

**ORANGE COUNTY LIBRARY  
SYSTEM BOARD OF TRUSTEES**

**BOARD PACKET FOR MAY, 2001**

# *ORANGE COUNTY LIBRARY SYSTEM*

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101 East Central Boulevard • Orlando, Florida 32801-2471 • 407-835-7323 • Fax 407-835-7649

*Dorothy Field, Director*

May 4, 2001

TO: Corb Sarchet, President  
Jacquelyn Perkins, Vice President  
Ron Harbert, Trustee  
Gloria Fernandez, Trustee  
Phyllis Hudson, Trustee

The Hon. Rich Crotty, Chairman of the Library Governing Board,  
Members of the Governing Board: Commissioners Teresa Jacobs, Bob  
Sindler, Mary Johnson, Clarence Hoenstine, Ted Edwards, Homer  
Hartage and Patty Sheehan, City of Orlando

FROM: Dorothy Field, Director

RE: Library Board Meeting

The next meeting of the Library Board will be 7:00 p.m., Thursday, May 10, 2001, Albertson Room, Main Library, 101 East Central Blvd., Orlando. If any board member has an item to be brought up for discussion, please call Jane Leighton before the meeting.

cc: Michael Rudd, Liaison, Membership and Mission Review Board - County  
Lou Pendas, Liaison, Nominating Board - City

**AGENDA**

**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**

**May 10, 2001**

**Call to order:** 7:00 p.m.

**President Corb Sarchet**

**Presentation:**

**Minutes: Board Meeting, April 12, 2001**

**Public comment:**

**Financial statements:**

**April 30, 2001 (Monthly Statement)**

**Statistics:**

**Action items:**

- 1. Recommend approval Scherer Construction South Creek Library.**
- 2. Recommend approval to award lighting contract Chinchor Electric.**

**Discussion:**

**Screening Committee report**

**Information:**

- 1. Director's Report**

**Next Meeting Dates: June 14, 2001; 7:00 p.m., Albertson Room, Main Library, 101 East Central Blvd., Orlando, FL, 32801. July 12, 2001; 7:00 p.m., Albertson Room, Main Library, 101 East Central Blvd., Orlando, FL 32801**

**If any person desires to appeal any decision with respect to any matter considered at a Library Board of Trustees meeting, such person will need a record of the proceedings; for this purpose, such person may need to ensure that a verbatim record of the proceedings is made to include the testimony and evidence upon which the appeal is to be based.**

**In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding due to a disability as defined by ADA may arrange for reasonable accommodations by contacting the business office on the fifth floor of the Main Library in person or by phone at 407/835-7323 at least two days prior to the meeting.**

1 ORANGE COUNTY LIBRARY SYSTEM  
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4 ORANGE COUNTY LIBRARY SYSTEM  
5 BOARD OF TRUSTEES  
6

7 Minutes of meeting April 12, 2001  
8

9 Trustees present: Corb Sarchet, President 4/0  
10 Jackie Perkins, Vice President 4/2  
11 Gloria Fernandez, Trustee 4/0  
12 Phyllis Hudson, Trustee 4/0  
13 Ron Harbert, Trustee 4/0  
14

15  
16 Staff: Dorothy Field, Director  
17 Robert Tessier, Comptroller  
18 Jane Leighton, Recording Secretary  
19

20 Mr. Sarchet opened the meeting at 7:00 p.m. in the Albertson Room of the Main Library.  
21

22 **Presentation:** 1. Selection of Artist for Sculpture:  
23

24 John Toppe of Harvard, Jolly, Clees and Toppe presented three artists' proposals for  
25 a sculpture for the Main Library.

26 Christopher Janney  
27 DeMonte & McGowin  
28 James T. Piercey

29 Staff committee asked for approval to negotiate and execute a contract with  
30 Christopher Janney for the creation of an appropriate sculpture for the Main Library.  
31 Mr. Harbert so moved subject to a cap of \$108,000. Ms. Hudson seconded the motion.  
32 Motion carried.  
33

34 **Minutes:** Minutes of March 8, 2001, approved as amended.  
35

36 **Public comment:** None  
37

38 **Financial Statements:** Approved.  
39

40 **Statistics:** Discussed by Director.  
41

42 **Action Items:**  
43

44 1. Approval of building security contractor:  
45 Mr. Harbert moved to award the contract in the amount of \$144,870 to Semco  
46 Integrated Systems to replace the security and access control system in the Main  
47 Library. Ms. Fernandez seconded the motion. Motion carried.

