



DEPARTMENT OF PUBLIC WORKS

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WAUKESHA PUBLIC LIBRARY GENERAL INFORMATION ON MOVING SERVICES

The Waukesha Public Library, located at 321 Wisconsin Avenue, Waukesha, Wisconsin, 53186, proposes to start a construction and renovation project in the next few months, which is projected to last approximately ten months. It will require the shelving units and miscellaneous contents to be moved in a phased approach. The mover will have to work closely with the general contractor to ensure the areas that need to be moved will be completed in their scheduled. The Library is a 67,000 square foot building consisting of two floors connected by a passenger elevator.

I. GENERAL CONDITIONS

- A. The City is requesting informal quotes based on an hourly rate.
- B. It will more efficient to move the library shelves full. The moving contractor must be able to move the shelves while loaded with books. There could be some shelves that need to be disassembled but the majority should be moved full.
- C. The General Contractor is Absolute Construction and the moving contractor will have to coordinate work in accordance to their phasing schedule.
- D. The Moving Contractor can look at the Library anytime during normal business hours which are M-Th 9-8:30, Friday 9-6, Sat 9-1 and closed on Sunday. If you would like to talk to someone while onsite, please call Jim Lapaz at 1-262-424-9862.
- E. The property consists of: books; periodicals, audiovisual materials, pamphlet and microform files; library furniture and equipment; shelves and shelving; file cabinets; and other miscellaneous furniture, equipment and supplies.
- F. The library will work with the mover to provide storage on site, the mover will not have to move anything offsite.
- G. There will be a minimum of 5 phased moves. A drawing has been attached to illustrate the moves.
 - (a) New Books: The new book section needs to be moved to the lobby's southeast wall. (labeled as #1 on attached floorplan)
 - (b) Fiction. The fiction collection, which is currently in the southwest main section of the library, needs to be moved to the northwest corner. Shelves in the fiction section are a mix of 84" and 66" units. The taller units should be moved to the west wall, with the shorter units closer to the atrium. (#2 on floorplan)
 - (c) Large print books. Extra fiction units and the Spanish collection should be moved south of the fiction collection for the large print collection. Library staff will re-shelve the large print collection of these shelves. (#3 on floorplan)

☒ **ENGINEERING
DIVISION**
Alex Damien, PE
City Engineer
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☐ **MUNICIPAL PARKING
SERVICES**
Fred Ripley
Parking Supervisor
241 South St.
Waukesha, WI 53186
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☐ **STREETS
DIVISION**
300 Sentry Dr.
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☐ **CLEAN WATER
PLANT**
Jeff Harenda
Plant Manager
600 Sentry Dr.
Waukesha, WI 53186
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Fax – 262-524-3632

☐ **WAUKESHA METRO
TRANSIT**
Brian Engelking
Transit Manager
2311 Badger Dr.
Waukesha, WI 53188
262-524-3634
Fax – 262-524-3646

- (d) The media collection will be moved to the space vacated by the fiction collection, leaving space for the new Markerspace. (#4 on floorplan)
- (e) The Serials collection in the Carnegie Room will be moved to the Local History collection space in the far northwest corner of the library. The Local History collection will be moved to new shelves in the Carnegies Room. (#5 on floorplan)
- H. The Bidder must consult with Bruce Gay (Library Director) and/or other designated staff members concerning proper coordination during the move.
- I. The Bidder will furnish all equipment necessary to complete the moves, including, but not limited to, stack moving equipment, book trucks, ramps, dollies, boxes, tags, labels, vehicles, and all other material and labor necessary to execute the move.
- J. The Contractor will return for follow-up inspections to ensure that all relocation requirements have been satisfied prior to certification of completion by the Library for payment. All items or properties that have been lost or damaged during the performance of the move must be restored or replaced prior to final inspection and payment by the Library.

II.

By the City:

- A. The Library will assume responsibility for providing the necessary access to the Library and will control access to the work site during the performance of this contract.
- B. The Library will be the sole authority in determining successful completion of the move prior to payment.
- C. Computer equipment and office furniture and supplies will be moved by library staff.

III. FORMAT FOR THE BID

- A. The informal quote should be emailed to Katie Jelacic, P.E. at kjelacic@waukesha-wi.gov by **Noon on May 21, 2021.**

VI. PROTECTION OF PROPERTY, FACILITIES AND PERSONS

- A. If, due to any act on the part of the Contractor, its agents or employees, any Library-owned or Library-controlled property is lost or damaged during the performance of these requirements, the Contractor will be responsible to the Library for such loss or damage; and the Library, at its option, may, in lieu of payment thereof, require the Contractor to replace at the Contractor's own expense, all property lost or damaged.
- B. The Contractor must provide sufficient General Liability Insurance in the amount of \$1,000,000, Automobile Liability Insurance in the amount of \$1,000,000, Workers Compensation Insurance and other legally required insurance with respect to its own employees and agents. The Waukesha Public Library must be named as an additional insured on all general liability and automobile liability coverage. The Contractor must provide certificates of insurance evidencing the same, prior to commencement of the work.
- C. The Contractor will be totally responsible for all aspects of the move, including local, county and state regulations concerning the move. The move will be conducted according to accepted industry safety standards and any applicable Federal Occupational Safety and Health Administration regulations.
- D. The Contractor will save, defend, and hold harmless the Library, its officers, directors, employees, and agents from any claim, action, or liability arising out of or connected with

the performance of the work, including reasonable attorney fees and costs for defense of such claim, action, or liability.

- E. The Contractor will supply padding and other protective measures needed to prevent damage and/or undue wear to the building, including, but not limited to entry ways, walls, elevators and carpet. Any damage or injury caused by the contractor will be repaired at the contractor's expense.

Bid Form:

Contractor Name: _____

	Hourly Rate
Straight Time (7am to 5 pm)	
Overtime (after 5 pm)	
Holidays/Weekend	

WAUKESHA PUBLIC
LIBRARY

321 WISCONSIN AVE,
WAUKESHA, WI 53186

PROJECT NUMBER 193025

ISSUED FOR:
ESTIMATE 7/26/19

REVISION FOR:
NO. DESCRIPTION DATE

DRAWN BY Author
CHECKED BY Checker

FIRST FLOOR PLAN

