



**THE INDIANAPOLIS PUBLIC LIBRARY
INVITATION TO QUOTE
BRIGHTWOOD BRANCH
SHELVING AND END PANELS PROJECT**

ITQ Issue Date: August 1, 2019

Project Site: 2434 North Sherman Drive
Indianapolis, IN 46218

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Web Site: www.indypl.org

I. BACKGROUND AND GENERAL INFORMATION

This Invitation to Quote ("ITQ") issued by the Indianapolis Public Library ("IndyPL") seeks Quotes from qualified vendors ("Vendors") to provide and install shelving and end panel services ("Services") for the Brightwood Branch Shelving and End Panels Project ("Project").

IndyPL is soliciting single unified quotes with the intent to work with a single selected vendor for Services.

The manufacturers referred to in the RFP establish the standard of quality required by IndyPL. Refer to Section II, Paragraph 3. for the procedure to have other manufacturers considered prior to submitting a quote.

1. Response Due Date. The responses are due at the date and time identified in Attachment B. Responses will be received at the Library Services Center, 2450 North Meridian Street, Indianapolis-Indiana 46208. Quotes may not be submitted by fax or e-mail. See Attachment B for other pertinent dates.
2. Definitions. The term Vendor ("Vendor") denotes those firms submitting a Quote in response to this ITQ. The term Contractor ("Contractor") is used throughout this ITQ to define the Vendor or Vendors selected to perform the Services described in this ITQ.

II. REQUIRED SERVICES

1. Scope. The Contractor shall provide all labor, equipment, and materials required in the casework and Library Metal Shelving Specifications ("Specifications") in Attachment D and Library Shelving Plans ("Plans") in Attachment E.
2. Coordination. The Contractor will be responsible for all work required ensuring the project and all installation components comply with the most recent version of the national codes and the Indiana Codes. Coordination with IndyPL and other contractors for access into the building will be required for a successful Project.
3. Requests for Equipment Substitutions. The products, materials, and equipment of the manufacturer referred to in the Specifications in Attachment D establish the standard of quality required by IndyPL. Products, materials, and equipment from manufacturers other than listed may be used only if approved by IndyPL per the schedule in Attachment B.
 - a. IndyPL is the sole judge of equivalency of proposed substitute products, materials, and equipment.
 - b. If the Vendor desires to use a substitute item, they shall make application to IndyPL in writing, stating and fully identifying the proposed substitute, and submit substantiating data, samples, brochures, etc., of the substitute item proposed. It is the Vendor's responsibility to provide sufficient evidence by tests or other means to support any request for approval of a substitution.
 - c. Prior to proposing any substitute item, the Vendor shall be satisfied that the item proposed is, in fact, equal to or exceeds the requirements; that it will fit into the space allocated; that it affords comparable ease of operation, maintenance and service, that it is comparable in appearance, longevity, and suitability for the installation; and that the proposed substitution is in IndyPL's interest.
 - d. Acceptance of substitutions shall not relieve the Vendor from responsibility for compliance with the requirements of the ITQ. Notification to all Vendors of an approved substitution will be documented by addendum per the schedule in Attachment B.
 - e. The contract completion time shall not be extended by any circumstances resulting from proposed substitution, nor shall the Vendor be entitled to any compensation for any delay caused thereby or related thereto.

III. Project Requirements:

1. General Requirements. The Contractor shall meet the standards, performance, materials, manufacture, supply, installation, testing and commissioning required of an installation carried out in IndyPL Facilities. The intent is to provide for the completion in every detail of the installation unless otherwise stated.
2. The requirements include (but are not limited to) all design, engineering, certifications, labor, superintendence, materials, tools, equipment, storage, permits, certificates, drawings, temporary work, inspection, testing, accessories, auxiliaries and incidentals necessary to complete the work in a proper, safe, thorough and skillful manner.

IV. ATTACHMENTS

The following attachments are included and made a part of this ITQ:

Attachment A – Vendor Quote Sheet and Non-Collusion Affidavit

In addition to submission of information required by the Vendor Quote Sheet, Vendors shall also Quote any services that fall outside of the Service requirements. Vendors shall specify which costs, if any, are not included in the Vendor Quote Sheet.

Attachment B – Invitation to Quote Schedule

The Invitation to Quote Schedule ("Schedule") for this ITQ is a guide. IndyPL reserves the right to make changes to the Schedule and will provide proper notification to all Vendors at the time any changes occur.

Attachment C – E-Verify Affidavit

The Contractor must agree to enroll in and participate in the E-Verify Program as required by Indiana Code 22-5-1.7-11 during the hiring process for all employees hired after the date of the Purchase Order. The Contractor must agree to require its subcontractors who may perform work under the Purchase Order to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor must agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. As a condition to submitting a Quote the Contractor must execute the E-Verify Affidavit.

Attachment D – Specifications

Attachment E – Library Shelving Plans

V. QUOTE INFORMATION

1. Invitation to Quote. IndyPL is hereby contacting prospective Vendors who are known to have the experience, expertise, and capabilities to furnish the requested Services. Upon request, each prospective Vendor will receive one copy of the ITQ from IndyPL; prospective Vendors are responsible for making additional copies as required to satisfy their needs.
2. Point of Contact. All communication with IndyPL must be directed to the single point of contact for IndyPL identified on the first page of the ITQ.
3. Schedule of Activities. The table in Attachment B outlines the schedule of major activities for the ITQ and the selection process. IndyPL reserves the right to amend the schedule as necessary.
4. Vendor Qualifications. The Vendor shall have the following minimum qualifications:
 - a. A sound business reputation;
 - b. Proven capabilities in delivering Services on time and on budget;
 - c. Appropriate resources to satisfy the requirements set forth herein;
 - d. Demonstrated track record in similar Service relationships, including at least three (3) library/government/corporate clients;
 - e. Demonstrated track record in overall client satisfaction.
 - f. Registered with the Indiana Secretary of State to do business in Indiana.
5. Vendor Rights. All materials submitted in response to this ITQ become the property of IndyPL upon

delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between IndyPL and the Vendor. Each Vendor, as an express condition for IndyPL's consideration of such Vendor Quote, agrees that the contents of every other Quote may contain confidential, proprietary and contains trade secret information in all technical areas. Each Vendor, as an express condition for IndyPL's consideration of such Vendor Quote, waives any right to access to such information in other Quotes. No Quotes or supporting documentation will be returned to Vendor.

Vendors submitting Quote shall recognize that IndyPL is a public body and, as a public body, IndyPL is subject to disclosure requirements and must abide by public record laws. Neither party shall be liable for disclosures required by law.

6. Reservation of Rights. This ITQ does not commit IndyPL to award a Services Purchase Order, to pay any costs incurred in the preparation of a Quote to this request, or to otherwise contract for any services. IndyPL reserves the right to accept or reject any or all Quotes received as a result of this Invitation, to negotiate with any qualified sources, or to cancel in part or in its entirety this ITQ, if it is in the best interest of IndyPL to do so.

IndyPL will evaluate Quotes based upon the effectiveness of the perceived performance as it relates to IndyPL's Specifications and Plans. IndyPL specifically reserves the right to reject any or all Quotes or any part thereof; or to waive any defects or informalities in a Quote when it is determined by IndyPL to be in IndyPL's best interest.

7. Late Quotes Not Considered. Quotes received after the stipulated Quote Submission Deadline (defined in Attachment B) will not be considered.
8. Inconsistency or Error in the ITQ. Any Vendor believing that there is any significant ambiguity, inconsistency or error in the ITQ shall promptly notify IndyPL in writing of such apparent discrepancy. Failure to so notify IndyPL by the Quote Submission Deadline will constitute a waiver of claim of ambiguity, inconsistency or error.
9. Vendor Errors or Omissions. IndyPL is not responsible for any Vendor's errors or omissions.
10. Addenda - IndyPL shall not be responsible for any oral instructions given by any employees or representatives of IndyPL concerning the Invitation instructions or Services as described in this ITQ. Any changes will be in the form of an addendum, which will be furnished to all Vendors who are listed with IndyPL as having received the ITQ, or to any other Vendor who requests an addendum.
11. Vendor Incurred Costs. The Vendor shall be responsible for all costs incurred in preparing or responding to this ITQ. All materials and documents submitted in response to this ITQ become the property of IndyPL and will not be returned after the Quote Submission Deadline.
12. Modification or Withdrawal of Quote. A Quote may not be modified, withdrawn or cancelled by a Vendor for ninety (90) days following the Quote Submission Deadline and each Vendor so agrees in submitting the Quote. Quotes may be withdrawn, altered and/or resubmitted at any time prior to the Quote Submission Deadline. Notice of pre-submittal date withdrawal must be in writing over the signature of the Vendor and may be submitted to IndyPL by facsimile or electronic mail transmission. If by facsimile or electronic mail transmission, written confirmation over the signature of the Vendor must have been mailed and postmarked on or before the Quote Submission Deadline. Withdrawn Quotes may be resubmitted up to the Quote Submission Deadline, provided that they are then fully in conformance with these terms and conditions.

13. Rejection of Solicitation Responses. IndyPL reserves the right to reject any or all Quotes received, or any part thereof; to accept any response or any part thereof; or to waive any informality when it is deemed to be in IndyPL's best interest. Any Vendor objecting to the rejection of a Quote, or portion thereof, must submit a written protest stating the reasons for the protest to IndyPL within five (5) calendar days from the date of IndyPL's Written Notice of Intent to Award a Purchase Order (as provided in Attachment B).
14. Vendor Certification. By submission of a Quote, the Vendor certifies that:
- The Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of IndyPL.
 - Pursuant to Indiana Code 5-22-16.5-8, the invited Vendor is not engaged in any investment activities in Iran.
15. Exceptions. It is the intent of IndyPL to award a Services Purchase Order on a fair, competitive basis. For this reason, IndyPL may view the notation of any "Exception" in response to any material conditions or requirement of the ITQ as an attempt by the Vendor to vary the terms of the ITQ, which, in fact, may result in giving such Vendor an unfair advantage over other Vendors. For this reason, IndyPL will, at its option, not allow exceptions to any material requirement if, in the opinion of IndyPL, the exceptions alter the overall intent of this ITQ, unless the exception would be of material benefit to IndyPL.
16. IndyPL's Right to Disqualify for Conflict of Interest. IndyPL reserves the right to disqualify any Vendor on the basis of any real or apparent conflict of interest that is disclosed by the Quote submitted or any other data available to IndyPL. The right of disqualification is at the sole discretion of IndyPL. Any Vendor submitting a Quote herein waives any right to object at any future time, before any body or agency, including but not limited to, IndyPL, or any court, to IndyPL's exercise of its right of disqualification by reason of real or apparent conflict of interest as determined by IndyPL.
17. Warranties. Any Vendor submitting a Quote in response to this ITQ warrants and guarantees that the Vendor is fully capable of performing each and every task as set forth in the Quote. No limitation or exception to this warranty provision will be acceptable to IndyPL; except, it is understood that the Vendor is not responsible for any problems in performance caused by improper acts or omissions by IndyPL.
18. Covenant Against Contingent Fees. The Vendor warrants that no person or selling agent has been employed or retained to solicit or secure the services Purchase Order upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Vendor for the purpose of securing business.
- For breach or violation of this warranty, IndyPL shall have the right to annul the Services Purchase Order without liability or in its discretion to deduct from fees or payments due the Vendor the commission, percentage brokerage or contingent fee.
19. Gratuities. IndyPL may, by written notice to the Vendor, terminate the right of the Vendor to proceed under the Services Purchase Order upon one (1) calendar day notice, if it is found that gratuities in the form of entertainment, gifts or otherwise were offered or given by the Vendor, or

any agency or representative of the Vendor, to any officer or employee of IndyPL with a view toward securing or amending, or the making of any determinations with respect to the performance of such Services Purchase Order; provided that the existence of facts upon which IndyPL makes such findings shall be an issue and may be reviewed in any court of law. In the event of such termination, IndyPL shall be entitled to pursue the same remedies against the Vendor as IndyPL could pursue in the event of default by the Vendor.

20. Diversity and Inclusion in Employment.

- a. IndyPL is committed to providing an equal opportunity for participation of Minority, Women, or Veteran Owned Business ("XBE") firms in all IndyPL business.
- b. IndyPL extends to each individual, firm, vendor, supplier, contractor and subcontractor an equal opportunity to compete for IndyPL business and strongly encourages voluntary utilization of disadvantaged and/or minorities to reflect both industry and community ethnic composition.
- c. It is the desire of IndyPL to measure participation of XBE firms in the procurement of goods and supplies, in the retention of professional services, and in the construction and renovation of facilities. Vendors, who meet the City of Indianapolis or State of Indiana criteria of XBE firms or similar requirements for out-of-state firms, should indicate the appropriate certification and include a copy of such certification(s) in its Quote.
- d. Any Contractor in performing Services under a Purchase Order resulting from this ITQ shall not discriminate against any worker, employee or applicant because of race, creed, color, religion, gender, national origin, age, sex, ancestry, disabled veteran status, nor otherwise commit an unfair employment practice. The Contractor will take affirmative action to ensure that applicants are considered and employees are dealt with during employment, without regard to their race, creed, color, religion, gender, national origin, age, disability or veteran status. Breach of this condition may be regarded as a material breach of the Services Purchase Order.

21. Protest of Award. Any person who has an objection to the awarding of the services Purchase Order to any Vendor by IndyPL, shall lodge that protest, in writing, with IndyPL no later than 5:00 p.m. local time of the fifth (5th) calendar day following release of IndyPL's Notification of Award letter. IndyPL retains the right to reject all protests not filed within this time or those found to be without merit.

22. Vendor Inquiries. Any questions regarding this ITQ must be submitted in writing no later than the date established in Attachment B and shall be directed in writing via e-mail to the Point of Contact identified on the cover page.

Include your name; the name of your company; the telephone number; address; and e-mail address of the person responsible for making decisions in your company.

23. News Releases. News releases pertaining to this ITQ or the requested services shall not be made without written prior approval of IndyPL.

24. Standard/Licensure Requirements. The selected Contractor shall provide documentation to IndyPL evidencing all necessary licenses required to perform the services prior to the awarding of the contract.

25. Out of State Vendors. It shall be a condition to the Services that any out-of-state Vendor that may be selected as Contractor shall be duly registered and qualified to do business within the State of Indiana.

