

BOULDER PUBLIC LIBRARY DISTRICT
-REGULAR MEETING-
Tuesday, December 17, 2024
Boulder Public Library, Canyon Meeting Room
1001 Arapahoe Ave, Boulder CO
and
Via Zoom
6:00 p.m.
Join Zoom Meeting
<https://tinyurl.com/yckjjw7v>

| <u>Board of Trustees</u> | <u>Term Expiration</u> |
|--------------------------|------------------------|
| Andy Saylor | 2029 |
| Benita Duran | 2028 |
| Tom Cosgrove | 2028 |
| Sylvia Wirba | 2027 |
| Doug Hamilton | 2027 |
| Cara O'Brien | 2026 |
| Sam Fuqua | 2025 |

Follow [link](#) to review long range agenda planning document.

AGENDA

1. Call to Order and Declaration of Quorum
2. Public Comment
3. Consider approval of minutes of November 19, 2024
4. Bi-Monthly Treasurer's Report (15 min)
5. Mid-Year Audit Update (20 min)
6. Director Updates (15 min)
7. Trustee Matters
 - a. Trustee Selection Committee
 - b. August Retreat Dates
 - c. Parasol Patrol Resolution
8. Legal Counsel Updates
9. Adjournment

NEXT MEETING: Tuesday, January 21, 2025

Record of Proceedings

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

OF THE

BOULDER PUBLIC LIBRARY DISTRICT

Held: Tuesday, November 19, 2024, at 6:00 p.m. at the Boulder Public Library, 1001 Arapahoe Avenue, Boulder, Colorado.

The meeting of the Board of Trustees of the Boulder Public Library District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Trustees, having confirmed their qualifications to serve on the Board, were in attendance:

Doug Hamilton
Benita Duran
Tom Cosgrove
Sylvia Wirba
Cara O'Brien
Andy Saylor
Sam Fuqua

Also present were Kim J. Seter, Esq. from Seter & Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library; Jennifer Phares, Deputy Director of the Boulder Public Library; Celia Seaton, Executive Assistant of the Boulder Public Library; Sydney McCoy, Public Services Director of the Boulder Public Library; Maria Tormos, Communications Manager of the Boulder Public Library; Juan Jimenez, BoulderReads Literacy Manager of the Boulder Public Library; Susanna Perez, Outreach Manager of the Boulder Public Library; and Chris Barge, Executive Director of the Boulder Public Library Foundation.

Members of the public present: Celeste Landry and Adnan Chernoff

Person preparing summary: Celia Seaton

Type of Meeting: Regular

Agenda Item 1: Call to Order and Declaration of Quorum

Hamilton called the meeting to order at 6:01 p.m. noting that enough appointed trustees were present to create a quorum authorized to act on behalf of the District.

Agenda Item 2: Public Comment

Celeste Landry, a Library Commissioner from 2010 until 2014, referenced her February 2022 letter to the editor in the *Daily Camera* which spoke in support of creating a library district. As she reiterated, “If the library were funded adequately then the commission would not have considered library districting as a financial solution.”

She recalled the library hours extending until 9 p.m. Monday through Thursday during her time on commission. As the library now closes at 7 p.m., she has observed lower attendance in her discussion group that uses a library meeting room. She noticed that other libraries in the area stay open later in the evening; Lafayette Public Library is open until 8 p.m. Monday through Thursday. She feels that the Boulder library system should be a model for the neighboring communities and urged consideration of a later closing time of 9 p.m.

Hamilton reported hearing patron feedback desiring later hours for the makerspace. He relayed the library’s plan to open at 9 a.m. instead of 10 a.m. on Fridays, starting January 3, 2025. The Canyon Theater is available for after-hours events on Thursdays and Saturdays until 10 p.m. Fuqua “would love to test later hours for the makerspace facilities.”

Duran appreciated her comments. She suggested additional consideration around removing some of the library’s holiday closures.

Farnan thanked Landry for her input. In his observation, a smaller portion of patrons visit the library in the evening as compared to the rush of the morning hours; visits after 6 PM can dwindle to a “trickle.” However, he recognized that Landry’s perspective was from a patron who is already in the building and wishes to stay later. This could be investigated, along with a review of the associated costs for extended security contract hours and increased staffing levels.

Farnan noted that the holiday schedule will be brought to the board for approval. BPLD currently recognizes twelve holidays, which Farnan observed as common practice throughout the area. To minimize expense, Fuqua suggested scheduling the later hours at a branch with a smaller footprint (e.g., the NoBo Library). Hamilton placed this on the plan to consider further next year.

Agenda Item 3: Consider Approval of Minutes of October 15, 2024

Following motion from Trustee Duran and second from Trustee Hamilton, these minutes were approved unanimously.

Agenda Item 4: 2025 Recommended Operating and Capital Budget

a. Staff Presentation

Phares incorporated the board’s feedback into [this presentation, which was previewed at the October meeting](#). She reviewed accomplishments from 2024 which were achieved with board support and fulfilled promises made in the library district ballot measure: restored library service hours, activation of the Canyon Theater, expanded makerspace access, opening of the NoBo Library, and reopening of Carnegie Library and Main Library Café. The Café is now staffed in-house and consistently managed. The library hired over 70 new staff, started to address the

most critical deferred maintenance items, and began implementation of the Outreach Strategic Plan. Phares highlighted 2025 goals: open Gunbarrel Library, survey community, increase safety on grounds and tackle more deferred maintenance items, and strengthen community outreach alongside new literacy programs. She reviewed the four strategic priorities as outlined during the last meeting in October: data-driven decision-making, workplace culture-building, strengthening and growth of community connections, and improving the safety and function of the facilities and spaces.

Phares presented a pie chart depicting 2025 Operating and Capital Budget Sources that total \$27.1M. The unappropriated fund balance is estimated at \$5,650,000. \$3.1M has been designated by the board for future capital needs. Phares then reviewed how staff calculated the estimated total fund balance by year's end of 2024.

Another pie chart indicated 2025 Operating and Capital Budget Uses. The next graph drilled into details regarding the 2025 Personnel Costs Breakdown. Not including capital, personnel costs represent 66% of the total operating budget. The slides which followed covered the 2025 total employee compensation along with highlighted increase to FTE with standard employees.

