

**QUEENS LIBRARY
BUILDINGS AND GROUNDS COMMITTEE
THURSDAY, MARCH 28, 2019**

Central Library
89-11 Merrick Blvd., Jamaica, NY 11432

AGENDA

6:00 PM BUILDINGS AND GROUNDS COMMITTEE REGULAR MEETING

I. CALL TO ORDER

II. AGENDA

Action Item(s)

1. City Capital Funding for FY '19 (ID # 1962)
2. Contract Authorization: System-Wide General Construction Services Requirements Contracts (ID # 1964)
3. Contract Authorization – System Wide Plumbing Services Requirements Contracts (ID # 1959)

Report Item(s)

4. Purchases Over \$5K Report - February 2019 (ID # 1960)
5. Purchases Over \$5K Report - January 2019 (ID # 1946)
6. Purchases Over \$5K Report - December 2018 (ID # 1947)
7. Purchases Over \$5K Report - November 2018 (ID # 1948)

III. ADJOURNMENT

1. Motion to Adjourn (ID # 1949)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: March 28, 2019

ITEM ID #: 1962

AGENDA: City Capital Funding for FY '19

The Library maintains a Ten Year Capital Plan that is updated annually, identifying the anticipated capital needs over that period of time. The planned projects are selected by the Library's Capital Projects Management team, based on assessments of public service needs and operational challenges (i.e., the need for replacement of systems and structures, undersized locations, lack of space for programming and services, etc.).

For FY '19, the Library received an additional \$20 million in capital funding to be allocated to capital projects, as determined by the Library. The Mayor appropriated \$15 million of this additional funding and the City Council appropriated the remaining \$5 million.

The Library intends on utilizing the aforementioned \$20 million in additional capital funding primarily to address shortfalls on numerous projects and respectfully requests the Board's approval to allocate such funding as detailed below:

Library	Project Description	ID	Source	Bud Line	Amount
Baisley Park	Boiler	LQEM19BPK	Mayor	LQ-122	\$750,000
Baisley Park	AC	LQEM19BKP	Mayor	LQ-122	\$1,236,000
Douglaston	Replacement Branch	LQDL-NEW	Mayor	LQ-122	\$1,550,000
Flushing	Restore Emergency Functionality	LQEM19FLU	Mayor	LQ-122	\$1,075,000
Flushing	Fire Alarm	LQEM19FFA	Mayor	LQ-122	\$500,000
Glendale	Elevator/ ADA	LQD122GLS	Mayor	LQ-122	\$406,094
Hillcrest	Roof	LQHIROOF	Mayor	LQ-122	\$194,000
Jackson Heights	Expansion/Limited Renovation	LQC122-JH	Mayor	LQ-122	\$3,025,000
Laurelton	Roof	LQLAROOF	Mayor	LQ-122	\$427,000
Ozone Park	Roof	LQOZROOF	Mayor	LQ-122	\$135,000
Queens Village	Boiler	LQEM19QVB	Mayor	LQ-122	\$250,000
Ridgewood	Masonry	LQRDMASON	Mayor	LQ-122	\$487,000
Richmond Hill	Renovation	LQQ122-R1	Mayor	LQ-122	\$4,214,906
Steinway	Renovation (Cabling and CTGY)	LQD122-S2	Mayor	LQ-122	\$750,000
				Sub-Total: Mayor	\$15,000,000
Glendale	Renovation and ADA Compliance	LQD122GLS	City Council	LQ-D122	\$500,000
Hillcrest	New Roof	LQHILROOF	City Council	LQ-D122	\$700,000
Jackson Heights	Expansion/Limited Renovation	LQC122-JH	City Council	LQ-D122	\$475,000
Middle Village	HVAC	LQMVHVAC	City Council	LQ-D122	\$25,000
Queensboro Hill	HVAC	LQQBHHVAC	City Council	LQ-D122	\$800,000
Woodhaven	Branch Renovation	LQD122-WN	City Council	LQ-D122	\$2,500,000
				Sub-Total: City Council	\$5,000,000

Recommended Motion For Consideration:

I move that the Buildings and Grounds Committee recommend that the Board of Trustees accept the Library's recommendation to allocate the \$20 million in additional capital funding as detailed above.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: March 28, 2019

ITEM ID #: 1964

AGENDA: Contract Authorization: System-Wide General Construction Services Requirements Contracts

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into general construction requirements contracts with Mac Contractor, Inc. and Mamais Construction, Corp. The Board's approval is required pursuant to the Library's Purchasing Policy, which provides, in pertinent part, that contracts for construction projects, building services, and maintenance and repair of buildings and grounds in excess of \$35,000 may be awarded only after soliciting sealed competitive bids and upon the authorization of the Library's Board of Trustees.

