

# HASTINGS PUBLIC LIBRARY BOARD OF TRUSTEES

## Meeting Agenda

April 5, 2023 4:30pm

Community Room

1. Call to order
2. Agenda p. 1-2
3. Public Comments
4. Correspondence - none
5. Approval of Minutes p. 3-4
  - a. March 6, 2023
6. Financial Reports p. 5-6
  - a. February invoices
  - b. February budget report p. 7-10
7. Library Director's Report p.11-16
  - a. March
8. Committees
  - a. Budget and Finance
  - b. Building and Grounds
  - c. Personnel
  - d. Policy
  - e. Marketing
  - f. Capital Campaign
9. Unfinished Business
  - a. none
10. New Business – meeting business explanations p. 17-18
  - a. First reading of the Library Board of Trustees Bylaws. p. 19-23
  - b. Consider approval of the bid from Battle Creek Glass for removal and installation of the building's exterior window for \$600,000. p. 24-42
  - c. Consider approval of the bid from Eckhoff & DeVries Painting to paint the interior of the building, as well as replace and repair drywall for \$61,485. p. 43-51
  - d. Consider the mechanical contractor's bids and the timeline necessary to get the equipment in order for installation to take place:
    - 1) DHE Plumbing and Mechanical - \$247,360 p. 52-58
    - 2) T.H. Eifert Mechanical Contractors - \$281,500 p. 59-65
  - e. Consider approving \$75,000 as a contingency for possible unforeseen expenses for the window project.
  - f. Consider approval of the purchase of a picnic table with solar canopy to be placed on a concrete pad in the rain garden for \$6,635 p. 66-68
  - g. Consider approving moving some money from the capital funds at the Barry Community Foundation to interest bearing accounts at Highpoint

Community Bank.

- h. Consider approving the updates to the Friends of the Library Policy. p. 69
- i. Considering approving the updates to Security & Key Policy. p. 70-71
- j. Consider approving the updates to Volunteer Policy. p. 72
- k. Consider approving the new Board Meeting Public Comment Policy. p. 73
- l. Consider closing the Library on Monday, July 3,

11. Board Member Comments

12. Adjourn

**Hastings Public Library Board of Trustees  
Minutes**

**Date: March 6, 2023 – 4:30PM**

**Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058  
Community Room**

**1. CALL TO ORDER .**

The Meeting was called to order by Newberry at 4:30 p.m.

- Board members present: Kelli Newberry, Dave Koons, Audrey Burton, Cloe Oliver, Jane Cybulski, Jeff Kniaz, Bill Nesbitt, and Brenda Stacy.
- Chloe Kelly was absent.
- Also present was Peggy Hemerling and David Edelman.

**2. Agenda change, the year for the meeting date should be 2023 not 2022. Motion to accept amended agenda made by Jane Cybulski, seconded by Jeff Kniaz.**

**3. MINUTES: Motion to approve the minutes as amended made by Audrey Burton, seconded by Cloe Oliver. Record should reflect that Cloe Oliver is on the personnel committee, while Chloe Kelly is on the policy committee. Motion approved.**

**4. FINANCIAL REPORTS: REVIEW JANUARY 2023, REPORTS and INVOICES – Jeff Kniaz moved we accept the financial reports as presented, seconded by Bill Nesbitt. Motion approved.**

**5. LIBRARY DIRECTORS REPORT: March 2023**

**6. COMMITTEES**

- a. Budget and Finance – change meeting date to Monday, March13 at 4:30 p.m.
- b. Building and Grounds – meeting directly after this meeting to discuss leak.
- c. Personnel
- d. Policy – set meeting date to March 20 at 4:30 p.m.
- e. Marketing
- f. Capital Campaign: Just shy of goal around \$100.000. Hoping bids come in within project budget.

**7. UNFINISHED BUSINESS**

- a. Assign board member, Brenda Stacy, to the building and grounds committee.

**8. NEW BUSINESS**

- a. Discuss board member presence at window project bid process. Bill Nesbitt and Dave Koons will be available for the bid opening. Bill Nesbitt and Audrey Burton will be available for the subsequent interview process.

9. NEXT MEETING DATE

- a. Next board meeting on Wednesday April 5, 2023, at 4:30 p.m. The date was changed to accommodate trustee schedules.

10. ADJOURNMENT: Meeting was adjourned at 5:07 p.m.

**HASTINGS PUBLIC LIBRARY**  
**Invoices for February 2023**  
**Prepared for April 5, 2023 Board meeting**

<b>Account</b>	<b>Vendor</b>	<b>Amount</b>	<b>Total</b>
<b>Salaries &amp; Wages</b>			<b>\$ 20,812.30</b>
	February	\$ 20,812.30	
<b>Social Security Taxes</b>			<b>\$ 1,545.95</b>
	February	\$ 1,545.95	
<b>Fringe Benefits</b>			<b>\$ 11,906.29</b>
	Benefits	\$ 1,106.29	
<b>Supplies:</b>			<b>\$ 250.87</b>
	Baker & Taylor	\$ 23.16	
	Lansing Sanitary Service	\$ 216.54	
<b>Wellness/Medical Supplies</b>			<b>\$ 35.00</b>
	Flu vaccine - 1 staff	\$ 35.00	
<b>Program Supplies</b>			<b>\$ 31.70</b>
	David Edelman	\$ 7.98	
	Paige Brandli	\$ 23.72	
<b>Subscriptions &amp; Publications</b>			<b>\$ 252.73</b>
	Wall Street Journal	\$ 54.99	
	Consumer Reports	\$ 30.00	
	Grand Rapids Press	\$ 233.74	
	account adjustment	\$ (66.00)	
<b>Software Subscriptions</b>			<b>\$ 90.00</b>
	U.S. Internet	\$ 90.00	
<b>Contracted IT Services</b>			<b>\$ 17,370.00</b>
	Clark Tech. Services	\$ 17,370.00	
<b>Lakeland Lib. Co-op Services</b>			<b>\$ 1,441.67</b>
	ILS Fees - Capira	\$ 1,441.67	
<b>Telephone &amp; Fax</b>			<b>\$ 626.48</b>
	MEI Telecom	\$ 408.52	
	Fusion	\$ 217.96	
<b>Internet</b>			<b>\$ 1,009.90</b>
	MEI Telecom	\$ 1,009.90	
<b>Community Promo &amp; Ads</b>			<b>\$ 390.57</b>
	Hastings Banner	\$ 108.81	
	The Reminder	\$ 185.76	
	WBCH	\$ 96.00	
<b>Conf/wkshop, Profess. Dev, Training</b>			<b>\$ 321.10</b>
	MLA Spring Institute - Paige	\$ 250.00	
	ALA webinar - Sarah Proulx	\$ 71.10	
<b>Membership</b>			<b>\$ 305.00</b>
	Barry County Chamber	\$ 150.00	
	ALA membership - Peggy	\$ 155.00	

<b>Dues &amp; Fees</b>			<b>\$ 214.00</b>
	Rotary	\$ 214.00	
<b>Public Utilities</b>			<b>\$ 3,121.74</b>
	City - water & sewer	\$ 283.56	
	Consumers - electric	\$ 2,124.11	
	Consumers - natural gas	\$ 714.07	
<b>Snowplowing/Snow Removal</b>			<b>\$ 210.00</b>
	Pacillo Lawn Care	\$ 210.00	
<b>Building Repair &amp; Maintenance</b>			<b>\$ 465.87</b>
	T. H. Eifert	\$ 399.99	
	Account adjustment	\$ 66.00	
<b>Inspection Services</b>			<b>\$ 480.00</b>
	State of MI - elevator	\$ 190.00	
	VPF Fire Systems	\$ 290.00	
<b>Lost/Damaged Materials Fees</b>			<b>\$ 46.95</b>
	Howard Miller Pub. Lib.	\$ 30.00	
	Georgetown Twp. Pub. Lib.	\$ 16.95	
<b>Equipment/Furniture - Deprec</b>			<b>\$ (350.00)</b>
	Adjustment to charges	\$ (350.00)	
<b>Collection Materials - Books</b>			<b>\$ 458.10</b>
	Baker & Taylor	\$ 442.98	
	Tamarack District Lib.	\$ 15.12	
<b>Collection Materials - AV</b>			<b>\$ 98.09</b>
	Baker & Taylor	\$ 98.09	
<b>Total Invoices</b>			<b>\$ 61,134.31</b>

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023**

**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR
	ACTUAL	FISCAL YTD	BUDGET	YTD % OF BUDGET	FISCAL YTD	BUDGET	YTD % OF BUDGET	FULL YEAR ACTUAL
	28-FEB-23	28-FEB-23	2022-2023		28-FEB-22	2021-2022		
<b>LIBRARY OPERATIONS</b>								
271-790-702-000	8,118.44	65,296.52	105,557	62%	61,457.74	97,544	63%	100,084.29
271-790-703-000	4,245.26	36,022.85	55,188	65%	35,033.76	53,581	65%	53,581.05
271-790-704-000	7,457.02	57,791.32	81,898	71%	57,386.73	91,505	63%	86,280.86
271-790-704-010	985.97	8,297.12	15,779	53%	8,080.44	12,051	67%	13,085.92
271-790-709-000	1,545.95	12,395.61	19,770	63%	11,846.84	19,483	61%	18,634.66
271-790-713-000	5.61	64.97	0	0%	62.01	0	0%	133.66
271-790-716-000	.00	785.56	6,598	12%	2,547.44	5,540	46%	3,928.00
271-790-717-000	4,445.52	34,571.83	49,710	70%	33,484.63	65,592	51%	50,379.65
271-790-717-010	485.67	4,096.18	3,959	103%	3,484.03	4,214	83%	5,429.17
271-790-718-000	6,384.30	39,627.38	59,000	67%	36,915.89	55,717	66%	55,849.09
271-790-718-010	263.23	426.18	0	0%	1,300.92	0	0%	1,300.92
271-790-719-000	287.62	2,300.96	3,460	67%	2,300.96	3,460	67%	3,451.44
271-790-724-000	39.95	319.60	510	63%	319.60	510	63%	479.40
271-790-751-000	23.16	1,430.39	1,400	102%	1,793.36	1,400	128%	2,219.95
271-790-756-000	11.17	174.45	500	35%	198.79	700	28%	902.31
271-790-760-000	.00	121.89	300	41%	182.38	350	52%	238.98
271-790-761-000	216.54	1,335.46	1,300	103%	1,102.97	1,300	85%	2,077.87
271-790-762-000	35.00	151.53	270	56%	169.84	530	32%	232.52
271-790-766-000	.00	6,721.44	1,275	527%	753.90	1,900	40%	2,054.35
271-790-767-000	.00	.00	125	0%	.00	300	0%	.00
271-790-770-000	31.70	1,050.86	1,900	55%	827.39	1,750	47%	2,098.43
271-790-772-000	.00	59.99	300	20%	.00	500	0%	.00
271-790-777-000	.00	827.00	900	92%	306.43	1,100	28%	613.95
271-790-778-000	.00	144.99	500	29%	119.10	500	24%	385.87
271-790-791-000	252.73	1,216.62	1,700	72%	1,272.47	1,430	89%	1,743.19
271-790-792-000	90.00	4,638.28	5,175	90%	2,751.90	4,455	62%	3,921.90
271-790-793-000	.00	8,340.67	8,352	100%	6,111.64	7,350	83%	6,111.64
271-790-794-000	.00	3,320.59	5,000	66%	3,313.16	4,250	78%	5,903.02
271-790-796-000	.00	1,793.62	1,745	103%	1,741.38	1,745	100%	1,741.38
271-790-798-000	.00	.00	0	0%	21.90	0	0%	21.90
271-790-802-000	.00	243.00	0	0%	25,700.00	0	0%	38,882.50
271-790-806-000	.00	333.00	350	95%	1,080.00	150	720%	1,080.00

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023**

**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR	LAST YEAR
	ACTUAL 28-FEB-23	FISCAL YTD 28-FEB-23	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 28-FEB-22	BUDGET 2021-2022	YTD % OF BUDGET	FULL YEAR ACTUAL	FULL YEAR ACTUAL
271-790-809-000	17,370.00 *	28,120.00	24,500	115%	11,900.03	24,275	49%	23,435.03	
271-790-812-000	.00	146.00	146	100%	816.00	100	816%	816.00	
271-790-813-000	.00	1,847.75	2,725	68%	1,679.25	1,912	88%	2,293.50	
271-790-816-000	.00	299.88	350	86%	299.88	325	92%	299.88	
271-790-817-000	.00	2,060.75	2,840	73%	2,082.25	3,158	66%	2,755.50	
271-790-818-000	.00	4,937.58	9,048	55%	4,770.00	8,510	56%	8,487.43	
271-790-823-000	.00	175.00	400	44%	288.50	1,550	19%	801.00	
271-790-825-000	.00	.00	50	0%	41.92	25	168%	41.92	
271-790-850-000	626.48	3,283.87	5,300	62%	3,186.81	4,760	67%	4,864.89	
271-790-851-000	.00	699.43	400	175%	265.97	400	66%	331.86	
271-790-852-000	1,009.90	4,842.66	7,800	62%	5,040.00	7,620	66%	8,115.00	
271-790-861-000	.00	333.31	300	111%	.00	300	0%	51.36	
271-790-879-000	.00	212.40	250	85%	.00	210	0%	.00	
271-790-880-000	.00	210.56	300	70%	.00	600	0%	48.00	
271-790-881-000	390.57	1,756.23	500	351%	689.63	400	172%	1,036.55	
271-790-886-000	.00	.00	0	0%	.00	0	0%	85.00	
271-790-887-000	.00	1,557.50	1,000	156%	375.00	1,000	38%	976.00	
271-790-890-000	1,441.67	10,375.92	14,080	74%	10,205.42	11,667	87%	13,350.17	
271-790-891-000	.00	470.43	460	102%	122.86	460	27%	275.85	
271-790-892-000	.00	643.75	800	80%	763.75	750	102%	763.75	
271-790-900-000	.00	216.00	217	100%	350.00	150	233%	725.00	
271-790-902-000	.00	.00	0	0%	45.00	400	11%	45.00	
271-790-906-000	.00	20.06	200	10%	.00	450	0%	.00	
271-790-907-000	.00	.00	100	0%	.00	100	0%	.00	
271-790-909-000	71.10	264.61	300	88%	128.50	400	32%	363.50	
271-790-910-000	.00	.00	400	0%	1,806.00	500	361%	1,806.00	
271-790-911-000	250.00	1,224.02	2,450	50%	400.00	2,550	16%	711.29	
271-790-912-000	.00	37.95	150	25%	.00	75	0%	.00	
271-790-915-000	305.00	1,467.72	1,300	113%	1,068.97	1,228	87%	1,369.97	
271-790-916-000	214.00	214.00	1,415	15%	557.50	1,350	41%	999.50	
271-790-918-000	283.56	2,191.88	3,000	73%	2,035.76	3,000	68%	3,106.20	
271-790-919-000	.00	175.89	350	50%	173.92	350	53%	322.54	
271-790-920-000	2,124.11	17,019.39	23,500	72%	17,082.65	22,000	78%	25,192.71	
271-790-921-000	714.07	2,646.21	4,500	59%	2,295.07	4,250	54%	4,346.95	

