inc.
Street Address: 28010 N W 142 Ave. High Springs, FL 32643
Office: 386-454-7855
Contact: David Baucom
David@LibraryDesigns.net

** Library Design Systems, Inc. binds Fred D Baucom, Manager, and full authority to answer questions or provide clarification concerning this proposal.

LIBRARY DESIGN SYSTEMS, INC. _____

Reference: Staff Experience

David Baucom, Project Manager/Supervisor

Twenty-seven years experience in media, shelving and furniture relocations.

Fred Baucom, Project Manager/Sales Manager

Twenty-five years experience in media, shelving and furniture relocations. **Primary Administrative Contact.**

Robert Williams, Marketing Director/Supervisor

Nineteen years experience in media, shelving and furniture relocations.

Alex Rodriguez, Superintendent/Supervisor

Twelve years experience in media, shelving and library relocations. **Primary On-Site Contact.**

Ruben Rodriguez, Superintendent/Supervisor

Eleven years experience in media, shelving and furniture relocations. **Secondary On-Site Contact.**

Staff of 10 Technicians
Staff of 5 Office and Sales Support

LIBRARY DESIGN SYSTEMS, INC. _____

Reference: Work Plan

- After award of Contract, Library Design Systems, Inc. will develop a plan of action, schedule of values, and a project schedule that will demonstrate all aspects of the project from start to finish as required.
- During mobilization a Pre-Move Meeting with all primary participants will be scheduled to review and discuss all project requirements and prepared data. Any inputs or changes will be initiated and approved.
- Library Design Systems, Inc. will complete mobilization and start project.
- All collections and specified furniture and furnishings currently housed in the Library to be relocated to the new Library.
- Utilizing Library's Equipment List, items will be inventoried and tagged for transport.
- Unload, wrap and transport collections in specified order. Library Design Systems and Library Staff shall review mapping of collections and shelf fill ratios of Library Collections prior to work commencing. Mapping and fill ratios of collections are to be provided by Tom Green County library staff.
- Collections to be unloaded onto new shelving in specific order as per floor plans, and any shelf clearance requiring adjusting shall be adjusted accordingly.
- All personnel and equipment to be on site from start to finish.
- Daily meetings will be held at the beginning of each work day with all Library personnel in order to update work completed, and proposed activities for that day as required.

LIBRARY DESIGN SYSTEMS, INC. _____

Reference: Methodology

COLLECTION MARKING & TAGGING:

Library Design Systems, Inc. will load books onto Large Rolling Book Carts (RBC's). This is an 8-shelf cart specifically designed to move library books efficiently (**Attachment I**).

Library Design Systems, Inc. will provide sufficient #8663 Avery Labels to be attached to Rolling Book Carts. These labels will indicate Collection Series, RBC Rotation Number, Zone Location, Start and End of Loaded Collection if required (**Attachment II**). At all times retrieval of books can be accomplished utilizing Project Manual and Master Logs.

SEQUENCE OF COLLECTION MOVES:

We propose to relocate one complete collection at a time, placing specified collections onto shelving as per the specifications and direction provided by Tom Green County library staff. We feel that this will provide the highest quality control for the relocation. By utilizing a large force to relocate a collection, we will be able to vacate the floor quickly and efficiently, reload the collections in proper order and start the process for the next collection.

LIBRARY DESIGN SYSTEMS, INC. _____

Reference: Methodology

SECURITY & PROTECTION OF PROPERTY:

- Number and Tag Rolling Book Carts (RBC's) and Gondola Boxes.
- Document all RBC's and Gondola Boxes on Log Journal. **(See Master Log Book Attachment III)**
- All RBC's will be filled, and then wrapped entirely with stretch wrap.

The stretch wrap method:

1. Keeps tagging label in place.
2. Prevents any contents from falling off the carts.
3. Prevents the removal of media or documents already accounted for.
4. Makes transporting of documents on carts more efficient by securing its contents.

The tagging method:

1. Makes accessibility more efficient by scanning the Log Journal.
2. Numerically locates the RBC and its contents.
3. Coordinates Volume series with Log Journal.

- Masonite sheets taped at all joints for floor coverage as required.
- Use of corner protectors at all doorways as required.
- Walls protected with shock absorbent material as required.
- Elevators protected with padded material as required.
- All materials will be staged inside designated secured areas until ready to be relocated.
- All entrances or exits will be locked when not in use.
- Working areas designated as non-public can be taped off to prohibit access.
- All Library Design Systems, Inc. employees shall have uniforms and I.D. badges.
- Any damage will be immediately reported and a written report will be issued to proper personnel.
- Daily removal of all waste materials. Relocations generate minimal waste. All floor coverings, wall protectors and Masonite are reused in other relocating projects.