The next slide reviewed costs for the new Gunbarrel library branch. Staff recommended allocations for associated personnel, equipment, repairs, renovations, materials collection, as well as outreach and marketing for a celebratory grand opening.

The Literacy & Outreach Department personnel grows by 42% with five new positions including a temporary citizenship class coordinator. New 2025 initiatives include ESL and Spanish literacy classes, Spanish conversation groups, and two additional multi-cultural events at the libraries.

Phares next presented the scope of cost estimates for taking care of deferred maintenance at Main, George Reynolds, and the Carnegie libraries. These were listed under categories of immediate; short term; and mechanical, electrical and plumbing (MEP) elements. She noted recent improvements such as roof and ceiling repair for a notorious leak in the north building at Main – though perhaps not always glamorous, these fixes are long-awaited and much appreciated.

Once prepared, the three-tiered estimate for Carnegie design improvements will be presented to the board.

b. Public Hearing

Adrian Chernoff presented the board with an overview of his story-telling platform, Ojje Interactive Books, which uses “Artificial Intelligence (AI) curated storytelling” in both Spanish and English and personalized for various age levels. In response to Duran’s inquiry, Chernoff has not yet partnered with any schools in the area, though he has introduced the product. He feels the library would be a “great place to activate.” Juan Jiminez provided his information for follow-up.

Barge commended the “inspiring conversation” regarding what he considers “the most transformational budget” for the library in this generation. He sees the staff and board as “excellent stewards of the big bet that the community placed on this library,” and appreciated

the “rapid clip” of work. He noted that the Boulder Library Foundation is a “proud partner” in these efforts.

Duran asked whether there was another resource in the area for people seeking citizen class instruction; she also wondered about potential federal funding sources. Locally, the [Intercambio Language School](#) has provided instruction for decades. In the past, grant monies from BLF paid Intercambio to hold citizen classes at the library. The instructor has now been classified as a temporary library employee to bring the program in-house. Jiminez noted that the library’s program is free and in-person while the one offered by Intercambio charges a fee and is hosted online. Jiminez explained that his research indicated that the library’s current program is too small to work with government grants. Additionally, Farnan has observed a heavy load of expected reporting in return for such grants.

Regarding grant monies expected from the Boulder Library Foundation, Saylor observed \$125,000 noted in the proposed grant budget as compared to \$250,000 that he understood BLF to be setting aside. He confirmed that this figure could be adjusted if additional proposals are submitted. Barge reported that BLF has made space in its budget for up to \$250,000 in library grants which would be approved in February.

Cosgrove inquired about allocations to explore solutions for the safety issues around the Main Library underbelly. Farnan replied that this was highlighted as a potential capital expense. Following this theme, Farnan noted that the city is currently drawing up [plans for 2026 Civic Area improvements, inviting the community to provide feedback on design options](#). He emphasized that ongoing maintenance will be a vital component alongside any capital improvements that are made.

Farnan noted that staff can explore extending hours, but the library has experienced a decline in public usage since the pandemic. Nationally, this drop has been trending since 2012. Circulation numbers continue to rise despite lower physical visits. Observing this shift, “we are living in a different world,” and the library seeks to employ novel modalities to bring programs and services to the community through outreach. As he emphasized, “the outreach plan is not new;” it was on the Library Master Plan in 2007 and again in 2018 but had never received proper funding. With the formation of the district, the plan was launched; next year it is set to be doubled. In Farnan’s view, the trustees will have to weigh options to invest resources in either longer hours or staff who can effectively engage and market the available opportunities.

Outreach is often performed after the official closure hours of the library and can engage communities otherwise underserved. Susanna and Outreach Coordinator Christina Garcia represented the library at an Immigration Resource Fair held the previous week after the library closure hours; they reached 150 people. Garcia is engaging families this evening at an event for Boulder Valley School District. Strategically staffing this type of outreach can result in the strongest impact for the community, generating the library’s presence outside its physical walls.

An internal pay equity survey will be completed this year and implemented in 2026; Phares does not anticipate substantial adjustments.

O'Brien praised the "really good work" that went into this budget presentation. Hamilton agreed: "Amazing."

c. **Board of Trustees to consider a resolution to approve the 2025 operating and capital budget and certify the mill levy**

Hamilton introduced and moved for adoption of the resolution as published on page 24 of the [packet](#), approving the fiscal year 2025 budget as presented as well as the certification of the mill levy. Duran seconded, and the motion passed unanimously.

Agenda Item 5: Draft BPLD Capital Improvement Plan (CIP)

a. **Brief overview and input from the Board of Trustees on the first draft**

Responding to Hamilton's request, Phares compiled this draft to assist in planning for future allocations. The format stylistically mirrors the City of Boulder's CIP documents. Phares included the policy information that provides foundational understanding alongside this plan. She categorized some of the different capital costs, incorporating graphics to represent work at the different facilities as expected over the next several years. She welcomed input and feedback from the board.

The group discussed keeping abreast of the [Boulder Valley Comprehensive Plan](#) as the city and county solicit input for updates to this guiding document. Duran attended a meeting on this topic held earlier in the month at The Dairy. As she noted, it is important to know and understand future development and growth as the library, city, and county share mutual impacts.

Fuqua considered the timeline for a new Meadows library branch alongside concern for the cost of Carnegie Library improvements. Farnan expects to bring the three tiers for Carnegie repair and improvement to the board within the first quarter of 2025. Staff agreed with Fuqua's recommendation to strategically relocate some of the more sensitive items in the Carnegie archives to a new Meadows site for modernized storage with environmental control.

Duran confirmed that this plan would be shared with City of Boulder representatives. Hamilton expressed the importance of taking good care of the buildings, but also indicated that ownership must be transferred to justify more significant investment. City of Boulder staff had recommended that the buildings be transferred, though the council vote had resulted in a split. Farnan recalled that the ownership of assets can be revisited and renegotiated in 2027 per the intergovernmental agreement.

Agenda Item 6: Director Updates

a. **Gunbarrel Automated Material Handler (AMH) – Board approval sought on the quote and Sole Source Justification**

Farnan indicated this item as presented in the [packet](#). Saylor confirmed that the same material handling system (Lyngsoe) is in use at the other libraries.