26. Confidential Information and Public Records. Vendors are advised materials contained in the Quotes are subject to the Indiana Public Records Act, IC 5-14-3 et seq. ("IPRA"), to which IndyPL must abide. After the contract award, the entire Quote less any agreed upon confidential material, may be viewed and copied by any member of the public, including news agencies and competitors. Vendors claiming a statutory exception to the IPRA must:
- Place all documents they consider confidential (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" with the Vendor Name, IndyPL Point of Contact Name, and the ITQ Title.
 - Provide a transmittal letter listing the included confidential material items.
 - Indicate in the transmittal letter by citing which statutory exception provision applies to each listed confidential material item.

IndyPL reserves the right to make determinations of confidentiality upon consultation with legal counsel. If IndyPL does not agree with the claim that the information designated is confidential under one of the cited disclosure exceptions to the IPRA, it may either discuss its interpretation of the allowable exceptions with the Vendor or reject the Quote. If agreement can be reached on the nature of the requested confidential materials, the Quote will be considered. If agreement cannot be reached, IndyPL will remove the Quote from consideration for award and return the entire "Confidential" package to the Vendor. The rest of the Quote and other supporting documentation will not be returned to Vendor and remain part of the ITQ file. IndyPL and the IPRA does not consider prices, fees, or wage rates to be confidential information as the information will be included in any Purchase Order resulting from the ITQ. Neither party shall be liable for disclosures required by law.

VI. GENERAL TERMS AND CONDITIONS

Any Vendor providing services for IndyPL must agree to a number of general terms and conditions. If a Vendor cannot agree to any of the stated general terms and conditions, its Quote must clearly state the reason for any such non-compliance.

The submission of the Quote herein constitutes the agreement of any Vendor that any contract to be drawn as a result of an award herein will be prepared by IndyPL. The submission of a Quote shall further constitute the agreement of each Vendor that it shall not insist on the use of standard contract agreements, documents or forms, and that it waives any demand for the use of its standard agreements. The language of any services agreement to be executed will be drafted under the supervision of IndyPL's attorney and shall be the controlling document. Contractor may submit copies of their applicable standard contract forms for information purposes.

1. Compliance With Laws. In performing work for IndyPL, the Contractor shall comply with all applicable laws, ordinances, rules, regulations, and codes of Federal, State and local governments.
2. Continuation During Disputes. The Contractor agrees that, notwithstanding the existence of any dispute between the parties, insofar as is possible under the terms of the services Purchase Order to be entered into, each party shall continue to perform the obligations required of it during the continuation of any such dispute, unless enjoined or prohibited by any court.
3. Organization Employment Disclaimer. Any services Purchase Order entered into as the result of this ITQ will not constitute, create, give rise to or otherwise recognize a joint venture, agreement or relationship, partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly set forth therein. The Contractor

will agree that no persons supplied by it in the performance of the contract are employees of IndyPL and further agrees that no rights of IndyPL's civil service, retirement or personnel rules accrue to such persons.

The Contractor shall have sole responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning such persons provided by such Contractor in the performance of the contract and shall save and hold IndyPL harmless with respect thereto.

4. Method of Payment. The Contractor shall be required to participate in the IndyPL Electronic Fund Transfer ("EFT") invoice payment program for the electronic transfer of funds directly to the Contractor's designated banking account for payment of approved invoices. Invoices submitted must contain the purchase order number under which the Services is authorized. Contractor shall submit invoices to the addressee designated as the Point of Contact person in the ITQ. The Contractor shall submit monthly invoices. Each payment requested shall include a detailed breakdown of all charges. All invoices will be paid promptly by IndyPL unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.
5. Insurance. Contractor shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of Services by the Contractor for IndyPL, which policies shall protect against any loss or claim arising from or relating to the Purchase Order, Contractor's Service and activities, or presence at IndyPL Facilities, and any act or omission of Contractor or its employees and/or agents or Subcontractors in connection with the services provided under the Purchase Order, and shall cover the contractual indemnification liability assumed by Contractor pursuant to the Purchase Order:
 - a. Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury (including death), personal injury, property damage, fire legal liability, contractual liability and products and completed operations, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Contractor's activities at the Facilities. Any deductible shall be at Contractor's expense.
 - b. Business automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle and property (cargo) damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000.00).
 - c. Workers' Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Contractor's employees, and Employer's Liability coverage in excess of the applicable state laws but no less than One Million Dollars (\$1,000,000.00) each accident, One Million Dollars (\$1,000,000.00) each employee and One Million Dollars (\$1,000,000.00) policy limit.
 - d. Property Insurance coverage for all materials, equipment, and other items owned, borrowed, or leased by Contractor shall be Contractor's responsibility. IndyPL shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by Contractor.
 - e. Umbrella Liability insurance at not less than Two Million Dollars (\$2,000,000) limit for each occurrence providing for excess coverage over the limits and coverage prescribed above in sections (a), (b), and (c) above, which such policy shall be written on an occurrence basis.
 - f. All insurance policies addressed in Sections 5. (a), (b), and (e) above shall be endorsed to name the following as additional insured's:

Indianapolis-Marion County Public Library and its trustees, directors, officers, employees, representatives, volunteers, agents, Contractors, licensees, and successors.

- g. All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to IndyPL; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Indiana and rated no lower than A-VII in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to IndyPL prior to cancellation, non-renewal or material modification.
 - h. Contractor shall deliver to IndyPL, prior to commencement of Services under the Purchase Order, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to Library by the aforementioned time, or if any of such policies are canceled, IndyPL shall have the right to terminate the Purchase Order immediately and/or deny Contractor access to Library facilities.
 - i. These insurance provisions are minimum requirements and shall not relieve Contractor of its indemnity, defense and hold harmless obligations.
6. Suspension of Work/Termination or Suspension. IndyPL reserves the exclusive right to terminate or suspend all or any portion of the Services for which the Contractor is employed by giving one (1) day written notice to the Contractor; however, if any portion of the Services shall be terminated or suspended, IndyPL shall pay the Contractor equitably for all services properly performed prior to termination. If the Services are suspended and the Contractor is not given an order to resume work within sixty (60) days from the effective date of the suspension, the Purchase Order will be considered terminated.
7. Prime Contractor Responsibility. Planned use of subcontractors in connection with providing the requested Services should be clearly explained and described in the Vendor Quote. The Contractor will be responsible, and must take responsibility, for the performance of the Services whether or not subcontractors are used.
- In Contractor/subcontractor arrangements involving more than one firm, it does not matter to IndyPL which firm assumes the lead, as long as that firm assumes full responsibility for the performance of the Service. IndyPL will only enter into a Purchase Order with the prime Contractor.
8. Confidentiality of Information. The Contractor shall treat all information furnished by IndyPL and Services provided hereunder as confidential. The Contractor shall not disclose such information to others without the prior written consent of IndyPL.
9. Audit of Quote Records. The Contractor must keep all resulting Quote records separate and make them available for audit by Library personnel or Indiana State Board of Accounts personnel during the term of the Purchase Order and upon request for a period of three (3) years after the end of the Purchase Order term and completion of the Services.
10. Employment Verification Requirements. Pursuant to Indiana Code §22-5-1.7-11, Contractor agrees to enroll in and verify the work eligibility status of all newly hired employees through the E-Verify program ("E-Verify"). Contractor is not required to verify the work eligibility status of all newly hired employees through E-Verify if E-Verify no longer exists. Contractor shall not knowingly employ or contract with an unauthorized alien. Contemporaneously with the submittal of a Quote the Vendor shall execute and deliver to IndyPL the attached Affidavit affirming that

Contractor does not knowingly employ an unauthorized alien. Contractor shall not retain an employee or contract with a person that Contractor subsequently learns is an unauthorized alien. To the extent applicable, Contractor's subcontractors shall certify to Contractor, as is consistent with federal law, that subcontractors are enrolled and participating in E-Verify and do not knowingly employ or contract with an unauthorized alien. Contractor shall maintain this certification throughout the duration of the term of a contract with a subcontractor. Such affidavit shall be in the form attached to this ITQ as Attachment C.

VII. QUOTE REQUIREMENTS

1. Introduction. The following guidelines are provided to ensure the equitable evaluation of competitive sealed Quotes and to contain the cost of participation to some reasonable level. Therefore, Quote should be prepared as closely as possible in accordance with the instructions outlined in this section. Vendor is advised to read this ITQ in its entirety. Failure to read and/or understand any portion of this ITQ shall not be cause for waiver of any portion of the ITQ.
2. Specific Quote Format and Content. Information contained in the Quotes shall not exceed forty (40) pages, including the Vendor Quote Sheet and Non-Collusion Affidavit.
 - a. Vendor Quote Sheet and Non-Collusion Affidavit.
The Vendor shall provide a completed and notarized affidavit included as Attachment A.
 - b. E-Verify Affidavit.
The Vendor shall provide a completed and notarized affidavit included as Attachment C.
 - c. Additional information.
Vendor may provide any other information within the maximum page limit that it believes may add to its Quote. To the extent a Vendor is incapable of complying with or takes exception to any aspect of the requirements, quote terms, and general terms and conditions described in the ITQ, the Vendors shall specifically identify and describe such exceptions in this section of its response to this ITQ.
3. Quote Submittal Instructions. The Quote package shall be personally delivered, sent by mail, or delivery service to the Point of Contact at the address identified on the ITQ. Regardless of the mode of delivery, the Quote must be received by IndyPL by the Quote Submission Deadline in order to be considered.

The following information shall be on the outside of the package:

- a. Contractor's Name.
 - b. Invitation to Quote title.
 - c. Quote Submission Deadline.
4. Opening. The responses received by the deadline will be opened publicly at the date, time, and location established in Attachment B.
 5. Additional Information. Following receipt of the Quotes, IndyPL reserves the right to request additional information from and conduct in-person interviews with the Vendors reasonably susceptible of being awarded the work. IndyPL will not share information gathered in such discussions with other competing Vendors.

VIII. Quote Evaluation

Quotes will be evaluated by IndyPL and a contract issued to the lowest, responsive, and responsible Vendor pursuant to Indiana Code 36-1-12-5.

Attachment A
Brightwood Branch Shelving and End Panels Project
Vendor Quote Sheet

Vendor: _____

Address: _____

City/State: _____

Date: _____

Vendor Certification:

The undersigned acknowledges that I/we have received and thoroughly reviewed the Invitation to Quote (ITQ) dated August 1, 2019 and understands the entire scope of Services.

Pursuant to notices given, the undersigned, with complete understanding of the requirements and conditions, shall provide and install the Brightwood Branch Shelving and End Panels Project Services fully in accordance with the requirements of the ITQ.

Proposed Metal Shelving Product:

List the Manufacturer of the Metal Shelving the Vendor proposes be installed as part of the Project:

Proposed End Panels Fabricator:

List the Fabricators of the End Panels the Vendor proposes to use for the Project:

Acknowledgment of Receipt of Addenda:

I/We have listed below the Addenda I/we have received. I/We have reviewed these Addenda thoroughly, and have included the provisions thereof in the Quote:

Addenda Received: _____

Lump-Sum Quote: \$ _____ Written Amount: _____

Any Other Expenses:

_____ \$ _____ Written Amount: _____

Completion Time:

Based upon Attachment B Schedule of Activities, I/we will substantially complete the Services on or before _____, assuming the Notification date is met, and that I/we are not delayed by work stoppages or other causes beyond our control.

Attachment A
(Continued)
Brightwood Branch Shelving and End Panels Project
Non-Collusion Affidavit

Vendor: _____

The undersigned, on behalf of the Vendor, being first duly sworn, deposes and states that Vendor has not, nor has any other member, representative, employee or agent of the Vendor, entered into any combination, collusion or agreement with any person relative to the Quote by anyone at such letting, to prevent any person from submitting a quote, or to induce anyone to refrain from submitting a quote.

The undersigned further deposes and states that this Quote is made without reference to any other quote and without any agreement, understanding or combination with any other person referring to such quote.

The undersigned further deposes and states that no person, firm or entity has or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such quote.

Vendor: _____

By (Signature): _____

(Printed Name and Title): _____

(Important – Notary Signature and Seal Required in the Space Below)

STATE OF _____

Seal:

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____ 20__.

My commission expires: _____ (Signed) _____

Residing in _____ County, State of _____

Attachment B
Brightwood Branch Shelving and End Panels Project
Schedule of Activities

The following table outlines the tentative schedule of major activities for the ITQ and selection processes. IndyPL reserves the right to amend the schedule as necessary.

Event	Date
Issue the ITQ	August 1, 2019
Cutoff date and Time for Request for Substitutions	August 15, 2019, 1:00 pm EDT
Cutoff date and Time for Questions	August 19, 2019, 4:00 pm EDT
Answers to Questions Issued by Addendum	August 21, 2019, 5:00 pm EDT
Quote Submission Deadline Public Opening to follow	August 29, 2019 11:00 am EDT Library Services Center, Room 210 2450 North Meridian Street, Indianapolis, IN 46208
Preliminary Recommendation Presented to IndyPL Board Facilities Committee	September 10, 2019 at 5:00 pm EDT Library Services Center 2450 North Meridian Street, Indianapolis, IN 46208
Final Recommendation to IndyPL Board of Trustees at their monthly public meeting.	September 23, 2019, 6:30 pm EDT Eagle Branch Library 3901 Moller Road, Indianapolis, IN 46254
Notification of Intent to Issue a Purchase Order	September 24, 2019
Installation Work Begins – Target Date	January 27, 2020
Substantial Completion – Target Date	February 4, 2020

Attachment C
Brightwood Branch Shelving and End Panels Project
E-Verify Affidavit

Vendor: _____

Pursuant to Indiana Code 22-5-1.7-11, the Contractor entering into a contract with the Indianapolis Marion County Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify Program. The Contractor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify Program if the E-Verify program no longer exists.

The undersigned, on behalf of the Contractor, being first duly sworn, deposes and states that the Contractor does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the Indianapolis Marion County Public Library, the undersigned Contractor will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

Vendor or Contractor: _____

By (Signature): _____

(Printed Name and Title): _____

(Important – Notary Signature and Seal Required in the Space Below)

STATE OF _____

Seal:

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____ 20__.

My commission expires: _____ (Signed) _____

Residing in _____ County, State of _____

Attachment D
Brightwood Branch Shelving and End Panels Project
Specifications

Specification Section 06 41 00 – Plastic-Laminate-Clad Architectural Millwork, dated July 31, 2019, and
Specification Section 11 51 23 - Metal Shelving, dated July 22, 2019, both prepared by
AXIS Architecture+Interiors (8.5"X11" format).