LIBRARY DESIGN SYSTEMS, INC. _____

Reference: Equipment

EQUIPMENT:

- | | |
|-------|--|
| (200) | Rolling Book Carts (RBC's) |
| (200) | 4 Wheel Furniture Dollies |
| (20) | Panel Carts |
| (200) | Gondola Boxes |
| (2) | 24,000 GW Enclosed Cargo Van with hydraulic lift |
| (5) | 1 ton Pickups |
| (4) | Two Stage Back Pack HEPA Vacuums |

Any additional equipment that may be required will be leased from our moving equipment supplier, (New Haven Moving Equipment), located in 18 major cities across the USA.

SOURCE OF WORK:

Currently we anticipate having (2) Superintendent, (2) Supervisor and (6) technicians on site to complete each project based upon the example given to move a standard size library.

INSURANCE – BOND REQUIREMENTS:

Library Design Systems, Inc. will meet all insurance and bonding requirements set by the Owner and will supply all certificates prior to start of work.

LIBRARY DESIGN SYSTEMS, INC. _____

Reference: Preliminary Bid Schedule

1. Assembly of data and development of Mapping, Schedule of Values, and Schedule.
2. Pre-Move Meeting to review and finalize prepared project data.
3. Mobilization onto job site.
4. Completion of all tasks required for the relocation of library collections – Flexible Working Hours to accommodate the construction schedule. All start and ending times will be adjusted so as to accommodate the construction schedule and Library Staffing hours.
5. Final walk through and review of work.
6. At the start of everyday a brief overview of that day's activity will be discussed with all supervisors and Library Staff as requested.

AVAILABILITY:

Library Design Systems, Inc. will commit to being available to perform any relocation project with the start dates as per Purchase Order. As with all construction projects, delays to the start date can be anticipated. Library Design Systems, Inc. requires weekly notices on start date status starting 10 days before scheduled start date. With this notice procedure Library Design Systems, Inc. can adjust the schedule as required. Our experience with start dates related to construction have always allowed for a mutual partnering effort that has satisfied Contractor, Owner and End User.

STATEMENT OF LITIGATIONS:

Library Design Systems, Inc. has never defaulted on any contract or been involved in any claim or litigation concerning Library Design Systems, Inc. performance of a contract.

LIBRARY DESIGN SYSTEMS, INC. _____

PERMITS:

Library Design Systems, Inc. will identify and obtain any necessary permits associated with this project and develop parking and traffic control plans to be approved by the Owner.

COST AND TERMS:

For the relocating services of all specified book collections, fixtures and furniture as per RFP No.11-003.

Submitting proposal for Contract terms:

\$30,960.00 for library book collection relocation to new library.

\$6,700.00 for furniture and furnishings to be relocated to new library.

\$37,660.00 Total Cost

LIBRARY DESIGN SYSTEMS, INC. _____

Reference: Organizational Chart

Fred Baucom – Vice President of Sales- **Primary Administrator.**

Office 713-869-4075

fbaucom@LDSgroupusa.com

Robert G. Williams- President/Marketing Director

Office 713-869-4075

rwilliams@LDSgroupusa.com

Alex Rodriguez – Superintendent - **Primary Contact on Site**

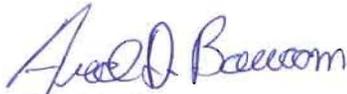
Office 713-869-4075

Ruben Rodriguez – Superintendent – **Secondary Contact on Site**

Office 713-869-4075

Again, thank you for allowing Library Design Systems, Inc. the opportunity to present this proposal for your consideration. If I can assist by answering any questions or be of further service to you, please do not hesitate to call my office.

Respectfully,



Fred D Baucom

713-869-4075

REFERENCES:

Parsons/3DI – Houston Central Library 500,000 volumes/1200 sections of shelving
Houston, TX

Contact: Ryan Forristall Ryan.Forristall@parsons.com

Ph. 713-584-8194

Relocation of 4 floors of collection and shelving. Reconfigured all collections and shelving for new layout.

Lewisville Public Library – 200,000 volumes/800 sections of shelving.

Lewisville, TX

Contact: Ann Wiegand awiegand@cityoflewisville.com

Ph. 972-219-3570

Relocation of all collections, furniture and shelving for renovations of facility. Reconfigured all shelving and collections for new layout.