FOR ADMINISTRATION USE ONLY

67 % OF THE FISCAL YEAR HAS ELAPSED

03/28/2023

07:50AM

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**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023**  
**FUND 271 - LIBRARY FUND**

	OPERATIONS		REVENUES		EXPENDITURES		NET REVENUES OVER EXPENDITURES	
	THIS MONTH ACTUAL 28-FEB-23	THIS YEAR FISCAL YTD 28-FEB-23	BUDGET 2022-2023	YTD % OF BUDGET	LAST YEAR FISCAL YTD 28-FEB-22	REVISED BUDGET 2021-2022	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-929-000	.00	151.99	14,650	1%	1,600.00	2,475	65%	1,600.00
271-790-929-010	210.00	490.00	2,000	25%	348.00	2,000	17%	855.00
271-790-930-000	465.87	5,410.19	8,100	67%	19,234.70	33,150	58%	56,710.20
271-790-931-000	.00	.00	1,800	0%	.00	1,300	0%	30.00
271-790-935-000	.00	7,517.00	10,000	75%	8,263.00	9,000	92%	8,263.00
271-790-941-000	.00	649.71	1,375	47%	519.60	900	58%	722.93
271-790-944-000	.00	1,067.64	4,300	25%	2,135.28	4,275	50%	4,270.56
271-790-950-000	480.00	805.00	490	164%	240.00	600	40%	620.00
271-790-962-000	.00	195.85	200	98%	143.20	200	72%	292.70
271-790-965-000	46.95	69.94	150	47%	109.95	150	73%	138.39
271-790-975-000	.00	65.55	100	66%	.00	100	0%	1,135.21
271-790-978-000	.00	5,085.18	1,100,000	0%	.00	0	0%	.00
271-790-980-000	.00	.00	25,800	0%	.00	0	0%	.00
271-790-980-010	.00	.00	8,500	0%	907.82	8,800	10%	3,792.82
271-790-982-000	( 350.00)	.00	0	0%	9,646.85	0	0%	10,718.72
271-790-982-010	.00	2,770.69	230	1205%	3,293.96	11,730	28%	3,488.95
271-790-982-020	458.10	10,675.87	15,000	71%	13,198.36	15,000	88%	16,323.05
	98.09	14,244.84	2,000	712%	1,604.52	2,000	80%	6,654.25
	.00	.00	1,000	0%	2,038.08	2,000	102%	2,047.17
<b>TOTAL LIBRARY OPERATIONS</b>	<b>61,134.31</b>	<b>430,549.86</b>	<b>1,737,347</b>	<b>25%</b>	<b>433,422.56</b>	<b>637,992</b>	<b>68%</b>	<b>688,327.17</b>
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>	<b>61,134.31</b>	<b>430,549.86</b>	<b>1,737,347</b>	<b>25%</b>	<b>433,422.56</b>	<b>637,992</b>	<b>68%</b>	<b>688,327.17</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>74,001.94</b>	<b>( 129,709.00)</b>	<b>( 405,553)</b>	<b>( 114,524.29)</b>	<b>6,228</b>	<b>( 17,267.21)</b>		

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023**  
**FUND 271 - LIBRARY FUND**

**OPERATIONS**

	THIS MONTH	THIS YEAR	REVISED	THIS YEAR	LAST YEAR	REVISED	LAST YEAR	LAST YEAR FULL YEAR ACTUAL
	ACTUAL 28-FEB-23	FISCAL YTD 28-FEB-23	BUDGET 2022-2023	YTD % OF BUDGET	FISCAL YTD 28-FEB-22	BUDGET 2021-2022	YTD % OF BUDGET	
<b>OPERATING REVENUES</b>								
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	.00	3,967.96	15,439	5,193.98	6,000	87%	5,193.98
271-100-528-000	FEDERAL GRANTS - OTHER	.00	4,068.05	0	.00	0	0%	.00
271-100-540-000	STATE AID	.00	6,687.35	10,000	5,786.97	10,000	58%	12,381.53
271-100-566-000	STATE GRANT - LIBRARY OF MICH	.00	900.00	0	.00	0	0%	.00
271-100-583-000	CONTRIBUTIONS FROM OTHER TOWNSHIP	133,877.32	235,624.10	390,000	240,219.27	420,000	57%	403,524.93
271-100-637-000	FOIA FEES	.00	.00	0	.00	0	0%	146.00
271-100-649-000	PRINTING/FAX FEES	623.58	5,081.13	7,000	5,060.73	5,000	101%	7,636.42
271-100-651-000	NON-RESIDENT FEES	275.00	1,000.00	1,000	875.25	400	219%	1,425.25
271-100-658-000	PENAL FINES	.00	14,080.89	10,000	9,994.84	8,500	118%	9,994.84
271-100-658-000	OVERDUE FINES	104.35	1,072.48	1,500	1,499.91	200	750%	2,032.25
271-100-665-000	INTEREST EARNED ON DEP & INVST	.00	5,948.28	250	103.70	4,750	2%	1,184.07
271-100-667-000	FACILITY RENTALS	250.00	6,15.00	1,000	740.00	200	370%	900.00
271-100-672-000	OTHER REVENUE	6.00	6,622.04	2,000	4,176.23	1,700	246%	6,538.34
271-100-674-000	PRIVATE CONTRIBUTNS & DONATIONS	.00	15,163.58	20,000	45,247.39	20,000	226%	52,470.35
271-100-674-010	BCF CONTRIBUTIONS	.00	.00	715,000	.00	16,250	0%	16,462.00
271-100-676-000	REIMBURSEMENT OF EXPENDITURES	.00	10.00	0	.00	50	0%	.00
271-100-699-101	TRANSFERS IN - GENERAL FUND	.00	.00	158,605	.00	151,170	0%	151,170.00
<b>TOTAL OPERATING REVENUES</b>		<b>135,136.25</b>	<b>300,840.86</b>	<b>1,331,794</b>	<b>318,898.27</b>	<b>644,220</b>	<b>50%</b>	<b>671,059.96</b>
<b>TOTAL REVENUE &amp; INCOMING TRANSFERS</b>		<b>135,136.25</b>	<b>300,840.86</b>	<b>1,331,794</b>	<b>318,898.27</b>	<b>644,220</b>	<b>50%</b>	<b>671,059.96</b>



### Library Director's Report for the April 5, 2023 Board Meeting

It's hard to believe the first quarter of 2023 is over. March was a busy month, which just made the time fly even faster.

The Library's preliminary budget was due to the City on March 20. At the beginning of the month I spent time meeting with the senior staff to talk about our plans for the next fiscal year and to discuss some tough decisions about where we need and want to spend our resources. We found there are a few services where the amount of use doesn't justify their expense, so we will quit offering them and use the money where it will have more impact.

The bid opening on March 22 went well. We received two bids for the windows, two from mechanical contractors and three bids for painting. We then set up interviews with the two contractors with the lowest bids in each category. Due to scheduling conflicts we will interview the mechanical contractors on Monday, April 3, which is after you will receive this report. See the new business explanations for information about recommendations for which contractors to select.

The VITA volunteers are continuing to use the community room to meet with people and prepare their taxes. This is a much-needed service provided by United Way. Reserving the community room for VITA a priority for us. We want to help insure this service is available to members of our community.

In March we received an unexpected \$10,000 donation. The donors have already donated to the capital campaign twice, so they requested the money be used for things that will be impactful for patrons and the greater community. They also suggested we purchase things beyond our budget. After discussion among staff members and looking at our wish list, we decided the first thing we would like to do is put a picnic table with a solar array in the rain garden. See the included pictures. This will provide a place for people to sit in a beautiful setting to read, study, gather and charge their devices even when the Library isn't open. We found a company in Eaton Rapids that manufactures them who will deliver and install one for free, because we are located so close to them. We are still figuring out where it would be best to use the rest of the money.

Between working on the budget and the window project, the month sped by.

#### **Assistant Director, David Edelman's report:**

Just a few small updates this month:

- The Nashville News newspapers continue to be uploaded and should be complete by early April.
- New Library of Things items have been purchased and will be in circulation by the end of April
  - o Metal detector replacing a broken one.
  - o Drill and tool set replacing a missing one.

- o Slide Viewer.
- o Turntable for vinyl records.
- o Portable CD player for use with audiobooks.
- o A Grand Rapids Children's Museum pass has been purchased for patrons to check out; available in mid-April.
- o We are working with Gilmore Car Museum on a similar pass, details yet to be finalized.

**Circulation Supervisor, Sarah Proulx's report:**

- We are slowly working through our Non-Fiction Collection to weed out the old books and acquire new, more up to date titles. It's a slow process, but we are making leaps and bounds with the help of staff and patron recommendations, as well as staff helping in the process of weeding the collection and becoming more aware of what we have or need.
- We are in the process of being more transparent with patrons to hopefully get them to use our suggestion box more. We're creating an attractive bulletin board that will show
  - o Catalog guide references
  - o New purchases & programs based on suggestions
  - o Location of suggested items we already own
  - o Information on how to get something from our Co-op that we don't have available at HPL
- We are working on making our monthly displays more visual and eye catching. We also want to include something to take home or provide a passive programming with each display. This could include bookmarks with suggested reading lists, small craft ideas or interactive display areas, etc.
- I am currently researching methods and have asked staff to come up with ideas to incorporate Trauma Informed Librarianship to our library in two stages
  - o Focus on Staff support as we navigate difficult times on the library frontlines, job stresses, budget cuts, political fallout, etc.
  - o An eventual patron support aspect (this is a long time coming and we are not there yet)

The last month has been a whirlwind for me, but I think that about covers where I am with staff and patron interactions. I am shifting my focus away from procedurals and more toward community and patron outreach that can help with collection development, which means a lot of reading and learning for me 😊

**Marketing & Adult Services, Barbara Haywood's report:**

Through Neighborhood Trees, a non-profit program, HPL will be handing out free sapling trees to kids registered who registered. We had 191 kids sign up for the 195 trees what will be handed out. On April 21 our staff and some community partnerships volunteers will meet at the Library to divide and package the saplings. They will be distributed on April 22 at the Business & Community Expo. This event is the culmination of committee formation, partnerships growing and yearlong plan for Earth Day 2023. It began as a desire for the Library to help kids get saplings to plant, became a partnership with Bob Schirmer, who leads Earth Day movies and discussions at the library, and has become a Barry County Earth Day group.

I worked with Johnny DeMaagd, the owner of Left Field Coffee Company, for the March 8 program "Knocking Coffee Out of the Park." It included his description of starting as a Barry County entrepreneur, the history of coffee and how coffee is currently being processed. Eight people attended.

Arm Chair Travel visited New Zealand on March 15 and will be our last travelogue until late fall. One person attended (she is new to the community and we had a great discussion. I hope she joins the HPL volunteers and Friends.)

I also presented how to use library services for deep searches and digital access to the Great Decisions group.

The new one-page welcome flyer you received last month has replaced our original welcome packet that had four separate flyers, a business card, & envelope. Not only is it saving on supplies & printing, the flyer has become very useful when introducing the general community to our great Library. This last month I personally handed it to two families that were exploring moving into the Hastings area and one of them said, "This is what I'm talking about! To my family, Library service where we move is so very important and this is just what I need to take back to my wife. Hope to see you again soon."

The Libby Start Guide is proving useful not only to new patrons, but also to experience users, since Overdrive has discontinued their Classic Overdrive App and expands features into Libby. We have many current Libby patrons that were floundering in understanding how to use Libby and that there so many great features newly available.

Read-A-Latte Adult & Teen Winter Reading is ending and I hope everyone who finishes stops in to get their coffee mug and K cup as a reward for reading five books since Jan 2. As of March 24, 61 adults and teens have registered, 42 are active with 10 people have received their HPL Mugs. They have earned 264 badges and read 387 books. I will have the complete count after March 31.

Much of Paige's, Emma's and my time will be focusing on Summer Reading preparations in the next two months.

#### **Youth Services Librarian, Paige Brandli's report:**

March has been a very busy month for the youth department! Throughout the month we have been running the 'Explore Our Universe' reading challenge. As of this writing we have over 75 participants, with about 16 having completed the challenge and 25 who are an hour or two of reading away from completing. I will have final numbers in April.

As part of the March is Reading Month, we are holding our third annual book character madness tournament. Patrons have an opportunity to vote for their favorite characters via Facebook or in-person. Each week we have between 30-40 votes per match-up. Please vote downstairs- We've had characters defeated by a single vote! Your vote really does matter.





Another aspect of March is Reading Month was our NASA at the Library event. NASA partnered with the Library of Michigan to create programming kits that libraries can borrow. With those kits and some enthusiastic volunteers from the Kalamazoo Astronomical Society, we had 98 people in the library on a Saturday morning, March 11, doing all sorts of space related activities. The families that attended the event were super excited, with some staying for the whole two hours doing each activity again and again. Pictures from the event are below.



*Scarlett and Isla Marble creating planets from magnets, cotton balls, beads, marbles, playdough and empty Christmas ornaments.*



*Rylan Gibbons testing the strength of magnets.*



*Don from the Kalamazoo Astronomical Society demonstrating eclipses.*



*Some of the kids decked out in NASA gear (not pictured- a large number of adults also in NASA gear).*

This month also included lots of community outreach with stops at Star School, Southeastern, YMCA preschool & after school program. We also have the YMCA preschool visiting next week for a field trip and to pick up their March is Reading Month prizes. I was able to use items from the NASA kits during those events as well.

Along with all that, we've had our regularly planned story times and Lego club. Those groups continue to grow, despite cancelations due to snow days.

Finally, Emma hosted their first dedicated teen program. This was a book binding event. There were three teens that made books and one that just hung out with a friend. While these numbers seem low compared to the younger kids, it's not easy getting teens into the library and participating with programs. We have some exciting leads on partnerships and some great ideas for future programs.

I also wanted to share a bit of an e-mail that was sent to me from Maggie at the Family Support Center. Maggie met with students from the High School GSA (gender and sexualities alliance) and they told her, in so many words, that they consider the library 'the safest place in town for them'. Personally, I think this speaks very highly of all our current (and former) staff who work hard to serve everyone with kindness and respect.

