

FACILITIES BY DESIGN

5755 Mountain Hawk Drive, Suite 203
Santa Rosa, California 95409

10/5/2024

RE: WINDSOR REGIONAL LIBRARY

9291 Old Redwood Hwy #100
Windsor, CA 95492

Thank you for taking the time to review the below information regarding the Windsor Regional Library.

Scope of Work; Phase 1 – Product & Installation Pricing

Vendor is responsible for providing a cost for the attached specified Circulation Desk (Attachments A & B) including installation.

Vendor is responsible for confirming all finish and material selection prior to order placement.

Scope of Work; Phase 2 – Product Installation

Vendor is responsible for providing a crew proficient in custom installations to install the Circulation Desk as specified.

All work for Phase 2 to be completed between February 18th-21st, 2025.

Project Details

Please include in your proposal, a wage sheet that illustrates wages paid to various positions, break down of hours proposed and project site lead contact information.

Installation company awarded the contract will work directly with Facilities by Design (FBD) and Phil Hoeft to schedule site access.

Bid due by end of day Friday, October 18th, 2024. Any further questions you have must be submitted by the end of the day Thursday, October 10th, 2024.

Please contact Facilities By Design should you have any further questions.

Thank You,

Paula Stabler, Principal

