

RESOLUTION NO. 2022-0535

City Clerk Office Use Only:

Publication Date (if applicable): _____

Agenda Date: 5/24/2022

Department: Mayor's Office

Submitter: Troy Anderson

CITY OF OMAHA
LEGISLATIVE CHAMBER
Omaha, Nebraska

RESOLVED BY THE CITY COUNCIL OF THE CITY OF OMAHA:

WHEREAS, moving services are needed in conjunction with the relocation of the W. Dale Clark (Main) Library; and,

WHEREAS, in accordance with Omaha Municipal Code, Section 10-187, Hallett & Sons Expert Movers, Inc., was selected to provide moving services as delineated in the attached Contract for Moving of Omaha Public Library Collections, Shelving, and FF&E; and,

WHEREAS, Hallett & Sons Expert Movers, Inc., has agreed to perform these services for a fee of \$355,146.00, to be paid from the General Fund 11111, Library Facilities Capital Organization 131593, year 2022 funding.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OMAHA:

THAT, as recommended by the Mayor, the Contract for Moving of Omaha Public Library Collections, Shelving, and FF&E with Hallett & Sons Expert Movers, Inc., to moving services associated with the relocation of the W. Dale Clark (Main) Library, is hereby approved.

BE IT FURTHER RESOLVED:

THAT, the Finance Department is authorized to pay a fee of \$355,146.00, from the General Fund 11111, Library Facilities Capital Organization 131593, year 2022 funding.

APPROVED AS TO FORM

CITY ATTORNEY

DATE

Adopted: MAY 24 2022 7-0

Attest: _____

City Clerk

Approved: _____

Mayor

ACTING

CONTRACT
for
MOVING OF OMAHA PUBLIC LIBRARY COLLECTIONS,
SHELVING AND FF&E

THIS CONTRACT entered this 10th day of May, 2022 by and between the **City of Omaha, Nebraska** a municipal corporation, hereinafter called "**Library**", and **HALLETT & SONS EXPERT MOVERS, INC.** 7535 W. 59th Street, Summit, IL 60501, hereinafter called "**VENDOR**".

WITNESSETH:

WHEREAS, the Library has solicited a proposal for **Moving of Library Collections, Shelving and FF&E, 220405 OPLR Mover RFP, Relocation Services for Omaha Public Library Relocation**; and

WHEREAS, VENDOR has submitted the proposal most beneficial to the Library and is ready, willing, and able to provide the commodities and/or services required by the **Library**.

NOW, THEREFORE, the parties hereto agree as follows:

1. **Scope of Services.** **VENDOR** shall provide to the **Library** all commodities and/or services specified in its response to **220405 OPLR Mover RFP, Relocation Services for Omaha Public Library Relocation**, which are incorporated herein by this reference the same as if it were fully set forth. The proposal package, including all specifications, plans and addenda, provided by the **Library** as part of the proposal letting process for **220405 OPLR Mover RFP, Relocation Services for Omaha Public Library Relocation**, shall be considered a part of this contract and is incorporated by reference herein. The order of precedence, in case of disagreement in terms, shall give first priority to the express terms of this contract, followed by the Vendor's proposal, and then the Library's RFP package.

2. **Compensation.** **Omaha Library** agrees to pay to **VENDOR** the not to exceed amount of **\$355,146.00** to include measuring, plotting, tagging, cleaning moving collections; disassemble, move, reassemble designated shelving; all designated FF&E with associated costs and work to be completed according to the benchmark schedule outlined in **attached Exhibit A**. (Any additional work performed beyond the scope of this agreement is a compensable extra.)

3. **Term.** **VENDOR** further agrees that the work under this contract shall be completed to the full satisfaction of the **Library** (Tarna Kidder/Owner Representative) **on or before the date to be specified by the Library (projected for September 30, 2022), for completion.** **VENDOR** shall not be liable for any delay due to circumstances beyond its control including change in requirements by **Library**, casualty, acts of God, illness, injury, delay due to change of schedule required by the performance failures of other contractor(s) or unavailability of materials. This contract is subject to cancellation by the **Library**, at its discretion at any time within the original contract term or within any successive renewal, upon thirty (30) days written notice to **VENDOR**. If, for any reason, the contract is terminated early, the Vendor will be due compensation for all work completed and services rendered up to the date of termination.