The Library does not presently have any requirements contracts for general construction services. The Library has been awarding general construction work through separate project-specific solicitations, government contracts or as emergency procurements.

Current Status:

On November 15, 2018, the Library issued an Invitation for Bids, Bid Number 1118-1, for system-wide general construction requirements services to be awarded to multiple firms. The bid was advertised in the New York City Record, BidNet and New York State Contract Reporter, posted on the Library's website, and notification of the solicitation was sent to over two thousand (2,000) firms using the NYS and NYC MWBE directories, the NYS Service Disabled Veteran Owned Business Directory and bidder lists compiled by the Library.

The bid stated that the Library was seeking to engage the expertise of qualified vendors to provide general construction services throughout the Library system for projects ranging from a single hour up to an estimated amount of \$150,000. The bid also stated that the Library intends to award contracts to multiple vendors with the primary contract to the lowest responsible bidder

(“Primary Successful Bidder”), the second contract to the next lowest responsible bidder (“Secondary Successful Bidder”) and so forth. The Library retained the sole discretion to determine the number of firms being awarded contracts. For this solicitation the Library has determined that awarding two contracts will provide sufficient coverage and redundancy.

Bidders were required to provide a maximum hourly rate for general contracting services, which would cover the full range of general contracting services, inclusive of all overhead, profit and payment of prevailing wages and be fixed for the first year of the contract. The bid provided that a bidder’s maximum hourly rate would increase by two percent (2%) each year of the contract and that material, equipment and subcontracting of other trade work shall not exceed a twenty percent (20%) mark-up.

For the award of specific work, the bid stipulated that the Library reserves the right to award any work to the Primary Successful Bidder at or below its maximum hourly rate. In the event the Primary Successful Bidder is not available, has a lapse of insurance or submits a Statement of Work (“SOW”) which is rejected by the Library, the Library may award the relevant work to the Secondary Successful Bidder. The Library has also retained the sole discretion to make the determination that the Primary Successful Bidder has demonstrated poor performance, does not have the capability to perform the specified work at issue and/or within the required time frame, or has raised health and safety concerns in performing prior work. Under those conditions, the Library may award the work to the Secondary Successful Bidder. Furthermore, the bid provides the Library with the discretion to award work for a specific project or duration of time based on mini-bids among the two Successful Bidders.

The following eleven firms submitted timely bids:

	Firm	M/WBE- SDVOB	Maximum Straight Hourly Rate
1	Mac Contractor, Inc.	NYC & NYS MBE	\$119.00
2	Red Eagle Contracting, Inc.	NYC MBE	\$136.81 for carpenter 1 hour- straight prevailing wage + 20% mark up + profit.
3	Mamais Construction, Corp.	NYS & NYC WBE	\$160.00
4	Renu Contracting & Restoration, Inc.		\$162.00
5	You And Us Air Conditioning and Refrigeration LLC	NYC & NYS MBE	\$170.00
6	Unique Woodworking, Inc.	NYS & NYC MBE	\$183.13
7	Zaman Construction Corp.	NYS & NYC MBE	\$198.00
8	J.I.P Construction Corp.	NYC & NYC MBE	\$200.00

9	Nuvo Group Enterprises, Inc.	NYS SVDOB	\$270.00
10	Shaheen Construction Corp.	NYC & NYS MBE	\$274.50
11	Urban Ecospace, Inc.	NYC & NYS MBE - NYC WBE	\$412.00

Mac Contractor, Inc. (“Mac Contractor”) submitted the lowest responsive bid. The second lowest bid from Red Eagle Contracting, Inc. was deemed non-responsive because the firm did not provide a maximum hourly rate as required; instead, it provided ambiguous pricing information. Mamais Construction, Corp. (“Mamais Construction”) submitted the next lowest bid. The Library thoroughly reviewed each vendor’s experience, financial stability, references, background, completed vendor responsibility questionnaire and the PASSPort database in assessing the vendor’s responsibility. This review did not identify any negative findings or raise any integrity issues that would adversely affect an award to the two aforementioned responsive bidders.

