INVITATION TO BID (Request for Proposal)

PROJECT
Youth Services Shelving Package – 1515 SW 10th Street Topeka, KS 66604

PROJECT DESCRIPTION
The Topeka and Shawnee County Public Library is a 21st-century, landmark library; most recently named the Library Journal’s 2016 Library of the Year in the U.S. and Canada. The Library features the Alice C. Sabatini Gallery, the Millennium Café, Chandler Booktique (used bookstore), free meeting rooms, computer training and Internet access. Located in the heart of Shawnee County, the Library has a collection of more than 450,000 items and serves nearly 82,000 registered borrowers. About 3,000 people walk through the doors daily. Bookmobiles make about 25 stops six days a week traveling across the county and the Library provides services to 40 senior living facilities and 130 homebound individuals. The Digital Branch Library, www.tscpl.org, serves customers’ needs 24/7.

The work includes salvaging and packing existing shelving units and end panels, new library shelving units and end panels, and relocation and reconfiguration of existing shelving throughout the renovated children’s library. Only complete Bids will be considered. Shelving installation will occur in conjunction with and in phases of building Renovations. Therefore, delivery and installation will need to be coordinated with the General Contractor.

BID RECEIVING
Date: Tuesday, September 10, 2024
Time: 3:00 PM CST
Place: Bids will be opened and read online. Email the Interior Architect for a Teams invitation to the Bid meeting.

RFP continued on next page.
**TIMELINE OF BID PROCESS**

RFP Issued: Tuesday, August 13, 2024

Submission of Voluntary Alternates:* Wednesday, August 28, 2024 at 4:00 PM

Submission of Bidder Questions:* Wednesday, August 28, 2024 at 4:00 PM

Bid Receiving: Tuesday, September 10, 2024 at 3:00 PM; bids must be received prior to this time

Board Consideration of Award: Thursday, September 19, 2024 at 4:00 pm CDT; bidders do not need to be present at the Board meeting

Notification of Decision to Bidders: on or before Wednesday, September 25, 2024 (via email)

Contract Awarded: Upon final legal approval

Project Completion Date: Substantial Completion for Renovations by General Contractor are scheduled to be completed by May 16, 2025.

General Construction Phase 1 to begin in November of 2024. GC Phase 1 anticipated duration is 4 months.

GC Phase 2 to begin in March of 2025. GC Phase 2 anticipated duration is 3 months.

Shelving Installation will occur in conjunction with Renovations.

*Bidder questions and Voluntary Alternates must be submitted to the Project Coordinator in writing, preferably by email, and copy the Interior Architect.

Bidder questions and Voluntary Alternates may not be submitted past the dates listed above.

**PROJECT PHASING**

The Shelving package is anticipated to be completed in three (3) phases. A description of work and approximate start time of phasing:

**Phase 1**

Approximate Start Date(s): Early November, 2024

Shelving Phase 1 occurs prior to demolition of Phase 1 for General Construction. Phase 1 work includes salvaging of existing Phase 1 shelving units and integrated signage as indicated on Drawing Sheet I100. Most salvaged units will be flat-packed and stored for re-installation. Coordinate with Owner to store shelving in both Storage 117 and the Basement. Approximately (10) 66"H D.F. salvaged units to be temporarily installed in Teen Center 109. Additional temporary shelving units, provided by Owner, to be installed in Teen Center 109. Library is responsible for moving all books prior to Shelving Phase 1. Coordinate with Library for sequencing.

**Phase 2**

Approximate Start Date(s): Late February, 2025

Shelving Phase 2 occurs prior to demolition of Phase 2 for General Construction. Phase 2 work includes re-installing salvaged shelving units, salvaged end panels, and salvaged signage as indicated on Drawing Sheet I101 within the boundaries of Phase 1 for General Construction. Salvage and store existing Phase 2 shelving units as indicated on Drawing Sheet I100. Library is responsible for removing all books/media within Phase 2.
area prior to de-construction of existing Phase 2 shelving. Library is responsible for re-shelving all collections within Phase 1 of the General Construction contract.