Upcoming April Special Programs:

- 4<sup>th</sup> – Spring Break Activities – Open LEGO Play, 10:00 am-12:00 pm
- 5<sup>th</sup> – Spring Break Activities – Egg Drop Challenge with Pierce Cedar Creek Institute, 10:00 am-12:00 pm
- 5<sup>th</sup> – Digital Literacy Basics, 2-3:30 pm
- 5<sup>th</sup> – Blackout Poetry Teen Program, 3:30-4:30 pm
- 5<sup>th</sup> – History Hounds-Wolves of Isle Royale: a Broken Balance presentation, 6:30-7:30 pm
- 6<sup>th</sup> – Spring Break Activities – Kids' Movie, 10:00am-12:00pm
- 11<sup>th</sup> – Spark Joy, 6:30-8:00 pm
- 22<sup>nd</sup> – HPL Friends Tea, reservation required, 2-4:00 pm
- 26<sup>th</sup> – Open computer lab, 2-4:00 pm

**Monthly Statistics - February 2023**  
**Net Promoter Score\*: 94**

Physical Library Visits		Library Card Holders			
LY Month	TY Month	City	Hastings Twp	Rutland Twp	Non-Resident
3,988	5,908	3,374	880	1,189	96
YTD	35,195	New	30	10	13

Volunteer Hours		Item Circulation			
LY Month	TY Month	Children's	Non-Children's	Mobile	Total
295	167	2,209	2,424	290	4,923
YTD	1,638	2,730	3,126	432	6,288
		YTD	24,179	4,216	53,210

Wireless Sessions		Inter-Library Loans		
LY Month	TY Month	To HPL	From HPL	Total
967	790	200	406	606
YTD	6,967	592	408	1,000
		YTD	4,430	3,238
				7,668

Ancestry Usage		Virtual Programs			
LY Month	TY Month	Offered	Attendance	Offered	In Person <sup>a</sup> Attendance
-	15	-	-	31	492
YTD	214	YTD	-	312	5,373

Digital Downloads		Computer Sessions				
LY Month	TY Month	Adult	Kids	Teen	MI Room	
1,451	1,552	73	4	4	4	
YTD	12,826	302	56	50	12	
		YTD	2,914	478	304	37

HPL Website		Pinch			
LY Month	TY Month	Sessions	Users	Page Views	Documents
260	361	2,289	1,430	3,956	72
YTD	2,738	2,305	1,535	4,156	171
		YTD	16,711	31,020	959

BCHP~	
TY Month	YTD
280	613
137	473
2,217	5,632

<sup>a</sup> Updated tracking for attendance and programs per Library of Michigan standard; reduces number of eligible programs as of February 2023  
 ~ BCHP = Barry County History Portal which went live in November 2022  
 \* Net Promoter Score based on patron feedback on weekly email survey (started week of 8/15/21); 80+ = world class, 50-79 = excellent, 20-49 = favorable, 0-19 = good



## HPL Board Meeting Explanations

April 5, 2023

Old Business Explanations: none

New Business Explanations:

- a. First reading of the Library Board of Trustees Bylaws – Some of the terms in the document need to be updated and other parts need to be changed to match the Joint Board agreement.
- b. Window bid from Battle Creek Glass – Battle Creek Glass (BC Glass) bid \$600,000 for the complete job. They studied the current Visionwall System to learn how it worked and how it will need to be disassembled. They can start work in September. The other bid was from Architectural Glass & Metal (A.G.M.) with a bid of \$884,595. They installed the current windows and know the system well. They would be unable to begin construction until May of 2024.

There were four people representing the Library who did the interviews, Dawson Forner, from Christman; Jeff Mansfield, our project manager, David Edelman and me. I'll call them the committee. We had a long discussion after the interviews and concluded that the difference in price was too great to go with A.G.M., even though they have much more familiarity with our windows. Dawson is currently working with BC Glass on the school construction in Delton and vouched for their workmanship. The committee recommends hiring Battle Creek Glass to replace the windows.

- c. Painting bid from Eckhoff & DeVries Painting – The committee interviewed the two lowest bidders for the painting work. Eckhoff & DeVries bid was \$61,485 and H & H Painting Company bid \$34,851. With the large discrepancy between bids we hoped we would be comparing apples to apples and could hire the lowest bidder. Unfortunately, that wasn't the case. We put out an addendum after posting the original RFP to be sure all interested contractors knew they would be responsible for replacing and repairing any drywall that was damaged during construction. H & H somehow missed this information and did not include it in their bid. Since their bid wasn't complete, we recommend hiring Eckhoff & DeVries Painting.
- d. Mechanical contractor bids – We received two bids to replace the HVAC system: DHE Plumbing & Mechanical for \$247,360 and T.H. Eifert for \$281,500. They will be interviewed on Monday, April 3. Hopefully, we will have a recommendation for you at the meeting on Wednesday, April 5. I say hopefully because during a discussion the committee members realized that the RFP that went out asked contractors to write their bids for a system equivalent to the current system. Since the new windows won't insulate quite as well as the old ones and at times the current system has difficulty keeping up with demand, putting in a system with the same capacity will set it up to have to over work and probably need frequent repairs. During the interviews we will discuss system capacity with the contractors. If we don't believe either of the proposed systems will do the job of adequately heating and cooling the Library we recommend not taking either bid and re-posting the job with upgraded specification. If one of the systems has enough capacity we will probably recommend going with that contractor. I'll let you know at the meeting.
- e. \$75,000 contingency fund – Although we don't anticipate problems with any aspect of the window project, experience leads me to believe we need to have money set aside for unforeseen expenses. With a project this size \$75,000 seems like a reasonable amount.

### Projected project cost

Windows glazing	\$ 600,000
HVAC	\$ 281,500?
Painting	\$ 61,485
CM services	\$ 32,000
Landscaping	\$ 17,000
Permits	\$ 3,000
Contingency	<u>\$ 75,000</u>
Total	\$1,069,985

- f. Picnic table with solar canopy – As I said in my report, we received a \$10,000 donation and the donors requested we use the money on things that would have impact for our patrons and we wouldn't get otherwise. The senior staff has had a picnic table with solar capacity on our wish list for a long time and this seemed like the perfect opportunity to get one. It would give people a place to charge their devices whether the Library is open or not. Plus, it's a pleasant place to enjoy the rain garden and just being outside. It could be used year-round.

As you can see on the agenda, EnerFusion Inc. has given us an estimate for the table of \$5,635. We looked at two other companies with similar products. Sunbolt's estimate was \$12,450 and Lumos was \$9,500 plus benches.

- g. Moving capital fund money from BCF to an interest-bearing account at High Point Community Bank – It has become evident that the money in the capital fund has been invested as a long-term fund. When I realized it, I spoke to the Foundation and asked what could be done. I was told that was how the fund worked, so nothing could be done. We have currently lost \$17,496.10 from the fund. We have been down as much as \$36,000 at other times. I kept hoping the market would improve and we would get back to even or actually make some money. I finally called Randy Teegardin at High Point Bank to discuss options. We can move the money to the Bank, put some of it in three-month CDs at 5% annual interest and some in a money market account at 4-4.5%. That would take away the opportunity to get back what we have lost in the stock market, but we also wouldn't lose anymore and would at least be getting interest. I have talked to people who know the stock market and what I'm hearing is there is no expectation the market will improve until closer to the end of the year. Please share your thoughts and recommendations about this.

I take full responsibility for not asking more questions, and the right ones, to keep this from happening.

- h. Updating the Friends of the Library Policy – there are just a couple of changes requested.
- i. Updating the Security & Key Policy – the proposed changes make the policy more comprehensive.
- j. Updating the Volunteer Policy – the updates make the policy clearer and more comprehensive.
- k. Approving the Board Meeting Public Comment Policy – This is a new policy to guide how people can make comments during Library board meetings. With the increase in public meetings being disrupted, the policy was created to help keep order in our meetings, while still giving people the opportunity to voice their opinions and concerns.
- l. Closing the Library on July 3 – July 3 falls on Monday this year. We will be closed the day before and the day. By closing the 3<sup>rd</sup> we can raise the temperature of the building, shut down all computers and other equipment to save on electricity for three days.

# Hastings Public Library

## Board of ~~Directors~~ Trustees Bylaws

### Article I NAME AND LOCATION

The name of this organization shall be the Hastings Public Library Board of Directors~~Trustees~~. Where and when appropriate in the publications of the library it shall indicate that Hastings Public Library is a member of the Lakeland Library Cooperative.

The main library is located at 227 E. State Street, Hastings, Michigan 49058.

### Article II AUTHORITY

The City of Hastings, ~~Hastings Charter Township, and Rutland Charter Township~~ and each participating municipality establish the Board of Directors~~Trustees~~ of the Hastings Public Library as a joint Library Board pursuant to PA 164 of 1877, Sections 13 and 15 of the Joint Library Board agreement effective November 1, 2009 and as therefore renewed and amended.

### Article III MEMBERSHIP

**Section 1:** Members of the Hastings Public Library Board consist of the following:

**City of Hastings Board Members:** The mayor, with the approval of the city council, shall appoint five (5) members who are qualified electors of the city of Hastings to the joint Library Board. The members shall serve terms of three years based on staggered rotation appointments culminating in new appointments being generated annually. An individual may be appointed for two (2) consecutive terms. An individual may be considered for appointment again after an interval of three (3) years. Any if an individual who is appointed to fill the unexpired term caused by a vacancy, that individual may finish out the unexpired term and then be less than a three (3) year term on the initial Library Board created by the agreement shall be eligible to be appointed for two (2) consecutive three (3) year terms.

~~**Hastings Charter Township Board Members:** The township bBoard shall appoint two (2) members who are qualified electors to Hastings Township to the joint Library Board. The members shall serve terms of three (3) years based on staggered rotation appointments. Any individual who is appointed to less than a three (3) year term on the initial Library Board shall be eligible to be appointed for two (2) consecutive three (3) year terms.~~

~~**Rutland Charter Township Board Members:** The township bBoard shall appoint two (2) members who are qualified electors to Rutland Charter Township to the joint Library Board. The members shall serve terms of three (3) years based on staggered rotation appointments. Any individual who is appointed to less than a three (3) year term on the initial Library Board shall be eligible to be appointed for two (2) consecutive three (3) year terms.~~

# Hastings Public Library

## Board of ~~Directors~~ Trustees Bylaws

### Participating Municipality Board Members:

Each participating municipality shall appoint two (2) members who are qualified electors of that municipality to the Joint Library Board. The members shall serve terms of three (3) years based on staggered rotation appointments. An individual may be appointed to two (2) consecutive terms. An individual may be considered for appointment again after an interval of three (3) years. If an individual is appointed to fill the unexpired term caused by a vacancy, that individual may finish out the unexpired term and then be appointed for two (2) consecutive three (3) year terms

**Section 2:** All Library Board members shall have the same rights, privileges, and duties including, but not limited to, voting on matters before the Joint Library Board.

**Section 3:** A quorum for meetings consists of the attendance of five Hastings Public Library Board ~~Directors~~Trustees. A majority of the quorum is necessary to adopt minutes, policies or other Board decisions.

**Section 4:** Any vacancies on the Hastings Public Library Board shall be replaced by the relevant government entity.

**Section 5:** Removal of a Library Board member is the responsibility of the relevant government entity.

**Section 6:** Library ~~b~~Board may reimburse a ~~b~~Board member for necessary expenses that the member incurs in the performance of official duties, however, Library Board membership is voluntary and members receive no remuneration for their services.

**Section 7:** Library ~~b~~Board members shall attend all monthly meetings and notify the Library ~~Administrator~~Director in advance of the monthly meeting of an absence.

**Section 8:** All meetings will comply with the Michigan Open Meetings Act. According to the Michigan Meetings Act, a two-thirds majority vote of the Board is necessary to convene a closed session of the Board.

**Section 9:** The order of business may be, but is not necessarily limited to the following:

- A. Call to order
- B. Comments from the public
- C. Communications
- D. Approval of minutes of the previous meeting
- E. Review of financial statements
- F. Committee reports
- G. Report of the ~~L~~Library Director
- H. Unfinished business
- I. New business

# Hastings Public Library

## Board of ~~Directors~~ Trustees Bylaws

- J. Board member comment
- K. Adjournment

**Section 10:** Robert's Rules of Order, latest ed., shall be the parliamentary authority on all matters not covered by these by-laws.

### **Article IV LIBRARY BOARD DUTIES AND RESPONSIBILITIES**

In open meeting the Library Board shall determine and establish, in accordance with U.S. and Michigan state laws and City of Hastings ordinances, the basic policies and procedures of the Hastings Public Library which include:

- a. Appropriation and budgeting of funds.
- b. Establishment and maintenance of the Library and its services.
- c. The acquisition, improvement, maintenance, insurance, use and disposition of properties.
- d. The hiring, compensation, and responsibilities of staff including the personnel practices concerning the Library Director and other employees.
- e. The collection development plan for Hastings Public Library resources, Lakeland Library Cooperative resources, and acceptance of gifts.

The policies adopted by the Library Board shall remain in effect until changed or rescinded by further action of the Board. Members of the Library Board are responsible for communicating all Library Board policies and procedures back to the government entity they represent and a formal report is to be presented to the Hastings City Council in accordance with section 13.56. The Library Director shall compile all operating policies and distribute policies to the Library staff and general public as needed.

The Hastings Public Library Board shall meet monthly from January through December at the Hastings Public Library. The day and time of the monthly meetings will be set each January by the Board. The January meeting will be considered the annual meeting of the Hastings Public Library Board.

### **Article V OFFICERS**

**Section 1:** Election. The officers will be elected at the January meeting of the Hastings Public Library Board and serve for a term of one year. Officers will serve no more than two consecutive terms in the same office. Each of said officers shall have such powers and duties as are prescribed by these bylaws or by special action of the Library Board from time to time. An interim-Board president will be elected in December to preside over the Board in January until a permanent president is elected.

**Section 2:** President. The president shall preside at all meetings of the Hastings Library Board. The president shall, in consultation with the Library Director and committee chairperson, determine the agenda for each meeting. The president may call special meetings of the Board or special meetings may be called upon written request by two or more members of the Board. Library Board members must be



# Hastings Public Library

## Board of ~~Directors~~Trustees Bylaws

contacted about the special meeting two days prior to the meeting. The president shall sign, on behalf of the ~~b~~Board, all documents and purchase agreements as authorized by the ~~b~~Board and as provided by the ~~B~~Board's purchasing policy.

**Section 3:** Vice President. In the absence or disability of the president, the vice president shall assume the duties of the president.

**Section 4:** The Secretary. The secretary shall review and sign the minutes of the meetings of the ~~b~~Board. The secretary shall attest to the signatures and authority of the president or vice president and co-sign writings executed by them as required.

### Article VI STANDING AND SPECIAL COMMITTEES

The president shall appoint all committees and committee chairpersons with the consent of the ~~b~~Board. The president shall be an ex-officio member of each committee.