If for any reason the **Library** has to delay start date and move schedule after the City has issued the notice to proceed, the **Library** will be charged any and all additional,

documented, costs **VENDOR** incurs due to that change. This includes, but is not limited to, change costs/penalty charges for previously secured staff costs (if staff are onsite at time of change).

4. **Insurance.**

1. Commercial General Liability

Covering premises---operations, xcu hazards, Product/Completed Operations, Broad Form Property Damage and Contractual Liability with minimum limits as follows:

Bodily Injury Liability	\$500,000 Each Occurrence \$500,000 Each Aggregate
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Property Damage Liability	\$500,000 Each Occurrence \$500,000 Each Aggregate
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Or

Bodily Injury and Property Damage Liability (Combined Single Limit)	\$500,000 Each Occurrence \$500,000 Each Aggregate
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2. Comprehensive Automobile Liability

All Owned, Non-Owned, and Hired vehicles with minimum limits as follows:

Bodily Injury Liability	\$500,000 Each Accident
Property Damage Liability	\$500,000 Each Accident

Or

Bodily Injury and Property Damage Liability (Combined Single Limit)	\$500,000 Each Accident
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3. Workers' Compensation to meet Statutory requirements.

4. Employers Liability

\$100,000 Each Accident
\$500,000 Aggregate
\$100,000 Occupational Disease

5. **Independent Contractor.** The relationship of the **VENDOR** to the **Library** will be that of an independent contractor. No employee or agent of the **VENDOR** shall be considered an employee of the **Library**.

6. **Compliance with Laws.** **VENDOR** shall comply with all laws, statutes and ordinances which may pertain to the providing of services under this Contract.

7. **No Assignment.** The services to be provided by the **VENDOR** under this Contract are personal and cannot be assigned, sublet or transferred without the specific written consent of the **Library**.

8. **Non-Discrimination.** **VENDOR** shall comply with all applicable requirements of the Non-Discrimination and Equal Employment /Affirmative Action Program Requirements.

9. **Third Party Exclusion.** This Contract is intended solely for the benefit of **Library** and Vendor and is not intended to benefit, either directly or indirectly, any third party or member(s) of the public at large. No third party may sue for damages based on the terms or performance of this Contract.

10. **No Arbitration.** The Vendor and the **Library** shall not be obligated to resolve any claim or dispute related to the Contract by arbitration. Any reference to arbitration in bid or proposal documents is deemed void.

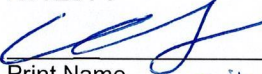
11. **Governing Law.** This contract shall be interpreted according to the laws of the State of Nebraska.

12. **Representative's Authority to Contract.** By signing this contract, the representative of the **VENDOR** represents the he or she is duly authorized by the **VENDOR** to execute this contract, and that the **VENDOR** has agreed to be bound by all its provisions.

12. **Representative's Authority to Contract.** By signing this contract, the representative of the **Contracting Entity** represents the he or she is duly authorized by the **Contracting Entity** to execute this contract, and that the **Contracting Entity** has agreed to be bound by all its provisions.

IN WITNESS WHEREOF, the parties have set their hands the day and year first above written.

ATTEST :

 Date 5-24-2022
Print Name _____
Witness Position city clerk

CONTRACTING ENTITY:

_____ Date _____
Print Name _____
Authorized Representative Position _____

CITY OF OMAHA, NEBRASKA:

**HALLETT & SONS EXPERT MOVERS,
INC.**

 Date 5-24-2022
ACTING Mayor Jean Stothert Pete Fjortensen
City of Omaha, Nebraska

_____ Date _____
Dawn Hallett-Ternes
President

EXHIBIT A

BENCHMARK DELIVERABLES –

DATES	DELIVERABLES
May/June TBD	Pre-Planning Meeting
Late July/early August TBD	Preparation and Planning Meeting, Delivery of packing boxes, labels etc. to Library
Late August/early September- TBD	Prep Team arrives to tag and clean collections
Early September- TBD	Move Team arrives; Moving equipment is delivered. Physical move of collections, shelving, FF&E begins (17 consecutive calendar days on site)
Late September- TBD	Physical move of collections complete, Moving equipment is removed from site, final review.
September 30	Project complete

ASSOCIATED COST TABLE:

Relocate Library Collections	\$284,888.00
Relocate Archival Collections	\$16,880.00
Relocate Office FFE	\$25,580.00
Clean Library Collections	\$14,180.00
Clean Archival Collections	\$1,880.00
Shelf Cleaning	\$5,880.00
Add'l 150 Packing Totes	\$850.00
P&P Bond	\$5,000.00
TOTAL	\$355,146.00