**Phase 3**
Approximate Start Date(s): Mid-Late May, 2025  
*Project completion date is Friday May 23, 2025*  
Shelving Phase 3 occurs after substantial completion of the General Construction contract. Phase 3 work includes re-installing salvaged shelving units, end panels, and signage as indicated on Drawing Sheet I101 within the boundaries of Phase 2 for General Construction. All new shelving units, end panels, canopy tops, and signage to be installed during this phase. Return a portion of the temporary shelving units in the Teen Center to the Owner. All remaining temporary shelving units in the Teen Center to be recycled.

**OWNER**
Topeka & Shawnee County Public Library  
1515 S.W. 10th Avenue  
Topeka, KS  66604-1374

Project Coordinator:  
Thad Hartman, Chief of Staff  
P: 785-580-4481  
E: thartman@tscpl.org
INSTRUCTIONS TO BIDDERS

Date: August 13, 2024

PROJECT: Youth Services Shelving Package

DEFINITIONS
Bidding documents include Invitation to Bid, Instructions to Bidders, and Bid Form including any Addenda issued prior to bid receiving.

ADDENDA
Addenda are written or graphic instruments issued prior to bid receiving which modify or interpret the bidding documents, including specifications, additions, deletions, clarifications, or corrections.

Prior to bid receiving, Addenda will be posted on the Owner’s website and each Bidder recorded by the Owner as having received the bidding documents will be notified.

Bidders shall acknowledge receipt of Addenda on the Bid Form.

Any questions or requests for information by interested bidders must be submitted in writing to the Project Coordinator, preferably by email, copy the Interior Architect, and will be posted on the Library’s webpage as a public document for anyone’s review.

EXAMINATION OF BIDDING DOCUMENTS
Each Bidder shall examine the bidding documents carefully. Any interpretation or correction will be issued as an Addendum by the Owner. ONLY A WRITTEN INTERPRETATION OR CORRECTION BY ADDENDUM SHALL BE BINDING.

BID PREPARATION
A single bid will be received for the purchase of the Shelving package for the Youth Services Renovations. Bidders will provide a complete package for the Shelving package based on the Shelving Specifications. All Basis of Design products must be bid except where Voluntary Alternates are allowed. Approved Voluntary Alternate furniture pieces may be bid in lieu of a specified Basis of Design Product.

The Owner is a political subdivision of the State of Kansas, eligible for government contract prices, and is exempt for the Kansas Retailers’ Sales Tax Act and Kansas Compensating Tax Act under the provisions of Kansas Statutes Annotated (K.S.A.) Supplement 79-3606(b).

Bids shall be made upon the BID FORM included with these specifications. Fill in all blanks on the BID FORM clearly with typewriter or ink. Total Delivery and Installation, and Project Total must also be included upon the Bid Form. Erasures or other changes in a bid must be explained or noted over the signature of the Bidder. Signature shall be in longhand by a principal duly authorized to sign contracts. Bids shall contain no alterations or recapitulation of the work. Attach completed line item Quote for the package listing each shelving piece, details, accessories, quantities, list price, and extended price for the complete Package bid.

The Owner reserves the right to: (1) waive any informalities or minor defects in the bids or bidding procedures; (2) reject any or all bids; (3) rebid the project at a later date if bids are
Youth Services Renovation

rejected; and (4) accept the bid that, in the judgment of the Topeka & Shawnee County Public Library, will be in the best interest of the Library, whether or not said bid is the lowest bid.

Bidders may not use omissions or errors in the Specifications or other contract documents to their advantage. The Owner reserves the right to issue new instructions correcting any such errors or omissions, which new instructions shall be treated as if originally included.

The Owner may make any investigation it deems necessary to determine the ability of the Bidder to perform the work. Bidders shall furnish information for this purpose to the Owner upon request. The Owner reserves the right to reject any bid if the evidence submitted by, or other investigation of, the Bidder fails to satisfy the Owner that the Bidder has the proper qualifications, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the contract agreement or to perform the work as specified.

The Bidder shall be paid in accordance with contract agreement upon award.

Bids shall be prepared and submitted in accordance with these INSTRUCTIONS TO BIDDERS.

