



**REQUEST FOR PROPOSAL (RFP) 22-23/15
LIBRARY SHELVING MILLWORK ORS 279B SERVICES
AGREEMENT**

SUBMITTAL DEADLINE: 2:00 PM on January 19, 2023

**DESCHUTES PUBLIC LIBRARY DISTRICT
REQUEST FOR PROPOSALS**

**ANCILLARY LIBRARY FURNITURE PROCUREMENT,
DELIVERY AND INSTALLATION SERVICES**

NOTICE IS HEREBY GIVEN, Deschutes Public Library District (District) is requesting sealed proposals to invite qualified Vendors to work with the District to provide **ANCILLARY LIBRARY FURNITURE PROCUREMENT, DELIVERY AND INSTALLATION SERVICES** for bond-funded library projects. Work will include procurement of ancillary library furniture, management of delivery and installation, provide cost analysis and schedule in up to 7 libraries.

Sealed proposals will be received until 2:00 PM on January 13, 2023. Clearly mark proposals "Deschutes Public Library District Ancillary Library Furniture Procurement, Delivery and Installation Services Proposal" and submit to Todd Dunkelberg, Library Director, Deschutes Public Library District at 507 NW Wall Street, Bend, Oregon 97703. Proposals received after closing will be rejected as nonresponsive and returned unopened. Public opening of responsive proposals will occur at 507 NW Wall Street, Bend, OR. 97703, at 2:00 PM on January 13, 2023.

A copy of the RFP, including all contract terms, conditions and specifications may be obtained on the District's website at <https://www.deschuteslibrary.org/about/bond/>, the address above, or by calling (541) 312-5291, from December 28, 2022, until the closing date. Interested parties will prepare and submit proposals meeting the requirements of the District's RFP for consideration by District. It is the District's intent to select the most advantageous proposal(s) based on the evaluation criteria set forth in this RFP. No pre-qualification will be required for the contract award, nor will a pre-proposal conference be held.


Lynne Mildenstein, Assistant Library Director

Dated: December 28, 2022

**REQUEST FOR PROPOSAL ANCILLARY FURNITURE PROCUREMENT, DELIVERY AND
INSTALLATION SERVICES AGREEMENT**

Page 2 of 12

REQUEST FOR PROPOSAL LIBRARY SHELVING MILLWORK SERVICES AGREEMENT

Page 2 of 12

I. GENERAL INFORMATION

A. INTRODUCTION

Deschutes Public Library District (District) is soliciting proposals from qualified Vendors (Vendor) to work with District's library shelving vendor (Shelving Vendor) to fabricate unique library shelving end panels and custom display units for bond-funded construction projects. Vendor will be required to submit fabrication methods, materials, cost analysis and schedule. Vendor will fabricate, deliver and unload designed goods; for installation by Shelving Vendor in up to 7 libraries. Contracted services will include, but are not necessarily limited to, the items listed in Article I.D. of this RFP. Services will include coordination with work produced by District Shelving Vendor, consultants, vendors, and contractors.

All Vendors are placed on notice that the scope of the Project and its costs may be revised, expanded, or reduced before a contract is executed between a Vendor and the District. For purposes of submitting a proposal, the services described in the proposal should be drafted to separately address each of the above-referenced portions of the Project. The District intends to enter into a contract in the form attached as Appendix A for the Project, with the selected Vendor after negotiating a maximum not to exceed dollar amount for goods and services. An addendum to the awarded Contract may be negotiated for additional locations of the Project, if undertaken. District reserves the right to resolicit and award services to one or more third party Vendors, in District's sole discretion.

Proposal clarifications or additional information requested by District must be provided by Vendor within 24 hours of request, excluding weekends and holidays.

B. BACKGROUND

On November 3, 2020, Deschutes County voters approved a \$195 million bond measure to construct a new Central Library, and to expand and update existing libraries in the Deschutes Public Library system. The work has been divided into 4 Work Packages.

1. Stevens Ranch Library
2. Redmond Library
3. Downtown Bend Library

4. Branch Renovations at La Pine, Sisters, East Bend, and Sunriver

Awardees must be prepared to work with District project teams consisting of the Vendor, Owner representatives, design team, Shelving Vendor and construction manager/general contractors to perform the work. Teamwork will be of particular importance to complete individual projects on schedule and within budget.

C. ANTICIPATED SELECTION SCHEDULE

District anticipates the following general timeline for its selection process. District reserves the right to change this schedule. All times stated below are in Pacific Time Zone.

- RFP Advertised December 28 , 2022
- Final Questions Due January 9, 2023, 2:00 PM
- Proposal Due Date January 19, 2023, 2:00 PM
- Proposal Opening January 19, 2023, 2:00 PM
- Proposal Review January 19 thru January 25, 2023
- Interviews (if needed) Week of January 30, 2023
- Contract Approvals February 8, 2023
- Execution of Contract February 10, 2023

D. REQUIRED SKILLS AND CAPABILITIES

1. Work Product Quality & Relevance

- (a) Demonstrated ability to produce durable permanent public fixtures and furnishings in ultra-high-wear environments.
- (b) Demonstrated ability to deliver products at the highest levels of fit and finish.
- (c) Working knowledge of special considerations when fabricating elements of library shelving and display units.
- (d) Demonstrated ability to deliver production furnishings and fixtures coordinated across multiple locations with consistent quality.
- (e) Demonstrated ability to work collaboratively with Shelving Vendor to detail and implement the library shelving millwork.

2. Community Health & Sustainability

- (a) Affirmed commitment to prioritizing sustainability objectives in materials sourcing.
- (b) Affirmed commitment to source materials and labor locally wherever possible and as specified.

- (c) Affirmed commitment to prioritizing nontoxic finishes and materials (protect laborers, environment, and visitors).

3. Maintenance and Warranty.

- (a) Demonstrated ability to provide reasonable warranty and maintenance for products fabricated.
- (b) Affirmed commitment to long term client relationship in support of ongoing maintenance and evolution of the library shelving millwork.

E. SCOPE OF SERVICES

The overall scope of this project is fabrication of library shelving millwork panels and library shelving display units in multiple libraries across the Deschutes Public Library system. These library shelving spaces vary in size from roughly 6,000 square foot renovations of existing spaces at the smallest branch locations, to more than 100,000 square feet at the largest locations, which will be newly constructed.

Below is a preliminary outline of the detailed scope of work for the project, provided to assist the Vendor in analysis of required level of effort only. The final scope of deliverables and the project timeline will be mutually agreed upon by all parties.

(1) Prepare and provide a Detailed Cost Proposal itemizing the cost of all fabricated components, delivery & freight, profit and overhead to be submitted with the proposal, described as Appendix 6

- (2) Provide shop drawings for review and approval by the Design Team and Shelving Vendor.
- (3) Assist the design team with structural, anchorage, power, and data requirements.
- (4) Coordination with Shelving Vendor on assembly requirements of integrated components. Shelving Vendor shall install all Library Shelving Millwork components and custom display units.
- (5) Coordination with the project team regarding the maintenance and operational use of all components.
- (6) Coordination with the design team regarding applicable governmental agency requirements, laws, codes, and regulations associated with the fabrication and installation of the components.
- (7) Provide mock-ups, samples and material information submittals as required per the specifications.

- (8) Prepare and review a detailed submittal, shop drawing, fabrication and delivery schedule in accordance with the District's Master Development Schedule.
- (9) Prepare and submit a detailed design, fabrication and delivery schedule which is coordinated with the Shelving Vendor for installation.
- (10) Furnish, deliver, handle, and unload all components for a complete and functional system in accordance with the approved plans and specifications.
- (11) All components to be manufactured and installed in accordance with all regulatory agency requirements, laws, codes, and regulations associated with the components.
- (12) Provide all required testing of the components to ensure proper function and operation.
- (13) Provide operational owner training, which shall be videotaped.
- (14) Provide Maintenance and Operational manuals as required per the specifications.

II. PROPOSAL INSTRUCTIONS

A. PROPOSAL SUBMITTAL AND DUE DATE

Vendor shall provide four hard copies plus one electronic version on a thumb-drive (.pdf format) of Vendor's proposal in a sealed envelope clearly marked: "Confidential: Deschutes Public Library District Library Shelving Millwork Proposal."

Proposals shall be submitted by 2:00 PM on January 19, 2023 to:

Todd Dunkelberg, Director
Deschutes Public Library District
507 NW Wall Street
Bend, OR 97703

Proposals shall be organized as specified in Article II.E, Proposal Contents. District assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered by the above-specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as non-responsive.

B. INQUIRIES

Questions concerning this RFP should be submitted to:

Greg Holcomb, Owner's Representative
Deschutes Public Library District
507 NW Wall Street

Bend, OR 97703
Phone: (541) 312-5291
Email: greg@redpointcm.com
and
[Email: chris@redpointcm.com](mailto:chris@redpointcm.com)

C. RESERVATION OF RIGHTS

District reserves the right to: 1) seek clarifications of each proposal; 2) negotiate a final contract that is in the best interest of the District and the public; 3) reject any or all proposals pursuant to District Rule 137-047-0640; 4) postpone or cancel this RFP at any time if doing so would be in the public interest, as determined by District in its sole discretion; 5) award an Library Shelving Millwork contract to one or more Vendor(s) based on the evaluation criteria set forth in this RFP; 6) waive minor informalities contained in this RFP or any proposal, when, in District's sole judgment, it is in the District's best interest to do so; and 7) request any additional information District deems reasonably necessary to allow District to evaluate, rank and select the most qualified Vendor to perform the services described in this RFP.

D. PROTESTS

Vendors are directed to the solicitation and award protest procedures contained in District's Public Contracting Rule 137-047-0730 and 137-047-0740.

E. PROPOSAL CONTENTS

Proposals shall be limited to no more than 20 single sided pages, not including covers, divider pages, or resumes. Proposals should be prepared in generally the following format and shall include, at a minimum, the following items:

- The name of the person(s) authorized to represent the Vendor in negotiating and signing any agreement which may result from the proposal.
- Qualifications:
 - Name and qualifications of the individual who will serve as the District contact.
 - The names of Vendor's staff who will be assigned by the Vendor in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities (Key Personnel).
- Description of Vendor's expertise in the following areas:
 - Library facilities
 - Library shelving end panel millwork and fabrication
 - Library shelving display unit millwork and fabrication
- Explanation of Vendor's workload capacity and level of experience commensurate with the level of service required by District.

- Explanation of Vendor’s facilities and availability of support staff.
- Proof of \$1 million comprehensive and automobile liability insurance. Proof of coverage by Workers’ Compensation Insurance.
- A list of at least three references from libraries of similar size for whom similar services have been provided within past 5 years. (For all references, please include contact name, phone number, email, and description of work performed.)
- **APPENDIX 1, VENDOR CERTIFICATION FORM**, must be completed and included with Vendor proposal.
- Detailed Cost Proposal per Appendix 6

F. PUBLIC RECORDS

All proposals submitted are the property of District, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279B.060(6). Accordingly, while a list identifying Vendors will be available upon request, proposals received and opened shall not be available for public inspection until after District has issued the notice of intent to award this Library Shelving Millwork Agreement. Thereafter, except for information marked “Proprietary,” all documents received by District shall be available for public disclosure. District will attempt to maintain the confidentiality of materials marked “Proprietary” to the extent permitted under the Oregon Public Records law.

G. COSTS

Vendors responding to this RFP do so solely at their own expense.

H. ADDENDUM TO THE REQUEST FOR PROPOSALS.

In the event it becomes necessary to revise any part of this RFP prior to closing, District will not mail notice of Addenda, but will publish notice of any Addenda on District's web site. Addenda may be downloaded off the District's web site. Vendors should frequently check the District's website until Closing, i.e., at least once weekly until the week of Closing and at least once daily the week of the Closing. Except to the extent required by a countervailing public interest, the District shall not issue Addenda less than 72 hours before the Closing, unless the Addendum also extends the Closing

III. PROPOSAL EVALUATION

A. MINIMUM QUALIFICATIONS

District will review proposals received to determine whether or not each Vendor meets the following minimum qualifications:

- Has been in business a minimum of (5) Five years continuously providing the goods and services required by this RFP.

- The proposal is submitted in accordance with all requirements of this RFP.
- Vendor possesses all required licensing by the State of Oregon to provide the goods and services required by this RFP.

B. EVALUATION CRITERIA

Proposals meeting the above minimum qualifications will be evaluated by the District using the following criteria:

	<u>Maximum Points</u>
1) Library Shelving Millwork experience and capabilities	(20)
2) Ability to meet the Master Development Schedule for the fabrication and delivery of Library Shelving Millwork	(10)
3) Detailed Cost Proposal	(75)
4) References	(5)
Maximum Total Points	110

C. SELECTION

The evaluation committee will consist of District project team members. Each member shall complete an evaluation sheet ranking each qualified Vendor against the weighted criteria set forth in Article III.B of this RFP. Completed evaluations shall be combined and tallied. District reserves the right to interview one or more of the highest ranked candidates by telephone or in person. Upon completion of its evaluation process, the evaluation committee may either recommend a firm with which to enter into a Library Shelving Millwork Services Agreement.

If District does not cancel the RFP after receipt of the evaluation committee’s scoring results and recommendation, District will begin negotiating a contract with the highest-ranking candidate. District shall direct negotiations toward obtaining written agreement on the Vendor’s performance obligations, a payment methodology that is fair and reasonable to District that reflects a candidate’s best and final offer and any other provisions District believes to be in District’s best interest to negotiate.

If District and one or more of the selected candidates are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to District, District shall, either orally or in writing, formally terminate negotiations with one or more of the selected candidates. District may then negotiate with the next most qualified

candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or District terminates this RFP.

D. CONTRACT

District desires to enter into a Library Shelving Millwork Service Agreement with the chosen awardee in the form attached, which includes all services necessary for this position, whether or not the services are specifically outlined in this RFP.

The selected Vendor will be expected to sign the attached written agreement, which will incorporate this RFP and awardee's proposal. Submittal of a proposal indicates a Vendor's agreement with and intent to be bound by the terms of the attached contract. Any open terms in the attached contract will be completed, based upon awardee's proposal. Negotiations shall be limited to cost and any other terms District chooses to negotiate, in District's sole discretion.

District anticipates payment for services up to a maximum, not to exceed total. However, District will also consider alternative proposals. District reserves the right to negotiate a compensation package that is fair and reasonable to District, as determined solely by District.

It is anticipated that District will enter into the attached agreement for the term of the projects with individual assignments authorized by written task orders.

The agreement requires that awardee will comply with all applicable federal and state laws, rules and regulations.

**Deschutes Public Library District is an Equal
Opportunity/Affirmative Action Employer
Women, Minorities and Disabled Persons
are encouraged to apply**

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE
MODIFIED OR REVOKED WITHOUT NOTICE

- Appendix 1: Vendor Certification Form
- Appendix 2: Library Shelving Millwork Services Agreement
- Appendix 3: Master Development Schedule
- Appendix 4: La Pine Shelving Bid Set
- Appendix 5: Sisters Shelving Bid Set
- Appendix 6: Detailed Cost Proposal Format
- Appendix 7: Library Shelving Millwork Specifications

REQUEST FOR PROPOSAL LIBRARY SHELVING MILLWORK SERVICES AGREEMENT

APPENDIX 1: VENDOR CERTIFICATION FORM

(Vendor Name)

The Vendor, by and through the undersigned, its authorized representative, acknowledges, represents, attests, warrants and certifies that:

1. Vendor has read and understands and agrees to be bound by and comply with all RFP instructions, terms and conditions, together with all Addenda, if any, issued.
2. Vendor has read and understands and agrees to be bound by and comply with the terms of all Contract Documents identified, included, or incorporated by reference into the RFP.
3. Vendor has, or will have, the equipment, personnel, materials, facilities and technical and financial ability necessary to complete the Work in accordance with the Contract documents within the time specified in the Master Development Schedule. Vendor agrees to the schedule milestones and durations indicated therein.
4. The Proposal was prepared independently from all other Vendors, and without collusion, fraud, or other dishonesty.
5. Neither the Vendor, nor anyone representing the Vendor, offered or gave any advantage, gratuity, bonus, discount, bribe or loan of any sort to District or its agents, employees, or anyone representing District, or engaged in any other type of anti-competitive conduct at any time in conjunction with this RFP.
6. Vendor has not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, woman or emerging small business enterprise certified under ORS 200.055, or against a business enterprise that is owned or controlled by, or that employs a disabled veteran as defined in ORS 408.225.
7. If awarded the Contract, Vendor shall utilize in performance of the Contract all resources indicated in its Proposal, including Key Personnel, to the extent within Vendor's control and Vendor's best efforts.
8. Vendor has the power and authority to enter into and perform the Contract to be awarded, and the Contract, when executed and delivered, shall be a valid and binding obligation enforceable according to its terms.
9. District has the right to modify the Contract prior to execution to (a) correct typographical errors, (b) reconcile inconsistencies within and among the Contract Documents, (c) conform terminology used throughout the Contract Documents, (d) include omitted terms clearly contemplated by the language in the Contract Documents, (e) add terms required under State or federal Law, and (f) incorporate those portions of the Project Proposal and Price, modified, if so, by such negotiations as may be authorized under applicable statutes and rules.
10. Vendor has complied or will comply with all requirements of local, state, and national laws, and that no legal requirement has been or will be violated in making or accepting this proposal

11. Vendor has not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, woman or emerging small business enterprise certified under ORS 200.055, or against a business enterprise that is owned or controlled by, or that employees a disabled veteran as defined in ORS 408.225.

12. Vendor will execute the formal Contract within a reasonable time; and in the case the undersigned fails or neglects to appear within a reasonable time to execute the Contract the undersigned is considered having abandoned the Contract by District.

13. Vendor agrees to comply with the provisions of Prevailing Wage Laws ORS 279C.840. The Vendor to comply with Oregon tax laws in accordance with ORS 305.385. "Contractor agrees to be bound and will comply with the provisions of ORS 279C.840 or the Davis-Bacon Act 40 U.S.C. § 3141, et seq."

14. The Vendor, pursuant to ORS 279A.120 (1), (circle one) is/is not a resident Vendor. If not, indicate State of residency _____ .

I have received the following addenda, as initialed below:

Addendum 1 Date received

Addendum 2 Date received

Addendum 3 Date received

Respectfully submitted: _____ (Date)

By:

(Name)

(Signature)

(Title)

(Email)

(Telephone number)

(Physical address)

(City, State, Zip)

This RFP will result in a Contract for a Public Work subject to ORS 279C.800 to 279C.870. Any proposal of a contractor or subcontractor listed on BOLI's List of Ineligibles will be rejected.

DESCHUTES PUBLIC LIBRARY LIBRARY SHELVING MILLWORK SERVICES CONTRACT

This Contract is by and between Deschutes Public Library District (“District” or “Owner”) and _____ (“Vendor”). Vendor to fabricate Library Shelving Millwork and custom display units for District’s bond-funded construction projects. At the District’s sole discretion, Vendor shall provide fabrication services, as detailed in the District’s Request for Proposal (collectively referred to as “Project”).

A. RECITALS

District solicited proposals from Vendor and firms to provide Library Shelving Millwork Services for Project through a formal competitive proposal process conducted under District Public Contracting Rule 137-047-0260.

Vendor submitted its proposal, having examined the Request for Proposals, and Vendor was chosen as the most Advantageous Responsive and Responsible Proposer, best suited to meet District’s needs pursuant to identified RFP criteria.

District has awarded the Contract to Vendor.

B. CONTRACT EXHIBITS

The following exhibits are hereby incorporated by reference into this Contract:

- Exhibit A - Scope of Work
- Exhibit B – Oregon Public Contracting Code Requirements (279B)
- Exhibit C – Request for Proposal
- Exhibit D – Vendor’s Proposal/Fee Schedule

In the event of a conflict between this Contract and its exhibits, the terms of this Contract shall prevail, followed by Exhibit B, then Exhibits A, C and D, in that order.

C. AGREEMENT

1. Term

The term of this Contract shall be from its execution to project completion on or before June 30, 2026. The Contract Term may be extended for additional periods of time upon mutual agreement of both parties. Such extension(s) will consider Vendor’s schedule of charges attached as Exhibit D to this Agreement.

2. Scope of Work

Vendor shall provide all services and deliver all materials as specified in the attached Exhibits, which are hereby incorporated into this Contract by this reference, and as may be described by future addenda to this Contract.

3. Contract Price

- 3.1 Compensation. Vendor will be paid by District on a lump sum basis, for work actually completed and invoiced as described in this section. Vendor shall complete its scope of work as defined in Exhibit A for up to a total not to exceed amount \$_____. This maximum contract amount shall function as a limit on District contract payments. Vendor will not be entitled to receive as payment from District the difference between amounts invoiced for work completed and the maximum Contract amount provided in this section, if any, unless approved in advance via an amendment to this Agreement.

- 3.2 Invoices. Payments shall be based upon monthly invoices which Vendor shall submit to the District, detailing the previous months' fees, costs and percentage of the Project completed at that time. Upon request, Vendor will provide the District representative with documents, records, and draft plans evidencing the progress made on the Project to date. Vendor shall send invoices to District's representative at District's address set forth in Section 5. In the event of non-payment due to a fee dispute between the parties, Vendor shall continue to provide Contract services to District.

4. Vendor Is an Independent Contractor

Vendor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under this Contract. While the District reserves the right to set the schedule and evaluate the quality of Vendor's completed work, District cannot and will not control the means and manner of Vendor's performance. Vendor is responsible for determining the appropriate means and manner of performing work. Vendor is responsible for all federal and state taxes applicable to compensation and payment paid to Vendor under the Contract and will not have any amounts withheld by District to cover Vendor's tax obligations. Vendor is not eligible for any District fringe benefit plans.

5. Notices

All notices provided for hereunder shall be in writing and shall be deemed to be duly served on the date of delivery if delivered in person, when receipt of transmission is generated by the transmitting facsimile machine if delivered by facsimile transmission, on the day after deposit if delivered by overnight courier, or three days after deposit if delivered by placing in the U.S. mail, first-class, postage prepaid. Any notice delivered by facsimile transmission shall be followed by a hard copy. All notices shall be addressed as follows:

District: Todd Dunkelberg, Director
 Deschutes Public Library District
 507 NW Wall Street
 Bend, OR 97703
 Phone: (541) 385-3244
 Fax: (541) 389-2982
 Email: toddd@deschuteslibrary.org

Vendor: _____

Phone: _____
Email: _____

6. Indemnification

Vendor shall indemnify, hold harmless, and defend District and its representatives, officers, Board members, and employees from and against all claims, demands, damages, costs, actions and causes of actions, liabilities, fines, penalties, judgments, expenses and attorney fees, resulting from the injury or death of any person or the damage to or destruction of property, or the infringement of any patent, copyright, trademark or trade secret, arising out of the work performed or goods provided under this Agreement or Vendor's violation of any law, ordinance or regulation, contract provision or term, or condition of regulatory authorization or permit. If the loss or claim is caused by the joint concurrent negligence or other fault of District and Vendor, the loss or claim shall be borne by each in proportion to the degree of negligence or other fault attributable to each.

Vendor shall defend District from claims covered under this section at Vendor's sole cost and expense until such time (1) as an arbitration panel or a court of competent jurisdiction determines that District is liable in whole or in part for the loss or claim caused by District's negligence or (2) until District and Vendor mutually agree to allocate the liability.

Vendor's indemnification obligations under this Section 6 shall survive the expiration or earlier termination of this Contract.

7. Insurance Requirements

7.1 During the term of this Contract, Vendor shall maintain, at its own expense, the following types of insurance in the following amounts:

- a. Commercial General Liability insurance with a combined single limit of not less than \$2,000,000 each occurrence for bodily injury and property damage. Coverage shall include contractual liability coverage for the indemnity provided under this Contract.
- b. Workers' Compensation and employer's liability insurance per ORS Chapter 656. The employer's liability limit shall not be less than \$1,000,000 per occurrence.
- c. RESERVED
- d. The limits required in this Section 7.1 may be met with a combination of underlying and umbrella coverage.

- 7.2 Except as required in 7.1(c) above, if any of the above required insurance is arranged on a “claims made” basis, “tail” coverage will be required at final completion or termination of this Contract for a duration of two (2) years.
- 7.3 Policies shall provide that District, its Board, officers, representatives, employees, and agents will be included as an additional insured with respect to the coverages required in Section 7.1(a) and a waiver of subrogation against them shall be obtained for all coverages.
- 7.4 All coverages under Section 7.1 shall be primary over any insurance District may carry on its own.
- 7.5 District shall be solely responsible for any loss, damage or destruction to its own property, equipment, and materials used in conjunction with the work or services under this Contract.
- 7.6 All policies of insurance shall be issued by good, responsible companies, with a rating reasonably acceptable to District and that are qualified to do business in the state of Oregon.
- 7.7 Vendor shall furnish District with certificates of insurance evidencing all required coverages prior to commencing any work or services under this Contract. If requested by District, Vendor shall furnish District with executed copies of such policies of insurance. Vendor shall provide District with thirty (30) days’ notice of cancellation, termination or non-renewal in coverage. Failure to maintain any required insurance coverages in the minimum required amounts shall constitute a material breach of this Contract and shall be grounds for immediate termination of this Contract.

8. Workers’ Compensation

- 8.1 Vendor, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Workers’ Compensation Law and shall comply with ORS 656.017, which requires them to provide workers’ compensation coverage for all subject workers.
- 8.2 Vendor warrants that all persons engaged in Contract work and subject to the Oregon Workers’ Compensation Law are covered by a workers’ compensation plan or insurance policy that fully complies with Oregon law. Vendor shall indemnify District for any liability incurred by District as a result of Vendor’s breach of the warranty under this paragraph.

9. Hours of Employment

Vendor shall comply with all applicable state and federal laws regarding employment.

10. Assignment

Vendor may not assign any of its responsibilities under this Contract without District's prior written consent, which consent may be withheld in District's sole discretion. Vendor may not subcontract for performance of any of its responsibilities under this Contract without District's prior written consent, which consent shall not be unreasonably withheld. Vendor's assigning or subcontracting of any of its responsibilities under the Contract without District's consent shall constitute a material breach of this Contract. Regardless of any assignment or subcontract, Vendor shall remain liable for all of its obligations under this Contract.

11. Labor and Material

Vendor shall provide and pay for all labor, materials, equipment, tools, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of all Contract work, all at no cost to District other than the compensation provided in this Contract.

12. Ownership of Work and Documents

All work performed by Vendor and compensated by District pursuant to this Contract shall be the property of District upon full compensation for that work performed or document produced to Vendor, and it is agreed by the parties that such documents are works made for hire. Vendor hereby conveys, transfers and grants to District all rights of reproduction and the copyright to all such documents. However, in the event District reuses or modifies any materials furnished to District by Vendor, without Vendor's involvement or consent, then Vendor shall not be responsible for the materials.

13. Termination or Suspension for Convenience

This Contract may be terminated by mutual consent of the parties upon written notice. In addition, District may terminate or suspend all or part of this Contract upon determining that termination or suspension is in the best interest of District by giving seven (7) days' prior written notice of intent to terminate or suspend, without waiving any claims or remedies it may have against Vendor. Upon termination under this paragraph, Vendor shall be entitled to payment in accordance with the terms of this Contract for Contract work completed and accepted before termination less previous amounts paid and any claim(s) District has against Vendor. Pursuant to this paragraph, Vendor shall submit an itemized invoice for all unreimbursed Contract work completed before termination and all Contract closeout costs actually incurred by Vendor. District shall not be liable for any costs invoiced later than thirty (30) days after termination unless Vendor can show good cause beyond its control for the delay.

14. Termination for Cause

District may terminate or suspend this Contract effective upon delivery of written notice to Vendor, or at such later date as may be established by District, under any of the following conditions:

- 14.1 If District funding is not obtained and continued at levels sufficient to allow for purchases of the indicated quantity of services. The Contract may be modified to accommodate a reduction in funds.
- 14.2 If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.
- 14.3 If any license or certificate required by law or regulation to be held by Vendor to provide the services required by this Contract is for any reason denied, revoked, or not renewed.

15. Termination for Default

If District fails to perform in the manner called for in this Contract or if District fails to comply with any other provisions of the Contract, Vendor may terminate this Contract for default. Prior to such termination, Vendor shall give to District written notice of the breach and intent to terminate. If District has not entirely cured the breach within fifteen (15) days of the date of the notice, then Vendor may terminate the Contract at any time thereafter by giving a written notice of termination.

If Vendor fails to perform in the manner called for in this Contract or if Vendor fails to comply with any other provisions of the Contract, District may terminate this Contract for default. Termination shall be effected by serving a notice of termination on Vendor setting forth the manner in which Vendor is in default. Vendor shall be paid the Contract price only for services performed in accordance with the manner of performance as set forth in this Contract.

16. Remedies

In the event of breach of this Contract, the parties shall have the following remedies:

- 16.1 Any suspension of performance under Sections 13 or 14 of this Contract constitutes a temporary stoppage of performance of the Contract and does not constitute a termination of the Contract under those Sections. In the event that the condition(s) causing the suspension are rectified and suspension is no longer required, the Parties will take all actions necessary to reactivate performance of the Contract within seven (7) calendar days from written notice to resume. In the event that the District determines that the conditions causing suspension of the Contract are not likely to be rectified in a reasonable amount of time, the District retains the right to terminate this Contract, pursuant to Sections 13 or 14. In the event of a suspension of performance pursuant to Sections 13 or 14, Vendor agrees to remain contractually obligated to perform the Services under this Contract for the same compensation set forth in Section 3, "Compensation," of this Contract until project completion. If the Contract is reactivated and Vendor is required to perform under this Contract beyond this date or such other time period agreed to by the Parties, the Parties may negotiate updated hourly rates for Vendor and any Vendors and amend this Contract accordingly.

- 16.1 If terminated under paragraph 15 by District due to a breach by Vendor, District may complete the work either itself, by agreement with another contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then Vendor shall pay to District the amount of the reasonable excess.
- 16.2 In addition to the above remedies for a breach by Vendor, District also shall be entitled to any other equitable and legal remedies that are available.
- 16.3 If District breaches this Contract, Vendor's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Vendor is entitled.
- 16.4 District shall not be liable for any indirect, incidental, consequential, or special damages under the Contract or any damages arising solely from terminating the Contract in accordance with its terms.
- 16.5 Upon receiving a notice of termination, and except as otherwise directed in writing by District, Vendor shall immediately cease all activities related to the services and work under this Contract. As directed by District, Vendor shall, upon termination, deliver to District all then existing work product that, if the Contract had been completed, would be required to be delivered to District.

17. Nondiscrimination

During the term of this Contract, Vendor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

18. Governing Law; Jurisdiction; Venue

This Contract shall be governed by and construed in accordance with the laws of the state of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between District and Vendor that arises from or relates to this Contract which results in litigation shall be brought and conducted solely and exclusively within the Circuit Court of Deschutes County for the state of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. VENDOR BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

19. Compliance with Laws and Regulations

Vendor shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the services under this Contract. Without limiting the generality of the foregoing, Vendor expressly agrees to comply with: (i) ORS 659A.425; (ii) all regulations and administrative rules established pursuant to the foregoing laws; and (iii) District's performance under this Contract is conditioned upon Vendor's compliance with all applicable provisions of the Oregon Public Contracting Code, as more particularly set forth in Exhibit B and incorporated herein by this reference. Vendor shall adhere to all safety standards and regulations established by District for work performed on its premises or under its auspices.

20. Experience, Capabilities and Resources

By execution of this Contract, the Vendor agrees that:

- 20.1 Vendor is an experienced owner's representative firm having the skill, legal capacity, and professional ability necessary to perform all the services required under this Contract to design or administer the work of the scope and complexity of this project.
- 20.2 Vendor has the capabilities and resources necessary to perform the obligations of this Contract.
- 20.3 Vendor is familiar with all current laws, rules, and regulations which are applicable to the design and fabrication of the project, and that all drawings, specifications, and other documents prepared by Vendor shall be prepared in accordance with the standard of care of other professionals performing similar services under similar conditions and in an effort to accurately reflect and incorporate all such laws, rules, and regulations.
- 20.4 District selected Vendor for award of this Agreement because of the special qualifications of Vendor's key personnel identified in Exhibit C (Key Personnel). Vendor must obtain District's consent prior to replacing any Key Personnel assigned to perform or support the work specified in this Agreement. In the event Vendor requests that District approve a reassignment or transfer of the Key Personnel, District shall have the right to interview, review the qualifications of, and approve or disapprove the proposed replacement(s).

21. Warranty.

21.1 Vendor warrants that all materials and services provided under this Agreement shall be fit for the purpose(s) intended, for merchantability, that material and equipment shall be properly packaged, that proper instructions and warnings shall be supplied, and that the Project shall conform to the requirements and specifications herein. Acceptance of any service and inspection incidental thereto by District shall not alter or affect the obligations of Vendor or the rights of District.

21.2 Vendor warrants that any products provided pursuant to this Agreement shall be constructed in a good and workmanlike manner and will conform to the highest standards prevalent in the industry or business most closely involved in providing products District is purchasing.

22. Errors and Omissions

Vendor shall be responsible for correcting any errors or omissions in the Vendor's drawings, specifications, and/or other documents which deviate from the standard of care set forth in Section 20. Vendor shall correct at no additional cost to District any and all such errors and omissions in the drawings, specifications, and other documents prepared by Vendor or its subconsultants. Vendor further agrees to assist District in resolving problems relating to the project designs or specified materials.

23. Contract Performance

Vendor shall at all times carry on the services diligently, without delay and punctually fulfill all requirements herein. From the time District calls Vendor to the Project site, Vendor will report to the Project site within 2 (48) days/hours. Vendor shall not be liable for delays that are beyond Vendor's control. Contract expiration shall not extinguish, prejudice, or limit either party's right to enforce this Contract with respect to any breach of Vendor's warranties or a default or defect in performance by Vendor that has not been cured. Vendor agrees that time is of the essence under this Contract.

24. Access to Records

For not less than three (3) years after the Contract expiration and for the purpose of making audit, examination, excerpts, and transcripts, District, and its duly authorized representatives shall have access to Vendor's books, documents, papers, and records that are pertinent to this Contract. If, for any reason, any part of this Contract, or any resulting construction contract(s) is involved in litigation, Vendor shall retain all pertinent records for not less than three years or until all litigation is resolved, whichever is longer. Vendor shall provide full access to these records to District, and its duly authorized representatives in preparation for and during litigation.

25. Representations and Warranties

25.1 Vendor represents and warrants to District that:

25.1.1 Vendor has the power and authority to enter into and perform this Contract;

25.1.2 When executed and delivered, this Contract shall be a valid and binding obligation of Vendor enforceable in accordance with its terms;

25.1.3 Vendor shall, at all times during the term of this Contract, be duly licensed to perform the services, and if there is no licensing requirement for the profession or services, be duly qualified and competent; and

25.1.4 The services under this Contract shall be performed in accordance with the professional skill, care and standards of other professionals performing similar services under similar conditions. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

25.2 The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

26. District Obligations

26.1 District shall provide full information in a timely manner regarding requirements for and limitations on the Project.

- 26.2 District shall establish and update, if necessary, overall Project budgets, including Architecting and construction costs.
- 26.3 District shall furnish the services of consultants when such services are requested by Vendor, reasonably required by the scope of a project, and agreed to by District.
- 26.4 District shall furnish all legal accounting, auditing and insurance services as necessary for projects to meet the District's needs and interests, after Vendor has performed requisite management and oversight duties.
- 26.5 District shall provide prompt written notice to Vendor if District becomes aware of any fault or defect in a project, including any errors, omissions or inconsistencies in Vendor's design or performance under the contract.
- 26.6 District shall pay Vendor in accordance with paragraph 3 and Exhibit D of this Contract, upon receipt of Vendor's submission of monthly invoices, and satisfactory progress and performance made in accordance with the scope of work. Payments shall reflect work completed and progress made upon the Project to date, on a pro rata basis.
- 26.7 District shall report the total amount of all payments to Vendor, including any expenses, in accordance with federal Internal Revenue Service and State of Oregon Department of Revenue regulations.
- 26.8 District shall guarantee access to, and make all provisions for Vendor to enter upon public and private property necessary for performance of the Scope of Work over which District exercises control.

27. Arbitration

All claims, disputes, and other matters in question between the District and Vendor arising out of, or relating to this Contract, including rescission, reformation, enforcement, or the breach thereof except for claims which may have been waived by the making or acceptance of final payment, may be decided by binding arbitration in District's sole discretion, in accordance with the Oregon Uniform Arbitration Act, ORS 36.600, *et seq.* and any additional rules mutually agreed to by both parties. If the parties cannot agree on rules within ten (10) days after the notice of demand, the presiding judge of the Deschutes County Circuit Court will establish rules to govern the arbitration.

Notice of demand for arbitration shall be filed in writing with the other party to the agreement subject to applicable statutes of limitation. The District, if not the party demanding arbitration, has the option of allowing the matter to proceed with binding arbitration or by written notice within five (5) days after receipt of a demand for arbitration, to reject arbitration and require the Vendor to proceed through the courts for relief. If arbitration is followed, the parties agree that the award rendered by the arbitrators will be final, judgment may be entered upon it in any court having jurisdiction thereof and will not be subject to modifications or appeal except to the extent permitted by Oregon law.

28. Attorney Fees

If suit, action or arbitration is brought either directly or indirectly to rescind, reform, interpret or enforce the terms of this contract, the prevailing party shall recover and the losing party hereby agrees to pay reasonable attorney's fees incurred in such proceeding, in both the trial and appellate courts, as well as the costs and disbursements. Further, if it becomes necessary for District to incur the services of an attorney to enforce any provision of this contract without initiating litigation, Vendor agrees to pay District's attorney's fees so incurred. Such costs and fees shall bear interest at the maximum legal rate from the date incurred until the date paid by the losing party.

29. Subcontractor and Assignments

Vendor shall not assign or subcontract any of its obligations under this Agreement without District's prior written consent, which may be granted or withheld in District's sole discretion. Any subcontract made by Vendor shall incorporate by reference all the terms of this Agreement. The district's consent to any assignment or subcontract shall not release Vendor from liability under this Agreement or from any obligation to be performed under this Contract, whether occurring before or after such consent, assignment, or subcontract.

30. Limitation of Liabilities

District shall not be liable for (i) any indirect, incidental, consequential, or special damages under the Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.

31. Foreign Contractor

If Vendor is not domiciled in or registered to do business in the state of Oregon, Vendor shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Contract. Vendor shall demonstrate its legal capacity to perform the work under this Contract in the state of Oregon prior to entering into this Contract.

32. Confidentiality

Vendor shall maintain the confidentiality of any of District's information that has been so marked as confidential, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent Vendor from establishing a claim or defense in an adjudicatory proceeding. Vendor shall require similar agreements from District's and/or Vendor's subconsultants to maintain the confidentiality of information of District.

33. Force Majeure

Vendor shall not be deemed in default hereof nor liable for damages arising from its failure to perform its duties or obligations hereunder if such is due to causes beyond its

reasonable control, including, but not limited to, acts of God, acts of civil or military authorities, fires, floods, windstorms, earthquakes, strikes or other labor disturbances, civil commotion or war.

34. Waivers

No waiver by District of any provision of this Contract shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by Vendor of the same or any other provision. District's consent to or approval of any act by Vendor requiring District's consent or approval shall not be deemed to render unnecessary the obtaining of District's consent to or approval of any subsequent act by Vendor, whether or not similar to the act so consented to or approved.

35. Severability

Any provisions of this Contract which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof, and such remaining provisions shall remain in full force and effect.

36. Headings

The captions contained in this Contract are for convenience only and shall not be considered in the construction or interpretation of any provision hereof.

37. Integration

This Contract, including the attached exhibits referenced in Section B, contains the entire agreement between the parties regarding the matters referenced herein and supersedes all prior written or oral discussions or agreements regarding the matters addressed by this Contract.

38. Amendments

Changes to the Contract shall be made only by written Amendment. No change in the work or any extra work shall be performed prior to execution of an Amendment by District, signed by the Vendor and District authorizing a change in the work and/or an adjustment in the price, deliverable due dates, substantial completion date, or final completion date. The price included on any Amendment shall be inclusive of all estimated costs, both direct and indirect, relating to the change in work. Further, the Amendment shall provide a detailed basis for substantiating any monetary and/or work changes. If monetary changes are made, the Amendment shall contain a maximum not to exceed amount.

39. Authority

The representatives signing on behalf of the parties certify that they are duly authorized by the party for which they sign to make this Contract.

40. Interlocal Purchasing Statement.

The District grants to any and all public serving governmental agencies, authorization to purchase equivalent product or products described herein at the same submitted unit bid prices, but only with the consent of Vendor. Any governmental entity purchasing pursuant to this cooperative purchasing Contract will enter into its own mutually agreeable terms and conditions and service quotation with Vendor.

DISTRICT:

VENDOR:

DESCHUTES PUBLIC LIBRARY DISTRICT

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A

Scope of Work

SERVICES AND RESPONSIBILITY OF VENDOR

A. SCOPE OF SERVICES

The overall scope of this project is fabrication of library shelving millwork panels and library shelving display units in multiple libraries across the Deschutes Public Library system. These library shelving spaces vary in size from roughly 6,000 square foot renovations of existing spaces at the smallest branch locations, to more than 100,000 square feet at the largest locations, which will be newly constructed.

Below is a preliminary outline of the detailed scope of work for the project, provided to assist the Vendor in analysis of required level of effort only. The final scope of deliverables and the project timeline will be mutually agreed upon by all parties.

- (1) Prepare and provide a Detailed Cost Proposal itemizing the cost of all fabricated components, delivery & freight, profit and overhead to be submitted with the proposal, described as Appendix 6
- (2) Provide shop drawings for review and approval by the Design Team and Shelving Vendor.
- (3) Assist the design team with structural, anchorage, power, and data requirements.
- (4) Coordination with Shelving Vendor on assembly requirements of integrated components. Shelving Vendor shall install all Library Shelving Millwork components and custom display units.
- (5) Coordination with the project team regarding the maintenance and operational use of all components.
- (6) Coordination with the design team regarding applicable governmental agency requirements, laws, codes, and regulations associated with the fabrication and installation of the components.
- (7) Provide mock-ups, samples and material information submittals as required per the specifications.
- (8) Prepare and review a detailed submittal, shop drawing, fabrication and delivery schedule in accordance with the District's Master Development Schedule.
- (9) Prepare and submit a detailed, fabrication and delivery schedule which is coordinated with the Shelving Vendor for installation.
- (10) Furnish, deliver, handle, and unload all components for a complete and functional system in accordance with the approved plans and specifications.
- (11) All components to be manufactured in accordance with all regulatory agency requirements, laws, codes, and regulations associated with the components.
- (12) Provide all required testing of the components to ensure proper function and operation.
- (13) Provide operational owner training, which shall be videotaped.
- (14) Provide Maintenance and Operational manuals as required per the specifications.

Exhibit B

ORS CHAPTER 279B PUBLIC CONTRACTING REQUIREMENTS FOR PERSONAL SERVICES

- (1) Contractor (all references to Contractor in this Exhibit B shall refer to the Vendor as identified within this Contract) shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the work provided for in the contract, and shall be responsible for such payment of all persons supplying such labor or material to any Subcontractor. ORS 279B.220(1).
- (2) Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or Subcontractor incurred in the performance of the contract. ORS 279B.220(2).
- (3) Contractor shall not permit any lien or claim to be filed or prosecuted against the District on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien so filed or prosecuted. ORS 279B.220(3).
- (4) Contractor and any Subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617. ORS 279B.220(4).
- (5) Contractor agrees that if Contractor fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Contractor or a Subcontractor by any person in connection with the contract as such claim becomes due, the District may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Contractor by reason of the contract. The payment of a claim in the manner authorized hereby shall not relieve the Contractor or his surety from his or its obligation with respect to any unpaid claim. If the District is unable to determine the validity of any claim for labor or material furnished, the District may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined and the claim, if valid, is paid.
- (6) Contractor shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service. ORS 279B.230(1).
- (7) All subject employers working under the contractor are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126. ORS 279B.230(2).
- (8) Contractor shall employ no person for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where public

policy absolutely requires it, and in such cases, Contractor shall pay the employee at least time and one-half pay for: 1) all overtime in 10 hours in any one day or in excess of 40 hours in any one week, whichever is greater, except for individuals under personal service contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime; or 2) work performed on the legal holidays specified in a collective bargaining agreement. ORS 279B.235.

- (9) The Contractor must give notice to employees who work on this contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work. ORS 279B.235(2).
- (10) All sums due the State Unemployment Compensation Fund from the Contractor or any Subcontractor in connection with the performance of the contract shall be promptly so paid. ORS 701.430.
- (11) The contract may be canceled at the election of District for any willful failure on the part of Contractor to faithfully perform the contract according to its terms.
- (12) Contractor certifies its compliance with all applicable state and local tax laws, including but not limited to ORS 305.385, ORS 305.620, ORS chapters 316, 317 and 318. Contractor certifies it will continue to comply with all such tax laws during the term of this contract. Contractor's failure to comply with such state and local tax laws prior to executing this contract or during the term of this contract constitutes a default for which District may terminate this contract and seek damages and other relief available under the terms of this contract or applicable law. ORS 279B.045.
- (13) Contractor certifies that it has not discriminated and will not discriminate against minorities, women, emerging small business enterprises or a business enterprise that is controlled by or that employs a disabled veteran as defined in ORS 408.225 in obtaining any required subcontractors. ORS 279A.110.
- (14) As used in this section, "nonresident contractor" means a contractor that has not paid unemployment taxes or income taxes in the state of Oregon during the 12 calendar months immediately preceding submission of the bid for the contract, does not have a business address in this state, and stated in the bid for the contract that it was not a "resident bidder" under ORS 279A.120. When a public contract is awarded to a nonresident contractor and the contract price exceeds \$10,000, the contractor shall promptly report to the Department of Revenue on forms to be provided by the department the total contract price, terms of payment, length of contract and such other information as the department may require before the bidder may receive final payment on the public contract. ORS 279A.120.