Hamilton moved to approve the sole source purchase of the Lyngsoe system for the new Gunbarrel Library location at a cost of \$231,731. Cosgrove seconded and the motion passed unanimously.

b. **DRAFT BPLD Compensation Philosophy**

Farnan expects this item, as presented in the [packet](#), will be helpful for prospective employees as well as the public.

c. **Highlights from the 2024 staff benefits survey**

Staff agreed to Saylor's recommendation that this survey be done earlier in the year to better guide decisions around benefit choices. The more formal class and compensation study will be formally conducted every two years.

Duran was surprised that only 75% of staff were signed up for the benefits; as the intention was to create an attractive package, she had expected a higher membership rate. O'Brien wondered how this rate fared against that of other organizations.

Noting the low participation indicated by the survey results, Hamilton would prefer at least 80% feedback to provide more valid statistics for evaluation: "if people aren't happy, they need to participate."

Farnan indicated that the charitable funds received annually by the Warner Trust may be directed through the administration of the Boulder Library Foundation in the future.

By the end of the month, staff hope to receive the mechanical and electrical drawings for planned facility work at the Gunbarrel Library site; these will be presented to the board at the December meeting.

After negotiations between Fransen Pittman and the city (who owns the building), the contractor has opted out and the completion work will be transitioned to a different group. Due to permitting timelines and construction delays, Farnan expects the opening of the NoBo Library playground will be pushed ahead to a date in spring 2025.

Agenda Item 7: Trustee Matters

Cosgrove attended the Drag Queen Storytime held at Main Library this past Saturday. Observing the 50-70 volunteers known as the Parasol Patrol, he recommended writing a letter of appreciation for the group's "awesome" support in conducting a safe and fun event. Farnan agreed that this would be a nice gesture, Parasol Patrol has been a familiar presence at library events for many years now. Cosgrove

agreed to draft this letter and Farnan will look into inviting a Parasol Patrol representative to a future trustee meeting.

Agenda Item 8: Legal Counsel Updates

Setzer noted that the legal team will certify the mill levy for the District to the County Commissioners of Boulder County and make the certified and approved budget a part of public records.

Agenda Item 9: Adjournment

With no further business before the Board, the meeting was adjourned at about 8:06 p.m.

Attestation

DRAFT

**Boulder Public Library District
Statement of Activities - Actual vs Budget**

| | 2024 Adj Ops Budget | YTD Actuals 11/30/2024 | YTD Balance 12/31/2024 | % Received / Spent |
|---------------------------------------|----------------------|---------------------------|---------------------------|--------------------|
| | | | Actual minus budget | |
| Revenue | | | | |
| Property Tax | 21,404,074.00 | 21,727,362.67 | 323,288.67 | 102 % |
| Carryover Revenue | 16,577,384.04 | 16,577,384.04 | 0.00 | 100 % |
| Interest Income | 0.00 | 837,325.79 | 837,325.79 | 0 % |
| Grants | 641,634.00 | 601,144.32 | (40,489.68) | 94 % |
| Donations | 0.00 | 563.00 | 563.00 | 0 % |
| Sales | 35,000.00 | 39,553.76 | 4,553.76 | 113 % |
| Book Fees | 0.00 | 12,397.96 | 12,397.96 | 0 % |
| Other | 600,811.00 | 639,604.60 | 38,793.60 | 106 % |
| Total Revenue | 39,258,903.04 | 40,435,336.14 | 1,176,433.10 | 103 % |
| Expenditures | | | | |
| Personnel | 12,522,894.00 | 8,715,744.72 | 3,807,149.28 | 70 % |
| Administrative | 422,515.00 | 169,371.58 | 253,143.42 | 40 % |
| Board Governance | | | | |
| Legal Consultants & Fees | 150,000.00 | 111,674.23 | 38,325.77 | 74 % |
| Auditor | 27,600.00 | 16,500.00 | 11,100.00 | 60 % |
| Board Food | 6,000.00 | 4,679.41 | 1,320.59 | 78 % |
| Board Memberships & Travel | 5,000.00 | 748.35 | 4,251.65 | 15 % |
| Total Board Governance | 188,600.00 | 133,601.99 | 54,998.01 | 71 % |
| Purchased Services | 1,481,675.00 | 1,231,315.01 | 251,639.28 | 83 % |
| Building Costs & Utilities | 954,494.00 | 889,325.07 | 65,168.93 | 93 % |
| IT Support | 1,626,533.00 | 1,354,803.84 | 271,729.16 | 83 % |
| Library Collection | 1,975,050.00 | 1,636,972.34 | 338,077.66 | 83 % |
| Marketing & Engagement | 200,000.00 | 127,001.92 | 72,998.08 | 64 % |
| Programs & Events | 385,000.00 | 371,147.34 | 13,512.66 | 96 % |
| Capital Outlay | 4,848,411.00 | 1,675,286.01 | 3,158,600.86 | 35 % |
| Cafe | 50,000.00 | 30,790.73 | 19,209.27 | 62 % |
| 2023 City of Boulder Library Expenses | 12,012,232.65 | 12,012,232.65 | 0.00 | 100 % |
| Total Expenditures | 36,667,404.65 | 28,347,593.20 | 8,306,226.61 | 77 % |
| Total Change in Fund Balance | 2,591,498.39 | 12,087,742.94 | 9,482,659.71 | |

Boulder Public Library District Balance Sheet

| | Current YTD Balance 11/30/2024 | Year Ending 12/31/2023 | Difference 2024 minus 2023 |
|---|-----------------------------------|---------------------------|-------------------------------|
| Current Assets | | | |
| Cash & Cash Equivalents | | | |
| Chase checking account | 1,165,561.05 | 6,648,518.33 | (5,482,957.28) |
| Chase CD account | 0.00 | 10,000,000.00 | (10,000,000.00) |
| COLOTRUST Prime Account | 11,267,676.28 | 0.00 | 11,267,676.28 |
| Cash Drawers & Change Fund | 1,750.00 | 0.00 | 1,750.00 |
| Total Cash & Cash Equivalents | 12,434,987.33 | 16,648,518.33 | (4,213,531.00) |
| Accounts Receivable, Net | 9,968.52 | 74,551.97 | (64,583.45) |
| Other Current Assets | 25,064.00 | 0.00 | 25,064.00 |
| Total Current Assets | 12,470,019.85 | 16,723,070.30 | (4,253,050.45) |
| Long-term Assets | (2,805.45) | 0.00 | (2,805.45) |
| Total Assets | 12,467,214.40 | 16,723,070.30 | (4,255,855.90) |
| Liabilities | | | |
| Short-term Liabilities | 429,265.75 | 14,100,869.85 | (13,671,604.10) |
| Total Liabilities | 429,265.75 | 14,100,869.85 | (13,671,604.10) |
| Fund Balances | | | |
| General Fund Reserves | 2,550,000.00 | 0.00 | 2,550,000.00 |
| Total General Fund Reserves | 2,550,000.00 | 0.00 | 2,550,000.00 |
| Change in Fund Balance | 12,074,158.10 | 2,622,200.45 | 9,451,957.65 |
| Total Fund Balances | 14,624,158.10 | 2,622,200.45 | 12,001,957.65 |
| Total Liabilities and Fund Balance | 15,053,423.85 | 16,723,070.30 | (1,669,646.45) |

