

**QUEENS LIBRARY  
BUILDINGS AND GROUNDS COMMITTEE  
THURSDAY, FEBRUARY 21, 2019**

Central Library  
89-11 Merrick Blvd., Jamaica, NY 11432

**AGENDA**

**6:00 PM BUILDINGS AND GROUNDS COMMITTEE REGULAR MEETING**

**I. CALL TO ORDER**

**II. AGENDA**

**A. Action Item(s)**

1. Contract Authorization – System-Wide General Construction Services Requirements Contracts (ID # 1937)

**B. Report Items**

- A. Purchases Over \$5K Report November 2018 (ID # 1938)
- B. Purchases Over \$5K Report December 2018 (ID # 1939)
- C. Purchases Over \$5K Report January 2019 (ID # 1940)

**III. ADJOURNMENT**

1. Motion to Adjourn (ID # 1932)

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* February 21, 2019

*ITEM ID #:* 1937

*AGENDA:* Contract Authorization – System-Wide General Construction Services Requirements Contracts

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### **Background:**

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into general construction requirements contracts with Mac Contractor, Inc. and Mamais Construction, Corp. The Board's approval is required pursuant to the Library's Purchasing Policy, which provides, in pertinent part, that contracts for construction projects, building services, and maintenance and repair of buildings and grounds in excess of \$35,000 may be awarded only after soliciting sealed competitive bids and upon the authorization of the Library's Board of Trustees.

The Library does not presently have any requirements contracts for general construction services. The Library has been awarding general construction work through separate project-specific solicitations, government contracts or as emergency procurements.

### **Current Status:**

On November 15, 2018, the Library issued an Invitation for Bids, Bid Number 1118-1, for system-wide general construction requirements services to be awarded to multiple firms. The bid was advertised in the New York City Record, BidNet and New York State Contract Reporter, posted on the Library's website, and notification of the solicitation was sent to over two thousand (2,000) firms using the NYS and NYC MWBE directories, the NYS Service Disabled Veteran Owned Business Directory and bidder lists compiled by the Library.

The bid stated that the Library was seeking to engage the expertise of qualified vendors to provide general construction services throughout the Library system for projects ranging from a single hour up to an estimated amount of \$150,000. The bid also stated that the Library intends to award contracts to multiple vendors with the primary contract to the lowest responsible bidder

(“Primary Successful Bidder”), the second contract to the next lowest responsible bidder (“Secondary Successful Bidder”) and so forth. The Library retained the sole discretion to determine the number of firms being awarded contracts. For this solicitation the Library has determined that awarding two contracts will provide sufficient coverage and redundancy.

Bidders were required to provide a maximum hourly rate for general contracting services, which would cover the full range of general contracting services, inclusive of all overhead, profit and payment of prevailing wages and be fixed for the first year of the contract. The bid provided that a bidder’s maximum hourly rate would increase by two percent (2%) each year of the contract and that material, equipment and subcontracting of other trade work shall not exceed a twenty percent (20%) mark-up.

For the award of specific work, the bid stipulated that the Library reserves the right to award any work to the Primary Successful Bidder at or below its maximum hourly rate. In the event the Primary Successful Bidder is not available, has a lapse of insurance or submits a Statement of Work (“SOW”) which is rejected by the Library, the Library may award the relevant work to the Secondary Successful Bidder. The Library has also retained the sole discretion to make the determination that the Primary Successful Bidder has demonstrated poor performance, does not have the capability to perform the specified work at issue and/or within the required time frame, or has raised health and safety concerns in performing prior work. Under those conditions, the Library may award the work to the Secondary Successful Bidder. Furthermore, the bid provides the Library with the discretion to award work for a specific project or duration of time based on mini-bids among the two Successful Bidders.