A reference from the City’s School Construction Authority indicated that Mac Contractor performed exceptional work on a library project for P.S. 194, which it completed earlier than scheduled. A reference from Diaz Electrical stated that Mac Contractor worked as its subcontractor on projects at P.S. 559 in the Bronx and P.S. 20 in Queens and that its work exceeded expectations. Additionally, Mac Contractor has provided exceptional general contracting work for Queens Library at Glen Oaks, Whitestone and the Central Operations Center.

A reference from Columbia University stated that Mamais Construction has been retained by the University for the past twenty-five years and has performed extensive general contracting work, including the complete renovation of dorms, classrooms, public bathrooms, dining halls and roofing and that it has performed exceptionally well. A reference from CVS Pharmacy stated that Mamais Construction has held a contract to perform general construction work throughout its New York City locations and that Mamais Construction has met all expectations. A reference from Northwell Health indicated that Mamais Construction has performed over 2,000 interior renovations at its facilities and that Mamais Construction has performed exceptionally well. Mamais Construction stated in its bid that it was recently awarded a general construction requirements contract from the New York Public Library. A reference from New York Public Library confirmed this information and stated that Mamais Construction has recently been awarded work and is in the process of mobilization on two projects. Mamais Construction has also satisfactorily performed over \$600,000 in work since 2013 for the City University of New York and for the New York City Department of Housing Preservation and Development.

Recommended Motion for Consideration by the Buildings and Grounds Committee:

I move that the Buildings and Ground Committee recommend to the Board of Trustees that the President and CEO be authorized to execute contracts with Mac Contractor, Inc. and Mamais Construction, Corp. for system-wide general construction requirements services for a three-year

term with two one- year options to renew at the Library's sole discretion at the rates proposed herein.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: March 28, 2019

ITEM ID #: 1959

AGENDA: Contract Authorization – System Wide Plumbing Services
Requirements Contracts

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees for the Library to enter into plumbing services requirements contracts with Prestige Plumbing & Heating, Inc. and Seaford Avenue Corp. The Board’s approval is required pursuant to the Library’s Purchasing Policy, which provides, in pertinent part, that contracts for construction projects, building services, and maintenance and repair of buildings and grounds in excess of \$35,000 may be awarded only after soliciting sealed competitive bids and upon the authorization of the Library’s Board of Trustees.

The Library’s existing requirements contract with Varsity Plumbing and Heating, Inc. for plumbing services is due to expire on June 30, 2019.

Current Status:

On October 16, 2018, the Library issued an Invitation for Bids, Bid Number 1018-1, for system wide plumbing requirements services to be awarded to multiple firms. The bid was advertised in the New York City Record, BidNet and New York State Contract Reporter, posted on the Library’s website, and notification of the solicitation was sent to over two hundred (200) using the NYS and NYC MWBE directories, the NYS Service-Disabled Veteran-Owned Business Directory and bidders lists compiled by the Library.

The bid stated that the Library was seeking to engage the expertise of qualified vendors to provide plumbing services throughout the Library system for projects ranging from a single hour up to an estimated amount of \$150,000. The bid also stated that the Library intends to award contracts to multiple vendors with the primary contract to the lowest responsible bidder (“Primary Successful Bidder”), the second contract to the next lowest responsible bidder (“Secondary Successful Bidder”), and so forth. The Library retained the sole discretion to determine the number of firms being awarded contracts and, based on purchases made under the

prior requirements contract and the need for redundancy, has determined that awarding contracts to two vendors is appropriate.

Bidders were required to provide a maximum hourly rate for plumbing services, which would cover the full range of plumbing services, inclusive of all overhead, profit and payment of prevailing wages and be fixed for the first year of the contract. The bid provided that a bidder's maximum hourly rate would increase by two percent (2%) each year of the contract and that material, equipment and subcontracting of other trade work shall not exceed a twenty percent (20%) mark-up and that the Library shall pay \$300 for the testing of backflow prevention valves.

For the award of specific work, the bid stipulated that the Library reserves the right to award any work to the Primary Successful Bidder at or below its maximum hourly rate. In the event the Primary Successful Bidder is not available, has a lapse of insurance or submits a Statement of Work ("SOW") which is rejected by the Library, the Library may award the relevant work to the Secondary Successful Bidder. The Library has also retained the sole discretion to make the determination that the Primary Successful Bidder has demonstrated poor performance, does not have the capability to perform the specified work at issue and/or within the required time frame, or has raised health and safety concerns in performing prior work. Under those conditions, the Library may award the work to the Secondary Successful Bidder. Furthermore, the bid provides the Library with the discretion to award work for a specific project or duration of time based on mini-bids among the two Successful Bidders.