48 **Page 2**  
49 **Minutes of the Trustees' Meeting**  
50 **April 12, 2001**

51  
52  
53 **2. Approval of roofing contractor:**  
54 **Ms. Hudson moved to award the roofing contract in the amount of \$354,469 to**  
55 **replace the roof on the 1966 building to Bonner Roofing and Sheet Metal Inc. Mr.**  
56 **Harbert seconded. Motion carried.**

57  
58 **3. Purchase of eight scanner printers:**  
59 **Ms. Fernandez moved, Ms. Perkins seconded, approval of purchase of eight**  
60 **scanner printers at \$89,614 from GSA contract provided by Shell Office Systems.**  
61 **Motion carried.**

62  
63 **Discussion:**

64  
65 **1. Report of Screening Committee:**  
66 **Mr. Harbert, Chair of Screening Committee for Director's position, submitted**  
67 **the following names as determined by the Committee.**  
68 **Mary Lawson, Minneapolis Public Library**  
69 **C. David Warren, Richland County Public Library, Columbia, SC**  
70 **Ramiro Salazar, Dallas Public Library**  
71 **Marilyn Crouch, California State Library**  
72 **Arlita Hallam, Quality of Life Administrator, Clearwater**  
73 **Mary Anne Hodel, Ann Arbor Public Library.**  
74 **Ms. Hudson asked that Francis Buckley be added to the list. Mr. Sarchet asked**  
75 **Board members to review candidates for additional names to be added to the list**  
76 **at the May Board meeting.**

77  
78 **Information:**

- 79  
80 **1. Planning Update:**  
81 **2. Director's Report**

82  
83 **Mr. Sarchet adjourned the meeting at 8:05 p.m.**

84  
85 **Next meeting Dates: May 10, 2001, Thursday, 7:00 p.m. Albertson Room, Main Library, 101**  
86 **East Central Blvd., Orlando; June 14, 2001, Thursday, 7:00 p.m., Albertson Room, Main**  
87 **Library, 101 East Central Blvd., Orlando.**

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND REVENUE SUMMARY  
04/30/01**

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>% RCVD (7 months=58%)</b>
<b>AD VALOREM TAXES</b>	18,852,584	18,027,584	825,000	95.6%
<b>INTERGOVERNMENTAL REVENU</b>				
State Aid	1,627,883	1,752,099	-124,216	107.6%
Literacy Grant	40,000	30,000	10,000	75.0%
Law Collection Fees	195,000	118,065	76,935	60.5%
	<u>1,862,883</u>	<u>1,900,164</u>	<u>-37,281</u>	<u>102.0%</u>
<b>CHARGES FOR SERVICES</b>				
Fee Cards	18,000	11,360	6,640	63.1%
Copy & Vending	160,000	98,034	61,966	61.3%
	<u>178,000</u>	<u>109,394</u>	<u>68,606</u>	<u>61.5%</u>
<b>FINES</b>				
Fines	450,000	258,437	191,563	57.4%
Lost Materials	40,000	23,603	16,397	59.0%
	<u>490,000</u>	<u>282,040</u>	<u>207,960</u>	<u>57.6%</u>
<b>MISCELLANEOUS REVENUES</b>				
Interest Earnings	550,000	325,043	224,957	59.1%
Rents	6,000	2,326	3,674	38.8%
Sale of Fixed Assets	0	0	0	
Book Sales	22,000	13,563	8,437	61.7%
Computer Disk Sales	0	1,211	-1,211	
Contributions - Friends of Library	75,000	59,948	15,052	79.9%
Contributions - Others	3,000	3,656	-656	121.9%
Telephone Technical Discount	0	0	0	
Miscellaneous Revenues	30,000	23,216	6,784	77.4%
	<u>686,000</u>	<u>428,963</u>	<u>257,037</u>	<u>62.5%</u>
<b>TRANSFER FM TAX COLLECTOR</b>	155,000	0	155,000	0.0%
<b>TOTAL REVENUES</b>	<u><u>22,224,467</u></u>	<u><u>20,748,145</u></u>	<u><u>1,476,322</u></u>	<u><u>93.4%</u></u>