The following eleven firms submitted timely bids:

	<b>Firm</b>	<b>M/WBE- SDVOB</b>	<b>Maximum Straight Hourly Rate</b>
1	Mac Contractor, Inc.	NYC & NYS MBE	\$119.00
2	Red Eagle Contracting, Inc.	NYC MBE	\$136.81 for carpenter 1 hour- straight prevailing wage + 20% mark up + profit.
3	Mamais Construction, Corp.	NYS & NYC WBE	\$160.00
4	Renu Contracting & Restoration, Inc.		\$162.00
5	You And Us Air Conditioning and Refrigeration LLC	NYC & NYS MBE	\$170.00
6	Unique Woodworking, Inc.	NYS & NYC MBE	\$183.13
7	Zaman Construction Corp.	NYS & NYC MBE	\$198.00
8	J.I.P Construction Corp.	NYC & NYC MBE	\$200.00

9	Nuvo Group Enterprises, Inc.	NYS SVDOB	\$270.00
10	Shaheen Construction Corp.	NYC & NYS MBE	\$274.50
11	Urban Ecospace, Inc.	NYC & NYS MBE - NYC WBE	\$412.00

Mac Contractor, Inc. (“Mac Contractor”) submitted the lowest responsive bid. The second lowest bid from Red Eagle Contracting, Inc. was deemed non-responsive because the firm did not provide a maximum hourly rate as required; instead, it provided ambiguous pricing information. Mamais Construction, Corp. (“Mamais Construction”) submitted the next lowest bid. The Library thoroughly reviewed each vendor’s experience, financial stability, references, background, completed vendor responsibility questionnaire and the PASSPort database in assessing the vendor’s responsibility. This review did not identify any negative findings or raise any integrity issues that would adversely affect an award to the two aforementioned responsive bidders.

A reference from the City’s School Construction Authority indicated that Mac Contractor performed exceptional work on a library project for P.S. 194, which it completed earlier than scheduled. A reference from Diaz Electrical stated that Mac Contractor worked as its subcontractor on projects at P.S. 559 in the Bronx and P.S. 20 in Queens and that its work exceeded expectations. Additionally, Mac Contractor has provided exceptional general contracting work for Queens Library at Glen Oaks, Whitestone and the Central Operations Center.

A reference from Columbia University stated that Mamais Construction has been retained by the University for the past twenty-five years and has performed extensive general contracting work, including the complete renovation of dorms, classrooms, public bathrooms, dining halls and roofing and that it has performed exceptionally well. A reference from CVS Pharmacy stated that Mamais Construction has held a contract to perform general construction work throughout its New York City locations and that Mamais Construction has met all expectations. A reference from Northwell Health indicated that Mamais Construction has performed over 2,000 interior renovations at its facilities and that Mamais Construction has performed exceptionally well. Mamais Construction stated in its bid that it was recently awarded a general construction requirements contract from the New York Public Library. A reference from New York Public Library confirmed this information and stated that Mamais Construction has recently been awarded work and is in the process of mobilization on two projects. Mamais Construction has also satisfactorily performed over \$600,000 in work since 2013 for the City University of New York and for the New York City Department of Housing Preservation and Development.

**Recommended Motion for Consideration by the Buildings and Grounds Committee:**

*I move that the Buildings and Ground Committee recommend to the Board of Trustees that the President and CEO be authorized to execute contracts with Mac Contractor, Inc. and Mamais Construction, Corp. for system-wide general construction requirements services for a three-year*

*term with two one- year options to renew at the Library's sole discretion at the rates proposed herein.*

### Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* February 21, 2019

*ITEM ID #:* 1938

*AGENDA:* Purchases Over \$5K Report November 2018

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**Current Status:**

The Library’s Purchasing Policy, approved by the Board of Trustees in September 2011, provides that a monthly informational report itemizing all maintenance, repair, and construction projects approved by the Library’s President & CEO in excess of \$5,000 be submitted to the Buildings and Grounds Committee. Accordingly, those maintenance, repair or renovation purchases awarded between November 1, 2018 and November 30, 2018 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Purchasing Policy, including all items purchased by utilizing Board of Trustees approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

Elmhurst                      Kone, Inc. was issued a contract to replace a Blaine valve for the elevator.