The following three firms submitted timely bids:

Firm	M/WBE	Maximum Straight Hourly Rate
Prestige Plumbing & Heating, Inc.		\$ 225.00
Seaford Avenue Corp.		\$ 225.00
Tristar Plumbing & Heating, Inc.		\$ 295.00

Prestige Plumbing & Heating, Inc. ("Prestige Plumbing"), located in Staten Island, New York, and Seaford Avenue Corp. ("Seaford Avenue"), located in Massapequa, New York, submitted bids with the same maximum hourly rate. Accordingly, the Library intends on awarding contracts to these two vendors and, absent appropriate circumstances (including, without limitation, time exigency, experience in performing certain work and capacity), will use a mini-bid process to award Statements of Work.

The Library thoroughly reviewed each vendor's experience, financial stability, references, background, completed vendor responsibility questionnaire and the PASSPort database in assessing the vendor's responsibility. This review did not identify any negative findings or raise any integrity issues that would adversely affect an award to any of the selected firms.

A reference from the Sea Gate Association, a private gated community in Coney Island, stated that Prestige Plumbing has been maintaining and repairing the sewer system for the entire

community since Super Storm Sandy and that it has performed exceptionally well. The reference also indicated that the last contract that was executed was valued at \$1.5 million. A reference from Shore Hill Housing in Brooklyn stated that Prestige Plumbing completed several projects and that it performed well and met timelines. According to the City Comptroller's website (Check Book NYC), Prestige Plumbing performed over \$300,000 in plumbing work in 2018 for the City's Department of Housing Preservation and Development.

Seaford Avenue was awarded the Library's Central Sewage Ejector contract, which it performed well and in a timely fashion. A reference from the Nassau County Department of Public Works stated that Seaford Avenue has been the Department's plumbing requirements contractor for two consecutive contract cycles and that it has performed exceptionally well. The reference indicated that Seaford Avenue was awarded over \$3 million in work. According to the State Comptroller's website (Open Book), Seaford Avenue has performed over \$120,000 in work with various state entities since 2016, including the Office of Parks, Recreation and Historic Preservation and the Department of Corrections and Community Supervision. Additionally, the aforementioned City Comptroller website indicates that Seaford Avenue has also performed over \$60,000 in work for the City's Department of Parks and Recreation.

Recommended Motion for Consideration by the Buildings and Grounds Committee:

I move that the Buildings and Ground Committee recommend to the Board of Trustees that the President and CEO be authorized to execute contracts with Prestige Plumbing & Heating, Inc. and Seaford Avenue Corp. for system-wide plumbing requirements services for a three-year term with two one- year options to renew at the Library's sole discretion at the rates proposed herein.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: March 28, 2019

ITEM ID #: 1960

AGENDA: Purchases Over \$5K Report - February 2019

Current Status:

The Library's Purchasing Policy, approved by the Board of Trustees in September 2011, provides that a monthly informational report itemizing all maintenance, repair, and construction projects approved by the Library's President & CEO in excess of \$5,000 be submitted to the Buildings and Grounds Committee. Accordingly, those maintenance, repair or renovation purchases awarded between February 1, 2019 and February 28, 2019 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Purchasing Policy, including all items purchased utilizing Board of Trustees approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

Flushing	Control Technologies Inc., was issued a Statement of Work ("SOW"), under its heating, ventilation and air conditioning controls requirements contract, to replace the Java Application Control Engine ("JACE"), which is a device that provides connectivity to systems and related software upgrades and programming.	\$19,579.68
Operations Center	Polaris Electrical Construction Corp. was awarded a contract for electrical work to replace and electric panel and to add necessary circuits.	\$17,000
Central	Varsity Plumbing and Heating Inc. was issued an SOW, under its plumbing requirements contract, to remove a 4" ball valve serving a booster pump and replace it with a 4" gate valve.	\$5,265.67
St. Albans	Varsity Plumbing and Heating Inc. was issued an SOW, under its plumbing requirements contract, to replace a defective 40 gallon water heater and related vent piping.	