**ORANGE COUNTY LIBRARY DISTRICT  
OPERATING FUND EXPENDITURE SUMMARY  
04/30/01**

	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>% EXPEN (7 months=58%)</b>
<b>PERSONAL SERVICES</b>				
Salaries	9,458,576	4,839,466	4,619,110	51.2%
Medicare Taxes	137,148	70,978	66,170	51.8%
DCP - Retirement Contributions	660,208	638,394	21,814	96.7%
DBP - Retirement Contributions	599,842	329,595	270,247	54.9%
Life and Health Insurance	1,034,118	562,315	471,803	54.4%
Worker's Compensation	99,316	62,524	36,792	63.0%
Unemployment Compensation	9,806	1,824	7,982	18.6%
	<u>11,999,014</u>	<u>6,505,096</u>	<u>5,493,918</u>	<u>54.2%</u>
<b>OPERATING EXPENDITURES</b>				
Professional Services	150,000	137,616	12,384	91.7%
Other Contractual Services	208,000	141,039	66,961	67.8%
Other Contract. Serv.- Janitorial	182,000	95,390	86,610	52.4%
Travel	60,000	46,345	13,655	77.2%
Telecommunication	236,000	103,416	132,584	43.8%
Delivery and Postage	632,000	423,770	208,230	67.1%
Utilities	570,000	250,077	319,923	43.9%
Rentals and Leases	1,044,000	637,276	406,724	61.0%
Insurance	76,000	54,329	21,671	71.5%
Repair and Maintenance	350,000	235,964	114,036	67.4%
Repair & Maint. - Hardware/Software	134,000	59,572	74,428	44.5%
Copying/Printing	90,000	46,271	43,729	51.4%
Property Appraiser's Fee	230,000	115,481	114,519	50.2%
Tax Collector's Fee	370,000	360,552	9,448	97.4%
Contingency	300,000	0	300,000	0.0%
Supplies	430,000	208,975	221,025	48.6%
	<u>5,062,000</u>	<u>2,916,073</u>	<u>2,145,927</u>	<u>57.6%</u>
<b>CAPITAL OUTLAY</b>				
Building and Improvements	1,132,000	93,703	1,038,297	8.3%
Equipment and Furniture	518,000	29,784	488,216	5.7%
	<u>1,650,000</u>	<u>123,487</u>	<u>1,526,513</u>	<u>7.5%</u>
<b>LIBRARY MATERIALS</b>				
Materials - Rest. Contributions	32,000	9,412	22,588	29.4%
Materials - Literacy	40,000	59,681	-19,681	149.2%
Materials - Law	195,000	111,449	83,551	57.2%
Materials - ODC	350,000	0	350,000	0.0%
Materials - Other	2,925,000	1,916,147	1,008,853	65.5%
	<u>3,542,000</u>	<u>2,096,689</u>	<u>1,445,311</u>	<u>59.2%</u>
<b>TRANSFER TO BR DEBT SERV FU</b>	416,779	208,389	208,390	50.0%
<b>TRANSFER TO CAP PROJECTS FU</b>	0		0	
<b>TOTAL EXPENDITURES</b>	<u>22,669,793</u>	<u>11,849,734</u>	<u>10,820,059</u>	<u>52.3%</u>

**ORANGE COUNTY LIBRARY SYSTEM**

**STATISTICAL REPORT**

March '01

<b>CIRCULATION</b>	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
<b>Main</b>	<b>120,813</b>	<b>103,774</b>	<b>16.42%</b>
<b>Branches</b>	<b>248,786</b>	<b>221,721</b>	<b>12.21%</b>
<b>Total</b>	<b>369,599</b>	<b>325,495</b>	<b>13.55%</b>

<b>DOOR COUNT</b>	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
<b>Main</b>	Main Door count unavailable for March '01		<b>#VALUE!</b>
<b>Branches</b>	<b>154,746</b>	<b>154,692</b>	<b>0.03%</b>
<b>Total</b>	<b>154,746</b>	<b>154,692</b>	<b>0.03%</b>

	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
<b>BORROWERS</b>	<b>45,766</b>	<b>43,249</b>	<b>5.82%</b>

<b>PROGRAM</b>	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
<b>ATTENDANCE</b>			
<b>Main</b>	<b>3,876</b>	<b>1,939</b>	<b>99.90%</b>
<b>Branches</b>	<b>6,176</b>	<b>6,282</b>	<b>-1.69%</b>
<b>Outreach</b>	<b>2,423</b>	<b>2,504</b>	<b>-3.23%</b>
<b>Total</b>	<b>12,475</b>	<b>10,725</b>	<b>16.32%</b>