FOR PURPOSES OF SCOPE MODIFICATION:

Supervisor Hourly Rate	\$78.00
Driver Hourly Rate	\$60.00
Mover Hourly Rate	\$60.00
Shelving Installers Hourly Rate	\$60.00
Truck Hourly Rate	\$60.00

2. ESTIMATED RELOCATION COST

Hallett Movers For Omaha Public Library

ESTIMATED RELOCATION COST, separately outlining:

- Library Collections
Estimated cost = \$284,888.00
Includes planning, prepping, packing, move, reshelving of all General Collection Library media materials including Government Documents and Genealogy. Also includes disassemble, move and reassemble of approximately 777 double faced sections of shelving and 211 single faced units of shelving as based on schematics for 84th street Distribution Center.
- Archival Collections
Estimated cost = \$16,880.00
Includes planning, prepping, packing, move, reshelving of all Archive Collection materials including volumes, boxed materials, file cabinets, card catalogues, architectural models and other ephemera located in closed stacks on 4th floor. Also includes disassemble, move and reassemble of associated shelving.
- Office Furniture, Fixtures, and Equipment (FFE)
Estimated cost = \$25,580.00
Includes planning, prepping, move and final placement of all items on current inventory listing. Delivery of 150 tote cartons for staff packing use. Pack up and move of supply room. Also includes disassemble, move and reassemble of associated shelving.

All above cost estimates include all supervision, labor, supplies, equipment and transportation.

Fee Percentage = 25%

Alternate Options:

- Collection Cleaning
Library Collections
Estimated cost = \$14,180.00
- Archival Collections
Estimated cost = \$1,880.00

See cleaning method that follows below.

- Shelf Cleaning
Estimated cost = \$5,888.00
Clean, wiping down with stretch and dust cloths, approximately 10,590 shelves after reassembling at 84th street Distribution Center.

ITEM	QNTY	DIMENSIONS				NO. SHLF	SHLF CAP.	COND	CURRENT LOCATION			NEW LOCATION				could move to another branch?	Can move/dispose before closure?	COMMENT
		L	W	H	D				FLOOR	DEPT	RM NO.	TO DWTR BRCH	TO DIST. CONTR.	TO OTHER BRCH	SALV			
Chair, Rocking	1							good	1	Children		no	??					maybe in breakroom at 84th
Child Chair	15							good	1	Children		no						
Table	1	36	36					good	1	Children		no						
Table, Round	2	42						good	1	Children		no						
Book Carts									1	Lib Office	back room	no	yes					
Desk, Wall Mounted	1	108							1	Lib Office	back room area	no	yes ??	no				
Desk, Wall Mounted	1	144							1	Lib Office	back room area	no	yes ??					
Locker, Free Standing/semi built	23 in 3 sections	1' each							1	Lib Office	back room area	no	yes ??					
Shelf, Metal/double sided	4	11/3' sections				4/5	yes		1	Lib Office	back room area	no	yes ??					
staff desks	6								1	Lib Office	back room area	no	yes ??					
card catalog	1	67	17								back room area							in historic area at Jones?
File Cabinet	2	42	36						1	Circ Desk	staff area							Under Work Space
File Cabinets under desk									1	Circ Desk	staff area							
Reception Desk Section	7								1	Circ Desk								
Display	1								1	Gallery								Art Bottom, Ask Amy about
Display Case	1		69	78	21				1	Gallery								Ask Amy ??
closet in gallery										Gallery								
move chairs	3									Gallery			yes					
small partitions	2									Gallery			yes ??					
picture										Gallery								
metal wall shelves	6	3' each				6				Gallery								only 3 have stuff on them
podium	1									Gallery								
circle coffee tables	6									Gallery								
square coffee tables	3									Gallery								
Desk	1	48	29						1	Open Area		no		?				Guard desk
Desk	1	60	30						1	Open Area		no		?				OPD desk
Display Case, Glass/Friends	1	24	24	76					1	Open Area								OPL Friends Case
Double Chair & Table Combo/on	3							good	1	Open Area	East Side				3		no	Damage to chairs on corners, offer to other departments/auction
File Cabinet	1		36	28	18				1	Open Area								by guard
Desk L shape	1	66	64		20				1	Br manager	Natake							
wall mounted work space with shelves	1	72	24							Br manager	Natake		yes/					

