

**QUEENS LIBRARY
BUILDINGS AND GROUNDS COMMITTEE
THURSDAY, JUNE 27, 2019**

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

AGENDA

6:15 PM BUILDINGS AND GROUNDS COMMITTEE REGULAR MEETING

I. CALL TO ORDER

II. AGENDA

Action Item(s)

1. Contract Authorization – System-Wide Sewer and Drainage Services Requirements Contract (ID # 2029)
2. Contract Authorization – System Wide Door Repair and Installation Services Requirements Contracts (ID # 2030)
3. Contract Authorization – Grant Agreement Consulting Services (ID # 2025)

Report(s)

4. Purchases Over \$5K Report - May 2019 (ID # 2027)

III. ADJOURNMENT

1. Motion to Adjourn (ID # 2032)

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: June 27, 2019

ITEM ID #: 2029

AGENDA: Contract Authorization – System-Wide Sewer and Drainage Services Requirements Contract

Background:

This is an action item seeking approval from the Queens Borough Public Library's Board of Trustees for the Library to enter into a sewer and drainage services requirements contract with A&L Cesspool Services 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 be awarded only after soliciting sealed competitive bids and upon the authorization of the Library's Board of Trustees.

The Library's existing requirements contract with A&L Cesspool Services Corp. for sewer and drainage services is due to expire on August 31, 2019.

Current Status:

On March 6, 2019, the Library issued an Invitation for Bids, Bid Number 0219-1, for system-wide sewer and drainage services. 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 ten (10) firms using the NYS and NYC MWBE directories, the NYS Service-Disabled Veteran-Owned Business Directory and a bidder's list compiled by the Library. The bid stated that the Library was seeking the expertise of qualified vendors to provide system-wide sewer and drainage services throughout the Library system. Bidders were asked to provide all labor, vehicles, materials, equipment and supervision to perform sewer and drainage services on a time and materials basis. Work specified in the bid includes the servicing of Library sewer lines, drains, ejector pits and traps, and the removal of all sludge, dirt, sand, rocks, grease, and other solids or semisolid materials. Services also include locating clogs, determining the cause of

noxious odors, and, as needed, assessing the condition of pipes or drains in order to recommend steps to mitigate future incidents.

Bidders were required to provide maximum hourly rates for three sewage and drainage service categories, inclusive of all overhead, profit and payment of prevailing wages (\$58.16), with the rates fixed for the first year of the contract. The bid further provided that a bidder's maximum hourly rate for each service category would increase by two percent (2%) each year of the contract and that the cost of materials shall not exceed a twenty percent (20%) mark-up. The bid specified that each of the three service categories would have a weighted score that would be used to determine the low bid.

The maximum hourly rate categories and the weighted scores for each category follows:

- a. A single Maximum Straight Hourly Rate for Personnel, which covers the performance of all sewer and drainage activities and the equipment needed to perform such activities.
Library weighted score: 80 Points.
- b. A single Maximum Straight Hourly Rate for a Jet Vac Truck, which covers one operator and the performance of all related Jet Vac truck sewer and drainage activities and the equipment to perform such activities.
Library weighted score: 10 Points.
- c. A single Maximum Straight Hourly Rate for a Pump Truck, which covers one operator and the performance of all related Pump Truck sewer and drainage activities and the equipment to perform such activities.
Library weighted score: 10 Points.

The following two firms submitted timely bids:

Firm	A&L Cesspool Service Corp	Prestige Plumbing & Heating, Inc
Maximum Hourly Rate for Personnel/ Weighted Score	\$195 / 80.00 Points	\$280 / 55.71 Points
Maximum Hourly Rate for a Jet Vac Truck/ Weighted Score	\$250 / 10.00 Points	\$825 / 3.03 Points

Single Maximum Hourly Rate for a Pump Truck/ Weighted Score	\$300 / 10.00 Points	\$825 / 3.64 Points
Total Score	100	62.38

For each labor category, A&L provided the lowest hourly rate and it had the highest cumulative score. The Library thoroughly reviewed A&L's experience, financial stability, references, background, completed vendor responsibility questionnaire and the PASSPort database in assessing the vendor's responsibility. No issues were raised during that review, except that A&L candidly acknowledged in its bid submission that it had entered into a plea agreement in 2016 for the improper discharge of liquid waste at various unauthorized locations. That plea agreement will be discussed in greater detail below.

The Library has found A&L, in its capacity as the incumbent provider of the requisite services, to be an extremely reliable vendor, which has consistently performed work in a professional and timely manner. Other references for the firm were positive. A reference from the City's Department of Education indicated that A&L has been performing sewer ejector pit work for over fifteen (15) years and that A&L's work has exceeded expectations. A reference from the Brooklyn Veteran Affairs Hospital indicated that A&L has been the provider of sewer and drainage services for approximately twenty (20) years and that A&L has performed exceptionally. A reference from the New York City Department of Transportation (DOT) stated that A&L pumps out a large waste water tank at one of the Department's facilities three times a week, using a 3,500 gallon truck, and that the vendor has performed exceptionally in performing such work. According to the NYC Comptroller webpage, Checkbook NYC, A&L has provided over \$1 million in services to numerous City agencies, including DOT, since its October 2016 plea agreement with the U.S. Attorney's Office.