Created on : 12/13/2024 12:06 PM PST

December 13, 2024

To: Boulder Public Library District Board of Trustees

From: David Farnan, Library Director

Jennifer Phares, Director of Business and Administration

Adriana Boniakowski, Finance Manager

Subject: Update about Mid-year Financial Audit

The auditors met with the finance team on Wednesday, November 20, 2024 to conduct a mid-year audit. In advance of the meeting, the auditor requested the following documents:

- General Ledger Detail from 01/01/2024 – 12/31/2024
- Payroll Register for the period that includes the date 8/20/2024
- Bank statements for all accounts for the month of September 2024, including reconciliations
- Bank export of all credit card transactions 01/01/2024 – 12/31/2024

The auditors observed cash handling practices in the café and the George Reynolds Branch Library, met with the Human Resources team to review payroll records. The auditor shared one finding regarding the set up of PERA deductions. The incorrect set up resulted in over-contributions for most employees. The issue was reconciled in pay period 23 for employees. Staff is currently working to reconcile contribution records with PERA.

Although staff inquired about when the audit report will be issued, no response has been received yet. If the audit report is received prior to the December board meeting, it will be emailed to Trustees. If it is received after the December board meeting, it will be included in the January 2025 board meeting packet.

December 2024

Library Director's Report

CAPITAL CONSTRUCTION CONTRACTS

During the July 2, 2024 special meeting, the Board of Trustees approved a transfer of 2024 operating funds to capital improvement projects and deferred maintenance items outlined in the property condition assessment report produced by Cumming Management Group, Inc. in 2023 plus some other improvements for patron and staff areas in the facilities. If the Board approves, the following capital construction proposal will be funded from the 2024 capital budget.

- **Conversion of Main Library north building locker room to a staff breakroom with private space for lactation.**

The purpose of this project is to create appropriate space for break time and for employees who are nursing to have private space for lactation. The number of employees that work out of the north building has more than doubled since the beginning of 2024 and currently there is no designated private employee space for employees who are nursing. Two cost estimates were obtained for this project and Administration and Facilities staff have elected to use JOC Construction because of their team's familiarity with the facility and their proposal being the most economically advantageous to the District. The contract is part of the cooperative purchasing organization Gordian Job Order Contracting. The contract is **Attachment A**. A rendering of the restroom is **Attachment B**.

- **Gunbarrel Facility Renovation**

The purpose of this project is to renovate the facility for the Gunbarrel Library. The bulk of the construction work is to create a separate staff workspace with automated materials sorting unit and offices for the library manager and staff. The current "bank" offices will be converted into public meeting rooms, a storytime area for children and a laptop work area. We plan to renovate the restrooms to provide all gender access and to allow for regulating access. The project will also create an enclosed nursing station that can be used by staff or patrons. The current timeline for the project to open is Summer 2025.

We plan to present the construction contract and the final design concept with the Board as soon as it is available. If the contract is available prior to Tuesday, December 17, it will be sent separately to the Trustees for their consideration and approval during the December meeting so the project funds can be encumbered from the 2024 budget. If the proposal is not available in time for the December meeting, it will be presented to the Board in January and if approved, 2025 capital funds will be encumbered for the project.

SERVICE CONTRACT AND INSURANCE RENEWALS

- **Kleen-Tech Custodial Services Contract**

The vendor services agreement for custodial services is due for renewal on Jan. 2, 2025. Approximately, \$58K (annual cost) of services were added in 2024 with the opening of the

George Reynolds Library on Mondays, Saturday cleaning of the Carnegie Library, and the opening of the NoBo Library. The vendor requested that the District consider covering the actual cost of health care benefits for Kleen-Tech employees assigned to the District's account who work 20 hours or more per week and opt in to the coverage. The estimated total cost is approximately \$30K annually. The District will be billed for the actual cost. Benefits coverage for these Kleen-Tech employees was a provision of the agreement the City of Boulder had for the library to address the commitment to provide a living wage. This provision was inadvertently left out of the 2024 agreement with the District. The addition of the cost of the coverage represents a ten percent increase in the base cost of the agreement. The total base cost of the 2025 contract is \$320,402.

Staff recommend that the Board approves this renewal as Kleen-Tech services have been satisfactory during 2024. The renewal agreement is **Attachment C**.

- **2025 Liability Insurance Renewal**

We are finalizing renewal of the various liability insurance coverages. The IMA proposal is **Attachment D**. Page 3 of the report is a premium and rate comparison for 2024 compared to 2025. A quote for the Employment Practices Liability Insurance (covers legal expenses and settlements associated with employment-related lawsuits) is still pending. The Cyber Insurance and Executive Liability Insurance proposal is **Attachment E**. Staff requests the Board's authorization via a motion for David Farnan to purchase these coverages for the District for 2025.

- **Pontem Security Services Contract**

The vendor services agreement for security guard services is due for renewal on Dec. 31, 2024. The \$14,720 (annual) increase in cost is due to security coverage for the theater pilot and opening an hour early on Fridays. There were no changes to the hourly rates. The total base cost of the 2025 contract is \$771,663.

Staff recommend that the Board approves this renewal as Pontem, LLC services have been satisfactory during 2024. The renewal agreement is **Attachment F**.