WDC Draft Inventory 220414 Follows here:

ITEM	QNTY	DIMENSIONS				NO. SHLF	SHLF CAP.	COND	CURRENT LOCATION			NEW LOCATION				cost move to another branch?	Can move/dispose before closure?	COMMENT
		L	W	H	D				FLOOR	DEPT	RM NO.	TO DWTN BRCH	TO DIST CNTR	TO OTHER BRCH	SALV	DEP		
File Cabinet	1	72	24						1	B management	Natlie							
Chair Armless Lounge	4								1	Teen			29					stuff to ask room?
Chair Plastic	4								1	Teen			no			4		
Computer Table	1	48	30						1	Teen			?					these are tables brought up from CED area
Table	2	30	24						1	Teen			?					
Table	1	36	36						1	Teen								
Refrig	1								1	cafe area					?			
ice maker	1								1	cafe area					?			
stacked lounge chairs	4								1	cafe area			?					
black square table	1								1	cafe area			?					
small table like in facilities office	1								1	cafe area			?					
Desk	1	60	24						2	Back Room								
Desk Wall Mounted	2	72	24						2	Back Room			yes?					
Desk Wall Mounted	5	72	48						2	Back Room			yes?					
File Cabinet	1	29	18						2	Back Room								
Printer sits on table	1								2	Back Room								
Shelf Wall Mounted Metal	2	3 ea	24			6		rough	2	Back Room		no	no	no		no	yes	only a few things on it
Table	1	72	30						2	Back Room								
File Cabinet Card Catalog	1	48	18						2	Circ Desk								
Printer on circ desk									2	Circ Desk								
Reception Desk Section	2								2	Circ Desk								
Shelf Wall Mounted with 2 shelves	1	1152							2	Circ Desk								
Shelf Wall Mounted Metal	6	36ea				6 each			2	Circ Desk								
Table	2	48	30						2	Circ Desk								
Chair Rolling Desk	1								2	Govt Docs	east rm		yes					
File Cabinet	5		15	29					2	Govt Docs	east rm		yes					
File Cabinet	2		22	29					2	Govt Docs	east rm		yes					
Locker in wall	4	1" each	48						2	Govt Docs	east rm							
Map Storage	8	28	18						2	Govt Docs	east rm		yes					
Microfiche Case	2	21	29						2	Govt Docs	east rm		yes					
Microfiche Case	2	15	29						2	Govt Docs	east rm		yes					
Microfiche Case	1	56	45						2	Govt Docs	east rm		yes					
Microfiche Case	7	48	36						2	Govt Docs	east rm		yes					
Microfiche Cases sitting on stands	9	1" each	96						2	Govt Docs	east rm		yes					
Shelf Double Sided Metal	14	36				7			2	Govt Docs	east rm		yes					

ITEM	QNTY	DIMENSIONS				NO. SHLF	SHLF CAP.	COND	CURRENT LOCATION		NEW LOCATION							Can reasonable person be used?	COMMENT
		L	W	H	D				FLOOR	DEPT	RM NO.	TO DWTH BRCH	TO DIST CHIR	TO OTHER BRCH	SALV	DSP	could move to another branch?		
Shelf Double Sided, Wood	1	216			20	4			2	Govt Docs	east rm		yes						
Shelf Wall Mounted, Metal	3	36x36							2	Govt Docs			yes						
Shelf Wall Mounted, Wood	7	21				6			2	Govt Docs	east rm		yes						
Table	1	96	36						2	Govt Docs	east rm		yes ?						
Table	1	60	36						2	Govt Docs	east rm		yes ?						
metal double sided shelving	14	77 1/2 x 21 1/2								Govt Docs	west rm		yes						
wood mounted shelving	9	53 1/2 x 27 1/2								Govt Docs	west rm		yes						
metal double sided shelving overflow	6	53 1/2 x 18 1/2								Govt Docs	west rm		yes						
double sided wood shelving	1	3/2 x 39 1/2								Govt Docs	west rm		yes						
table	1	60	30							Govt Docs	west rm		yes						
move chair	1							good		Govt Docs	west rm		yes						keep all move chairs
Chair, Plastic	3							good	2	Open Area			no		3				
Chair, Rolling Desk	8							good	2	Open Area			no						
Chair, Wood	19							Fair	2	Open Area					19	no	no		Streets wants 4 chairs
Computer Table	8							Good	2	Open Area									
Display Case A Frame	1							Good	2	Open Area		?						no	
Double Chair & Table Combo	3							12th table at corner	2	Open Area	East Side				3			no	Damage to chairs on corners. offer to other departments/ auction
File Cabinet (govt docs in open area)	8		19	7	28				2	Open Area									By government docs/newspaper dipping
Printer	1								2	Open Area									
Reservation Station	2		60	39	30			Poor	2	Open Area					2				offer to other departments/ auction
Table	1		26	26	29			Good	2	Open Area		no	?		?				By Printer. Taken from Cafe
Table, Wood	17							Fair	2	Open Area					17	no	no		3 sections right inside door are empty Room of Staff Room
3 metal shelves on wall empty	6	2' x 1'				6			2	back room Storage/ overflow									
table/desk	1	48	30						2	back room Storage/ overflow									
file cabinet	1	28	19						2	back room Storage/ overflow									
wooden wall shelves	4	2' x 1'				6 x 4			2	back room Storage/ overflow									
Table	2	60	36						2	back room Storage/ overflow									
Table	1	42	42		42 x 2				2	back room Storage/ overflow									
chairs	5							good	2	back room Storage/ overflow									keep for stuff??
Display Case Glass	3		52	36	44				3	Open Area		???							By computer s. genealogy and in children's wing