In its vendor responsibility questionnaire, A&L disclosed that it pled guilty in October 2016 to violations of the Clean Water Act ("CWA"). The charges included one count of conspiracy to violate the CWA, one count of knowing discharge in violation of the CWA, and four counts of felony permit violations under the CWA. The plea agreement related to improper discharges that took place between 2011 through 2014.

According to the U.S. Attorney's Office of the Eastern District of New York's webpage, A&L is one of the largest cesspool service providers in New York City and, among other services, A&L Cesspool clears blocked sewer lines by pumping and removing waste. A&L held a permit issued by the New York City Department of Environmental Protection that allowed it to dispose of liquid waste removed from sewer lines at designated wastewater treatment facilities. Rather than

following the rules set forth in the permit, employees of A&L repeatedly dumped liquid waste at other locations, including into various manholes at John F. Kennedy International Airport, Fort Wadsworth on Staten Island, a New York City Housing Authority housing development in Brooklyn, and into the Gowanus Canal.

In its bid, A&L stated that under the terms of the plea agreement, A&L was required to pay fines and penalties totaling \$902,400 over a two-year period. In addition, A&L was placed on probation for a two-year period and subject to oversight by a monitor. That probationary period has expired and A&L did not have any of its licenses or permits revoked or suspended and continued to perform the relevant services. In addition, A&L terminated the employees who were involved in the improper discharges.

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 a contract with A&L Cesspool Services Corp. for system-wide sewer and drainage 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: June 27, 2019

ITEM ID #: 2030

AGENDA: Contract Authorization – System Wide Door Repair and Installation Services Requirements Contracts

Background:

This is an action item seeking approval from the Queens Borough Public Library’s Board of Trustees for the Library to enter into door repair and installation services requirements contracts with Architectural Entrance Systems, Inc. and Door Automation 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’s existing door repair requirements contracts with NABSCO Entrances, Inc. and Door Automation Corp. are set to expire on June 30, 2019 and December 31, 2019, respectively.

Current Status:

On April 5, 2019, the Library issued an Invitation for Bids, Bid Number 0419-1, for system wide door repair and installation 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 five hundred (500) using the NYC MWBE directory, the NYS Service-Disabled Veteran-Owned Business Directory and a bidder’s list compiled by the Library.

The bid stated that the Library was seeking to engage qualified vendors to provide door repair and installation 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 and, based on purchases made under the prior requirements contract and the need for redundancy, has determined that awarding contracts to two vendors is appropriate.

Bidders were required to provide a maximum hourly rate for door repair and installation services, which would cover the full range of door repair and installation services, inclusive of all overhead, profit and payment of the prevailing wage rate (\$97.02) 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 four firms submitted timely bids:

Firm	M/WBE- SDVOB	Maximum Straight Hourly Rate
Maximum Security Group, Inc.		\$ 58.74
Architectural Entrance Systems, Inc.		\$ 110.00
Door Automation, Corp.		\$ 130.00
Arora Construction, Inc.	NYC & NYS MBE	\$ 138.35

Maximum Security Group, Inc. did not provide required vendor qualification information with its bid. It was given another opportunity to provide this information, however it did not submit the required information. As such, Maximum Security Group, Inc.'s bid was deemed non-responsive. Additionally, Maximum Security Group, Inc.'s maximum hourly rate was plainly insufficient to cover the required prevailing wage. Architectural Entrance Systems, Inc. ("Architectural Entrance") submitted the lowest responsive bid. Door Automation, Corp. ("Door

Automation”) submitted the next lowest responsive 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 either of the two lowest responsive bidders.

A reference from Bombardier Inc., which manages the JFK Airport AirTrain, stated that Architectural Entrance installed and maintains all of the doors at ten stations and that Architectural Entrance’s work has exceeded expectations. A reference from Harvard Maintenance, Inc., a janitorial and maintenance firm, indicated that Architectural Entrance has provided door repair and installation of card access system doors and automated doors for over ten years and that the vendor’s work has always met expectations. A reference from the City’s Department of Transportation stated that Architectural Entrance installed doors at ferry terminals over fourteen years ago and that Architectural Entrance has twice won the bid to maintain the doors and is a very good firm. According to the City’s Comptroller’s webpage, Checkbook NYC, Architectural Entrance has been paid over a million dollars for services provided to the City. According to the State Comptroller’s website, Open Book, the State University at Stony Brook awarded Architectural Entrance a contract valued over \$800,000 for automatic door repairs and servicing for the period from 2012 through 2017.