	<b>2001</b>	<b>2000</b>	<b>% gain or loss</b>
<b>Quest Line</b>	<b>9,784</b>	<b>10,075</b>	<b>-2.89%</b>
<b>MAYL</b>	<b>33,757</b>	<b>30,243</b>	<b>11.62%</b>
<b>Requests</b>	<b>34,179</b>	<b>29,506</b>	<b>15.84%</b>
<b>Registrations</b>	<b>204,008</b>	<b>200,009</b>	<b>2.00%</b>



## ORANGE COUNTY LIBRARY SYSTEM

### LIBRARY ON LINE STATISTICS

	OCT '98	NOV '98	DEC '98	JAN '99	FEB '99	MARCH '99	APRIL '99	MAY '99	JUNE '99	JULY '99	AUG '99	SEPT '99	TOTAL FY'99
LOGINS-TOTAL	57,884	55,406	44,155	56,537	58,675	61,183	58,385	47,663	54,850	59,069	64,633	61,070	679,510
CAT. SEARCHES	94,747	93,783	63,521	94,524	92,606	91,674	92,034	79,027	86,982	90,504	94,244	92,831	1,066,477
RENEWALS	11,807	12,126	11,886	11,776	13,174	7,004	13,290	12,562	15,051	14,879	15,378	16,896	155,829
REF QUESTIONS	130	116	93	166	142	167	143	141	158	159	146	152	1,713
REQUESTS-SS	6,561	6,192	5,134	8,495	7,705	8,590	8,390	8,047	10,698	9,766	10,972	10,057	100,607
REQUESTS-CD	1,626	1,504	1,488	2,291	2,223	2,110	2,126	2,139	2,694	2,776	3,209	3,268	27,454
SUGGESTIONS	47	42	60	47	57	45	65	60	67	76	79	44	689
	OCT '99	NOV '99	DEC '99	JAN '00	FEB '00	MAR '00	APR '00	MAY '00	JUNE '00	JULY '00	AUG '00	SEPT '00	TOTAL FY'00
LOGINS-TOTAL	65,790	61,414	49,110	61,630	67,150	70,373	66,836	64,224	67,191	69,020	75,272	71,230	789,240
CAT. SEARCHES	96,593	94,444	67,579	99,665	105,901	104,866	100,203	93,810	101,622	103,349	108,701	109,031	1,185,764
RENEWALS	18,251	17,928	16,013	17,275	19,137	20,622	20,626	20,645	19,951	22,129	23,035	20,771	236,383
REF QUESTIONS	171	140	114	159	169	169	162	128	190	163	183	199	1,947
REQUESTS-SS	10,036	8,495	7,687	11,550	11,585	11,596	11,032	11,759	14,264	15,314	15,351	14,554	143,223
REQUESTS-CD	3,092	2,899	2,160	3,230	2,870	2,870	3,048	3,233	4,152	3,804	4,122	4,137	39,617
SUGGESTIONS	47	43	36	45	42	41	62	49	56	76	67	51	615
	OCT '00	NOV '00	DEC '00	JAN '01	FEB '01	MAR '01	APR '01	MAY '01	JUNE '01	JULY '01	AUG '01	SEPT '01	TOTAL FY'01
LOGINS-TOTAL	76,921	71,187	59,220	78,112	76,296	86,676							
CAT. SEARCHES	119,692	103,459	79,908	122,679	113,429	137,239							
RENEWALS	25,166	25,400	21,782	23,706	24,534	28,018							
REF QUESTIONS	177	132	123	166	171	203							
REQUESTS-SS	15,025	13,039	10,332	17,458	14,806	16,491							
REQUESTS-CD	3,977	3,622	2,680	4,297	3,632	4,458							
SUGGESTIONS	49	38	37	36	48	44							