Exhibit C

District's Request for Proposal

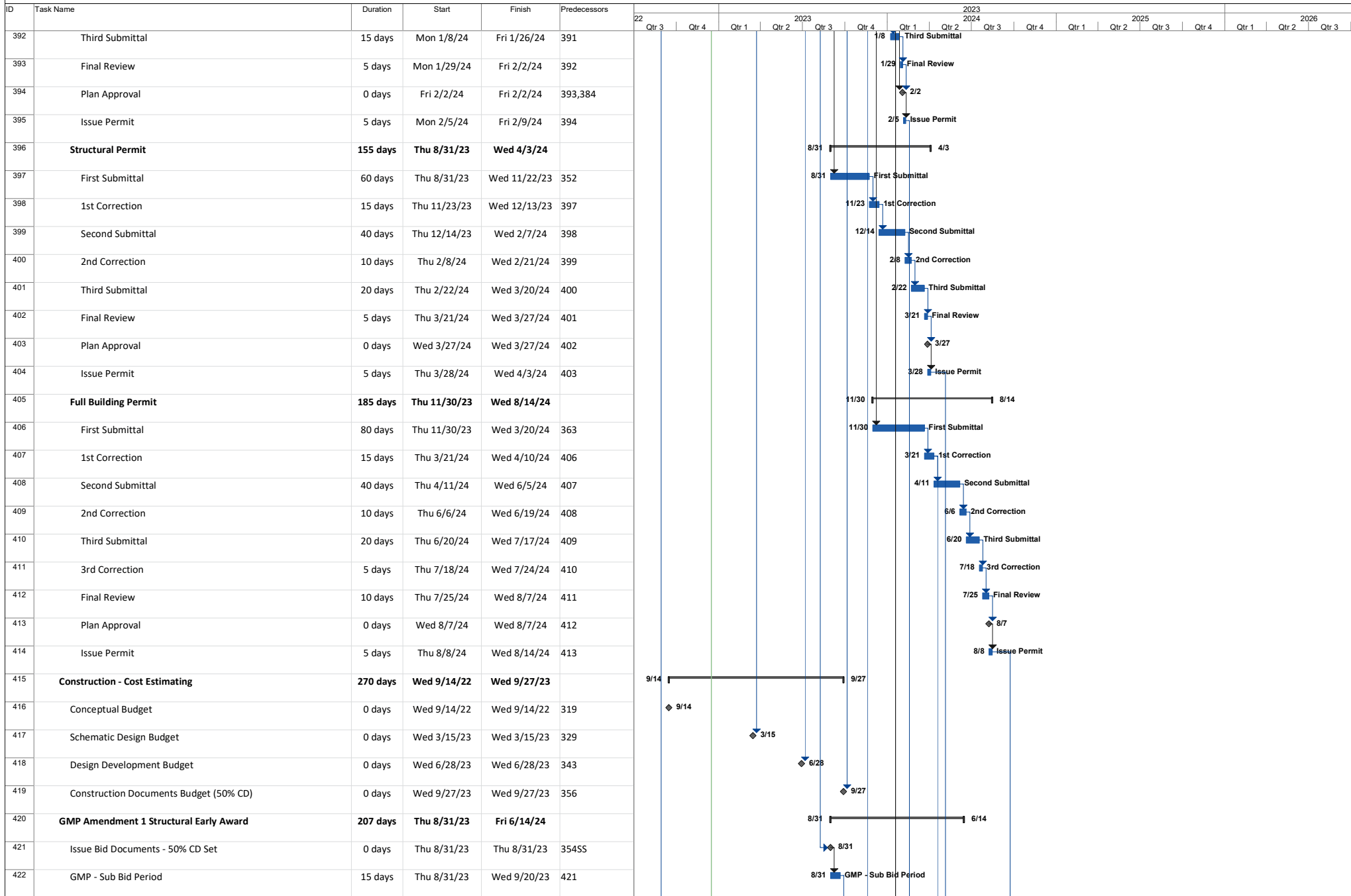
Exhibit D

Vendor's Proposal and Fee Schedule

ID	Task Name	Duration	Start	Finish	Predecessors	2023												2024				2025				2026			
						Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3							
0	Deschutes Public Libraries Full Schedule	1471 days	Mon 3/8/21	Mon 10/26/26		[Timeline bars for 2023-2026]																							
1	A/E Team Selection Process	100 days	Mon 3/8/21	Fri 7/23/21		[Timeline bar]																							
62	CMGC Team Selection Process to Contract for Each WP	620 days	Mon 6/7/21	Fri 10/20/23		[Timeline bar]																							
63	Develop Findings for Exemption Request (ER)	16 days	Mon 6/7/21	Mon 6/28/21		[Timeline bar]																							
67	Publish/Post public Notice Statewide (14 Days Prior)	12 days	Tue 6/29/21	Wed 7/14/21		[Timeline bar]																							
73	RFP Production - Develop solicitation Documents	52 days	Mon 6/7/21	Tue 8/17/21		[Timeline bar]																							
82	Manage Solicitation -Work Package RFP to Contract	568 days	Wed 8/18/21	Fri 10/20/23		[Timeline bar]																							
83	WP1 Steven's Ranch Library RFP	53 days	Wed 8/18/21	Fri 10/29/21		[Timeline bar]																							
105	WP2 Redmond Library RFP	53 days	Wed 8/18/21	Fri 10/29/21		[Timeline bar]																							
127	WP3 Downtown Bend Library RFP	75 days	Mon 7/10/23	Fri 10/20/23		[Timeline bar]																							
150	WP4 Sunriver, Sisters, La Pine & East Bend	55 days	Mon 11/1/21	Fri 1/14/22		[Timeline bar]																							
172	Finance	804 days	Tue 4/13/21	Mon 5/13/24		[Timeline bar]																							
177	Public Outreach	1441 days	Mon 3/8/21	Mon 9/14/26		[Timeline bar]																							
194	Prime Contracts	1003 days	Mon 7/26/21	Wed 5/28/25		[Timeline bar]																							
204	New Steven's Ranch Library - East Side Bend	651 days	Mon 3/8/21	Mon 9/4/23		[Timeline bar]																							
205	Land use/Property - Master Plan	651 days	Mon 3/8/21	Mon 9/4/23		[Timeline bar]																							
244	ODOT Roundabout	267 days	Mon 3/8/21	Tue 3/15/22		[Timeline bar]																							
253	Design/Permitting	491 days	Tue 7/27/21	Tue 6/13/23		[Timeline bar]																							
299	Steven's Ranch Library	1016 days	Mon 3/21/22	Mon 2/9/26		[Timeline bar]																							
300	Land Aquisition	420 days	Mon 3/21/22	Fri 10/27/23		[Timeline bar]																							
313	Concept Design	70 days	Thu 6/9/22	Wed 9/14/22		[Timeline bar]																							
321	Schematic Design	131 days	Wed 9/14/22	Wed 3/15/23		[Timeline bar]																							
322	SD Document Production	100 days	Wed 9/14/22	Tue 1/31/23	320	[Timeline bar]																							
323	QC Review	5 days	Wed 2/1/23	Tue 2/7/23	322	[Timeline bar]																							
324	QC Updates	5 days	Wed 2/8/23	Tue 2/14/23	323	[Timeline bar]																							
325	100% SD Submission	0 days	Wed 2/15/23	Wed 2/15/23	324FS+1 day	[Timeline bar]																							
326	Owner Review & CMGC Review	10 days	Thu 2/16/23	Wed 3/1/23	325	[Timeline bar]																							
327	SD Cost Estimate (Estimator & CMGC)	15 days	Thu 2/16/23	Wed 3/8/23	325	[Timeline bar]																							
328	SD Estimate Submittal (Estimator & CMGC)	0 days	Wed 3/8/23	Wed 3/8/23	327	[Timeline bar]																							
329	Estimate Reconciliation (Estimator, CMGC, DPL, A&E)	5 days	Thu 3/9/23	Wed 3/15/23	328	[Timeline bar]																							

Project: Deschutes Public Libraries Full Schedule
 Print Date: Fri 12/16/22

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
Summary		Inactive Task		Duration-only		Finish-only			



Project: Deschutes Public Libraries Full Schedule
Print Date: Fri 12/16/22

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline		Progress
Split		External Tasks		Inactive Summary		Manual Summary		Manual Progress		
Milestone		External Milestone		Inactive Task		Start-only				
Summary		Inactive Task		Duration-only		Finish-only				

ID	Task Name	Duration	Start	Finish	Predecessors	2023												2024				2025				2026						
						Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3										
454	Owner Review	5 days	Thu 5/23/24	Wed 5/29/24	453											5/23																
455	GC to Assemble Final GMP Amendment	5 days	Thu 5/30/24	Wed 6/5/24	454											5/30																
456	Assemble Board Pack	4 days	Thu 5/30/24	Tue 6/4/24	454											5/30																
457	DPL Board meeting	0 days	Wed 6/12/24	Wed 6/12/24													6/12															
458	GMP Executed	0 days	Fri 6/14/24	Fri 6/14/24	457FS+2 days												6/14															
459	Issue Notice To Proceed.	0 days	Fri 6/14/24	Fri 6/14/24	458												6/14															
460	Building Construction	521 days	Mon 2/12/24	Mon 2/9/26												2/12																
461	Phase 1 Grading and SIMP Infrastructure	100 days	Mon 2/12/24	Fri 6/28/24	395,311,439											2/12																
462	Phase 2 Building Structural	100 days	Mon 5/6/24	Fri 9/20/24	404,449,461SS+6											5/6																
463	Phase 3 Building Construction	326 days	Mon 9/23/24	Mon 12/22/25	414,459,462											9/23																
464	Close Out	60 days	Tue 11/18/25	Mon 2/9/26	463FS-25 days																											
465	FF&E/Operations	879 days	Wed 9/14/22	Mon 1/26/26												9/14																
466	FF&E Scoping	120 days	Wed 9/14/22	Tue 2/28/23	322SS											9/14																
467	FF&E Design	220 days	Wed 3/1/23	Tue 1/2/24	466											3/1																
468	FF&E Specifications and Coordination	80 days	Wed 1/3/24	Tue 4/23/24	467											1/3																
469	FF&E Procurement	300 days	Wed 4/24/24	Tue 6/17/25	468											4/24																
470	FF&E Installation	60 days	Tue 9/30/25	Mon 12/22/25	469,463FF																											
471	Installation of Collection	15 days	Tue 12/23/25	Mon 1/12/26	470																											
472	FF&E Testing	15 days	Tue 12/23/25	Mon 1/12/26	470																											
473	Operations Set-up and Training	15 days	Tue 12/23/25	Mon 1/12/26	470																											
474	Steven's Ranch Opening	10 days	Tue 1/13/26	Mon 1/26/26	472,473																											
475	Downtown Bend	1365 days	Tue 8/3/21	Mon 10/26/26																												
476	Design/Permitting	849 days	Tue 8/3/21	Fri 11/1/24																												
477	Concept Planning and Programming	40 days	Tue 8/3/21	Mon 9/27/21	256SS																											
478	DPL Concept Approval	1 day	Fri 10/29/21	Fri 10/29/21	477																											
479	Prepare Estimate	15 days	Mon 11/1/21	Fri 11/19/21	478																											
480	Review Estimate	5 days	Mon 11/22/21	Fri 11/26/21	479																											
481	Estimate Reconciliation	5 days	Mon 11/29/21	Fri 12/3/21	480																											
482	Schematic Design (SD)	52 days	Thu 1/11/24	Fri 3/22/24												1/11																
483	SD Document Production	21 days	Thu 1/11/24	Thu 2/8/24	478,481,370											1/11																
484	SD Progress Set for QC	0 days	Thu 2/8/24	Thu 2/8/24	483																											

Project: Deschutes Public Libraries Full Schedule Print Date: Fri 12/16/22	Task	Project Summary	Inactive Milestone	Manual Summary Rollup	Deadline
	Split	External Tasks	Inactive Summary	Manual Summary	Progress
	Milestone	External Milestone	Inactive Task	Start-only	Manual Progress
Summary	Inactive Task	Duration-only	Finish-only	Manual Progress	

ID	Task Name	Duration	Start	Finish	Predecessors	2023												2024				2025				2026		
						Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3						
704	FF&E Design	3 mons	Thu 9/15/22	Wed 12/7/22	703FS+15 days	9/15												12/8										
705	FF&E Specifications and Coordination	80 days	Thu 12/8/22	Wed 3/29/23	704	12/8												3/30										
706	FF&E Procurement	130 days	Thu 3/30/23	Wed 9/27/23	705	3/30												5/6										
707	Shelving Installation	35 days	Mon 5/6/24	Fri 6/21/24	706													5/6										
708	AMH Installation	15 days	Mon 6/10/24	Fri 6/28/24														6/10										
709	FF&E Installation	20 days	Mon 7/1/24	Fri 7/26/24	708,699													7/1										
710	Owner Training	10 days	Mon 7/8/24	Fri 7/19/24	699FS+7 days													7/8										
711	Collection Installation	15 days	Mon 7/22/24	Fri 8/9/24	710													7/22										
712	Operations Move-in and Set-up	15 days	Mon 7/29/24	Fri 8/16/24	709													7/29										
713	Redmond Opening	5 days	Mon 8/19/24	Fri 8/23/24	711,712													8/19										
714	Sunriver	704 days	Tue 8/3/21	Fri 4/12/24		4/12																						
715	Design/Permitting	507 days	Tue 8/3/21	Wed 7/12/23		7/12																						
716	Concept Planning and Programming	40 days	Tue 8/3/21	Mon 9/27/21	256SS	9/27																						
717	DPL Concept Approval	1 day	Fri 10/29/21	Fri 10/29/21	716	10/29																						
718	Prepare Estimate	15 days	Mon 11/1/21	Fri 11/19/21	717	11/19																						
719	Review Estimate	5 days	Mon 11/22/21	Fri 11/26/21	718	11/26																						
720	Estimate Reconciliation	5 days	Mon 11/29/21	Fri 12/3/21	719	12/3																						
721	Schematic Design (SD)	110 days	Fri 3/18/22	Thu 8/18/22		8/18																						
735	Design Development (DD)	78 days	Thu 8/4/22	Mon 11/21/22		11/21																						
747	Construction Documents (CD)	88 days	Thu 10/27/22	Mon 2/27/23		2/27																						
748	50% Construction Documents	47 days	Thu 10/27/22	Fri 12/30/22		12/30																						
749	50% CD Document Production	15 days	Thu 10/27/22	Wed 11/16/22	746	11/16																						
750	50% CD Progress Set for QC	0 days	Wed 11/16/22	Wed 11/16/22	749	11/16																						
751	50% QC Review	5 days	Thu 11/17/22	Wed 11/23/22	750	11/23																						
752	50% QC Updates	5 days	Thu 11/24/22	Wed 11/30/22	751	11/30																						
753	50% CD Submission	0 days	Wed 11/30/22	Wed 11/30/22	752	11/30																						
754	50% Owner Review & CMGC Review	10 days	Thu 12/1/22	Wed 12/14/22	753	12/14																						
755	50% CD Cost Estimate (CMGC)	15 days	Thu 12/1/22	Wed 12/21/22	753	12/21																						
756	50% CD Estimate Submittal	0 days	Wed 12/21/22	Wed 12/21/22	755	12/21																						
757	50% Estimate Reconciliation (CMGC, DPL, A&E)	6 days	Thu 12/22/22	Thu 12/29/22	756	12/29																						
758	50% Reconciliation/VE Meeting	1 day	Fri 12/30/22	Fri 12/30/22	757	12/30																						

Project: Deschutes Public Libraries Full Schedule
 Print Date: Fri 12/16/22

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
Summary		Inactive Task		Duration-only		Finish-only			

ID	Task Name	Duration	Start	Finish	Predecessors	2023												2024				2025				2026											
						Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3															
993	Construction Documents Budget - 50% CDs	0 days	Thu 7/21/22	Thu 7/21/22	963	7/21																															
994	Bid Set Formalized	5 days	Thu 10/6/22	Wed 10/12/22	982	10/6	Bid Set Formalized																														
995	GMP Finalization	246 days	Mon 1/24/22	Mon 1/2/23																																	
996	Issue Bid Documents	1 day	Thu 10/13/22	Thu 10/13/22	994	10/13	Issue Bid Documents																														
997	GMP - Sub Bid Period	15 days	Fri 10/14/22	Thu 11/3/22	996	10/14	GMP - Sub Bid Period																														
998	Evaluate & Assemble Final GMP	11 days	Fri 11/4/22	Fri 11/18/22	997	11/4	Evaluate & Assemble Final GMP																														
999	Owner Review	10 days	Mon 11/21/22	Fri 12/2/22	998	11/21	Owner Review																														
1000	GC to Prepare GMP Addendum	5 days	Mon 12/5/22	Fri 12/9/22	999	12/5	GC to Prepare GMP Addendum																														
1001	Prepare Board Summary	7 days	Mon 11/28/22	Tue 12/6/22	999SS+5 days	11/28	Prepare Board Summary																														
1002	Board Meeting	0 days	Wed 12/14/22	Wed 12/14/22	1001FS+6 days	12/14	Board Meeting																														
1003	Execute GMP Addendum	0 days	Fri 12/16/22	Fri 12/16/22	1002FS+2 days	12/16	Execute GMP Addendum																														
1004	Issue Notice to Proceed	0 days	Mon 12/19/22	Mon 12/19/22	1003FS+1 day	12/19	Issue Notice to Proceed																														
1005	DPL Temp Facility	246 days	Mon 1/24/22	Mon 1/2/23																																	
1006	Identify Location and Secure	140 days	Mon 1/24/22	Fri 8/5/22		8/8	Identify Location and Secure																														
1007	Prep & Execute Lease	80 days	Mon 8/8/22	Fri 11/25/22	1006	8/8	Prep & Execute Lease																														
1008	Define TI requirements	20 days	Mon 8/8/22	Fri 9/2/22	1007SS	8/8	Define TI requirements																														
1009	Design/ Permit TI as needed	60 days	Mon 9/5/22	Fri 11/25/22	1008	9/5	Design/ Permit TI as needed																														
1010	Construct TI	56 days	Mon 10/17/22	Mon 1/2/23	1009SS+30 days	10/17	Construct TI																														
1011	Certificate of Occupancy	0 days	Mon 1/2/23	Mon 1/2/23	1010	1/2	Certificate of Occupancy																														
1012	Building Construction	155 days	Mon 1/2/23	Fri 8/4/23		1/2	Building Construction																														
1013	DPL Moving Process	15 days	Mon 1/2/23	Fri 1/20/23	988FS-4 days	1/2	DPL Moving Process																														
1014	Open Temporary Location	0 days	Fri 1/20/23	Fri 1/20/23	1013	1/20	Open Temporary Location																														
1015	Building Construction	110 days	Mon 1/23/23	Fri 6/23/23	988,1013	1/23	Building Construction																														
1016	Close Out	30 days	Mon 6/26/23	Fri 8/4/23	1015	6/26	Close Out																														
1017	FF&E/Operations	322 days	Thu 5/19/22	Fri 8/11/23																																	
1018	FF&E Specifications and Coordination	7 mons	Thu 5/19/22	Wed 11/30/22	952		FF&E Specifications and Coordination																														
1019	FF&E Procurement	130 days	Thu 12/1/22	Wed 5/31/23	1018	12/1	FF&E Procurement																														
1020	FF&E Installation	31 days	Fri 6/9/23	Fri 7/21/23	1019,1015FS-11	6/9	FF&E Installation																														
1021	Collection Installation	5 days	Mon 7/24/23	Fri 7/28/23	1020	7/24	Collection Installation																														
1022	Operations Training and Set-up	10 days	Mon 7/24/23	Fri 8/4/23	1020	7/24	Operations Training and Set-up																														
1023	La Pine Library Opening	5 days	Mon 8/7/23	Fri 8/11/23	1022	8/7	La Pine Library Opening																														

Project: Deschutes Public Libraries Full Schedule
 Print Date: Fri 12/16/22

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
Summary		Inactive Task		Duration-only		Finish-only			

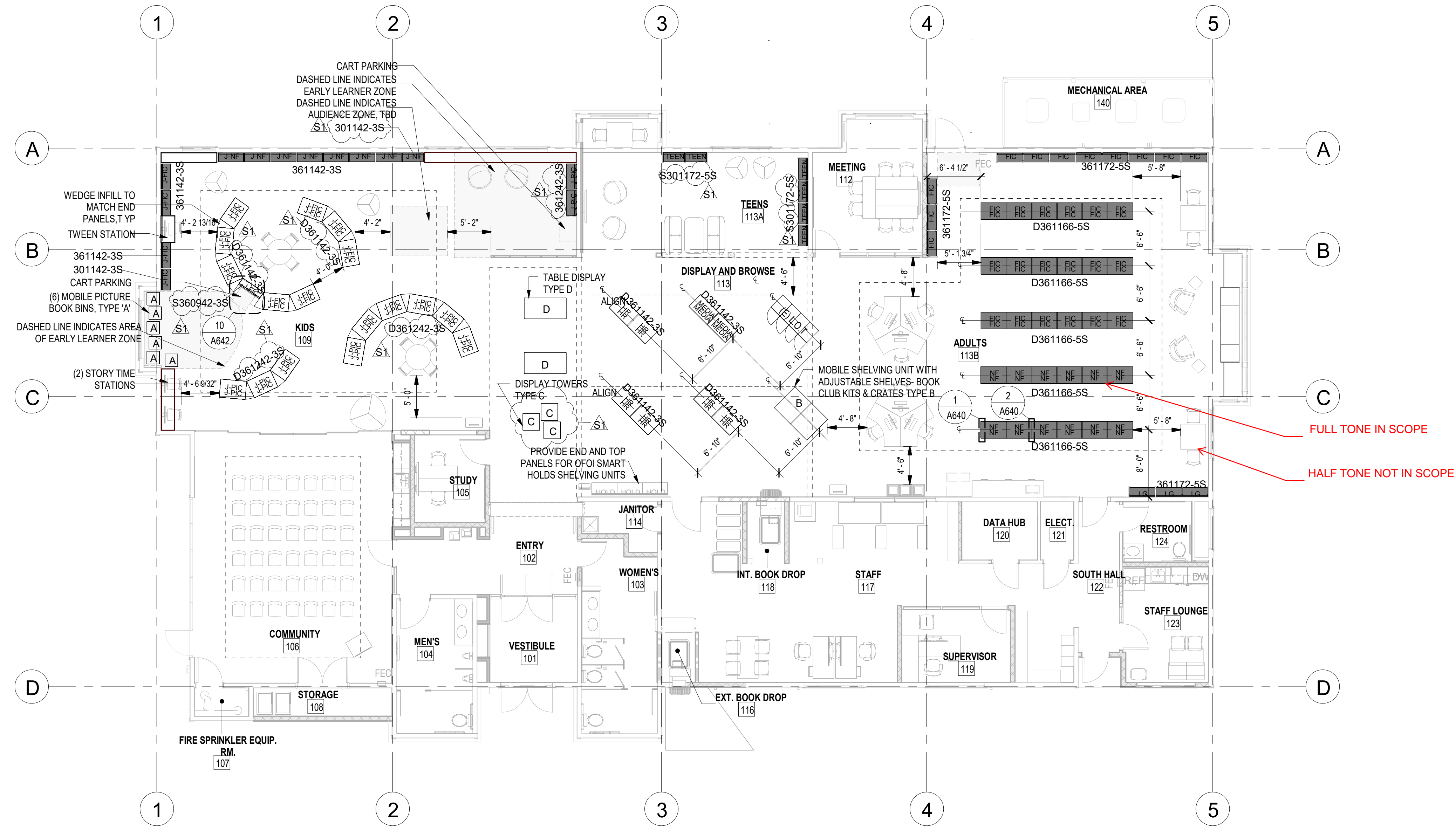
Type	MFR	COLLECTION TYPE		COUNT	SHELF SIZE			TOTAL # OF SIDES	NUMBER OF SHELVES		TOTAL SHELVES	Panel Quantity	NOTES
		SIDE 1	SIDE 2		WIDTH	DEPTH	HEIGHT		SIDE 1	SIDE 2			
S361172-5S	SPACE SAVER SPECIALISTS, INC.	Fiction	Fiction	11	3'-0"	11"	6'-0"	11	5	0	55	24	WD-1, STEEL BACKING
D361166-5S	SPACE SAVER SPECIALISTS, INC.	Fiction	Fiction	18	3'-0"	11"	5'-0"	36	5	5	180	18	WD-2
D361142-3S	SPACE SAVER SPECIALISTS, INC.	Hot Reads	Hot Reads	6	3'-0"	11"	3'-0"	12	3	3	36	9	WD-2
<varies>	SPACE SAVER SPECIALISTS, INC.	Juvenile - Fiction	Juvenile - Fiction	5	<varies>	<varies>	3'-0"	5	3	0	15	13	361142-3S, 301142-3S, S360942-3S, WD-1, STEEL BACKING
D361142-3S	SPACE SAVER SPECIALISTS, INC.	Juvenile - Fiction	Juvenile - Fiction	8	3'-0"	11"	3'-0"	16	3	3	48	48	WD-2
<varies>	SPACE SAVER SPECIALISTS, INC.	Juvenile - Nonfiction	Juvenile - Nonfiction	8	<varies>	11"	3'-0"	8	3	0	24	17	361142-3S, 301142-3S, WD-1, STEEL BACKING
S361242-3S	SPACE SAVER SPECIALISTS, INC.	Juvenile - Picture	Juvenile - Picture	2	3'-0"	1'-0"	3'-0"	2	3	3	12	5	WD-1, STEEL BACKING
D361242-3S	SPACE SAVER SPECIALISTS, INC.	Juvenile - Picture	Juvenile - Picture	9	3'-0"	1'-0"	3'-0"	18	3	3	54	55	WD-2
S361172-5S	SPACE SAVER SPECIALISTS, INC.	Large Print	Large Print	3	3'-0"	11"	6'-0"	3	5	0	15	7	WD-1, STEEL BACKING
D361142-3S	SPACE SAVER SPECIALISTS, INC.	Media	Media	2	3'-0"	11"	3'-0"	4	3	3	12	3	WD-2
S301172-5S	SPACE SAVER SPECIALISTS, INC.	New Titles	New Titles	2	2'-6"	11"	6'-0"	2	4	0	6	5	WD-1, STEEL BACKING
D361166-5S	SPACE SAVER SPECIALISTS, INC.	Non Fiction	Non Fiction	12	3'-0"	11"	5'-0"	24	5	5	120	12	WD-2
S301172-5S	SPACE SAVER SPECIALISTS, INC.	Teen	Teen	4	2'-6"	11"	6'-0"	4	4	0	16	9	WD-1, STEEL BACKING
Grand total: 90								145	4	0	595	225	

*TOTAL PANEL QUANTITIES LISTED ARE FOR REFERENCE ONLY - REFER TO THE SHELVING PLANS AND MODULE INFORMATION TO CONFIRM
 *PANEL COUNT DOES NOT ACCOUNT FOR INTERIOR WEDGE STRUCTURE OR \leftrightarrow CART DOCKS, TYP.

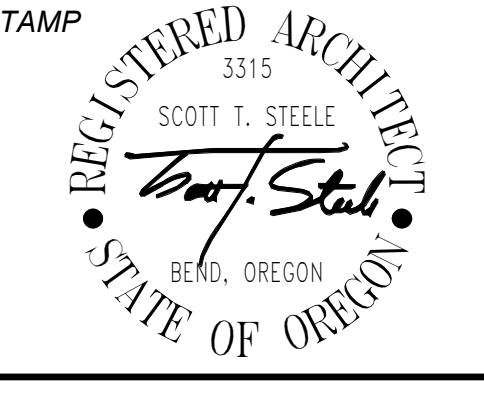
GENERAL SHELVING PLAN NOTES

- FURNITURE AND SHELVING PLANS ARE TO BE USED FOR COORDINATION WITH OWNER FURNISHED ITEMS ONLY.
- DARK GRAY HATCH INDICATES FIXED SHELVING**
- ALL METAL LIBRARY SHELVING TO BE PROVIDED AND INSTALLED BY THE LIBRARY'S SHELVING CONTRACTOR. GENERAL CONTRACTOR IS TO COORDINATE WITH SHELVING LOCATIONS AS INDICATED IN PLANS. GENERAL CONTRACTOR MUST ALSO COORDINATE WITH THE LIBRARY'S SHELVING INSTALLER IN TERMS OF INSTALLATION SCHEDULE, JOB SITE ACCESS, MATERIALS DELIVERY AND STAGING.
- ALL MISCELLANEOUS FURNITURE TO BE PROVIDED AND INSTALLED BY THE LIBRARY'S FURNITURE VENDOR(S). REFER TO SCHEDULES AND PLANS FOR APPROPRIATE LOCATIONS.
- ALL BUILT-IN CASEWORK AND BUILDING FINISHES ARE TO BE PROVIDED AND INSTALLED BY THE GENERAL CONTRACTOR.
- NO MECHANICAL EQUIPMENT, ELECTRICAL DEVICES, DRAINS, OR OTHER UTILITY DEVICES MAY BE LOCATED UNDER THE SHELVING LOCATIONS.
- SHELVING SCHEDULES ON PLAN SHEETS ARE FOR COLLECTION COUNT PURPOSES ONLY. FOR ENTIRE SHELVING PRODUCT INFORMATION, REFER TO SCHEDULES ON SHEET A116.
- FOR ATTIC STOCK, INCLUDE (1) ADDITIONAL (A) MODULE, AND (1) ADDITIONAL D MODULE, SEE SHEET A641.

ROOM NAME	ROOM NUMBER	COLLECTION TYPE	COLLECTIVE ABBR	# OF SIDES
KIDS	109	Juvenile - Fiction	J-FIC	20
KIDS	109	Juvenile - Nonfiction	J-NF	8
KIDS	109	Juvenile - Picture	J-PIC	20
DISPLAY AND BROWSE	113	Hot Reads	HR	12
DISPLAY AND BROWSE	113	Media	MEDIA	4
TEENS	113A	New Titles	TEEN	2
TEENS	113A	Teen	TEEN	4
ADULTS	113B	Fiction	FIC	47
ADULTS	113B	Large Print	LG	3
ADULTS	113B	Non Fiction	NF	24
144				



1 SHELVING PLAN
 A116 1/8" = 1'-0"



SHELVING BID SET

NOVEMBER 16, 2022

REV.	DESCRIPTION	DATE
A	ADDENDUM A	10/28/2022
S1	SHELVING ADDENDUM 1	11/11/2022

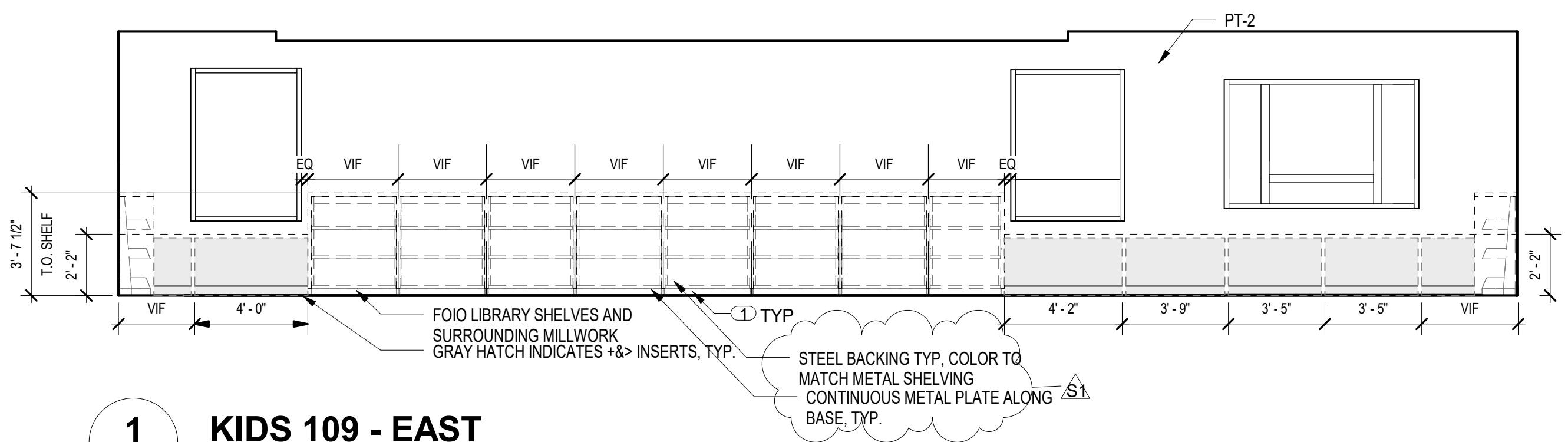
Drawn: Author
 Checked: Checker
 MJH Proj No.: 21126.40
 Issue Date: NOVEMBER 16, 2022

GENERAL INTERIOR ELEVATION NOTES

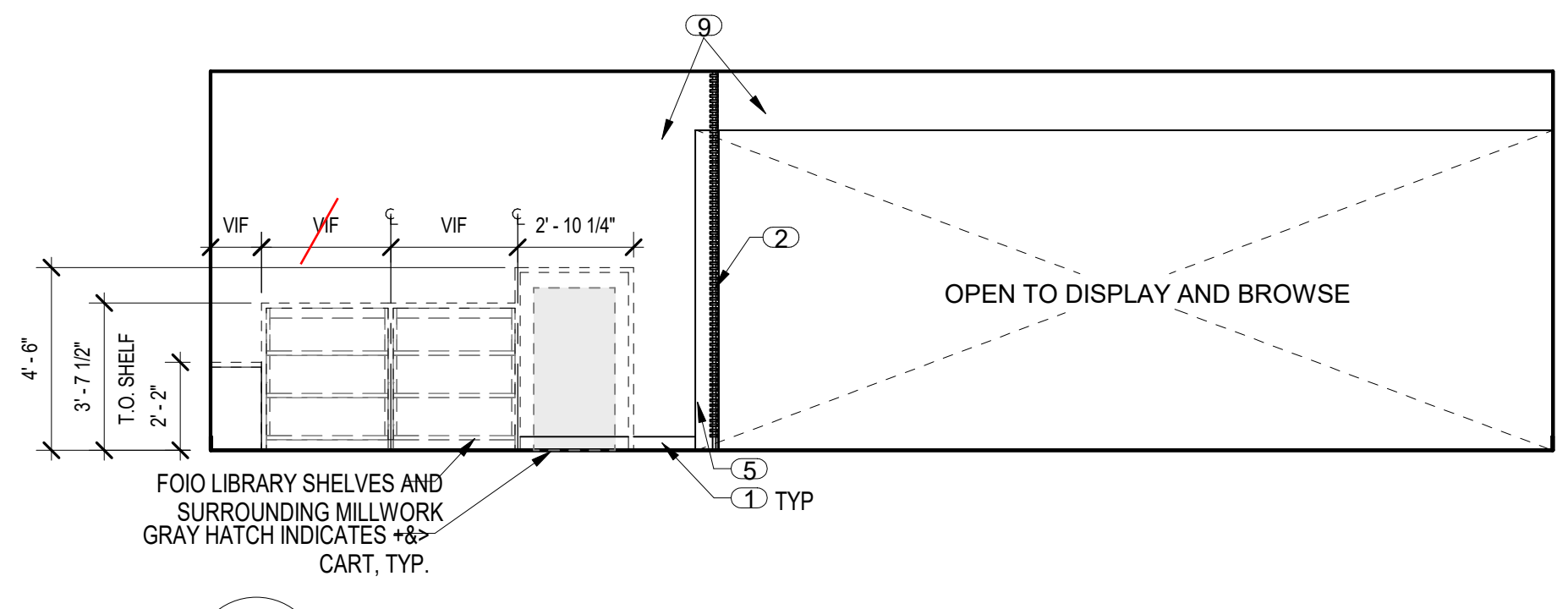
- SEE FLOOR PLANS AND ENLARGED PLANS FOR INTERIOR ELEVATION TAG LOCATIONS.
- PROVIDE GWB AT WALL AND SOFFIT FACES. SEE WALL ASSEMBLY TYPES FOR LOCATIONS WITH MORE THAN (1) LAYER OF GWB.
- SEE FINISH LEGEND ON SHEET A070 FOR ADDITIONAL INFORMATION.
- SEE TYPICAL MOUNTING HEIGHT DIAGRAM FOR TYPICAL INTERIOR FIXTURE MOUNTING. MOUNT PER DIAGRAM UNO.
 A. TOILET ACCESSORIES: G230 & A001
 B. GENERAL: G230
- REFERENCE G230 FOR ACCESSIBILITY REACH HEIGHTS.

KEY NOTES:

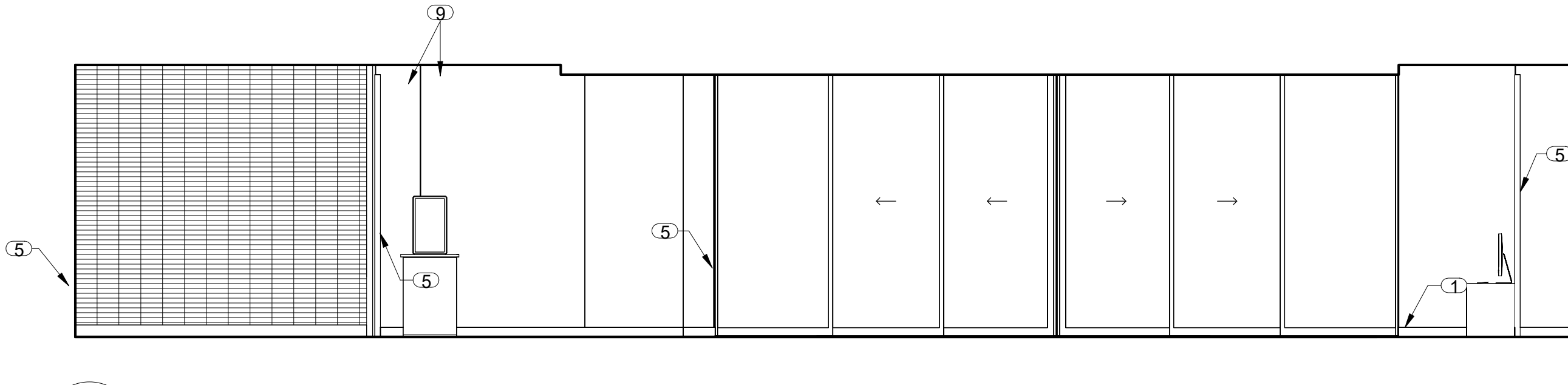
- RUBBER BASE, SEE FINISH SCHEDULE
- LINEAR WOOD PER SPECIFICATIONS.
- REPLACE EXISTING WINDOWS WITH NEW WINDOWS. REFER TO WINDOW SCHEDULE. REPAIR DRYWALL, PROVIDE NEW INTERIOR WINDOW TRIM.
- BOOK DROP.
- GWB CERTAINATED CORNER GUARDS FULL HEIGHT. REFER TO SPEC 10 26 00
- WALL MOUNTED FLAT-SCREEN TELEVISION, C.F.I.C.I.
- MARKERBOARDS. INSTALL PER MFRS WRITTEN INSTRUCTIONS. SEE 10 11 00.
- FLOOR TO CEILING/COLUMN TO COLUMN, LASER CUT STEEL PLATE, PATTERN AND/OR LETTERING TBD
- WALLS ARE ON SAME PLANE.
- WALL FACES TO ALIGN. FUR OUT AS NECESSARY.
- SUNSHADE SYSTEM
- ALIGN TOP OF PLATE WITH BOTTOM OF GYP. BOARD.
- GYP. BOARD CORNER
- ALIGN TOP OF STOREFRONT, BOTTOM OF HEADER, TOP OF PLATE.
- TOP OF KAWNEER ALIGNS WITH BOTTOM OF GYP. BOARD. (9'-4")
- INFILL EXISTING WALL. MATCH FRAMING AND FINISHES.



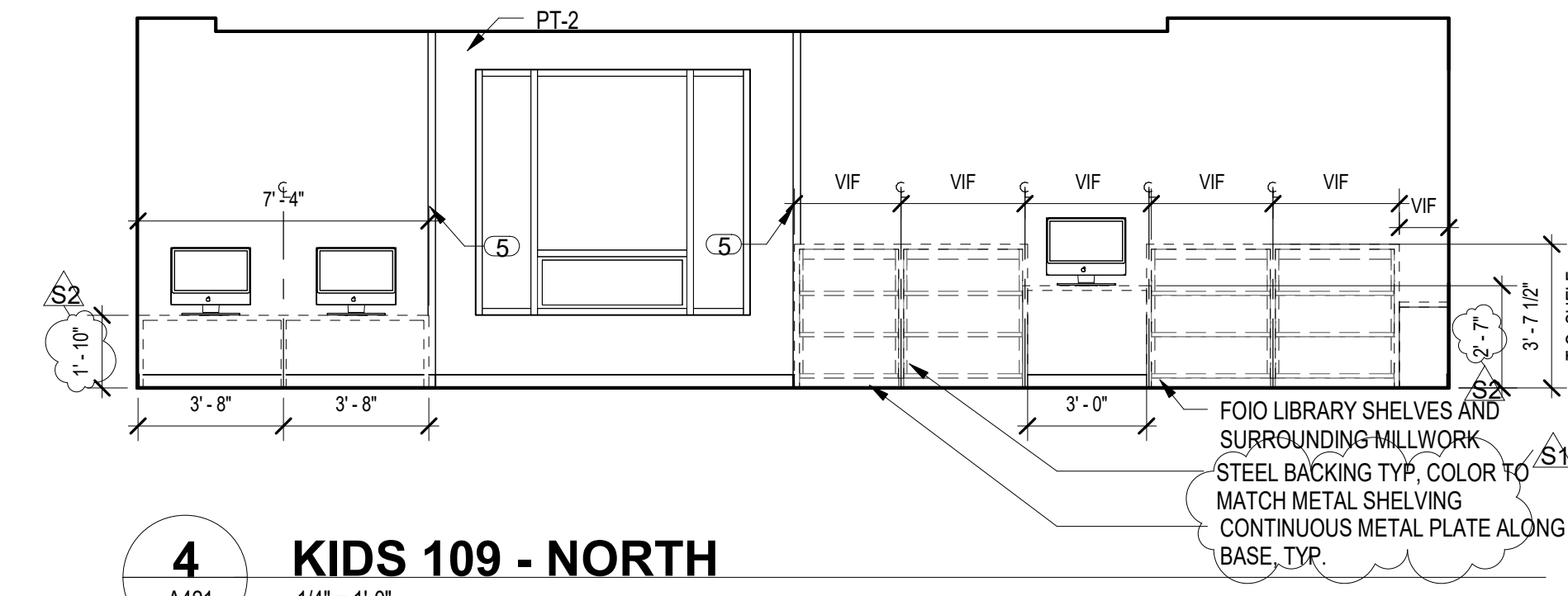
1 KIDS 109 - EAST
 A421 1/4" = 1'-0"



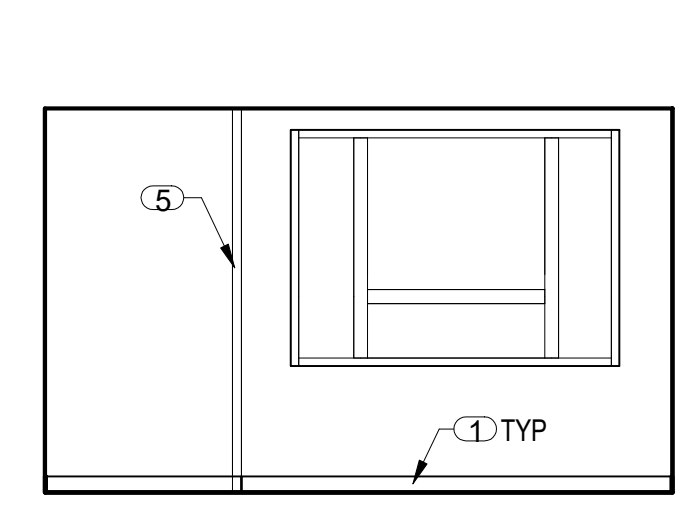
2 KIDS 109 - SOUTH
 A421 1/4" = 1'-0"



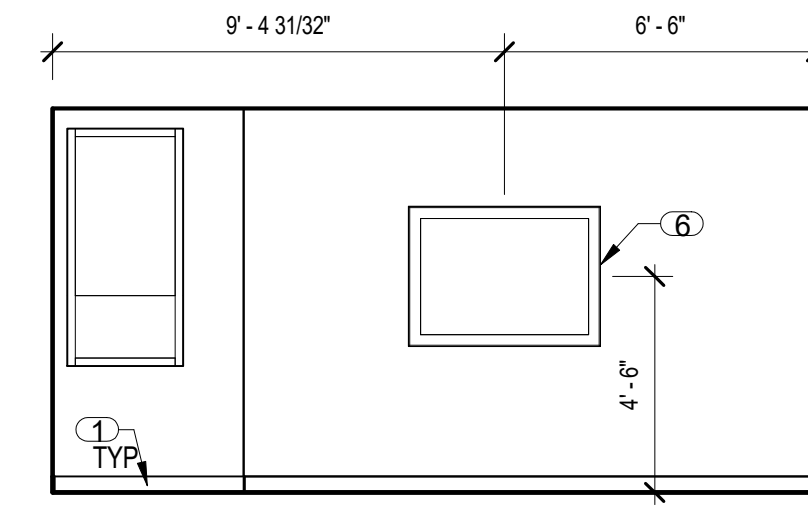
3 KIDS 109 - WEST
 A421 1/4" = 1'-0"



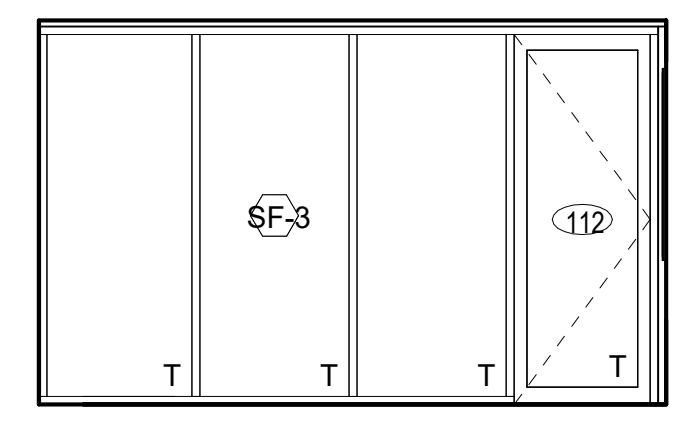
4 KIDS 109 - NORTH
 A421 1/4" = 1'-0"



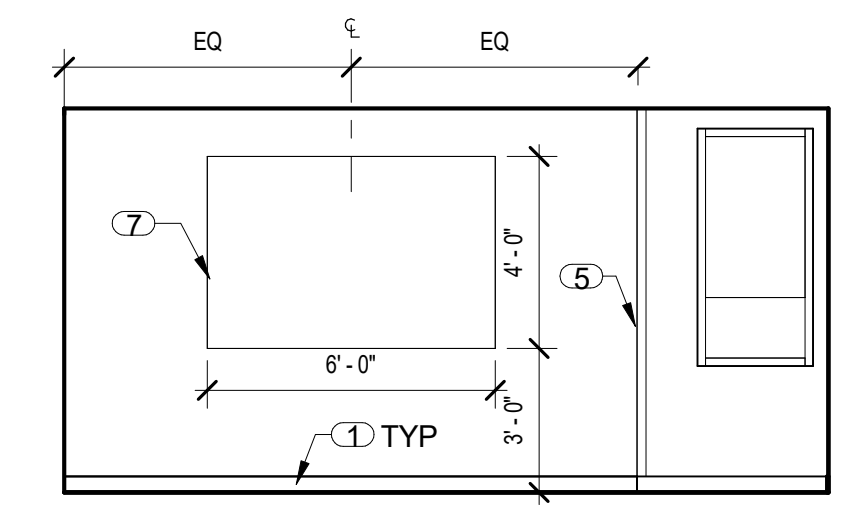
5 MEETING 112 - EAST
 A421 1/4" = 1'-0"



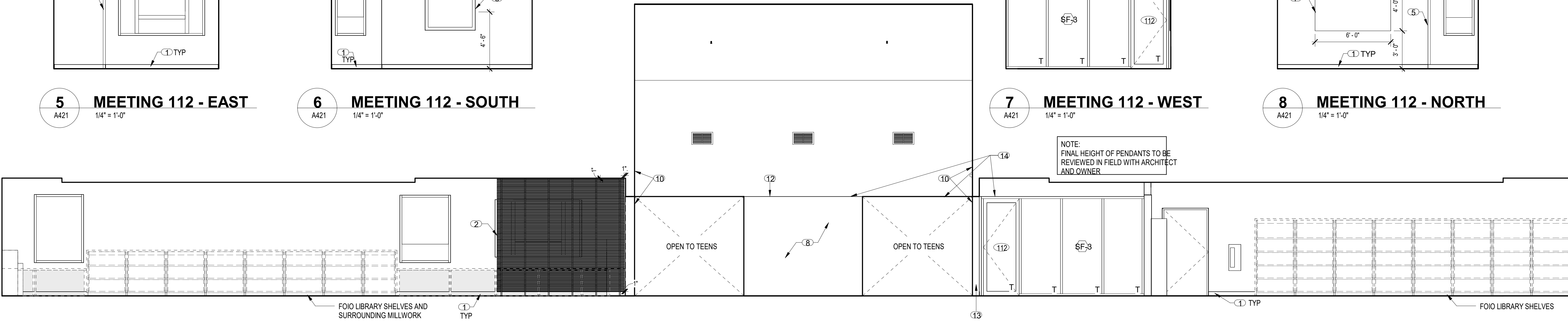
6 MEETING 112 - SOUTH
 A421 1/4" = 1'-0"



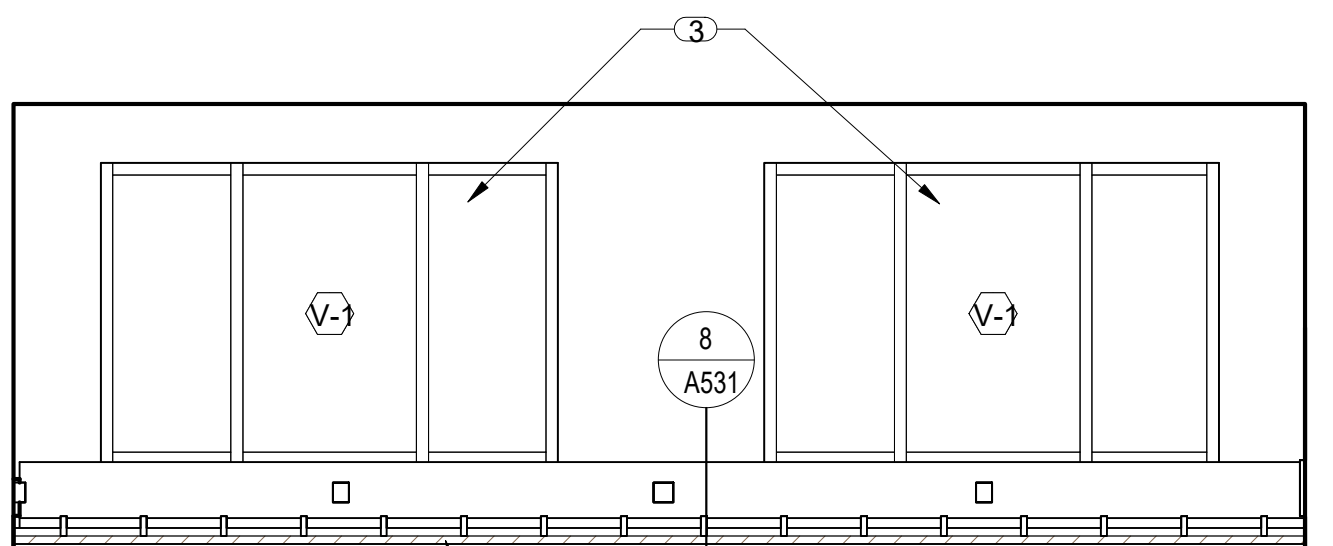
7 MEETING 112 - WEST
 A421 1/4" = 1'-0"



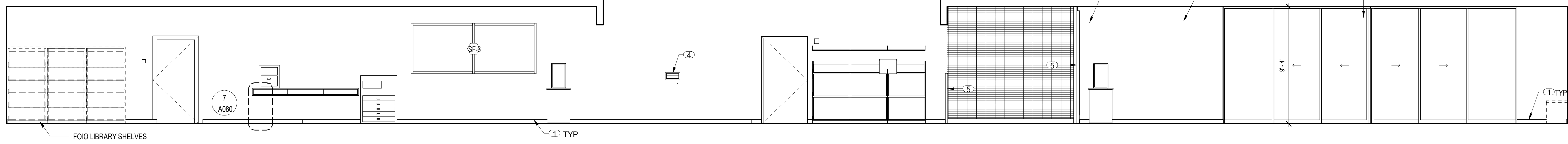
8 MEETING 112 - NORTH
 A421 1/4" = 1'-0"



9 DISPLAY AND BROWSE 113 - EAST
 A421 1/4" = 1'-0"



NOTE: FINAL HEIGHT OF PENDANTS TO BE REVIEWED IN FIELD WITH ARCHITECT AND OWNER.