### Article VII LIBRARY ~~ADMINISTRATOR~~Director

**Section 1:** The ~~b~~Board shall appoint and fix the compensation of the ~~L~~Library Director who shall be the chief Director and head librarian of the ~~L~~Library. The ~~L~~Library Director's duties and responsibilities include, but are not limited to:

- a. The administration and operation of the ~~L~~Library in accordance with the objectives and policies adopted by the Hastings Public Library Board.
- b. The care of all buildings, equipment, and technology.
- c. Developing and maintaining the ~~L~~Library's public relations.
- d. Administering the employment and daily management of the ~~L~~Library staff.
- e. Adhering to the collection development policies and procedures adopted by the ~~b~~Board.
- f. Communicating to the ~~b~~Board program needs, facility needs, and desirable expenditures of ~~L~~Library funds.
- g. Communicating to the ~~b~~Board information dealing with special achievements or problems requiring action by or approval of the ~~b~~Board.
- h. Providing a monthly report to the ~~b~~Board concerning the work of the ~~L~~Library and submits for the ~~b~~Board's consideration recommendations requiring action and places these recommendations on the agenda for the ~~b~~Board meeting.
- i. Attending all ~~b~~Board meetings except those executive sessions at which time the ~~L~~Library Director's appointment, or salary, or evaluation is to be discussed or decided.

**Section 2:** The ~~L~~Library Director shall serve at the discretion of the ~~b~~Board.

**Section 3:** The Hastings Board of ~~Directors~~Trustees shall evaluate the ~~L~~Library Director's job performance annually and recommend compensation accordingly.

**Section 4:** The ~~L~~Library Director shall possess an MLS from an American Library

# Hastings Public Library

## Board of ~~Directors~~ Trustees Bylaws

Association accredited institution.

**Section 5:** The Library Director shall possess certification from the State of Michigan.

### **Article VIII MISCELLANEOUS**

**Section 1:** These bylaws shall be amended by a 2/3 vote of appointed and serving members (6). Amendments are presented at a regular or special meeting for review (First Reading). Amendments are voted upon at the next regular or specially scheduled meeting (Second Reading).

**Trade Contract Proposal Form**

TO: The Christman Company  
634 Front Avenue NW, Suite 500  
Grand Rapids, MI 49504-5355

Re: Hastings Public Library – Window & HVAC  
Replacement  
227 E. State St.  
Hastings, MI 49058

**All Proposal to be sealed in an envelope with duplicates of every supporting document and addressed to Dawson Forner.**

Gentlemen:

Having carefully examined General Conditions, Supplementary Conditions, General Requirements, Advertisement for Bids, Instructions to Bidders, Proposal Section, Drawings, all Addenda issued, Work Category Descriptions, and understanding the scope of work involved in this Work Category (ies) and those that interface with it (them), the undersigned does hereby propose to furnish all labor, materials, insurances, taxes, tools, equipment and services to complete all work required for the Work Category(ies) indicated in accordance with the Work Category Description and the Contract Documents prepared by \_\_\_\_\_.

BASE PROPOSAL SUM: ( \$ 600,000 )  
(Written) SIX HUNDRED THOUSAND DOLLARS

**EXPERIENCE MODIFICATION RATING (EMR):**

List the EMR for your firm as determined by your insurance carrier for the past three (3) years.

2022 -.75 2021 -.65 2020 -.66

**TIME AND MATERIAL RATES:**

Labor rates listed below include the following:

Cost of labor including Michigan Single Business Tax, Social Security and Medicare, Federal and State Unemployment Tax, and Fringe Benefits Under Collective Bargaining Agreements, and Worker's Compensation Insurance. The rates listed below do not include overhead and/or profit. These rates are only for additions and/or deletions to the contract that could not have been anticipated at the time of the bid.

	TRADE	STRAIGHT TIME	SHIFT TIME	1 1/2 TIME	DOUBLE TIME
1	<i>SEE ATTACHED</i>				
2					
3					
4					
5					
6					

**OVERHEAD AND PROFIT (FOR FUTURE CHANGES):** Overhead and Profit shall include the following:

The Christman Company



Supervision, Superintendents, Project Managers, Estimating, Commercial General Liability and Umbrella Insurances, Wage of Time Keepers, Watchmen and Clerks, Small tools with material value of less than \$1,500.00. Incidentals, General Office Expense, and all other expenses not included in Labor Rates as listed above. The percentage fee for Overhead and Profit on the Contractor's own work shall be 15% of net cost. The percentage fee for Overhead and Profit on Subcontractor's work shall be 5% (see log).

**MANDATORY ALTERNATES:**

To reuse aluminum doors/frames/hardware

Add/Deduct \$

NA NO CHARGE  
FOR 2ND  
FLOOR DOORS

**UNIT PRICES:**

Attach unit prices worksheet from applicable work category section.

**VOLUNTARY ALTERNATIVES (Variations From Materials Specified):**

Undersigned proposes the following voluntary alternates for materials and/or equipment specified, it being understood that, should any voluntary alternate(s) be accepted by the Owner, applicable amount(s) hereinafter listed will be added to or deducted from the Base Bid. (No voluntary alternates are required)

- 1. FOR "BEAR" SYSTEM 400T \$ 23,500 (Add/Deduct)
- 2. FOR "600" SYSTEM 400CW \$ 124,899 (Add/Deduct)
- 3. \_\_\_\_\_ \$ \_\_\_\_\_ (Add/Deduct)

**SCHEDULE:**

The undersigned if awarded a Contract, agrees to work concurrently with the work of other Trade Contractors and the Construction Manager, according to the "Approved Construction Schedule."

**BIDDER'S CERTIFICATE:**

I hereby certify that all statements herein are made on behalf of

BATTLE CREEK GLASS, RON VAN HORN

(Name of Corporation, Partnership or Person Submitting a Bid)

A Corporation organized and existing under the laws of the State of

MICHIGAN

An individual doing business as

BATTLE CREEK GLASS

Signature: [Signature]

Title:

manager

Address:

21472 M37, battle creek, MI 49017

Phone:

269.968.2791

Fax:

Email:

RON@LANSINGGLASS.COM

# CERTIFICATION

In compliance with this request for proposal and subject to all terms and conditions imposed therein, which are incorporated in this proposal by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

Legal Name of Entity Submitting Proposal: Battle Creek Glass

Address: Street: 21472 Bedford Rd

City, State: Battle Creek, MI ZIP: 49017

Phone: 269 968 2791

Email: travis@battlecreekglass.com

Legal form of Entity: LLC - S corp Date company formed: 7/2022  
(e.g. sole proprietorship, partnership, corporation)

Federal Employee Identification Number (FEIN): 87-4050988

Description of company in terms of size, range, types of services offered and clientele:  
Glass, Glazing & Aluminum

Evidence of legal authority to conduct business in Michigan: \_\_\_\_\_  
(e.g. business license number)

Has offeror or its parent company (if any) ever filed for bankruptcy? (Yes/No) NO

Has offeror or its parent company (if any) ever received any sanctions or are currently under investigation by any regulatory or governmental body? (Yes/No) NO

Authorized Official: Name: Ronald S. Denton

Title: Manager

Signature: [Signature] Date: 3/22/2023

**RELATED PARTIES DISCLOSURE  
(CHECK AND COMPLETE AS APPROPRIATE)**

***THIS PAGE MUST BE RETURNED SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR***

**NONE** of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the Hastings Public Library nor has any responsibility or authority with the Library that might affect the procurement transaction or any claim resulting there from.

**EXCEPTIONS TO THE ABOVE STATED ARE AS FOLLOWS:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Connection or Relationship to Hastings Public Library:  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Connection or Relationship to Hastings Public Library:  
\_\_\_\_\_

**USE ADDITIONAL SHEETS IF NECESSARY**

**Authorized Official:**

Name: Ronald B. Van Horn

Title: Manager

Signature: [Handwritten Signature]

Date: 3/22/23

## IRAN ECONOMIC SANCTIONS ACT CERTIFICATE

In accordance with the Iran Economic Sanctions Act, Michigan 2012 PA 517, effective April 1, 2013, (MCL 129.311, et seq.), (the "Act"), the undersigned certifies in support of its bid or proposal that it is not an Iran linked business as such is defined in the Act.

Contractor: Battelle Columbus

By: [Signature]

Dated: 3-22-23

Name: Ronald S Van Horn

Title: Manager

# Labor Rate Calculations

Trade: **Zone 2**  
Glaziers 826

Wage Expires:  
Contract Expires: **12/31/22**

	Straight Time		Time & One Half		Double Time	
	Journeyman	Foreman	Journeyman	Foreman	Journeyman	Foreman
<b>Wages</b>						
Base Rate	\$26.35		\$39.53		\$52.70	
Vacation / Holiday	\$1.58		\$1.58		\$1.58	
Dues						
Pension	\$7.00		\$7.00		\$7.00	
<b>Taxable Wages</b>	<b>\$34.93</b>	<b>\$0.00</b>	<b>\$48.11</b>	<b>\$0.00</b>	<b>\$61.28</b>	<b>\$0.00</b>
<b>Fringes</b>						
Health & Welfare	\$7.36		\$7.36		\$7.36	
Pension						
Annuity						
LMCP	\$0.10		\$0.10		\$0.10	
Other:						
ISA	\$0.05		\$0.05		\$0.05	
Apprentice	\$0.25		\$0.25		\$0.25	
Vac						
<b>Total Fringes</b>	<b>\$7.76</b>	<b>\$0.00</b>	<b>\$7.76</b>	<b>\$0.00</b>	<b>\$7.76</b>	<b>\$0.00</b>
<b>Payroll Tax &amp; Ins.</b>						
F.I.C.A. 6.2%	\$2.17		\$2.98		\$3.80	
Medicare 1.45%	\$0.51		\$0.70		\$0.89	
SUTA 3.9%	\$1.36		\$1.88		\$2.39	
FUTA .06%	\$0.02		\$0.03		\$0.04	
S.B.T. 6%						
Workers' Compensation	\$8.38		\$10.53		\$10.53	
PL & PD Insurance						
<b>Total Payroll Tax &amp; Ins.</b>	<b>\$12.44</b>	<b>\$0.00</b>	<b>\$16.12</b>	<b>\$0.00</b>	<b>\$17.65</b>	<b>\$0.00</b>
<b>Total Hourly Cost</b>	<b>\$55.13</b>	<b>\$0.00</b>	<b>\$71.99</b>	<b>\$0.00</b>	<b>\$86.69</b>	<b>\$0.00</b>
<b>Wage burden</b>	<b>\$20.20</b>		<b>\$23.88</b>		<b>\$25.41</b>	

Work Category No. 18 – Glass, Glazing, and Aluminum Entrances**Work Included:**

Complete all Glass, Glazing, and Aluminum Entrances work as detailed below, in accordance with the contract documents (including Bidding Requirements, Proposal Section, Contract Forms, General Conditions, Supplemental Conditions, General Requirements, Addenda, etc.), including, but not limited to, the following Specification Sections and Work Scope Items. Unless otherwise noted, this contractor is responsible for all items specified in the following:

**Work Category Notes:**

- 1.1 Furnish and install all aluminum entrance, storefront, curtain wall system, windows, interior and exterior glass/glazing, and window systems complete as shown and/or specified. Includes all labor, material, accessories, and equipment for a complete installation.
- 1.2 Furnish and install all required fasteners, angles and supports required for complete installation of these systems.
- 1.3 Include all sealants related to this work required for a complete installation, including glass to aluminum, aluminum to aluminum, aluminum to adjacent surfaces. Verify compatibility of sealants to surfaces.
- 1.4 Furnish and install aluminum covers, sills, mullions, trim, sill extensions, flashing and counter flashing etc. where aluminum systems abut other finishes and/or are shown to incorporate structural members or adjacent to the window/glazing systems.
- 1.5 Furnish and install fire stop assembly where floors adjoin the curtain wall system and insulation incorporated into the curtain wall system.
- 1.6 Coordinate rigid insulation installation with roofing, floor firestopping, and floor anchors systems.
- 1.7 Coordinate flashing details for watertight installation. All counter flashing details to be inspected and documented by Construction Manager, prior to being concealed.
- 1.8 Expansion joints integral with curtain wall systems are by Subcontractor.
- 1.9 Coordinate this work with structural, architectural and other related trades for thru-wall flashings, trim, closures, joint sealant work, and architectural finishes for a complete water tight assembly.
- 1.10 Complete shop drawings and sealed engineering calculations by licensed engineer showing compliance with specified design criteria.
- 1.11 Removal of all labels, stickers, markup, etc. from glass and final washing and cleaning of glass at or just prior to substantial completion. Replace glass damaged from heat absorption into glass from stickers not removed.
- 1.12 Construct field mock-up wall requirements. Expedite mock-up shop drawings and submittals for prompt review and installation, well in advance of installation. Field mock-up will be subject to independent air & water infiltration testing, performed by an Independent Testing Agency.

**Specific Notes and Details:**

The following details and notes are included in this Work Category; this list is to clarify the specific items noted below and does not exclude other details or otherwise limit the scope of work for this Work Category.

- 2.1 The Contractor is responsible for any man lift or other equipment needed for the work.
  - a. **NOTE: aisles are as narrow as 37.5" so a narrow man lift may be required. Book shelving cannot be moved to accommodate a lift.**

- b. Contractor must provide plywood or appropriate material to protect flooring surfaces from damage by a man lift or scaffold.
- 2.2 Remove, modify/prep, and install new hardware on existing aluminum doors and frames.
- 2.3 Construct temporary enclosures and always have two openings under construction. One opening would be getting deconstructed while the other opening is getting reconstructed. Once the new work is done, the temp enclosure the move to the next opening, working its way around the building. At end of shift temporary enclosures need to be in place so that the building is not exposed to outdoor elements.
- 2.4 Existing doors shall be salvaged and reinstalled. Optionally, the owner can choose to purchase new doors and/or door hardware.
- 2.5 Protect landscaping and vegetative roofs materials.
- 2.6 Remove and reinstall exterior horizontal sun shading devices. The new curtain wall systems can accept the old system.
- 2.7 Remove and reinstall the window roller shades. Including but not limited to all hardware and accessories.
- 2.8 Protect the interior light shelves. They are constructed of studs and drywall and should be protected from damage. Reattach to new window system.
- 2.9 Remove existing Visionwall. Scrap value to go to contractor (Submit as an alternate).
- 2.10 Windowsills are to remain be protected and be reused.
- 2.11 Assume some amount of drywall repair/touchup from construction to be completed by WC24.

**Related Work by Others:**

- a. Independent Testing Agency by Owner.
- b. Painting and drywall repair by WC24.
- c. Touchup or repaint lights shelves to be done by WC24. Reinstall sealant between shelf and curtain wall by this WC.