**Orange County Library System  
Circulation Statistics  
March 1, 2001 - March 31, 2001**

<b>Location</b>	<b>Days Open</b>	<b>Circulation Total</b>	<b>% of Total</b>	<b>Year Ago</b>	<b>Gain -Loss</b>	<b>%Gain -Loss</b>	<b>Total Visits</b>	<b>Visits Year Ago</b>	<b>Gain -Loss</b>	<b>%Gain -Loss</b>
<b>Main</b>	<b>31</b>	<b>116,492</b>	<b>28.88%</b>	<b>100,192</b>	<b>16,300</b>	<b>16.27%</b>	Main door count unavailable for March '01		<b>0.00%</b>	
<b>MAYL</b>	<b>27</b>	<b>33,757</b>	<b>8.37%</b>	<b>30,243</b>	<b>3,514</b>	<b>11.62%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Talking Books</b>	<b>31</b>	<b>4,321</b>	<b>1.07%</b>	<b>3,582</b>	<b>739</b>	<b>20.63%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Herndon</b>	<b>27</b>	<b>27,020</b>	<b>6.70%</b>	<b>22,598</b>	<b>4,422</b>	<b>19.57%</b>	<b>15,319</b>	<b>13,559</b>	<b>1,760</b>	<b>12.98%</b>
<b>Alafaya</b>	<b>27</b>	<b>35,666</b>	<b>8.84%</b>	<b>34,647</b>	<b>1,019</b>	<b>2.94%</b>	<b>16,104</b>	<b>18,315</b>	<b>(2,211)</b>	<b>-12.07%</b>
<b>Southeast</b>	<b>27</b>	<b>23,823</b>	<b>5.91%</b>	<b>23,901</b>	<b>(78)</b>	<b>-0.33%</b>	<b>14,942</b>	<b>15,536</b>	<b>(594)</b>	<b>-3.82%</b>
<b>Hiawasse</b>	<b>27</b>	<b>24,346</b>	<b>6.04%</b>	<b>19,663</b>	<b>4,683</b>	<b>23.82%</b>	<b>16,949</b>	<b>14,835</b>	<b>2,114</b>	<b>14.25%</b>
<b>Southwest</b>	<b>27</b>	<b>28,629</b>	<b>7.10%</b>	<b>25,057</b>	<b>3,572</b>	<b>14.26%</b>	<b>15,431</b>	<b>16,788</b>	<b>(1,357)</b>	<b>-8.08%</b>
<b>Edgewater</b>	<b>27</b>	<b>19,102</b>	<b>4.74%</b>	<b>18,724</b>	<b>378</b>	<b>2.02%</b>	<b>19,028</b>	<b>18,444</b>	<b>584</b>	<b>3.17%</b>
<b>North Orange</b>	<b>27</b>	<b>26,489</b>	<b>6.57%</b>	<b>22,898</b>	<b>3,591</b>	<b>15.68%</b>	<b>13,304</b>	<b>13,739</b>	<b>(435)</b>	<b>-3.17%</b>
<b>South Orange</b>	<b>27</b>	<b>26,685</b>	<b>6.62%</b>	<b>22,683</b>	<b>4,002</b>	<b>17.64%</b>	<b>16,211</b>	<b>16,785</b>	<b>(574)</b>	<b>-3.42%</b>
<b>South Trail</b>	<b>27</b>	<b>12,244</b>	<b>3.04%</b>	<b>11,246</b>	<b>998</b>	<b>8.87%</b>	<b>10,263</b>	<b>8,884</b>	<b>1,379</b>	<b>15.52%</b>
<b>West Orange</b>	<b>23</b>	<b>11,040</b>	<b>2.74%</b>	<b>9,407</b>	<b>1,633</b>	<b>17.36%</b>	<b>5,948</b>	<b>6,397</b>	<b>(449)</b>	<b>-7.02%</b>
<b>Windermere</b>	<b>23</b>	<b>9,486</b>	<b>2.35%</b>	<b>8,147</b>	<b>1,339</b>	<b>16.44%</b>	<b>6,261</b>	<b>5,377</b>	<b>884</b>	<b>16.44%</b>
<b>Wash. Park</b>	<b>23</b>	<b>4,256</b>	<b>1.06%</b>	<b>2,750</b>	<b>1,506</b>	<b>54.76%</b>	<b>4,986</b>	<b>6,033</b>	<b>(1,047)</b>	<b>-17.35%</b>
<b>Total</b>	<b>401</b>	<b>403,356</b>	<b>100.00%</b>	<b>355,738</b>	<b>47,618</b>	<b>13.39%</b>	<b>154,746</b>	<b>154,692</b>	<b>54</b>	<b>0.03%</b>

# **ORANGE COUNTY LIBRARY SYSTEM**

101 East Central Boulevard, Orlando Florida 32801, (407) 835-7611, Fax (407) 835-7648

Dorothy Field, Director

May 4, 2001

**TO:** Library Board of Trustees

**FROM:** Dorothy Field

**SUBJECT:** General Contractor Recommendation – South Creek Library

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## **Project**

The project is the construction of our prototype branch library at the corner of Deerfield Blvd. and Balcombe Road in the Southchase development in South Orange County. The new facility will replace the existing South Orange Library, which is in leased space.