10 DISPLAY AND BROWSE 113 - WEST
 A421 1/4" = 1'-0"

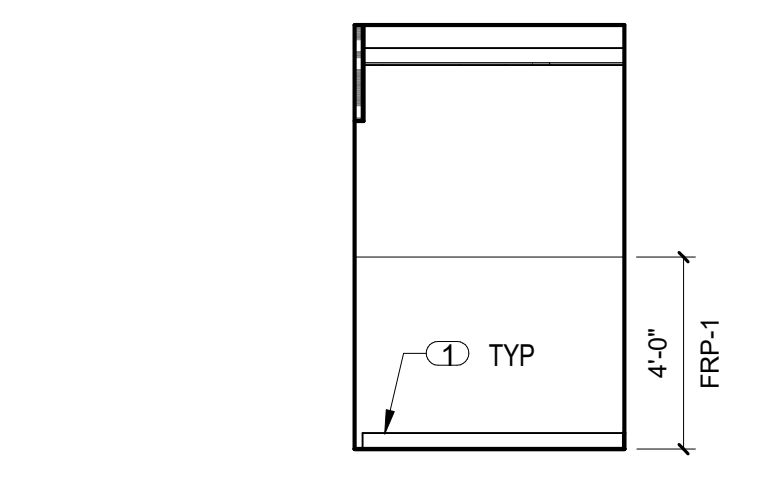
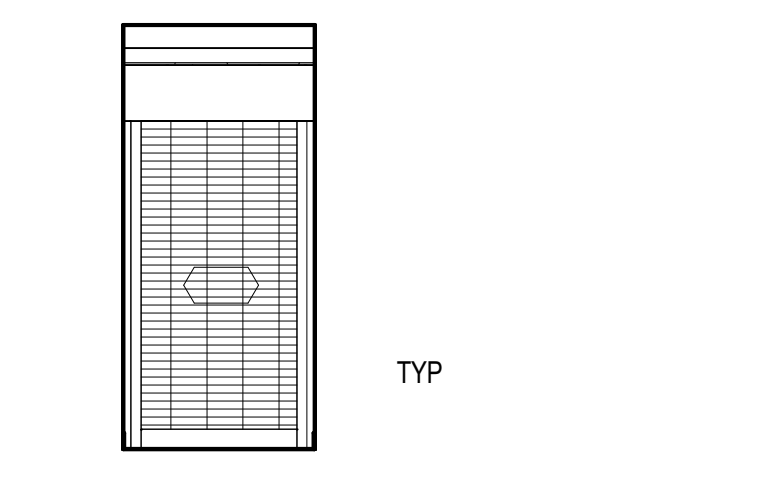
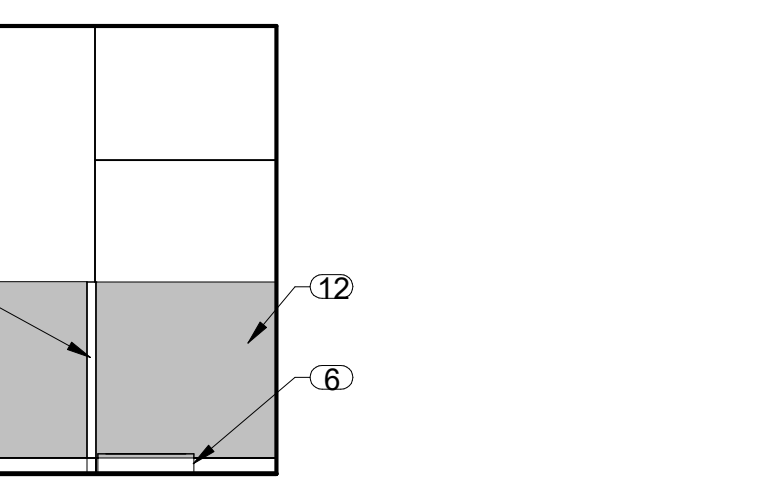
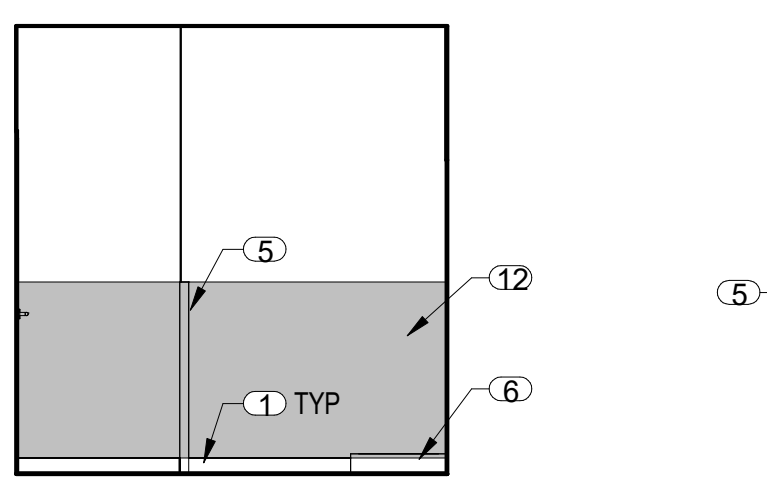
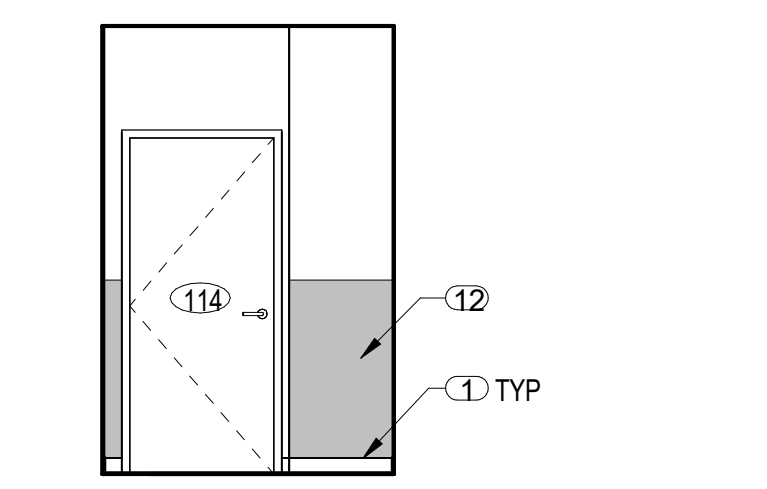
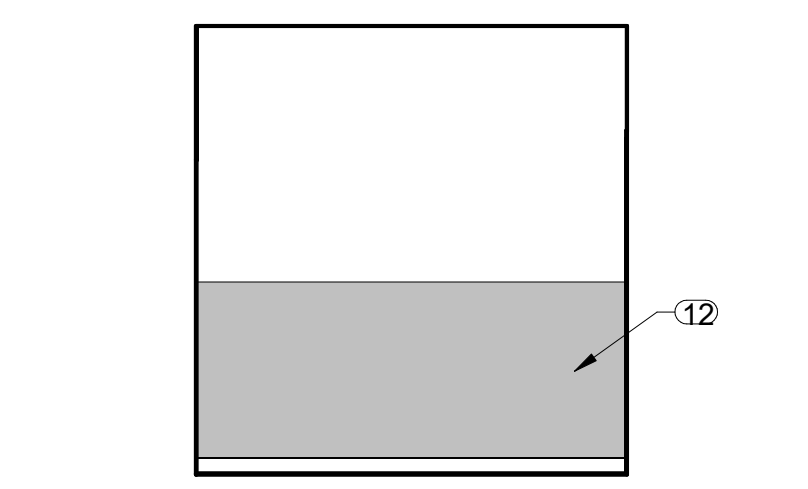
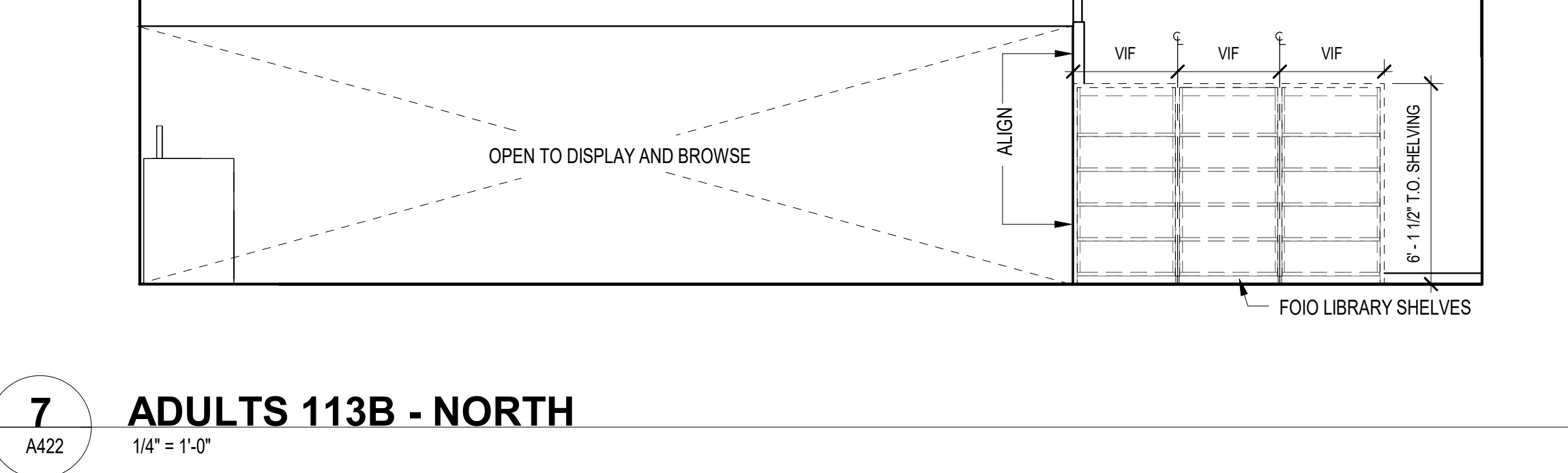
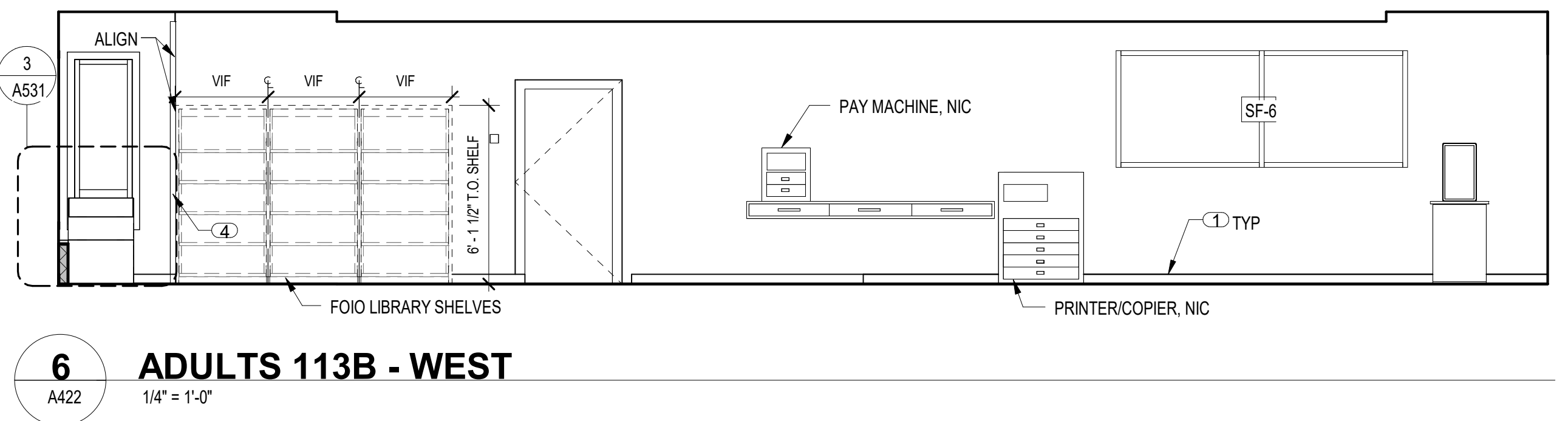
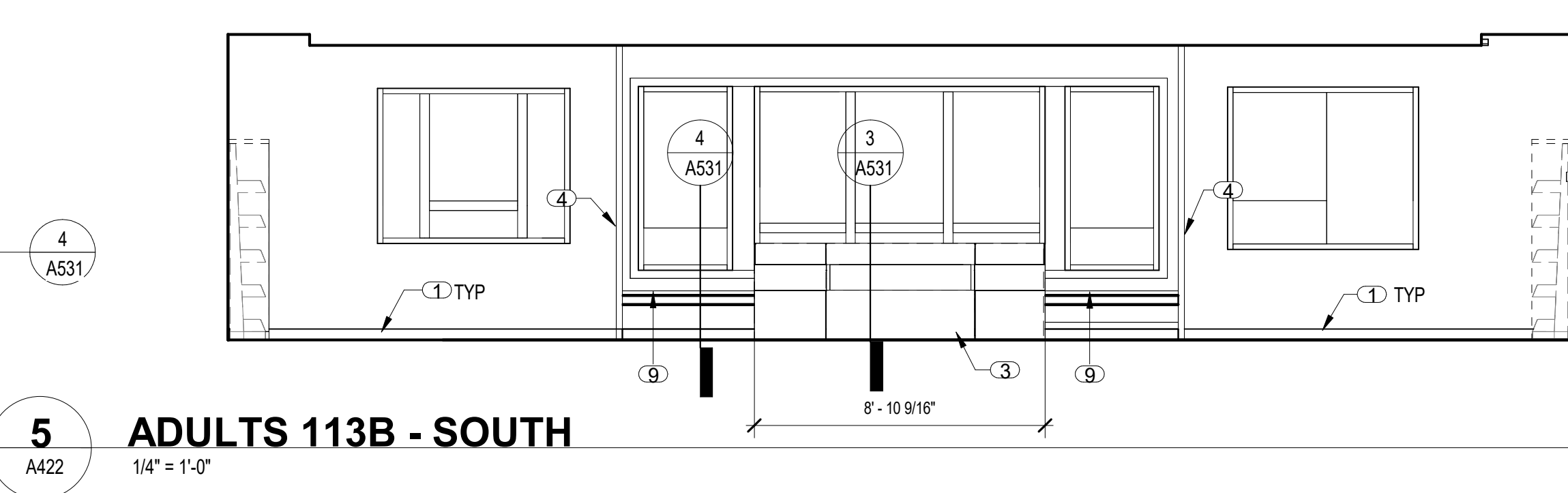
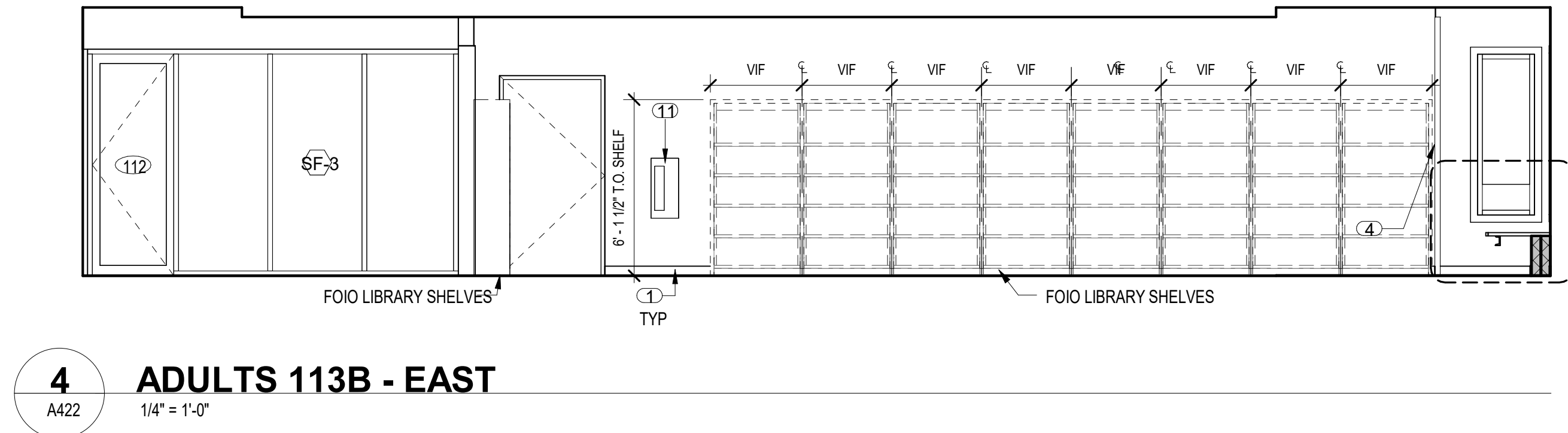
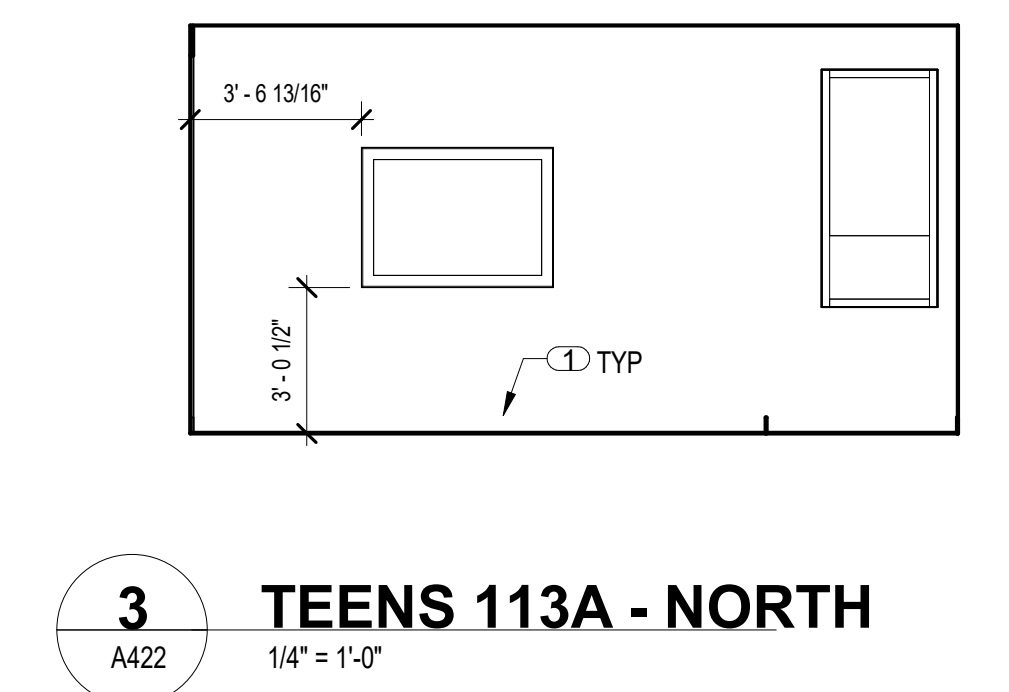
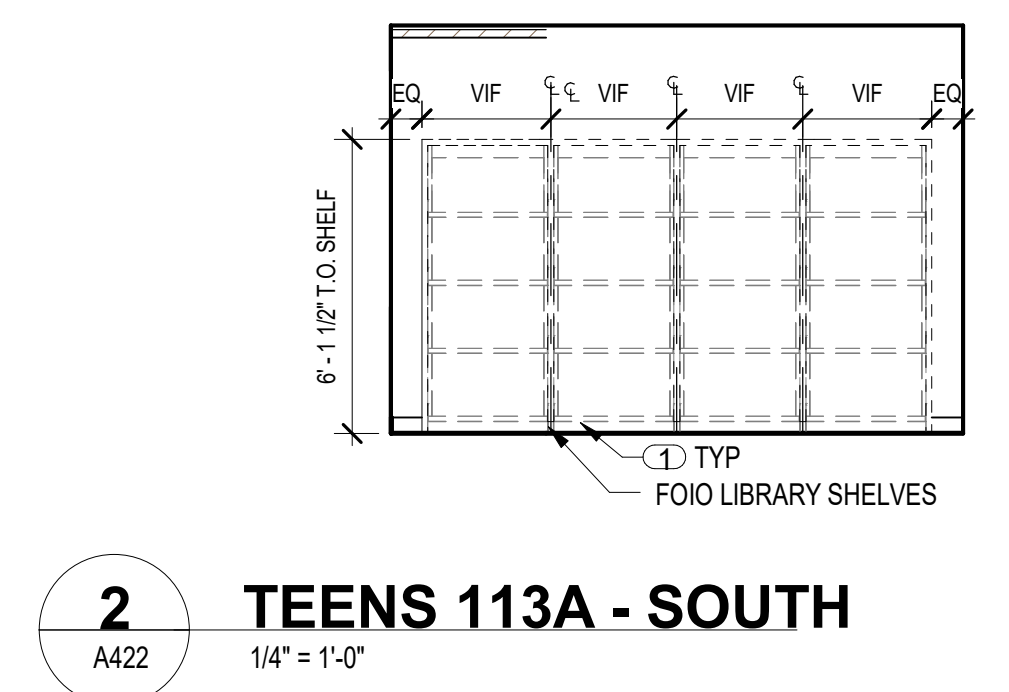
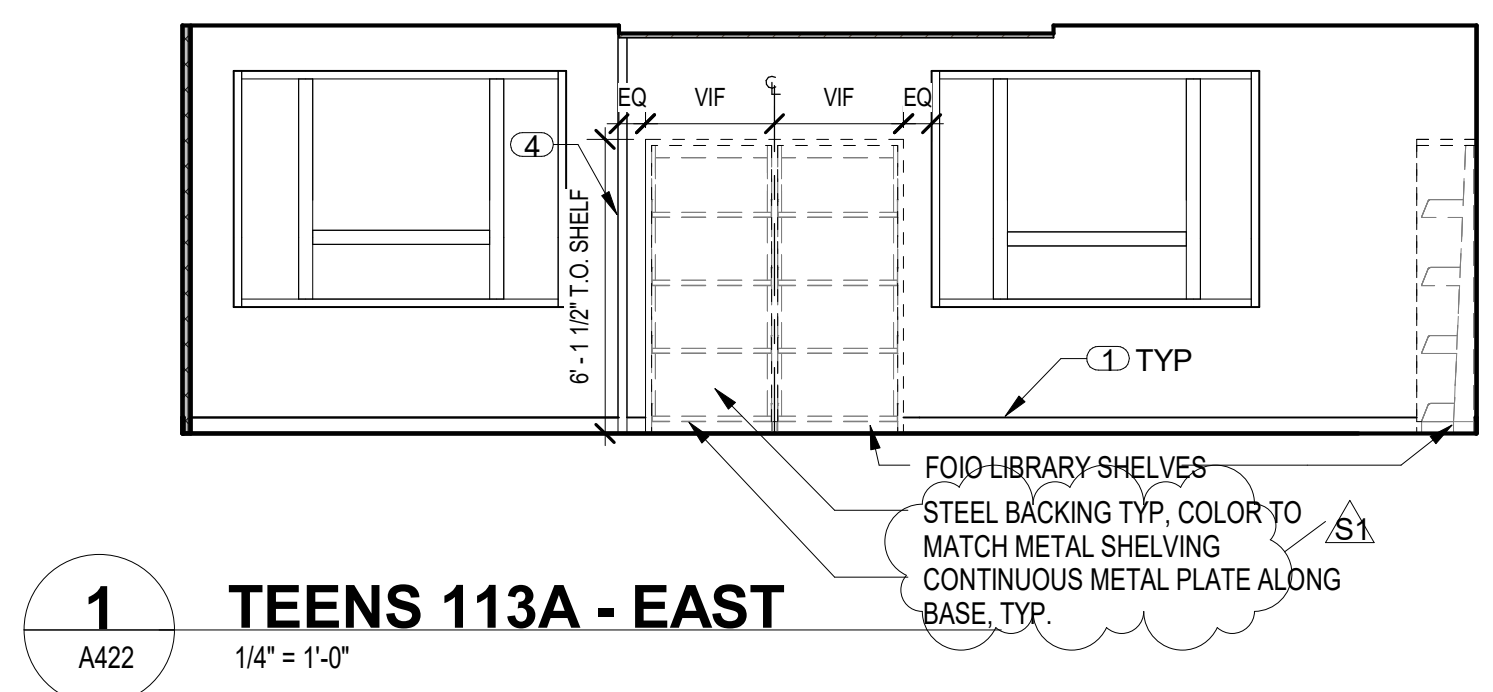
REV.	DESCRIPTION	DATE
A	ADDENDUM A	10/28/2022
S1	SHELVING ADDENDUM 1	11/11/2022
S2	SHELVING ADDENDUM 2	11/16/2022

GENERAL INTERIOR ELEVATION NOTES

- SEE FLOOR PLANS AND ENLARGED PLANS FOR INTERIOR ELEVATION TAG LOCATIONS.
- PROVIDE GWB AT WALL AND SOFFIT FACES. SEE WALL ASSEMBLY TYPES FOR LOCATIONS WITH MORE THAN (1) LAYER OF GWB.
- SEE FINISH LEGEND ON SHEET A070 FOR ADDITIONAL INFORMATION.
- SEE TYPICAL MOUNTING HEIGHT DIAGRAM FOR TYPICAL INTERIOR FIXTURE MOUNTING. MOUNT PER DIAGRAM UNO.
 A. TOILET ACCESSORIES: G230 & A001
 B. GENERAL: G230
- REFERENCE G230 FOR ACCESSIBILITY REACH HEIGHTS.

KEY NOTES:

- RUBBER BASE, SEE FINISH SCHEDULE
- NEW LIGHT FIXTURES PER ELECTRICAL DRAWINGS.
- NEW ELECTRIC FIREPLACE WITH CUSTOM STEEL BOX ENCLOSURE. ALIGN EDGE OF FIREPLACE WITH EXISTING TRIM BEYOND.
- GWB CERTIFICATE CORNER GUARD - SEE 10 26 00
- STAINLESS STEEL METAL CORNER GUARD - SEE 10 26 00
- CUSTODIAL SINK PER PLUMBING DRAWINGS.
- BOOK DROP.
- INFILL EXISTING WALL, MATCH FRAMING AND FINISHES.
- WOOD BENCH WITH METAL BRACKET.
- EXISTING COLUMN TO REMAIN.
- SEMI-RECESSED FIRE EXTINGUISHER CABINET. SEE 10 4400.
- FIBERGLASS RE-ENFORCED PANEL PER 09 77 36



8 JANITOR 114 - EAST
 A422 1/4" = 1'-0"

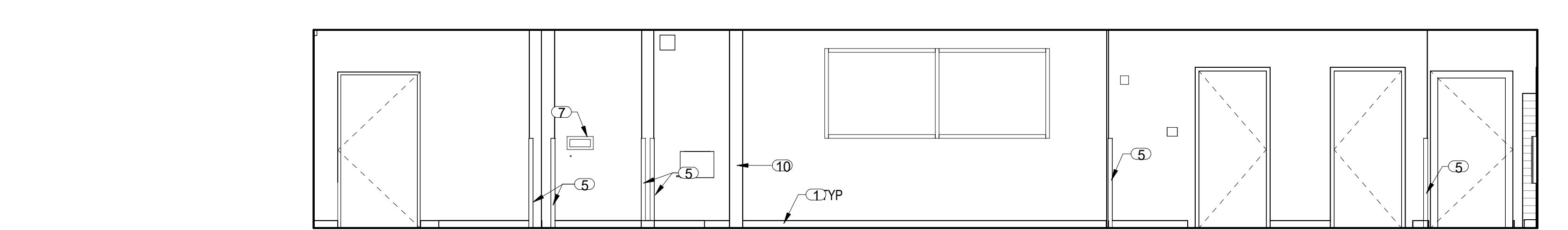
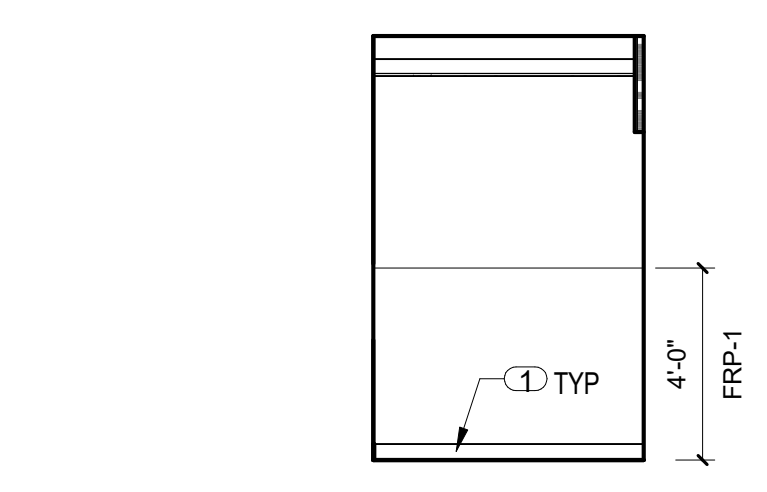
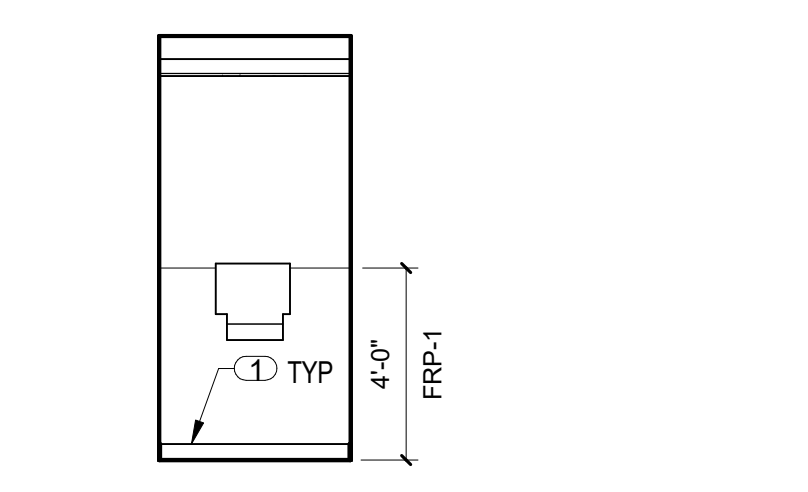
9 JANITOR 114 - SOUTH
 A422 1/4" = 1'-0"

10 JANITOR 114 - WEST
 A422 1/4" = 1'-0"

11 JANITOR 114 - NORTH
 A422 1/4" = 1'-0"

12 EXT. BOOK DROP 116 - EAST
 A422 1/4" = 1'-0"

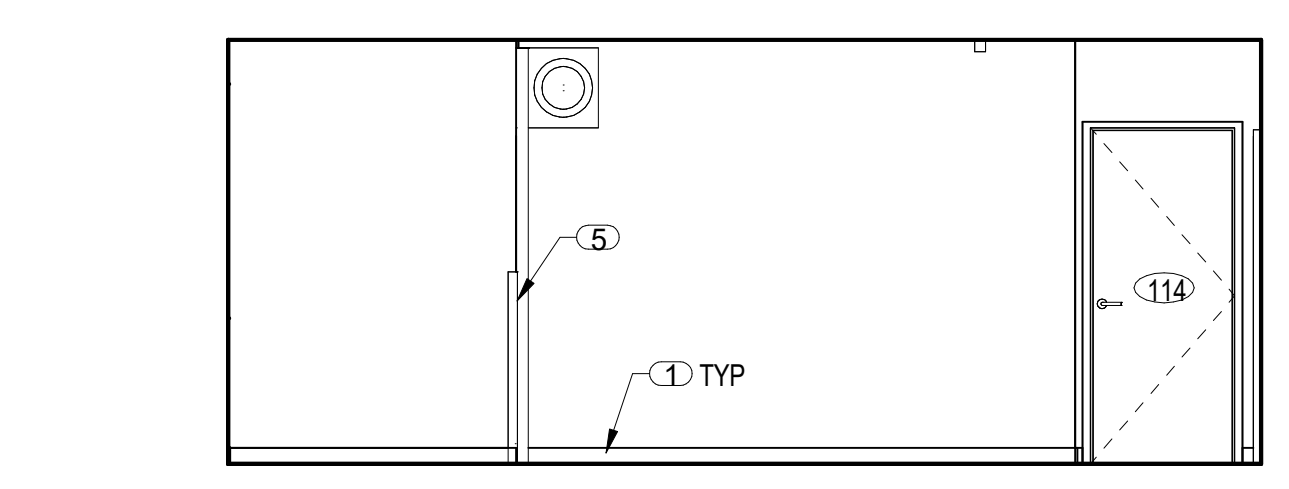
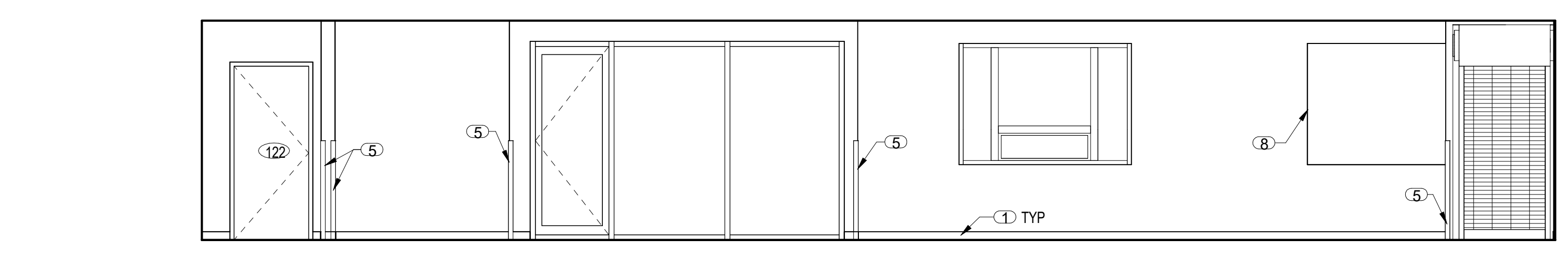
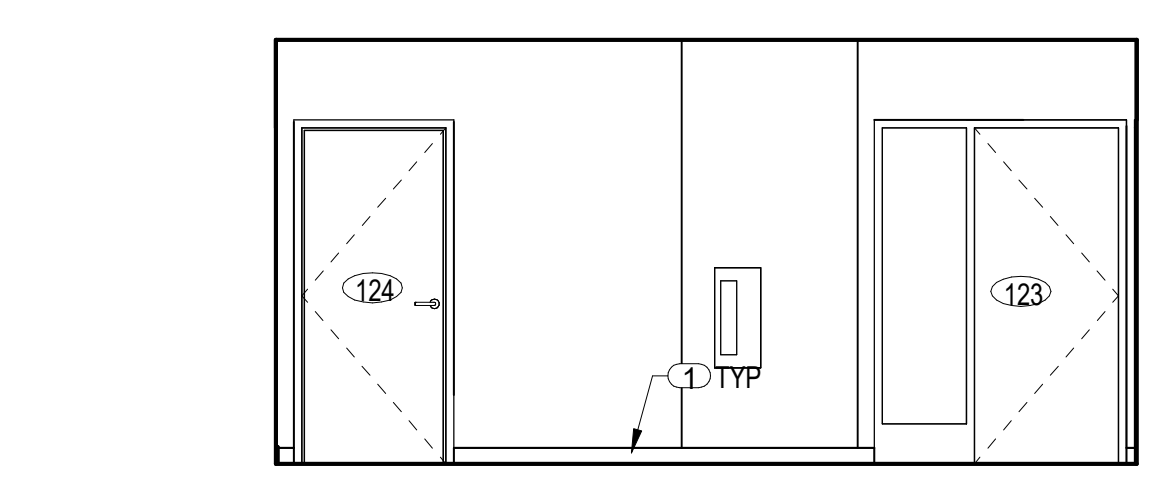
13 EXT. BOOK DROP 116 - SOUTH
 A422 1/4" = 1'-0"



14 EXT. BOOK DROP 116 - WEST
 A422 1/4" = 1'-0"

15 EXT. BOOK DROP 116 - NORTH
 A422 1/4" = 1'-0"

16 STAFF ROOM 117 - EAST
 A422 1/4" = 1'-0"



17 STAFF ROOM 117 - SOUTH
 A422 1/4" = 1'-0"

18 STAFF ROOM 117 - WEST
 A422 1/4" = 1'-0"

19 STAFF ROOM 117 - NORTH
 A422 1/4" = 1'-0"

DESCHUTES PUBLIC LIBRARY

LA PINE LIBRARY

16425 1st STREET
 LA PINE, OR 97739
 SUBMITTAL

SHELVING BID SET

NOVEMBER 16, 2022

REV.	DESCRIPTION	DATE
A	ADDENDUM A	10/28/2022
S1	SHELVING ADDENDUM 1	11/11/2022

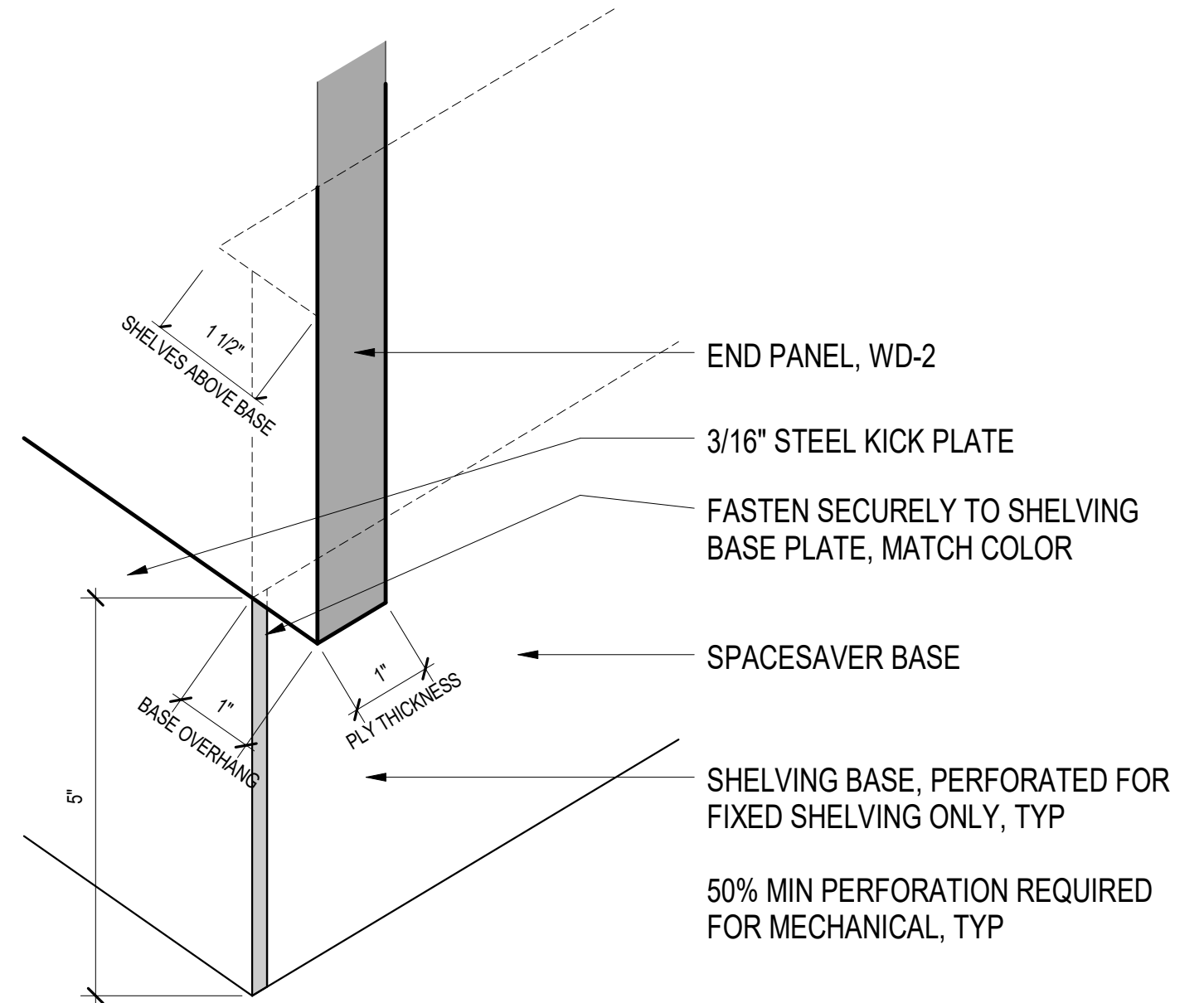
Drawn: Author
 Checked: Checker
 MJH Proj No.: 21126.40

Issue Date: NOVEMBER 16, 2022

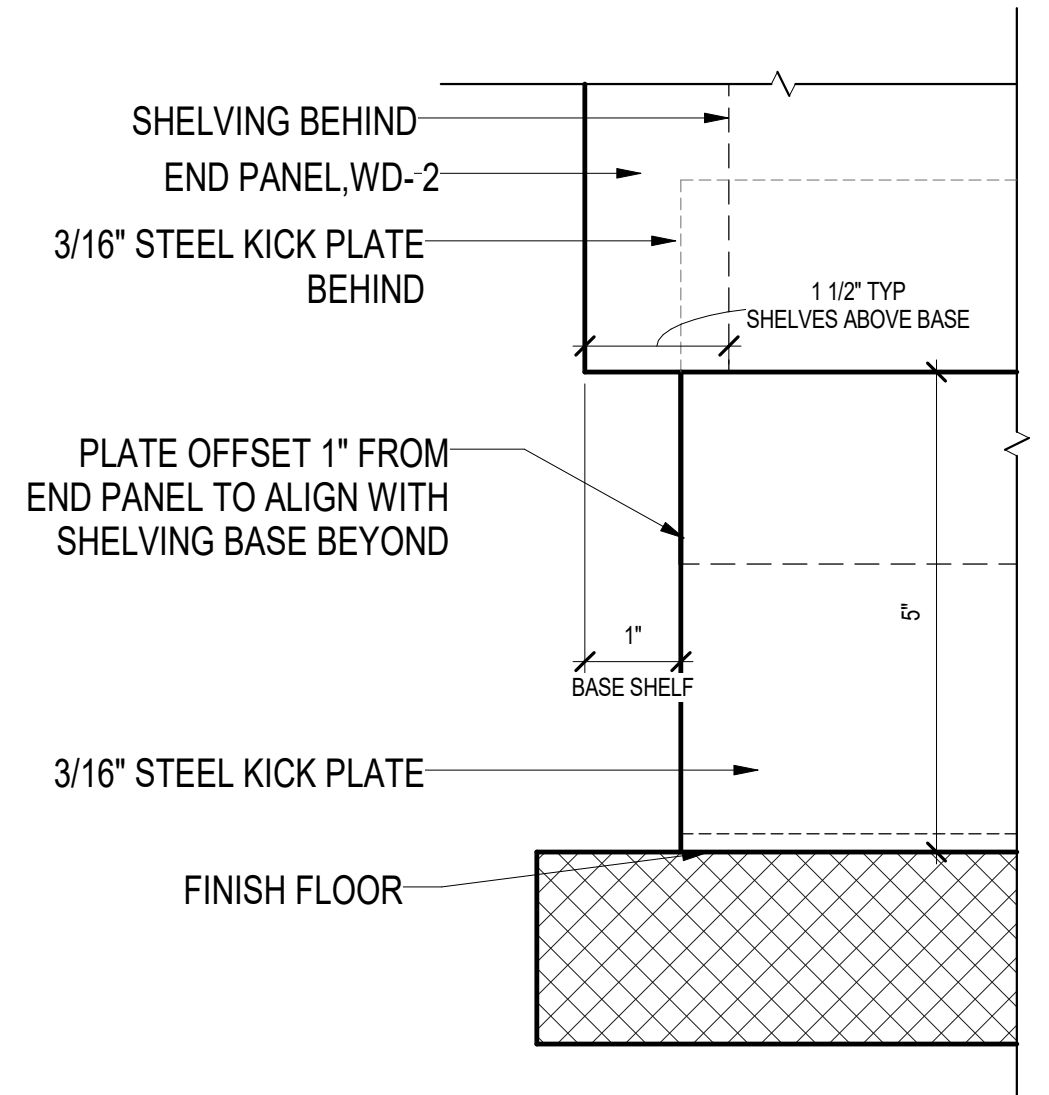
SHEET

INTERIOR ELEVATIONS A422

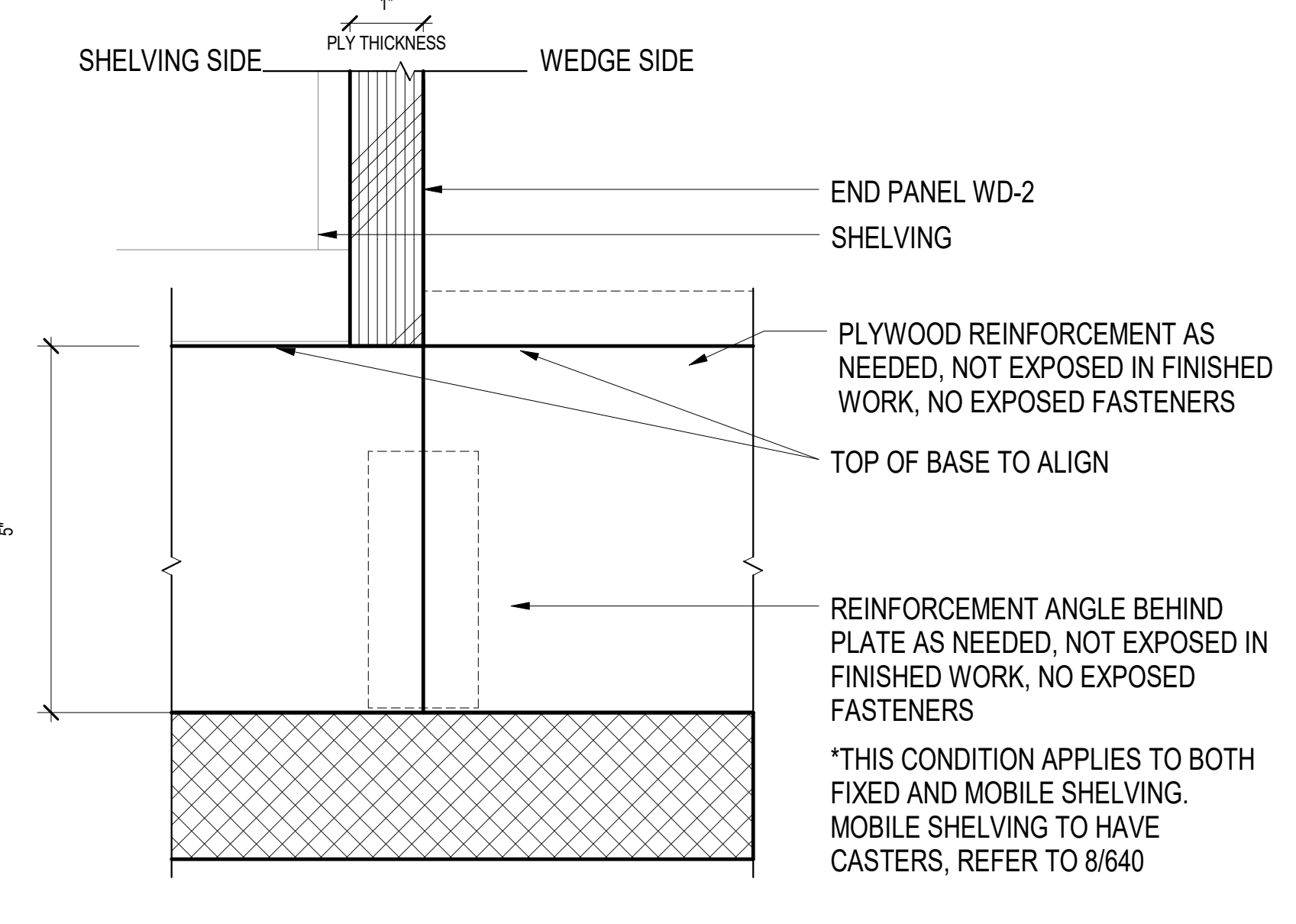
- GENERAL SHELVING DETAIL NOTES**
- REFER TO SCHEDULE NOTES ON A116 FOR PANEL THICKNESS
 - MOBILE BASES ARE 4", FIXED BASES ARE 5", TYP. - TOP OF COUNTERS TO ALIGN FOR D36XX42-3S UNITS
 - SHELVING TO BE SPACESAVER METAL CANTILEVER POWDER COAT FIN FLANNEL (207) / S1
 - ALL SHELVING TO HAVE SOLID BASE S2
 - ALL BASE SHELVING TO BE SLOPED
 - ALL WALL MOUNTED SHELVING TO HAVE STEEL BACKING TYP. COLOR TO MATCH METAL SHELVING AND CONTINUOUS METAL PLATE OVER THE BASE
 - ALL SHELVING TO HAVE PLAIN BACKSTOP- FULL HEIGHT
 - ALL SHELVING TO HAVE C CLIP BOOK SUPPORTS
 - MEDIA COLLECTION TO USE SPECIALTY SPACESAVER SHELVING "VHS, CD & PAPERBACK"



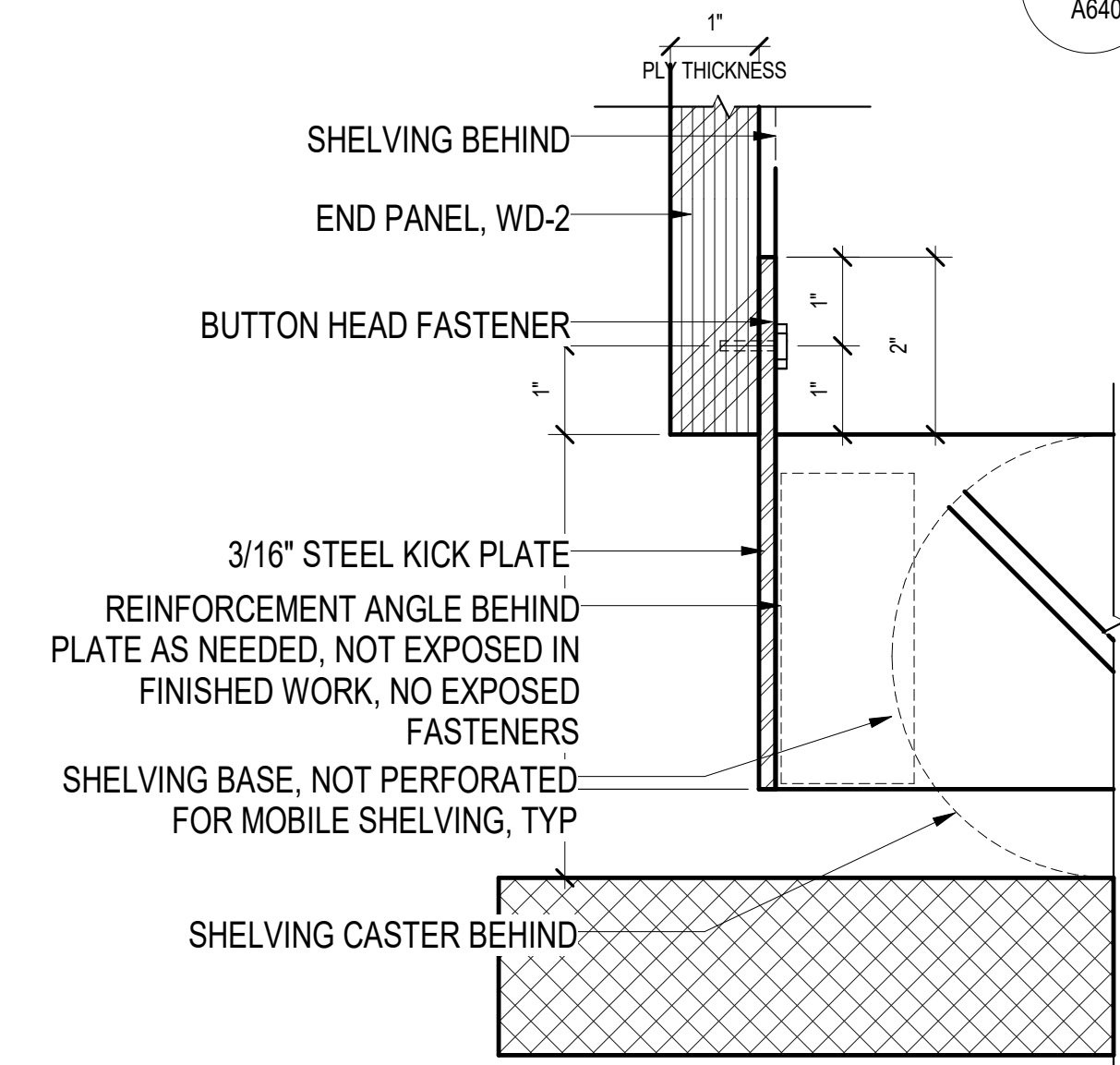
11 SHELVING AXON - FIXED BASE
 A640 6" = 1'-0"