UPDATE ON WARNER TRUST BENEFICIARY CHANGE

The Boulder Library Foundation has chosen not to pursue transfer of beneficiary for the Warner Charitable Trust to the Foundation based upon the response from the JPMorgan trust officer that the trust would have to bear the cost of the transfer.

JPMorgan, as Trustee of the Warner Charitable Trust, is willing to continue to treat the Boulder Library District as a trust beneficiary as the successor in interest to the City of Boulder's Library Commission. We (JPMorgan) cannot, however, name the Boulder Library Foundation as the beneficiary without petitioning the court for instruction and approval. If the Boulder Public Library District wants us to take the route, we can do so at the trust's expense.



Work Order Signature Document

EZIQC Contract No.: 20221102-9547

New Work Order

Modify an Existing Work Order

Work Order Number.: 24-BoulderPLD-0033.00

Work Order Date: 11/21/2024

Work Order Title: Main - Break Room Construction

Owner Name: CITY OF BOULDER CO - COOPERATIVE Contractor Name: JOC Construction, LLC

Contact: Andres Melendez

Contact: Kiryl Kavalenka

Phone: 720-978-3809

Phone: 720-419-5142

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of EZIQC Contract No 20221102-9547.

Brief Work Order Description:

Break room construction

Time of Performance

Estimated Start Date:

Estimated Completion Date: 11/16/2024

Liquidated Damages

Will apply:

Will not apply:

Work Order Firm Fixed Price: \$105,364.37

Owner Purchase Order Number:

Approvals

Owner

Date

Contractor

Date



Detailed Scope of Work

To: Kiryl Kavalenka
JOC Construction, LLC

1954 Airport Road Suite 235
Chamblee, GA 30341
720-419-5142

From: Andres Melendez
CITY OF BOULDER CO - COOPERATIVE -
Boulder Public Library District
1001 Arapahoe
Boulder, CO 80302
720-978-3809

Date Printed: November 21, 2024
Work Order Number: 24-BoulderPLD-0033.00
Work Order Title: Main - Break Room Construction
Brief Scope: Break room construction

Preliminary

Revised

Final

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

detailed scope provided after proposal

Subject to the terms and conditions of JOC Contract **20221102-9547**.

Contractor

Date

Owner

Date

Contractor's Price Proposal - Summary

Date: November 21, 2024
Re: IQC Master Contract #: 20221102-9547
 Work Order #: 24-BoulderPLD-0033.00
 Owner PO #:
 Title: Main - Break Room Construction
 Contractor: JOC Construction, LLC
 Proposal Value: \$105,364.37

| | |
|-----------------------|---------------------|
| Section - 01 | \$14,873.25 |
| Section - 02 | \$6,648.43 |
| Section - 03 | \$986.66 |
| Section - 05 | \$1,357.98 |
| Section - 06 | \$13,883.02 |
| Section - 07 | \$1,802.55 |
| Section - 09 | \$21,416.03 |
| Section - 10 | \$1,109.44 |
| Section - 11 | \$6,086.46 |
| Section - 12 | \$3,966.46 |
| Section - 22 | \$13,615.03 |
| Section - 23 | \$6,403.12 |
| Section - 26 | \$13,215.94 |
| Proposal Total | \$105,364.37 |

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: November 21, 2024

Re: IQC Master Contract #: 20221102-9547
 Work Order #: 24-BoulderPLD-0033.00
 Owner PO #:
 Title: Main - Break Room Construction
 Contractor: JOC Construction, LLC
 Proposal Value: \$105,364.37