## **Bid Process**

The bid process is based on the requirements of the Florida State Library Construction Grant. The process requires that those construction projects in excess of \$250,000 be competitively bid. The contract is to be awarded to the qualified bidder submitting the lowest, acceptable, responsive bid.

On March 25, 2001, an Invitation to Bid was published in the *Orlando Sentinel*. In addition, copies of the Invitation were sent to the City and County Minority/ Women Business Enterprise (M/WBE) departments.

Eighteen contractors attended the mandatory pre-bid conference held at the Alafaya Library on April 10, 2001.

A summary of the bids received by the deadline is attached. After reviewing the alternates, we decided to include alternate # 1.3 (Trane HVAC control system) and # 2 (improved toilet flushing mechanism) in the scope of the project. Including these alternates, the lowest bidder was Scherer Construction (\$1,609,750) followed by Clancy & Theys Construction (\$1,664,800), and then Whiting-Turner Construction (\$1,759,300). Scherer's bid was substantially lower than the others and thus, of serious concern.

The due diligence process to evaluate Scherer's bid included the following:

- Review Scherer's sub-contractors
- Review bids obtained by Scherer from its sub-contractors and compare to sub-contractor bids for West Oaks project
- Meet with the President and Estimator of Scherer to address questions and concerns
- Visit a job currently under construction by Scherer
- Check references

The review of Scherer's sub-contractors and the corresponding bids prompted some questions from our architect, Harvard Jolly Clees Toppe. Scherer addressed these concerns and provided responses in writing to HJ. HJ subsequently informed us the questions were answered to their satisfaction.

On Tuesday, May 1, Library staff and our architect met with Scherer's President, Clark Keator; Estimator, Clarence Thornton; and Assistant Estimator, Kevin Kennel to discuss the project. We voiced concern that Scherer's bid might be too low and then explained our previous experience with a contractor whose low bid we accepted. Shortly before construction was to begin we were informed he had detected an error in his bid. This error cost us considerable time and some money. Based on advice from counsel, we specifically asked Scherer, "Do you intend to perform the project at the bid price in accordance with the complete plans and specifications?". Mr. Keator's response was, "Absolutely."

Scherer Construction has been in business 17 years. One of the references provided by Scherer is a shopping center currently under construction at the corner of Dr. Phillips and Sand Lake Road. Scherer indicated the size of the project was \$10,000,000. References received for this project and projects completed by Scherer in recent years were very favorable.

#### **Recommendation**

Based on references, past history, responses from Mr. Keator and Mr. Thornton and Harvard Jolly's response to us we are satisfied our concerns have been resolved. We recommend the Board

- Award the contract in the amount of \$1,609,750 for the construction of the South Creek Library to Scherer Construction.
- Authorize staff to negotiated and execute a contract with Scherer Construction

Contractor	Attachments			Noted		Base Bid	Proposal					Evaluation Base + 1.3 + 2
	Bid Form	Bid Bond	AIA A305	Add. 1	Add. 2		Alt. 1.1	Alt. 1.2	Alt. 1.3	Alt. 2	Alt. 3	
Scherer Construction	no seal	X	X	X	X	\$1,610,000.00	NO BID	INCLUDED	\$1,000.00	-\$1,250.00	NO BID	\$1,609,750.00
Clancy & Theys Construction	X	X	X	X	X	\$1,666,000.00	NO BID	(\$1,000.00)	\$0.00	-\$1,200.00	-\$5,946.00	\$1,664,800.00
Whiting-Turner Construction	no seal	X	X	X	X	\$1,759,000.00	NO BID	-	\$1,000.00	-\$700.00	NO BID	\$1,759,300.00
Lathan Construction	X	X	X	X	X	\$1,772,000.00	NO BID	INCLUDED	\$0.00	-\$700.00	-\$250.00	\$1,771,300.00
Saturn Builders	X	X	X	X	X	\$1,751,000.00	NO BID	\$35,000.00	\$36,000.00	\$0.00	NO BID	\$1,787,000.00
Mark Construction Co.	X	X	X	X	X	\$1,760,000.00	NO BID	\$35,000.00	\$36,400.00	-\$700.00	\$2,800.00	\$1,795,700.00
Dooley & Mack Construction	X	X	X	X	X	\$1,830,644.00	NO BID	(\$1,000.00)	\$0.00	\$1,500.00	\$5,000.00	\$1,832,144.00
United Enterprises	X	X	X	X	X	\$1,809,000.00	NO BID	\$35,000.00	\$36,000.00	-\$1,000.00	NO BID	\$1,844,000.00
Construction Technology	X	X	X	X	X	\$1,850,000.00	NO BID	INCLUDED	\$3,000.00	-\$700.00	NO BID	\$1,852,300.00
R.D. Michaels, Inc.	X	X	X	X	X	\$1,840,000.00	NO BID	( INCLUDED ) 35,000.00	\$36,000.00	-\$700.00	-\$1,000.00	\$1,875,300.00
C&D Construction	X	X	X	X	X	\$1,892,480.00	NO BID	( INCLUDED ) 39,000.00	\$40,000.00	-\$700.00	-\$1,600.00	\$1,931,780.00
H.J. High Construction	X	X	X	X	X	\$1,926,000.00	NO BID	( INCLUDED ) 35,000.00	\$36,000.00	-\$600.00	\$4,028.00	\$1,961,400.00
Hunter-Nelson						NO BID	-	-	-	-	-	***
J.M. Construction						NO BID	-	-	-	-	-	***
Metric						NO BID	-	-	-	-	-	***
RKS Construction						NO BID	-	-	-	-	-	***