		\$5,324.90
Central	Cameron Engineering and Associates, LLP was issued an SOW, under its engineering requirements contract, to review the condition of the Library's exterior limestone panels, roof flashing and foundation and provide recommendations as to work needed to address any issues found during such review.	
		\$12,380
South Ozone Park	Kelair, Inc. was awarded a contract to replace a 15-ton condensing unit and related valves, fittings and piping.	
		\$16,825

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: March 28, 2019

ITEM ID #: 1946

AGENDA: Purchases Over \$5K Report - January 2019

Current Status:

The Library's Purchasing Policy, approved by the Board of Trustees in September 2011, provides that a monthly informational report itemizing all maintenance, repair, and construction projects approved by the Library's President & CEO in excess of \$5,000 be submitted to the Buildings and Grounds Committee. Accordingly, those maintenance, repair or renovation purchases awarded between January 1, 2019 and January 31, 2019 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Purchasing Policy, including all items purchased utilizing Board of Trustees approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

Kew Gardens Hills EIA Electric, Inc. was issued a contract, after the Library solicited three quotes as required by the Purchasing Policy, to supply and install three LED light fixtures.

\$10,253.00

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: March 28, 2019

ITEM ID #: 1947

AGENDA: Purchases Over \$5K Report - December 2018

Current Status:

The Library's Purchasing Policy, approved by the Board of Trustees in September 2011, provides that a monthly informational report itemizing all maintenance, repair, and construction projects approved by the Library's President & CEO in excess of \$5,000 be submitted to the Buildings and Grounds Committee. Accordingly, those maintenance, repair or renovation purchases awarded between December 1, 2018 and December 31, 2018 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Purchasing Policy, including all items purchased utilizing Board of Trustees approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

Poppenhussen	Varsity Plumbing and Heating, Inc. was issued a Statement of Work ("SOW") under its requirements contract for plumbing services to rebuild and reinstall two sewage ejector pumps and all related fittings.	\$ 10,868.36
Ridgewood	Barrett Inc. was issued an SOW under its requirements contract for roofing services to provide roof repairs.	\$ 7,877.65
Central	Varsity Plumbing and Heating, Inc. was issued an SOW under its requirements contract for plumbing services to replace three bladder tanks and to upgrade the existing booster pump.	\$ 9,866.75
Central	Trane U.S. Inc. provided maintenance services on its HVAC proprietary equipment in accordance with its maintenance contract with the Library.	\$ 5,885

Central & Flushing JC Broderick and Associates Inc. was issued an amendment to its requirements contract for environmental consulting and testing services, to conduct routine Legionella testing in the Library's cooling towers.

\$ 6,457.50

Central Tecogen Inc. provided maintenance services on its HVAC proprietary equipment, in accordance with its maintenance contract with the Library.

\$ 7,598.71

Ozone Park The Wits Corporation was issued a change order to its general construction contract as follows:

Original contract amount:	\$ 427,682.00	
Amount of prior change orders:	\$ 46,388.31	Description:
Change order 13:	\$ 12,000	Additional asbestos abatement, carpentry and finish work required.
Revised contract amount:	\$ 486,070.31	

Elmhurst Mac Contractors Inc. was issued the following change orders to its emergency contract to provide labor and materials to supply and install paver stones:

Original contract amount:	\$ 26,400.00	Description:
Change order 1:	\$ 18,604.02	Additional pavers and installation.
Change order 2:	\$ 1,754.92	Electrical work- disconnect and reconnect.
Revised contract amount:	\$ 46,758.94	

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: March 28, 2019

ITEM ID #: 1948

AGENDA: Purchases Over \$5K Report - November 2018

Current Status:

The Library's Purchasing Policy, approved by the Board of Trustees in September 2011, provides that a monthly informational report itemizing all maintenance, repair, and construction projects approved by the Library's President & CEO in excess of \$5,000 be submitted to the Buildings and Grounds Committee. Accordingly, those maintenance, repair or renovation purchases awarded between November 1, 2018 and November 30, 2018 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Purchasing Policy, including all items purchased by utilizing Board of Trustees approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

Elmhurst Kone, Inc. was issued a contract to replace a Blaine valve for the elevator.

\$5,100

Central Seaford Avenue Corp. was issued three change orders to its sewage ejector construction contract as follows:

Original contract amount:	\$ 134,500	
Revised contract amount with prior change orders:	\$ 281,918	Description:
Change order 10	\$ (16,889.97)	Credit for electrical cleanup.
Change order 11	\$ 14,077.88	Modification of C-Level Pumps to permit simultaneous operation.
Change order 12	\$ 4,062.94	Change in pipe to match existing ductile iron

		instead of cast iron and installation of an additional brass check valve.
Revised contract amount:	\$ 283,168.85	

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: March 28, 2019

ITEM ID #: 1949

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.