SECTION 064116 - PLASTIC-LAMINATE-CLAD ARCHITECTURAL MILLWORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
 - 1. Plastic-laminate-clad library shelving end panels and canopy tops.
- B. Related Requirements:
 - 1. Section 115123 "Metal Shelving" for cantilever type library shelving.

1.3 COORDINATION

- A. Coordinate sizes and locations of framing, blocking, furring, reinforcements, and other related units of Work with the General Contract to support loads imposed by installed and fully loaded shelving.

1.4 ACTION SUBMITTALS

- A. Sustainable Design Submittals:
 - 1. Product Data: For recycled content, indicating postconsumer and preconsumer recycled content and cost.
 - 2. Environmental Product Declaration: For each product.
 - 3. Health Product Declaration: For each product.
 - 4. Sourcing of Raw Materials: Corporate sustainability report for each manufacturer.
 - 5. Chain-of-Custody Certificates: For certified wood products. Include statement of costs.
 - 6. Laboratory Test Reports: For adhesives, indicating compliance with requirements for low-emitting materials.
 - 7. Laboratory Test Reports: For composite wood products, indicating compliance with requirements for low-emitting materials.
- B. Shop Drawings:
 - 1. Include plans, elevations, sections, and attachment details.
 - 2. Show large-scale details.
 - 3. Show locations and sizes of furring, blocking, and hanging strips, including concealed blocking and reinforcement specified in other Sections.
- C. Samples for Verification: For the following:

1. Plastic Laminates: 8 by 10 inches (200 by 250 mm), for each type, color, pattern, and surface finish required.
 - a. Provide one sample applied to core material with specified edge material applied to one edge.
2. Thermoset Decorative Panels: 8 by 10 inches (200 by 250 mm), for each color, pattern, and surface finish.
3. T-mold Trim: Provide 6 inch long sample of each color.
4. Exposed Hardware and Accessories: One full-size unit for each type and finish.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For manufacturer and Installer.
- B. Product Certificates: For the following:
 1. Composite wood and agrifiber products.
 2. Thermoset decorative panels.
 3. High-pressure decorative laminate.
 4. Adhesives.

1.6 QUALITY ASSURANCE

- A. Manufacturer's Qualifications: Employs skilled workers who custom fabricate products similar to those required for this Project and whose products have a record of successful in-service performance.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Do not deliver millwork until painting and similar finish operations that might damage millwork have been completed in installation areas. Store millwork in installation areas or in areas where environmental conditions comply with requirements specified in "Field Conditions" Article.

1.8 FIELD CONDITIONS

- A. Environmental Limitations: Do not deliver or install millwork until building is enclosed, wet-work is complete, and HVAC system is operating and maintaining temperature and relative humidity at levels planned for building occupants during the remainder of the construction period.
- B. Established Dimensions: Where millwork is indicated to fit to other construction, establish dimensions for areas where millwork are to fit. Provide allowance for trimming at site, and coordinate construction to ensure that actual dimensions correspond to established dimensions.

PART 2 - PRODUCTS

2.1 PLASTIC-LAMINATE-CLAD MILLWORK

- A. Quality Standard: Unless otherwise indicated, comply with the Architectural Woodwork Standards for grades of millwork indicated for construction, finishes, installation, and other requirements.
- B. Architectural Woodwork Standards Grade: Custom.
- C. Regional Materials: Wood products shall be manufactured within 100 miles (160 km) of Project site from materials that have been extracted, harvested, or recovered, as well as manufactured, within 100 miles (160 km) of Project site.
- D. Certified Wood: Wood products shall be certified as "FSC Pure" according to FSC STD-01-001 and FSC STD-40-004.
- E. High-Pressure Decorative Laminate: NEMA LD 3, grades as indicated or if not indicated, as required by quality standard.
 - 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Abet Laminati Inc.
 - b. Formica Corporation.
 - c. Lamin-Art, Inc.
 - d. Pionite; a Panolam Industries International, Inc. brand.
 - e. Wilsonart LLC.
- F. Laminate Cladding for Exposed Surfaces:
 - 1. Horizontal Surfaces: Grade HGL.
 - 2. Vertical Surfaces: Grade HGS.
 - 3. Edges: Grade HGS.
 - 4. Pattern Direction: As indicated.
- G. Materials for End Panel and Canopy Edges: PVC T-mold matching laminate in color, pattern, and finish.
- H. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:
 - 1. Match Architect's sample and as indicated on the drawings.

2.2 WOOD MATERIALS

- A. Wood Products: Provide materials that comply with requirements of referenced quality standard for each type of architectural millwork and quality grade specified unless otherwise indicated.
 - 1. Wood Moisture Content: 8 to 13 percent.

- B. Composite Wood and Agrifiber Products: Provide materials that comply with requirements of referenced quality standard for each type of architectural millwork and quality grade specified unless otherwise indicated.
 - 1. Recycled Content of MDF and Particleboard: Postconsumer recycled content plus one-half of preconsumer recycled content not less than 30 percent.
- C. Composite Wood Products: Products shall be made using ultra-low-emitting formaldehyde resins as defined in the California Air Resources Board's "Airborne Toxic Control Measure to Reduce Formaldehyde Emissions from Composite Wood Products" or shall be made with no added formaldehyde.

2.3 MILLWORK HARDWARE AND ACCESSORIES

- A. General: Provide millwork hardware and accessory materials associated with architectural millwork.
 - 1. Specific product indicated on drawings take precedence over items listed below.
- B. Exposed Hardware Finishes: For exposed hardware, provide finish that complies with BHMA A156.18 for BHMA finish number indicated.
 - 1. Satin Chromium Plated: BHMA 626 for brass or bronze base; BHMA 652 for steel base.
- C. For concealed hardware, provide manufacturer's standard finish that complies with product class requirements in BHMA A156.9.

2.4 MISCELLANEOUS MATERIALS

- A. Furring, Blocking, Shims, and Hanging Strips: Softwood or hardwood lumber, kiln-dried to less than 15 percent moisture content.
- B. Anchors: Select material, type, size, and finish required for each substrate for secure anchorage. Provide metal expansion sleeves or expansion bolts for post-installed anchors. Use nonferrous-metal or hot-dip galvanized anchors and inserts at inside face of exterior walls and at floors.
- C. Adhesives: Use adhesives that meet the testing and product requirements of the California Department of Public Health's "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers."

2.5 FABRICATION

- A. Fabricate architectural millwork to dimensions, profiles, and details indicated.
- B. Complete fabrication, including assembly and hardware application, to maximum extent possible before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.
 - 1. Trial fit assemblies at manufacturer's shop that cannot be shipped completely assembled. Install dowels, screws, bolted connectors, and other fastening devices that

can be removed after trial fitting. Verify that various parts fit as intended and check measurements of assemblies against field measurements before disassembling for shipment.

- C. Shop-cut openings to maximum extent possible to receive hardware, appliances, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Before installation, condition millwork to humidity conditions in installation areas for not less than 72 hours.

3.2 INSTALLATION

- A. Architectural Woodwork Standards Grade: Install millwork to comply with quality standard grade of item to be installed.
- B. Assemble millwork and complete fabrication at Project site to extent that it was not completed in the shop.
- C. Anchor millwork to anchors or blocking built in or directly attached to substrates. Secure with wafer-head millwork installation screws.
- D. Install millwork level, plumb, and true in line to a tolerance of 1/8 inch in 96 inches (3 mm in 2400 mm) using concealed shims.
 - 1. Scribe and cut millwork to fit adjoining work, refinish cut surfaces, and repair damaged finish at cuts.

3.3 ADJUSTING AND CLEANING

- A. Repair damaged and defective millwork, where possible, to eliminate functional and visual defects. Where not possible to repair, replace architectural millwork. Adjust joinery for uniform appearance.
- B. Clean, lubricate, and adjust hardware.
- C. Clean millwork on exposed and semiexposed surfaces.

END OF SECTION 064116

SECTION 115123 – METAL SHELVING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Cantilever bracket type metal library bookstack shelving as defined by the American Library Association and published in their Library Technology Reports
- B. Related Work, Not Furnished:
 - 1. Finish floor covering materials and installation.
- C. Related Sections:
 - 1. Sections 064116 "Plastic-Laminate-Clad Architectural Millwork" for millwork end panels and canopy tops.

1.3 REFERENCES

- A. American Library Association (ALA) Standards:
- B. Applicable standards for Cantilever Bracket Type Metal Library Bookstack; Library Technology Reports.
- C. American National Standards Institute (ANSI) Standards: Applicable standards for fasteners used for assembly.
- D. American Society for Testing and Materials (ASTM) Standards: Applicable standards for steel sheet materials used for fabrication.
- E. American Institute Of Steel Construction (AISC) Standards: Applicable standards for steel materials used for fabrication.

1.4 DESCRIPTION

- A. General: Cantilever Bracket Type Metal Library Bookstack as defined by the American Library Association and published in their Library Technology Reports. Each individual shelf shall be equipped with 2 separate end brackets to allow for the adjustment of each individual shelf in a section and range. Sharing of end brackets by adjacent shelves is unacceptable.
- B. Finishes:
 - 1. Fabricated Metal Components and Assemblies: All components to be painted with an electrostatically applied Powder Coat paint that meets or exceeds specifications set forth by the American Library Association for Cantilever Bracket Type Metal Library Bookstacks published in their Library Technology Reports.
 - 2. Fabricated Laminate Components and Assemblies: Manufacturer's standard low-pressure or high-pressure laminate finishes.
- C. Sizes:
 - 1. Available in heights as noted on drawings (variable in 1 inch (25MM) increments as required).
 - 2. Available in nominal widths as noted on drawings.
 - 3. Available in nominal single-faced depths noted on drawings. Available in double-faced depths as noted on drawings.

1.5 PERFORMANCE REQUIREMENTS

- A. Seismic Performance: Provide library bookstacks capable of withstanding the effects of earthquake movement as required by applicable building codes.

1.6 ACTION SUBMITTALS

- A. Sustainable Design Submittals:

1. Product Data: For recycled content, indicating postconsumer and preconsumer recycled content and cost.
 2. Environmental Product Declaration: For each product.
 3. Health Product Declaration: For each product.
 4. Sourcing of Raw Materials: Corporate sustainability report for each manufacturer.
 5. Chain-of-Custody Certificates: For certified wood products. Include statement of costs.
 6. Laboratory Test Reports: For adhesives, indicating compliance with requirements for low-emitting materials.
 7. Laboratory Test Reports: For composite wood products, indicating compliance with requirements for low-emitting materials.
- B. Product Data: Submit manufacturer's product literature and installation instructions for each type of library bookstack required. Include data substantiating that products to be furnished comply with requirements of the contract documents.
- C. Shop Drawings: Show fabrication, assembly, and installation details including descriptions of procedures and diagrams. Show complete extent of library bookstack installation layout including quantities, locations and types of accessory units required. Include notations and descriptions of all installation items and components.
1. Show installation details at non-standard conditions, if any.
 2. Provide layout, dimensions, and identification of each unit corresponding to sequence of installation and erection procedures.
 3. Provide installation schedule and complete erection procedures to ensure proper installation.
- D. Samples: Provide minimum 3 inch (76MM) square example of each color and texture on actual substrate for each component to remain exposed after installation.
- E. Selection Samples: For initial selection of colors and textures, submit manufacturer's color charts consisting of actual product pieces, showing full range of colors and textures available.
- F. Warranty: Submit draft copy of proposed warranty for review by the Designer.
- G. Maintenance Data: Provide in form suitable for inclusion in maintenance manuals for library bookstack shelving. Data shall include operating and maintenance instructions, parts inventory listing, purchase source listing, emergency instructions, and similar information.
1. Submit manufacturer's instructions for proper maintenance materials and procedures.
 2. Submit manufacturer's printed instructions for maintenance of installed work, including methods and frequency recommended for maintaining optimum condition under anticipated use conditions. Include precautions against using materials and methods, which may be detrimental to finishes and performance.

1.7 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Engage an experienced manufacturer who is ISO 9001 certified for the design, production, installation and service of library bookstacks. Furnish manufacturer's certification attesting ISO 9001 quality system registration.
- B. Installer Qualifications: Engage an experienced installer who is a manufacturer's authorized representative for the specified products for installing library bookstacks.
- C. Minimum Qualifications: 1-year experience installing library bookstacks of comparable size and complexity to specified project requirements.

1.8 DELIVERY, STORAGE AND HANDLING

- A. Follow manufacturer's instructions and recommendations for delivery, storage and handling requirements.

1.9 PROJECT CONDITIONS

- A. Field Measurements: Verify quantities of library bookstack units before fabrication. Indicate verified measurements on Shop Drawings. Coordinate fabrication and delivery to ensure no delay in progress of the Work.
- B. Established Dimensions: Where field measurements cannot be made without delaying the Work, establish dimensions and proceed with fabricating library bookstack units without field measurements. Coordinate construction to ensure actual dimensions correspond to established dimensions.

1.10 SEQUENCING AND SCHEDULING

- A. Sequence library bookstack units with other work to minimize possibility of damage and soiling during remainder of construction period.
- B. Schedule installation of specified library bookstack shelving after finishing operations; including painting have been completed.
- C. Provide components, which must be built in at a time, which causes no delays general progress of the Work.
- D. Pre-installation Conference: Schedule and conduct conference on project site to review methods and procedures for installing library bookstack units including, but not limited to, the following:
 - 1. Recommended attendees include:
 - a. Owner's Representative.
 - b. General Contractor or representative.
 - c. The Architect and/or Interior Designer.

1.11 WARRANTY

- A. Provide a written warranty, executed by Contractor, Installer, and Manufacturer, agreeing to repair or replace units, which fail in materials or workmanship within the established warranty period. This warranty shall be in addition to, and not a limitation of, other rights the Owner may have under General Conditions provisions of the Contract Documents.
- B. Limited Lifetime Warranty: Subject to the terms in the written warranty, warrant the original purchaser exclusively that the shelving manufactured by it will be free from defects in materials and workmanship for the lifetime of the shelving.

1.12 MAINTENANCE

- A. Provide manufacturer's extended maintenance agreement for 2 years, commencing on the day the standard maintenance warranty ends.

PART 2 - PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide library bookstack shelving manufactured by Spacesaver Corporation or a comparable product by one of the following:
 - 1. Library Bureau Steel.
 - 2. Estey-Tennsco.
 - 3. Palmieri.
 - 4. Borroughs.