\$5,100

Central                      Seaford Avenue Corp. was issued three change orders to its sewage ejector construction contract as follows:

Original contract amount:	\$ 134,500	
Revised contract amount with prior change orders:	\$ 281,918	<b>Description:</b>
<b>Change order 10</b>	\$ (16,889.97)	Credit for electrical cleanup.
<b>Change order 11</b>	\$ 14,077.88	Modification of C-Level Pumps to permit simultaneous operation.
<b>Change order 12</b>	\$ 4,062.94	Change in pipe to match existing ductile iron instead of cast iron and installation of an additional brass check

		valve.
<b>Revised contract amount:</b>	<b>\$ 283,168.85</b>	

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* February 21, 2019

*ITEM ID #:* 1939

*AGENDA:* Purchases Over \$5K Report December 2018

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### Current Status:

The Library's Purchasing Policy, approved by the Board of Trustees in September 2011, provides that a monthly informational report itemizing all maintenance, repair, and construction projects approved by the Library's President & CEO in excess of \$5,000 be submitted to the Buildings and Grounds Committee. Accordingly, those maintenance, repair or renovation purchases awarded between December 1, 2018 and December 31, 2018 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Purchasing Policy, including all items purchased utilizing Board of Trustees approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

Poppenhussen	Varsity Plumbing and Heating, Inc. was issued a Statement of Work ("SOW") under its requirements contract for plumbing services to rebuild and reinstall two sewage ejector pumps and all related fittings.	\$ 10,868.36
Ridgewood	Barrett Inc. was issued an SOW under its requirements contract for roofing services to provide roof repairs.	\$ 7,877.65
Central	Varsity Plumbing and Heating, Inc. was issued an SOW under its requirements contract for plumbing services to replace three bladder tanks and to upgrade the existing booster pump.	\$ 9,866.75



Central Trane U.S. Inc. provided maintenance services on its HVAC proprietary equipment in accordance with its maintenance contract with the Library.

\$ 5,885

Central & Flushing JC Broderick and Associates Inc. was issued an amendment to its requirements contract for environmental consulting and testing services, to conduct routine Legionella testing in the Library’s cooling towers.

\$ 6,457.50

Central Tecogen Inc. provided maintenance services on its HVAC proprietary equipment, in accordance with its maintenance contract with the Library.

\$ 7,598.71

Ozone Park The Wits Corporation was issued a change order to its general construction contract as follows:

Original contract amount:	\$ 427,682.00	
Amount of prior change orders:	\$ 46,388.31	<b>Description:</b>
Change order 13:	\$ 12,000	Additional asbestos abatement, carpentry and finish work required.
<b>Revised contract amount:</b>	<b>\$ 486,070.31</b>	

Elmhurst Mac Contractors Inc. was issued the following change orders to its emergency contract to provide labor and materials to supply and install paver stones:

Original contract amount:	\$ 26,400.00	<b>Description:</b>
Change order 1:	\$ 18,604.02	Additional pavers and installation.
Change order 2:	\$ 1,754.92	Electrical work- disconnect and reconnect.
<b>Revised contract amount:</b>	<b>\$ 46,758.94</b>	

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* February 21, 2019

*ITEM ID #:* 1940

*AGENDA:* Purchases Over \$5K Report January 2019

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### **Current Status:**

The Library's Purchasing Policy, approved by the Board of Trustees in September 2011, provides that a monthly informational report itemizing all maintenance, repair, and construction projects approved by the Library's President & CEO in excess of \$5,000 be submitted to the Buildings and Grounds Committee. Accordingly, those maintenance, repair or renovation purchases awarded between January 1, 2019 and January 31, 2019 in excess of \$5,000 are provided below for informational purposes. Approved procurement procedures were executed in accordance with the Purchasing Policy, including all items purchased utilizing Board of Trustees approved Requirements Contracts, Government Requirements Contracts, competitive quotations or in response to emergency conditions as a matter of health and safety.

Kew Gardens Hills    EIA Electric, Inc. was issued a contract, after the Library solicited three quotes as required by the Purchasing Policy, to supply and install three LED light fixtures.

\$10,253.00

## Queens Library Board/Committee Item

*BOARD/COMMITTEE:* Buildings and Grounds Committee

*DATE OF MEETING:* February 21, 2019

*ITEM ID #:* 1932

*AGENDA:* Motion to Adjourn

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**Recommended Motion for Consideration:**

*I move that the meeting be adjourned.*