ITEM	QNTY	DIMENSIONS				NO. SHLF	SHLF CAP.	COND	CURRENT LOCATION			NEW LOCATION					Can move to another bldg?	Can move/dispose before decur?	COMMENT
		L	W	H	D				FLOOR	DEPT	RM NO.	TO DWTN BRCH	TO DIST CNTR	TO OTHER BRCH	SALV	DISP			
Locker Bulbin	6	7' 6"							3	Microfilm	Secret Room	no	no						
Map Case	1	48	36						3	Microfilm	Secret Room		yes?						
Microfilm Case	31	29	21						3	Microfilm			yes						
Microfilm Case	20	29	24						3	Microfilm			yes						
Microfilm Case (Census)	1	12"	30						3	Microfilm			yes						Census Files
Microfilm Case (TMI Collection)	1	36	18						3	Microfilm	Secret Room		yes						TMI collection drawers
Microfilm Reader	**								3	Microfilm			yes						
Microfilm Reader Table	2	60	30						3	Microfilm			yes						
Microfilm Reader Table	2	48	30						3	Microfilm			yes						
Microfilm Reader Table	1	50	48						3	Microfilm			yes						
Microfilm Reader Table	7	33	29						3	Microfilm			yes						
Shelf Wall Mounted Metal	12	3							3	Microfilm	Secret Room								
Table	1	72	32						3	Microfilm	Secret Room								
Table	1	60	30						3	Microfilm	Secret Room								
Table Wood	1	60	30						3	Microfilm									
Table Wood	1	73	36						3	Microfilm									
Desk	1	60	30						3	NE Ref			yes						
File Cabinet	23	18	29						3	NE Ref			yes						
Shelf Double Sided Metal	6	36				7			3	NE Ref			yes						
Area Stand	7		23	45	29				3	Open Area	east side		?						
Chair Plastic	5								3	Open Area			no		5				
Chair Rolling Desk	12								3	Open Area									
Chair Wood	26							Fair	3	Open Area					26	no	no		Greata wants 4 chairs
Computer Table	14	72	30					Good	3	Open Area									
Display byk Frame	1							Good	3	Open Area		?						no	
Display Case Glass	1		52	36	44				3	Open Area									By computers, genealogy and in children's art
Double Chair & Table Combo	3							180 lbs at corners	3	Open Area	East Side				3			no	Change to chairs on corners, offer to other departments/audition
File Cabinet by Mesquines	2		18	57	28				3	Open Area		yes?							By mesquines
File Cabinet by Map facing wall	3		18	57	28				3	Open Area		yes?			3				Facing wall by mesquines
File Cabinet Art photos	4		18	57	28				3	Open Area		yes?							On microfilm wall/art photos
Governor's Chair	1								3	Open Area									
Map Storage	2		47	53	35				3	Open Area									
Map Storage	7		18	57	28				3	Open Area									
Printer	1								3	Open Area									
Reservation Station	2		60	39	30			Poor	3	Open Area					2				offer to other departments/audition
Reservation Station	1		48	39	22			Fair	3	Open Area					1				offer to other departments/audition
Table by printer	1		24	30	29			Good	3	Open Area		no	?		1	1			By Printer Taken from Cafe