2.2 BASIC MATERIALS

- A. General: Provide materials and quality of workmanship, which meets or exceeds established industry standards for products specified. Use furniture grade sheet metal, wood panels, plastic laminate and fasteners for component fabrication unless indicated otherwise. Material thicknesses/gauges are manufacturer's option unless indicated otherwise.

2.3 MANUFACTURED COMPONENTS

- A. Welded Frame Upright:
 - 1. The welded frame shall consist of 2 vertical upright columns constructed of min. 14-gauge (1.9MM) steel. Upright column shall be 2" (51MM) deep with a 1 1/4" face with 1/2" (13MM) return flanges. The uprights are fully welded to a tubular top spreader and a channel bottom spreader. The uprights shall have shelf attachment slots on 1" (25MM) increments the entire length of the upright. Slots shall be 5/8" x 1/4" (16MM x 6MM). Uprights shall include location indicators the entire length of upright on a minimum of 6" (152MM) centers.
 - 2. The tubular top spreader shall be a minimum of 14-gauge (1.9MM) steel tube 2 1/2" tall x 1" wide (64MM tall x 25MM wide).

3. The bottom spreader channel shall be a 16-gauge (1.5MM) channel 1-3/4" tall x 1" wide (44MM tall x 25MM wide) with two 1/2" (12MM) square holes provided for cage nuts for use with optional levelers.
 4. Non-welded frame cantilever type shelving units are unacceptable.
- B. Base supports:
1. A base support shall be provided to provide lateral unit stability. The support shall be minimum of 14-gauge (1.9MM) steel 9" (228MM) high with a 1" (25MM) return on the bottom for support. Support shall attach to frame upright with two 3/8" (10MM) - 16 UNC bolts and 3/8" (10MM) keps nuts. Support shall be designed and constructed with shear tabs that interlock/mate with the upright to provide a positive connection that will give additional stability to welded frame in addition to the bolted connectors. Shear tabs ensure squareness and alignment of the base support to the welded frame. Base support design must allow the frame to transfer loads to floor or levelers. Base support brackets that put the bolted connection in shear are unacceptable.
- C. Leveler Kits:
1. Single-Faced: Consists of one or two 3/8 (10MM) -16 UNC cage nut(s) and leveler(s) held by the single faced base support. Two additional cage nuts and levelers are provided to be used in the welded frame itself.
 2. Double-Faced: Consists of two or four 3/8 (10MM) -16 UNC cage nuts and levelers held by the double-faced base support. Two additional cage nuts and levelers are provided to be used in the welded frame itself.
- D. Shelf end brackets:
1. Shall be made of minimum 16-gauge (1.5MM) steel of a depth not less than that of the shelf on which they are used and shall extend not less than 6" (152MM) above the top surface of the shelf. The top and front edges shall be flanged outwardly to a half round profile to prevent accidental knifing of material. Shelf brackets shall have a minimum of two hooks at the top for engaging into the column (post) and one safety lug to prevent accidental dislodgment at the bottom. Outward embossment in the upper front corner of the shelf brackets shall act as shelf spacers and prevent overlapping of shelf end brackets. For aesthetic reasons as well as to prevent sharp corners, the upper front corner of the shelf brackets shall have a radius of not less than 1 inch (25MM). The base of the end brackets will have two lanced tabs that interlock with the shelf and provide firm support for the shelf. Lance tabs and shelf shall be provided with 1/4" (64MM) diameter holes for optional bolting of components. The front edge of the end bracket shall have a 15-degree slope.
- E. Base Shelves:
1. Shelves shall be formed from minimum 18-gauge (1.2MM) cold rolled steel with a triple 90-degree bend on the rear of shelf and a double bend with a 3" (76MM) surface at the front. Shelf ends to be turned down 90-degrees to engage and interlock into the shelf end brackets.
 2. Base shelves on mobile shall be 3/4" (19MM) to sit flush with top of carriage profile. Base shelves shall be individual on both faces of double face or single face units, with center filler channels. Each base shelf shall be supported by shelf end brackets for maximum strength and support.
- F. Mobile Bases:
1. Welded steel frame designed to support cantilever shelving or A-frame shelving. Provide minimum 4" non-scurr wheels, with 360 degree locking casters.
- G. Plain Shelves:
1. Shelves shall be formed from minimum 18-gauge (1.2MM) cold rolled steel with a triple 90-degree bend on both front and rear edges with a shelf thickness to be 3/4" (19MM). Shelf ends to be turned down 90-degrees to engage and interlock into the shelf end brackets. Shelves shall be no less than 1/4" (6MM) from actual dimension specified.
- H. Metal canopy tops:
1. Shall be formed from minimum 18-gauge (1.2MM) cold rolled steel with a triple 90-degree bend on front edges with a maximum edge thickness of 3/4" (19MM). Single face and double face units to be one-piece design.
- I. All parts of identical dimensions shall be totally interchangeable without modification.
- J. Accessories:

1. Periodical Display & Storage Unit (with Hinged Display Shelves): Provide manufacturer's standard.
2. Adjustable Shelf with Integral Low Back: Provide manufacturer's standard.
3. Periodical Display Shelf (Hinged): Provide manufacturer's standard.
4. Flat Storage Shelf: Provide manufacturer's standard.
5. Multimedia Browsing Box: Provide manufacturer's standard.
6. Zig-Zag Display Backstop: Provide manufacturer's standard.
7. Base Shelf Filler: Provide manufacturer's standard.
8. Corner Filler: Provide manufacturer's standard. Fills shelf corner and canopy corner.
9. Closed Back Kit: Provide manufacturer's standard.
10. Book Supports:
 - a. Provide 300 DEMCO; Titan Book Supports Standard Size with cork base. Color to be selected from standard range.
 - b. Provide 2000 DEMCO; Titan Book Supports Over Size with cork base. Color to be selected from standard range.
 - c. Provide 500 DEMCO; Large Folding Wire Easel White #WF13587780.

2.4 FABRICATION

- A. General: Coordinate fabrication and delivery to ensure no delay in progress of the Work.

2.5 FINISHES

- A. Colors: Selected from manufacturer's standard available colors.
- B. Paint Finish: Provide factory applied electrostatic powder coat paint. Meet or exceed specifications of the American Library Association.

PART 3 - PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine shelving units scheduled to receive accessories with Installer present for compliance with requirements for installation tolerances and other conditions affecting performance of specified accessory items.
- B. Verify that intended installation locations of sorter unit units will not interfere with or block established required exit paths or similar means of egress once units are installed.
- C. Proceed with accessory installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. General: Follow manufacturer's written instructions for installation of each type of accessory item specified.

3.3 FIELD QUALITY CONTROL

- A. Verify accessory unit alignment and plumb after installation. Correct if required following manufacturer's instructions.
- B. Remove components that are chipped, scratched, or otherwise damaged and which do not match adjoining work. Replace with new matching units, installed as specified and in manner to eliminate evidence of replacement.

3.4 ADJUSTING

- A. Adjust all accessories to provide smoothly operating, visually acceptable installation.

3.5 CLEANING

- A. Immediately upon completion of installation, clean components and surfaces. Remove surplus materials, rubbish and debris resulting from installation upon completion of work and leave areas of installation in neat, clean condition.

3.6 DEMONSTRATION/TRAINING

- A. Schedule and conduct demonstration of installed accessory items and features with Owner's personnel.
- B. Schedule and conduct maintenance training with Owner's maintenance personnel. Training session should include lecture and demonstration of all maintenance and repair procedures that end user personnel would normally perform.

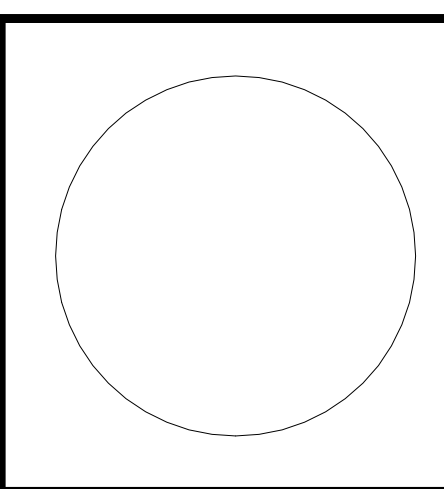
3.7 PROTECTION

- A. Protect system against damage during remainder of construction period. Advise Owner of additional protection needed to ensure that system will be without damage or deterioration at time of substantial completion.

END OF SECTION 115123

Attachment E
Brightwood Branch Shelving and End Panels Project
Library Shelving Plans

Sheets A803 and A804, dated July 31, 2019 prepared by AXIS Architecture+Interiors (30"x42" format).