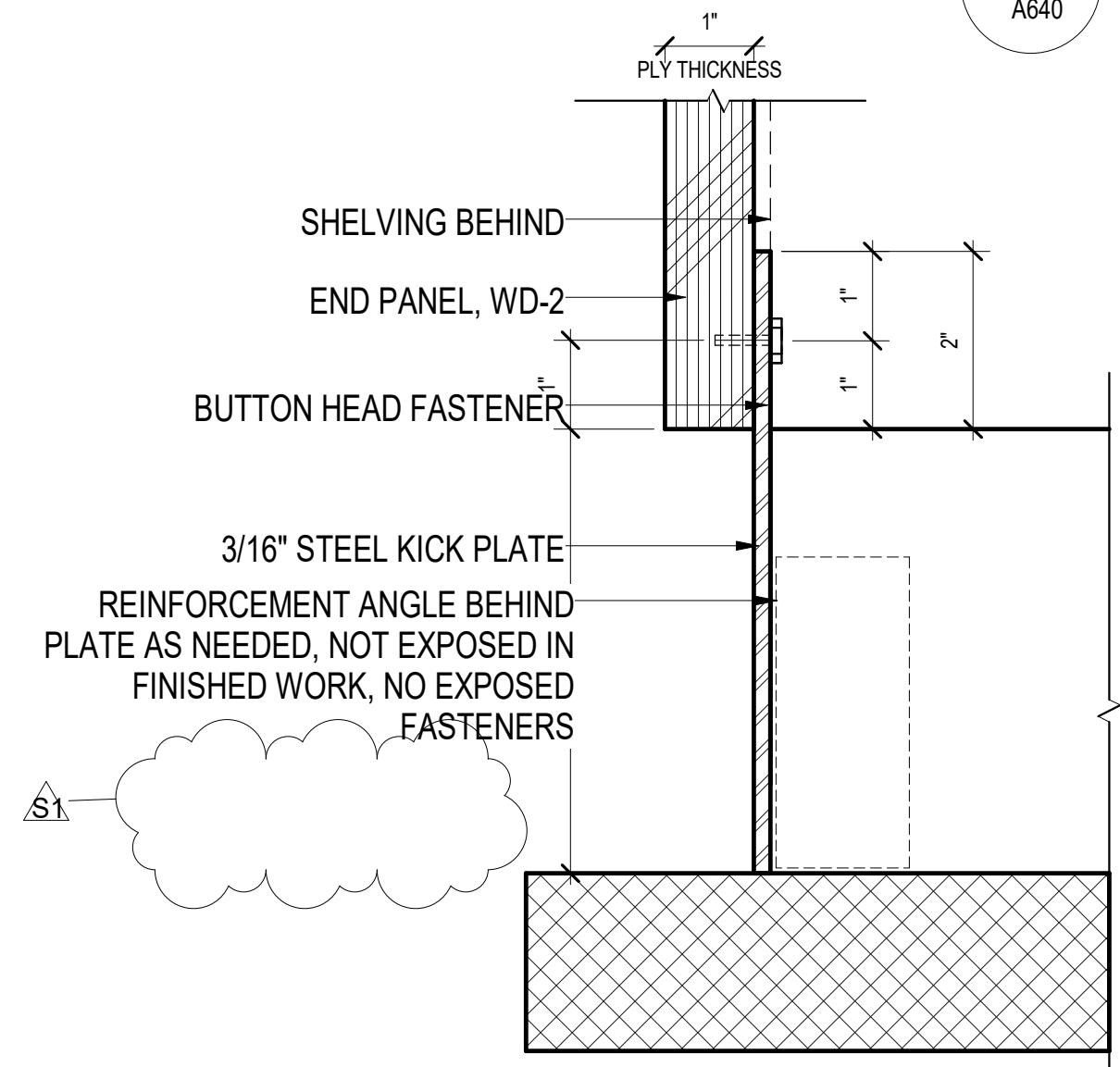
10 SHELVING ELEVATION - END PANEL BASE
 A640 6" = 1'-0"



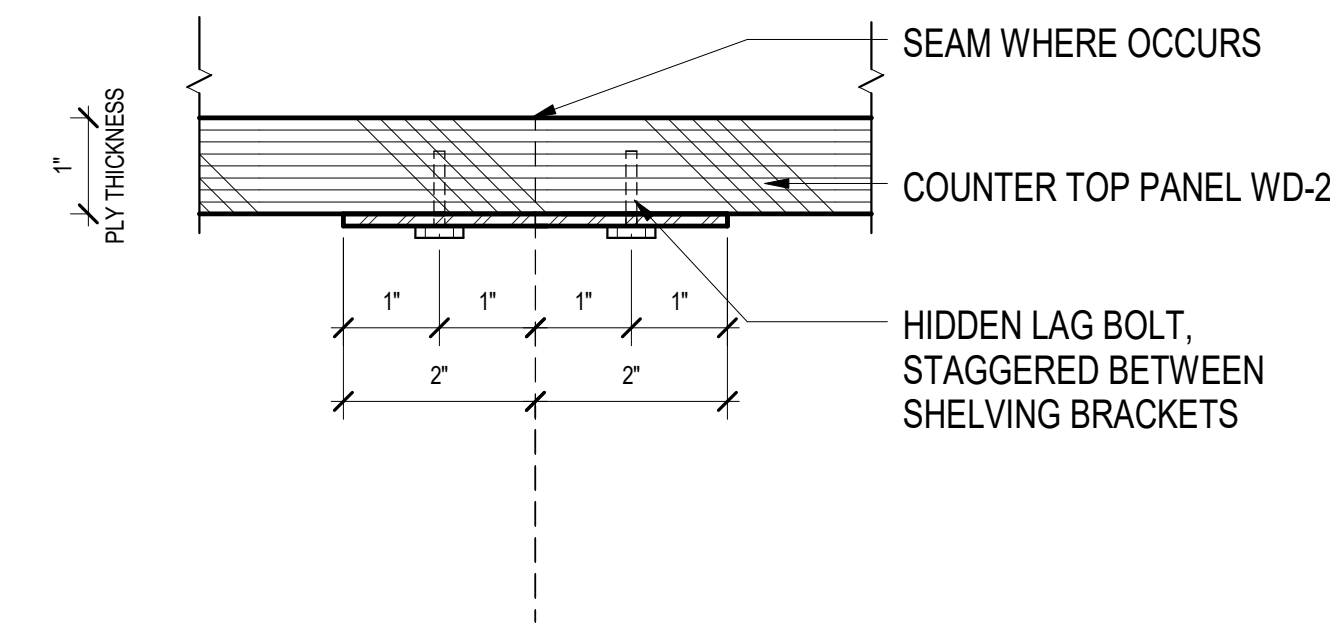
9 SHELVING SECTION - WEDGE BASE
 A640 6" = 1'-0"



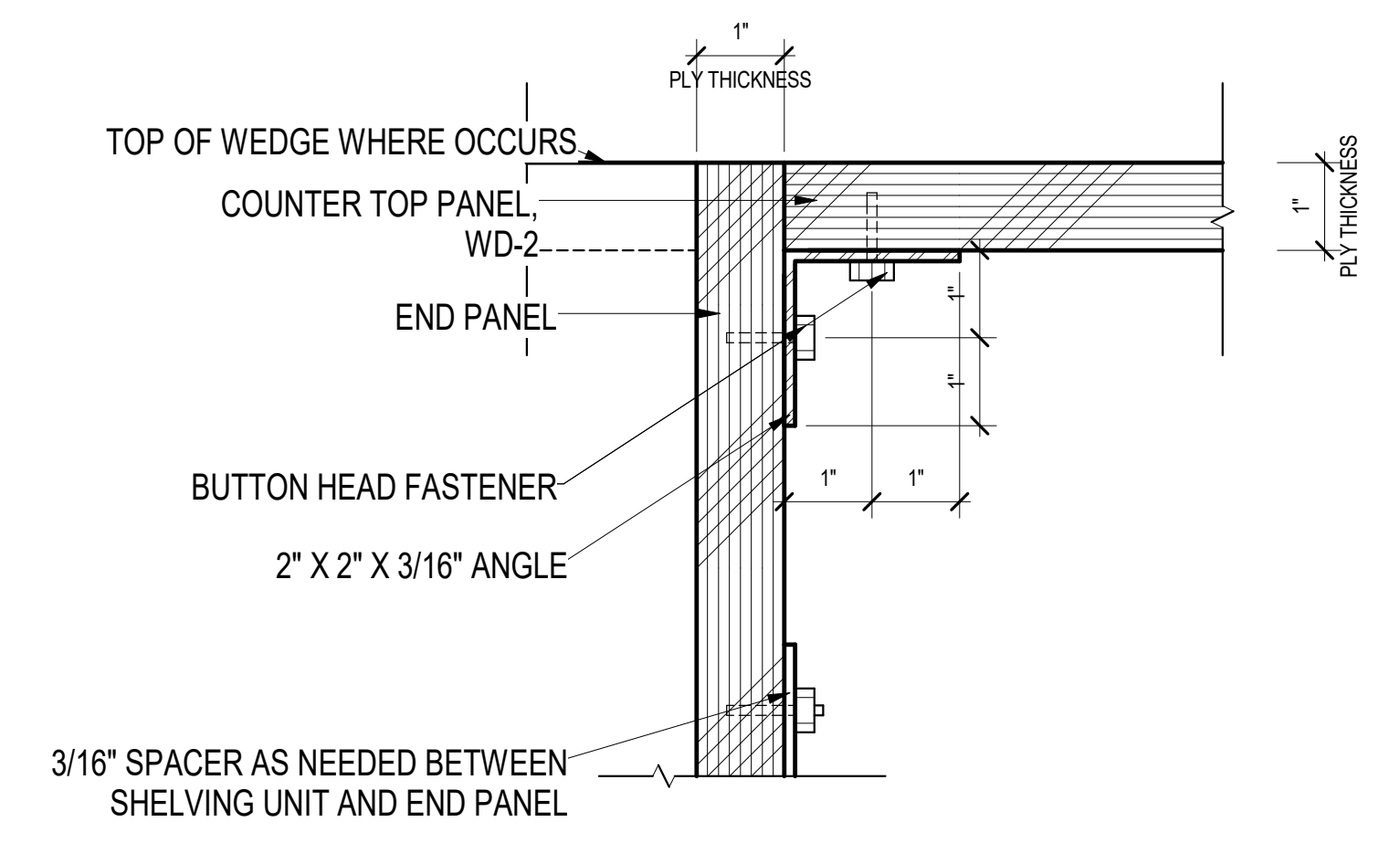
8 SHELVING ELEVATION - MOBILE BASE
 A640 6" = 1'-0"



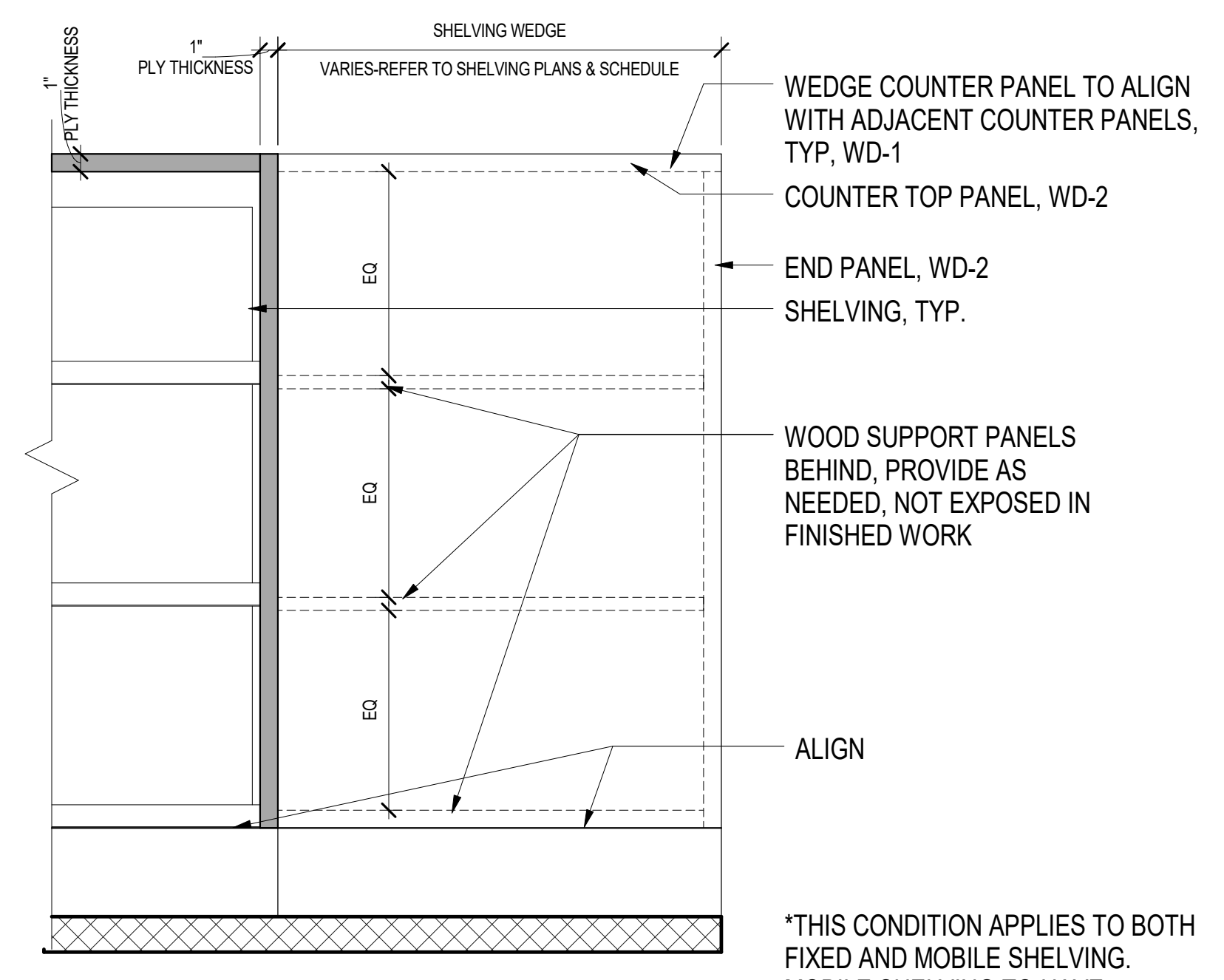
7 SHELVING ELEVATION - FIXED BASE
 A640 6" = 1'-0"



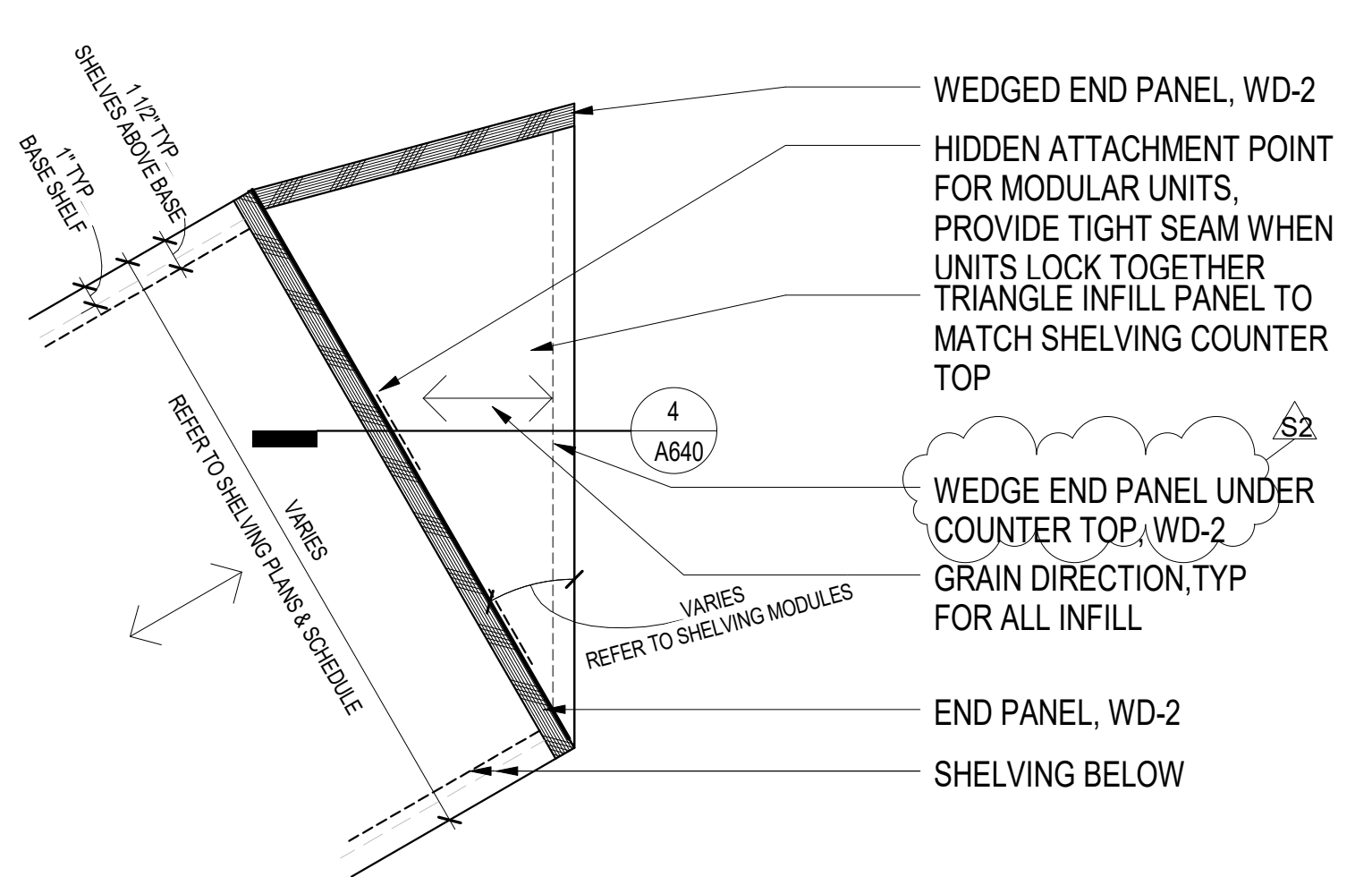
6 SHELVING - COUNTER TOP SEAM
 A640 6" = 1'-0"



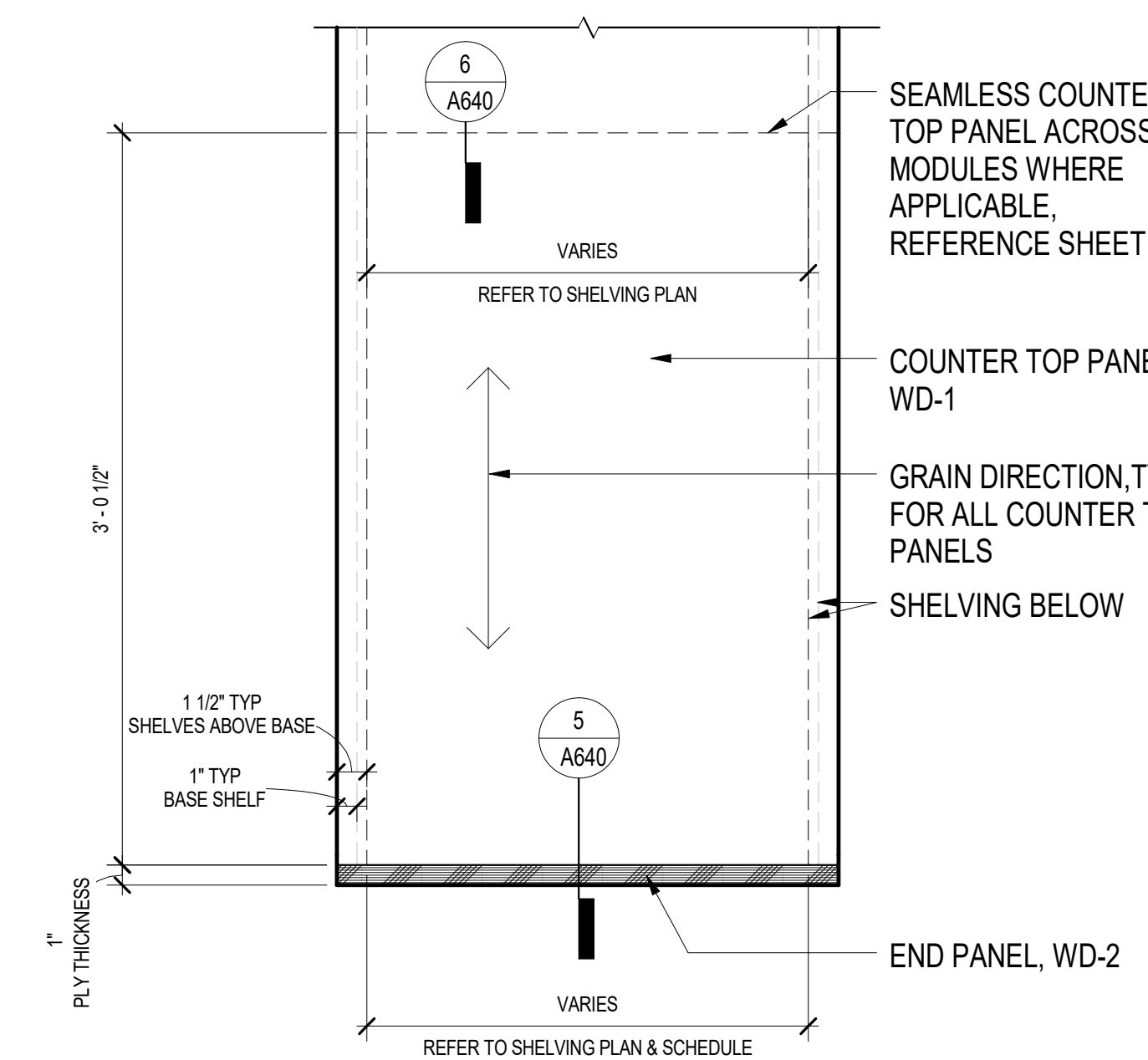
5 SHELVING - END PANEL W/ COUNTER TOP
 A640 6" = 1'-0"



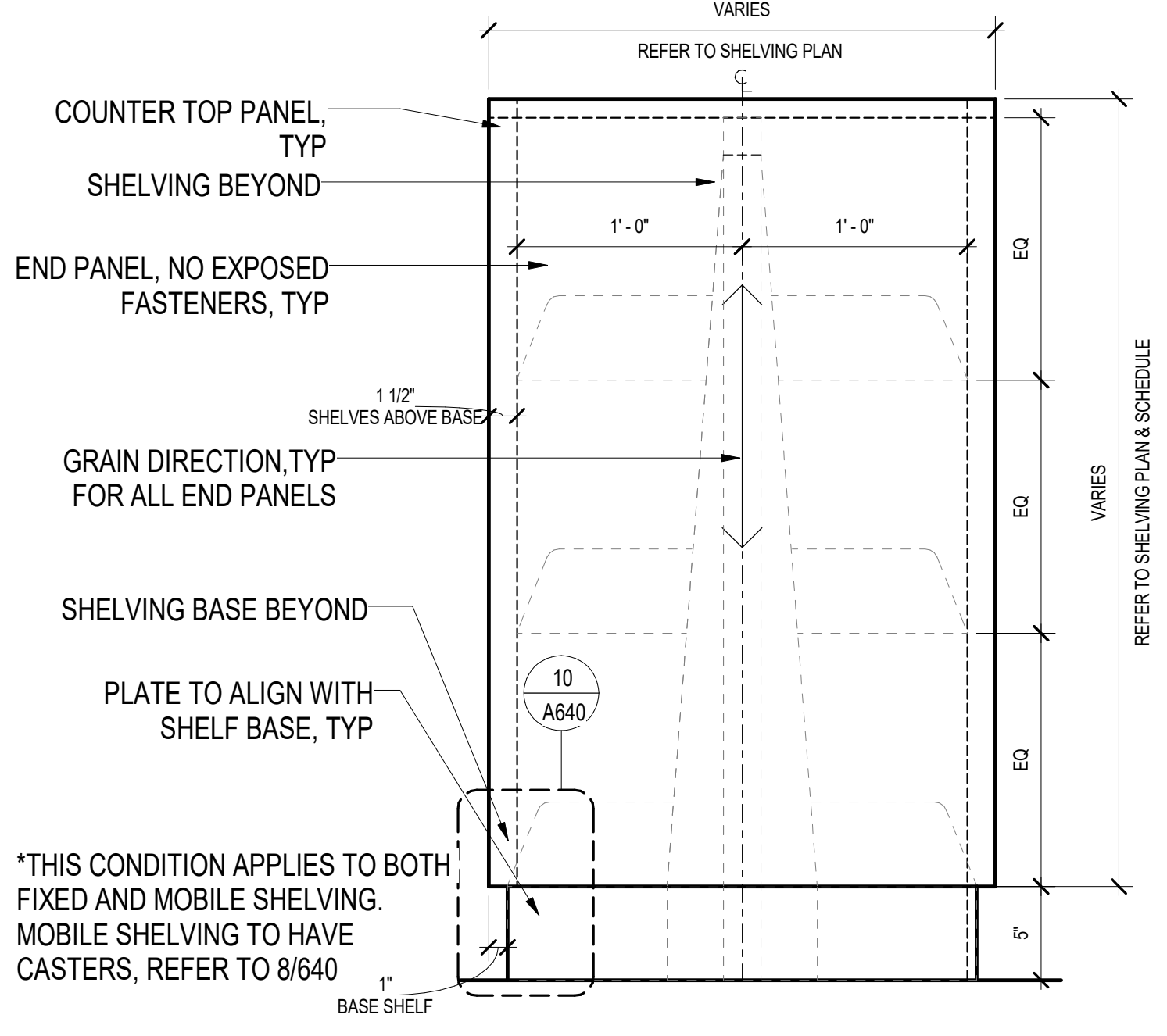
4 SHELVING SECTION - WEDGE
 A640 1 1/2" = 1'-0"



3 SHELVING - WEDGE COUNTER TOP PLAN
 A640 1 1/2" = 1'-0"



2 SHELVING - COUNTER TOP PLAN
 A640 1 1/2" = 1'-0"



1 SHELVING - END PANEL ELEVATIONS
 A640 1 1/2" = 1'-0"

REV.	DESCRIPTION	DATE
S1	SHELVING ADDENDUM 1	11/11/2022
S2	SHELVING ADDENDUM 2	11/16/2022

DESCHUTES PUBLIC LIBRARY

LA PINE LIBRARY

16425 1st STREET
 LA PINE, OR 97739
 SUBMITTAL

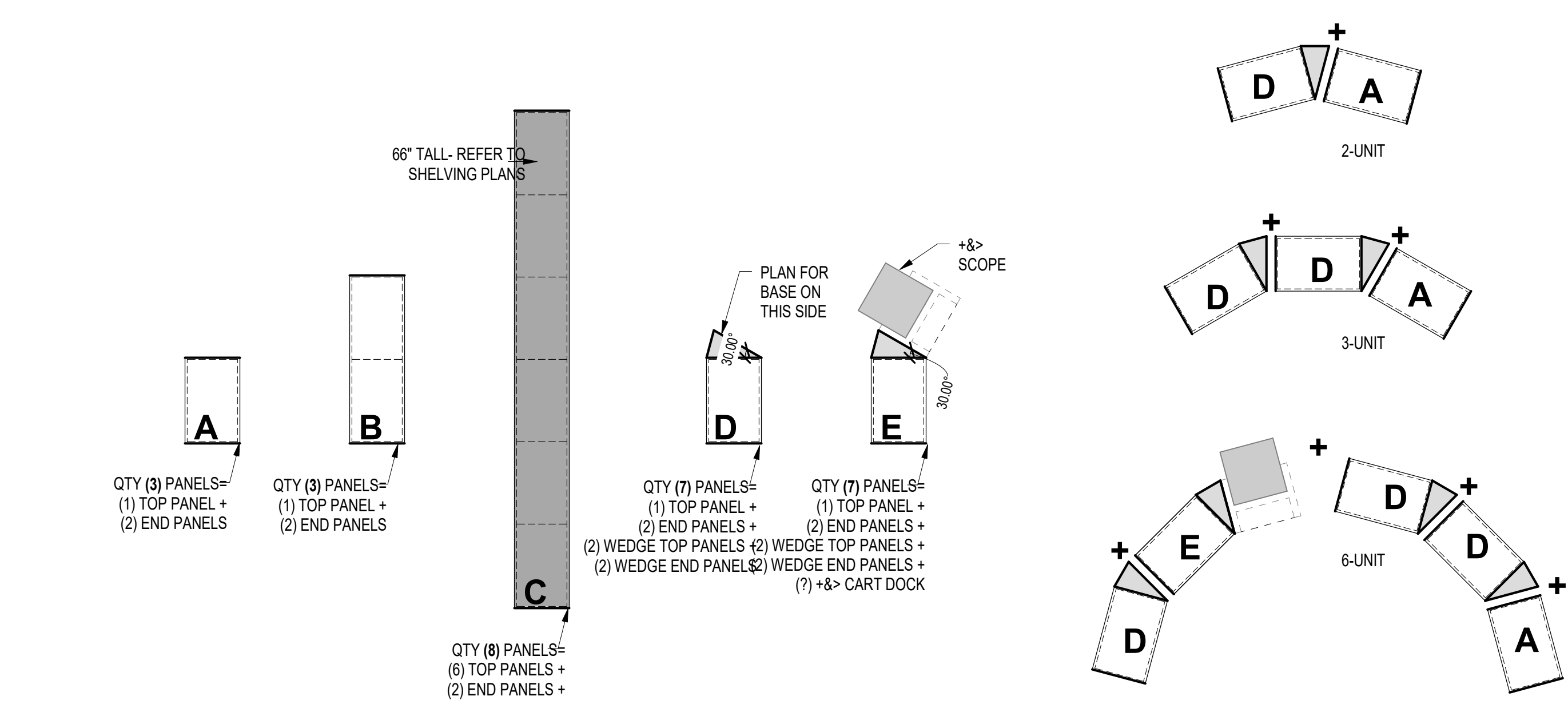
SHELVING BID SET

NOVEMBER 16, 2022

REV.	DESCRIPTION	DATE

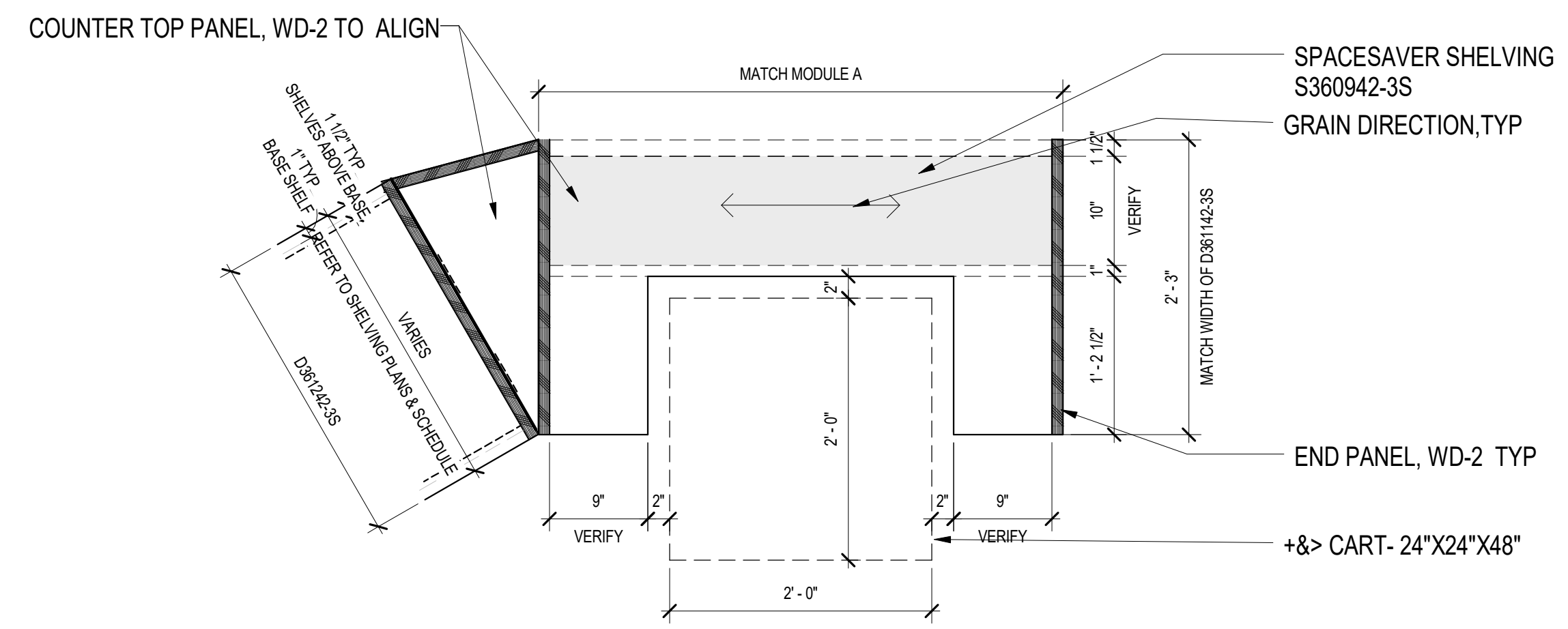
Drawn: Author
 Checked: Checker
 MJH Proj No.: 21126.40
 Issue Date: NOVEMBER 16, 2022

SHELVING MODULES A641

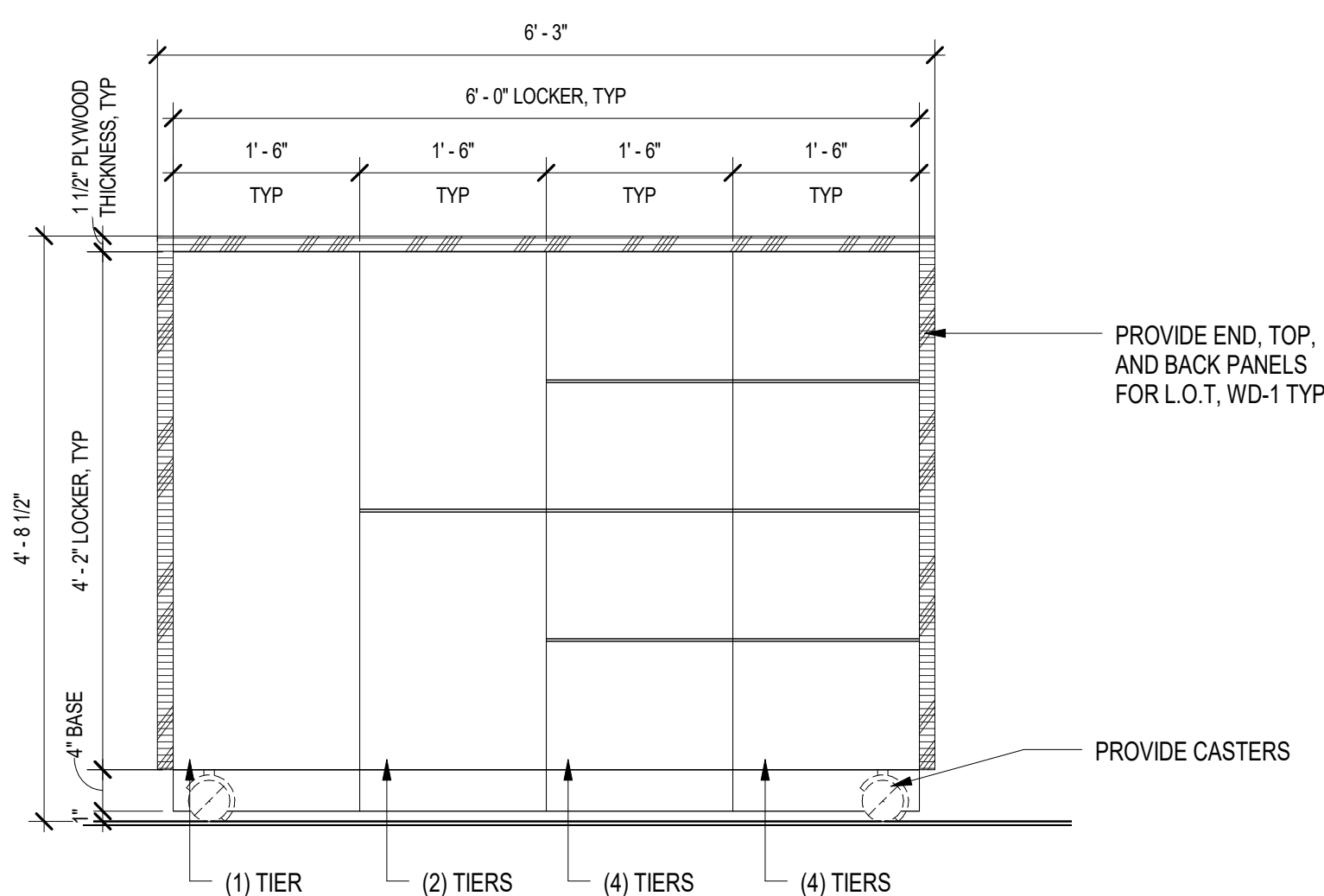


1 SHELVING - SHELVING MODULES
 A641 1/4" = 1'-0"

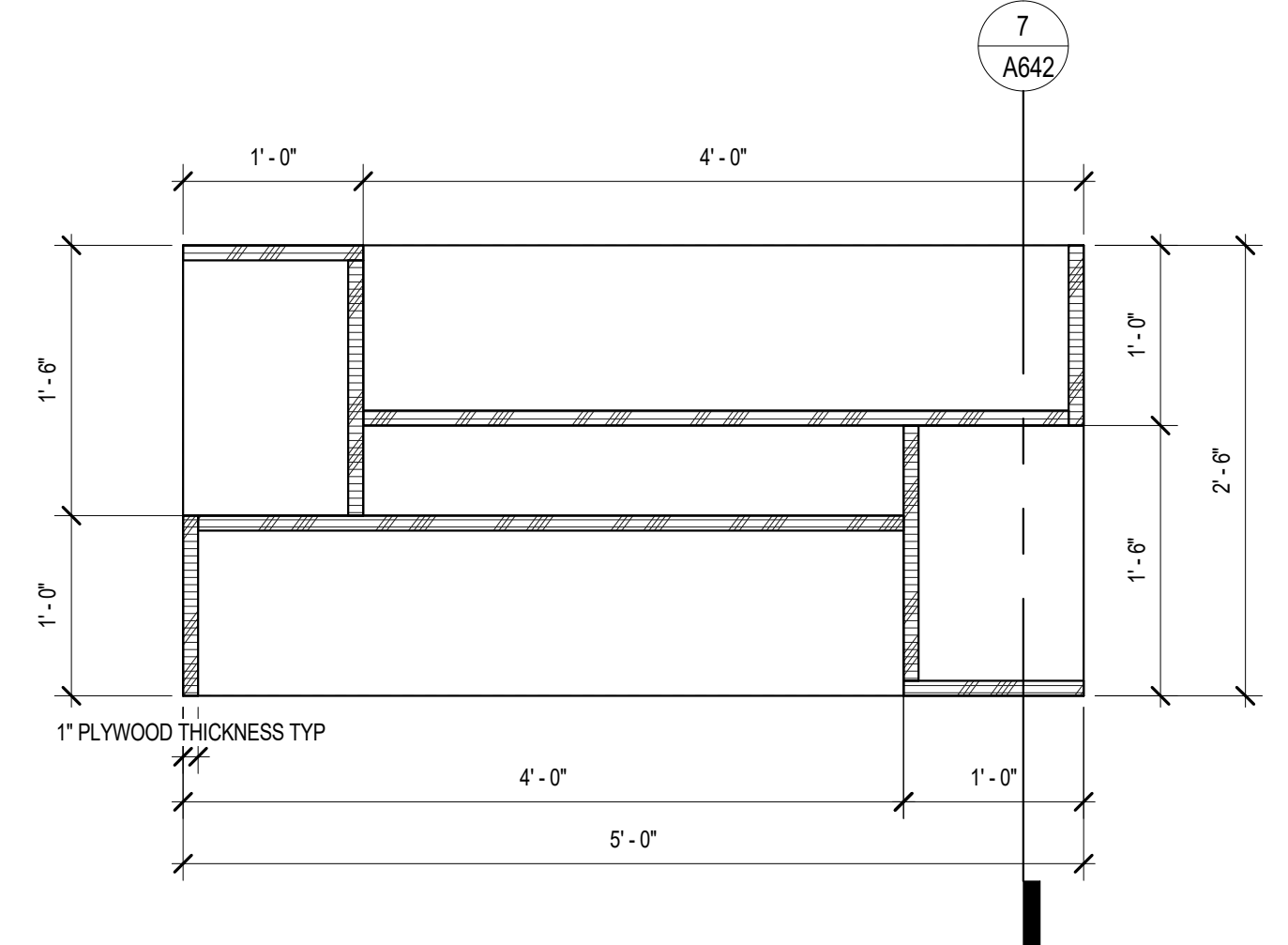
CUSTOM UNIT SCHEDULE		
Description	Type	Count
MOBILE PICTURE BOOK BINS	A	6
MOBILE SHELVING UNIT	B	1
DISPLAY TOWER	C	3
DISPLAY TABLE	D	2
Day use lockers, Storage for an evolving workspace	E	4
Grand total:		16



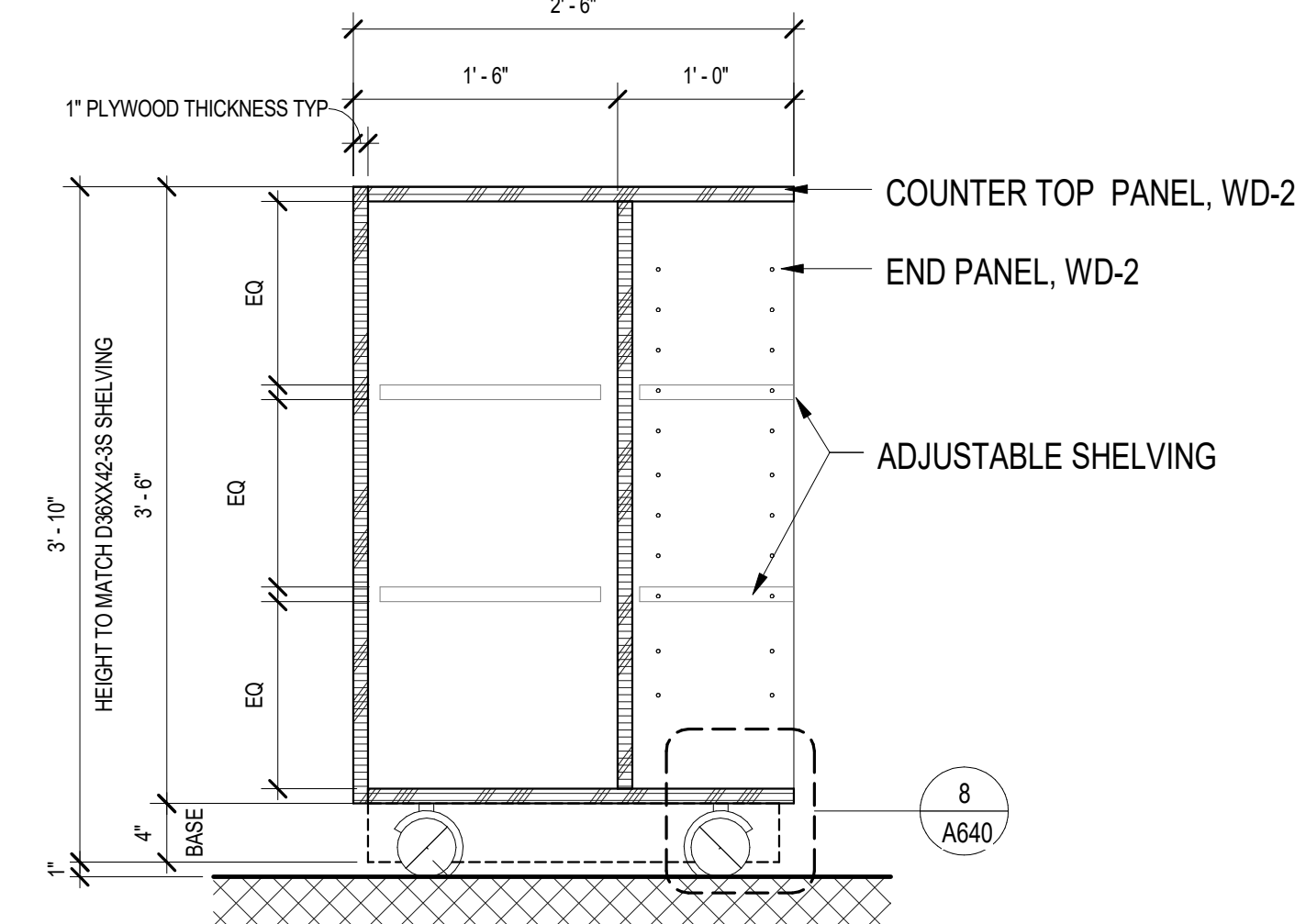
10 SHELVING PLAN SECTION - CART PARKING
 1" = 1'-0"



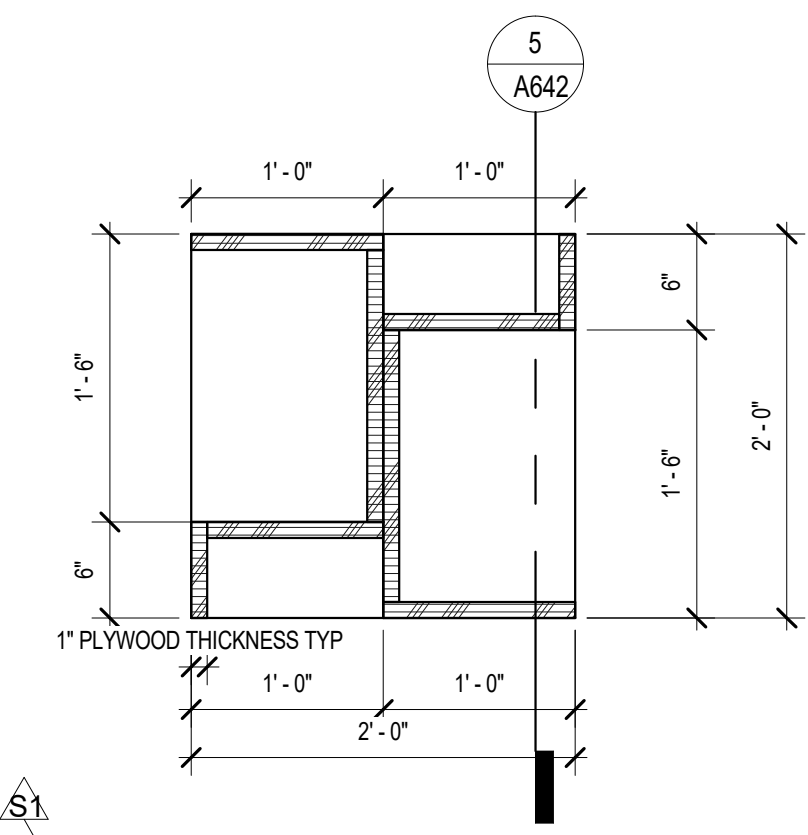
9 (E) LIBRARY OF THINGS ELEVATION
 3/4" = 1'-0"



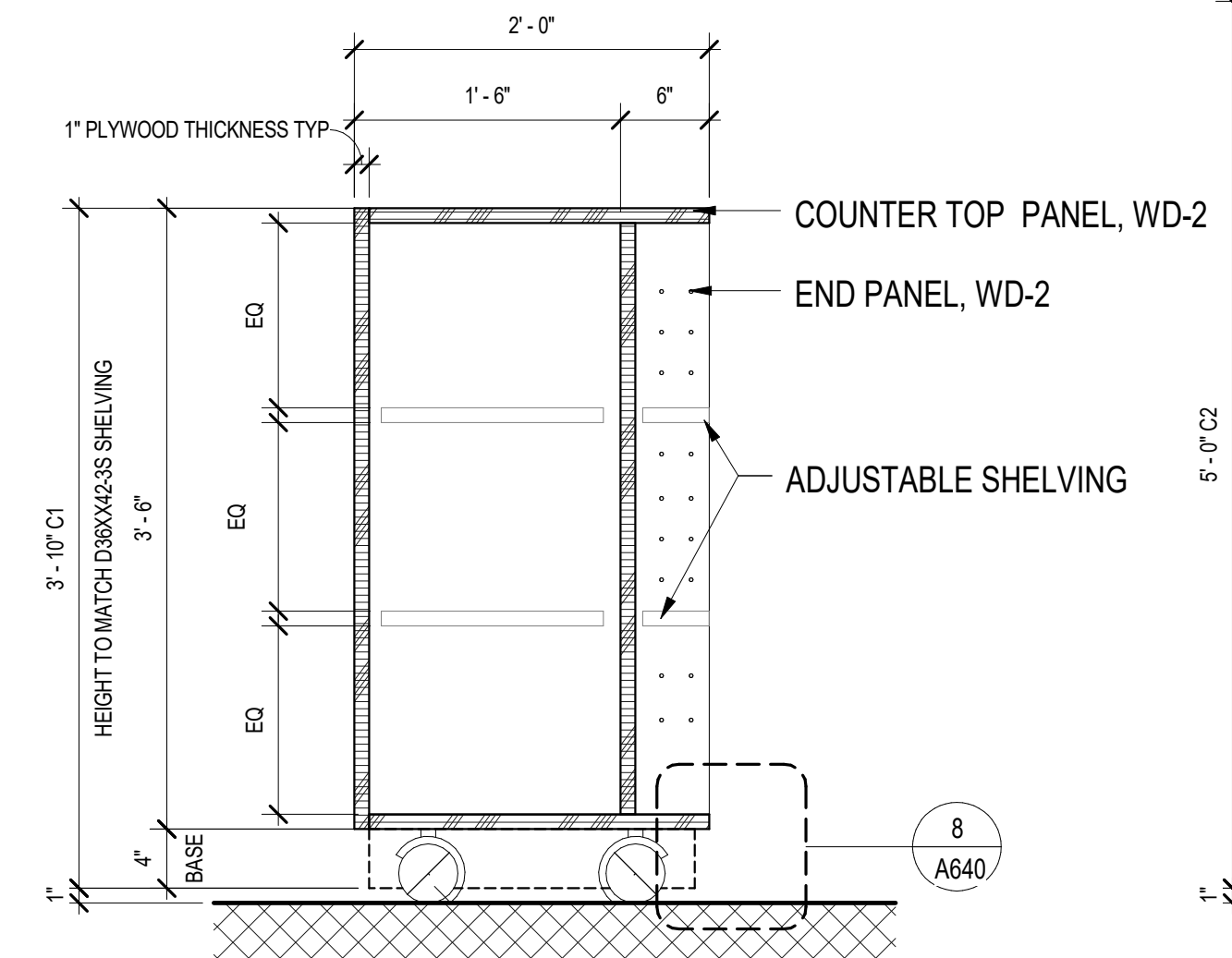
8 SHELVING PLAN SECTION - (D) DISPLAY TABLES
 1" = 1'-0"