ITEM	QNTY	DIMENSIONS				NO. SHLF	SHLF CAP.	COND	CURRENT LOCATION			NEW LOCATION					DOES move to another branch?	Can move/dispose before closure?	COMMENT
		L	W	H	D				FLOOR	DEPT	RM NO.	TO DWTN BRCH	TO DIST CNTR	TO OTHER BRCH	SALV	DISP			
Table Wood	23							Fair	3	Open Area						23	no	no	
Jessica's office																			
work desk	1		55		30				1										
wall mount desk	1		59		30				1										
printer & stand									1										
chair	2								1										
file cabinet	1		36		18				1										
8 1/2 tables	2								1										
bulletin board	1								1										
Home board & all printer/envelopes/paper/bue breakfast & working unit desk																			
Board room									4	Admin	Board402		yes						
chair	28																		
table		154	64																
conference	1	72	19																
table	1	48	24																
table	1	24	30																
desk with computer	1	34	20																
projector																			
Laurel's office									4	Admin	Laurel411								
wooden shelves	2	32	12																
round table	1	42cm																	
chairs	4																		
desk	1	70	32																
side desk/printer	1	48	24																
conference	1	72	21																
bulletin board																			
Elizabeth's office									4	Admin	Elizabeth413								
wall mount desk	1	72	41																
desk	1	48	30																
chair	1																		
table	1	1	2																
file cabinet	1	18	18																
file cabinet	1	29	18																
dry erase board																			
Jenna																			
L shape desk	1	66	30																
2 chairs																			
table	1	16	18																
file cabinet	1	42			18														
old dd catalogue desk & chair	1	72	24																
Karen's office									4	Admin	Karen412								

ITEM	QNTY	DIMENSIONS				NO. SHLF	SHLF CAP.	COND	CURRENT LOCATION			NEW LOCATION					cost move to another branch?	Can move/dispose before disposal?	COMMENT
		L	W	H	D				FLOOR	DEPT	RM NO.	TO DWTN BRCH	TO DIST CNTR	TO OTHER BRCH	SALV	DBP			
L shape desk, one side wall hanging	1		64		21				4										
file cabinet	1		36		19				4										
file cabinet	1		27		20				4										
small table	1		21		18				4										
side chair	2								4										
supply room/blue prints									4	Admin	Supply/416								
blue pre-presses	2	47	36										yes						
blue pre-presses	1	54	42										yes						
wire floor racks																			
wall shelf for supplies L shape	1	74	66																
Stacy's office									4	Admin	Stacy/414								
L shape desk	1	46	70																
table	1	30	24																
file cabinet	1	14			18														
overhead chair	2	34																	
table	1	20	23																
Rachael's office									4	Admin	Rachael/415								
wood file cabinet	1	72	19																
file cabinet	1	15	28																
wood cratere	1	73	12																
desk	1	72	34																
center up table table	1																		
wood chair / round stool	1																		
chair	1	67	39																
glass end table	1	24	24																
bulletin board																			
Theresa's office									4	Admin	420								
desk	1		66		30														
chair	6																		
table	1		36		36														
wood shelf	2				10														
file cabinet	1		36		19														
mixing/round table	1																		
***Laser room with projector a lot																			
Facilities office/Linda & Barb									4	Admin									
file cabinets	14	19	28						4	Admin	424								
Linda																			
L shape desk	1	65	30																
	1	60	19																
file cabinets	2	36	18										yes						
shelf	1	36			12								yes						