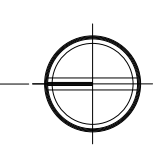


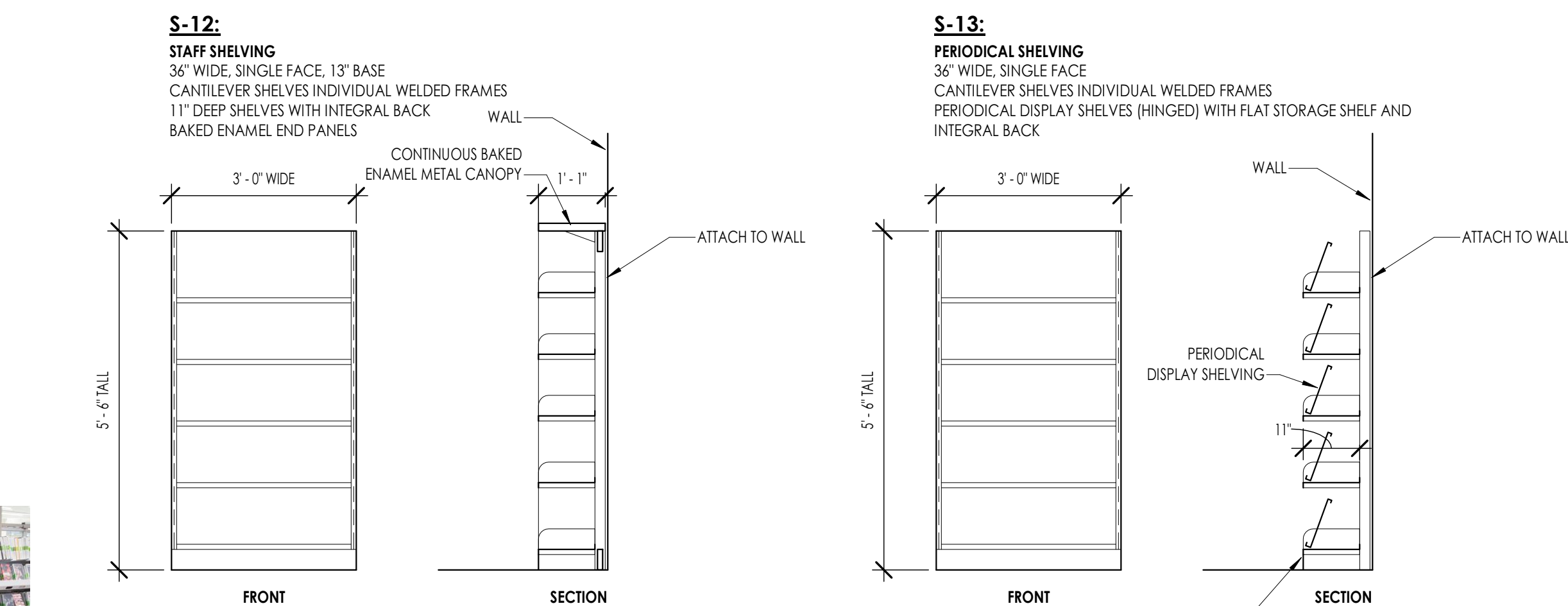
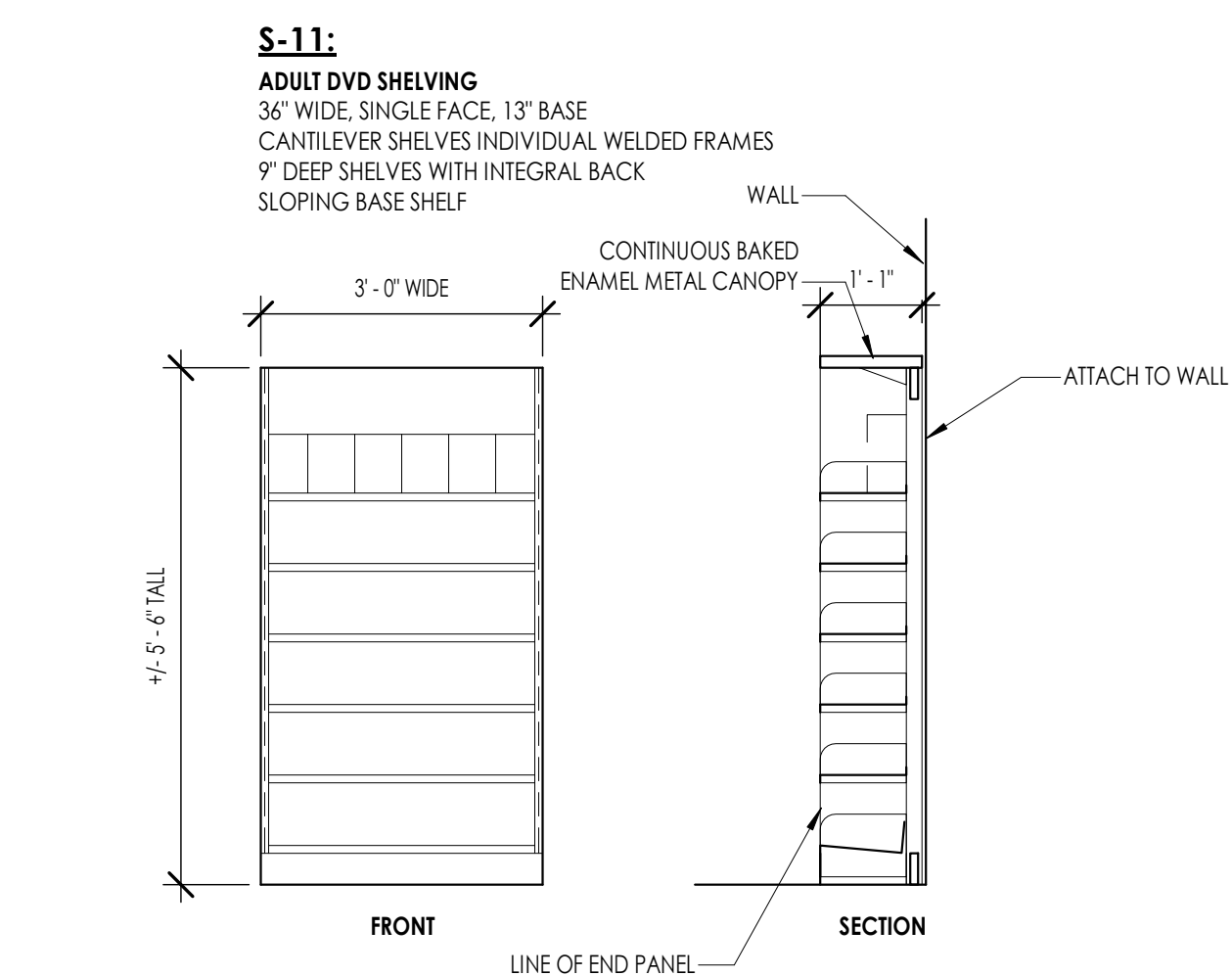
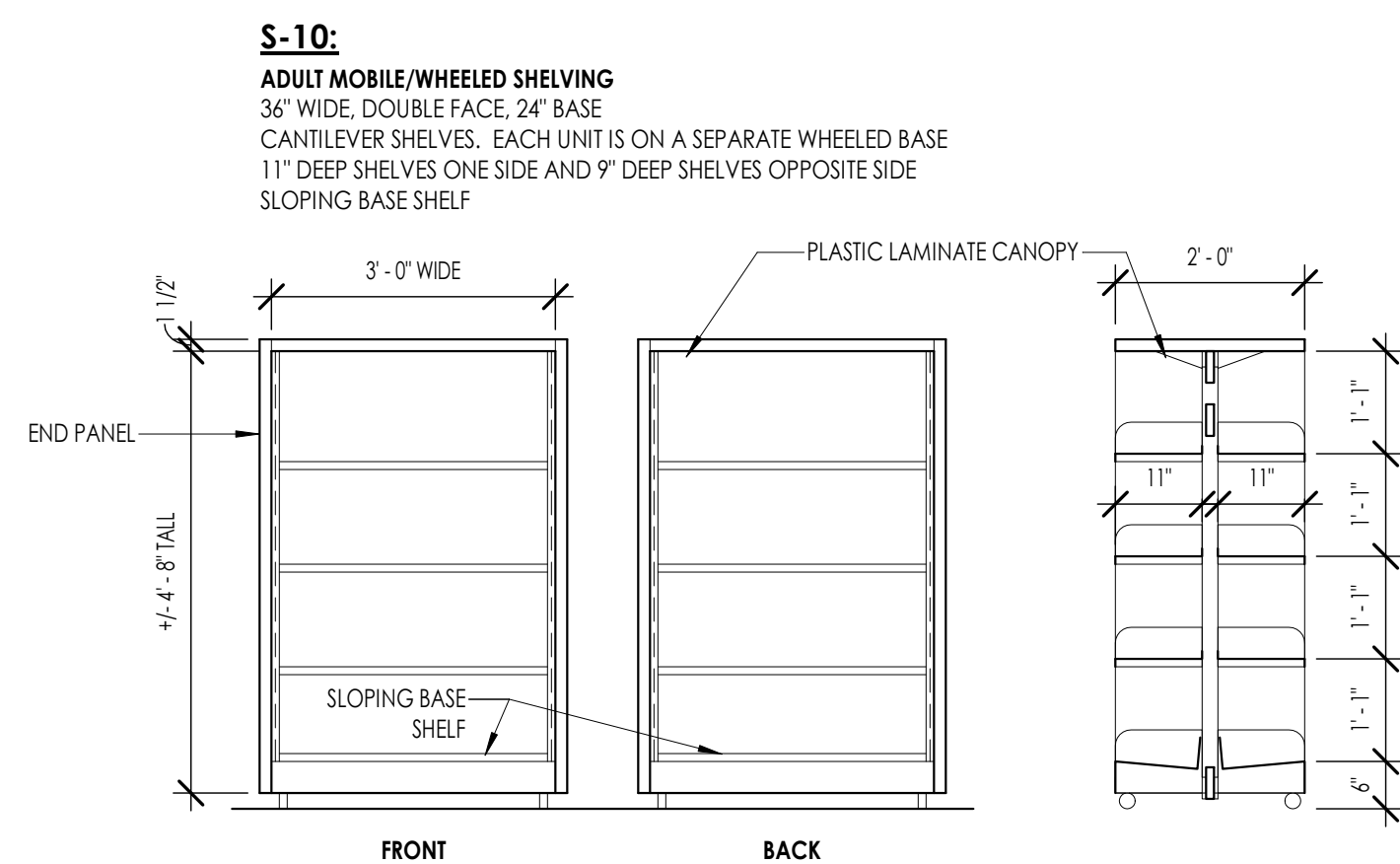