| Sect. | Item | Mod. | UOM | Description | Line Total | | | | | | | | |
|---------------------|-----------------------|----------|--------------|--|------------|------------|--------|-------|----------|--------|--------|----------|--|
| Labor | Equip. | Material | (Excludes) | | | | | | | | | | |
| Section - 01 | | | | | | | | | | | | | |
| 1 | 01 22 16 00 0002 | | EA | Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal. | \$4,053.00 | | | | | | | | |
| | | | Installation | <table> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>Total</td> </tr> <tr> <td>4,053.00</td> <td>1.00</td> <td>1.0000</td> <td>4,053.00</td> </tr> </table> | Quantity | Unit Price | Factor | Total | 4,053.00 | 1.00 | 1.0000 | 4,053.00 | |
| Quantity | Unit Price | Factor | Total | | | | | | | | | | |
| 4,053.00 | 1.00 | 1.0000 | 4,053.00 | | | | | | | | | | |
| | | | | Permit and review fees. | | | | | | | | | |
| 2 | 01 22 16 00 0002 | | EA | Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal. | \$2,100.00 | | | | | | | | |
| | | | Installation | <table> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>Total</td> </tr> <tr> <td>2,100.00</td> <td>1.00</td> <td>1.0000</td> <td>2,100.00</td> </tr> </table> | Quantity | Unit Price | Factor | Total | 2,100.00 | 1.00 | 1.0000 | 2,100.00 | |
| Quantity | Unit Price | Factor | Total | | | | | | | | | | |
| 2,100.00 | 1.00 | 1.0000 | 2,100.00 | | | | | | | | | | |
| | | | | Bond Fees. | | | | | | | | | |
| 3 | 01 22 23 00 0173 | | EA | High Efficiency Particulate Air (HEPA) Filter, 99.99% Efficient At 0.3 Micron For Portable Air Scrubbers | \$512.97 | | | | | | | | |
| | | | Installation | <table> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>Total</td> </tr> <tr> <td>2.00</td> <td>217.58</td> <td>1.1788</td> <td>512.97</td> </tr> </table> | Quantity | Unit Price | Factor | Total | 2.00 | 217.58 | 1.1788 | 512.97 | |
| Quantity | Unit Price | Factor | Total | | | | | | | | | | |
| 2.00 | 217.58 | 1.1788 | 512.97 | | | | | | | | | | |
| | | | | Air scrubbers for demolition operations. | | | | | | | | | |
| 4 | 01 56 16 00 0073 | | SF | 6 Mil, Reinforced, Plastic Sheeting On One Side, Temporary Wood Stud Wall, 16" On Center | \$838.13 | | | | | | | | |
| | | | Installation | <table> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>Total</td> </tr> <tr> <td>300.00</td> <td>2.37</td> <td>1.1788</td> <td>838.13</td> </tr> </table> | Quantity | Unit Price | Factor | Total | 300.00 | 2.37 | 1.1788 | 838.13 | |
| Quantity | Unit Price | Factor | Total | | | | | | | | | | |
| 300.00 | 2.37 | 1.1788 | 838.13 | | | | | | | | | | |
| | | | | Plastic for temporary dust control walls. | | | | | | | | | |
| 5 | 01 56 16 00 0073 0105 | | MOD | For Metal Studs 24" On Center, Add/Deduct | \$81.34 | | | | | | | | |
| | | | Installation | <table> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>Total</td> </tr> <tr> <td>300.00</td> <td>0.23</td> <td>1.1788</td> <td>81.34</td> </tr> </table> | Quantity | Unit Price | Factor | Total | 300.00 | 0.23 | 1.1788 | 81.34 | |
| Quantity | Unit Price | Factor | Total | | | | | | | | | | |
| 300.00 | 0.23 | 1.1788 | 81.34 | | | | | | | | | | |
| 6 | 01 56 16 00 0078 | | SF | 1/8" Thick, Masonite For Temporary Floor Protection | \$2,563.89 | | | | | | | | |
| | | | Installation | <table> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>Total</td> </tr> <tr> <td>2,500.00</td> <td>0.87</td> <td>1.1788</td> <td>2,563.89</td> </tr> </table> | Quantity | Unit Price | Factor | Total | 2,500.00 | 0.87 | 1.1788 | 2,563.89 | |
| Quantity | Unit Price | Factor | Total | | | | | | | | | | |
| 2,500.00 | 0.87 | 1.1788 | 2,563.89 | | | | | | | | | | |
| | | | | Floor protection in hallways during demolition process. | | | | | | | | | |
| 7 | 01 66 19 00 0010 | | CY | Transfer Demolition Debris Distances Greater Than 125', Per CY Of Material Per 125' | \$151.83 | | | | | | | | |
| | | | Installation | <table> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>Total</td> </tr> <tr> <td>40.00</td> <td>3.22</td> <td>1.1788</td> <td>151.83</td> </tr> </table> | Quantity | Unit Price | Factor | Total | 40.00 | 3.22 | 1.1788 | 151.83 | |
| Quantity | Unit Price | Factor | Total | | | | | | | | | | |
| 40.00 | 3.22 | 1.1788 | 151.83 | | | | | | | | | | |
| | | | | Transfer of demo materials to the dumpster. | | | | | | | | | |
| 8 | 01 74 13 00 0002 | | CSF | Clean Miscellaneous Surfaces, Wipe Down With Mild Detergent | \$3,649.56 | | | | | | | | |
| | | | Installation | <table> <tr> <td>Quantity</td> <td>Unit Price</td> <td>Factor</td> <td>Total</td> </tr> <tr> <td>300.00</td> <td>10.32</td> <td>1.1788</td> <td>3,649.56</td> </tr> </table> | Quantity | Unit Price | Factor | Total | 300.00 | 10.32 | 1.1788 | 3,649.56 | |
| Quantity | Unit Price | Factor | Total | | | | | | | | | | |
| 300.00 | 10.32 | 1.1788 | 3,649.56 | | | | | | | | | | |
| | | | | Final cleaning after construction is complete. | | | | | | | | | |

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 01

| | | | | | | | | | | |
|---|------------------|----|---|----------|------------|--------|---|--------|----------|--|
| 9 | 01 74 19 00 0016 | EA | 40 CY Dumpster (6 Ton) "Construction Debris" Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material. | | | | | | \$922.53 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 782.60 | 1.1788 | | 922.53 | | |
| | | | Dumpster for the duration of the project. | | | | | | | |

Subtotal for Section - 01**\$14,873.25****Section - 02**

| | | | | | | | | | | |
|----|------------------|-----|--|----------|------------|--------|---|----------|------------|--|
| 10 | 02 41 16 13 0003 | GSF | Up To 2,000 SF Commercial Building Interior Demolition, Gutting And Placing Into Dumpster Or Truck | | | | | | \$6,648.43 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 800.00 | 7.05 | 1.1788 | | 6,648.43 | | |
| | | | Demolition of all existing surfaces inside restroom and lockers areas. | | | | | | | |

Subtotal for Section - 02**\$6,648.43****Section - 03**

| | | | | | | | | | | |
|----|------------------|----|---|----------|------------|--------|---|--------|----------|--|
| 11 | 03 54 16 00 0003 | SF | 1/4" Thick Self Leveling Cementitious Underlayment For Floors Including Surface Preparation | | | | | | \$986.66 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 300.00 | 2.79 | 1.1788 | | 986.66 | | |
| | | | Patching floors prior to final flooring installation. | | | | | | | |

Subtotal for Section - 03**\$986.66****Section - 05**

| | | | | | | | | | | |
|----|------------------|----|--|----------|------------|--------|---|----------|------------|--|
| 12 | 05 41 00 00 0003 | SF | 3-5/8" Width, 16" On Center, 18 Gauge, Load Bearing, Structural Metal Stud Framing With Tracks And Runners | | | | | | \$1,202.38 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 300.00 | 3.40 | 1.1788 | | 1,202.38 | | |
| | | | Framing temp walls for dust control as well as framing shower into solid wall for kitchen expansion. | | | | | | | |

| | | | | | | | | | |
|----|-----------------------|-----|----------------------|----------|------------|--------|---|--------|----------|
| 13 | 05 41 00 00 0003 0185 | MOD | For >200 To 500, Add | | | | | | \$155.60 |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | |
| | | | | 300.00 | 0.44 | 1.1788 | | 155.60 | |

Subtotal for Section - 05**\$1,357.98****Section - 06**

| | | | | | | | | | | |
|----|------------------|----|---|----------|------------|--------|---|--------|----------|--|
| 14 | 06 41 13 00 0333 | EA | 15" Wide, 35" High x 23-3/4" Deep, Single Drawer and Single Door, Solid Wood Face Frame, Decorative Laminate Veneer Door and Drawer Front, Base Cabinet | | | | | | \$806.44 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 2.00 | 342.06 | 1.1788 | | 806.44 | | |
| | | | Base cabinets for breakroom area. | | | | | | | |

| | | | | | | | | | |
|----|-----------------------|-----|---|----------|------------|--------|---|--------|----------|
| 15 | 06 41 13 00 0333 0125 | MOD | For Solid Wood Drawers, Dovetail Joints And Full Extension Drawer Guides, Add | | | | | | \$275.30 |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | |
| | | | | 2.00 | 116.77 | 1.1788 | | 275.30 | |

| | | | | | | | | | |
|----|-----------------------|-----|---------------------------------------|----------|------------|--------|---|--------|----------|
| 16 | 06 41 13 00 0333 0129 | MOD | For All Plywood Box Construction, Add | | | | | | \$286.97 |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | |
| | | | | 2.00 | 121.72 | 1.1788 | | 286.97 | |