**Unit Prices:**

Unit Prices are to be complete furnished in-place operations, and include all costs, incidental materials and work, insurance, fringes, bonds, engineering, overhead and profit. Reference the Trade Contract Proposal form for unit pricing required.

**Bid Breakdown:**

Glazing System (Install)

\$ 250,000

Protection Measures

\$ 10,000

“Best” Glazing System

\$ SEE BASE BID

Miscellaneous

\$ \_\_\_\_\_

Total

\$ \_\_\_\_\_

Alternate 1 (Visionwall Scrap Value)

\$ 500

Alternate 2 (To Reuse Existing Doors/Frames)

\$ N/A NOT ENOUGH INFO PROVIDED

**End of Work Category No. 18**



Battle Creek Hastings

BEST SYSTEM

Make-up Name	Make-up Icon	Visible Light			Ultraviolet	Solar Energy					Thermal Properties			Light to Solar Gain (LSG)	Thermal Stress (COG) °F/C	Sound Transmission Class (STC)
		Transmittance	Reflectance		Trans UV (τ <sub>UV</sub> %)	Transmittance	Reflectance	Solar Heat Gain Coefficient (SHGC)	Shading Coefficient (sc)	Relative Heat Gain (RHG)	U-Value		R-Value Winter Night (hr-ft²/F/Btu)			
			Visible (τ <sub>v</sub> %)	p <sub>v</sub> % out							p <sub>v</sub> % in	Solar (τ <sub>e</sub> %)				
Default Make-up 01		68	11	12	30	33	33	0.37	0.43	89	0.245	0.220	4.08	1.82	Go	34
Default Make-up 02		60	15	19	24	28	35	0.33	0.38	78	0.158	0.152	6.34	1.80	Go	36

Calculation Standard: NFRC 2010

Default Make-up 01

BASE BID PERFORMANCE ↑

Outdoors

GLASS 1	Guardian Clear Glass (North America) Thickness = 1/4" (6mm)	#1 --- #2 SunGuard® SN 68 (North America)
GAP 1	10% Air, 90% Argon, 1/2" (12.7mm)	
GLASS 2	Guardian Clear Glass (North America) Thickness = 1/4" (6mm)	#3 --- #4 ---

Total Unit (Nominal) = 1 in

Slope = 90°

Window Height = 1 meter

Estimated Nominal Glazing Weight: 5.75 lb/ft²

BASE BID SPEC

Indoors

Default Make-up 02

Outdoors

GLASS 1	Guardian Clear Glass (North America) Thickness = 1/4" (6mm)	#1 --- #2 SunGuard® SN 68 (North America)
GAP 1	10% Air, 90% Argon, 1/2" (12.7mm)	
GLASS 2	Guardian Clear Glass (North America) Thickness = 1/4" (6mm)	#3 --- #4 ---
GAP 2	10% Air, 90% Argon, 1/2" (12.7mm)	
GLASS 3	Guardian Clear Glass (North America) Thickness = 1/4" (6mm)	#5 --- #6 SunGuard® IS 20 Interior Surface LE (North America)

Total Unit (Nominal) = 1 3/4 in

Slope = 90°

Window Height = 1 meter

Estimated Nominal Glazing Weight: 8.62 lb/ft²

Indoors

IS 20 must be heat-treated for all applications and uses.

# 400TU High Performance Thermal Curtainwall

Tubelite's newest thermally broken curtainwall product has been designed to meet or exceed today's stringent energy codes. The 400TU Series has a 2-1/2" face, and offers screw-spline or shear clip assembly. The pressure bar system can be stick fabricated, or assembled into "ladders" at your shop for field glazing.

## Beauty and Performance

The dual thermal strut decreases U-Factors and increases CRF significantly over many current thermal barrier systems. Glass is positioned to the system exterior for enhanced resistance to rainwater. 400TU also accepts accessories like Tubelite Operable Windows, Thermi-Block® Doors and Maxblock Sunshades.

The 1/2" bite securely grips insulating glass or panels of 1" or 1-3/4" thickness. Verticals can be steel-reinforced for high performance against strong wind loads.

Thorough testing by an independent laboratory ensures that 400TU is the highest quality curtainwall framing product that the industry has to offer.

**Thermi-Block**  
HIGH PERFORMANCE THERMAL FRAMING

TerraPorte 7600  
Terrace Door

ALSO  
USED  
WITH

TU24650 Dual Pocket  
Poured and Debridged  
Thermal Storefront

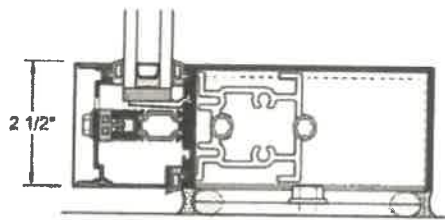
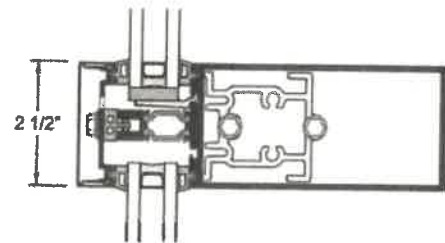
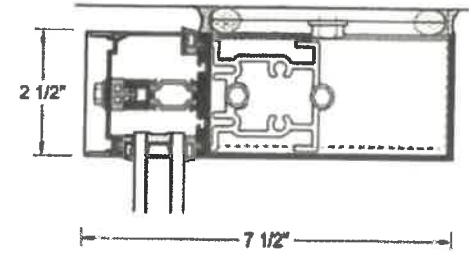
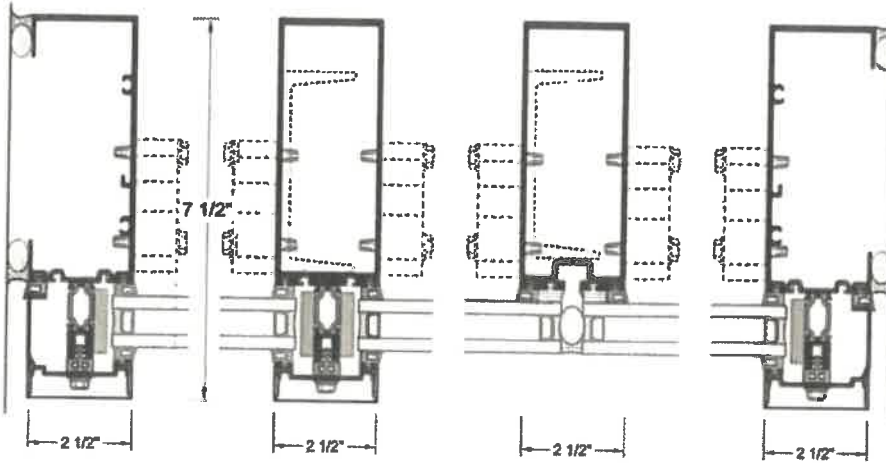
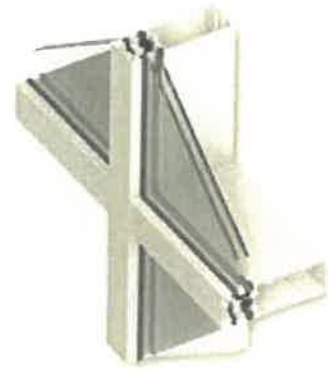
**TUBELITE®**  
DEPENDABLE

LEADERS IN ECO-EFFICIENT STOREFRONT,  
CURTAINWALL AND ENTRANCE SYSTEMS



# 400TU High Performance Thermal Curtainwall

**Thermi-Block**  
HIGH PERFORMANCE THERMAL FRAMING



## System Features:

- Designed for International Energy Conservation Code (IECC), ASHRAE/IESNA 90.1, 189.1 NFRC U-value and state codes.
- Pressure Plate options for Aluminum or Polyamide composition. See U-Value and CRF info below for Low-E double glazing with argon fill (based on simulated values per NFRC 100).
- Dual and Triple Glazed options for insulated glass.
- Vertical members can also be used as Horizontals (for shear clip assembly).
- Stick fabricated with shear clip or screw spline construction.
- Options for Captured and SSG horizontals and verticals.
- Can be used with MaxBlock sun shades.

## 400TU Series Product Specifications

**Application:** Low and mid-rise commercial buildings including retail, office, healthcare, schools, etc.

**Description:** 2-1/2" x (6" to 10") field glazed, screw spline or shear block high performance curtainwall

Face Width:	Overall Depths:	Glass:	Air Infiltration:	Water Infiltration:	Structural:	U-Factor** Pressure Plate: [NFRC 100]	CRF Pressure Plate: [AAMA 1503]	Acoustic:
2-1/2"	6" to 10"	1" (1/4" to 1-3/4")	0.06 CFM/Ft 2 @ 6.24 PSF	15 PSF - Static 15 PSF - Dynamic	40 PSF - Design 60 PSF - Overload	Dual glazed: 0.31 - Aluminum PP 0.29 - Thermal PP	Dual glazed 80 Aluminum 82 Thermal  Triple glazed: 83 Aluminum	Dual Glazed: 38 STC, 32 OITC  Triple Glazed: 41 STC, 30 OITC

\*\* U-Factor per NFRC 100. Refer to the U-Value table at: [www.tubeliteinc.com/products/curtainwall/thermi-block-400tu/](http://www.tubeliteinc.com/products/curtainwall/thermi-block-400tu/)

DISCLAIMER: Tubelite takes no responsibility for product selection or application, including, but not limited to, compliance with building codes, safety codes, laws, merchantability or fitness for a particular purpose; and further disclaims all liability for the use, in whole or in part, of this Technical Guide in preparation of project specifications and/or other documents. Technical Guides are subject to change at any time, without notice, and at Tubelite's sole discretion. ©2017 Tubelite Inc.

**TUBELITE**  
DEPENDABLE

LEADERS IN ECO-EFFICIENT STOREFRONT,  
CURTAINWALL AND ENTRANCE SYSTEMS

**PRODUCT**      **400TU Series Curtainwall**  
 2-1/2" x 7-1/2" (dual IGU, Thermal pressure plates)

**TEST RESULTS**

Condensation Resistance Factor Frame	<b>CRF<sub>F</sub></b>	<b>82</b>
Condensation Resistance Factor Glass	<b>CRF<sub>G</sub></b>	<b>77</b>
Thermal Transmittance (BTU/hr-ft <sup>2</sup> -°F)	<b>U-FACTOR</b>	<b>0.32</b>
Unit Size : 78-3/4" x 78-3/4" (glazed wall configuration)		
Glass makeup: 1" IGU 1/4" Solar Ban 70XL #2 (e=0.018) 1/2" argon 90%, TriSeal Super Spacer 1/4" clear		

**TEST LAB**

**UL CLEB**  
 Chicago, IL 60062

Report Number	NV-03080-2
Test Date	05/10/18
Report Date	8/2/18

Reference the above report for complete test specimen description and data.

**Tubelite Representative:**

 (sign) 1/31/2019 (date)  
Tim Fookes - Vice President of Engineering (title)

**TEST METHODS**

**Thermal Performance: AAMA 1503-09, Voluntary Test Method for Thermal Transmission and Condensation Resistance of Windows, Doors, and Glazed Wall Sections.**

**PRODUCT**      **400TU Series Curtainwall**  
 2-1/2" x 8 1/4" (triple IGU, aluminum pressure plates)

**TEST RESULTS**

Condensation Resistance Factor Frame	<b>CRF<sub>F</sub></b>	<b>83</b>
Condensation Resistance Factor Glass	<b>CRF<sub>G</sub></b>	<b>79</b>
Thermal Transmittance (BTU/hr-ft <sup>2</sup> -°F)	<b>U-FACTOR</b>	<b>0.22</b>
Unit Size : 78-3/4" x 78-3/4" (glazed wall configuration)		
Glass makeup: 1-3/4" IGU 1/4" PPG Solarban 70XL #2 1/2" 90% Argon, TGI spacer 1/4" PPG Solarban 60 #4 1/2" 90% Argon, TGI spacer 1/4" Clear		

**TEST LAB**

**ATI**  
 York, PA 17406

Report Number	E6651.02-116-46
Test Date	6/9/2015
Report Date	8/21/2015

Reference ATI report # E6651.02-116-46 dated 8/21/15 for complete test specimen description and data.

*Tubelite Representative:*

 (sign) 12/5/2017 (date)  
 Tim Fookes - Vice President of Engineering (title)

**TEST METHODS**

**Thermal Performance: AAMA 1503-09, Voluntary Test Method for Thermal Transmission and Condensation Resistance of Windows, Doors, and Glazed Wall Sections.**

# 400T Thermal Curtainwall

Tubelite's thermally broken curtainwall product has been designed to meet or exceed today's stringent energy codes. The 400T Series has a 2-1/2" face, with system depths from 6-1/4" to 10-1/4" and optional polyamide pressure plates. The shear block system can be stick fabricated for field glazing.

## Beauty and Performance

The expanded thermal break and thicker gasketing improves U-Factors and CRF over Tubelite's current 400CW thermal barrier system when using the same size and type of insulated glass. Glass is positioned to the system exterior for enhanced resistance to rainwater. Seven anodized finishes and 20 standard paint colors are available on this framing system to complement any project with warranted protection, as well as street appeal. The 400T also accepts Tubelite's Operable Windows, Therml=Block® Doors and Maxblock® Sunshades.