Mail, deliver or email the BID FORM to:

Thad Hartman
Chief of Staff
TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
1515 S.W. 10th Avenue
Topeka, KS 66604-1374
P: 785-580-4481

a. Email Bid submission to thartman@tscpl.org and copy mms@htkarchitects.com
1. Email subject: Youth Services Shelving Package Bid
b. Within five days of the bid, bid results will be available from Maddie at mms@htkarchitects.com.
c. Once a bid has been submitted, you should receive an email back from mms@htkarchitects.com. If you do not receive this email, please contact Maddie at 785-266-5373 to verify your bid has been received.
d. Attendance at the bid receiving is not required. Bids will be read out loud, recorded and a bid tabulation will be emailed to those who submit bids.
e. Bids may be mailed, emailed, or be hand delivered by scheduled bid opening.
1. If submitting a paper BID FORM, enclose the BID FORM in a sealed opaque envelope bearing the legend:
   BID FORM
   Project: Youth Services Shelving Package
   Bidder: (your company name)
   Address: (your company address)

Please note: Email submission of Bid Forms is not secure, unless initiated in that manner by the Bidder. All documents in an emailed bid must be in read-only pdf format.
COORDINATOR:  The Coordinator shall assume general coordination and direction of the project. The Coordinator is:

Thad Hartman
Chief of Staff
P: 785-580-4481
E: thartman@tscpl.org

INTERIOR DESIGNER: The Interior Designer shall answer questions, evaluate voluntary alternates, review bids, and provide recommendations to the Owner. All communication to the Interior Designer must also copy the Project Coordinator. The Interior Designer is:

Maddie Safford, Interior Designer
HTK Architects
P: 785-266-5373
E: mms@htkarchitects.com

VOLUNTARY ALTERNATE PRODUCTS
All voluntary product alternates must be submitted in writing by the Dealership to the Interior Architect for review and approval by the date indicated in the Timeline of Bid Process section. Bidder must submit Product Information and Cut Sheets for review. The Bidder will be notified by the Interior Architect if a voluntary alternate product is approved for bidding within (5) days of submittal for approval. Any products included within the final Bid not previously approved by the Interior Architect and Owner may result in the rejection of the Bid.

BIDDER'S REPRESENTATION
The Bidder, by responding to this bid, represents that
1. The Bidder read and understood the INSTRUCTIONS TO BIDDERS.
2. The Bidder carefully examined all bidding documents pertaining to the project.
3. The Bidder acknowledges receipt of Addenda, if any.

BID RECEIVING
The bid proposal shall include all costs for all shelving units, delivery, and installation in the Youth Services Collections Space.

No oral or telephone bids will be considered. Modifications by telephone will be considered only on BID FORMS delivered to Owner prior to time set for bid receiving.

BID WITHDRAWAL
A Bidder may withdraw a BID FORM in writing, including via email, to Owner prior to time fixed for bid receiving.

Unless otherwise provided in any supplement to these INSTRUCTIONS TO BIDDERS, no Bidder shall modify, withdraw, or cancel the bid, or any part thereof, for thirty (30) calendar days after the date for receiving bids.

EVALUATION CRITERIA
The Owner intends to accept the bid that, in the judgment of the Topeka & Shawnee County Public Library, will be the best interest of the Library, whether or not said bid is the lowest bid. Criteria that shall be taken into consideration shall include, but not be limited to: the proposed cost, proposed time of completion, experience and competency of the Dealer, demonstrated performance to complete similar work, and capacity to complete work on time.
AWARD OF CONTRACT
The approved bidder must be prepared to provide a service/purchase contract upon notification of bid approval. A contract will be awarded as soon as possible to the responsible Bidder submitting the lowest acceptable bid, provided:
1. Evidence of the experience, qualifications and fiscal responsibility of the Bidder and the time of completion are all acceptable to the Owner.
2. The total of acceptable bids is within the Owner’s financial budget for the project.
3. The contract is legally acceptable.

REJECTION OF BIDS
The Bidder acknowledges the Owner’s right to reject any and all bids and to waive any formality or irregularity in any bid received. The Bidder recognizes the Owner’s right to reject any bid, which fails to submit the data required by the bidding documents, or is in any way incomplete or irregular. An award to the lowest Bidder is not required.