A reference from J-Track, LLC, a general construction contractor, stated that Door Automation was its subcontractor for the NYC Police Academy project in College Point, and that Door Automation’s performance exceeded expectations. A reference from Long Island MacArthur Airport indicated that Door Automation has been the Airport’s automatic door maintenance provider for over seventeen (17) years and that Door Automation has provided exceptional service. A reference from Superior Metal & Woodwork, a luxury design and fabrication company, stated that it has used Door Automation on various projects, including several involving customized bronze and revolving doors and that it recommends Door Automation without hesitation. According to the State Comptroller’s website, Open Book, the State University at Stony Brook has awarded Door Automation almost \$3 million in contracts since 2006. According to the City Comptroller’s website, Checkbook NYC, Door Automation has been awarded over \$6 million in contracts since 2006 and has provided services to the Department of Citywide Administrative Services, Department of Transportation, Health and Hospitals Corporation and Department of Health and Mental Hygiene.

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 Architectural Entrance Systems, Inc. and Door Automation, Corp. for system-wide door repair and installation 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: June 27, 2019

ITEM ID #: 2025

AGENDA: Contract Authorization – Grant Agreement Consulting Services

Background:

In January 2017, the Library entered into an initial contract in the amount of \$35,000 with Lori Mandell Consulting, LLC to review and prepare documentation related to the administration of New York City pass-through contracts (the City now utilizes a grant agreement in lieu of a pass-through contract). Her contract was increased to \$90,000 in May 2017. This work included preparing submissions to the City's Department of Design & Construction (DDC) in order to obtain reimbursement of City-funded costs incurred with respect to previous pass-through contracts.

Lori Mandell is a unique consultant in this field. She served in the Capital Planning and Construction Department at the New York Public Library (NYPL) from 1985 until she retired in 2015, having risen to the role of Senior Manager for Capital Budgets. In her time at NYPL, Lori handled over \$300 million in pass-through reimbursements for the renovation of libraries throughout Manhattan, Staten Island, and the Bronx. Since starting her consulting company at the end of 2015, Ms. Mandell has taken on several clients in addition to Queens Public Library, assisting them with the administration of their pass-through contracts.

Thus far, her work for the Library has yielded the close-out of the Windsor Park pass-through project, extant since 2009, resulting in the Library obtaining an additional \$47,178 in reimbursable costs. She has also obtained \$1,129,444 in reimbursement of project costs on the Cambria Heights pass-through contract. Ms. Mandell has also conducted considerable research and fact-finding and has helped reorganize the budget and actual expenses for the Central Library pass-through project. Her work has enabled Queens Library to recently execute a grant agreement in the amount of approximately \$6.1 million for work previously completed on that project and to compile the voluminous documentation needed for reimbursement purposes. A significant achievement was realized when the Department of Design and Construction agreed to

review the Request for Sub-Contractor Approval documentation (a critical aspect of the approval process) in advance of obtaining registration of the grant agreement with the City, which will allow for the prompt submission of reimbursement requests soon after the agreement is registered. Once the agreement is registered, the requisition process will begin promptly.

Current Status:

Lori Mandell Consulting, LLC has provided critical services and deliverables to the Library as it relates to the initiation, management, and resolution of prior pass-through projects and significant work is still needed from the consultant in order for the Library to obtain appropriate reimbursement on such projects. Her services will also be needed in the near future in connection with the grant funded project planned for the renovation of the Bay Terrace branch. Accordingly, the Library needs to enter into another consulting agreement with her in an amount not to exceed \$65,000 (based on an hourly rate of \$150) for the next fiscal year so that she can continue providing the following critical services:

Project Initiation – Draft and review paperwork for new grant agreement projects, including required budget documents.

Subcontractor Approval Packages & Other Submittals – Compile and submit subcontractor approval packages, including bid documentation and Vendex/DLS forms. Submit Quarterly and MWBE Reports.

Requisitions – Compile and submit requisitions for reimbursement to the City.

Close-out – Compile and submit close-out documentation and final requisitions for release of retainage.

Coordination with DDC – Provide general coordination and support for the Library’s dealings with DDC’s Pass-Through Unit, including advocating on the Library’s behalf.

Recommended Motion for Consideration by the Building and Grounds Committee:

I move that the Buildings & Grounds Committee recommend to the Board of Trustees that the President and CEO be authorized to execute a contract with Lori Mandell Consulting, LLC for the next fiscal year at an hourly rate of \$150 and in a total amount not to exceed \$65,000.

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: June 27, 2019

ITEM ID #: 2027

AGENDA: Purchases Over \$5K Report - May 2019

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 May 1, 2019 and May 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.

Central Kopp Electric Corp. was issued a change order to its fire alarm system contract to add fire alarm devices in the mechanical room, C Level and second floor.

Original contract amount:	\$426,100
Change order amount:	\$15,700
Prior change orders amount:	\$298,386.89
Revised contract amount:	\$740,186.89

Central Varsity Plumbing and Heating Inc. ("Varsity"), the Library's plumbing requirements vendor, was issued a Statement of Work ("SOW") to

replace defective and leaking gas piping, file permits with the Department of Buildings and to conduct required pressure tests.

\$27,257.63

Queens Library Board/Committee Item

BOARD/COMMITTEE: Buildings and Grounds Committee

DATE OF MEETING: June 27, 2019

ITEM ID #: 2032

AGENDA: Motion to Adjourn

Recommended Motion for Consideration:

I move that the meeting be adjourned.