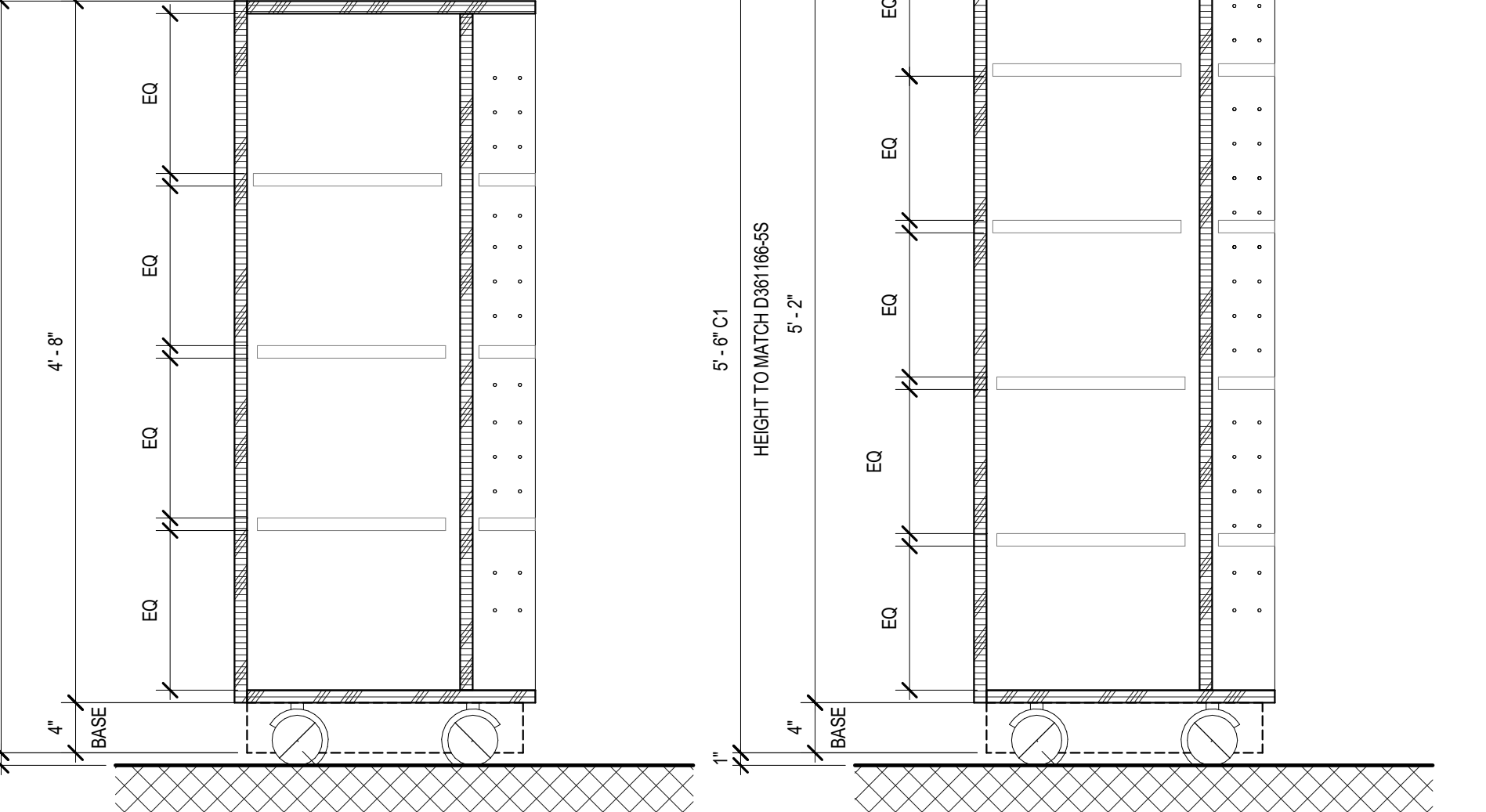
7 SHELVING SECTION - (D) DISPLAY TABLES
 1" = 1'-0"



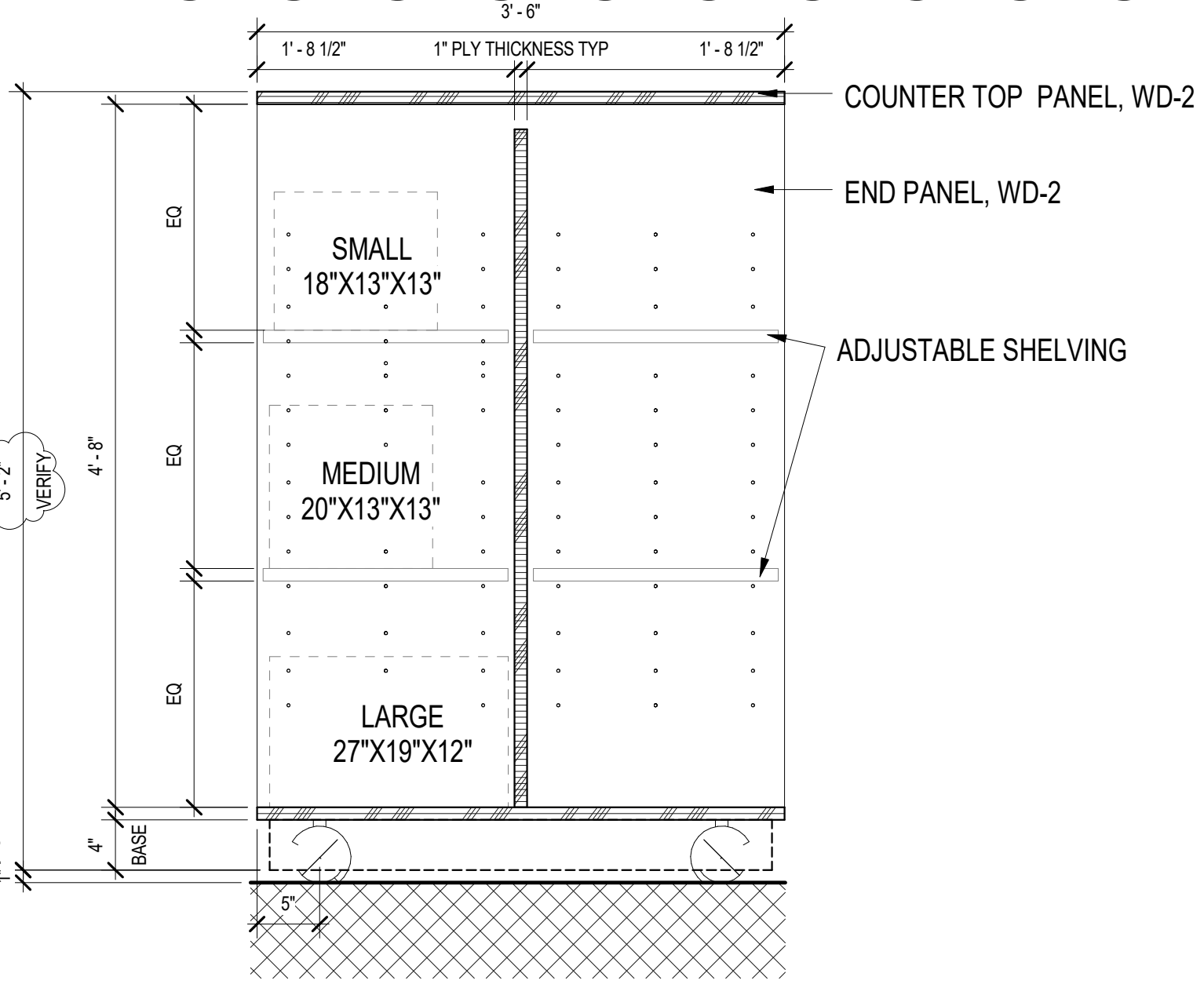
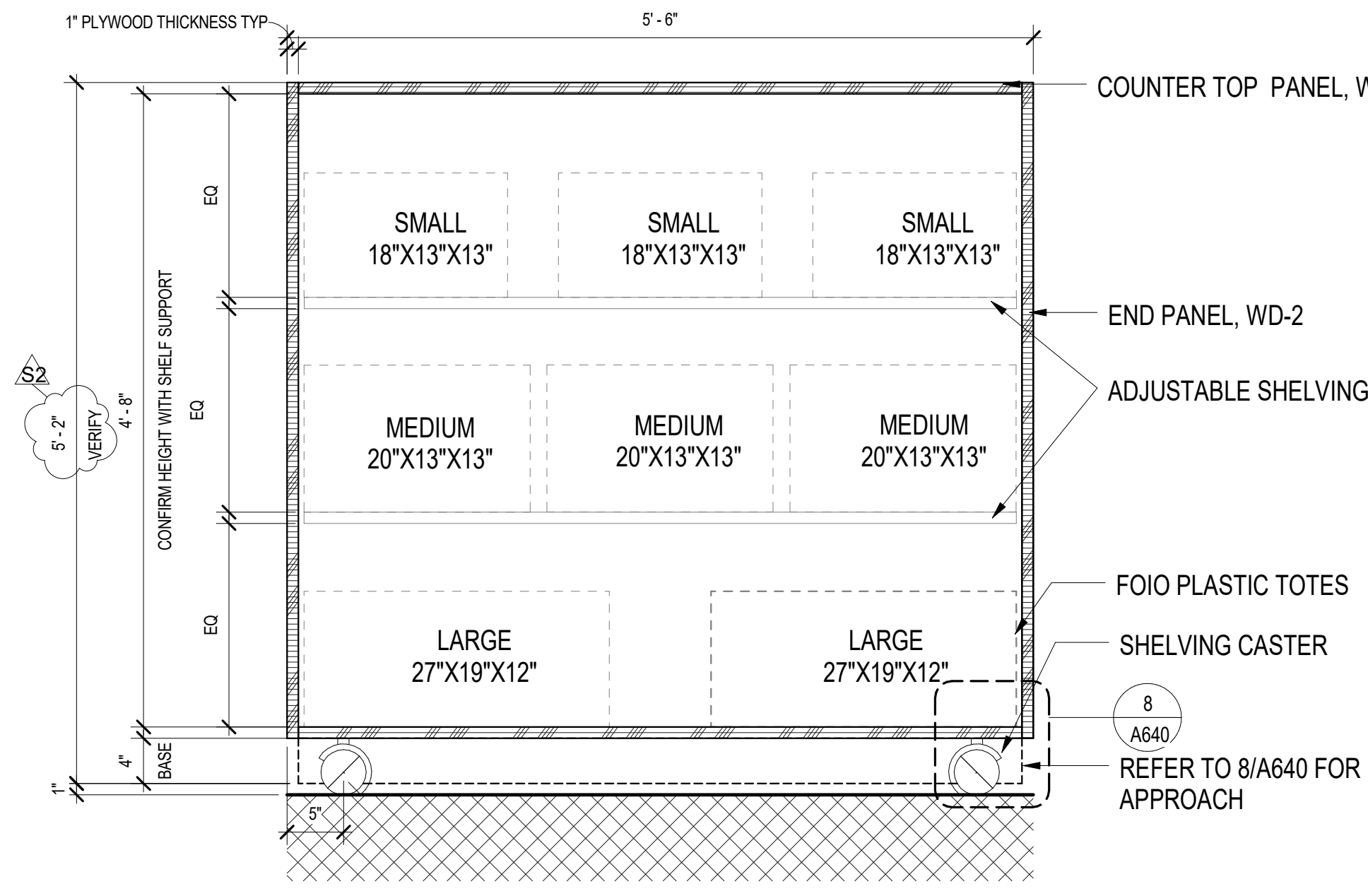
6 SHELVING PLAN SECTION - (C) DISPLAY TOWERS
 1" = 1'-0"



5 SHELVING SECTION - (C) DISPLAY TOWERS
 1" = 1'-0"



4 SHELVING SECTION - (B) MOBILE SHELVING UNIT WITH ADJUSTABLE SHELVES
 1" = 1'-0"



DESCHUTES PUBLIC LIBRARY

LA PINE LIBRARY

16425 1st STREET
 LA PINE, OR 97739
 SUBMITTAL

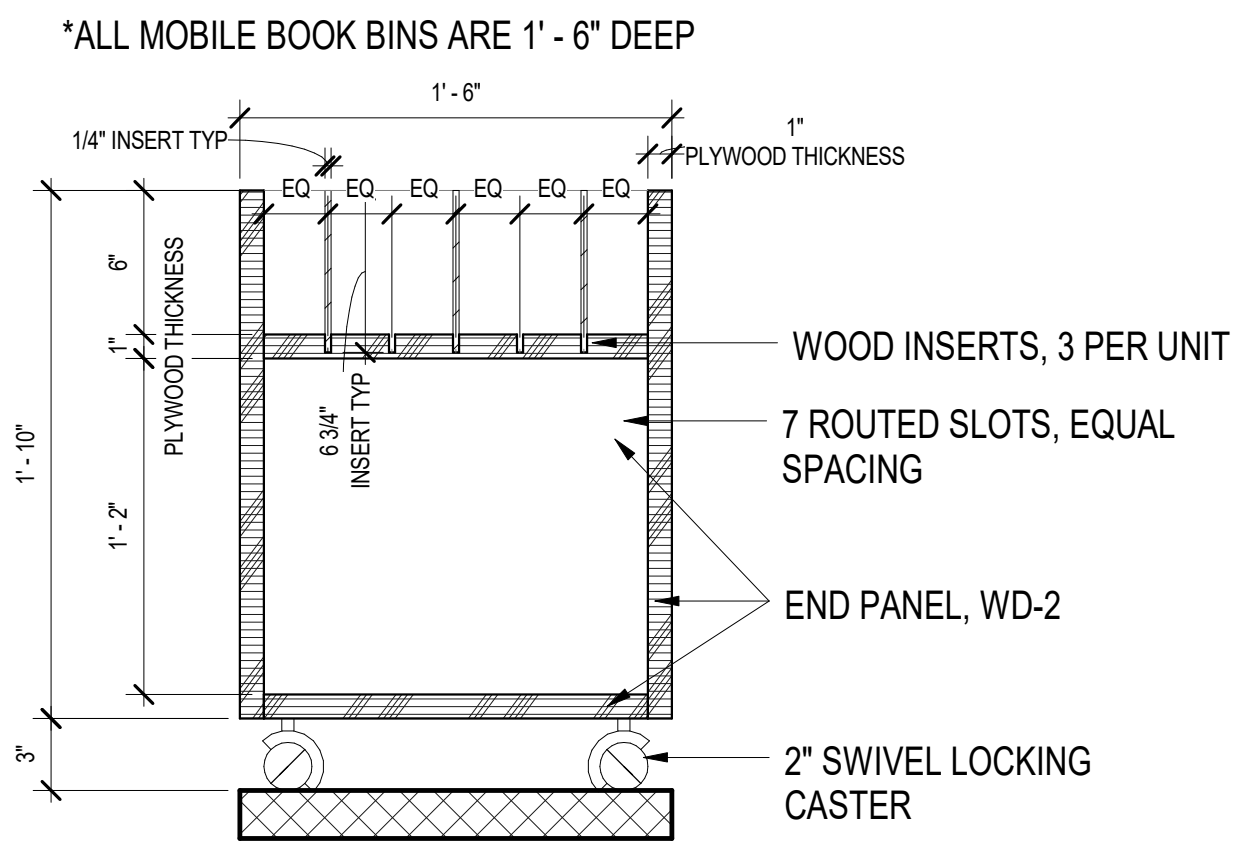
SHELVING BID SET

NOVEMBER 16, 2022

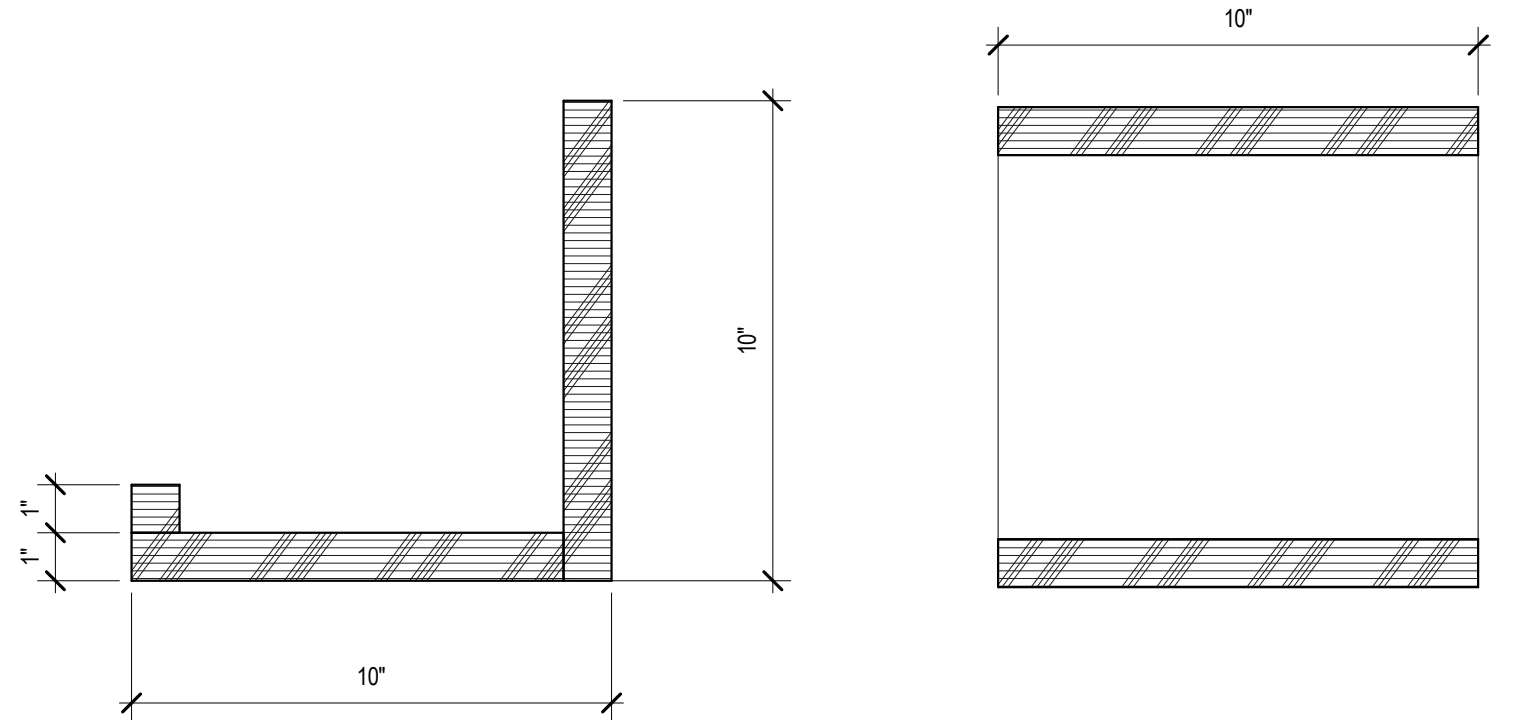
REV.	DESCRIPTION	DATE
S1	SHELVING ADDENDUM 1	11/11/2022
S2	SHELVING ADDENDUM 2	11/16/2022

Drawn: Author
 Checked: Checker
 MJH Proj No.: 21126.40
 Issue Date: NOVEMBER 16, 2022

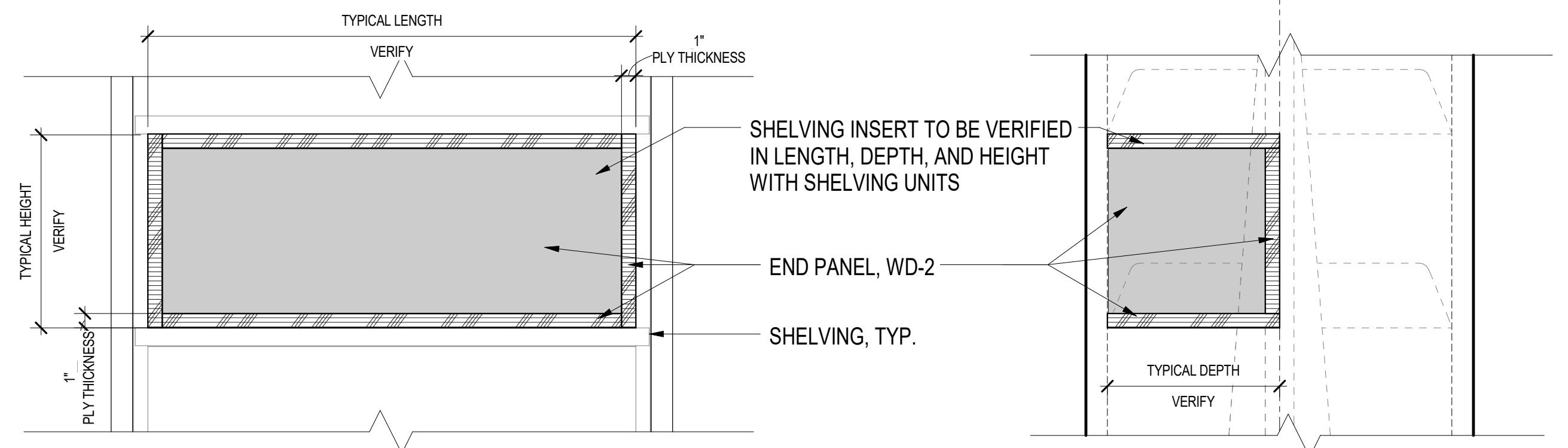
SHEET
SHELVING DETAILS-CUSTOM UNITS
A642



3 SHELVING SECTION - (A) MOBILE PICTURE BOOK BINS
 1 1/2" = 1'-0"



2 SHELVING SECTION - DISPLAY TOPPERS
 3" = 1'-0"



1 SHELVING ELEVATION - WOOD CUBBIES
 1 1/2" = 1'-0"

*ASSUMED QUANTITY 1/3 OF GRAND SHELVING TOTAL = 30 UNITS

*ASSUMED QUANTITY 1/3 OF GRAND SHELVING TOTAL = 30 UNITS

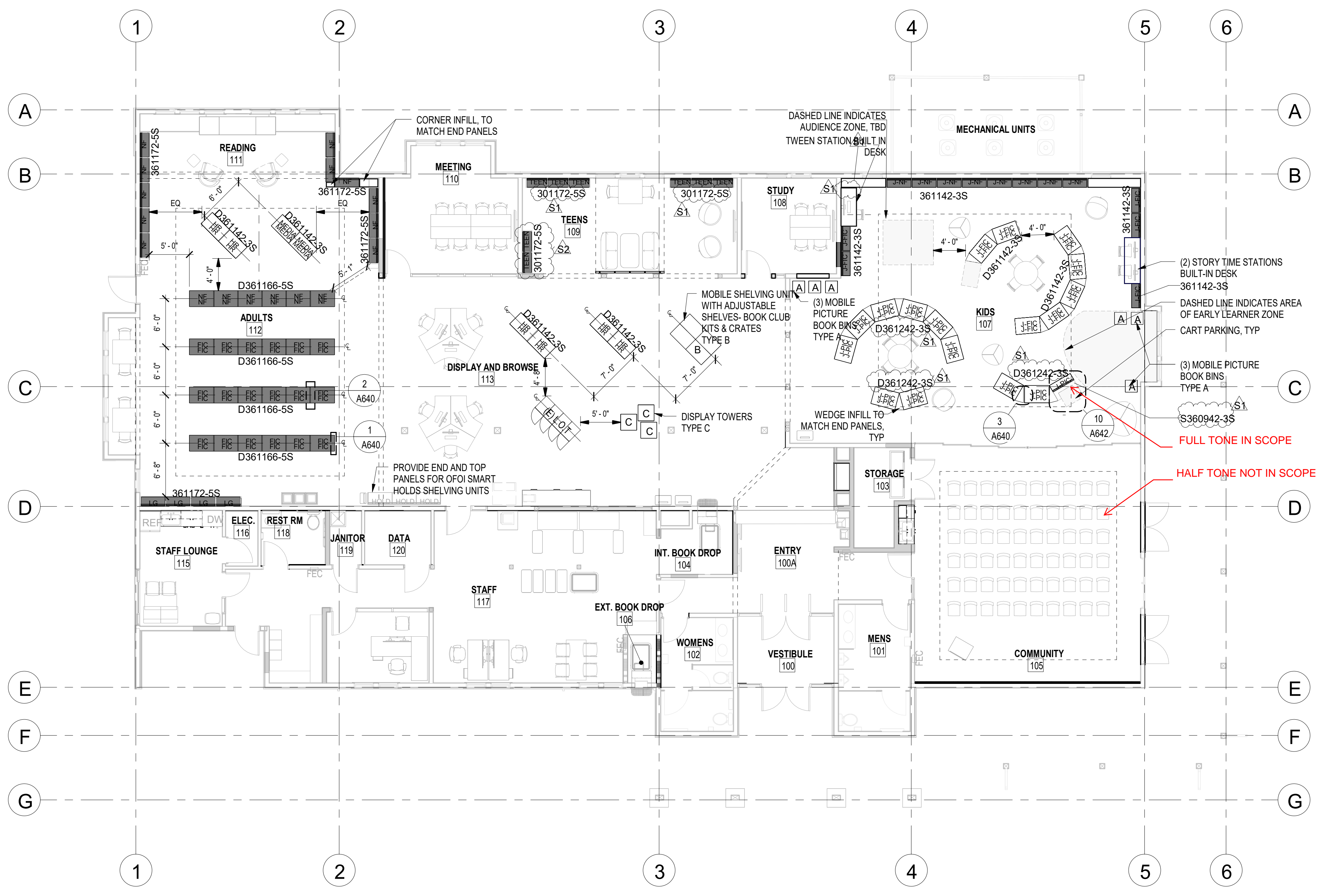
Type	MFR	COLLECTION TYPE		COUNT	SHELF SIZE			TOTAL # OF SIDES	NUMBER OF SHELVES		TOTAL SHELVES	PANEL QUANTITY	NOTES
		SIDE 1	SIDE 2		WIDTH	DEPTH	HEIGHT		SIDE 1	SIDE 2			
D361166-5S	SPACESAVER SPECIALISTS, INC.	Fiction	Fiction	18	3'-0"	11"	5'-6"	36	5	5	180/24	WD-2	
D361142-3S	SPACESAVER SPECIALISTS, INC.	Hot Reads	Hot Reads	6	3'-0"	11"	3'-6"	12	4	4	48/9	WD-2	
S361142-3S	SPACESAVER SPECIALISTS, INC.	Juvenile - Fiction	Juvenile - Fiction	5	3'-0"	11"	3'-6"	5	3	0	15/18	WD-1, STEEL BACKING	
D361142-3S	SPACESAVER SPECIALISTS, INC.	Juvenile - Fiction	Juvenile - Fiction	7	3'-0"	11"	3'-6"	14	4	4	56/45	WD-2	
S361142-3S	SPACESAVER SPECIALISTS, INC.	Juvenile - Nonfiction	Juvenile - Nonfiction	8	3'-0"	11"	3'-6"	8	3	0	24/25	WD-1, STEEL BACKING	
S360942-3S	SPACESAVER SPECIALISTS, INC.	Juvenile - Picture	Juvenile - Picture	1	3'-0"	9"	3'-6"	1	3	0	3/3	WD-1	
D361242-3S	SPACESAVER SPECIALISTS, INC.	Juvenile - Picture	Juvenile - Picture	10	3'-0"	1'-0"	3'-6"	20	3	3	60/62	WD-2	
S361172-5S	SPACESAVER SPECIALISTS, INC.	Large Print	Large Print	4	3'-0"	11"	6'-0"	4	5	0	20/13	WD-1, STEEL BACKING	
D361142-3S	SPACESAVER SPECIALISTS, INC.	Media	Media	2	3'-0"	11"	3'-6"	4	4	4	16/3	WD-2	
S361172-5S	SPACESAVER SPECIALISTS, INC.	New Titles	New Titles	2	2'-6"	11"	6'-0"	2	5	0	10/6	WD-1, STEEL BACKING	
S361172-5S	SPACESAVER SPECIALISTS, INC.	Non Fiction	Non Fiction	11	3'-0"	11"	6'-0"	11	5	0	55/37	WD-1, STEEL BACKING	
D361166-5S	SPACESAVER SPECIALISTS, INC.	Non Fiction	Non Fiction	6	3'-0"	11"	5'-6"	12	5	5	60/8	WD-2	
S361172-5S	SPACESAVER SPECIALISTS, INC.	Teen	Teen	6	2'-6"	11"	6'-0"	6	5	0	30/20	WD-1, STEEL BACKING	
Grand Total: 86											577/273		

*TOTAL PANEL QUANTITIES LISTED ARE FOR REFERENCE ONLY - REFER TO THE SHELVING PLANS AND MODULE INFORMATION TO CONFIRM
 *PANEL COUNT DOES NOT ACCOUNT FOR INTERIOR WEDGE STRUCTURE OR $\>r\$ CART DOCKS, TYP.

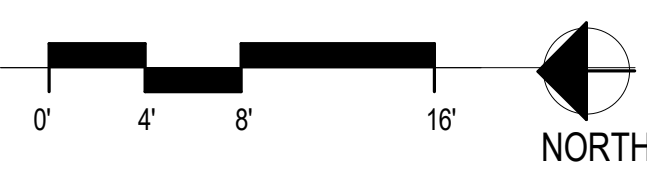
GENERAL SHELVING PLAN NOTES

- FURNITURE AND SHELVING PLANS ARE TO BE USED FOR COORDINATION WITH OWNER FURNISHED ITEMS ONLY.
- DARK GRAY HATCH INDICATES FIXED SHELVING**
- ALL METAL LIBRARY SHELVING TO BE PROVIDED AND INSTALLED BY THE LIBRARY'S SHELVING CONTRACTOR. GENERAL CONTRACTOR IS TO COORDINATE WITH SHELVING LOCATIONS AS INDICATED IN PLANS. GENERAL CONTRACTOR MUST ALSO COORDINATE WITH THE LIBRARY'S SHELVING INSTALLER IN TERMS OF INSTALLATION SCHEDULE, JOB SITE ACCESS, MATERIALS DELIVERY AND STAGING.
- ALL MISCELLANEOUS FURNITURE TO BE PROVIDED AND INSTALLED BY THE LIBRARY'S FURNITURE VENDOR(S). REFER TO SCHEDULES AND PLANS FOR APPROPRIATE LOCATIONS.
- ALL BUILT-IN CASEWORK AND BUILDING FINISHES ARE TO BE PROVIDED AND INSTALLED BY THE GENERAL CONTRACTOR.
- NO MECHANICAL EQUIPMENT, ELECTRICAL DEVICES, DRAINS, OR OTHER UTILITY DEVICES MAY BE LOCATED UNDER THE SHELVING LOCATIONS.
- SHELVING SCHEDULES ON PLAN SHEETS ARE FOR COLLECTION COUNT PURPOSES ONLY. FOR ENTIRE SHELVING PRODUCT INFORMATION, REFER TO SCHEDULES ON SHEET A116
- FOR ATTIC STOCK, INCLUDE (1) ADDITIONAL (A) MODULE, AND (1) ADDITIONAL (D) MODULE. SEE SHEET A641

ROOM NAME	ROOM NUMBER	COLLECTION TYPE	COLLECTIVE ABBRV	# OF SIDES
KIDS	107	Juvenile - Fiction	J-FIC	19
KIDS	107	Juvenile - Nonfiction	J-NF	8
KIDS	107	Juvenile - Picture	J-PIC	20
TEENS	109	New Titles	TEEN	2
TEENS	109	Teen	TEEN	6
READING	111	Non Fiction	NF	4
ADULTS	112	Fiction	FIC	36
ADULTS	112	Hot Reads	HR	4
ADULTS	112	Large Print	LG	4
ADULTS	112	Media	MEDIA	4
ADULTS	112	Non Fiction	NF	19
DISPLAY AND BROWSE	113	Hot Reads	HR	8
				134



1 SHELVING PLAN
A116 1/8" = 1'-0"



MILLER HULL
 The Miller Hull Partnership, LLP
 Architecture and Planning
 71 Columbia, Sixth Floor
 Seattle, WA 98104
 Phone: 206.682.6837
 Contact: Mat Albores

STEELE
 architecture interiors planning
 Steele Associates Architects, LLC
 Architecture Interiors and Planning
 1567 SW Chandler Ave, Suite 203
 Bend, Oregon 97702
 Phone: 541.382.9867
 Contact: Darek Olson

COPY RIGHT 2022

DESCHUTES PUBLIC LIBRARY

REGISTERED ARCHITECT
 SCOTT T. STEELE
 BEND, OREGON
 STATE OF OREGON

DESCHUTES PUBLIC LIBRARY

SISTERS LIBRARY

110 N. Cedar Street
 Sisters, OR 97759
 SUBMITTAL

SHELVING BID SET

NOVEMBER 16, 2022

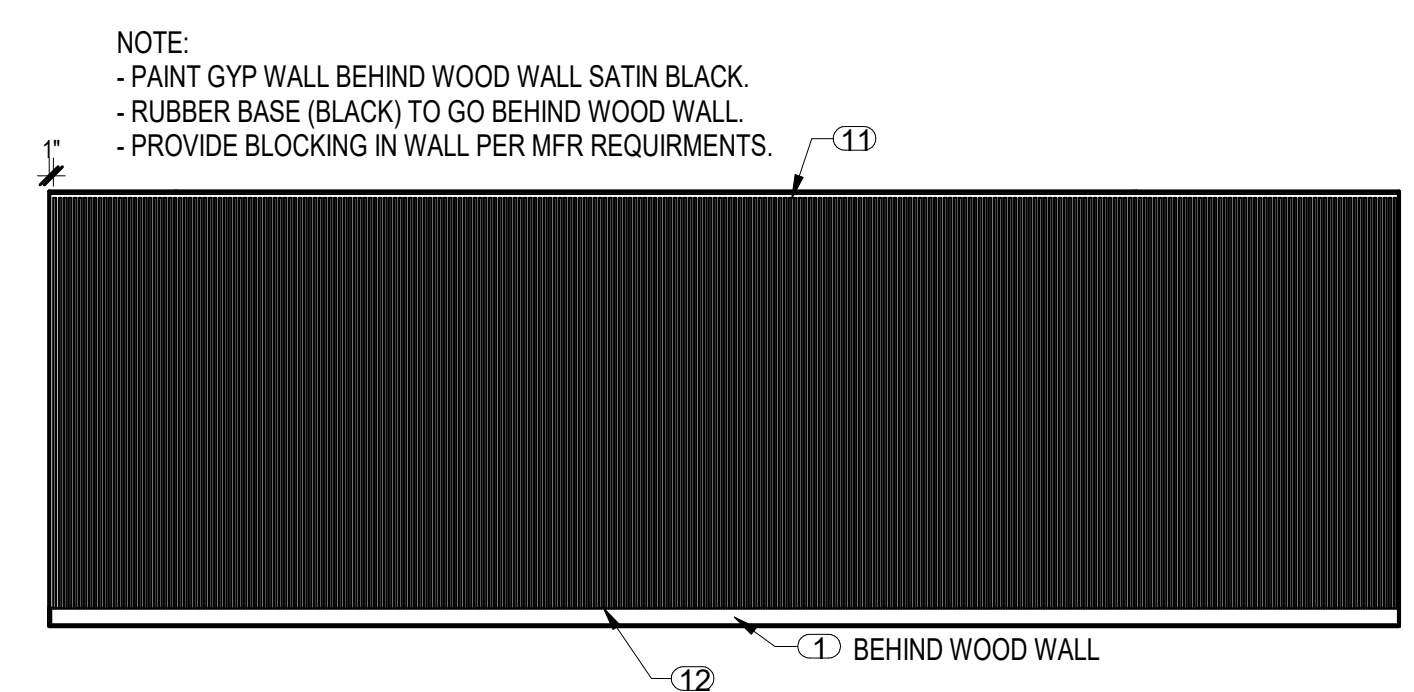
REVISIONS

NO.	DESCRIPTION	DATE
1	ADDENDUM A	11/04/22
S1	SHELVING ADDENDUM 1	11/11/2022
S2	SHELVING ADDENDUM 2	11/16/2022

Drawn: Author
 Checked: Checker
 MJH Proj No.: AXX-XXXX-00
 Issue Date: NOVEMBER 16, 2022

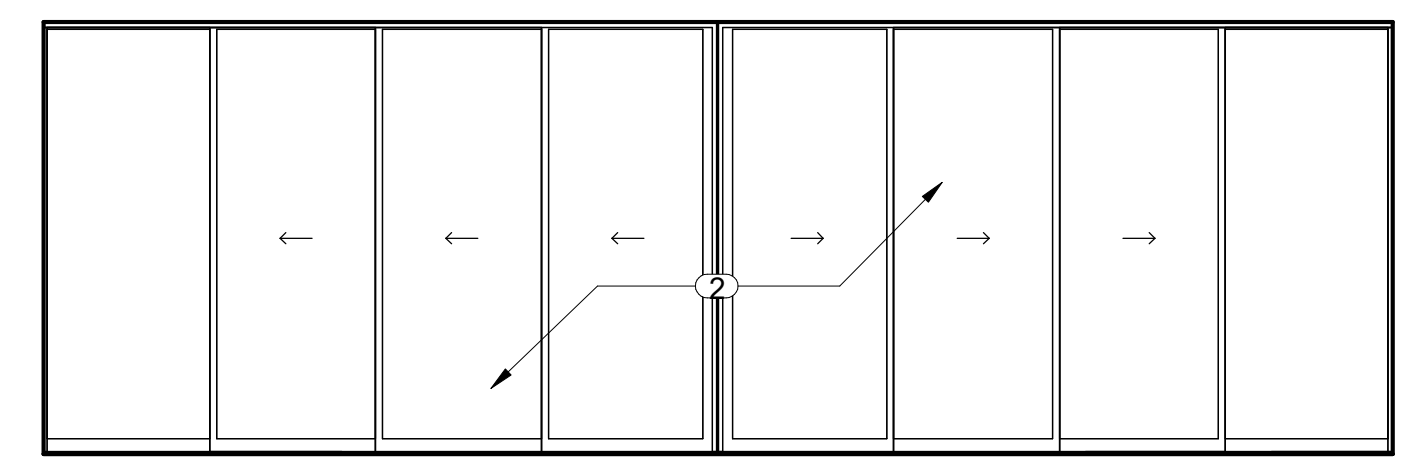
SHEET
SHELVING FLOOR PLAN A116

NO.	DESCRIPTION	DATE
1	ADDENDUM A	11/04/22
S1	SHELVING ADDENDUM 1	11/11/2022
S2	SHELVING ADDENDUM 2	11/16/2022

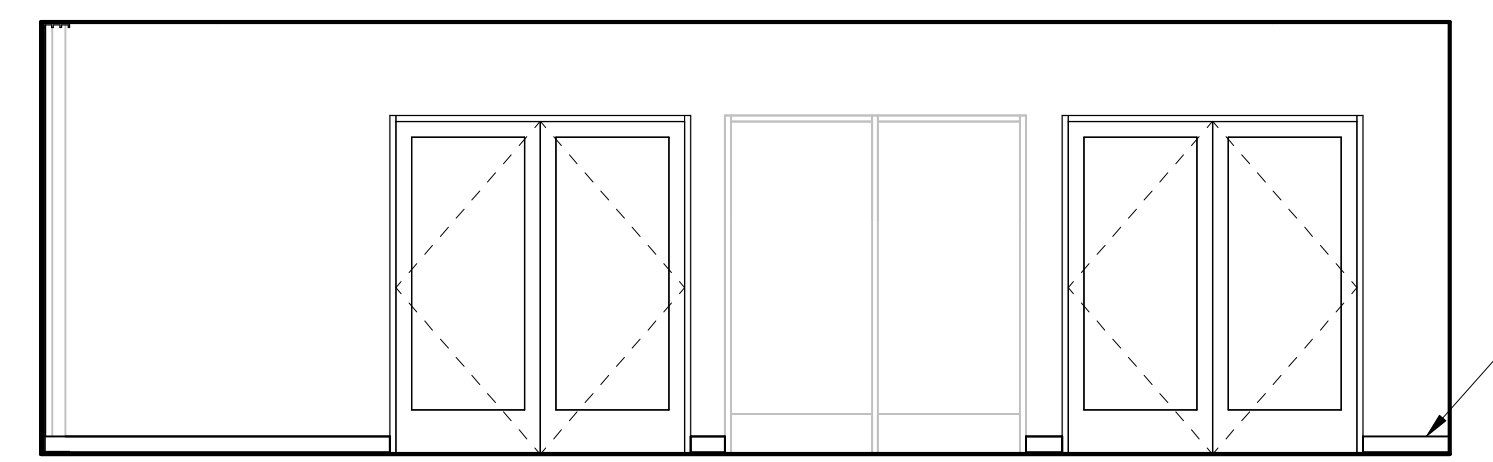


3 COMMUNITY 105 - WEST
 A421 1/4" = 1'-0"

NOTE:
 - PAINT GYP WALL BEHIND WOOD WALL SATIN BLACK.
 - RUBBER BASE (BLACK) TO GO BEHIND WOOD WALL.
 - PROVIDE BLOCKING IN WALL PER MFR REQUIREMENTS.



1 COMMUNITY 105 - EAST
 A421 1/4" = 1'-0"



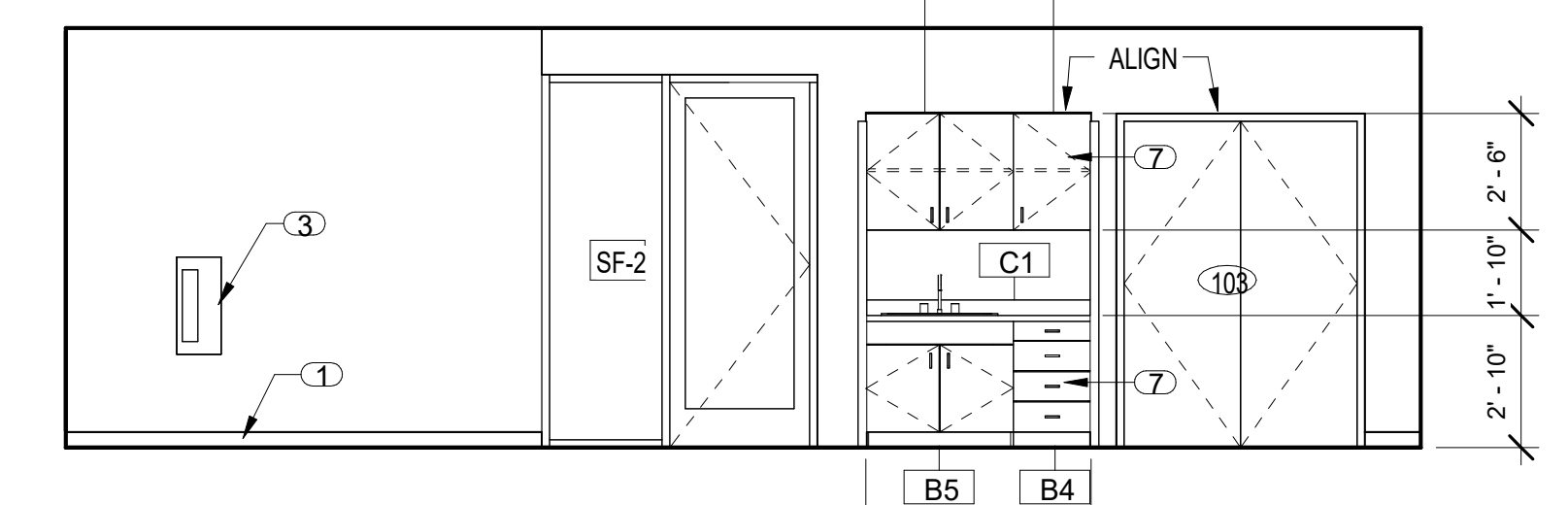
2 COMMUNITY 105 - SOUTH
 A421 1/4" = 1'-0"

GENERAL INTERIOR ELEVATION NOTES

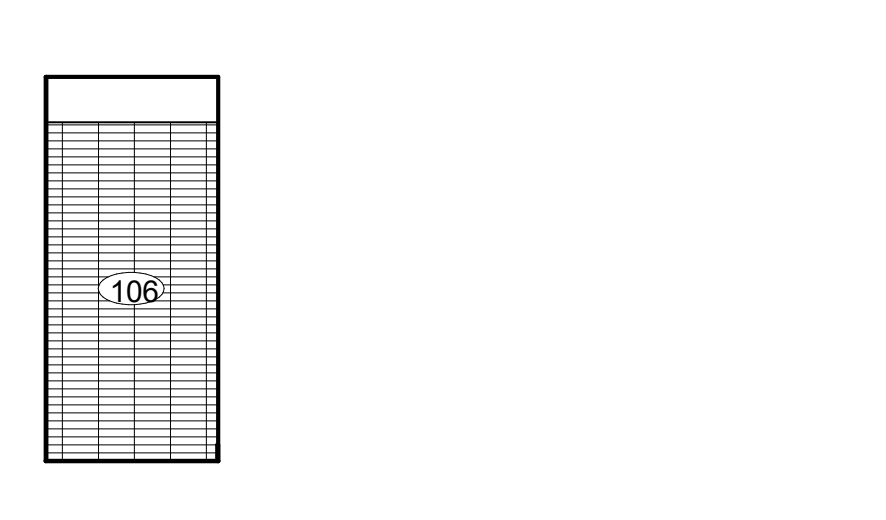
- SEE FLOOR PLANS AND ENLARGED PLANS FOR INTERIOR ELEVATION TAG LOCATIONS.
- PROVIDE GWB AT WALL AND SOFFIT FACES. SEE WALL ASSEMBLY TYPES FOR LOCATIONS WITH MORE THAN (1) LAYER OF GWB.
- SEE FINISH LEGEND ON SHEET A070 FOR ADDITIONAL INFORMATION.
- SEE TYPICAL MOUNTING HEIGHT DIAGRAM FOR TYPICAL INTERIOR FIXTURE MOUNTING. MOUNT PER DIAGRAM UNO.
 A. TOILET ACCESSORIES: G230
 B. GENERAL: G230
- REFERENCE G230 FOR ACCESSIBILITY REACH HEIGHTS.