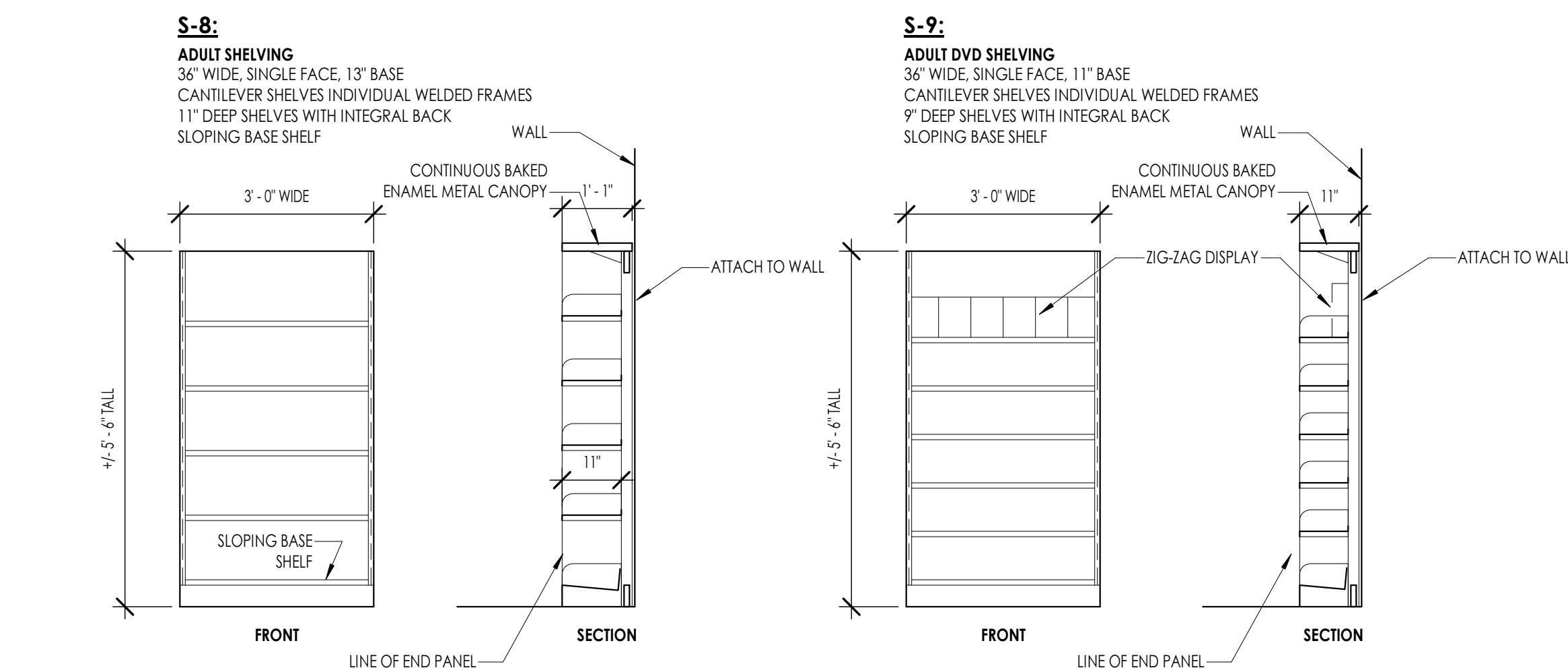
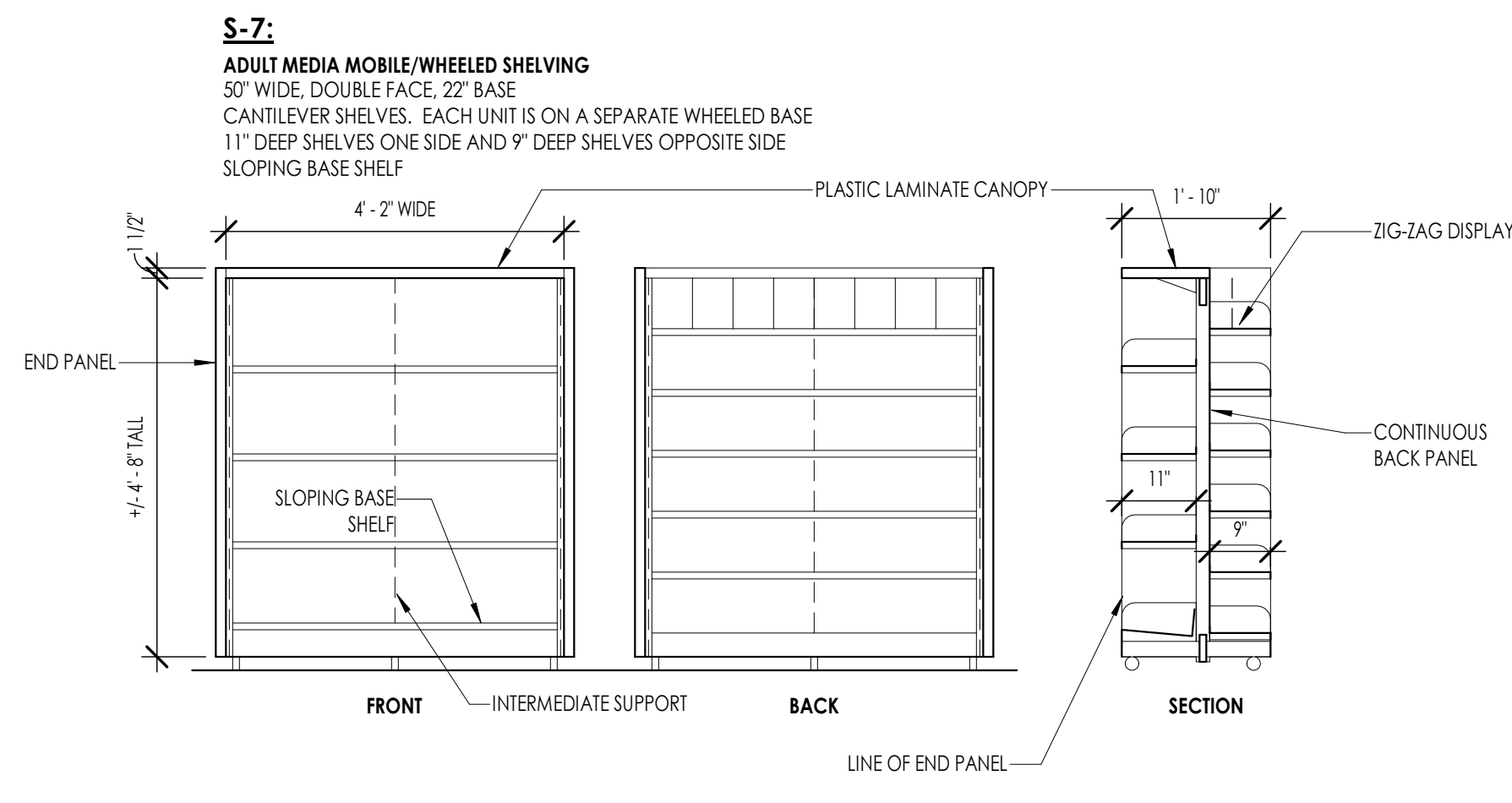
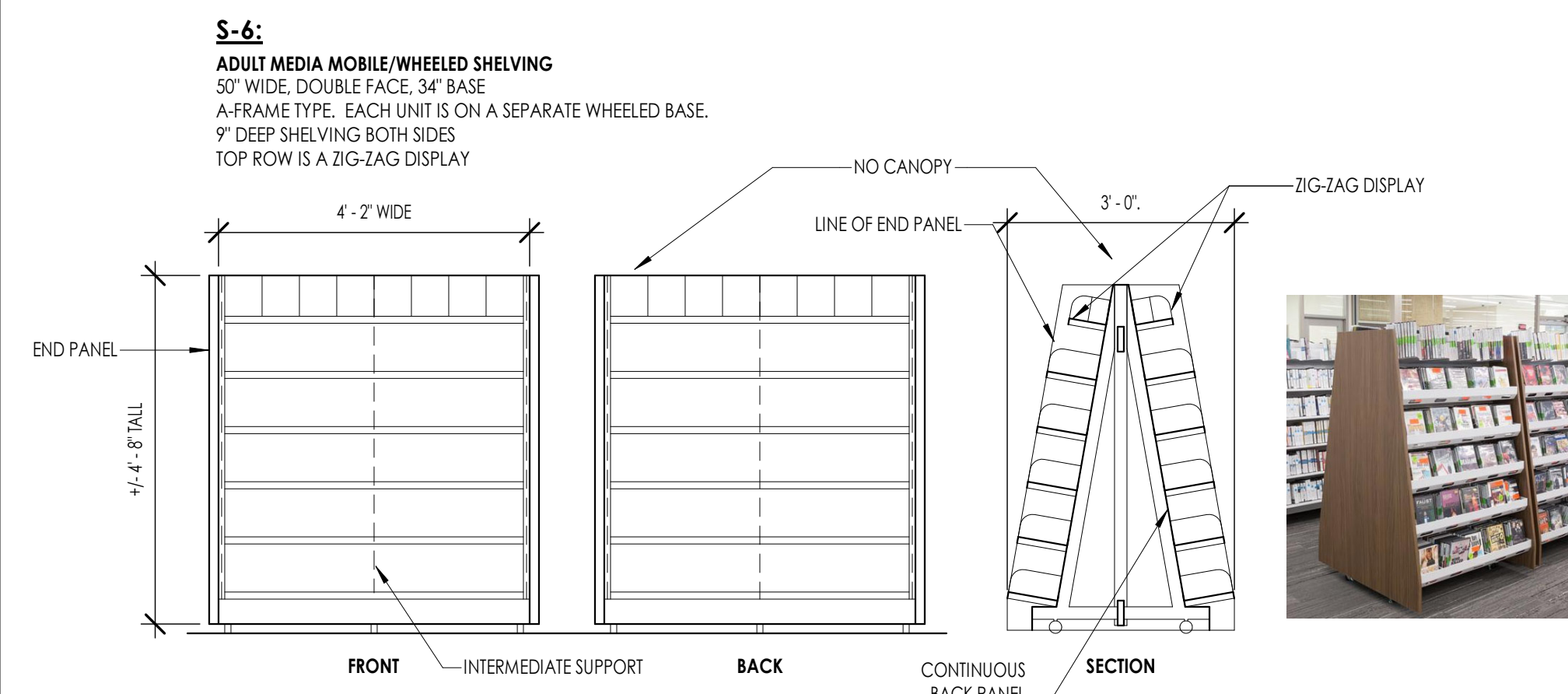
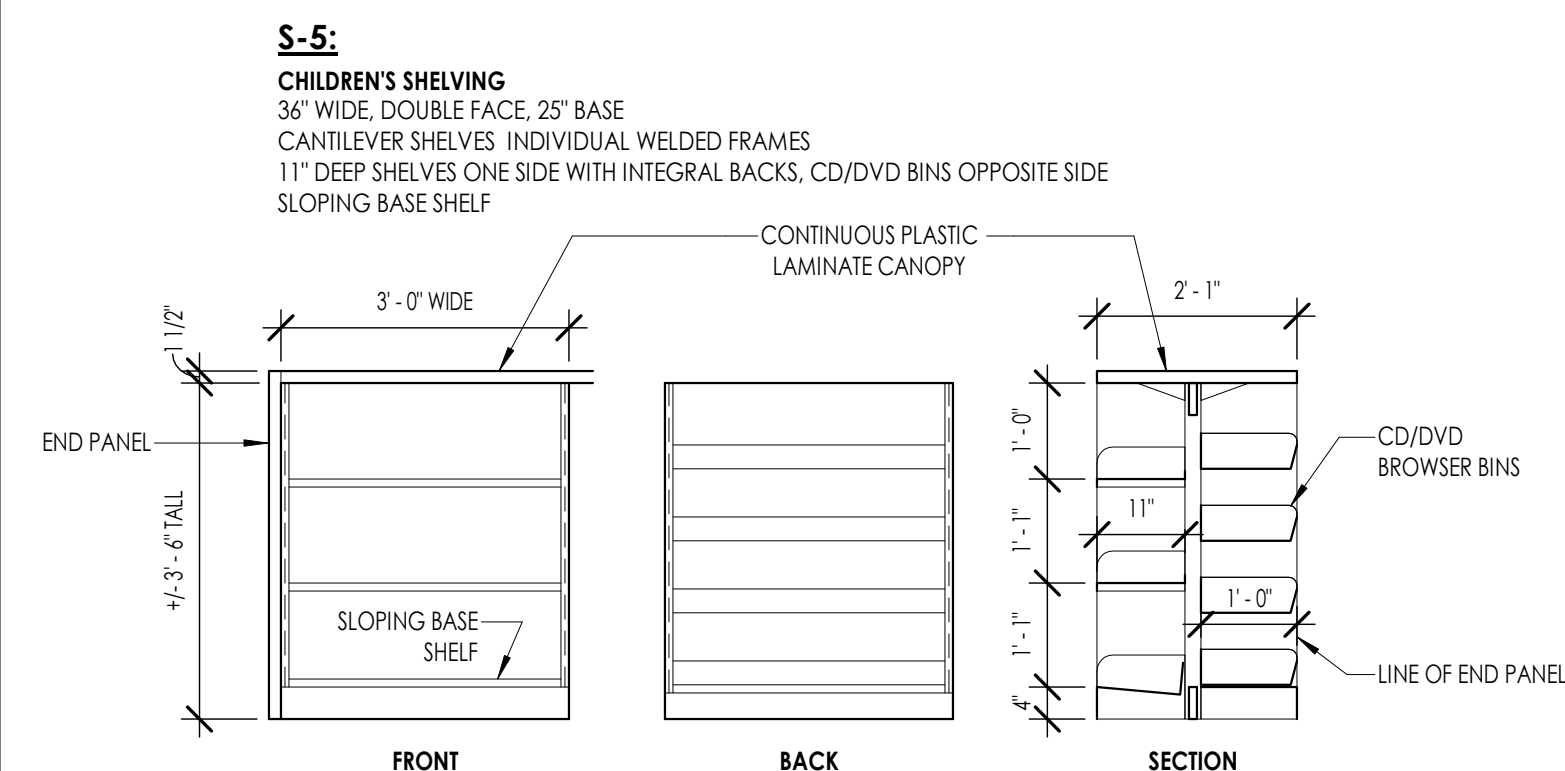