Missouri State University, Phase I and II – 2,500,000 volumes

Springfield, MO

Contact: Neosha Mackey NeoshaMackey@MissouriState.edu

Ph. 417-836-4525

Relocation of collections and loaded ranges.

California State University – 260,000 volumes

San Marcos, CA

Contact: Susan P. Baksh baksh@csusm.edu

Ph. 760-750-4362

Relocation of Collection and shelving to new facility. Mapped entire collection and interfiled offsite storage with current collection. Collection relocation performed on-site and from off-site storage.

Tarleton State University – 350,000 volumes

Stephenville, TX

Contact: Donna Savage dsavage@tarleton.edu

Ph. 254-968-9138

Relocation of collection, shelving and microfilm/microfiche cabinets from multiple floors to offsite storage and back to library during and after renovations.

University of Houston – 250,000 volumes

Houston, TX

Contact: Paul Sharpe psharpe@uh.edu

Ph. 713-743-9713

Relocation of Multiple Collections and Shelving throughout the library. Relocation performed on-site.

San Antonio Public Library – 150,000 volumes

San Antonio, Texas

Contact: Rich Walker Rich.Walker@sanantonio.gov

Ph. 210-207-2637

Relocation of collections and loaded ranges, New shelving and furniture installed

North Richland Hills Public Library-120,000 volumes

North Richland Hills, Texas

Contact: Steve Brown SBrown@nrhtx.com

Ph. 817-427-6164

Relocation of collections and loaded ranges, New shelving and furniture installed.

Irving Valley Ranch Library – 100,000 volumes.
Irving, TX.

Contact: Maria Williams
Ph. 972-721-4669

Relocation of collections and shelving to new facility. All existing shelving was electrostatically repainted prior to final placement in new facility.

North Carolina Supreme Court Library – 700,000 volumes
Raleigh, NC

Contact: Tom Davis
Ph. 919-733-3425

Relocation of Collection to off-site storage for one year.

Haltom City Public Library – 85,000 volumes
Haltom City, Texas

Contact: Lesly Smith
Ph. 817-222-7790

Relocation of collections and shelving, New shelving and furniture installed.

MD Anderson Cancer Research Library – 95,000 volumes
Medical Center Houston, Texas

Contact: Kathryn Hoffman
Ph. 713-792-2293

Relocation of collections and loaded ranges, New shelving and furniture installed

Texas A&M University – 150,000 volumes
College Station, TX

Contact: Joe Jaros
Ph. 979-845-7448

Relocation of collections and loaded ranges, New shelving and furniture installed

Catholic University of America – 570,000 volumes
Washington, DC

Contact: Thomas Marcum
Ph. 202-319-5073

Relocation of collections, interfiling and shelving reconfigurations

West Virginia University – Wise Library- Phase I and II – 2,200,000 volumes
Morgantown, WV

Contact: Joe Patten
Ph. 304-293-8943

Relocation of collections, interfiling and shelving reconfigurations

Mississippi State Law Library – 390,000 volumes
Jackson, Mississippi

Contact: Charles Pearce
Ph. 601-359-3612

Relocation of collections, interfiling and shelving reconfigurations

LIBRARY DESIGN SYSTEMS, INC. _____

SPECIAL QUALIFICATIONS

With over twenty-seven years in the materials management industry, **Library Design Systems, Inc.** leads the industry in the reconfiguration and relocation of Private, Public and Institutional Libraries.

We are members of the Texas Library Association and the American Library Association. We advertise and actively participate in the TLA, ALA, and PLA trade shows.

We have been involved in some of the largest University, State, and City Library relocations throughout the nation, and our technicians are familiar and very experienced with all types of Static and Mobile Shelving Systems.

We currently are involved with the City of Houston Central Library providing moving services which includes the relocating of over 500,000 volumes and 1200 sections of shelving. The project involves relocating 4 floors of collections and shelving off of each floor, one floor at a time, and returning each floor. We are reconfiguring the layout of all ranges and collections on each floor.

Recently we completed San Antonio Public Library, Lewisville Public Library and North Richland Hills Public Library. Our scope of work included the relocation of all collections, furniture and shelving from the existing building over to the new addition to allow for renovations of the existing building, and then relocating a part of the collection and shelving back into the newly renovated existing wing. All ranges were reconfigured and new shelving was incorporated into the assembly of all ranges.

8-shelf Rolling Book Cart (RBC) is designed to move large quantities of books efficiently. The standard for moving legal documents, medical records, and public libraries. 4 shelves on each of the two sides.