ITEM	QNTY	DIMENSIONS				NO. SHLF	SHLF CAP.	COND	CURRENT LOCATION			NEW LOCATION					Can move to another branch?	Can move/dispose before desired?	COMMENT
		L	W	H	D				FLOOR	DEPT	RM NO.	TO DWTN BRCH	TO DIST CNTR	TO OTHER BRCH	SALV	DSP			
chairs	2																		
wall white board																			
Bart											420								
desk	1	72			36														
round table	1	30																	
chairs	2																		
file cabinets	4	36			18							yes							
wooden shelf	2	74 total			2"							no	etc						offer out
wall white board	2																		
table	1	48			18														
small tables	3																		
Wendy's office									4	Admin	Wendy's								
desk	1	80	36																
wooden shelf on floor	1	37	12																
wooden shelf on wall	1	38	10																
file cabinet	1				28							yes							
file cabinet	1				30							yes							
table	1	21			18														
bulletin board																			
chairs	2																		
HR Tim's office									4	Admin	HR/HR								
L shape desk	1	64			90														
L shape desk	1	40			60														
safe & stand	1	23			25							yes							
file cabinet	4	19			28							yes							
file cabinet	1	36			18							yes							can be replaced and replaced
file cabinet	1	25			15							yes							
file cabinet	2	36			18							yes							there says no
file cabinet	1	29			15							yes							
file cabinet on top of cabinets	1	66			28							yes							
mail room									4	Admin	Mail 18								
table	1	108	48																
chairs	2																		
mail slots	1																		
file cabinets	3	15	29									yes				no	no		City budget/annual reports - empty
Learning & stats area									4	Admin	415								
Laure desk	1	59	29																
file cabinets	2	15	29																
white board/wall floor lamp																			
hanging tables	4																		
hanging shelves (will need couple work tables)	8																		

ITEM	QNTY	DIMENSIONS				NO. SHLF.	SHLF CAP.	COND.	CURRENT LOCATION			NEW LOCATION					can move to another branch?	Can move to other place before dispose?	COMMENT
		L	W	H	D				FLOOR	DEPT	RM NO.	TO DWDM BRCH	TO DIST CNTR	TO OTHER BRCH	SALV	DSP			
tyler desk	1	59	29																
small table	1	25	35																
chairs	3																		
podium	1																		
Nancy's office									4	Admin	Nancy		no						office unit
table	1	36	36																
chairs	4																		
desk	1	55	30																
file cabinet	1	42	19																
printer/fax room									4	Admin	Copy								
printer																			
table	1	36	24																
table/fax paper cutter	1	60	30																
mini fig																			
cabinet	1	36	24																
wall mounted shelving - fac & NEO storage	3	3'																	
MARKETING									4	Admin	Marketing								
Student staff desks (the area has some cuble panels)																			
L shaped desk Empty	1	90	30		30														
round table	1	30 dia																	
chairs	2																		
file cabinet	1	36	18																
table	1	60	24																
book case	1	36	3																
printer																			
tables	2	60	36																
chairs	8																		
work station	1	74	60																
desk	1	55	30																
work table	1	42	30																
wall wooden shelves holding paper	10	3 shelves so 30 feet																	
table	1	60	30																Move to Rahr's supplies ???
desk	1	60	39																
cabinet	1	36	13																
table	1	24	36																
wood shelves/paper	1	72	22																Move to Rahr's supplies ???
desk	1	48	24																
wall hanging desk	2	72																	
table	1	24	36																

ITEM	QTY	DIMENSIONS				NO. SHELF	SHELF CAP.	COND.	CURRENT LOCATION			NEW LOCATION					Can move to another branch?	Can move/replace before closure?	COMMENT
		L	W	H	D				FLOOR	DEPT	RM NO.	TO OWEN BRCH	TO DREYCHER	TO OTHER BRCH	SALV	DSP			
desk	1	44	24																
table	1	48	24																
metal wall shelves	3	36																	
white shelves																			
file cabinets	3	29	18																
industrial rolling	1	27	32																
litho supply cart	1	48	19																
Amy									4	Admin	Amy								
desk	1	66	31																
wall bulletin board																			
file cabinet	1	18	29																
wall shelving	1	72	11																
table	1	48	36																
chairs	2																		
IT																			
table	2	72	36																
chairs	8																		
Jason desk	1	60	30																
table	1	25	18																
chairs	2																		
Lindsay desk	1	72	30																
shelf	1	36	13																
file cabinet	1	37	19																
file cabinet	1	22	1																
bulletin boards	2																		
table with printer & rolling	1	48	30																
cabinet	1	36	18																
Rodney desk L shape	1	60	30																
		30	14																
couch	1	77																	
work bench free standing on wall	2	60	36																
eric bike one from lower level																			
ed shelving free standing on wall	4	36																	
xva desk that is shared	1	60	30																
Technology	400 feet								4th FL										
Branch Supplies	200 feet plus 10 pallets								1E										
Maintaining paper storage	45 feet								4th										
Programming	450 feet								4th										
18 folding tables on rolling racks																			
18 folding tables on rolling racks																			