PROPOSED SCOPE OF WORK
Please refer to page 1 of this Request for Proposal for a brief summary of the proposed scope of work.

The complete scope of work to be completed by the Shelving Dealer is represented in the Contract Documents dated August 13, 2024.

SPECIFICATIONS
Drawings and specifications will be issued digitally and must be obtained from the Topeka, and Shawnee County Public Library web site at https://tscpl.org/about/request-for-proposals This is the official location for project bid information.
BID FORM

Owner: Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS  66604-1374

Bidder Name: ________________________________________________________________________

BASE BID

In compliance with the invitation and instructions to Bidders, the undersigned proposes to provide all labor, materials, equipment services, and incidentals necessary for the complete construction of the Project in accordance with the Bid Documents at the prices stated below. The Undersigned agrees to perform all Work indicated on the Drawings and described in the Specifications and Addenda thereto for the complete construction for the total sum of:

Salvage & Reinstallation of Existing Shelving:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Shelving:</td>
<td></td>
</tr>
<tr>
<td>Includes shelving units,</td>
<td></td>
</tr>
<tr>
<td>end panels, canopy tops,</td>
<td></td>
</tr>
<tr>
<td>and signage</td>
<td></td>
</tr>
<tr>
<td>Delivery &amp; Installation:</td>
<td></td>
</tr>
</tbody>
</table>

Shelving Package Total(s) (Include Shelving, Delivery & Installation):

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADDENDA

Receipt is acknowledged of Addenda numbers ____________________.

DECLARATION

The undersigned hereby declares the bid specifications have been carefully examined and this proposal is submitted in compliance therewith. The undersigned understands that competence and responsibility, time of completion, as well as any other factors of interest to the Owner may be a consideration in making the award. The Owner reserves the right to reject any or all proposals, to accept or reject alternate proposals and unit prices, and waive technicalities concerning the bid proposals received as it may be in the Owner’s best interest to do so.

Authorized Representative's Signature __________________________________________ Date __________

Title __________________________ Telephone _______________________

Company __________________________ E-Mail __________________________

Street Address __________________________ City/State/Zip __________________________
EXISTING SHELVING DEMOLISHED BY GENERAL CONTRACTOR

SHELVING SALVAGED FOR REINSTALLATION BY SHELVING MANUFACTURER

DEMO PLAN NOTES:

GENERAL - SALVAGE ALL UPRIGHT MOUNTED SIGNAGE FOR RE-INSTALLATION

1. SALVAGE EXISTING END PANEL FOR RE-INSTALLATION
2. SALVAGE EXISTING DECORATIVE END PANEL TO OWNER
3. SALVAGE EXISTING SLAT WALL SHELVING TO OWNER
4. SALVAGE EXISTING SHELVING UNIT(S) FOR REINSTALLATION
## Shelving Package

### Specification Sheets

**HTK Project No.: 2001.01-015**

**TSCPL Children's Library**

### Shelving

**Item:** Shelving

**Name:** 60" Double-Sided Starter

**Tag:** L1a

**Quantity:** 3

**Location:** Youth Services 159

**Manufacturer:** Biblo XPO (Basis of Design)

**Product:** Structure - Double Face Unit

**Dimensions:**
- W: 36"
- H: 54"
- D: 22.25"
- Shelf: 10"

### Shelving Components

<table>
<thead>
<tr>
<th>Frame Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFC-2036-5410</td>
<td>Double-Face Unit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shelves Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFC-2036-5410</td>
<td>(6) Flat Shelves</td>
</tr>
<tr>
<td>BFC-2036-5410</td>
<td>(2) Sloped Shelves at bottom of units</td>
</tr>
<tr>
<td>BFC-2036-5410</td>
<td>(4 shelves per side)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Backstop Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFC-2036-5410</td>
<td>(8) 2&quot; Backstops</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Base Plate Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFC-2036-5410</td>
<td>Baseplate req’d ea side</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Canopy Top Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFC-2036-5410</td>
<td>1&quot; thick w/H.Plam top and bottom</td>
</tr>
</tbody>
</table>

**Comments:**
- Include all brackets, hardware, levelers, and ganging accessories required for installation and joining of shelving units.