KEY NOTES:

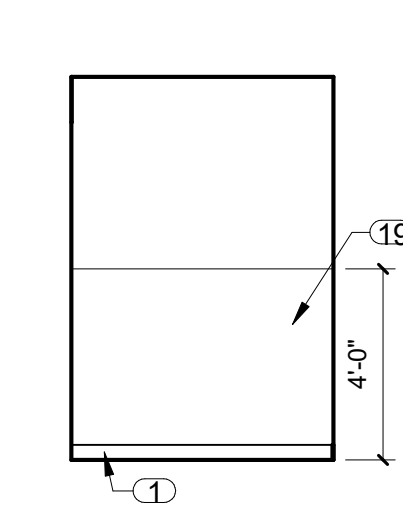
- RUBBER BASE. SEE FINISH SCHEDULE.
- KAWNEER 1010 SLIDING STOREFRONT SYSTEM - SEE SPEC SECTION 10 22 39 OPERABLE FOLDING PANEL PARTITIONS.
- SEMI-RECESSED FIRE EXTINGUISHER CABINET. SEE 10 4400.
- INFILL EXISTING WALL. MATCH EXISTING FRAMING, MATERIALS, AND FINISHES. WITH NO VISIBLE EDGES BETWEEN NEW & EXISTING WORK.
- EXISTING STRUCTURAL COLUMN BEYOND. SEE DETAILS FOR NEW CLADDING ON EXISTING COLUMN.
- NEW LIGHT FIXTURE. SEE ELECTRICAL DRAWINGS.
- CABINETS. SEE 06 4100, FINISH SCHEDULE AND DETAILS ON SHEET A080.
- CERTAINTED REINFORCED CORNER GUARD FULL HEIGHT- SEE 10 26 00
- WALL MOUNTED FLAT-SCREEN TELEVISION. SEE ELECTRICAL DRAWINGS AND 11 30 13.
- MAGNETIC GLASS MARKER BOARD - SEE INTERIOR ELEVATIONS, FINISH SCHEDULE & SECTION 10 11 05.
- LINEAR WOOD WALL FINISH - SEE SPEC 09 54 30
- HOLD BOTTOM OF ARCHITECTURAL WOOD WORK TO TOP OF BASEBOARD.
- LINEAR WOOD ON WALL PER SPECIFICATIONS.
- NEW WALL. SEE WALL ASSEMBLIES.
- GYP. BD. WRAPPED COLUMN.
- EXISTING STRUCTURAL COLUMN TO REMAIN AND BE HIDDEN BY GWB AND STEEL PLATE.
- SHEARWEAVE SHADE AT DOOR AND SIDELIGHT FOR PRIVACY.
- EXISTING STRUCTURAL COLUMN TO REMAIN. CAP WITH GYP. BD.
- FIBERGLASS RE-REINFORCED PANEL PER 09 77 36



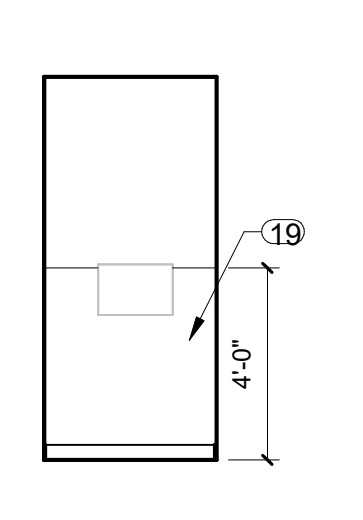
4 COMMUNITY 105 - NORTH
 A421 1/4" = 1'-0"



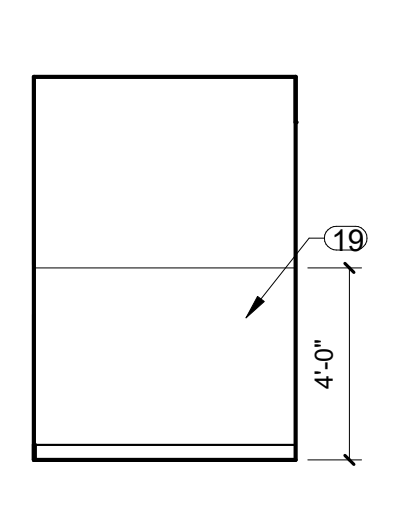
5 EXT. BOOK DROP 106 - EAST
 A421 1/4" = 1'-0"



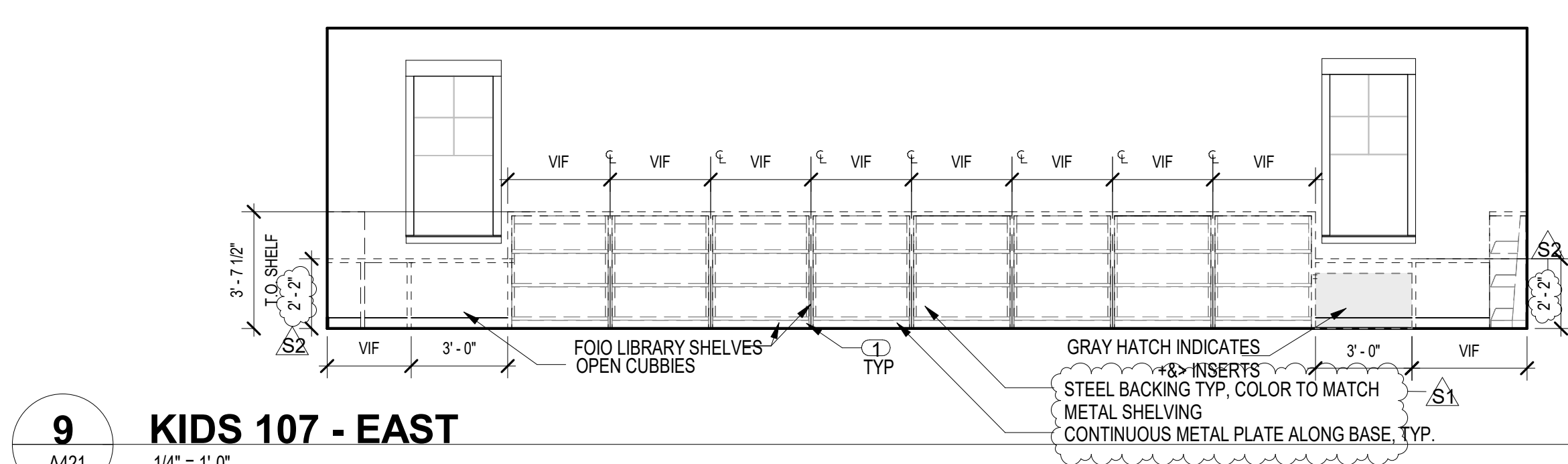
6 EXT. BOOK DROP 106 - SOUTH
 A421 1/4" = 1'-0"



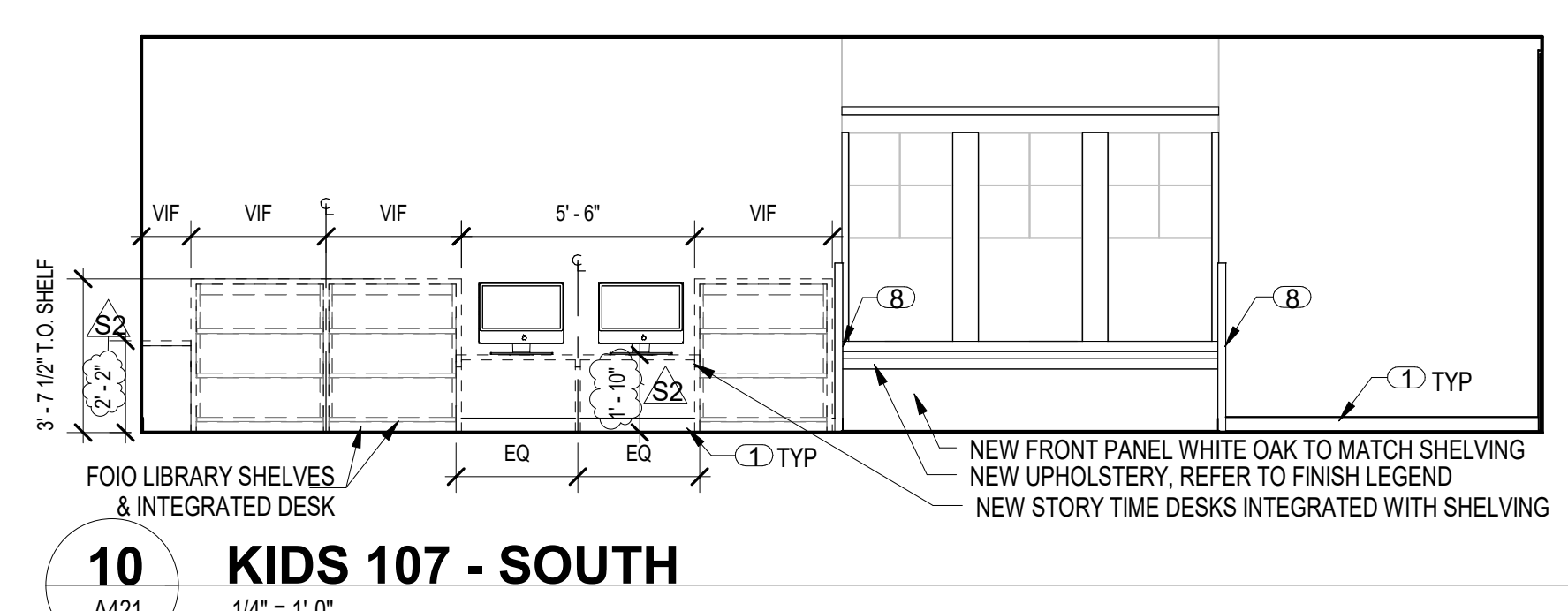
7 EXT. BOOK DROP 106 - WEST
 A421 1/4" = 1'-0"



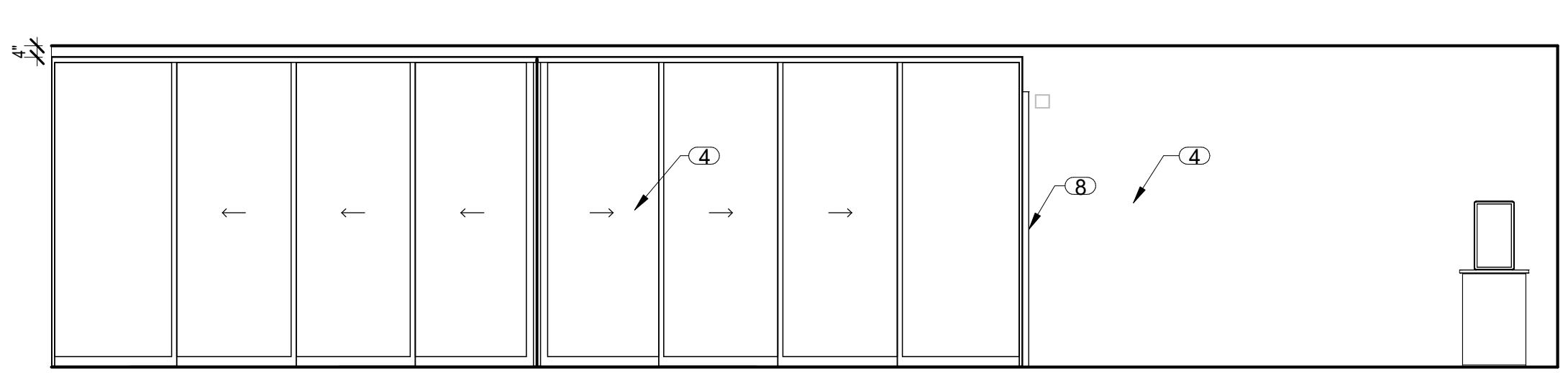
8 EXT. BOOK DROP 106 - NORTH
 A421 1/4" = 1'-0"



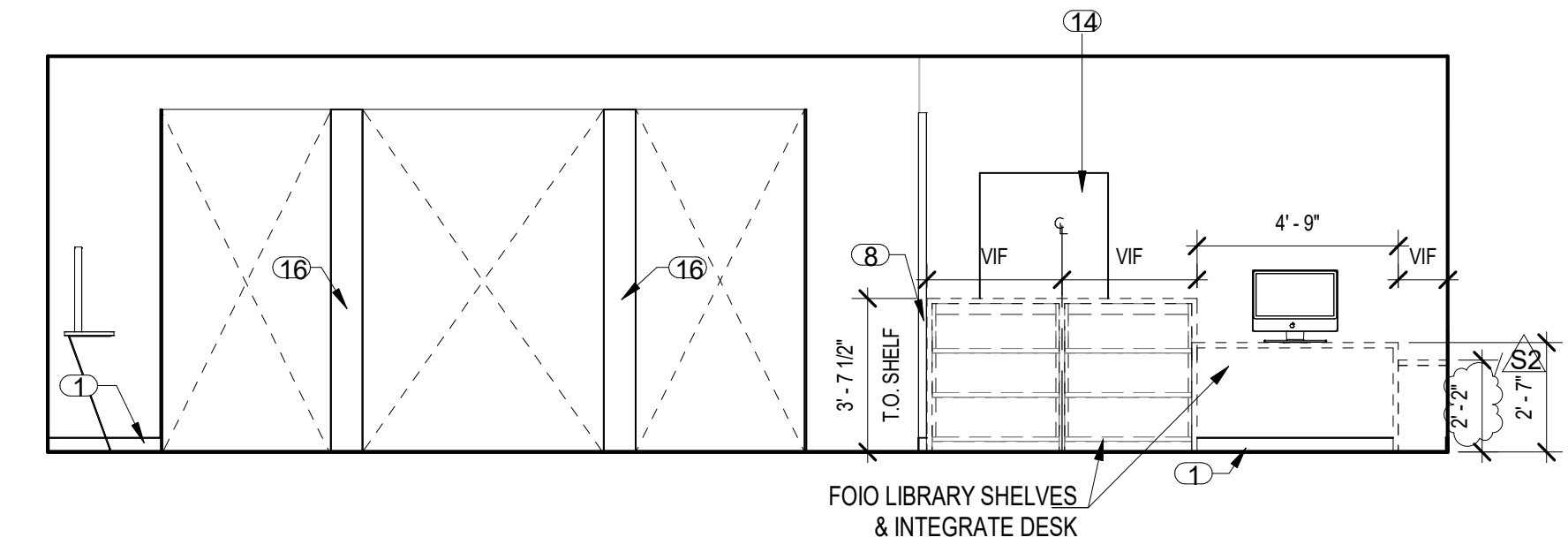
9 KIDS 107 - EAST
 A421 1/4" = 1'-0"



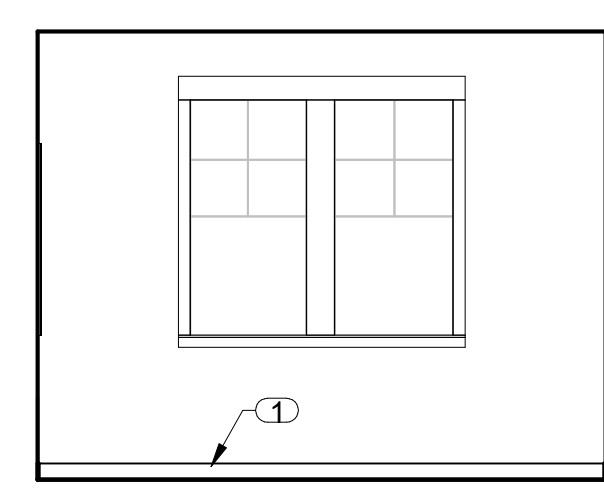
10 KIDS 107 - SOUTH
 A421 1/4" = 1'-0"



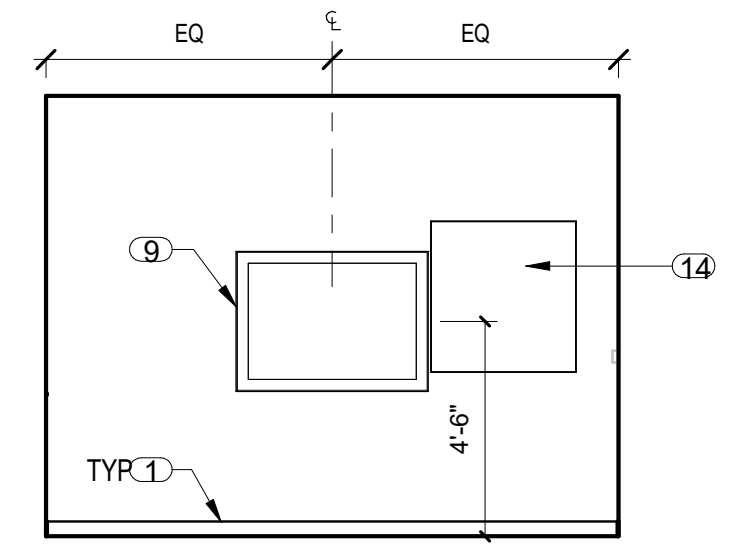
11 KIDS 107 - WEST
 A421 1/4" = 1'-0"



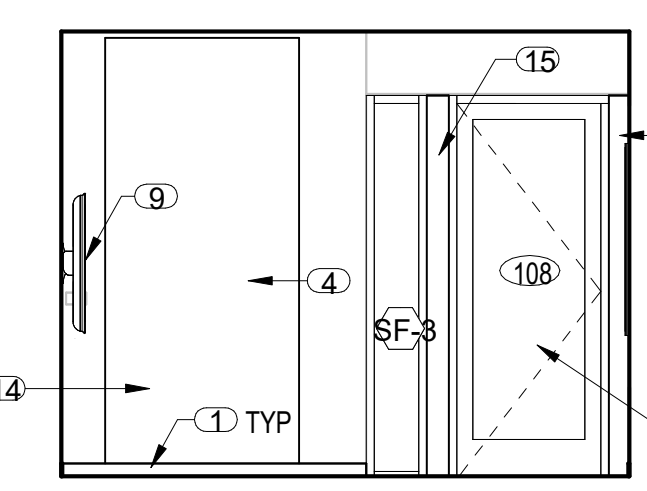
12 KIDS 107 - NORTH
 A421 1/4" = 1'-0"



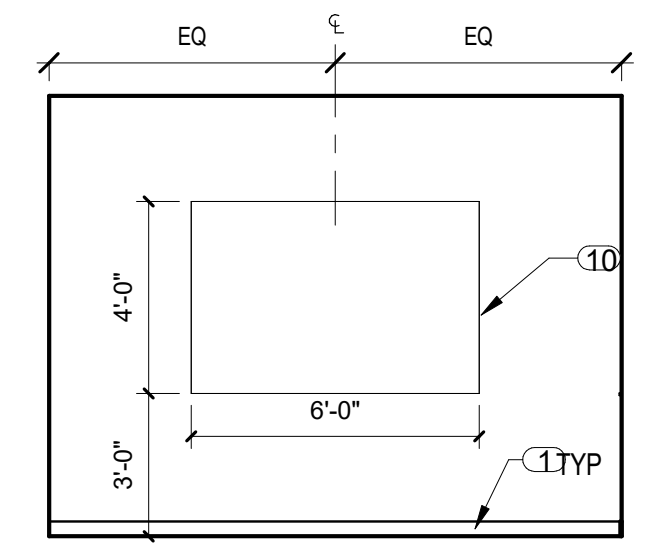
13 STUDY 108 - EAST
 A421 1/4" = 1'-0"



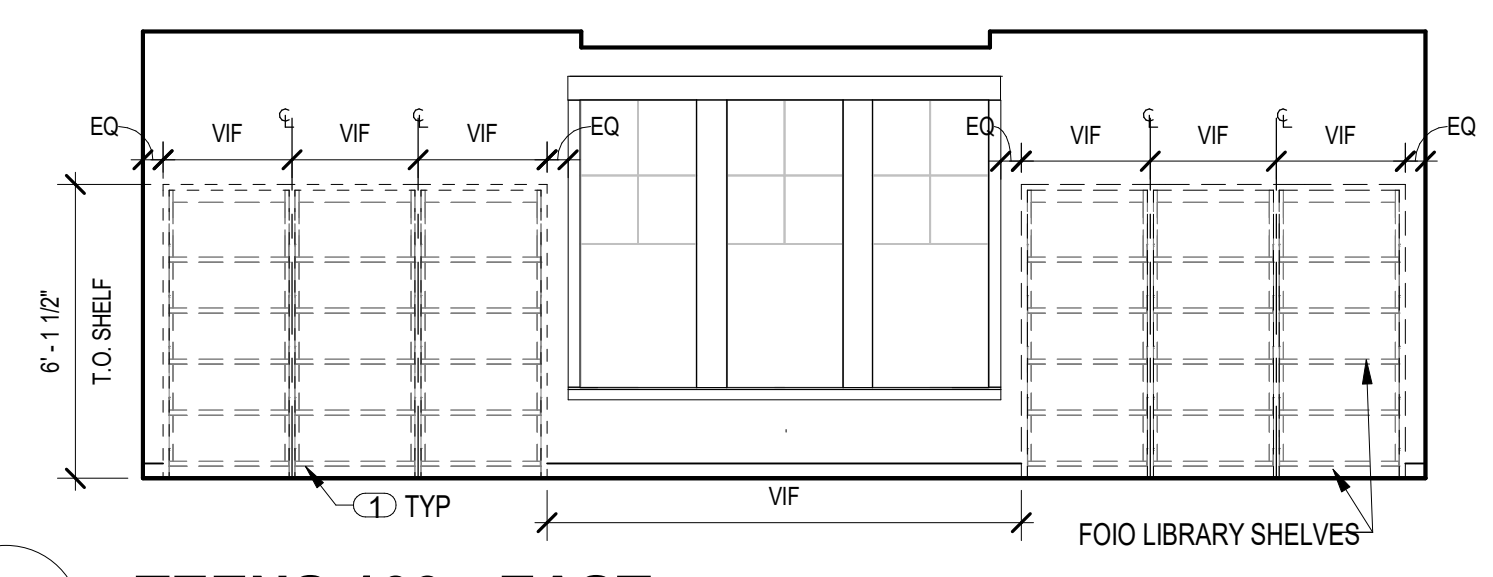
14 STUDY 108 - SOUTH
 A421 1/4" = 1'-0"



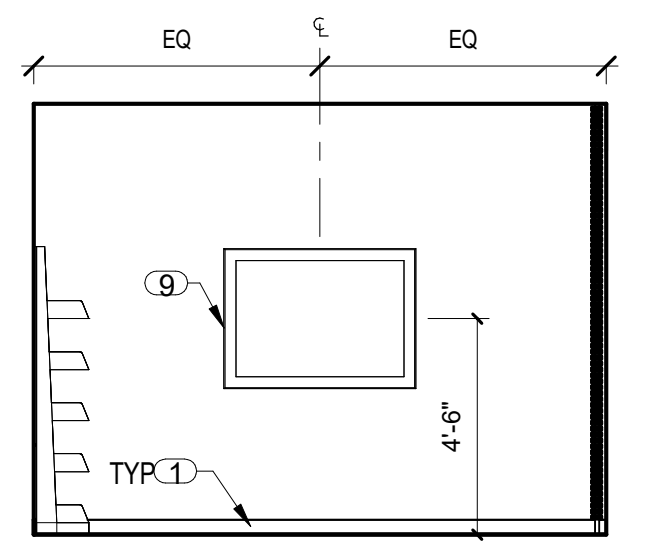
15 STUDY 108 - WEST
 A421 1/4" = 1'-0"



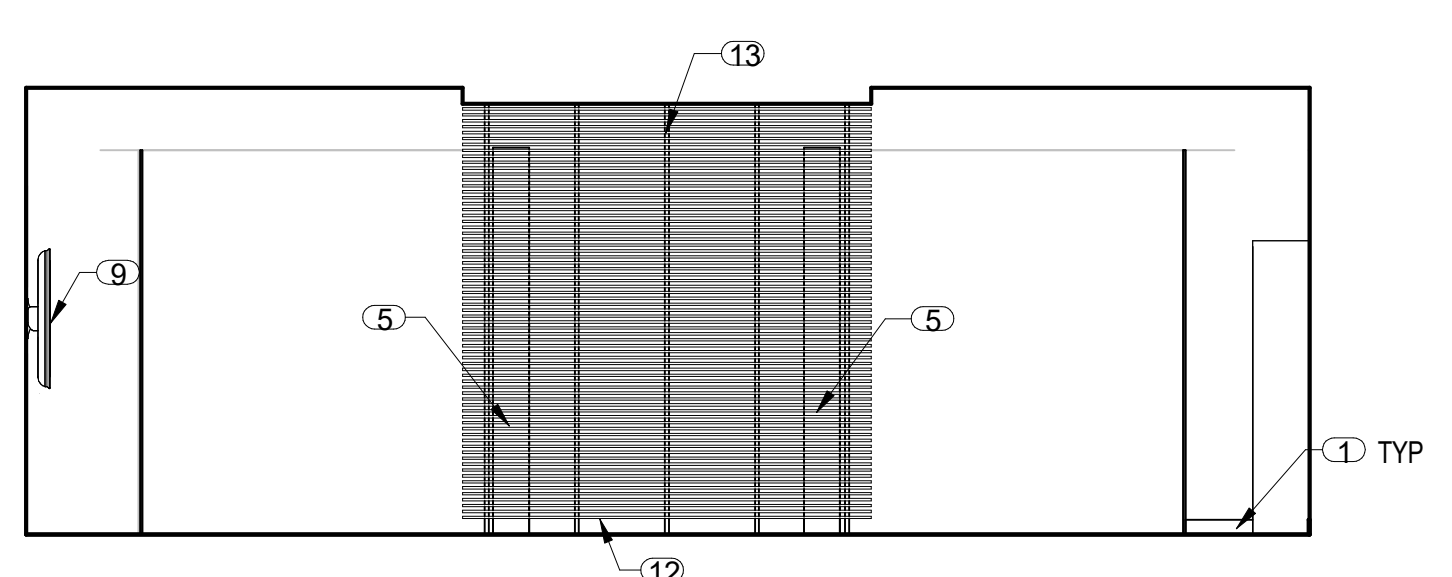
16 STUDY 108 - NORTH
 A421 1/4" = 1'-0"



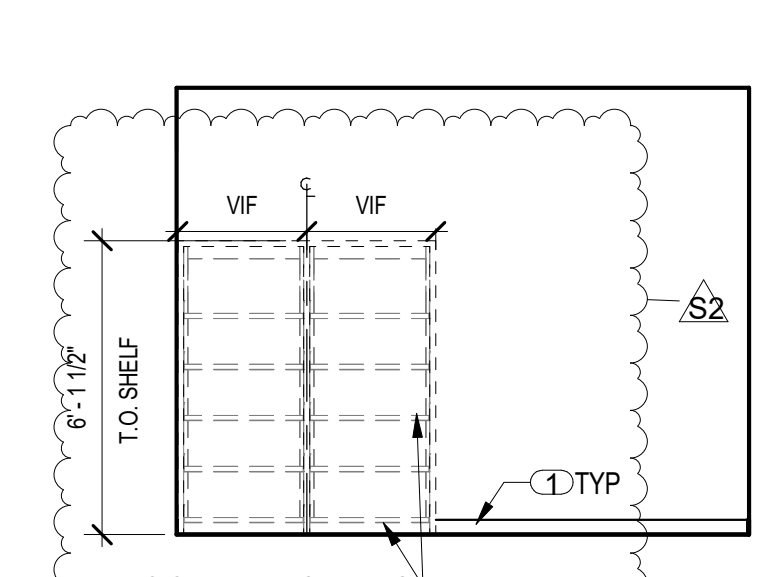
17 TEENS 109 - EAST
 A421 1/4" = 1'-0"



18 TEENS 109 - SOUTH
 A421 1/4" = 1'-0"



19 TEENS 109 - WEST
 A421 1/4" = 1'-0"



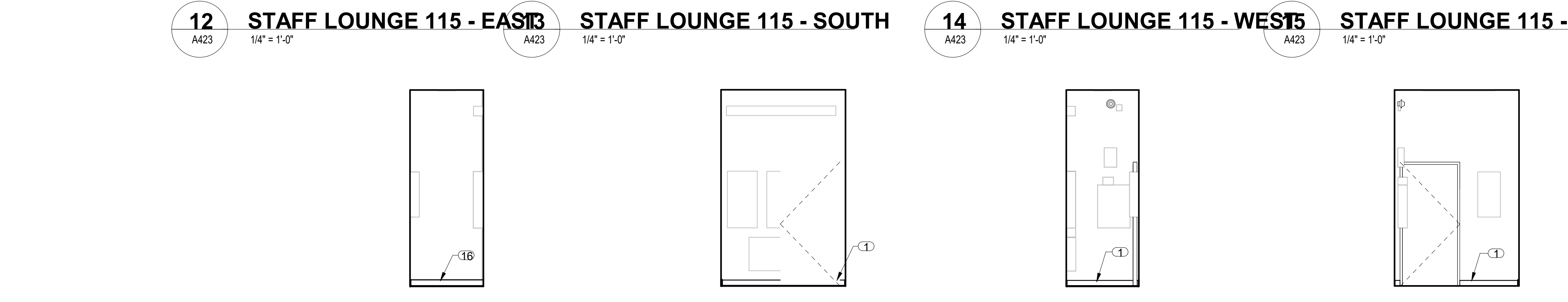
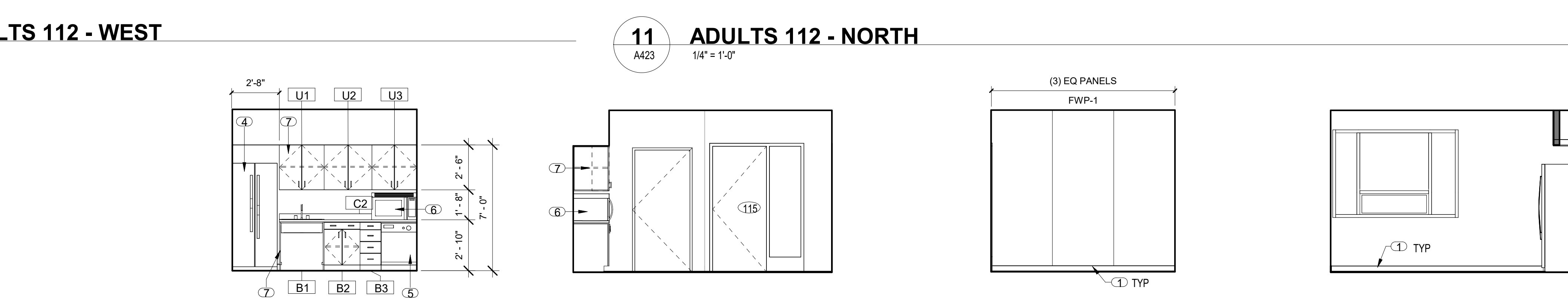
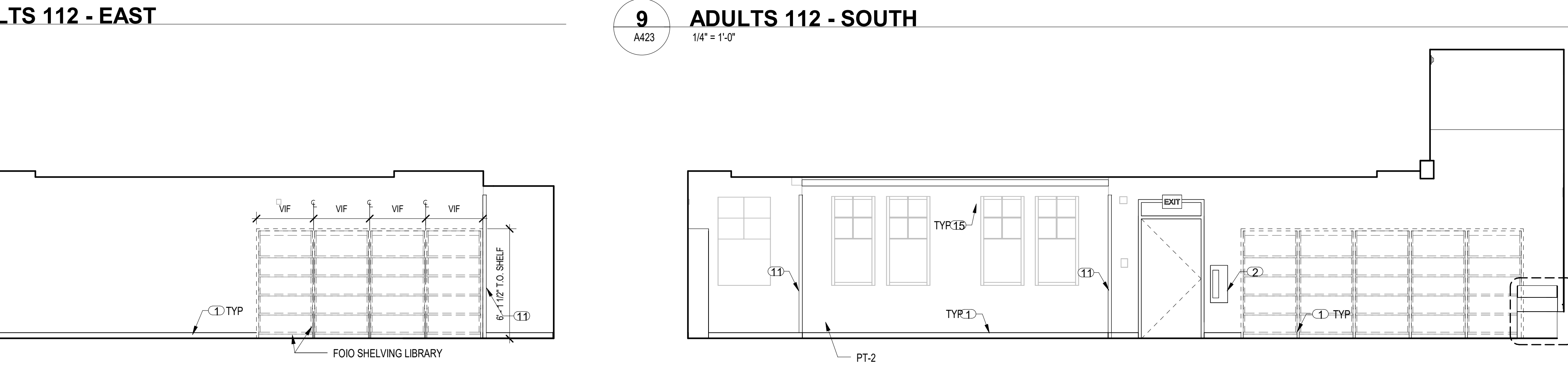
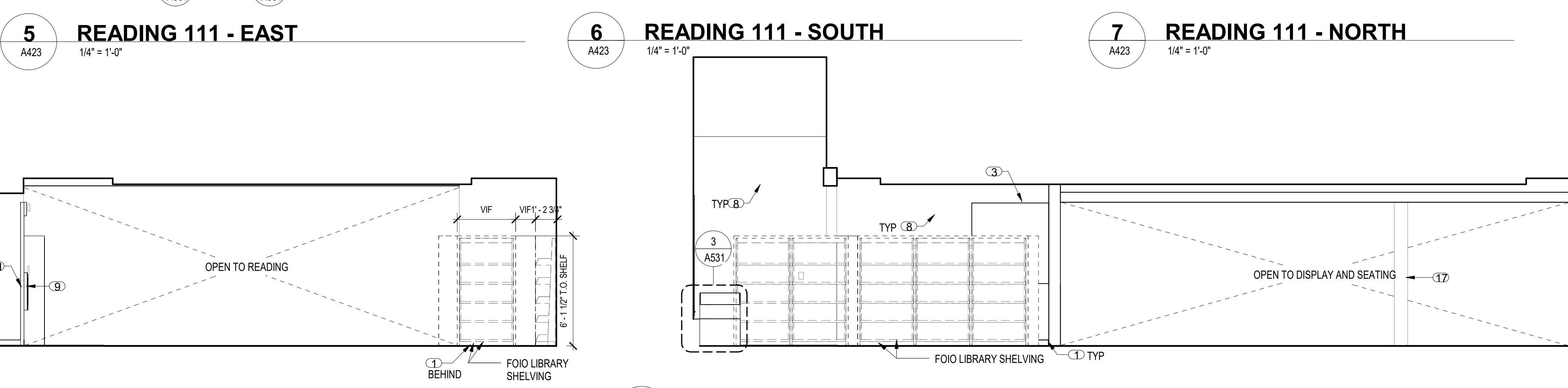
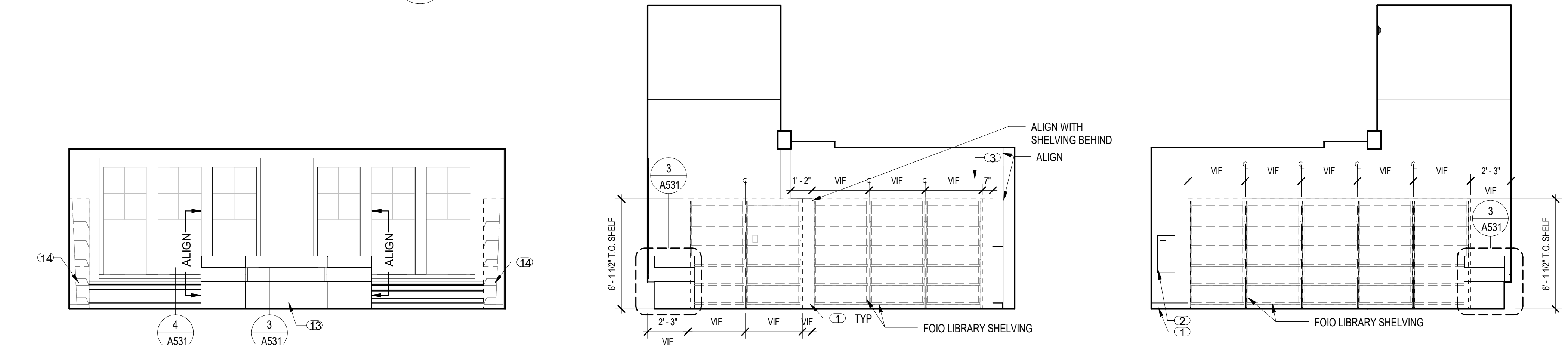
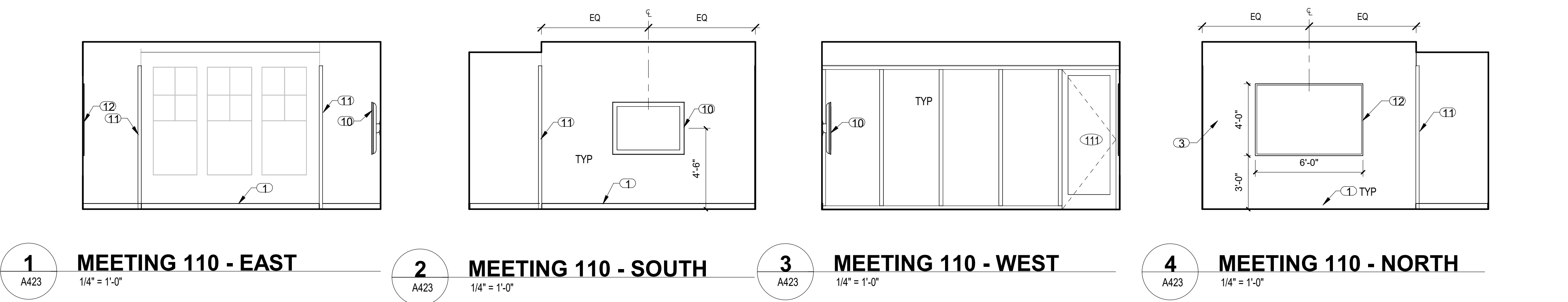
20 TEENS 109 - NORTH
 A421 1/4" = 1'-0"

GENERAL INTERIOR ELEVATION NOTES

1. SEE FLOOR PLANS AND ENLARGED PLANS FOR INTERIOR ELEVATION TAG LOCATIONS.
2. PROVIDE GWB AT WALL AND SOFFIT FACES. SEE WALL ASSEMBLY TYPES FOR LOCATIONS WITH MORE THAN (1) LAYER OF GWB.
3. SEE FINISH LEGEND ON SHEET A070 FOR ADDITIONAL INFORMATION.
4. SEE TYPICAL MOUNTING HEIGHT DIAGRAM FOR TYPICAL INTERIOR FIXTURE MOUNTING. MOUNT PER DIAGRAM UNO
 - A. TOILET ACCESSORIES: G230
 - B. GENERAL: G230
5. REFERENCE G230 FOR ACCESSIBILITY REACH HEIGHTS.

KEY NOTES:

- 1 RUBBER BASE. SEE FINISH SCHEDULE
- 2 SEMI-RECESSED FIRE EXTINGUISHER CABINET. SEE 10 4400.
- 3 INFILL EXISTING WALL. MATCH EXISTING FRAMING, MATERIALS, AND FINISHES. WITH NO VISIBLE EDGES BETWEEN NEW & EXISTING WORK.
- 4 REFRIGERATOR - C.F. / C.I.
- 5 DISH WASHER, C.F. / C.I.
- 6 MICROWAVE, C.F. / C.I.
- 7 CABINETS. SEE 06 4100, FINISH SCHEDULE AND DETAILS ON SHEET A080.
- 8 NEW LIGHT FIXTURE. SEE ELECTRICAL DRAWINGS.
- 9 FIRE EXTINGUISHER AND CABINET PER SPEC SECTION 10 44 00.
- 10 WALL MOUNTED FLAT-SCREEN TELEVISION. SEE ELECTRICAL DRAWINGS AND 11 30 13.
- 11 CERTAINTED REINFORCED CORNER GUARD FULL HEIGHT- SEE 10 26 00
- 12 MAGNETIC GLASS MARKER BOARD - SEE INTERIOR ELEVATIONS, FINISH SCHEDULE & SECTION 10 11 05.
- 13 FIBERGLASS RE-ENFORCED PANEL PER 09 77 36
- 14 WOOD BENCH WITH METAL BRACKET-SEE DETAIL 4/A531.
- 15 EXISTING LOUVERS TO REMAIN.
- 16 FIBERGLASS RE-ENFORCED PANEL PER 09 77 36
- 17 COVER EXISTING COLUMN WITH ALUMINUM SHEET METAL. COLOR & FINISH TO MATCH INTERIOR STOREFRONT SYSTEM.



DESCHUTES PUBLIC LIBRARY

SISTERS LIBRARY

110 N. Cedar Street
 Sisters, OR 97759
 SUBMITTAL

SHELVING BID SET

NOVEMBER 16, 2022

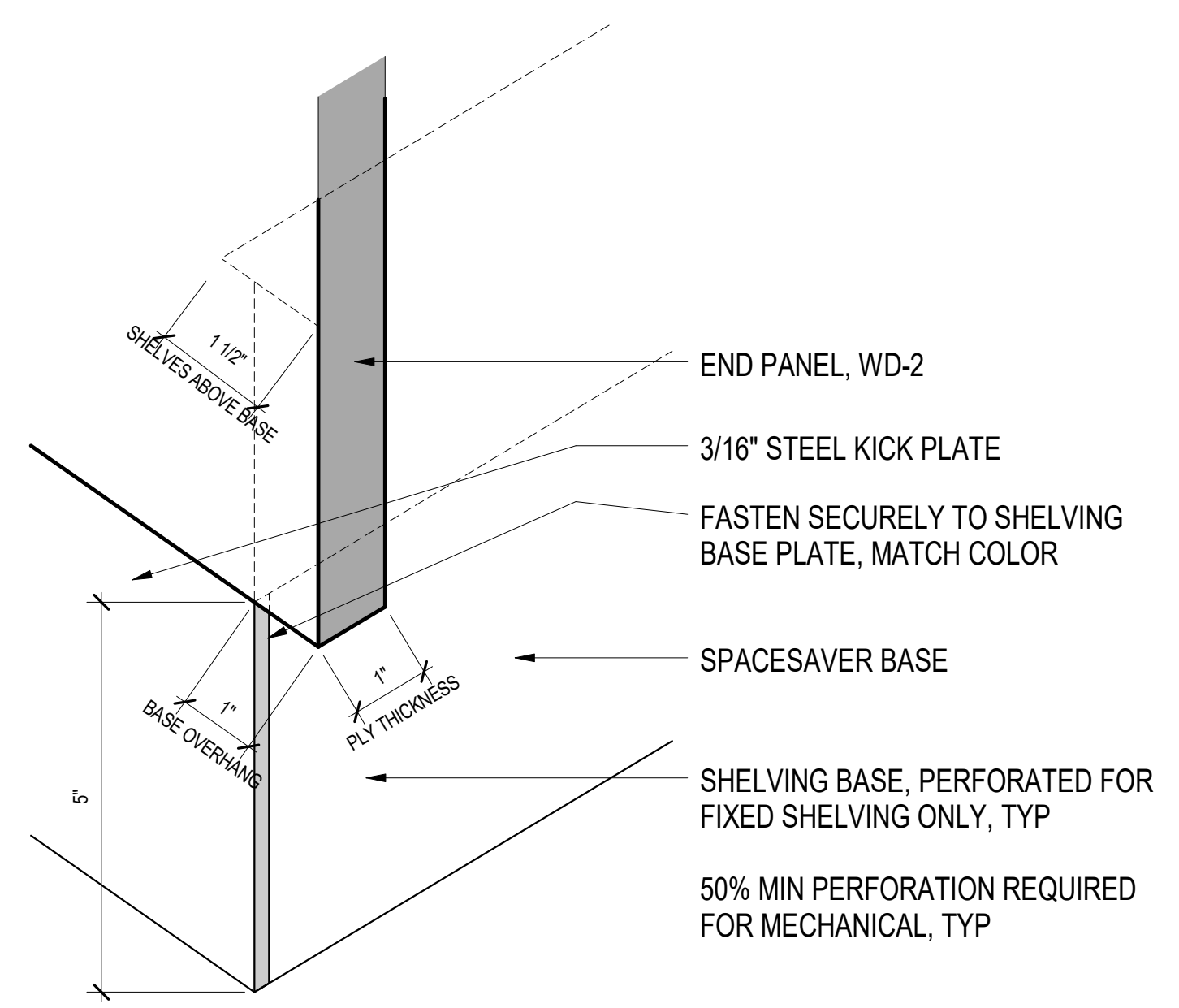
NO.	DESCRIPTION	DATE
1	ADDENDUM A	11/04/22

Drawn: DG
 Checked: Checker
 MJH Proj No.: AXX.XXXX.00
 Issue Date: NOVEMBER 16, 2022

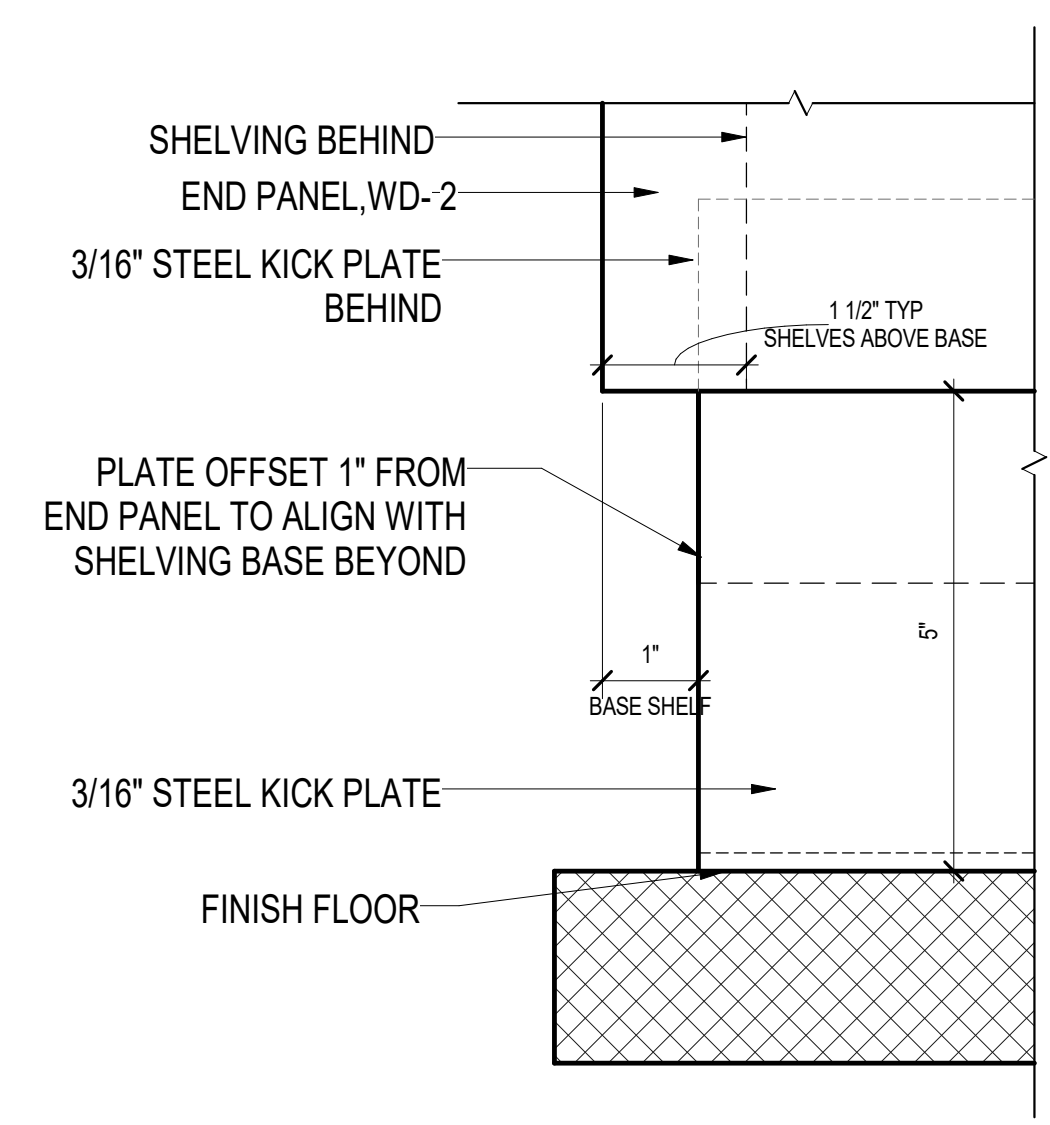
SHEET

INTERIOR ELEVATIONS A423

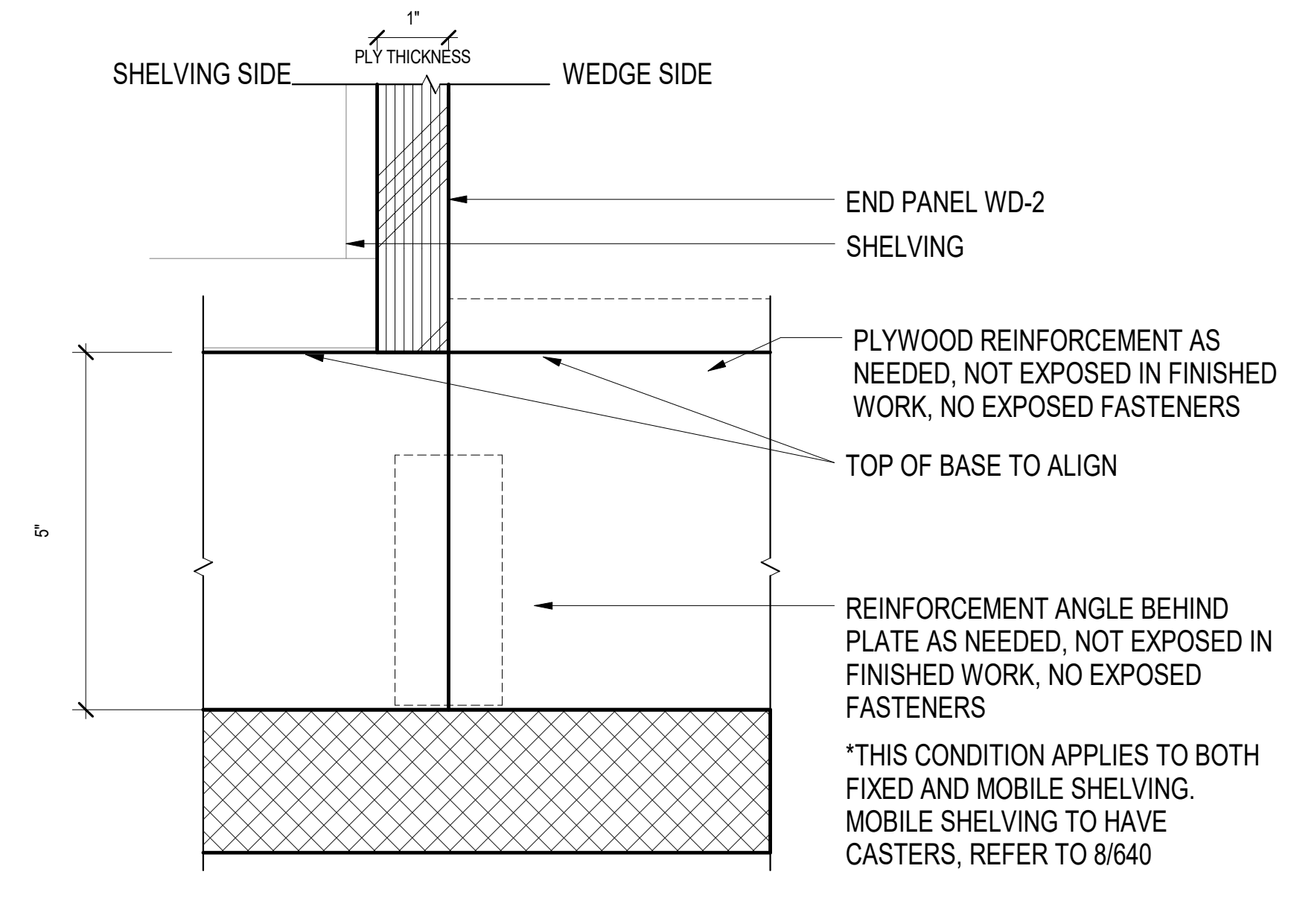
- GENERAL SHELVING DETAIL NOTES**
- REFER TO SCHEDULE NOTES ON A116 FOR PANEL THICKNESS
 - MOBILE BASES ARE 4", FIXED BASES ARE 5", TYP - TOP OF COUNTERS TO ALIGN FOR D36X42-S5 UNITS
 - SHELVING TO BE SPACESAVER, METAL, CANTILEVER, POWDER COAT, FIN FLANNEL (207)
 - ALL SHELVING TO HAVE SOLID BASE
 - ALL BASE SHELVING TO BE SLOPED
 - ALL WALL MOUNTED SHELVING TO HAVE STEEL BACKING TYP, COLOR TO MATCH METAL SHELVINGS AND CONTINUOUS METAL PLATE OVER THE BASE
 - ALL SHELVING TO HAVE PLAIN BACKSTOP- FULL HEIGHT
 - ALL SHELVING TO HAVE C CLIP BOOK SUPPORTS
 - MEDIA COLLECTION TO USE SPECIALTY- SPACESAVER SHELVING "VHS, CD & PAPERBACK"