# ***ORANGE COUNTY LIBRARY SYSTEM***

*101 East Central Boulevard, Orlando Florida 32801, (407) 835-7611, Fax (407) 835-7648*

*Dorothy Field, Director*

May 4, 2001

TO: Bob Tessier

FROM: John Claytor

SUBJECT: Main Library Exterior Lighting Contractor Recommendation

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## **Project**

The purpose of the project is to update the Main Library exterior lighting for both aesthetic and security purposes. The scope of the project includes the following:

- Replace the in-ground fixtures around the perimeter of the building, including those in the sidewalk
- Add security lighting in the 'garden' areas and at the emergency exits
- Replace the lights under the entrance canopy and add a stucco soffit
- Replace the fixtures above the drive-up window

The plans and specifications were prepared by our architect, Havard Jolly Clees Toppe, based on a design from lighting consultant, Robert Laughlin.

## **Bidding Process**

The bidding process is dictated by the Florida Statutes, which require public advertisement of an Invitation to Bid. The contract is to be awarded to the qualified bidder submitting the lowest, acceptable, responsive bid.

On March 10, 2001, an Invitation to Bid was published in the *Orlando Sentinel*. In addition, copies of the Invitation to Bid were sent to the City and County Minority/Women Business Enterprise (M/WBE) departments.

Of the 6 contractors, which attended the mandatory pre-bid conference, 3 submitted bids by the due date. The following summarizes the base bids received, less an alternate to delete 6 arm fixtures for the East end of the building. The fixtures were deleted from the scope of the project due to the high cost, about \$32,000.

<b>Company</b>	<b>Base - Alternate</b>
Chinchor Electric	\$191,461
Sentry Electric	\$210,358

The third contractor, Ace Electric, gave a base bid but did not provide the alternate bid, as required by the bid documents. As a result, the Ace Electric bid was declared non-responsive.

**Recommendation**

Chinchor Electric is the electrical sub-contractor for the West Oaks Library project. They have performed well on the project thus far. Reference calls were made for recently completed Chinchor projects. All the references checked were very good. The bid amount is within our overall budget for the Main Library exterior renovation project.

We recommend the Board

- award the contract in the amount of \$191,461 to for the Main Exterior lighting Chinchor Electric.
- Authorize staff to execute the contract with Scherer Construction.

# ***ORANGE COUNTY LIBRARY SYSTEM***

*101 E. Central Blvd. Orlando, FL 32801-2471, (407) 835 7323, Fax (407) 835 7648*

*Dorothy Field, Director*

**May 4, 2001**

**TO: Board members**  
**FROM: Dorothy Field**  
**SUBJECT: Report**

## **CONSTRUCTION UPDATES:**

### **West Oaks**

The finish work (painting, wood molding, ceiling) continues on the interior. Our general contractor, Whiting-Turner, is working toward “powering” up the building in the next couple of weeks. Carpet installation is tentatively scheduled for May. On the exterior, the parking lot has been paved and the landscaping work continues.

Our architect, Harvard Jolly Clees Toppe, has expressed concern to Whiting-Turner about the installation of the standing metal seam roof. Consultants have been hired by the Library, Whiting-Turner, and the roofing sub-contractor, Lusa Roofing, to investigate. The project remains on schedule and within budget.