### Material Finishes:

<table>
<thead>
<tr>
<th>End Panel &amp; Canopy Top</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD, Laminate by Wilsonart, Formica, or Pionite in a Standard Finish</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Frame</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD, Manufacturer's Standard Paint Color</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shelving</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD, Manufacturer's Standard Paint Color to match Frame</td>
<td></td>
</tr>
</tbody>
</table>

### Product Details:

**Features:**
- Straight Shelving Unit
- Metal Double-Sided Cantilever Frame
- Metal Flat and Angled shelves
- Laminate End Panel where noted on drawings
- Laminate Canopy Top

**Voluntary Alternates:**
- Voluntary Alternates allowed. Submit for Approval prior to Bidding.

*Note: Images are for reference only and do not represent exact product configuration or finishes.*
**Item:** Shelving  
**Name:** 60" Double-Sided Adder  
**Tag:** L1b  
**Quantity:** 9  
**Location:** Youth Services 159  

**Manufacturer:** Biblo XPO (Basis of Design)  
**Product:** Structure - Double Face Unit  
**Dimensions:**  
- **W:** 36"  
- **Shelf:** 10"  
- **H:** 54"  
- **D:** 22.25"  

**Shelving Components**  
<table>
<thead>
<tr>
<th>Shelves</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>(6) Flat Shelves</td>
<td>BFC-2136-5410</td>
</tr>
<tr>
<td>(2) Sloped Shelves at bottom of units</td>
<td></td>
</tr>
<tr>
<td>(8) 2&quot; Backstops Baseplate req’d ea side</td>
<td></td>
</tr>
</tbody>
</table>

**Base Plate:**  
**Canopy Top:** 1" thick w/H.Plam top and bottom  

**Material Finishes:**  
**Canopy Top:** TBD, Laminate by Wilsonart, Formica, or Pionite in a Standard Finish  
**Frame:** TBD, Manufacturer’s Standard Paint Color  
**Shelving:** TBD, Manufacturer’s Standard Paint Color to match Frame  

**Comments:**  
- Include all brackets, hardware, levelers, and ganging accessories required for installation and joining of shelving units.  

**Product Details:**  
**Features:**  
- Straight Shelving Unit  
- Metal Double-Sided Cantilever Frame  
- Metal Flat and Angled shelves  
- Laminate End Panel where noted on drawings  
- Laminate Canopy Top  

**Voluntary Alternates:** Voluntary Alternates allowed. Submit for Approval prior to Bidding.  

*Note: Images are for reference only and do not represent exact product configuration or finishes.*
**Item** | Shelving  
---|---  
Name: | Double-Sided Curved Shelving - Starter  
Tag: | L2a  
Quantity: | 2  
Location: | Youth Services 159  
Manufacturer: | Biblo XPO (Basis of Design)  
Product: | Structure - Double Face Complete Unit  
Dimensions: | 18 degree 105" R  
| | H: 54"  
| | D: 22.25"  
**Shelving Components** | Code  
Frame: | Double-Face Unit  
| | BCV-2018-5410  
Shelves: | (8) Flat Shelves (4 per side), 10" deep  
Backstop: | (4) 2" Backstops  
Canopy Top: | 1" thick w/H.Plam top and bottom  
**Material Finishes:**  
Canopy Top: | TBD, Laminate by Wilsonart, Formica, or Pionite in a Standard Finish  
Frame: | TBD, Manufacturer’s Standard Paint Color  
Shelving: | TBD, Manufacturer’s Standard Paint Color to match Frame  
**Comments:** | Include all brackets, hardware, levelers, and ganging accessories required for installation and joining of shelving units.  
**Product Details:**  
Features: | ·Curved Shelving Unit  
| | ·Metal Double-Sided Cantilever Frame  
| | ·Metal Flat Shelves  
| | ·Laminate End Panel where noted on plans  
| | ·Laminate Canopy Top  
Voluntary Alternates: | Voluntary Alternates allowed. Submit for Approval prior to Bidding.  