BETTER<sup>®</sup>  
SYSTEM

Therml=Block  
Doors & Frames

ALSO  
USED  
WITH

14000 I/O Series  
Multiplane  
Storefront Framing

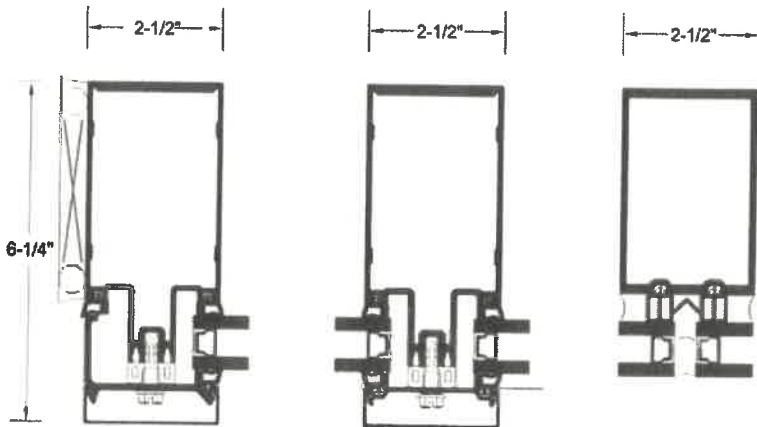
Vaisala US Headquarters, Louisville, CO  
Photographer: Matt Puckett

**TUBELITE**<sup>®</sup>  
DEPENDABLE

LEADERS IN ECO-EFFICIENT STOREFRONT,  
CURTAINWALL AND ENTRANCE SYSTEMS



# 400T Thermal Curtainwall



## System Features

- Standard 6" (152.4mm) 7", 7-1/2", 8", 9" and 10" depth systems have a 2-1/2" (63.5mm) sight line
- Outside glazed pressure plate system available in captured and structural glazed configuration
- Standard infill option 1" (25.4mm), other infills available
- Thermally Broken using a continuous EPDM Isolator
- Concealed fastener joinery creates smooth, monolithic appearance
- Shear block fabrication method
- Open-back horizontals and perimeters are available for cost savings
- Silicone compatible glazing materials for long-lasting seals
- Captured & SSG inside and outside corners available

## Optional Features

- Steel reinforcing available
- Optional deep profile and bull nose covers available
- Silicone glazed intermediate verticals & horizontals available
- Polyamide pressure plates available
- Easily integrates with Tubelite's Entrances, Operable Windows, and Maxblock sunshades.
- Deep and heavy-weight mullions available

## 400T Series Product Specifications

**Application:** Low and mid-rise commercial buildings including retail, office, healthcare, schools, etc.

**Description:** 2-1/2" x (6-1/4" to 10-1/4") field glazed, shear block construction curtainwall

Face Width:	Overall Depths:	Glass Thickness:	Air Infiltration:	Water Infiltration:	Structural:	U-Factor**	CRF:	Acoustic:
2-1/2"	6-1/4" to 10-1/4"	1" (1/8" to 1-5/16")	0.06 CFM/FT.2 @ 0.24 PSF	15 PSF -- Static 15 PSF -- Dynamic	40 PSF -- Design 60 PSF -- Overload	0.38 - Aluminum PP 0.32 - Thermal PP	73 - Aluminum PP 80 - Thermal PP	32 STC 26 OITC

\*\* U-Factor per NFRC 100. Refer to the U-Value table at: [www.tubeliteinc.com/products/curtainwall/400t-thermal-curtainwall/](http://www.tubeliteinc.com/products/curtainwall/400t-thermal-curtainwall/)

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**PRODUCT**      **400T Series Curtainwall**  
 2-1/2" x 7 3/4" (aluminum pressure plates)

**TEST RESULTS**

Condensation Resistance Factor Frame	<b>CRF<sub>F</sub></b>	<b>73</b>
Condensation Resistance Factor Glass	<b>CRF<sub>G</sub></b>	<b>70</b>
Thermal Transmittance (BTU/hr-ft <sup>2</sup> -°F)	<b>U-FACTOR</b>	<b>0.41</b>
Unit Size : 79-3/4" x 79-3/4" (glazed wall configuration)		
Glass makeup: 1" IGU 1/4" PPG Solarban 70XL 1/2" 90% Argon, Tri-seal Super Spacer Premium 1/4" Clear		

**TEST LAB**

**ATI**  
 York, PA 17406

Report Number	G6516.02-116-46
Test Date	03/03/2017
Report Date	03/15/2017

Reference ATI report #G6516.02-116-46 dated 3/15/17 for complete test specimen description and data.

*Tubelite Representative:*



(sign) 8/04/2017 (date)

Tim Fookes - Vice President of Engineering (title)

**TEST METHODS**

**Thermal Performance: AAMA 1503-09, Voluntary Test Method for Thermal Transmission and Condensation Resistance of Windows, Doors, and Glazed Wall Sections.**



**PRODUCT 400T Series Curtainwall**

**TEST RESULTS**

		1" IGU	1-1/16" IGU
Sound Transmission Class	STC	32	34
Outdoor – Indoor Transmission Class	OITC	26	30
Unit Size : 78-3/4" x 78-3/4" (glazed wall configuration)			
Glass makeup: 1" IGU 1/4" clear tempered 1/2" air aluminum spacer 1/4" clear	Glass makeup: 1-1/16" IGU 1/4" clear tempered 1/2" air aluminum spacer 5/16" clear tempered		

**TEST LAB**

**Riverbank  
 Acoustic Lab**  
 Geneva, IL 60134

	1" IGU	1-1/16" IGU
Report Number	RAL-TL18-291	RAL-TL18-293
Test Date	5/4/18	5/4/18
Report Date	5/4/18	5/4/18

Reference the ATI reports in above table for complete test specimen description and data.

**Tubelite Representative:**

  
 \_\_\_\_\_ (sign) 7/10/19 \_\_\_\_\_ (date)  
 Tim Fookes - Vice President of Engineering \_\_\_\_\_ (title)

**TEST METHODS**

**ASTM E90:** Standard Test Method for Laboratory Measurement of Airborne Sound Transmission Loss of Building Partitions

**ASTM E413:** Standard Classification for Rating Sound Insulation

**ASTM E1332:** Standard Classification for Rating Outdoor-Indoor Transmission Class

# Ramco

RELIABLE ARCHITECTURAL METALS COMPANY



GOOD SYSTEM

400 CW STANDARD  
SN 68 #2

U VALUE GLASS  
.245

SHADING .43

SHGC .37

BETTER

400T CW  
TRIPLE GLAZED

U VALUE .158

SHC .38

SHGC .33

BEST

400TV  
TRIPLE GLAZED

U VALUE .158

SHC .38

SHGC .33

**Trade Contract Proposal Form**

TO: The Christman Company  
634 Front Avenue NW, Suite 500  
Grand Rapids, MI 49504-5355

Re: Hastings Public Library – Window & HVAC  
Replacement  
227 E. State St.  
Hastings, MI 49058

**All Proposal to be sealed in an envelope with duplicates of every supporting document and addressed to Dawson Forner.**

Gentlemen:

Having carefully examined General Conditions, Supplementary Conditions, General Requirements, Advertisement for Bids, Instructions to Bidders, Proposal Section, Drawings, all Addenda issued, Work Category Descriptions, and understanding the scope of work involved in this Work Category (ies) and those that interface with it (them), the undersigned does hereby propose to furnish all labor, materials, insurances, taxes, tools, equipment and services to complete all work required for the Work Category(ies) indicated in accordance with the Work Category Description and the Contract Documents prepared by JG.

BASE PROPOSAL SUM: (\$ 61,485.00)  
(Written) Sixty-One Thousand Four-Hundred and Eighty-Five and 00/100

**EXPERIENCE MODIFICATION RATING (EMR):**

List the EMR for your firm as determined by your insurance carrier for the past three (3) years.

2022 .71 2021 .70 2020 .70

**TIME AND MATERIAL RATES:**

Labor rates listed below include the following:

Cost of labor including Michigan Single Business Tax, Social Security and Medicare, Federal and State Unemployment Tax, and Fringe Benefits Under Collective Bargaining Agreements, and Worker's Compensation Insurance. The rates listed below do not include overhead and/or profit. These rates are only for additions and/or deletions to the contract that could not have been anticipated at the time of the bid.

	TRADE	STRAIGHT TIME	SHIFT TIME	1 1/2 TIME	DOUBLE TIME
1	<u>Painting</u>	<u>\$53.00</u>	<u>\$63.00</u>	<u>\$73.00</u>	<u>\$106.00</u>
2					
3					
4					
5					
6					

**OVERHEAD AND PROFIT (FOR FUTURE CHANGES):** Overhead and Profit shall include the following:

The Christman Company

Supervision, Superintendents, Project Managers, Estimating, Commercial General Liability and Umbrella Insurances, Wage of Time Keepers, Watchmen and Clerks, Small tools with material value of less than \$1,500.00. Incidentals, General Office Expense, and all other expenses not included in Labor Rates as listed above. The percentage fee for Overhead and Profit on the Contractor's own work shall be 15% of net cost. The percentage fee for Overhead and Profit on Subcontractor's work shall be 5% (see log).

**MANDATORY ALTERNATES:**

To reuse aluminum doors/frames/hardware Add/Deduct \$ na

**UNIT PRICES:**

Attach unit prices worksheet from applicable work category section.

**VOLUNTARY ALTERNATIVES** (Variations From Materials Specified):

Undersigned proposes the following voluntary alternates for materials and/or equipment specified, it being understood that, should any voluntary alternate(s) be accepted by the Owner, applicable amount(s) hereinafter listed will be added to or deducted from the Base Bid. (No voluntary alternates are required)

- 1. \_\_\_\_\_ \$ \_\_\_\_\_ (Add/Deduct)
- 2. na \$ na (Add/Deduct)
- 3. \_\_\_\_\_ \$ \_\_\_\_\_ (Add/Deduct)

**SCHEDULE:**

The undersigned if awarded a Contract, agrees to work concurrently with the work of other Trade Contractors and the Construction Manager, according to the "Approved Construction Schedule."

**BIDDER'S CERTIFICATE:**

I hereby certify that all statements herein are made on behalf of

Eckhoff & DeVries Painting

(Name of Corporation, Partnership or Person Submitting a Bid)

A Corporation organized and existing under the laws of the State of Michigan

An individual doing business as

Signature: 

Title: Estimator / Project Manager

Address: 1407 Chicago Dr. SW Grand Rapids, MI 49509

Phone: 616.452.7611

Fax:

Email: jaredg@eckhoffdevries.com

\*\*\*See Attached for Qualifications



# ECKHOFF AND DE VRIES

Painting and Wallcovering, Inc.

1407 Chicago Dr, S.W., Grand Rapids, Michigan 49509  
www.eckhoffdevries.com

Phone: (616) 452-7611

(800) 870-2009

FAX: (616) 452-9554

OFFICES – FACTORIES – HOSPITALS – SCHOOLS – CHURCHES – INDUSTRIAL PLANTS – STORES – HOTELS – MOTELS

## PROPOSAL

To: The Christman Company  
634 Front Ave NW #500  
Grand Rapids, MI 49504

03/22/2023

Attn: Dawson Forner

Re: Hastings Library

We will furnish at the above job all labor, materials, and Workers' Compensation, Property Damage and Liability insurance necessary to complete all work as follows:

All work to be included per plans dated (02/24/2006) as follows:

- Existing drywall walls, window shelves, and columns to receive one (1) coat primer as needed and two (2) coats latex satin.
- Drywall walls around new windows to be repaired as needed.
- Existing "brown" bulkhead to be wiped clean. No painting figured.
- Existing drywall ceilings and bulkheads to receive one (1) coat primer as needed and two (2) coats latex flat.
- Existing hollow metal door frames and borrowed lights to be spot primed and receive two (2) coats semi-gloss enamel.
- Existing exterior lintels to be washed, spot primed, and receive two (2) coats exterior enamel.

Addendums 1 & 2 noted.

**BASE BID—\$61,485.00**

### Qualifications

- No work figured at: floors, stained wood, windows, sills, stairs, railings, exposed ceilings, exterior masonry, and turnbuckles.
- All work to be completed during normal business hours.
- No dumpster or portable restroom figured.
- All temp protection and dust protection figured to be completed by others.

Payable in full upon job completion, or per other agreements made. This price is good for 30 days from this date; after 30 days contact writer.

ECKHOFF & DE VRIES PAINTING AND WALLCOVERING, INC

By *Jared M. Gortsema*

[jaredg@eckhoffdevries.com](mailto:jaredg@eckhoffdevries.com)

James A. Oosterman, *President*

Jared M. Gortsema *Estimator*

Murry T. Burgess *Estimator*

# CERTIFICATION

In compliance with this request for proposal and subject to all terms and conditions imposed therein, which are incorporated in this proposal by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

Legal Name of Entity Submitting Proposal: Eckhoff & DeVries Painting and Wallcovering Inc.

Address: Street: 1407 Chicago Dr. SW  
City, State: Grand Rapids, MI ZIP: 49509  
Phone: 616.452.7611  
Email: jaredg@eckhoffdevries.com

Legal form of Entity: Corporation Date company formed: 1981  
(e.g. sole proprietorship, partnership, corporation)

Federal Employee Identification Number (FEIN): 38-2361970

Description of company in terms of size, range, types of services offered and clientele:  
Commerical projects ranging from \$1,000.00 - \$1,000,000.00

Evidence of legal authority to conduct business in Michigan: 768  
(e.g. business license number)

Has offeror or its parent company (if any) ever filed for bankruptcy? (Yes/No) No

Has offeror or its parent company (if any) ever received any sanctions or are currently under investigation by any regulatory or governmental body? (Yes/No) No

Authorized Official: Name: James Oosterman

Title: President

Signature: \_\_\_\_\_ Date: 03/22/2023

**RELATED PARTIES DISCLOSURE  
(CHECK AND COMPLETE AS APPROPRIATE)**

***THIS PAGE MUST BE RETURNED SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR***

**NONE** of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the Hastings Public Library nor has any responsibility or authority with the Library that might affect the procurement transaction or any claim resulting there from.

**EXCEPTIONS TO THE ABOVE STATED ARE AS FOLLOWS:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Connection or Relationship to Hastings Public Library:  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Connection or Relationship to Hastings Public Library:  
\_\_\_\_\_

USE ADDITIONAL SHEETS IF NECESSARY

Authorized Official:

Name: Jared Gortsema

Title: Estimator / Project Manager

Signature: 

Date: 03/22/2023



# ATTACHMENT "B"

## INSURANCE POLICY FOR HASTINGS PUBLIC LIBRARY

The purpose of this policy statement is to establish guidelines requiring insurance for contractors, organizations, groups or individuals that carry on activities or do work on Library property. All Certificates of Insurance shall be maintained by the Library and updated as necessary.

### I. Doing work on Library Property.

Certificates indicating insurance coverage shall be required by all contractors or individuals that do work on Library property.

The following coverage is required:

	Type	Limit of Liability
1	Workers Compensation Statutory Coverage B and Employers Liability	\$500,000.00
2	Public Liability (Including products and completed operations liability)	\$500,000.00 Each Person
	Bodily Injury	\$1,000,000.00 Each Accident
	Property Damage	\$500,000.00 Each Accident
		\$1,000,000.00 Each Aggregate
3	Automobile Liability (Including hired cars and automobile non- ownership)	
	Bodily Injury	\$250,000.00 Each Person
		\$500,000.00 Each Accident
	Property Damage	\$250,000.00 Each Accident
		\$5,000,000.00 Each Aggregate
4	Additional Insured – Hastings Public Library to be specifically named in clause on policy and certificate as an "additional insured."	



# IRAN ECONOMIC SANCTIONS ACT CERTIFICATE

In accordance with the Iran Economic Sanctions Act, Michigan 2012 PA 517, effective April 1, 2013, (MCL 129.311, et seq.), (the "Act"), the undersigned certifies in support of its bid or proposal that it is not an Iran linked business as such is defined in the Act.