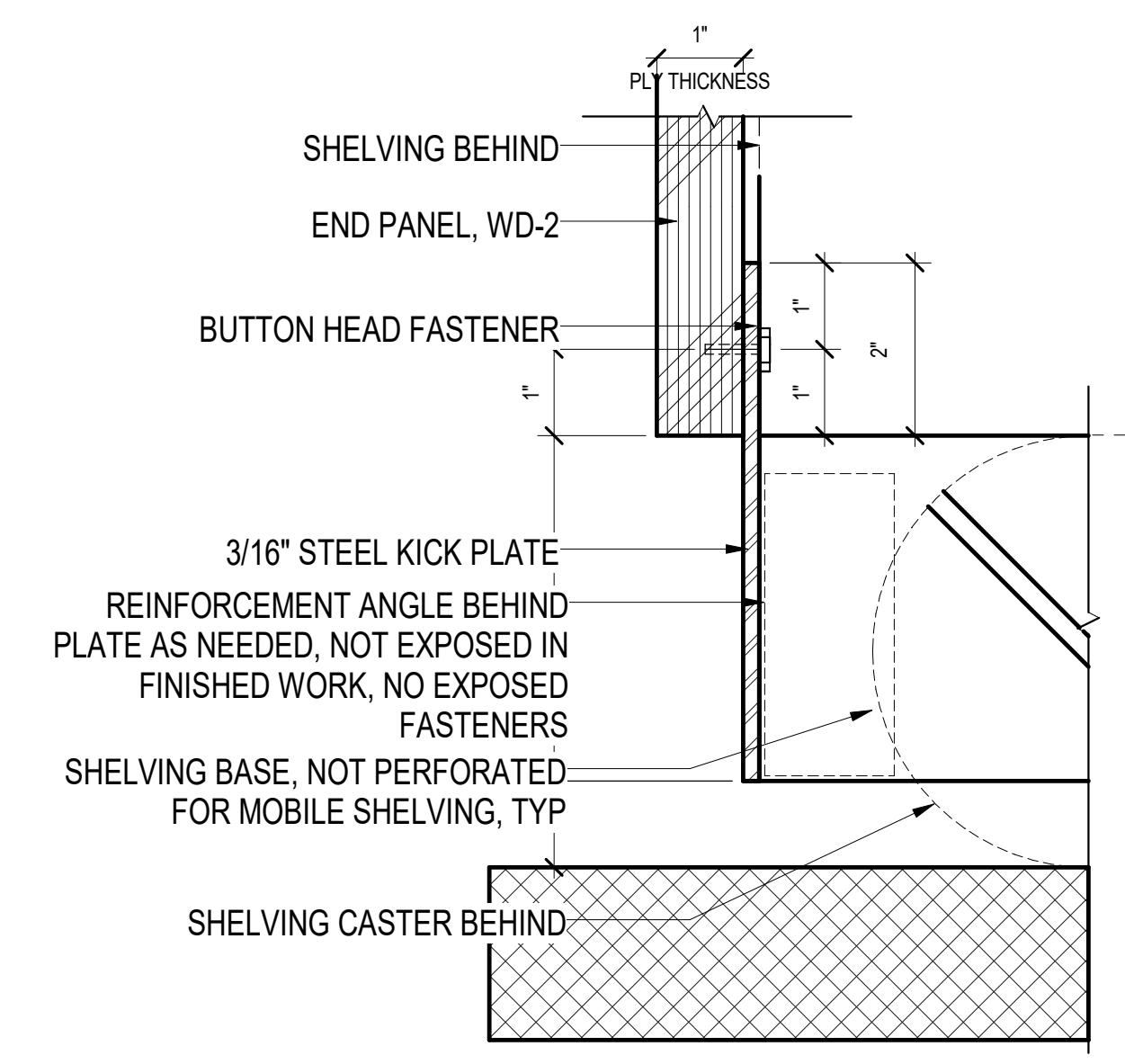
11 SHELVING AXON - FIXED BASE
 A640 6" = 1'-0"



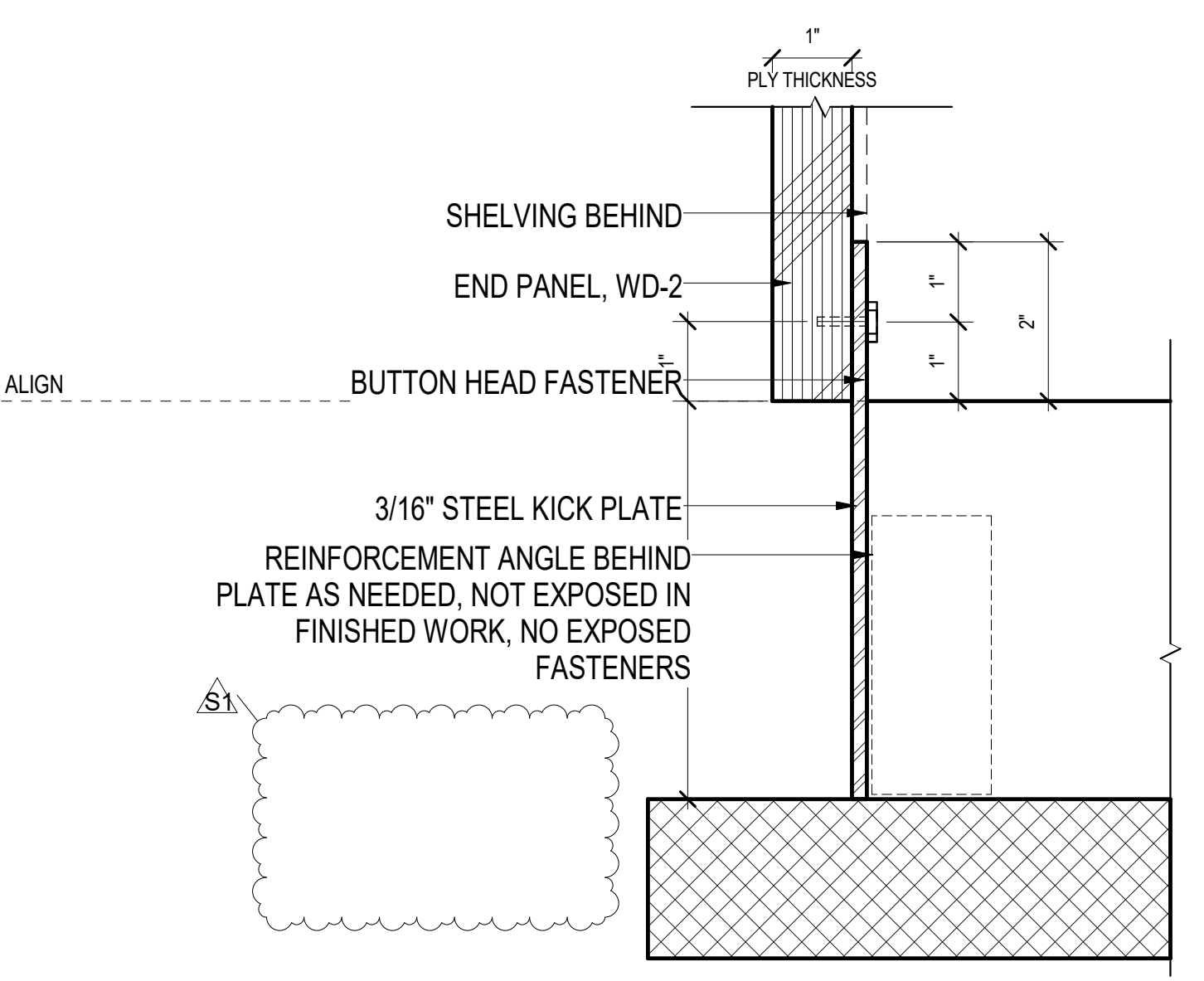
10 SHELVING ELEVATION - END PANEL BASE
 A640 6" = 1'-0"



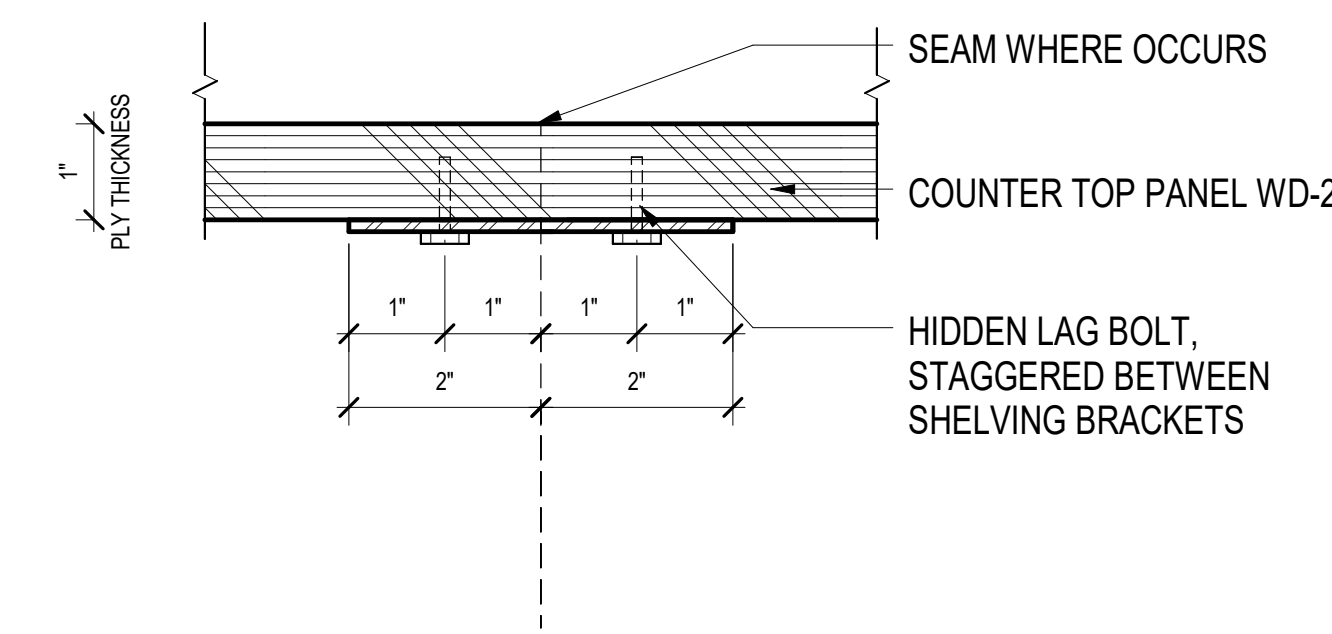
9 SHELVING SECTION - WEDGE BASE
 A640 6" = 1'-0"



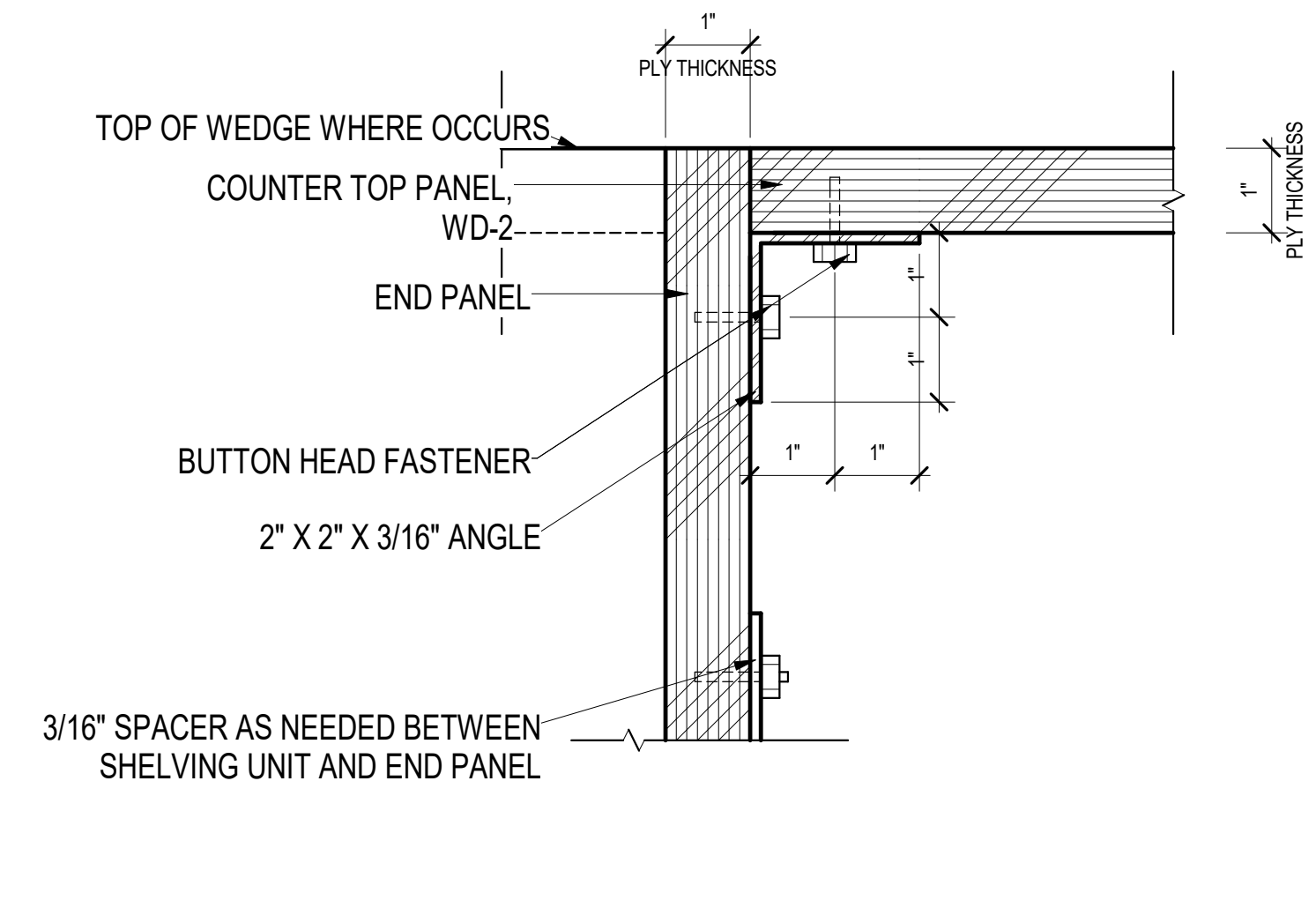
8 SHELVING ELEVATION - MOBILE BASE
 A640 6" = 1'-0"



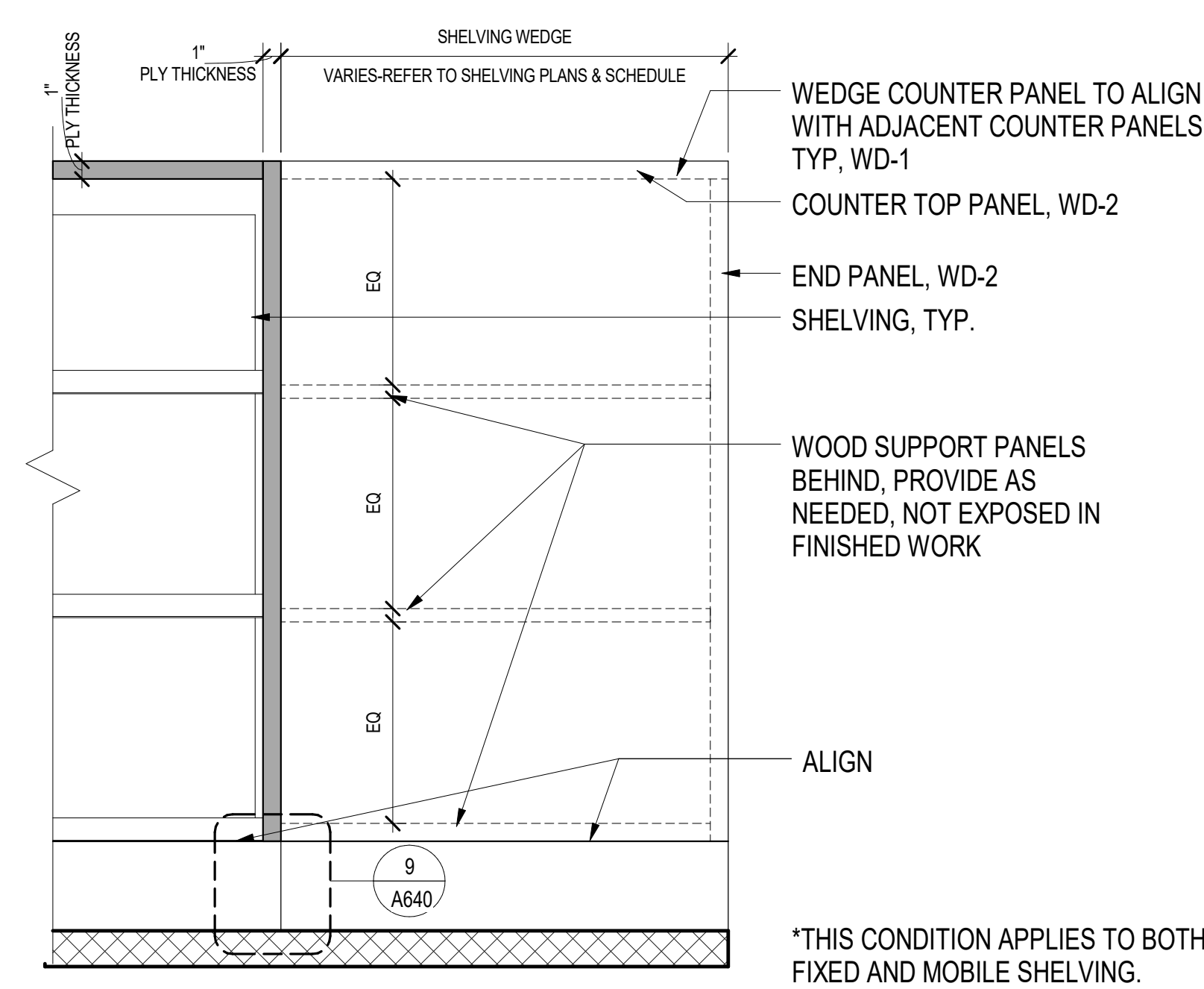
7 SHELVING ELEVATION - FIXED BASE
 A640 6" = 1'-0"



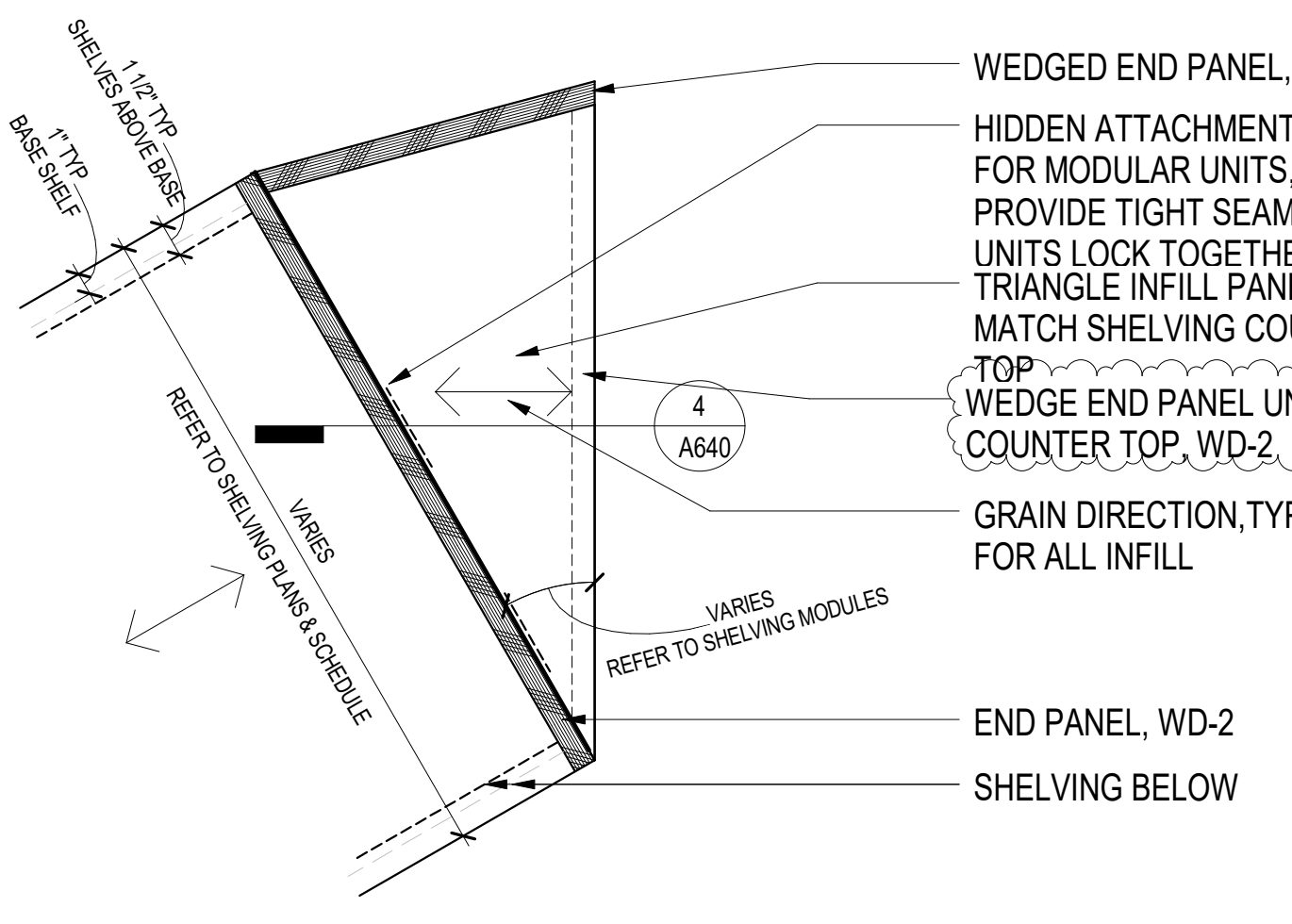
6 SHELVING - COUNTER TOP SEAM
 A640 6" = 1'-0"



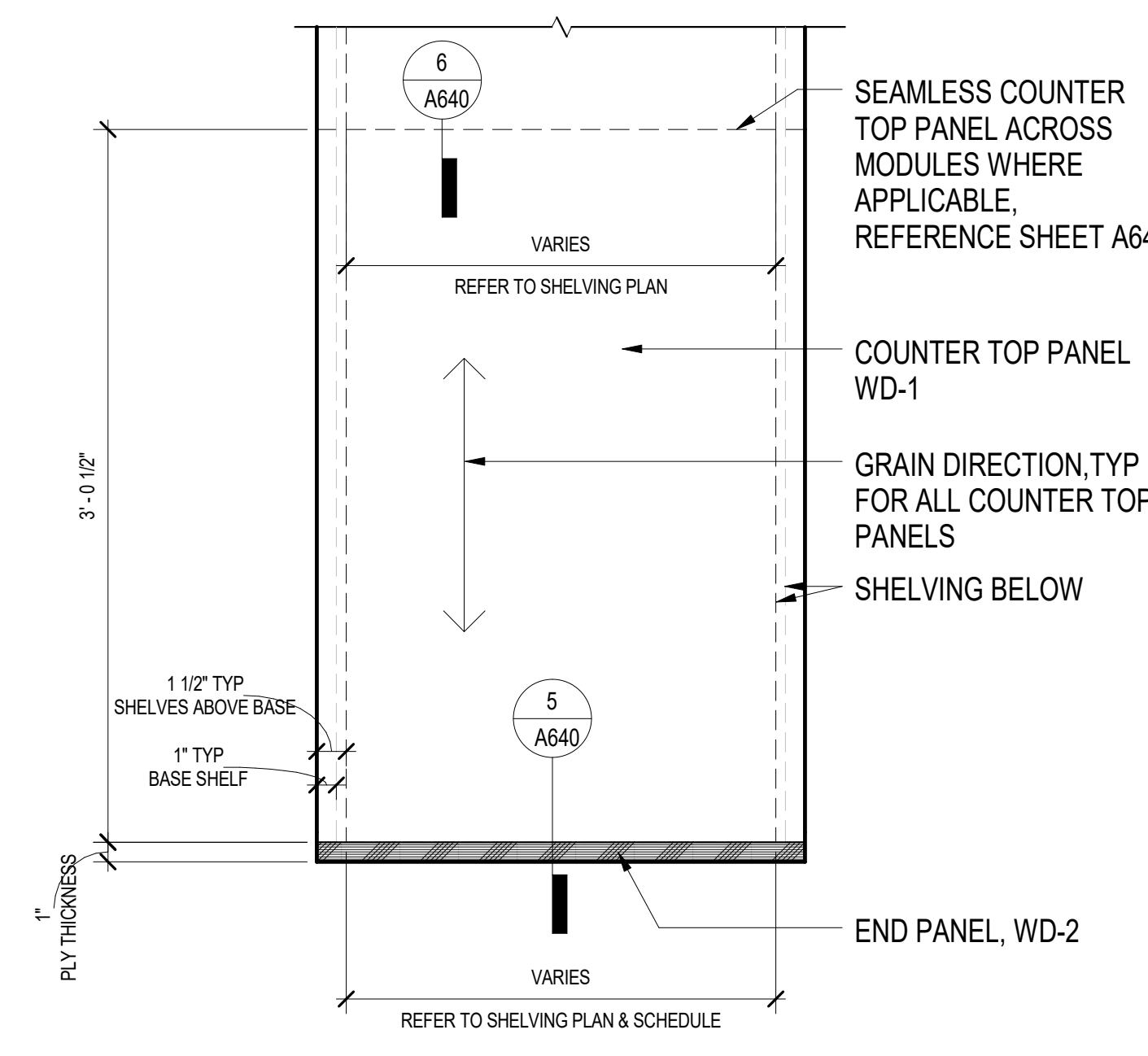
5 SHELVING - END PANEL W/ COUNTER TOP
 A640 6" = 1'-0"



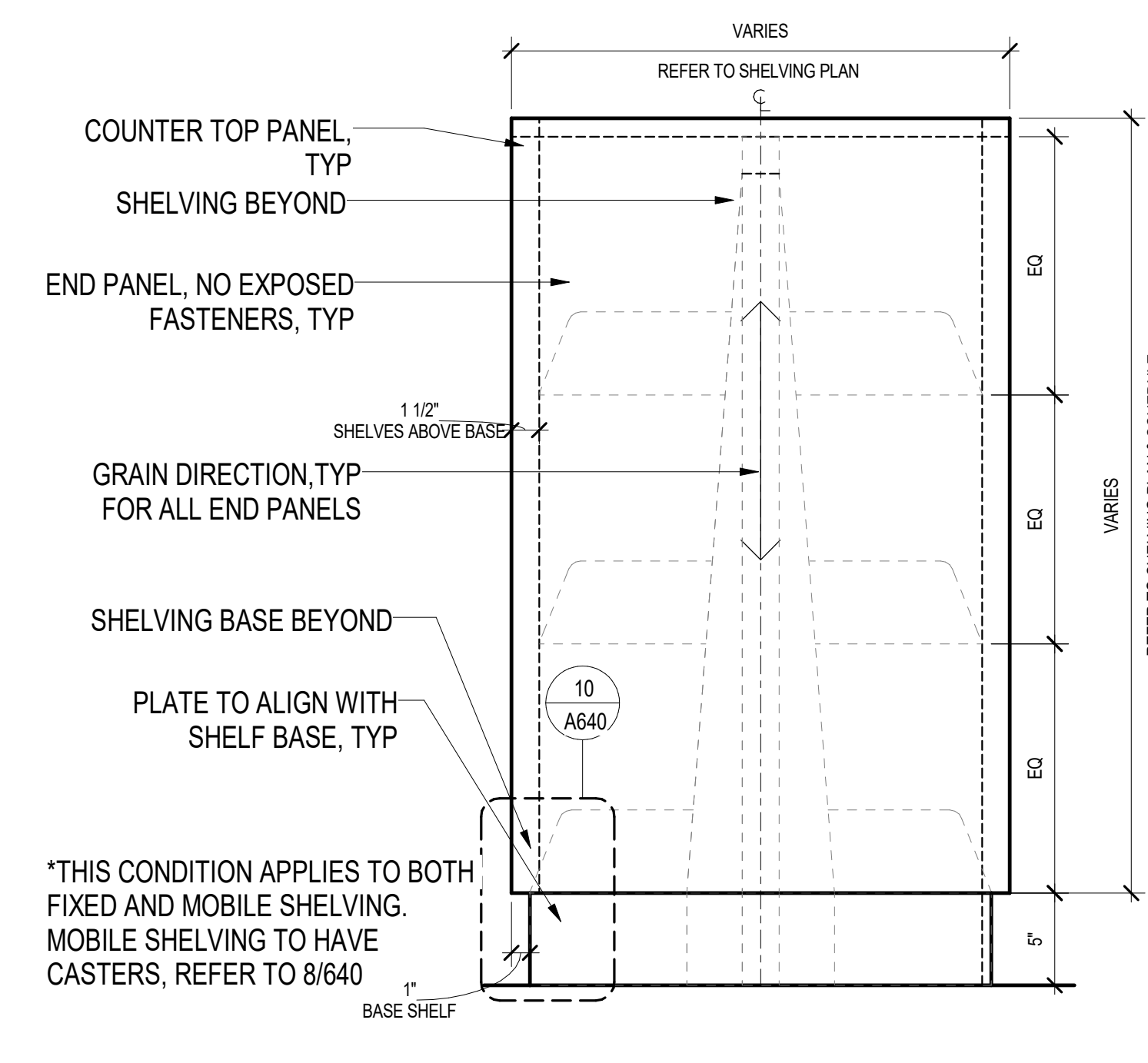
4 SHELVING SECTION - WEDGE
 A640 1 1/2" = 1'-0"



3 SHELVING - WEDGE COUNTER TOP PLAN
 A640 1 1/2" = 1'-0"



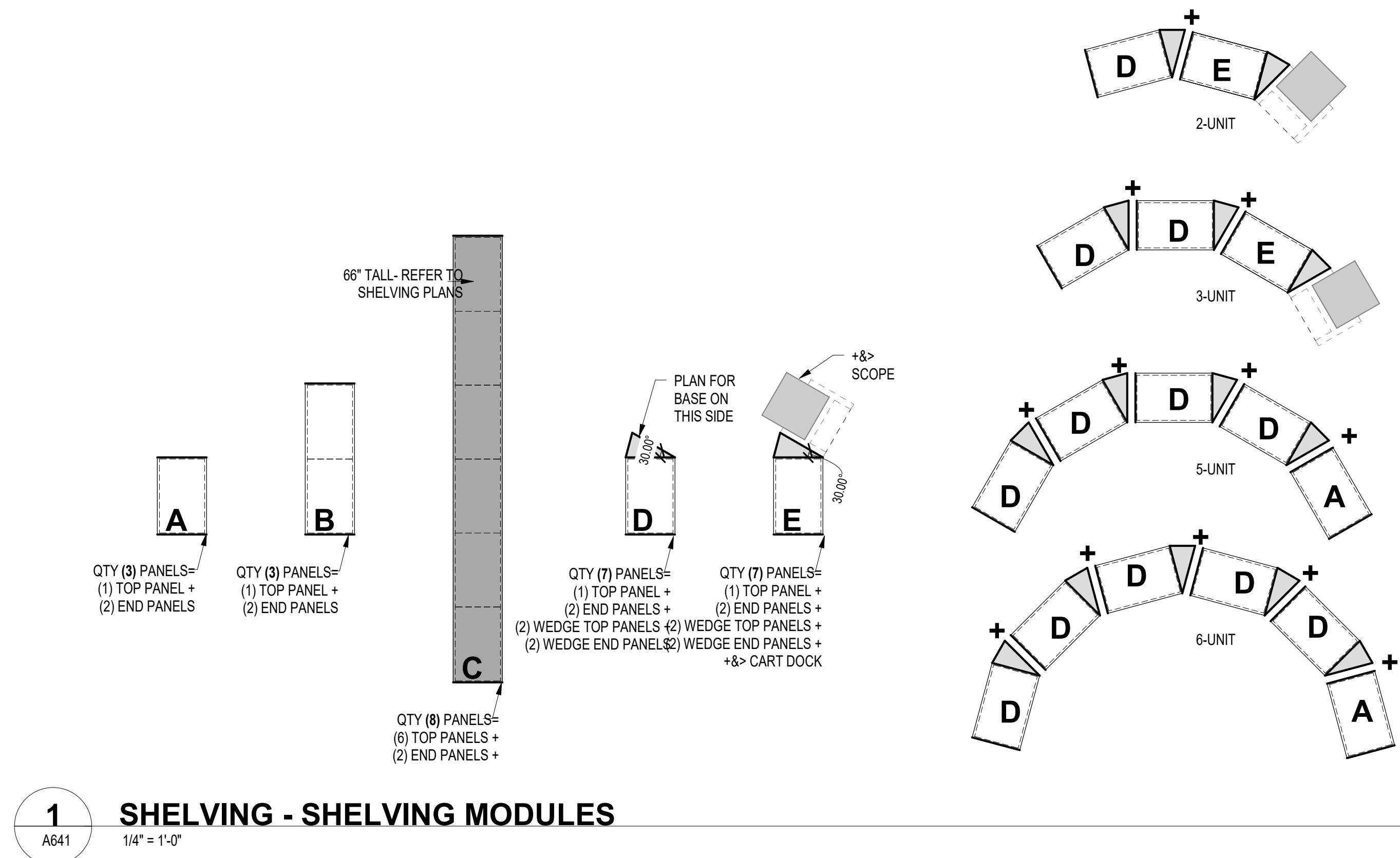
2 SHELVING - COUNTER TOP PLAN
 A640 1 1/2" = 1'-0"



1 SHELVING - END PANEL ELEVATIONS
 A640 1 1/2" = 1'-0"

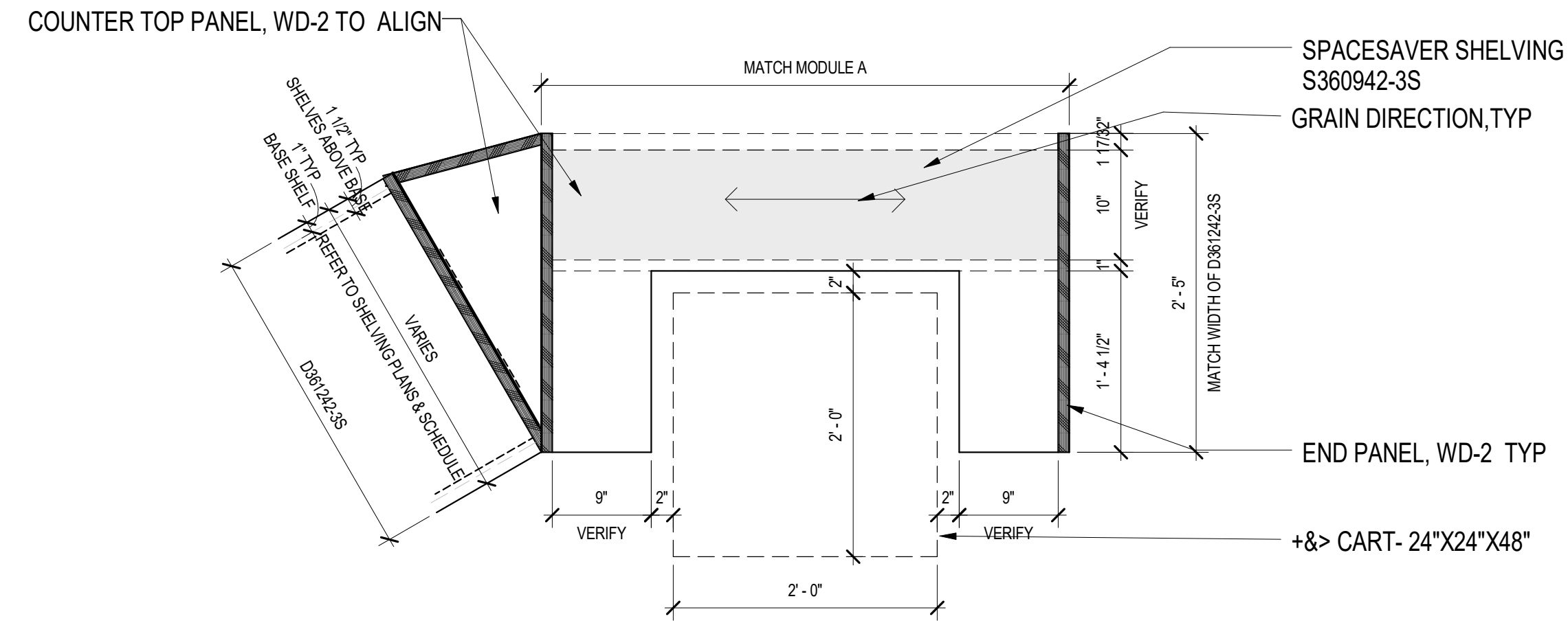
REVISIONS

NO.	DESCRIPTION	DATE
S1	SHELVING ADDENDUM 1	11/11/2022
S2	SHELVING ADDENDUM 2	11/16/2022

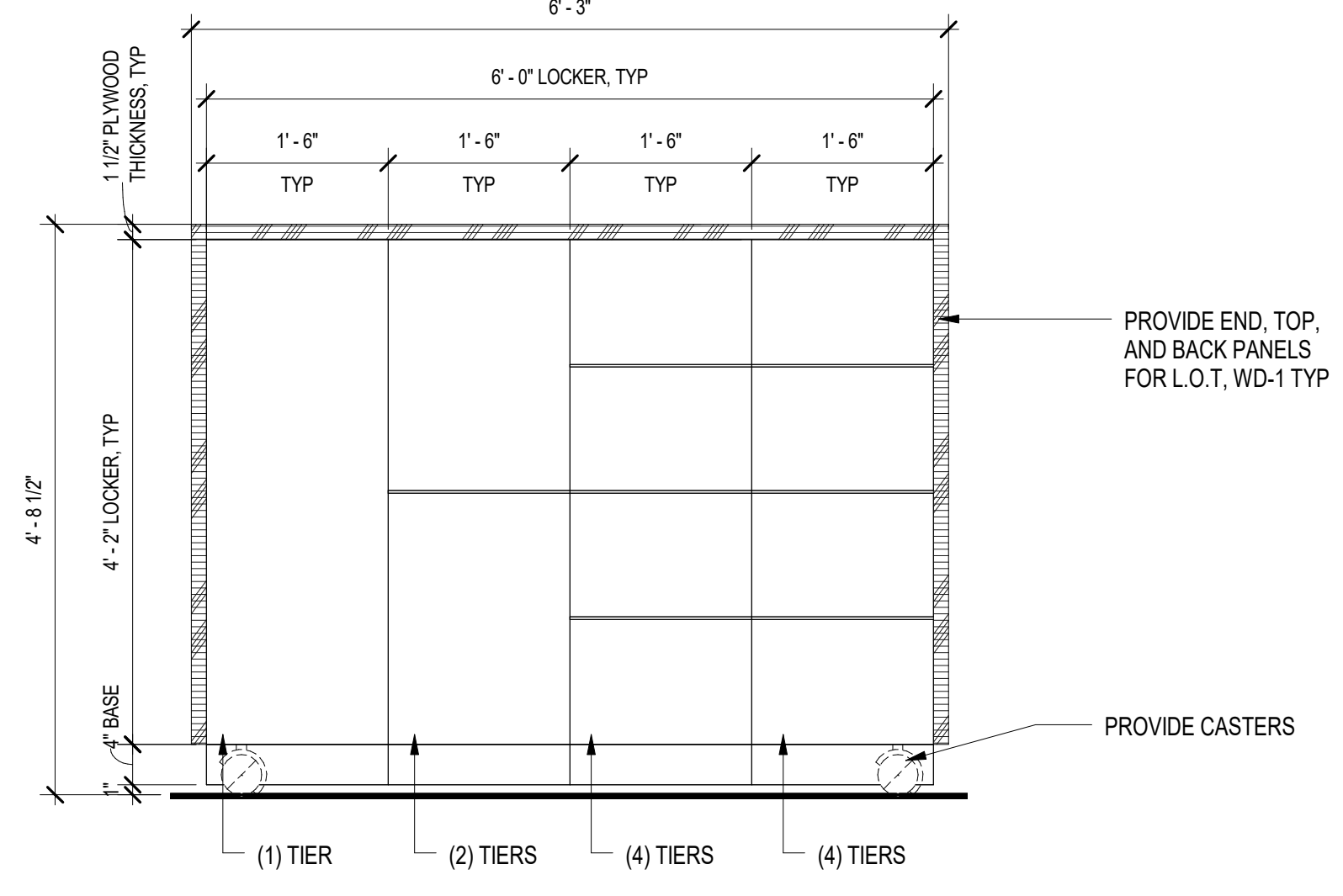


CUSTOM UNIT SCHEDULE

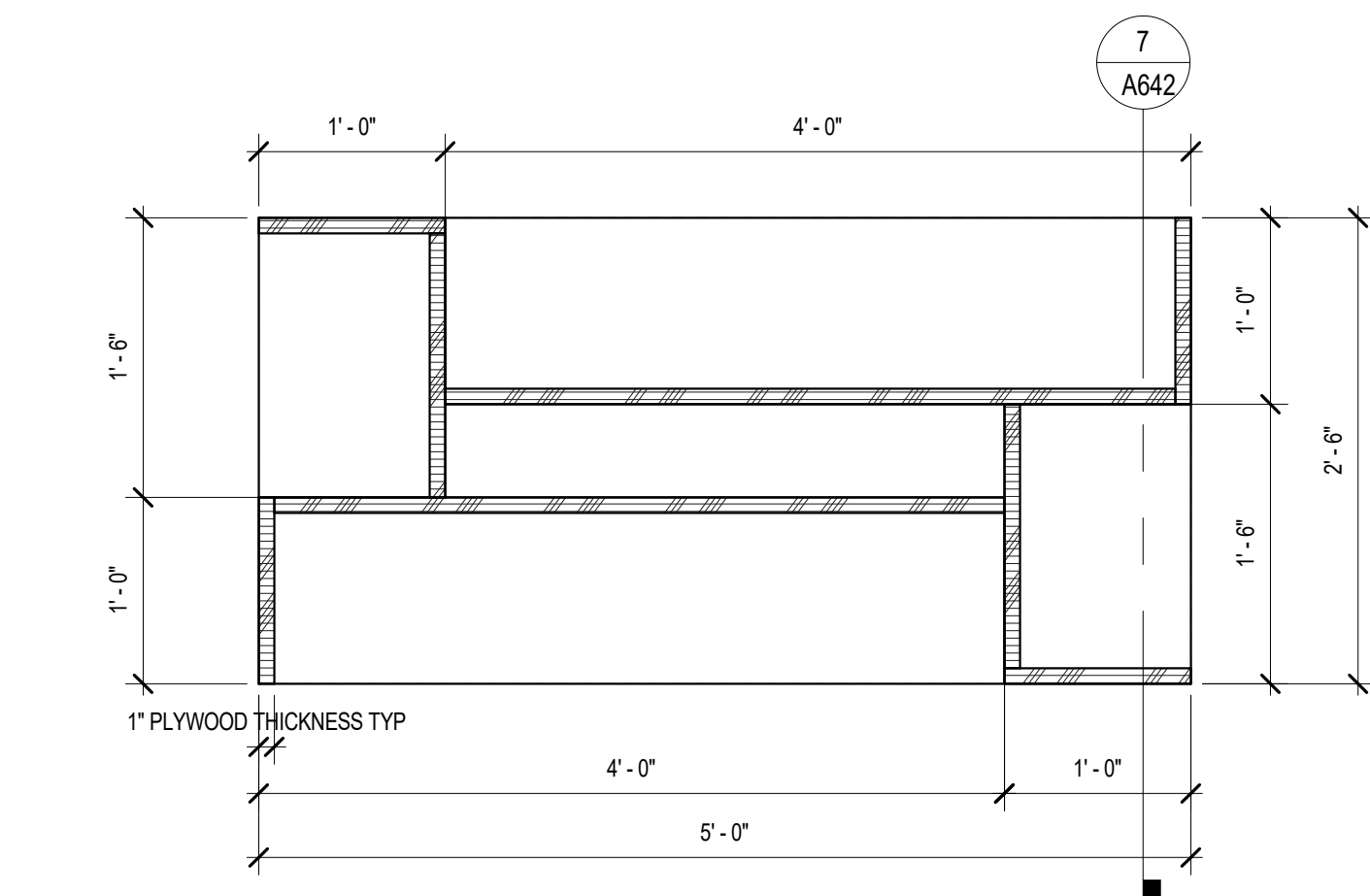
Description	Type	Comments	Count
MOBILE PICTURE BOOK BINS	A		6
MOBILE SHELVING UNIT	B		11
DISPLAY TOWER	C		3
Day use lockers. Storage for an evolving workspace	E		4
Grand total:			14



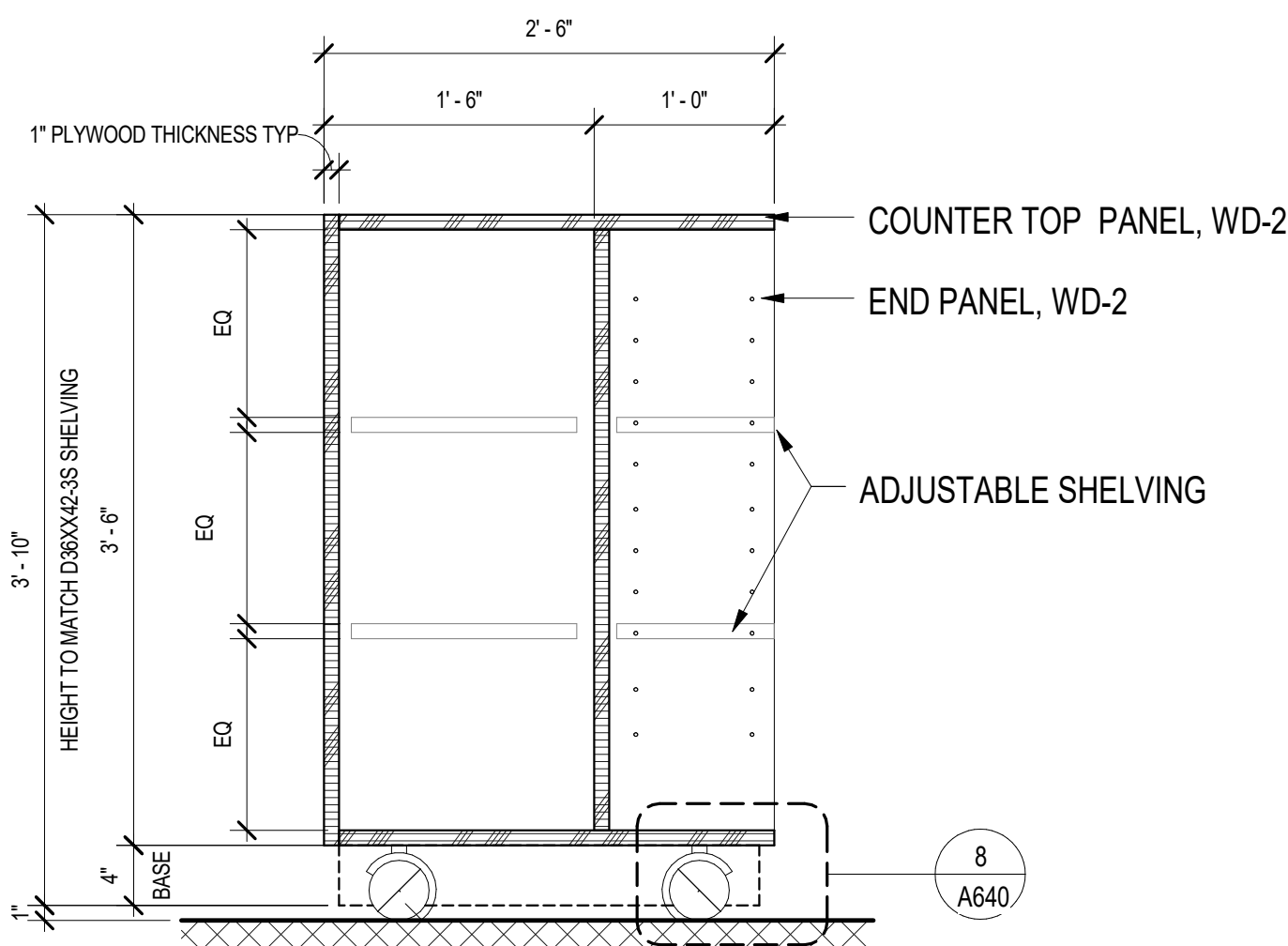
10 SHELVING PLAN SECTION - CART PARKING
 1" = 1'-0"



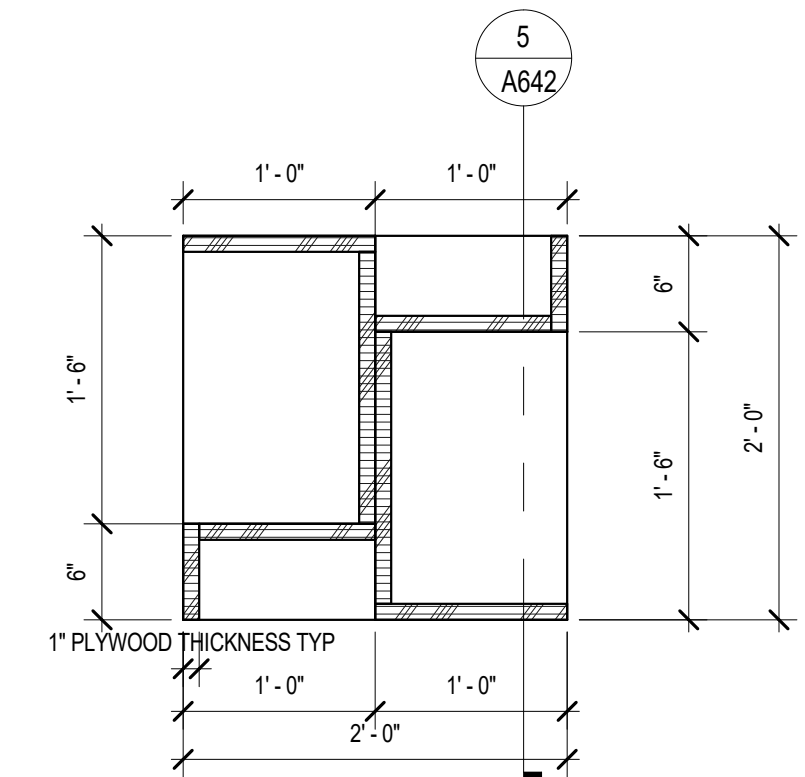
9 (E) LIBRARY OF THINGS ELEVATION
 3/4" = 1'-0"