*Note: Images are for reference only and do not represent exact product configuration or finishes.*
**Item** | **Shelving**  
--- | ---  
**Name:** | Double-Sided Curved Shelving - Adder  
**Tag:** | L2b  
**Quantity:** | 6  
**Location:** | Youth Services 159  

**Manufacturer:** Biblo XPO (Basis of Design)  
**Product:** Structure - Double Face Complete Unit  
**Dimensions:**  18 degree  
\[105'' R\]  
\[H: 54''\]  
\[D: 22.25''\]  

### Shelving Components

<table>
<thead>
<tr>
<th><strong>Code</strong></th>
<th><strong>Component</strong></th>
<th><strong>Details</strong></th>
</tr>
</thead>
</table>
| BCV-2118-5410 | Frame | Double-Face Unit  
| | Shelves | (8) Flat Shelves (4 per side), 10'' deep  
| | Backstop | (4) 2'' Backstops  
| | Canopy Top | 1'' thick w/H.Plam top and bottom  

**Material Finishes:**

| **Canopy Top:** | TBD, Laminate by Wilsonart, Formica, or Pionite in a Standard Finish  
| **Frame:** | TBD, Manufacturer's Standard Paint Color  
| **Shelving:** | TBD, Manufacturer's Standard Paint Color to match Frame  

**Comments:**

- Include all brackets, hardware, levelers, and ganging accessories required for installation and joining of shelving units.

### Product Details:

**Features:**
- Curved Shelving Unit  
- Metal Double-Sided Cantilever Frame  
- Metal Flat Shelves  
- Laminate Canopy Top  

**Voluntary Alternates:** Voluntary Alternates allowed. Submit for Approval prior to Bidding.  

*Note: Images are for reference only and do not represent exact product configuration or finishes.*
<table>
<thead>
<tr>
<th>Item</th>
<th>Shelving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Custom Mobile Display</td>
</tr>
<tr>
<td>Tag:</td>
<td>L3</td>
</tr>
<tr>
<td>Quantity:</td>
<td>4</td>
</tr>
<tr>
<td>Location:</td>
<td>Youth Services 159</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>Custom Mobile Display</td>
</tr>
<tr>
<td>Product:</td>
<td>N/A</td>
</tr>
<tr>
<td>Dimensions:</td>
<td>W: 36&quot; H: 36&quot; D: 22.25&quot;</td>
</tr>
</tbody>
</table>

**Shelving Components**

- **Frame:** Double-Face Unit
- **Shelves:** (2) Flat Metal Shelves each side, (2) Laminate Boxes each side
- **Backstop:** (4) 2" Backstops

**Material Finishes:**

- **End Panels & Box:** TBD, Laminate by Wilsonart, Formica, or Pionite in a Standard Finish
- **Frame:** TBD, Manufacturer's Standard Paint Color
- **Shelving:** TBD, Manufacturer's Standard Paint Color to match Frame

**Notes:**

- Design shown above is a starting point. Final design will be coordinated with the awarded Vendor/Manufacturer.

**Product Details:**

- **Straight Shelving Unit**
- **Metal Double-Sided Cantilever Frame**
- **Metal Flat Shelves**
- **Laminate End Panels**
- **Laminate Boxes**
- **Heavy Duty Locking Casters**
- **Integral Clear acrylic signage**

*Note: Images are for reference only and do not represent exact product configuration or finishes.*
<table>
<thead>
<tr>
<th>Item</th>
<th>Shelving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Double-Faced Media Shelving - Starter</td>
</tr>
<tr>
<td>Tag:</td>
<td>L4a</td>
</tr>
<tr>
<td>Quantity:</td>
<td>1</td>
</tr>
<tr>
<td>Location:</td>
<td>Youth Services 159</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>Biblo XPO (Basis of Design)</td>
</tr>
<tr>
<td>Product:</td>
<td>Structure - Double Face Unit</td>
</tr>
<tr>
<td>Dimensions:</td>
<td>W: 36&quot;</td>
</tr>
<tr>
<td></td>
<td>Shelf: 8&quot;</td>
</tr>
<tr>
<td></td>
<td>H: 54&quot;</td>
</tr>
<tr>
<td></td>
<td>D: 18.75&quot;</td>
</tr>
</tbody>
</table>