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 06

| | | | | | | | | | | | | | | | | |
|----|----|----|----|----|------|--------------|--|---|------------|--------|--------|--------|--------|----------|------------|--|
| 17 | 06 | 41 | 13 | 00 | 0334 | EA | 18" Wide, 35" High x 23-3/4" Deep, Single Drawer and Single Door, Solid Wood Face Frame, Decorative Laminate Veneer Door and Drawer Front, Base Cabinet | | | | | | | | \$844.37 | |
| | | | | | | Installation | Quantity | Unit Price | Factor | = | Total | | | | | |
| | | | | | | | 2.00 | 358.15 | x | x | 1.1788 | = | 844.37 | | | |
| | | | | | | | Base cabinets for breakroom area. | | | | | | | | | |
| 18 | 06 | 41 | 13 | 00 | 0334 | 0125 | MOD | For Solid Wood Drawers, Dovetail Joints And Full Extension Drawer Guides, Add | | | | | | | \$275.30 | |
| | | | | | | | Installation | Quantity | Unit Price | Factor | = | Total | | | | |
| | | | | | | | | 2.00 | 116.77 | x | x | 1.1788 | = | 275.30 | | |
| 19 | 06 | 41 | 13 | 00 | 0334 | 0129 | MOD | For All Plywood Box Construction, Add | | | | | | | \$286.97 | |
| | | | | | | | Installation | Quantity | Unit Price | Factor | = | Total | | | | |
| | | | | | | | | 2.00 | 121.72 | x | x | 1.1788 | = | 286.97 | | |
| 20 | 06 | 41 | 13 | 00 | 0336 | EA | 24" Wide, 35" High x 23-3/4" Deep, Single Drawer and Single Door, Solid Wood Face Frame, Decorative Laminate Veneer Door and Drawer Front, Base Cabinet | | | | | | | | \$1,021.48 | |
| | | | | | | | Installation | Quantity | Unit Price | Factor | = | Total | | | | |
| | | | | | | | | 2.00 | 433.27 | x | x | 1.1788 | = | 1,021.48 | | |
| | | | | | | | Base cabinets for breakroom area. | | | | | | | | | |
| 21 | 06 | 41 | 13 | 00 | 0336 | 0125 | MOD | For Solid Wood Drawers, Dovetail Joints And Full Extension Drawer Guides, Add | | | | | | | \$275.30 | |
| | | | | | | | Installation | Quantity | Unit Price | Factor | = | Total | | | | |
| | | | | | | | | 2.00 | 116.77 | x | x | 1.1788 | = | 275.30 | | |
| 22 | 06 | 41 | 13 | 00 | 0336 | 0129 | MOD | For All Plywood Box Construction, Add | | | | | | | \$286.97 | |
| | | | | | | | Installation | Quantity | Unit Price | Factor | = | Total | | | | |
| | | | | | | | | 2.00 | 121.72 | x | x | 1.1788 | = | 286.97 | | |
| 23 | 06 | 41 | 13 | 00 | 0340 | EA | 36" Wide, 35" High x 23-3/4" Deep, Single Drawer and Double Door, Solid Wood Face Frame, Decorative Laminate Veneer Door and Drawer Front, Base Cabinet | | | | | | | | \$632.56 | |
| | | | | | | | Installation | Quantity | Unit Price | Factor | = | Total | | | | |
| | | | | | | | | 1.00 | 536.61 | x | x | 1.1788 | = | 632.56 | | |
| | | | | | | | Base cabinets for breakroom area. | | | | | | | | | |
| 24 | 06 | 41 | 13 | 00 | 0340 | 0125 | MOD | For Solid Wood Drawers, Dovetail Joints And Full Extension Drawer Guides, Add | | | | | | | \$137.65 | |
| | | | | | | | Installation | Quantity | Unit Price | Factor | = | Total | | | | |
| | | | | | | | | 1.00 | 116.77 | x | x | 1.1788 | = | 137.65 | | |
| 25 | 06 | 41 | 13 | 00 | 0340 | 0129 | MOD | For All Plywood Box Construction, Add | | | | | | | \$0.00 | |
| | | | | | | | Installation | Quantity | Unit Price | Factor | = | Total | | | | |
| | | | | | | | | 0.00 | 121.72 | x | x | 1.1788 | = | 0.00 | | |
| 26 | 06 | 41 | 13 | 00 | 0342 | EA | 30" Wide, 35" High x 23-3/4" Deep, Double Drawer with False Panel Drawer Front, Solid Wood Face Frame and Decorative Laminate Veneer Drawer Fronts, Base Cabinet | | | | | | | | \$1,623.16 | |
| | | | | | | | Installation | Quantity | Unit Price | Factor | = | Total | | | | |
| | | | | | | | | 2.00 | 688.48 | x | x | 1.1788 | = | 1,623.16 | | |
| | | | | | | | Base cabinets for breakroom area. | | | | | | | | | |
| 27 | 06 | 41 | 13 | 00 | 0342 | 0126 | MOD | For Solid Wood Drawers, Dovetail Joints And Full Extension Drawer Guides, Add | | | | | | | \$550.59 | |
| | | | | | | | Installation | Quantity | Unit Price | Factor | = | Total | | | | |
| | | | | | | | | 2.00 | 233.54 | x | x | 1.1788 | = | 550.59 | | |
| 28 | 06 | 41 | 13 | 00 | 0342 | 0129 | MOD | For All Plywood Box Construction, Add | | | | | | | \$286.97 | |
| | | | | | | | Installation | Quantity | Unit Price | Factor | = | Total | | | | |
| | | | | | | | | 2.00 | 121.72 | x | x | 1.1788 | = | 286.97 | | |