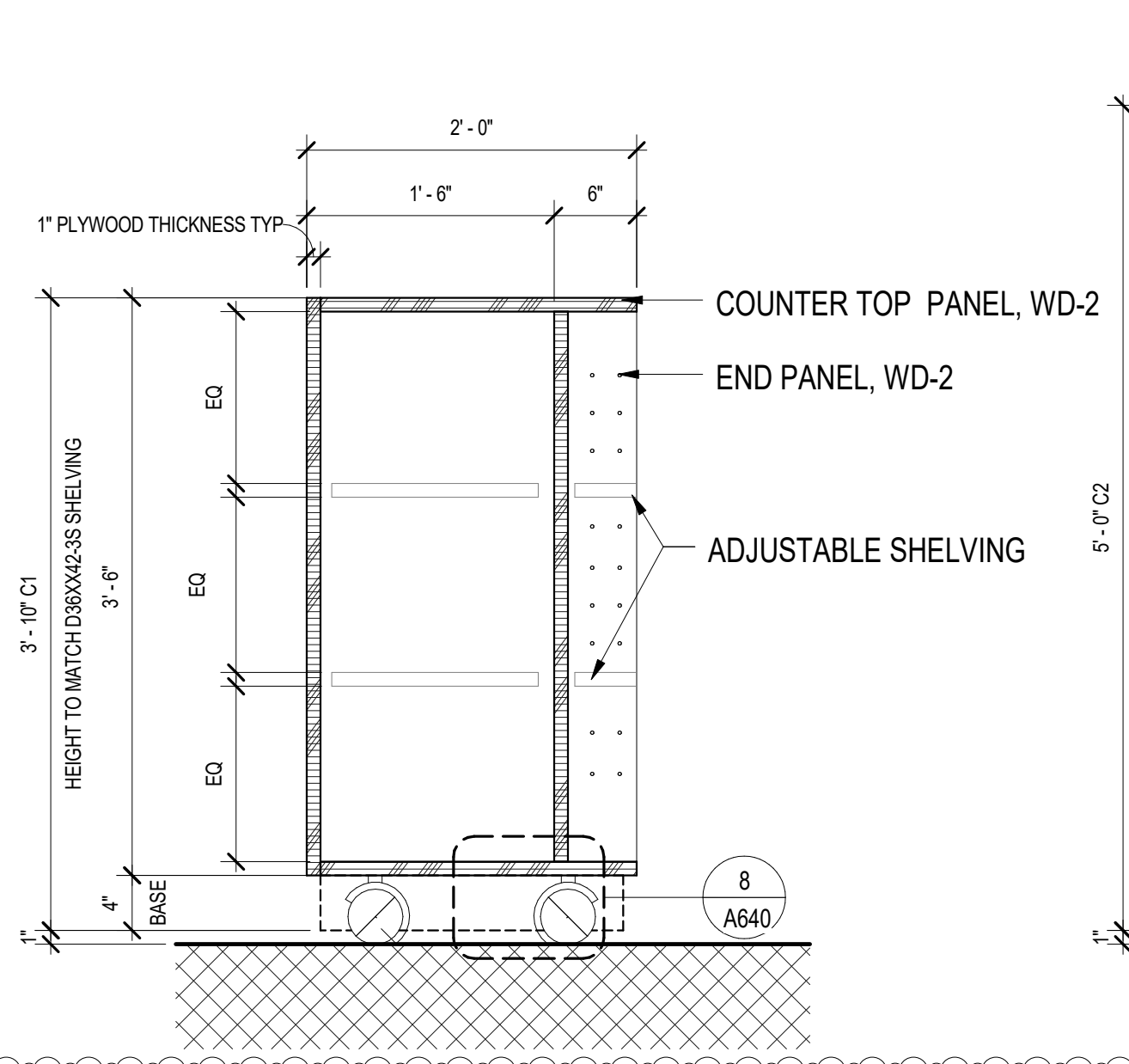
8 SHELVING PLAN SECTION - (D) DISPLAY TABLES
 1" = 1'-0"



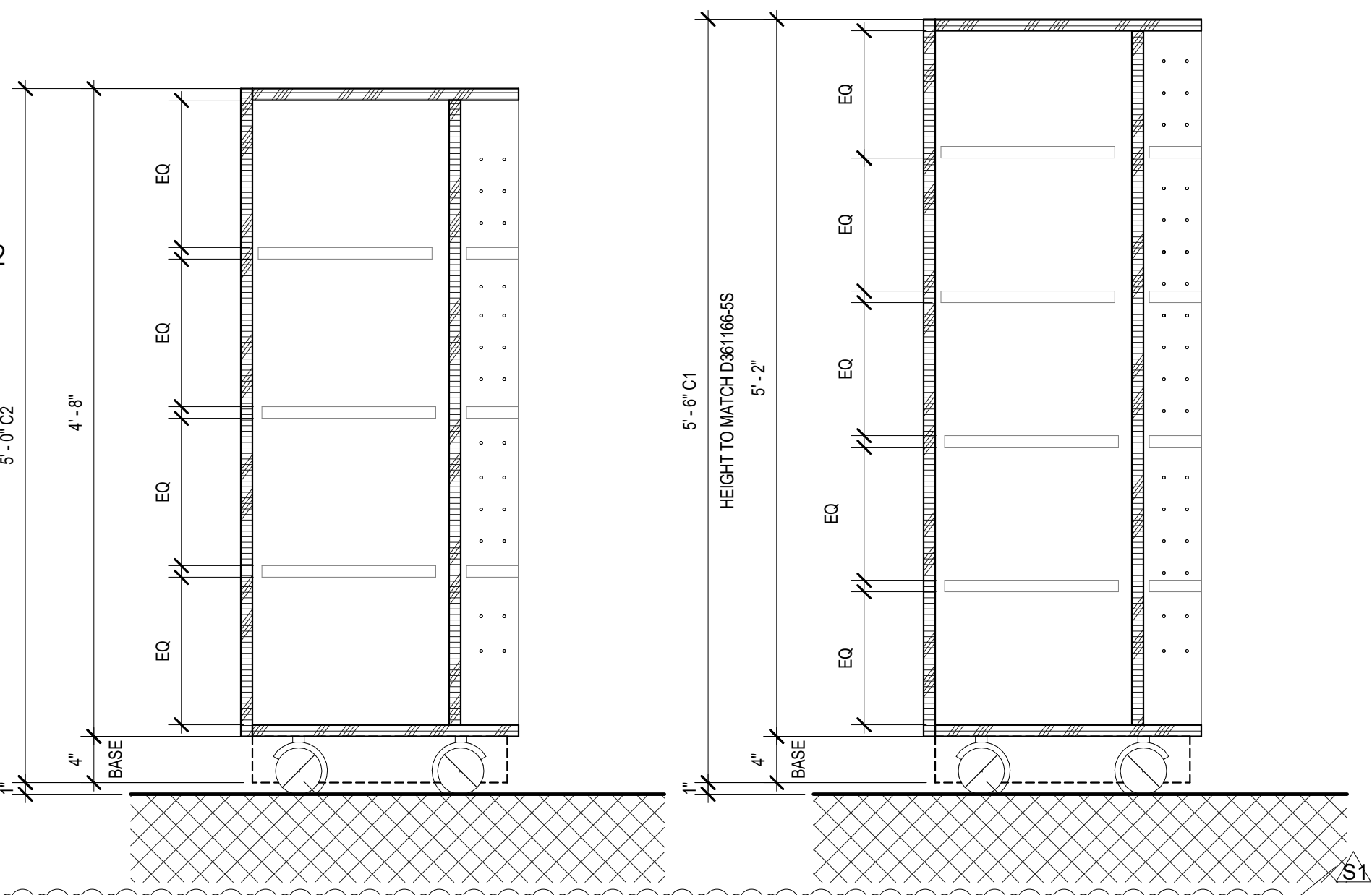
7 SHELVING SECTION - (D) DISPLAY TABLES
 1" = 1'-0"



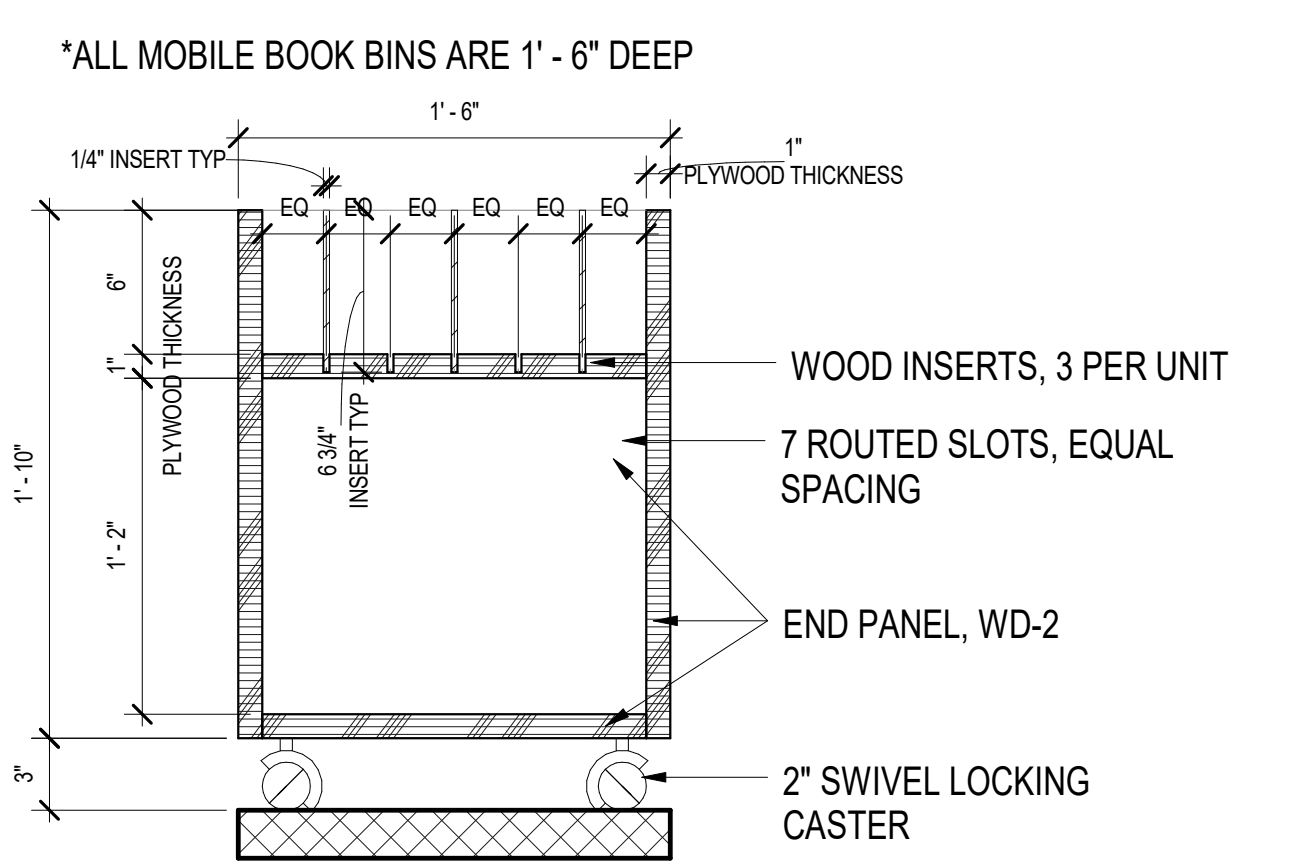
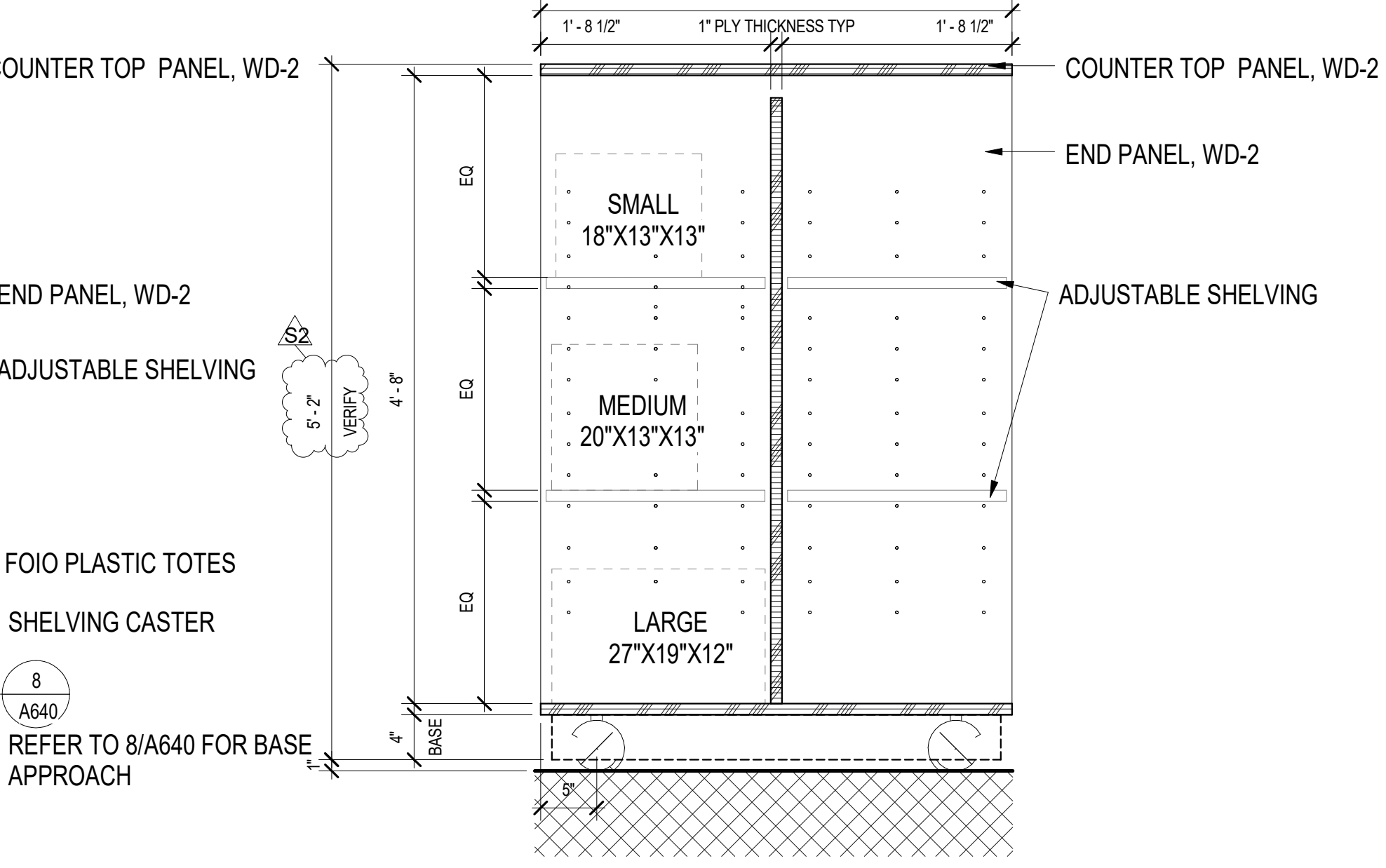
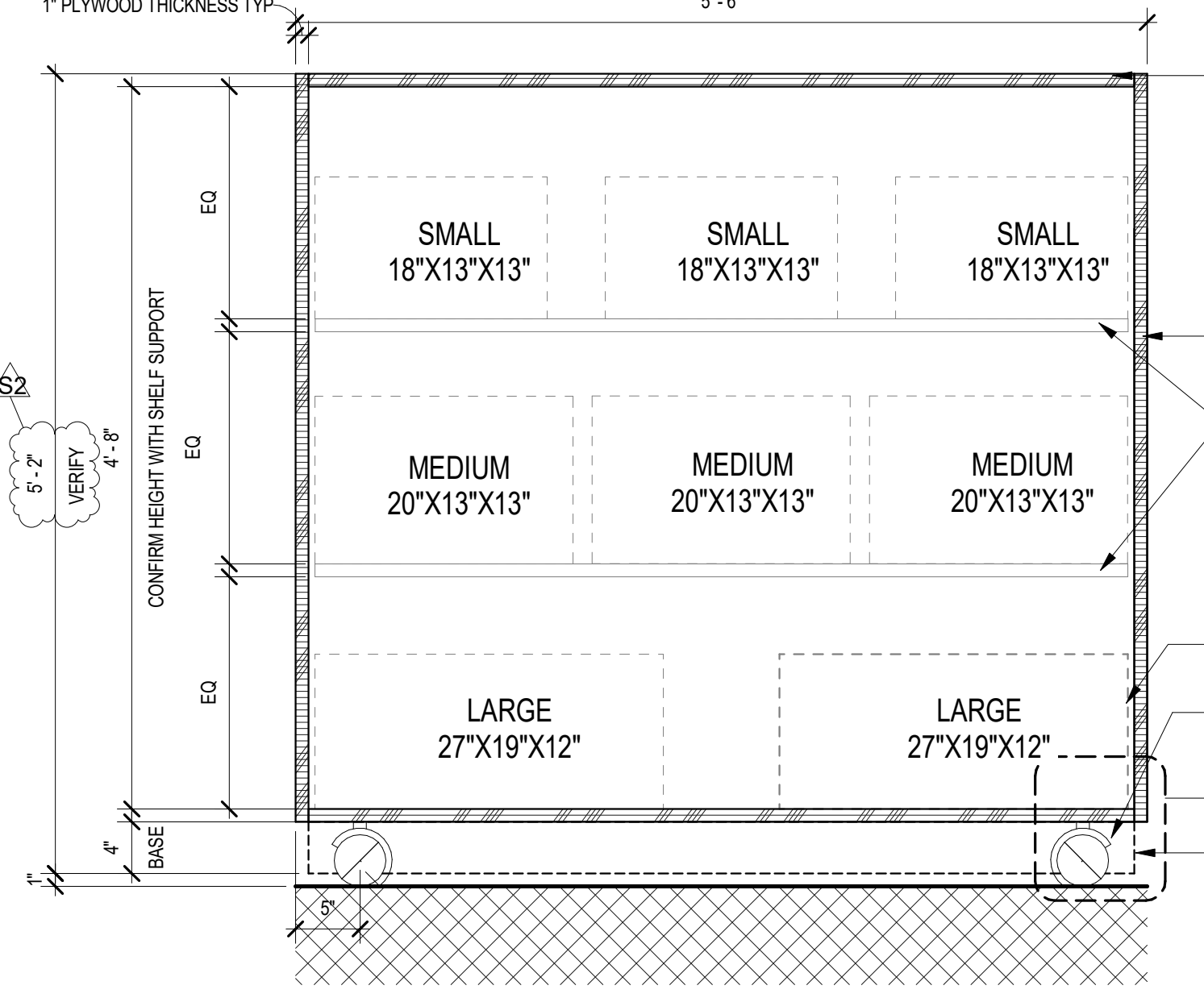
6 SHELVING PLAN SECTION - (C) DISPLAY TOWERS
 1" = 1'-0"



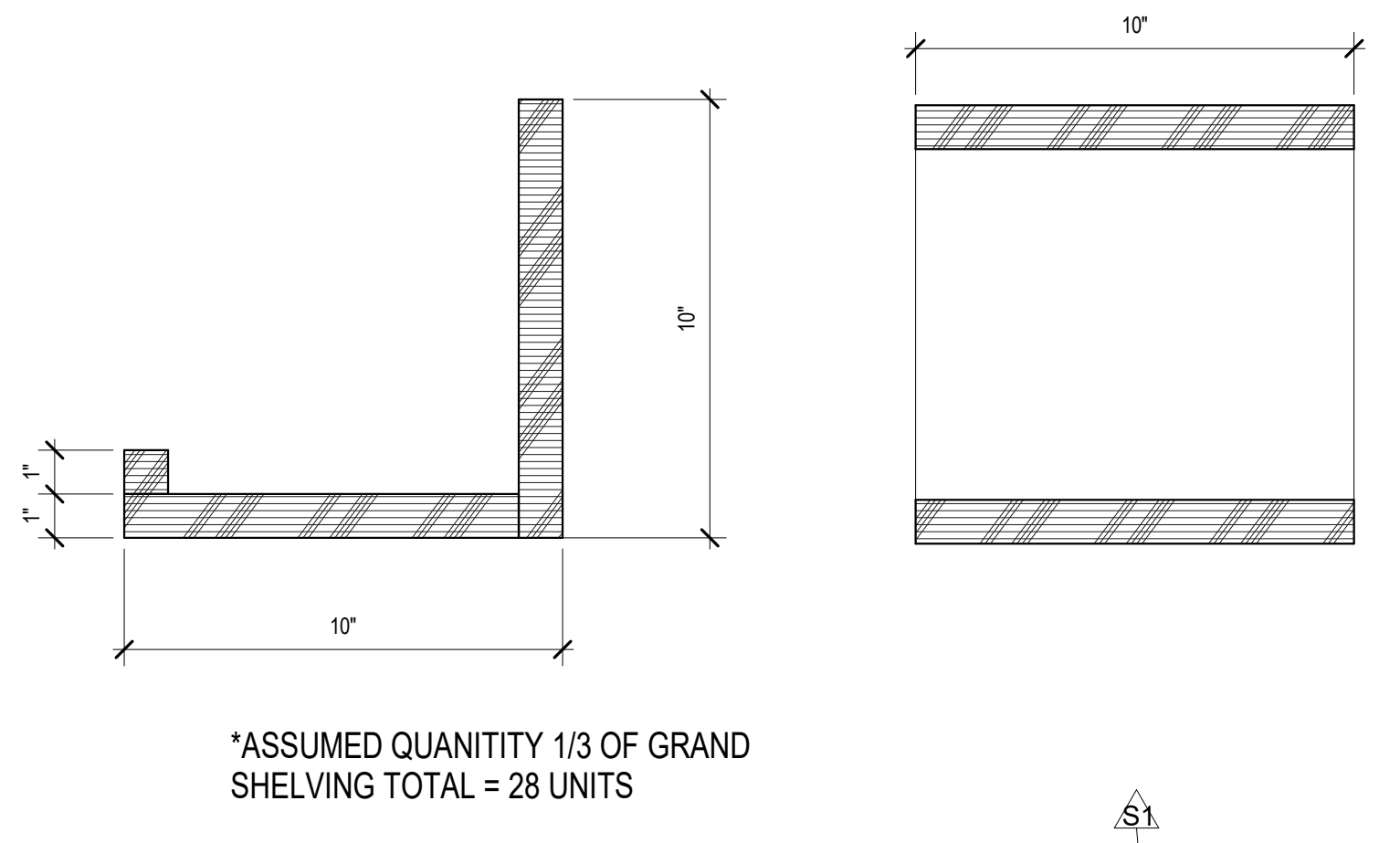
5 SHELVING SECTION - (C) DISPLAY TOWERS
 1" = 1'-0"



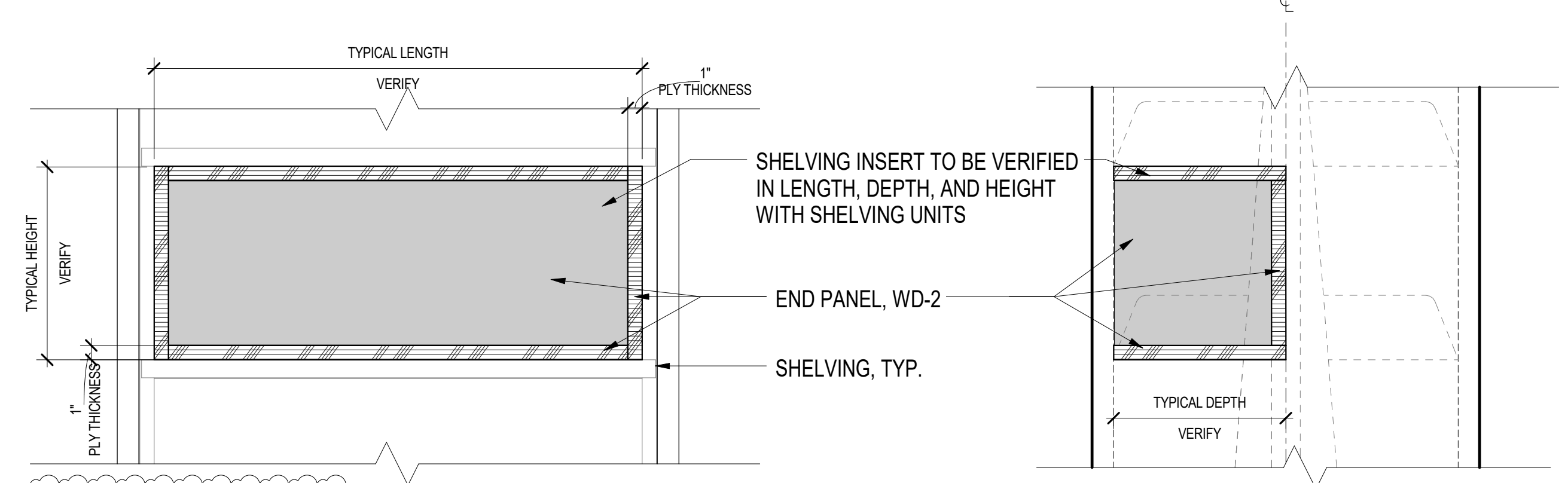
4 SHELVING SECTION - (B) MOBILE SHELVING UNIT WITH ADJUSTABLE SHELVES
 1" = 1'-0"



3 SHELVING SECTION - (A) MOBILE PICTURE BOOK BINS
 1 1/2" = 1'-0"



2 SHELVING PLAN & SECTION - DISPLAY TOPPERS
 3" = 1'-0"



- *ASSUMED QUANTITY 1/3 OF GRAND SHELVING TOTAL = 28 UNITS
- (7) D361142-3S
 - (3) 361142-3S
 - (7) 361172-5S
 - (3) 301172-5S
 - (6) D361166-5S

1 SHELVING ELEVATION & SECTION - WOOD CUBBIES
 1 1/2" = 1'-0"

REVISIONS

NO.	DESCRIPTION	DATE
S1	SHELVING ADDENDUM 1	11/11/2022
S2	SHELVING ADDENDUM 2	11/16/2022

RFP #22-23/15 Library Shelving Millwork 12-28-22 La Pine Library (See Appendix 4-La Pine Shelving Bid Set)										Appendix 6 Detailed Fee Proposal	
Shelving Type (per drawings- Vendor to Verify)	Unit Price	Freight	Delivery	Profit & Overhead	Unit Price Inclusive	Total Panels (per drawings)	Extended price (Total panels x unit price inclusive)	Notes			
OS01166-05											
OS01169-05											
OS01170-05											
OS01171-05											
OS01172-05											
OS01173-05											
OS01174-05											
OS01175-05											
OS01176-05											
OS01177-05											
OS01178-05											
OS01179-05											
OS01180-05											
OS01181-05											
OS01182-05											
OS01183-05											
OS01184-05											
OS01185-05											
OS01186-05											
OS01187-05											
OS01188-05											
OS01189-05											
OS01190-05											
OS01191-05											
OS01192-05											
OS01193-05											
OS01194-05											
OS01195-05											
OS01196-05											
OS01197-05											
OS01198-05											
OS01199-05											
OS01200-05											
OS01201-05											
OS01202-05											
OS01203-05											
OS01204-05											
OS01205-05											
OS01206-05											
OS01207-05											
OS01208-05											
OS01209-05											
OS01210-05											
OS01211-05											
OS01212-05											
OS01213-05											
OS01214-05											
OS01215-05											
OS01216-05											
OS01217-05											
OS01218-05											
OS01219-05											
OS01220-05											
OS01221-05											
OS01222-05											
OS01223-05											
OS01224-05											
OS01225-05											
OS01226-05											
OS01227-05											
OS01228-05											
OS01229-05											
OS01230-05											
OS01231-05											
OS01232-05											
OS01233-05											
OS01234-05											
OS01235-05											
OS01236-05											
OS01237-05											
OS01238-05											
OS01239-05											
OS01240-05											
OS01241-05											
OS01242-05											
OS01243-05											
OS01244-05											
OS01245-05											
OS01246-05											
OS01247-05											
OS01248-05											
OS01249-05											
OS01250-05											
OS01251-05											
OS01252-05											
OS01253-05											
OS01254-05											
OS01255-05											
OS01256-05											
OS01257-05											
OS01258-05											
OS01259-05											
OS01260-05											
OS01261-05											
OS01262-05											
OS01263-05											
OS01264-05											
OS01265-05											
OS01266-05											
OS01267-05											
OS01268-05											
OS01269-05											
OS01270-05											
OS01271-05											
OS01272-05											
OS01273-05											
OS01274-05											
OS01275-05											
OS01276-05											
OS01277-05											
OS01278-05											
OS01279-05											
OS01280-05											
OS01281-05											
OS01282-05											
OS01283-05											
OS01284-05											
OS01285-05											
OS01286-05											
OS01287-05											
OS01288-05											
OS01289-05											
OS01290-05											
OS01291-05											
OS01292-05											
OS01293-05											
OS01294-05											
OS01295-05											
OS01296-05											
OS01297-05											
OS01298-05											
OS01299-05											
OS01300-05											
OS01301-05											
OS01302-05											
OS01303-05											
OS01304-05											
OS01305-05											
OS01306-05											
OS01307-05											
OS01308-05											
OS01309-05											
OS01310-05											
OS01311-05											
OS01312-05											
OS01313-05											
OS01314-05											
OS01315-05											
OS01316-05											
OS01317-05											
OS01318-05											
OS01319-05											
OS01320-05											
OS01321-05											
OS01322-05											
OS01323-05											
OS01324-05											
OS01325-05											
OS01326-05											
OS01327-05											
OS01328-05											
OS01329-05											
OS01330-05											
OS01331-05											
OS01332-05											
OS01333-05											
OS01334-05											
OS01335-05											
OS01336-05											
OS01337-05											
OS01338-05											
OS01339-05											
OS01340-05											
OS01341-05											
OS01342-05											
OS01343-05											
OS01344-05											
OS01345-05											
OS01346-05											
OS01347-05											
OS01348-05											
OS01349-05											
OS01350-05											
OS01351-05											
OS01352-05											
OS01353-05											
OS01354-05											
OS01355-05											
OS01356-05											
OS01357-05											
OS01358-05											
OS01359-05											
OS01360-05											
OS01361-05											
OS01362-05											
OS01363-05											
OS01364-05											
OS01365-05											
OS01366-05											
OS01367-05											
OS01368-05											
OS01369-05											
OS01370-05											
OS01371-05											
OS01372-05											

Appendix 7
Specifications for Library Shelving Millwork

I. SUBMITTALS

A. Description Of Work

1. Submit Vendor's purchase orders, shop drawings, product data and samples required by Contract Documents.
2. Submittals shall include Architect's identification code numbers for each item.
3. Submit a schedule indicating the dates for submission and the dates that reviewed shop drawings, product data and samples will be needed.

B. Vendor's Responsibilities

1. Prepare shop drawings, product data and samples prior to submission.
2. Determine and verify:
 - a) Field measurements
 - b) Field criteria
 - c) Catalog numbers and similar data
 - d) Conformance with specifications

C. Coordinate each submittal with requirements of the Contract Documents.

D. Notify the project manager in writing, at time of submission, of any deviations in the submittals from requirements of the Contract Documents.

E. Begin no fabrication or work which requires submittals until return of submittals with Architect's review noted.

F. Architect's Duties

1. Review submittals with reasonable promptness and in accordance with schedules.
2. Affix stamp and initials or signature, and indicate appropriate action.
3. Return submittals to Vendor for distribution, or for resubmission.

G. Vendor's Purchase Orders

1. Place Vendor's purchase orders with manufacturers as required to meet the schedule requirements for this Project.
2. Provide one copy of each of the following:
 - a) Vendor's purchase orders
 - b) Each manufacturer's order confirmation
 - c) Each manufacturer's invoice

H. Required Submittals

1. Samples

- a) Definition: The term 'samples' as used herein includes natural materials, fabricated items, equipment, devices, appliances or other samples to determine whether the kind, quality, construction, workmanship, finish, color and other characteristics of the materials proposed by the Vendor conform to the requirements of the Contract Documents. All work shall be in accordance with the accepted samples. No work shall be undertaken until samples are accepted by Architect.
- b) Prototypes of all furniture upon which the quotation/tender included in the Vendor's Documents is based shall be submitted to District for approval before delivery. Items of furniture delivered shall be of a quality at least equal to the approved prototypes
- c) Samples shall be of sufficient size and quantity to clearly illustrate:
 - (1) Functional characteristics of the product, with integrally related parts and attachment devices.

Appendix 7
Specifications for Library Shelving Millwork

- (2) Full range of color, texture and pattern.
- d) Provide four (4) samples, 6 x 6 inch minimum, of each material used:
 - (1) Fabric and Leather each type, color and pattern from the bolt and dye lot to be used.
 - (2) Painted Metal: Each color.
 - (3) Plastic Laminate: Each color.
 - (4) Wood: Each type and finish.
 - (5) Metal: Each type and finish.
 - (6) Stone: From actual slab used.
- I. Shop Drawings:
 - 1. Definition: The term "shop drawings" as used herein includes fabrication, manufacturers' standard drawings, custom design and detail drawings, schedules, descriptive literature, catalogs and brochures, and all other descriptive data pertaining to materials, finishes, accessories, and equipment, conforming to the requirements of the Contract Documents and specifications. Shop drawings shall establish the actual detail of all manufactured or fabricated items, proper relation to adjoining work, and incorporate minor changes of design or construction to suit actual conditions.
 - 2. Drawings shall be presented in a clear and thorough manner. Details shall be identified by reference to sheet and detail, schedule or room numbers shown on Contract Drawings.
 - 3. Except for finish, color and other aesthetic matters left to the Architect's decision by the Contract Documents, the Architect's review of shop drawings and samples is only for the convenience of the District in following the Work and shall not relieve the Vendor from responsibility for any deviations from the requirements of the Contract Documents. The Architect's review shall not be construed as a complete check nor shall it relieve the Vendor from responsibility for errors of any sort in shop drawings or schedules, or from the necessity of furnishing any Work required by the Contract Documents which may have been omitted on the shop drawings. The Architect's review of a separate item shall not indicate review of the complete assembly in which it functions.
- J. Product Data/Manufacturer's Literature
 - 1. Definition: As used herein, the term "manufactured" applies to standard units shown in catalogs, usually mass-produced. Submit literature for each piece of furniture.
 - 2. Preparation
 - a) Clearly mark each copy to identify applicable products.
 - b) Show performance characteristics and capacities.
 - c) Show dimensions and clearances required.
 - 3. Manufacturer's standard schematic drawings and diagrams:
 - a) Modify drawings and diagrams to delete information which is not applicable to the work.
 - b) Supplement standard information to provide information specifically applicable to the work.
- K. Maintenance Instructions
 - 1. The Vendor shall submit to the District three (3) copies of all manufacturers' recommendations for a maintenance schedule and program including reference to the type of equipment. Submit one copy directly to the District's representative. Included should be information needed for the removal of common stains from each type of fabric used.
 - 2. The instructions shall cover such data as cleaning solutions or products, special waxes or other protective finishes, methods of applications, and methods which should be avoided.
 - 3. Instructions shall be particularly directed to fabrics, wood and other surfaces with special finishes that are easily damaged.
- L. Manufacturers Warranties
 - 1. The Vendor shall submit to the District (3) copies of all manufacturers warranties.

Appendix 7
Specifications for Library Shelving Millwork

M. Submission Information

1. Number of submittals required:
 - a) Shop Drawings: Submit two copies.
 - b) Product Data: Submit (4) copies to the District's representative.
 - c) Samples: Submit four (4) sets of each type as required in specification section.
2. Submittals shall contain:
 - a) The date of submission and the dates of any previous submissions
 - b) The project title and number
 - c) Vendor identification
 - d) The names of:
 - (1) Supplier
 - (2) Manufacturer
 - e) Identification of the product, with the specification section number.
 - f) Field dimensions, clearly identified as such.
 - g) Relation to adjacent or critical features of the work or materials
 - h) Applicable standards, such as ASTM or Federal Specification numbers.
 - i) Identification of deviations from Contract Documents.
 - j) Identification of revisions on resubmittals.
 - k) An 8 x 3 blank space for Vendor and Architect stamps.
 - l) Vendor's stamp, initialed or signed, certifying review of submittal, verification of products, field measurements and field construction criteria, and coordination of the information within the submittal with requirements of the work and of Contract Documents.

N. Submission Requirements

1. Make submittals promptly in accordance with approved schedule, and in such sequence as to cause no delay in the work or in the work of any other Vendor.
2. All submittals shall be accompanied by a letter of transmittal containing this information together with the specification section number for identification of each item.

O. Shop Drawing Approval Procedure

1. The Architect will review shop drawings and samples with reasonable promptness and will return them to the Vendor with the Architect's stamp applied thereto. Notations by the Architect which increase contract cost or time of completion shall be brought to the Architect's attention before proceeding with the Work. Each submittal will be stamped indicating the appropriate action as follows:
 - a) NO EXCEPTIONS TAKEN: No further review of Submittal is required.
 - b) MAKE CORRECTIONS AS NOTED: Incorporate corrections in work; resubmittal is not required. If Vendor cannot comply with corrections as noted, revise to respond to exceptions and resubmit.
 - c) REVISE AND RESUBMIT Revise as noted, and resubmit for further review.
 - d) RESUBMIT PROPERLY: Submittal not reviewed because it does not contain Vendor's signature indicating its review and approval, and/or is not in proper condition for review. Resubmit.
 - e) NOT REVIEWED: Submittal is not required by Contract Documents.
 - f) THIS SUBMITTAL HAS BEEN REVIEWED ONLY FOR THE LIMITED PURPOSE OF CHECKING FOR GENERAL CONFORMANCE WITH THE DESIGN CONCEPT AS EXPRESSED IN THE CONTRACT DOCUMENTS, SUBJECT TO THE REQUIREMENTS OF THE CONTRACT DOCUMENTS. The Vendor, not the Architect, is responsible for checking for deviations between the submittal and the Contract Documents and field

Appendix 7
Specifications for Library Shelving Millwork

conditions, for correlating and confirming dimensions and quantities, for safety precautions, construction means, methods, techniques, schedules, sequences, procedures and fabrication processes, for errors and omissions in the Submittals, for coordination of the work of the trades, and for performing the Work in a safe and satisfactory manner and in conformance with all requirements of the Contract Documents.

2. NOTE: No Submittal shall be used as a substitute for requests or approvals of changes or substitutions, or other procedures required by the Contract Documents. The Vendor shall notify the Architect immediately of any intent to make any claim based on this Submittal or notations thereon.
3. If more than one submittal review stamp appears on the Submittal, the most stringent action and notations thereon shall apply. Signature of a submittal review stamp by the Architect or consultant does not imply that it has reviewed work not within its professional discipline of scope of services.
4. The Architect's review shall not be construed as an indication that submittal is correct or suitable nor that work represented by submittal complies with the Contract Documents, except as to matters of finish, color, and other aesthetic matters left to the Architect's decision by the Contract Documents.
5. Vendor is responsible for coordinating their shop drawings and installation drawings with Electrical Consultant and IT Consultant to reflect proper circuitry, data and power entries and locations.

P. Distribution

1. Distribute reproduction of shop drawings and copies of product data which carry the Architect's review stamp to:
 - a) Other affected Vendors
 - b) SubVendors
 - c) Supplier or fabricator
2. Distribute samples which carry the Architect's review stamp as directed by the Architect.

II. MATERIAL AND EQUIPMENT

A. Description Of Work

1. Material incorporated into the work:
 - a) Conform to applicable specifications and standards.
 - b) Comply with size, make, type and quality specified, or as accepted in writing by the District.
 - (1) Manufactured and Fabricated Products:
 - (2) Design, fabricate and assemble in accord with the best engineering and shop practices.
 - (3) Manufacture like parts of duplicate units to standard sizes and gages, to be interchangeable.
 - (4) Two or more items of the same kind shall be identical, by the same manufacturer.
 - c) Do not use material or equipment for any purpose other than that for which it is designed or is specified.

B. Reuse Of Existing Material

1. Except as specifically indicated or specified, materials removed from existing structure shall not be used in the completed work.
2. For materials specifically indicated or specified to be reused in the work:
 - a) Use special care in removal, handling, storage and installation, to assure proper function in the completed work.
 - b) Arrange for transportation, storage and handling of products which require off-site storage, restoration or renovation.
 - c) Pay all costs for such work.

Appendix 7
Specifications for Library Shelving Millwork

C. Manufacturer's Instructions

1. When Contract Documents require that installation of work shall comply with manufacturer's printed instructions obtain and distribute copies of such instructions to parties involved in the installation, including two copies to District's representative. Maintain one set of complete instructions at the job site during installation and until completion.
2. Handle, install, connect, clean, condition and adjust products in strict accord with manufacturer's instructions and in conformity with specified requirements.
 - a) Should job conditions or specified requirements conflict with manufacturer's instructions, consult with Architect and manufacturer for further instructions.
 - b) Do not proceed with work without clear instructions.
 - c) Do not omit any preparatory step or installation procedure unless specifically modified or exempted by Contract Documents.

D. Spare Items

1. The Vendor shall ensure that the sufficient spare items of the specified furniture are available to allow for the timely replacement of any defective furniture equipment as required by District.
2. The Vendor shall hold sufficient stocks of the specified furniture for replacement of defective or damaged furniture during the warranty period.

E. Defects

1. The Vendor shall make good by replacement of otherwise any defects in the furniture supplied, assembled/installed or delivered, which appear up to and including the last day of the Warranty Period under this Agreement.
2. The Vendor shall respond to District's complaint of defects and provide solutions acceptable to District within 2 business days of the date of complaint.

F. Storage

1. Prior to installation, the Vendor shall provide off-jobsite warehousing or storage, and insurance for the products in accordance with the manufacturer's recommendations. Deliveries shall be made to the job site for only the required items to be installed in accordance with the project schedule. Costs of storage are deemed to be included in the contract sum.
2. Store products in accordance with manufacturer's instructions, with seals and labels intact and legible.
 - a) Store products subject to damage by the elements in weather-tight enclosures.
 - b) Maintain temperature and humidity within the ranges required by manufacturer's instructions.
3. Arrange storage in a manner to provide easy access for inspection. Make periodic inspections of stored products to assure that products are maintained under specified conditions, and free from damage, deterioration vandalism, and theft.
4. Maintain secured storage and protection of goods during installation.

G. Transportation And Handling

1. Arrange deliveries of products in accordance with construction schedules. Coordinate to avoid conflict with work and conditions at the site.
 - a) Deliver products in undamaged condition, in manufacturer's original containers or packaging, with identifying labels intact and legible.
 - b) Blanket wrap, crate, or adequately protect furniture to prevent damage during shipping, delivery, and handling. Blanket wrap items where delivery in original containers would be impractical or costly.
2. Immediately on delivery, inspect shipments to assure compliance with requirements of Contract Documents and final submittals, and that products are properly protected and undamaged.
3. On delivery notify the District and Architect of any damage and notify District immediately when replacement will delay installation schedule.

Appendix 7
Specifications for Library Shelving Millwork

4. Tagging: The Architect will furnish a name or an identification code schedule and coded drawings for furniture which will identify its final location. Tag in a manner permitting easy tag removal without damaging finishes, and in locations that are easily seen and read.
 - a) Upon delivery verify item tagged has been provided as specified and is in perfect condition.
 - b) Do not remove tags until instructed by Architect.
 - c) Furniture items should be tagged with the designated code number, the manufacturer's number, dealer purchase order number and the floor and room location.
5. Do not deliver furniture until spaces in which furniture is to be installed are ready to receive it or until a special storage space has been made available. Costs for double handling will not be entertained and is the Vendor's risk.
6. Provide equipment and personnel to handle products by methods to prevent soiling or damage to products or packaging.

H. Protection

1. Provide substantial coverings as necessary to protect installed products from damage from traffic and subsequent construction operations.
2. Protect flooring from damage from traffic during furniture installation.
3. Provide wall and corner coverings as necessary to protect walls and corners from damage from traffic during furniture installation.
4. Remove protection when installation is accepted by District and Project Manager

III. SUBSTITUTIONS

A. Description Of Work

1. Procedures are described for application for substitution of unlisted materials for materials named in the specifications or approved for use in addenda.

B. Vendor's Options

1. For products specified only by reference standard, select product meeting that standard, by any manufacturer and subject to review by the Architect and the approval of the District.
2. For products specified by naming one or more products or manufacturers submit a request as for substitutions, for any product or manufacturer which is not specifically named.

C. Vendor's Representation

1. In making formal request for substitution Vendor represents that:
 - a) Vendor has investigated proposed product and has determined that it is equal to or superior in all respects to that specified.
 - b) Vendor will provide same warranties or bonds for substitution as for product specified.
 - c) Vendor will coordinate installation of accepted substitution into the work, and will make such changes as may be required for the work to be complete in all respects.
 - d) Vendor waives claims for additional costs caused by substitution which may subsequently become apparent. Cost savings are to be passed onto the District.
 - e) Cost data is complete and includes related costs under his Contract, but not:
 - (1) Costs under separate contracts.
 - (2) Architect's costs for redesign or revision of Contract Documents will be borne by the Vendor.

D. Architect's Duties

1. Review Vendor's requests for substitutions with reasonable promptness.
2. Notify Vendor, in writing, of decision to accept or reject requested substitution.

E. Substitutions

Appendix 7
Specifications for Library Shelving Millwork

1. Architect will consider formal requests from Vendor for substitution of products in place of those specified prior to date proposal is due. After that period, requests will be considered only in case of product availability or other conditions beyond the control of the Vendor.
2. Submit separate request for each product. Support each request with:
 - a) Complete data substantiating compliance of proposed substitution with requirements stated in Contract Documents:
 - (1) Product identification, including manufacturer's name and address.
 - (2) Manufacturer's literature; identify:
 - (a) Product description
 - (b) Reference standards
 - (c) Performance and test data
 - (3) Samples.
 - (4) Name and address of similar projects on which product has been used, and date of each installation.
 - b) Itemized comparison of the proposed substitution with product specified; list significant variations.
 - c) Data relating to changes in construction schedule.
 - d) Any effect of substitution on separate contracts.
 - e) List of changes required in other work or products.
 - f) Accurate cost data comparing proposed substitution with product specified.
 - (1) Amount of any net change to Contract Sum.
 - g) Designation of required license fees or royalties.
 - h) Designation of availability of replacement materials sources or replacement materials.
3. Substitutions will not be considered for acceptance when:
 - a) They are indicated or implied on shop drawings or product data submittals without a formal request from Vendor.
 - b) They are requested directly by a subVendor or supplier.
 - c) Acceptance will require substantial revision of Contract Documents.
4. Architect will determine acceptability of proposed substitutions, and reserves the right to reject proposals.

IV. CONTRACT CLOSEOUT

- A. Description Of Work
 1. Provide an orderly and efficient transfer of the completed work to the District.
- B. Quality Assurance
 1. Prior to requesting inspection by the Architect, assure that the work was completed in accordance with the specified requirements and is ready for the requested inspection.
- C. Submittal Procedure
 1. Final Completion
 - a) Prepare and submit the notice required by the General Conditions.
 - b) Certify that
 - (1) Contract Documents have been reviewed.
 - (2) Work has been completed in accordance with the Contract Documents.
 - (3) Final cleaning has been performed as outlined in Cleaning Section.
 - (4) Work is completed and ready for final inspection.

Appendix 7
Specifications for Library Shelving Millwork

- c) Upon receipt of the Vendor's written notice that the work is ready or final inspection and acceptance, the Architect will make such inspection. When the Project Manager finds the work acceptable under the Contract and the Contract fully performed he will issue a final written acceptance with his signature stating that the work provided for in the Contract has been completed and is accepted by him under the terms and conditions thereof.
 - d) Should the District determine that the work is incomplete or defective:
 - (1) The Project Manager will promptly so notify the Vendor, in writing, listing the incomplete or defective work.
 - (2) The Vendor shall promptly remedy within 10 days after receipt of Architect's punch list. The deficiencies and notify the District when all items have been corrected and the work is ready for final inspection.
 - (3) The Architect will re-inspect the work.
 - e) When the District determines that the work is acceptable under the Contract documents, he will request the Vendor to make close out submittals.
2. Vendor's Guarantee:
- a) Prior to submitting a final Application for Payment, the Vendor shall submit to the District three (3) signed and dated copies of Vendor's Guarantee Form Section.
 - (1) The Date of Guarantee shall be mutually agreed to by the District and the Vendor.
 - (2) The District shall approve by signature, and return a copy of the completed form to the Vendor.
3. Closeout submittals include, but are not necessarily limited to:
- a) Evidence of payment to suppliers and subVendors.
 - b) Release of liens.
4. Deliverables on completion of project:
- a) The Vendor must provide to District as-built documentation for the furniture and an inventory listing and full product codes for the furniture upon completion of the Work to the reasonable satisfaction of District.
5. Final adjustment of accounts:
- a) Submit a final Application for Payment to the District, showing all adjustments to the Contract Sum.
- D. If so required, the District will prepare a final change order showing adjustments to the contract sum which were not previously made by Change Orders.

V. CLEANING

- A. Description Of Work
 - 1. Provide all materials and labor required for periodic and final cleaning of the work under this Contract.
- B. Quality Assurance
 - 1. Conduct cleaning and disposal operations to comply with codes, ordinances, regulations, and anti-pollution laws.
 - 2. Use workers thoroughly trained in the use of materials and methods required for this work.
- C. Materials
 - 1. Use cleaning materials which will not create hazards to health or property and which will not damage surfaces.
 - 2. Use cleaning materials and methods recommended by manufacturer of the surface material to be cleaned.
 - 3. Use cleaning materials only on surface recommended by cleaning material manufacturer.

Appendix 7
Specifications for Library Shelving Millwork

VI. MISCELLANEOUS

A. Warranty Period

1. The Vendor agrees to provide a minimum 5 year warranty for manufacturing and installation defects commencing from the date of installation of the furniture (the "Warranty Period").

B. Unit Rates:

1. The rate charged per unit of furniture (the "unit rates") by the Vendor as set out in the Vendor's Documents shall also be applied for changes to the Product as instructed by District within twelve (12) months from the date of completion of the Product. The unit rates shall then be open to an annual review with any increase each year being no greater than the relevant year's nationally recognized rate of inflation in the city where the District's Premises are situated.

C. Maintenance Of Product Line:

1. The Vendor agrees to maintain the furniture product line for a minimum of five (5) years and provide a guaranteed manufacture lead-time of 10 weeks for all future stock replenishment, as and when required by District for a minimum period of 5 years.