### Shelving Components

<table>
<thead>
<tr>
<th>Frame:</th>
<th>Double-Face Unit</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelves:</td>
<td>(8) Sloped Divider Shelves</td>
<td>BFC-2036-5408</td>
</tr>
<tr>
<td></td>
<td>(4 per side)</td>
<td>DV-20-3608</td>
</tr>
<tr>
<td>Backstop:</td>
<td>6&quot; Backstops</td>
<td></td>
</tr>
<tr>
<td></td>
<td>integrated into</td>
<td></td>
</tr>
<tr>
<td>Canopy Top:</td>
<td>1&quot; thick w/H.Plam top and bottom</td>
<td></td>
</tr>
</tbody>
</table>

**Material Finishes:**

| End Panel & Canopy Top: | TBD, Laminate by Wilsonart, Formica, or Pionite in a Standard Finish |
| Frame: | TBD, Manufacturer's Standard Paint Color |
| Shelving: | TBD, Manufacturer's Standard Paint Color to match Frame |

**Comments:**

- Include all brackets, hardware, levelers, and ganging accessories required for installation and joining of shelving units.

**Product Details:**

| Features: | · Straight Shelving Unit  |
|           | · Metal Double-Sided Cantilever Frame   |
|           | · Metal Angled Shelves                |
|           | · Laminate End Panel where noted on drawings |
|           | · Laminate Canopy Top                   |

**Voluntary Alternates:**

- Voluntary Alternates allowed. Submit for Approval prior to Bidding.

*Note: Images are for reference only and do not represent exact product configuration or finishes.*
<table>
<thead>
<tr>
<th>Item</th>
<th>Shelving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Double-Faced Media Shelving - Adder</td>
</tr>
<tr>
<td>Tag:</td>
<td>L4b</td>
</tr>
<tr>
<td>Quantity:</td>
<td>3</td>
</tr>
<tr>
<td>Location:</td>
<td>Youth Services 159</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>Biblo XPO (Basis of Design)</td>
</tr>
<tr>
<td>Product:</td>
<td>Structure - Double Face Unit</td>
</tr>
<tr>
<td>Dimensions:</td>
<td>W: 36&quot;   Shelf: 8&quot;   H: 54&quot;   D: 18.75&quot;</td>
</tr>
</tbody>
</table>

**Shelving Components**

<table>
<thead>
<tr>
<th>Code</th>
<th>Frame: Double-Face Unit (BFC-2136-5408)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelves:</td>
<td>(8) Sloped Divider Shelf (DV-20-3608)</td>
</tr>
<tr>
<td>Backstop:</td>
<td>6&quot; Backstops integrated into shelf</td>
</tr>
</tbody>
</table>

**Material Finishes:**

- **Canopy Top:** TBD, Laminate by Wilsonart, Formica, or Pionite in a Standard Finish
- **Frame:** TBD, Manufacturer’s Standard Paint Color
- **Shelving:** TBD, Manufacturer’s Standard Paint Color to match Frame

**Comments:** Include all brackets, hardware, levelers, and ganging accessories required for installation and joining of shelving units.

**Product Details:**

- Straight Shelving Unit
- Metal Double-Sided Cantilever Frame
- Metal Flat Shelves
- Laminate End Panel where noted on Drawings
- Laminate Canopy Top

**Voluntary Alternates:** Voluntary Alternates allowed. Submit for Approval prior to Bidding.

*Note: Images are for reference only and do not represent exact product configuration or finishes.*

* TSCPL Children’s Library
  Shelving Package
  Specification Sheets
  HTK Project No.: 2001.01-015
<table>
<thead>
<tr>
<th><strong>Item</strong></th>
<th><strong>End Panel</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td>50&quot;h SF End Panel</td>
</tr>
<tr>
<td><strong>Tag:</strong></td>
<td>EP1</td>
</tr>
<tr>
<td><strong>Quantity:</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Youth Services 159</td>
</tr>
<tr>
<td><strong>Manufacturer:</strong></td>
<td>Biblo XPO (Basis of Design)</td>
</tr>
<tr>
<td><strong>Composition:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dimensions:</strong></td>
<td>W: 18&quot;  D: 1&quot;  H: 50&quot;</td>
</tr>
</tbody>
</table>

*Note: Images are for reference only and do not represent exact product configuration or finishes.*