Contractor: Eckhoff & DeVries Painting

By: 

Dated: 03/22/2023

Name: Jared Gortsema

Title: Estimator / Project Manager

Work Category No. 24 – Painting

**Work Included:**

The subcontractor shall timely perform all Painting and Wallcovering work as detailed below, in accordance with the contract documents (including Bidding Requirements, Proposal Section, Contract Forms, General Conditions, Supplemental Conditions, General Requirements, Addenda, etc.), including, but not limited to, the following Specification Sections and Work Scope Items. Unless otherwise noted, this contractor is responsible for all items specified in the following:

**Work Category Notes:**

1. Furnish all labor and material to complete all interior and exterior painting and wall coverings as shown and/or specified, including but not limited to; drywall, exposed masonry, exposed steel, field painting of equipment, lintels, door frames, handrails, mechanical, electrical and fire protection piping (including protection of sprinkler heads) etc. including all labor, materials and equipment required for a complete installation.
2. All required surface prep for this work including touch up of steel primer as required.
3. Final wall preparation to include minor patching (scratches and small dents) and minor caulking in all areas which call out for paint. All areas should be reviewed by the painter prior to new finishes being applied.
4. Any drywall repair required due to window system demolition and installation is included in this work category.
5. Temporary protection of all areas and cleanup of paint overspray (if materials are outside of interior renovations) and drippings. Protect all new and existing finishes adjacent to painted areas prior to painting.
6. Protect fire suppression heads; promptly remove protection.
7. Paint color selection to be provided by owner after contract awarded. Base bid to include cost for single coat of Sherwin-Williams ProMar 200 Zero VOC Interior Latex semi-gloss to match existing paint color.
  - o Sherwin-Williams ProMar 200 Zero VOC Interior Latex – Extra White SW7006.

**Specific Notes and Details:**

The following details and notes are included in this Work Category; this list is to clarify the specific items noted below and does not exclude other details or otherwise limit the scope of work for this Work Category.

- 2.1 The Contractor is responsible for any man lift or other equipment needed for the work.
  - a. **NOTE: aisles are as narrow as 37.5" so a narrow man lift may be required. Book shelving cannot be moved to accommodate a lift.**
  - b. Contractor must provide plywood or appropriate material to protect flooring surfaces from damage by a man lift or scaffold.
- 2.2 The Contractor will cordon off work areas as appropriate to minimize interference or risk of falling debris to staff and library patrons.
- 2.3 The Contractor will clean up the work area daily for any debris due to installation, including vacuuming affected carpeted areas, wiping down impacted hard surfaces and disposing of trash.
- 2.4 Field verify all required transition points between new and existing coatings with Construction Manager.
- 2.5 Responsible for all interior joint sealants at hollow metal door & window frame-to-wall structure.
- 2.6 Responsible for all cleaning necessary to ensure proper adhesion of coatings to existing structures.

- 2.7 This scope of work may require multiple phases/mobilizations and all cost associated remobilizing are to be included in this proposal.
- 2.8 All drywall is to be painted that is obstructed by shelving and or furniture is to be coordinated with the construction manager in order to maintain owners' furniture in existing condition.

**Related Work by Others:**

- 3.1 Caulking of exterior aluminum glazing by WC 18.

**Unit Prices:**

Unit Prices are to be complete furnished in-place operations, and include all costs, incidental materials and work, insurance, fringes, bonds, engineering, overhead and profit. Reference the Trade Contract Proposal form for unit pricing required.

**Bid Breakdown:**

Wall Prep	\$ 27,000.00
Touch up	\$ 0.00
Wall Coatings	\$ 29,870.00
Protection Measures	\$ 1,125.00
Miscellaneous	\$ 3,490.00
Total	\$ 61,485.00

**End of Work Category No. 24**

**Trade Contract Proposal Form**

TO: The Christman Company  
634 Front Avenue NW, Suite 500  
Grand Rapids, MI 49504-5355

Re: Hastings Public Library – Window & HVAC  
Replacement  
227 E. State St.  
Hastings, MI 49058

**All Proposal to be sealed in an envelope with duplicates of every supporting document and addressed to Dawson Forner.**

Gentlemen:

Having carefully examined General Conditions, Supplementary Conditions, General Requirements, Advertisement for Bids, Instructions to Bidders, Proposal Section, Drawings, all Addenda issued, Work Category Descriptions, and understanding the scope of work involved in this Work Category (ies) and those that interface with it (them), the undersigned does hereby propose to furnish all labor, materials, insurances, taxes, tools, equipment and services to complete all work required for the Work Category(ies) indicated in accordance with the Work Category Description and the Contract Documents prepared by 27-Mechanical

BASE PROPOSAL SUM: ( \$ 247,360 - )  
(Written) Two hundred forty seven thousand three hundred sixty

**EXPERIENCE MODIFICATION RATING (EMR):**

List the EMR for your firm as determined by your insurance carrier for the past three (3) years.

2022 .65 2021 .65 2020 .65

**TIME AND MATERIAL RATES:**

Labor rates listed below include the following:

Cost of labor including Michigan Single Business Tax, Social Security and Medicare, Federal and State Unemployment Tax, and Fringe Benefits Under Collective Bargaining Agreements, and Worker's Compensation Insurance. The rates listed below do not include overhead and/or profit. These rates are only for additions and/or deletions to the contract that could not have been anticipated at the time of the bid.

	TRADE	STRAIGHT TIME	SHIFT TIME	1 1/2 TIME	DOUBLE TIME
1	Mechanical	\$81.00	\$82.00	\$121.50	\$162.00
2					
3					
4					
5					
6					

**OVERHEAD AND PROFIT (FOR FUTURE CHANGES):** Overhead and Profit shall include the following:

The Christman Company

019113 - 1

4. Furnish and install all low voltage raceways and/or supports required for a complete installation of controls system.
5. Responsible for all joint sealants pertaining to installation performed by this WC.
6. Furnish and install all electrical connections for all mechanical equipment for a complete installation.
7. Responsible for all roof penetrations, including but not limited to removal, curbs, flashings, sealants, repairs/replacement, blocking, nailers, etc. for a complete watertight system.
8. Coordinate and make final connections to equipment. Existing or new owner provided items are to be handled and set by this work category.
9. Responsible for all ceiling tile removal and replacement required, but not shown, for work performed by this WC.
10. This scope of work will require multiple phases/mobilizations and all cost associated remobilizing are to be included in this proposal. See Phase plan and bid schedule for additional clarification.

**Related Work by Others:**

**Unit Prices:**

Unit Prices are to be complete furnished in-place operations, and include all costs, incidental materials and work, insurance, fringes, bonds, engineering, overhead and profit. Reference the Trade Contract Proposal form for unit pricing required.

**Bid Breakdown:**

Demolition	\$ 1,400 -
HVAC Equipment	\$ 169,950 -
Boiler	\$ 21,750 -
Roof Curbs/Roofing	\$ N/A
Controls	\$ 16,720 -
Miscellaneous	\$ 37,540 -
Total	\$ 247,360 -

**End of Work Category No. 27**

Supervision, Superintendents, Project Managers, Estimating, Commercial General Liability and Umbrella Insurances, Wage of Time Keepers, Watchmen and Clerks, Small tools with material value of less than \$1,500.00. Incidentals, General Office Expense, and all other expenses not included in Labor Rates as listed above. The percentage fee for Overhead and Profit on the Contractor's own work shall be 15% of net cost. The percentage fee for Overhead and Profit on Subcontractor's work shall be 5% (see log).

**MANDATORY ALTERNATES:**

To reuse aluminum doors/frames/hardware Add/Deduct \$ NA

**UNIT PRICES:**

Attach unit prices worksheet from applicable work category section.

**VOLUNTARY ALTERNATIVES (Variations From Materials Specified):**

Undersigned proposes the following voluntary alternates for materials and/or equipment specified, it being understood that, should any voluntary alternate(s) be accepted by the Owner, applicable amount(s) hereinafter listed will be added to or deducted from the Base Bid. (No voluntary alternates are required)

- 1. Replace system pumps, E.T.P. A.S. (Nine thousand eight hundred seventy) \$ 9,870 (Add/Deduct)
- 2. \_\_\_\_\_ \$ NA (Add/Deduct)
- 3. \_\_\_\_\_ \$ NA (Add/Deduct)

**SCHEDULE:**

The undersigned if awarded a Contract, agrees to work concurrently with the work of other Trade Contractors and the Construction Manager, according to the "Approved Construction Schedule."

**BIDDER'S CERTIFICATE:**

I hereby certify that all statements herein are made on behalf of

DHE Plumbing & Mechanical

(Name of Corporation, Partnership or Person Submitting a Bid)

A Corporation organized and existing under the laws of the State of Michigan

An individual doing business as DHE Plumbing & Mechanical

Signature: Brian Wm  
 Title: Sales  
 Address: 4475 8th Ave Grandville, Mi 49418  
 Phone: 616-896-8414  
 Fax:  
 Email: brianw@dheplumbing.com

# CERTIFICATION

In compliance with this request for proposal and subject to all terms and conditions imposed therein, which are incorporated in this proposal by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

Legal Name of Entity Submitting Proposal: DHE Plumbing & Mechanical

Address: Street: 4475 8th Ave

City, State: Grandville, Mi ZIP: 49418

Phone: 616-896-8414

Email: brianw@dheplumbing.com

Legal form of Entity: Corporation Date company formed: 2003  
(e.g. sole proprietorship, partnership, corporation)

Federal Employee Identification Number (FEIN): 3744812

Description of company in terms of size, range, types of services offered and clientele:  
50,000,000 in Sales/year, 160 employees, plumbing and mechanical service and installation

Evidence of legal authority to conduct business in Michigan: 1536596  
(e.g. business license number)

Has offeror or its parent company (if any) ever filed for bankruptcy? (Yes/No) No

Has offeror or its parent company (if any) ever received any sanctions or are currently under investigation by any regulatory or governmental body? (Yes/No) No

Authorized Official: Name: Eric Heyboer

Title: Owner

Signature:  Date: 3/21/2023

**RELATED PARTIES DISCLOSURE  
(CHECK AND COMPLETE AS APPROPRIATE)**

***THIS PAGE MUST BE RETURNED SIGNED BY AN AUTHORIZED  
REPRESENTATIVE OF THE OFFEROR***

**NONE** of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the Hastings Public Library nor has any responsibility or authority with the Library that might affect the procurement transaction or any claim resulting there from.

EXCEPTIONS TO THE ABOVE STATED ARE AS FOLLOWS:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Connection or Relationship to Hastings Public Library:  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Connection or Relationship to Hastings Public Library:  
\_\_\_\_\_

USE ADDITIONAL SHEETS IF NECESSARY

Authorized Official:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# ATTACHMENT "B"

## INSURANCE POLICY FOR HASTINGS PUBLIC LIBRARY

The purpose of this policy statement is to establish guidelines requiring insurance for contractors, organizations, groups or individuals that carry on activities or do work on Library property. All Certificates of Insurance shall be maintained by the Library and updated as necessary.

### I. Doing work on Library Property.

Certificates indicating insurance coverage shall be required by all contractors or individuals that do work on Library property.

The following coverage is required:

	Type	Limit of Liability
1	Workers Compensation Statutory Coverage B and Employers Liability	\$500,000.00
2	Public Liability (Including products and completed operations liability)	\$500,000.00 Each Person
	Bodily Injury	\$1,000,000.00 Each Accident
	Property Damage	\$500,000.00 Each Accident
		\$1,000,000.00 Each Aggregate
3	Automobile Liability (Including hired cars and automobile non- ownership)	
	Bodily Injury	\$250,000.00 Each Person
		\$500,000.00 Each Accident
	Property Damage	\$250,000.00 Each Accident
		\$5,000,000.00 Each Aggregate
4	Additional Insured – Hastings Public Library to be specifically named in clause on policy and certificate as an "additional insured."	

## IRAN ECONOMIC SANCTIONS ACT CERTIFICATE

In accordance with the Iran Economic Sanctions Act, Michigan 2012 PA 517, effective April 1, 2013, (MCL 129.311, et seq.), (the "Act"), the undersigned certifies in support of its bid or proposal that it is not an Iran linked business as such is defined in the Act.

Contractor: DHE Plumbing & Mechanical

By:  \_\_\_\_\_

Dated: 2/21/2023

Name: Eric Heyboer

Title: Owner

T.H. Eifert

**Trade Contract Proposal Form**

TO: The Christman Company  
634 Front Avenue NW, Suite 500  
Grand Rapids, MI 49504-5355

Re: Hastings Public Library – Window & HVAC  
Replacement  
227 E. State St.  
Hastings, MI 49058

**All Proposal to be sealed in an envelope with duplicates of every supporting document and addressed to Dawson Forner.**

Gentlemen:

Having carefully examined General Conditions, Supplementary Conditions, General Requirements, Advertisement for Bids, Instructions to Bidders, Proposal Section, Drawings, all Addenda issued, Work Category Descriptions, and understanding the scope of work involved in this Work Category (ies) and those that interface with it (them), the undersigned does hereby propose to furnish all labor, materials, insurances, taxes, tools, equipment and services to complete all work required for the Work Category(ies) indicated in accordance with the Work Category Description and the Contract Documents prepared by \_\_\_\_\_.

BASE PROPOSAL SUM: ( \$ 281,500.00 ) (Addendum 1, 2, and 3 Aknownledged)  
(Written) Two Hundred Eighty One Thousand Five Hundred

**EXPERIENCE MODIFICATION RATING (EMR):**

List the EMR for your firm as determined by your insurance carrier for the past three (3) years.

2022 .69 2021 .70 2020 .70

**TIME AND MATERIAL RATES:**

Labor rates listed below include the following:

Cost of labor including Michigan Single Business Tax, Social Security and Medicare, Federal and State Unemployment Tax, and Fringe Benefits Under Collective Bargaining Agreements, and Worker's Compensation Insurance. The rates listed below do not include overhead and/or profit. These rates are only for additions and/or deletions to the contract that could not have been anticipated at the time of the bid.

	TRADE	STRAIGHT TIME	SHIFT TIME	1 1/2 TIME	DOUBLE TIME
1	Mechanical	\$105.00/hr	\$157.50/hr	\$157.50/hr	\$210.00/hr
2					
3					
4					
5					
6					

**OVERHEAD AND PROFIT (FOR FUTURE CHANGES):** Overhead and Profit shall include the following:

The Christman Company

019113 - 1

# CERTIFICATION

In compliance with this request for proposal and subject to all terms and conditions imposed therein, which are incorporated in this proposal by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

Legal Name of Entity Submitting Proposal: T.H. Eifert Mechanical Contractor, LLC

Address: Street: 3302 W. St. Joseph Street  
City, State: Lansing, Michigan ZIP: 48827  
Phone: 517-484-9944  
Email: jburkholder@theifert.com

Legal form of Entity: LLC Date company formed: Jan. 1, 1975  
(e.g. sole proprietorship, partnership, corporation)

Federal Employee Identification Number (FEIN): 38-2658387

Description of company in terms of size, range, types of services offered and clientele:

Around 40 employees. We perform commercial Plumbing, HVAC and Municipal Services.

