

## 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 move services.

**We will be holding a mandatory walk-through to review the site, access, and scope for this project at the Windsor Regional Library on Wednesday, October 9<sup>th</sup> at 9:30 am.**

#### **Scope of Work; Phase 1 – Temporary Space Move**

Vendor is responsible for delivering a quantity of 10, 4-shelf double-sided library carts and 2 machine carts to the Windsor Library for staff to pack on December 19<sup>th</sup>, 2024.

Vendor will come back January 6<sup>th</sup> to begin temp space setup. All book carts will need to be systematically re-loaded onto the shelving in the temp space. Additionally, vendor will be responsible for moving furniture shown in the temp plans and any staff boxes and materials.

The temp library will be located in the Forum Room of the Windsor Library. Plans of the temp space have been provided (Attachment A).

Note: All work for Phase 1 to be completed between January 6-8, 2025. Work shall be done during normal business hours at prevailing wage.

#### **Scope of Work; Phase 2 - Relocation of Library Collections to Storage**

Vendor is responsible for systematically packing, labeling, and storing the remaining collection of books, estimated at 2,000 linear feet. The collection will need to be moved into 2 Conex boxes setup within the Windsor Library parking lot.

Vendor is responsible for dismantling all library shelving and packaging it on site for reuse.



**Add Alternate:** Vendor will then need to move all shelving to the Central Library basement located at 211 E Street, Santa Rosa, CA.

Note: All work for Phase 2 to be completed by January 17, 2025. Work shall be done during normal business hours at prevailing wage.

**Scope of Work; Phase 3 – Move Back of Library Collections**

Vendor is responsible for moving back stored collections and materials from the Conex boxes on site per the proposed layout (Attachments B).

After the temporary space closure on February 26, Vendor will be responsible for moving back any reuse furniture and materials.

Note: All work for Phase 3 to be completed between February 18-28, 2025.

\*Date subject to change.

**Project Details**

This project will be DIR registered at prevailing wage.

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 Dave Tichava 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**