### Material Finishes:

**End Panel:** TBD, Laminate by Wilsonart, Formica, or Pionite in a Standard Finish.

**Voluntary Alternates:** Voluntary Alternates allowed. Submit for Approval prior to Bidding.

**Comments:** Include all mounting hardware required for installation.
<table>
<thead>
<tr>
<th><strong>Item</strong></th>
<th><strong>End Panel</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td>44&quot;h DF End Panel</td>
</tr>
<tr>
<td><strong>Tag:</strong></td>
<td>EP2</td>
</tr>
<tr>
<td><strong>Quantity:</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Youth Services 159</td>
</tr>
<tr>
<td><strong>Manufacturer:</strong></td>
<td>Biblo XPO (Basis of Design)</td>
</tr>
<tr>
<td><strong>Composition:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dimensions:</strong></td>
<td>W: 24&quot;  D: 1&quot;  H: 44&quot;</td>
</tr>
</tbody>
</table>

**Material Finishes:**

| **End Panel:** | TBD, Laminate by Wilsonart, Formica, or Pionite in a Standard Finish |
| **Comments:** | Include all mounting hardware required for installation. |

**Voluntary Alternates:**

Voluntary Alternates allowed. Submit for Approval prior to Bidding.
<table>
<thead>
<tr>
<th><strong>Item</strong></th>
<th>End Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td>56&quot;h DF End Panel</td>
</tr>
<tr>
<td><strong>Tag:</strong></td>
<td>EP3</td>
</tr>
<tr>
<td><strong>Quantity:</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Youth Services 159</td>
</tr>
<tr>
<td><strong>Manufacturer:</strong></td>
<td>Biblo XPO (Basis of Design)</td>
</tr>
<tr>
<td><strong>Composition:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dimensions:</strong></td>
<td>W: 24&quot;  D: 1&quot;  H: 56&quot;</td>
</tr>
</tbody>
</table>

*Note: Images are for reference only and do not represent exact product configuration or finishes.*

**Material Finishes:**

**End Panel:**  TBD, Laminate by Wilsonart, Formica, or Pionite in a Standard Finish

**Comments:**  Include all mounting hardware required for installation.

**Voluntary Alternates:**  Voluntary Alternates allowed. Submit for Approval prior to Bidding.
<table>
<thead>
<tr>
<th>Item</th>
<th>End Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>68&quot;h SF End Panel</td>
</tr>
<tr>
<td>Tag:</td>
<td>EP4</td>
</tr>
<tr>
<td>Quantity:</td>
<td>9</td>
</tr>
<tr>
<td>Location:</td>
<td>Youth Services 159</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>Biblo XPO (Basis of Design)</td>
</tr>
<tr>
<td>Composition:</td>
<td></td>
</tr>
<tr>
<td>Dimensions:</td>
<td>W: 24&quot; D: 1&quot; H: 68&quot;</td>
</tr>
</tbody>
</table>

**Material Finishes:**

**End Panel:** TBD, Laminate by Wilsonart, Formica, or Pionite in a Standard Finish

**Comments:** Include all mounting hardware required for installation.

**Voluntary Alternates:** Voluntary Alternates allowed. Submit for Approval prior to Bidding.

*Note: Images are for reference only and do not represent exact product configuration or finishes.
<table>
<thead>
<tr>
<th><strong>Item</strong></th>
<th><strong>Accessories</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td>Acrylic Signage (A)</td>
</tr>
<tr>
<td><strong>Quantity:</strong></td>
<td>14</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Youth Services 159</td>
</tr>
<tr>
<td><strong>Manufacturer:</strong></td>
<td>BibloXPO (Basis of Design)</td>
</tr>
<tr>
<td><strong>Product:</strong></td>
<td>SH-10-0036</td>
</tr>
<tr>
<td><strong>Dimensions:</strong></td>
<td>W: 36”</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>Acrylic Sign Holder</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>Set-on Acrylic Sign Holder, secured with clear double-sided adhesive tape to canopy tops of new shelving.</td>
</tr>
</tbody>
</table>

*Note: Images are for reference only and do not represent exact product configuration or finishes.*

**Material Finishes:**