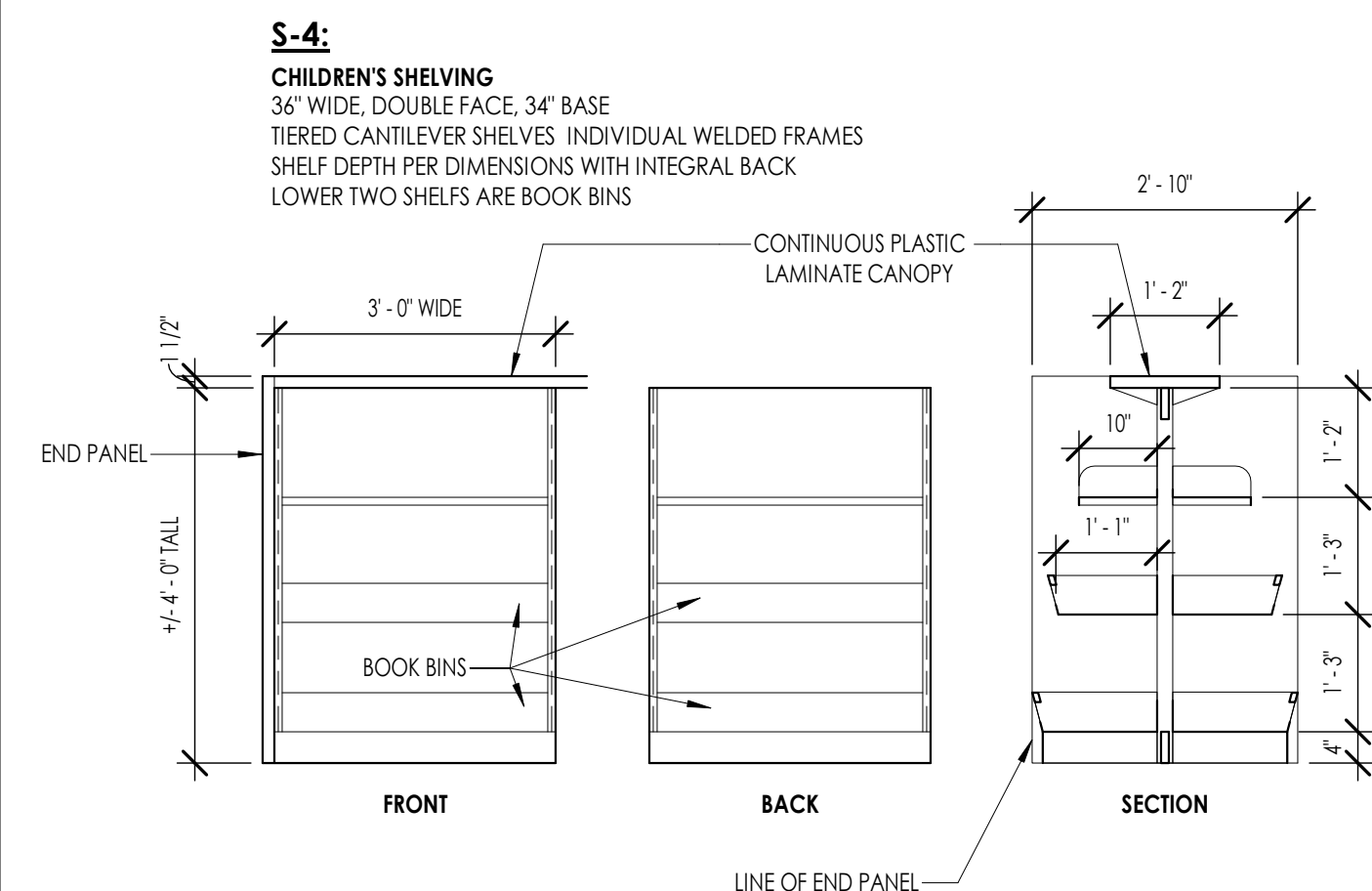
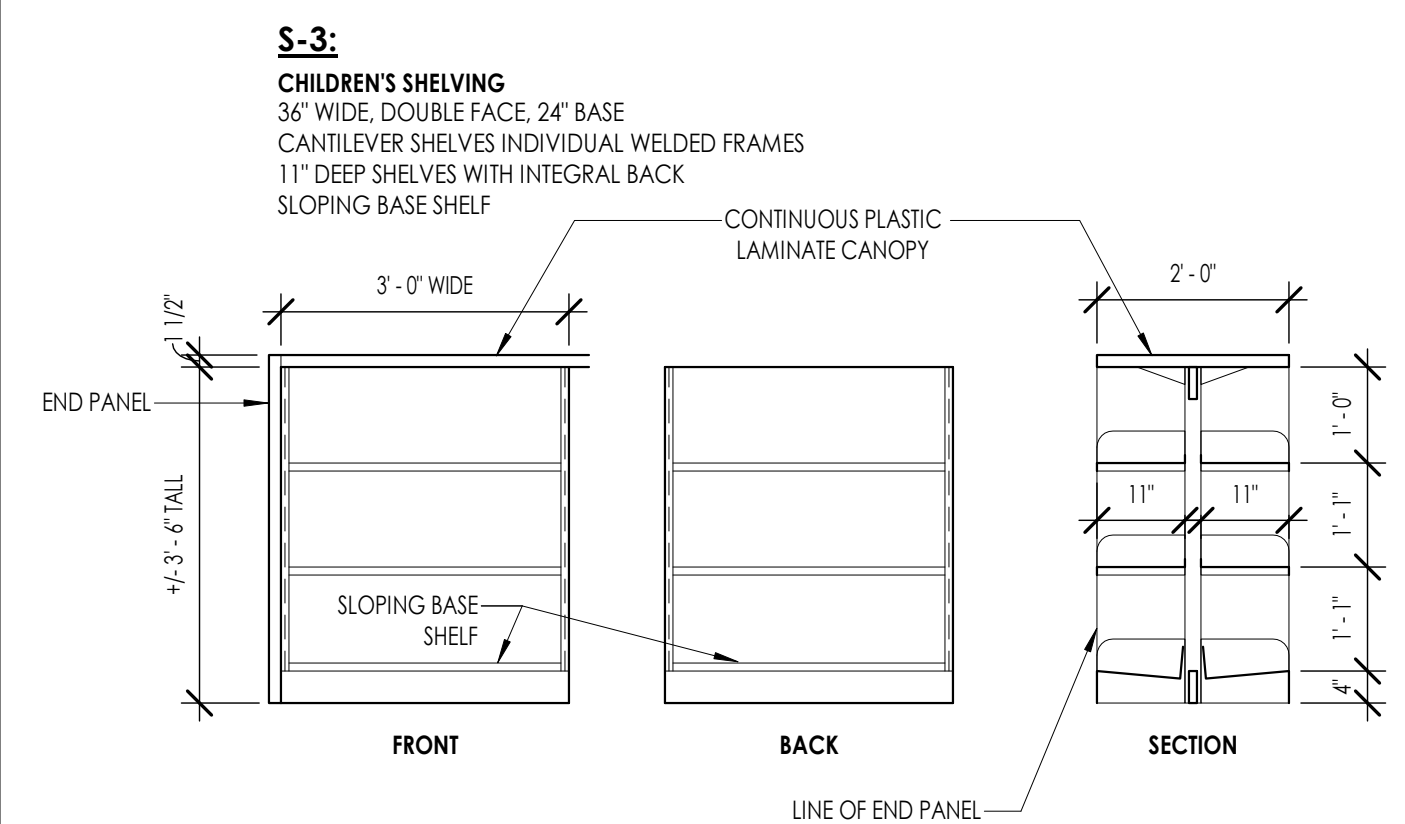
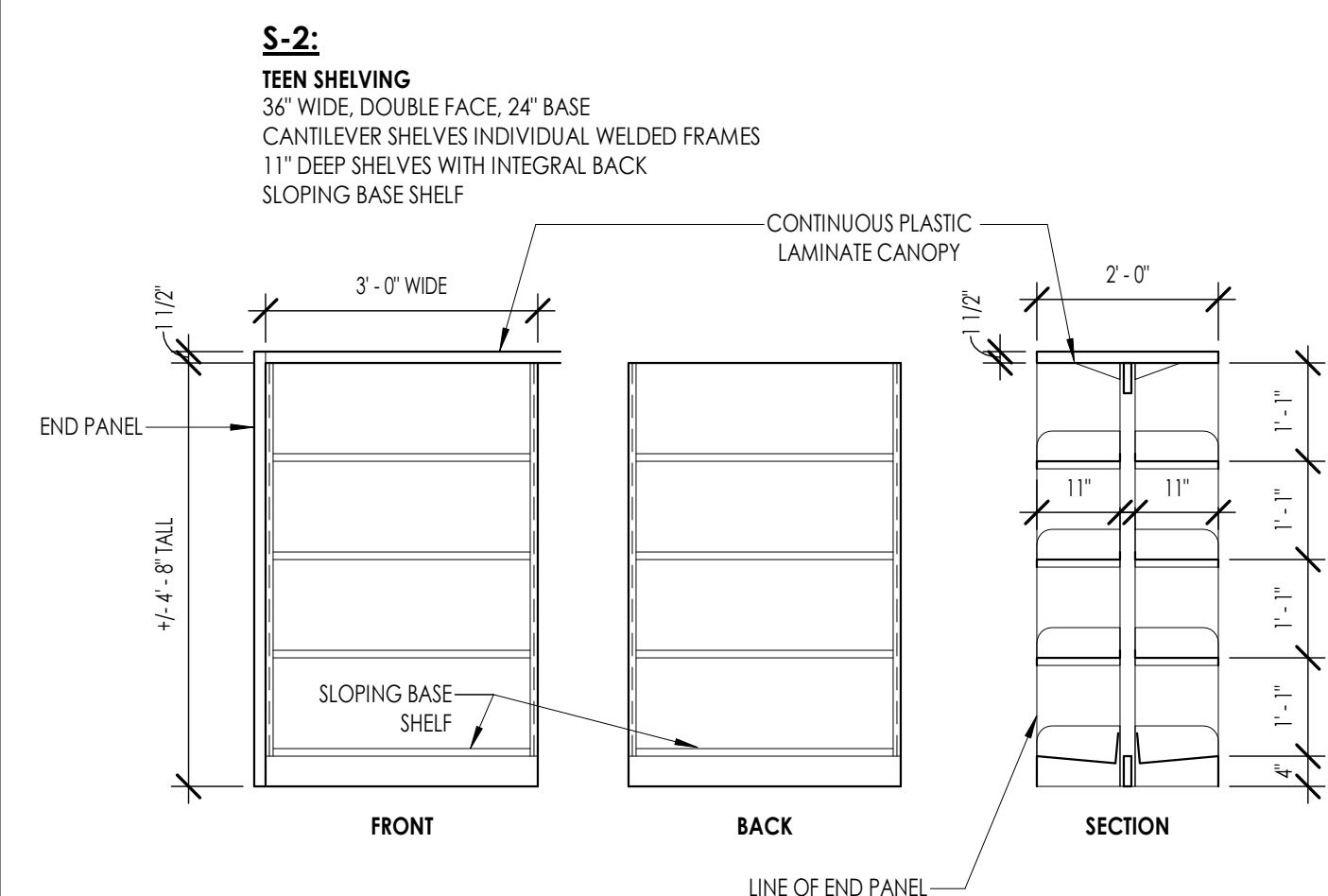
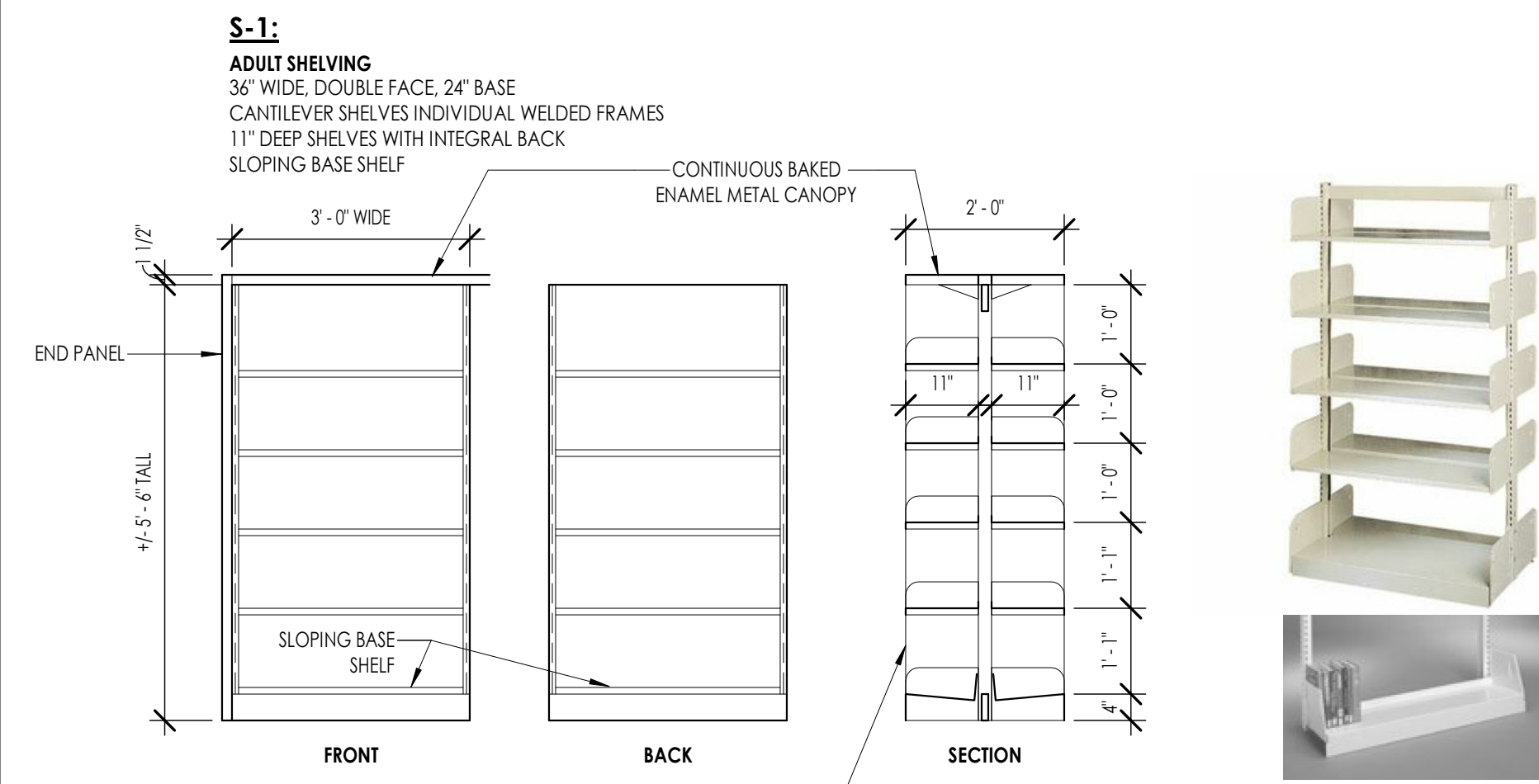
GENERAL SHELVING NOTES