Evidence of legal authority to conduct business in Michigan: 801347491  
(e.g. business license number)

Has offeror or its parent company (if any) ever filed for bankruptcy? (Yes/No) No

Has offeror or its parent company (if any) ever received any sanctions or are currently under investigation by any regulatory or governmental body? (Yes/No) No

Authorized Official: Name: Jason Burkholder

Title: Service Manager

Signature:  Date: 3/22/23

**RELATED PARTIES DISCLOSURE  
(CHECK AND COMPLETE AS APPROPRIATE)**

***THIS PAGE MUST BE RETURNED SIGNED BY AN AUTHORIZED  
REPRESENTATIVE OF THE OFFEROR***

**NONE** of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the Hastings Public Library nor has any responsibility or authority with the Library that might affect the procurement transaction or any claim resulting there from.

**EXCEPTIONS TO THE ABOVE STATED ARE AS FOLLOWS:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Connection or Relationship to Hastings Public Library:  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Connection or Relationship to Hastings Public Library:  
\_\_\_\_\_

USE ADDITIONAL SHEETS IF NECESSARY

Authorized Official:

Name: Jason Burkholder

Title: Service Manager

Signature: 

Date: 3/22/23

# ATTACHMENT "B"

## INSURANCE POLICY FOR HASTINGS PUBLIC LIBRARY

The purpose of this policy statement is to establish guidelines requiring insurance for contractors, organizations, groups or individuals that carry on activities or do work on Library property. All Certificates of Insurance shall be maintained by the Library and updated as necessary.

### I. Doing work on Library Property.

Certificates indicating insurance coverage shall be required by all contractors or individuals that do work on Library property.

The following coverage is required:

	Type	Limit of Liability
1	Workers Compensation Statutory Coverage B and Employers Liability	\$500,000.00
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	Property Damage	\$500,000.00 Each Accident
		\$1,000,000.00 Each Aggregate
3	Automobile Liability (Including hired cars and automobile non- ownership)	
	Bodily Injury	\$250,000.00 Each Person
		\$500,000.00 Each Accident
	Property Damage	\$250,000.00 Each Accident
		\$5,000,000.00 Each Aggregate
4	Additional Insured – Hastings Public Library to be specifically named in clause on policy and certificate as an "additional insured."	

## IRAN ECONOMIC SANCTIONS ACT CERTIFICATE

In accordance with the Iran Economic Sanctions Act, Michigan 2012 PA 517, effective April 1, 2013, (MCL 129.311, et seq.), (the "Act"), the undersigned certifies in support of its bid or proposal that it is not an Iran linked business as such is defined in the Act.

Contractor: T.H. Eifert Mechanical Contractor, LLC

By: 

Dated: 3/22/23

Name: Jason Burkholder

Title: Service Manager

Supervision, Superintendents, Project Managers, Estimating, Commercial General Liability and Umbrella Insurances, Wage of Time Keepers, Watchmen and Clerks, Small tools with material value of less than \$1,500.00. Incidentals, General Office Expense, and all other expenses not included in Labor Rates as listed above. The percentage fee for Overhead and Profit on the Contractor's own work shall be 15% of net cost. The percentage fee for Overhead and Profit on Subcontractor's work shall be 5% (see log).

**MANDATORY ALTERNATES:**

To reuse aluminum doors/frames/hardware Add/Deduct \$ \_\_\_\_\_

**UNIT PRICES:**

Attach unit prices worksheet from applicable work category section.

**VOLUNTARY ALTERNATIVES** (Variations From Materials Specified):

Undersigned proposes the following voluntary alternates for materials and/or equipment specified, it being understood that, should any voluntary alternate(s) be accepted by the Owner, applicable amount(s) hereinafter listed will be added to or deducted from the Base Bid. (No voluntary alternates are required)

- 1. \_\_\_\_\_ \$ \_\_\_\_\_ (Add/Deduct)
- 2. \_\_\_\_\_ \$ \_\_\_\_\_ (Add/Deduct)
- 3. \_\_\_\_\_ \$ \_\_\_\_\_ (Add/Deduct)

**SCHEDULE:**

The undersigned if awarded a Contract, agrees to work concurrently with the work of other Trade Contractors and the Construction Manager, according to the "Approved Construction Schedule."

**BIDDER'S CERTIFICATE:**

I hereby certify that all statements herein are made on behalf of

\_\_\_\_\_  
T.H. Eifert Mechanical Contractor, LLC

\_\_\_\_\_  
(Name of Corporation, Partnership or Person Submitting a Bid)

A Corporation organized and existing under the laws of the State of \_\_\_\_\_ Michigan

An individual doing business as \_\_\_\_\_

Signature: Jason Burkholder  
 Title: Service Manager  
 Address: 3302 W. St. Joseph Street, Lansing, Michigan 48917  
 Phone: 517-484-9944  
 Fax: 517-484-1699  
 Email: jburkholder@theifert.com



4. Furnish and install all low voltage raceways and/or supports required for a complete installation of controls system.
5. Responsible for all joint sealants pertaining to installation performed by this WC.
6. Furnish and install all electrical connections for all mechanical equipment for a complete installation.
7. Responsible for all roof penetrations, including but not limited to removal, curbs, flashings, sealants, repairs/replacement, blocking, nailers, etc. for a complete watertight system.
8. Coordinate and make final connections to equipment. Existing or new owner provided items are to be handled and set by this work category.
9. Responsible for all ceiling tile removal and replacement required, but not shown, for work performed by this WC.
10. This scope of work will require multiple phases/mobilizations and all cost associated remobilizing are to be included in this proposal. See Phase plan and bid schedule for additional clarification.

**Related Work by Others:**

**Unit Prices:**

Unit Prices are to be complete furnished in-place operations, and include all costs, incidental materials and work, insurance, fringes, bonds, engineering, overhead and profit. Reference the Trade Contract Proposal form for unit pricing required.

**Bid Breakdown:**

Demolition	\$ -
HVAC Equipment	\$ 208,000.00
Boiler	\$ 39,300.00
Roof Curbs/Roofing	\$ N/A
Controls	\$ 34,200.00
Miscellaneous	\$ N/A
Total	\$ 281,500.00

**End of Work Category No. 27**

# ESTIMATE

EnerFusion Inc.  
1601 Hults Dr.  
Eaton Rapids MI 48827 US

DATE    EXPIRATION    ESTIMATE #  
3/8/2023    5/8/2023    1300

**BILL TO**  
David Edelman  
Hastings Public Library  
227 E State St  
Hastings MI 49058 USA

**SHIP TO**  
David Edelman  
Hastings Public Library  
227 E State St  
Hastings MI 49058 USA

DESCRIPTION	QTY	RATE	AMOUNT
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**AU-SC-AO-STD**

Features of the "Aurora-Solar":

- Fits many different picnic table models equipped with a 1-1/2" diameter umbrella hole in table top.
- Generates and stores electricity for use day or night for true "Off the Grid" GREEN power!
- Provides (4) Type "A" USB power outlets.
- Provides (2) Qi enabled "Wireless" charging location conveniently located on the mini-table top surface.
- (6) Ambient LED lighting system operated automatically at dusk with configurable digital timer to allow for adjustments to "on" and "off" times.
- (2) 70 Watt Solar Panels, 140 watts power generation.
- Solar charge controller with digital readouts and bluetooth connectivity with mobile app to (IOS and Android) monitor system information.
- 20 Ah robust capacity LiFePo4 battery bank.
- Structural components constructed from Aluminum, thus preventing any potential for rusting of the structure as seen with other outdoor furnishings on the market.
- Stainless steel fasteners utilized for long lasting and rust-free securing of components.
- Easy to clean surfaces.
- Each product is fully customizable with many color choices available for table surfaces and structural aluminum components.
- The "Aurora-Solar" is Made in America!

1.00	4,525.00	4,525.00
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**Plaza Picnic Table**

Traditional hexagon design Eco-friendly recycled plastic  
Color: TBD

1.00	1,110.00	1,110.00
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Hastings MI 49058 USA

DESCRIPTION	QTY	RATE	AMOUNT
<b>Turn Key Installation</b>			
Delivered and Installed by Enerfusion Inc.	1.00	0.00	0.00

**SUBTOTAL** 5,635.00

\*\*\*50% Deposit required for production to begin unless prior terms have been made. **TOTAL USD** 5,635.00

\*\*\*Please allow 10-12 weeks for delivery from receipt of deposit.

\*\*\* If not tax exempt taxes will be added to final invoice.

Pictures of proposed picnic table to put in the Library's rain garden.



# Hastings Public Library

## Friends of the Library

The Friends of the Hastings Public Library is a 501c3 charitable organization functioning under the laws of the State of Michigan and its own bylaws. The officers of the Friends group and the Director or Assistant Director are the liaisons between the groups.

While the Library Board is supportive of the development, advancement, and community activity of the Friends of the Hastings Library, the two groups shall be independent of each other. Many cooperative events will occur concerned with developing and maintaining understanding and support of the library and its services.

~~Proposed expenditure of funds raised by the Friends shall be drawn up by the Library Director and submitted to the Library Board of Directors for approval before being presented to the Friends.~~

In addition to the Friends Store area of the library, meeting space and limited storage space will be provided in the library to facilitate Friends meetings and activities.

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# Hastings Public Library

## Security & Key Policy B

The Hastings Public Library makes every effort to provide a safe environment for its staff and the public. To that end, the staff entrance and certain interior doors will remain locked at all times, with the exception of when a staff member is moving equipment or large amounts of materials in-to or out of a locked area. Once the job is complete, the door will be relocked.

### Keys

Library kKeys will only be issued to employees, the Lakeland Library Cooperative delivery driver, and the IT consultant. The Library reserves the right to change locks and keys as needed.

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All Library employees will be issued keys based upon their need for access.

Each employee will fill out and sign a Key Assignment form at the time they received their keys, which provides a record of all keys assigned.

Keys are rated at two security levels:

- Level 1 – Staff entrance and master interior doors keys. These numbered keys are given to employees after their initial training period is completed and may be taken from the building.
- Level 2 – Public door keys. These numbered keys are to only be carried by staff when they are opening and closing the public library doors. They never leave the building. The only staff member with public door keys is the custodian who needs this key to perform work in the entry lobbies and outside the building after hours.

Staff must nNever leave keys unattended and should keep them on their person while working in the building.

All lost or stolen keys must be reported to the Library Director within twenty-four hours.

- Based on the factors involved, the Library Director and Board will make a decision decide whether to replace the keys or have the locks re-keyed. The individual whose keys were lost may be asked to assume the cost of replacement keys and may also assume the cost of re-keying.

Employees will only access the library building for work related purposes.

The keys referred to in this policy are the property of the Hastings Public Library and are not to be duplicated by anyone other than under the direction of the Library Director.

All keys must be returned to the Library Director upon termination of employment.

### Alarm Codes

Alarm codes will only be issued to employees, the Lakeland Library Cooperative delivery driver, and the IT consultant. The Library reserves the right to rescind an alarm code as needed.

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# Hastings Public Library

## Security & Key Policy B

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- Employees must nNever give their alarm Code to anyone, including other Library staff.
- Employees must pProtect their alarm Code from discovery by another person.
- If any alarm Code is discovered by anyone, it is your the employee's responsibility to notify the Library Director, so that the code can be cancelled and a new code issued.

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# Hastings Public Library Volunteer Policy

## Purpose

The Hastings Public Library volunteer program supplements the efforts of paid library staff to provide quality library collections, services and programs; serves as a way for area residents to become familiar with the library; and creates opportunities for individuals to feel personal satisfaction while performing a valuable service for their community.

A volunteer is a person who performs tasks for the Hastings Public Library without wages, benefits, or compensation (including travel expenses) of any kind. Examples include members of the Library Board and Friends of the Library.

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~~1. There are also~~ Service volunteers, who do work for the library and function in ways similar to staff.

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~~2. Service volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. They work with the status of "at-will" employees. Volunteers may or may not be members of the Friends of the Library.~~

~~The Library also works with law enforcement and other agencies to provide community service opportunities for community members of all ages.~~

## Volunteer Application Process

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~~All potential volunteers must complete a Volunteer Application which is given to the Assistant Director. A background check is then run on all prospective volunteers. Acceptance of a volunteer is dependent on a clean background check as described below, plus availability of work and work preferences as described by the applicant.~~

~~The Library does not offer volunteer opportunities inside the building to anyone previously convicted of theft, larceny or other property crimes. Volunteer applicants with these backgrounds may be offered work outside the building, such as helping with landscaping maintenance.~~

~~The Library does not allow volunteers with convictions for any crime related to children to work with children, but may offer them other opportunities on a case-by-case basis.~~

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# Hastings Public Library

## Board Meeting Public Comment Policy

The purpose of this policy is to provide for the orderly conducting of Hastings Public Library Board of Trustees Meetings, while at the same time providing adequate opportunity for citizens to offer their opinions and views regarding their library and its programs.

### **Regular Board Meetings**

The Hastings Public Library Board of Trustees shall allow time on every meeting agenda for citizen comment on library matters. The Library Board President or other designated presiding officer will recognize members of the public and grant them time to speak. Upon being recognized, each individual should state his or her full name, the city or township they reside in, and the topic to be discussed. Meeting observers may not speak at any other time unless specifically recognized by the presiding officer.

Citizens will be given a maximum of five (5) minutes to address any agenda item or to express their views during the citizen comment period.

Public comments will be addressed to the entire Board. The name of the speaker, place of residence, and topic discussed will be recorded in the meeting minutes. Ordinarily there will not be a response from either Board members or the Library Director. However, a response may be made at the discretion of the Board President.

All speakers, whether from the public or on the Board, have the right to be heard. When a person(s) become(s) unruly, the President or presiding officer may declare said person(s) to be out of order, and if necessary may rule that the person(s) has forfeited the opportunity to speak further. Unruly behavior may include, but is not limited to:

- Use of profane or other inappropriate language
- Name calling or other verbal abuse
- Any physical abuse of other persons or Library property
- Yelling
- Speaking out of turn when not recognized by the presiding officer
- Speaking past the allotted time period

Any person who refuses to comply with this policy and continues to disrupt the normal conduct of the meeting may be asked to leave by the Board President or other designated presiding officer. A majority Board vote is required to exclude any individual from future meetings.

The Library Board President or other designated presiding officer has the responsibility to ensure this policy is followed.

### **Special Board Meetings for Public Comment**

The Board may call a special meeting to address issues not able to be covered at a regular meeting consistent with timing and posting requirements as established by the Michigan Open Meetings Act.