### **Main Exterior Renovation**

A contractor recommendation for the exterior lighting is included in this packet. The landscaping portion of the project is being rebid.

### **Main Interior Renovation**

Both the Albertson Room and the new offices for Division of Branches are scheduled for completion in May.

### **Roof Replacement – Old Building (Main Library)**

We expect to receive a signed contract from Bonner Roofing & Sheet Metal, Inc. shortly. A pre-construction meeting is scheduled for May 15 and actual construction in early June. The project is expected to be completed about 90 days after construction begins.

### **Future Main Library Projects**

Some of the public areas are not as well lighted as we would like. We have contracted with the engineers for the Main library expansion, Tilden Lobnitz Cooper, to make recommendations and estimate costs for retrofitting the existing 2X2’ fluorescent and canister fixtures to provide more light.



We have also contracted with a national elevator consultant, Lerch, Bates & Associates, to determine the scope of work needed to modernize our elevators and estimate the associated costs. The two elevators in the old building have not been updated since the building was constructed in 1966. Reliability is becoming more of a concern as is the availability of parts.

We are pursuing both projects now to determine cost for next year's budget.

## **OTHER**

### **Literacy open house:**

On Thursday, May 24, 2002 at 2:00 in the afternoon, a Literacy Open House will be held here at the Main Library. The event will introduce to the public our newly expanded Adult Literacy Collection which has been largely funded by an LSTA grant received from the State Library. Invitations are being sent to local literacy tutors and students but the event is open to the public. Joyce Whidden, Executive Director of the Adult Literacy League, Sandy Newell from the State Library and Dorothy Field will speak.

### **Take your children to work day:**

The Library celebrated the annual Take your children to work Day with a visit from children whose parents (there were also aunts and one older sister present) were employees. The day began with a welcome in the Infopower Suite followed by a tour of the Library. Older children were introduced to college and career information in Social Science. After lunch, the children enjoyed a story narrated by a member of the story telling troupe. The rest of the day was spent observing relatives at their work stations.

### **Friends Annual meeting:**

The annual meeting and luncheon of the Friends of the Library and volunteers will take place May 12, 12:00 noon, in the newly refurbished Albertson Room (formerly the Oak Room). Please contact Marilyn in Community Relations, 407 835-7480, if you plan to attend.

# West Oaks Project Summary

April 30, 2001

<u>Category</u>	<u>Original Budget Approved 8/12/99</u>	<u>Revised Budget</u>	<u>Expended To Date</u>
Land	300,000.00	276,412.50	276,412.50
Architect/Engineer	95,000.00	98,520.00	89,314.00
Construction			
Whiting-Turner Contracting Co.	1,700,000.00	1,680,135.00	1,280,821.00
Collins & Aikman (carpet)		34,304.64	
Impact&Fees	100,000.00	55,000.00	45,363.30
Testing	8,000.00	8,000.00	6,895.00
Other		15,000.00	8,173.54
	<u>1,808,000.00</u>	<u>1,792,439.64</u>	<u>1,341,252.84</u>
Contingency	150,000.00	102,627.86	
<b>Total Project</b>	<b><u>2,353,000.00</u></b>	<b><u>2,270,000.00</u></b>	<b><u>1,706,979.34</u></b>

**Estimated Completion Date: July 2001**

**From:** INFO  
**Sent:** Friday, May 04, 2001 7:45 AM  
**To:** Field, Dorothy  
**Subject:** FW: Thank you!

From: Master Custom Builder Council [<mailto:mcbc@custombuilt.com>]  
Sent: Thursday, May 03, 2001 2:20 PM  
To: info@ocls.lib.fl.us  
Subject: Thank you!

I can't even begin to tell you how much I appreciate the job you guys do and the fact that I can get books so easily. Thank you Thank you Thank you!

Please let me know if most books come in large print?

Again, thanks for the service you do for us.

Dixie B. Goolsby  
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From: INFO  
Sent: Wednesday, May 02, 2001 10:27 AM  
To: Field, Dorothy  
Subject: FW: Library On Line title request

Thank you for responding to my question. This is the best library system I have ever been fortunate enough to use.  
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Comment from patron on our e-mail.

"This is not a suggestion but a compliment. Just wanted you and your colleagues to know how much I love this library and your outstanding service. Hope you will pass along my fan mail!!!