- SHELVING INSTALLED ADJACENT TO MILLWORK REQUIRES COORDINATION OF INSTALLATION LOCATION.
- AWARDED BIDDER MUST PROVIDE SHOP DRAWINGS AND PRODUCT DATA FOR EACH SHELVING AND LOCKER TYPE.
- AWARDED BIDDER MUST PROVIDE FINISH SAMPLES FOR FINAL SELECTIONS PRIOR TO FABRICATION.
- MANUFACTURER TO PROVIDE ALL MOUNTING BRACKETS AS REQUIRED TO INSTALL SPECIFIED METAL OR PLASTIC LAMINATE CANOPIES.
- MANUFACTURER TO PROVIDE MOUNTING BRACKETS AS REQUIRED TO INSTALL SPECIFIED END PANELS.
- MANUFACTURER TO PROVIDE WALL ATTACHMENT BRACKETS AS REQUIRED TO ATTACH ALL WALL SHELVING BACK TO METAL STUD WALLS.

SHELVING KEYNOTES

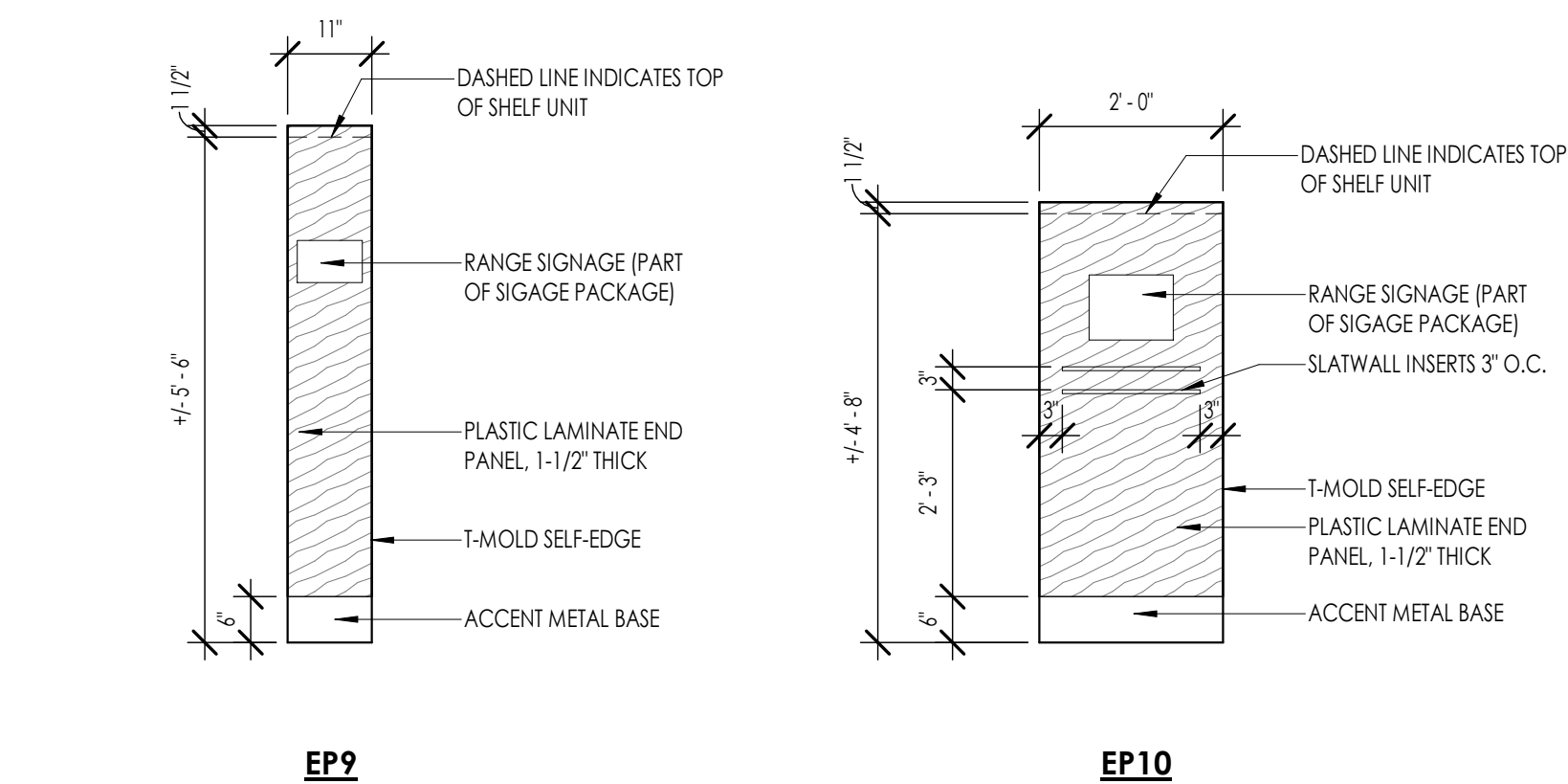
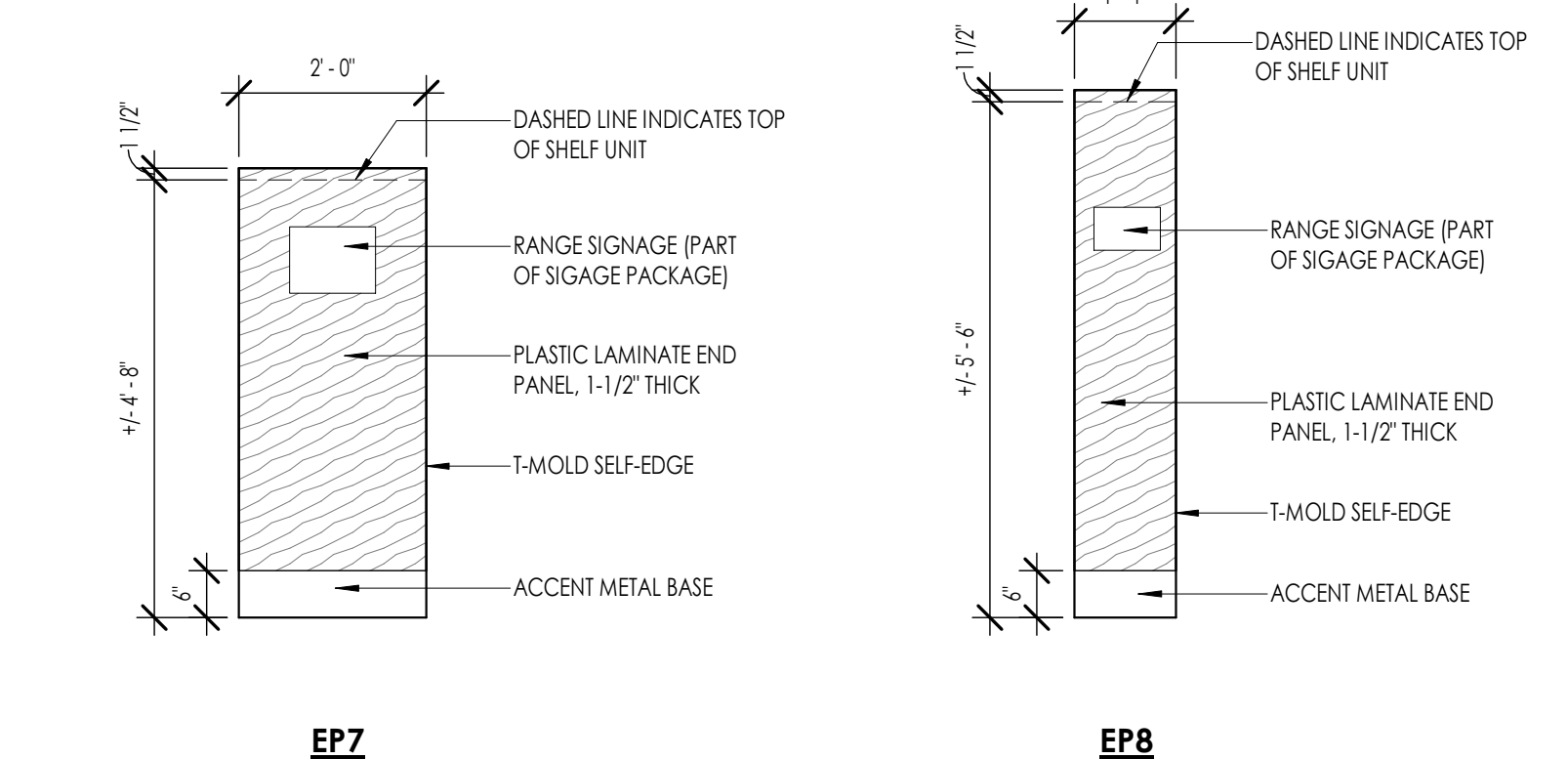
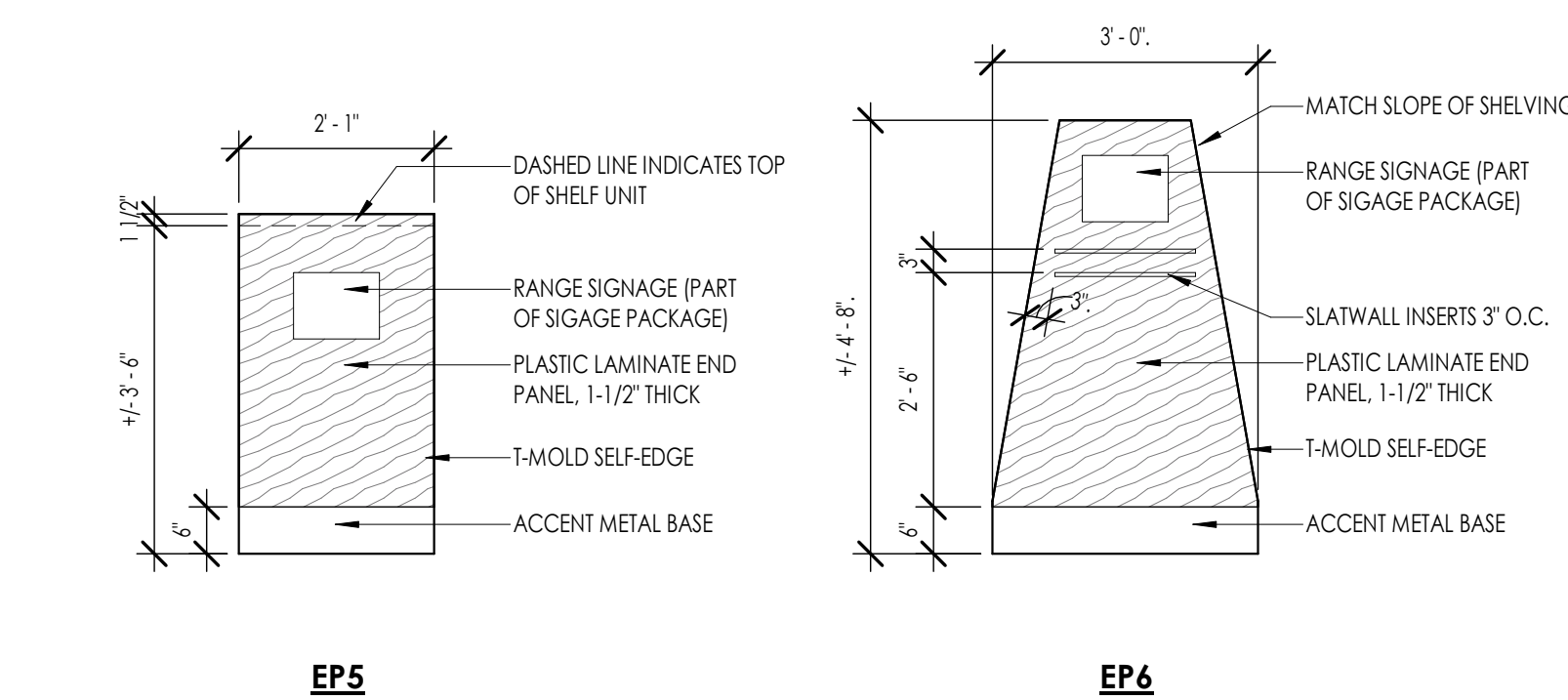
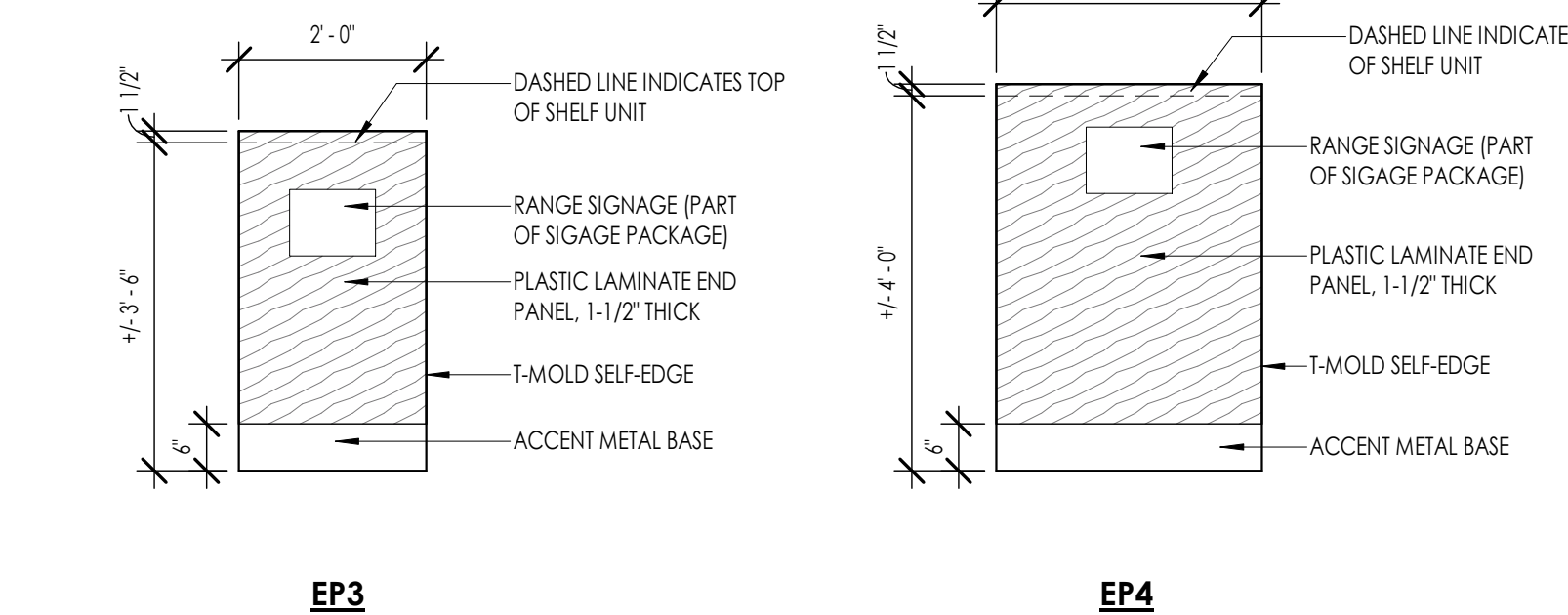
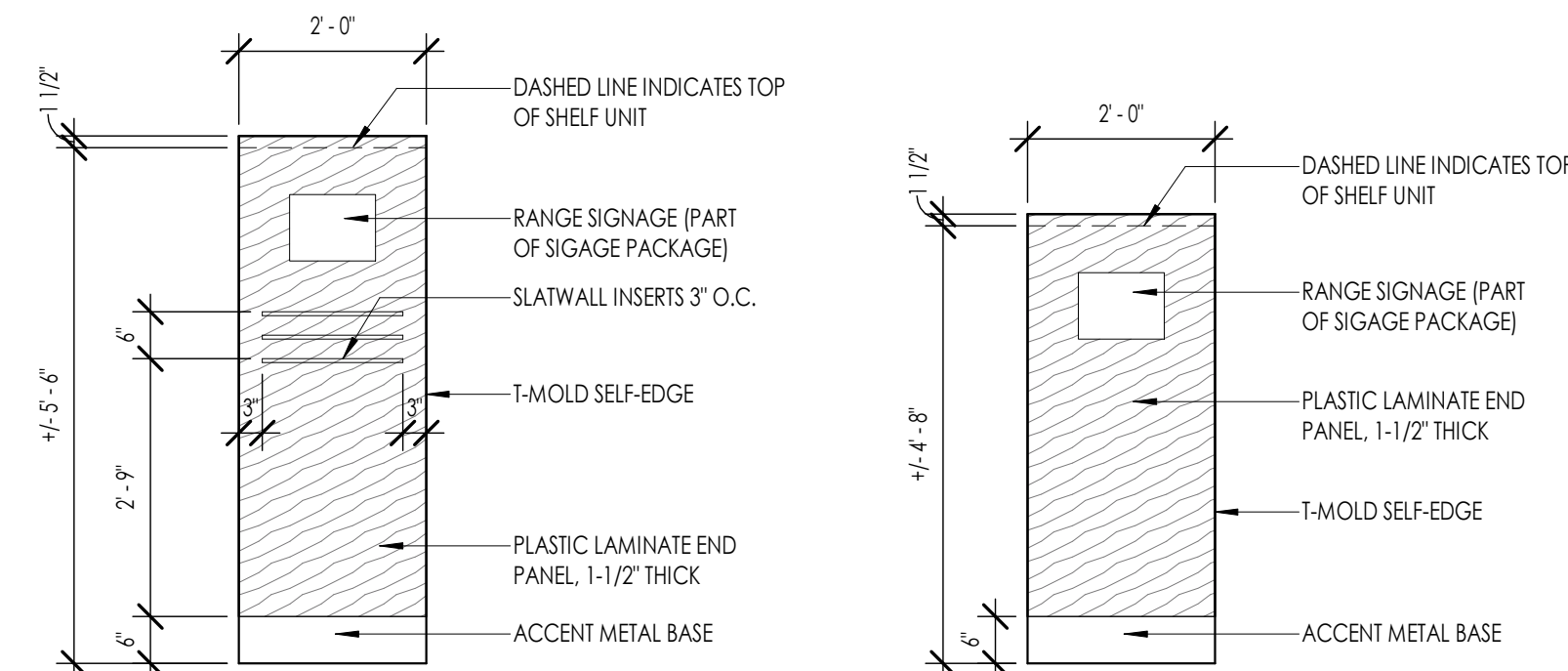
- CORNER TRIM FILLER AND CANOPY FILLER
- INDUSTRIAL METAL STORAGE LOCKER 36"X18"X72", SIM. TO ULINE MODEL H-1105GR.
- POWDER COATED STEEL LOCKERS TO BE SPACESAVER; DAY USE LOCKERS OR EQUAL. PROVIDE (4) STACKS OF THREE TIERS. EACH LOCKER TO BE 12" WIDE, 15" DEEP, 30" TALL. PROVIDE NUMBER PLATE AT EACH LOCKER. PROVIDE HASP FOR USER PROVIDED PADLOCK.
- COORDINATE REQUIRED WALL OPENING WITH GC. 6'-3" CLEAR IS PLANNED.
- CHROME WIRE SHELVING 36" W x 18"D x 72"H TO BE ULINE H-2940-72 OR EQUAL.
- MILLWORK DISPLAY CASE. COORDINATE CLEAR WIDTH REQUIRED FOR SHELVING WITH GC.





01 SHELVING TYPES

SCALE: 1/2" = 1'-0"



NOTE
END PANELS DIMENSIONS ARE A GUIDELINE. IT IS UNDERSTOOD THAT THEY MAY VARY PER SHELVING MANUFACTURERS SHELVING SIZES. THE INTENT IS THAT THE END PANEL CONCEAL THE CANTILEVER SHELVING AND THE CANOPY TOP IN THEIR ENTIRETY.

02 END PANEL TYPES

SCALE: 1/2" = 1'-0"

LIBRARY SHELVING GENERAL NOTES:

- MANUFACTURER TO PROVIDE ALL MOUNTING BRACKETS AS REQUIRED TO INSTALL SPECIFIED METAL OR PLASTIC LAMINATE CANOPIES.
- MANUFACTURER TO PROVIDE MOUNTING BRACKETS AS REQUIRED TO INSTALL SPECIFIED END PANELS.
- MANUFACTURER TO PROVIDE WALL ATTACHMENT BRACKETS AS REQUIRED TO ATTACH ALL WALL SHELVING BACK TO METAL STUD WALLS.
- MANUFACTURER TO BE WILSONART MAGNOLIA 5012K-19 AT ALL LOCATIONS EXCEPT EP8 WHICH WILL BE WILSONART MORELIA MANGO 7985-38
- INTERIOR-FACING LAMINATE TO BE SOLID COLOR MATCHING SHELVING BAKED ENAMEL FINISH. ARCHITECT TO SELECT FROM MFR'S FULL RANGE.
- T-MOLD COLOR/PATTERN TO BE SELECTED FROM FULL RANGE.
- ACCENT METAL BASE TO BE 20 GAGE MIN STAINLESS STEEL WITH #4 FINISH. WRAP 4 SIDES OF END PANELS. ATTACH WITH FASTENERS IN A CONCEALED LOCATION SUCH AS THE INTERIOR FACING SIDE OF PANEL OR BOTTOM OF PANEL.
- SLATWALL INSERTS IN CLEAR ANODIZED ALUMINUM FINISH. SPACE 3" O.C.
- CANOPY TOP PLASTIC LAMINATE PANEL TO MATCH END PANEL EXPOSED EXTERIOR SURFACE. CANOPY TOP BOTTOM SURFACE TO MATCH END PANEL INSIDE SURFACE.
- METAL CANOPY TOPS COLOR TO BE SELECTED FROM MFR'S ENTIRE RANGE OF STANDARD COLORS. THE INTENT IS THAT THEY BE A TAN TO CHOCOLATE BROWN COLOR.
- LIBRARY SHELVING COLOR TO BE SELECTED FROM MFR'S ENTIRE RANGE OF STANDARD COLORS. THE INTENT IS THAT THEY BE A TAN TO CHOCOLATE BROWN COLOR.
- PROVIDE EACH SHELF WITH ONE STEEL BOOK SUPPORT WITH CORK BASE. FINISH TO MATCH SHELVING FINISH. 1/3 SHOULD BE OVERSIZED (10"). 2/3 TO BE NORMAL SIZED (9").



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Notes:
These drawings illustrate the general design of the project in terms of architectural design concept, the dimensions of the building, the major structural elements and the type of structural, mechanical and electrical systems. The drawings do not necessarily indicate or represent all work required for full performance and completion of the requirements of the contract. On the basis of the general notes and conditions of contract, the trade contractor shall provide all items required for the proper execution and completion of work.

DATE ISSUED: JULY 31, 2019

REVISIONS:
DESCRIPTION DATE



METICULOUS
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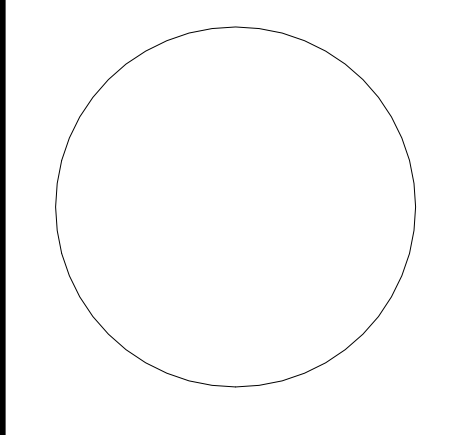
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SHELVING DETAILS

A804
PROJECT NUMBER: 15042