ITEM	QNTY	DIMENSIONS				NO. SHELF	SHELF CAP.	COND	CURRENT LOCATION			NEW LOCATION					could move to another branch?	Can move/dispose before disposal?	COMMENT
		L	W	H	D				FLOOR	DEPT	RM NO.	TO DWTN BRCH	TO DIST CNTR	TO OTHER BRCH	SALV	DISP			
80 stacking chairs																			
3 48" diameter tables																			
1 cabinet																			
1 vertical paper rack																			
12 stanchions																			
2 folding tables used for sorting																			
7 work tables 54"																			
5 cork board divider panels																			
80 folding chairs on 2 carts																			
3 folding coat hangers																			
6 30" diameter coffee tables																			
5 wood tables 6'																			
speakers & stereo/sound system																			
3 arm chairs																			
10 floor lamps																			
2 tables																			
patrum																			
old book bag area included with Amy storage																			
Collection processing										4	Admin	Book Bag							
receiving counter (could be larger)		9	48	28															
mounted wall shelves		10	3																
desk		48	34																
work station		48	31																
desk		60	30																
desk		36	14																
desk		48	30																
desk		2	18																
desk		55	31																
work station		48	30																
desk		60	30																
Rachel P double sided shelving		3	3																
cabinet		60	30																
cabinet		30	19																
work tables		2																	
desk		60	30																
crate storage		64	18																
Jan L shape desk		60	30																
desk		40	19																
Small side table		48	30																

ITEM	QTY	DIMENSIONS				NO. SHLF	SHLF CAP.	COND	CURRENT LOCATION			NEW LOCATION					could move to another branch?	Can move/replace before closed?	COMMENT
		L	W	H	D				FLOOR	DEPT	RM NO.	TO DWTN BRCH	TO DIST CNTR	TO OTHER BRCH	BALV	DEP			
desk	1	60	36																
Ber desk	2	60	30																
file cabinet	1	36	18																
ad? table	1	72	36																
desk	1	60	30																
Billy file cabinet	1	18	30																
table/desk	2	60	30																
wall shelving	16	3'																	
breakroom/meeting room																			
tables	2	60	42																
14 chairs																			
table	1	96	34																
bulletin board	1																		
cabinet	1	36	19																
wall mounted shelving	7	3'																	
table	1	36	30																
outreach/microcine	1	24	18																
refrig	1	32	32																
double sided shelving holds DVDs	6	3'																	
Collection Development																			
Gerde desk	1	72	36																
table	2	60	30																
file cabinet	1	18	28																
shelf	1	36	16																
Jackie desk	1	60	30																
shelf	1	36	16																
table	1	60	30																
Mearns desk	1	72	36																
shelf	1	36	16																
wall mounted shelving	3	3'																	
Kendall desk	1	72	36																
table	1	96	34																
bulletin boards have shelving in them	10																		
wall mounted shelving	4	3'																	
Outreach									LL	Outreach									
total of 5 staff desks/all tables have staff/book plates on them (using as storage)																			
desk	1	72																	
table	13	48	30																
table	1	72	36																

ITEM	QNTY	DIMENSIONS				NO. SHLF	SHLF CAP.	COND	CURRENT LOCATION			NEW LOCATION				DEP	can move to another bench?	Can new dispose below deck?	COMMENT
		L	W	H	D				FLOOR	DEPT	RM NO.	TO DWIN BRCH	TO DIST CNTR	TO OTHER BRCH	SALV				
desk	1	48	30																
free standing white board	2																		
floor lamp																			
table	5	60	30																
file cabinet	1	36	20																
10 chairs																			
tables	2	72	36																
metal cabinets	2	36	18																
wood shelves	2	36	22																
table	1	36	30																
table	1	25	30																
metal wall shelves	5	3'		90															
Row many book carts on 123339																			
furniture on 4th floor									4th										
GED room/stored furniture									LL	Facilities	GED room								
18 tables																			
5 file cabinets																			
6 blue side chairs																			
black children's chairs																			
2 card catalogs																			
dry erase board																			
pieces of desks																			
door																			
lights for wall desks																			
round marble tables																			
IT room in lobby									LL	Facilities	storage								
double side metal shelves	2	72																	
white tables	4																		
1 desk for IT that moves to 84th																			
2 high work stations	2	84																	
metal free standing grey shelves	2	3'		72	16														
fancy round coffee tables	3																		
orange chairs	23											PO	NO	NO	?				
Mechanical room off of old elev																			
boxes of AB shelving																			
light covers for ceiling lights																			
4 file cabinets																			