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 06

| | | | | | | | | | | |
|----|-----------------------|--------------|---|------------|--------|---|--------|--|----------|--|
| 29 | 06 41 13 00 0365 | EA | 30" Wide, 12" High x 12" Deep, Double Door, Solid Wood Face Frame and Decorative Laminate Veneer Doors, Wall Cabinet | | | | | | \$672.69 | |
| | | Installation | Quantity | Unit Price | Factor | = | Total | | | |
| | | | 2.00 | 285.33 | 1.1788 | | 672.69 | | | |
| | | | Wall cabinets for breakroom area. | | | | | | | |
| 30 | 06 41 13 00 0365 0130 | MOD | For All Plywood Box Construction, Add | | | | | | \$153.97 | |
| | | Installation | Quantity | Unit Price | Factor | = | Total | | | |
| | | | 2.00 | 65.31 | 1.1788 | | 153.97 | | | |
| 31 | 06 41 13 00 0391 | EA | 15" Wide, 30" High x 12" Deep, Single Door, Solid Wood Face Frame and Decorative Laminate Veneer Door, Wall Cabinet | | | | | | \$696.93 | |
| | | Installation | Quantity | Unit Price | Factor | = | Total | | | |
| | | | 2.00 | 295.61 | 1.1788 | | 696.93 | | | |
| | | | Wall cabinets for breakroom area. | | | | | | | |
| 32 | 06 41 13 00 0391 0130 | MOD | For All Plywood Box Construction, Add | | | | | | \$153.97 | |
| | | Installation | Quantity | Unit Price | Factor | = | Total | | | |
| | | | 2.00 | 65.31 | 1.1788 | | 153.97 | | | |
| 33 | 06 41 13 00 0392 | EA | 18" Wide, 30" High x 12" Deep, Single Door, Solid Wood Face Frame and Decorative Laminate Veneer Door, Wall Cabinet | | | | | | \$746.23 | |
| | | Installation | Quantity | Unit Price | Factor | = | Total | | | |
| | | | 2.00 | 316.52 | 1.1788 | | 746.23 | | | |
| | | | Wall cabinets for breakroom area. | | | | | | | |
| 34 | 06 41 13 00 0392 0130 | MOD | For All Plywood Box Construction, Add | | | | | | \$153.97 | |
| | | Installation | Quantity | Unit Price | Factor | = | Total | | | |
| | | | 2.00 | 65.31 | 1.1788 | | 153.97 | | | |
| 35 | 06 41 13 00 0394 | EA | 24" Wide, 30" High x 12" Deep, Single Door, Solid Wood Face Frame and Decorative Laminate Veneer Door, Wall Cabinet | | | | | | \$866.16 | |
| | | Installation | Quantity | Unit Price | Factor | = | Total | | | |
| | | | 2.00 | 367.39 | 1.1788 | | 866.16 | | | |
| | | | Wall cabinets for breakroom area. | | | | | | | |
| 36 | 06 41 13 00 0394 0130 | MOD | For All Plywood Box Construction, Add | | | | | | \$153.97 | |
| | | Installation | Quantity | Unit Price | Factor | = | Total | | | |
| | | | 2.00 | 65.31 | 1.1788 | | 153.97 | | | |
| 37 | 06 41 13 00 0396 | EA | 30" Wide, 30" High x 12" Deep, Double Doors, Solid Wood Face Frame and Decorative Laminate Veneer Doors, Wall Cabinet | | | | | | \$981.04 | |
| | | Installation | Quantity | Unit Price | Factor | = | Total | | | |
| | | | 2.00 | 416.12 | 1.1788 | | 981.04 | | | |
| | | | Wall cabinets for breakroom area. | | | | | | | |
| 38 | 06 41 13 00 0396 0130 | MOD | For All Plywood Box Construction, Add | | | | | | \$153.97 | |
| | | Installation | Quantity | Unit Price | Factor | = | Total | | | |
| | | | 2.00 | 65.31 | 1.1788 | | 153.97 | | | |
| 39 | 06 41 13 00 0398 | EA | 36" Wide, 30" High x 12" Deep, Double Doors, Solid Wood Face Frame and Decorative Laminate Veneer Doors, Wall Cabinet | | | | | | \$553.14 | |
| | | Installation | Quantity | Unit Price | Factor | = | Total | | | |
| | | | 1.00 | 469.24 | 1.1788 | | 553.14 | | | |
| | | | Wall cabinets for breakroom area. | | | | | | | |
| 40 | 06 41 13 00 0398 0130 | MOD | For All Plywood Box Construction, Add | | | | | | \$76.99 | |
| | | Installation | Quantity | Unit Price | Factor | = | Total | | | |
| | | | 1.00 | 65.31 | 1.1788 | | 76.99 | | | |

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 06

| | | | | | | | | | |
|----|------------------|--------------|--|------------|--------|---|--------|--|----------|
| 41 | 06 41 93 00 0002 | EA | 4" To 6" Long, 1/2" Diameter, Cabinet Bar Pull | | | | | | \$441.65 |
| | | | Quantity | Unit Price | Factor | = | Total | | |
| | | Installation | 22.00 x | 17.03 x | 1.1788 | = | 441.65 | | |
| | | | Cabinets pulls for doors and drawers. | | | | | | |
| 42 | 06 42 19 00 0002 | SF | 1/16" Plastic Laminate Faced PanelIncludes cutting to fit. | | | | | | \$488.31 |
| | | | Quantity | Unit Price | Factor | = | Total | | |
| | | Installation | 48.00 x | 8.63 x | 1.1788 | = | 488.31 | | |
| | | | Venire panel for sides of the exposed cabinets. | | | | | | |

Subtotal for Section - 06**\$13,883.02****Section - 07**

| | | | | | | | | | |
|----|-----------------------|--------------|---|------------|--------|---|----------|--|------------|
| 43 | 07 84 43 00 0005 | CLF | 3/8" x 3/8" Joint, Intumescent Firestop Sealant (3M CP 25WB+) | | | | | | \$469.47 |
| | | | Quantity | Unit Price | Factor | = | Total | | |
| | | Installation | 1.00 x | 398.26 x | 1.1788 | = | 469.47 | | |
| | | | Fire stopping where new electrical and mechanical is coming thought from hallway. | | | | | | |
| 44 | 07 84 43 00 0005 0099 | MOD | For Up To 2.5 CLF, Add | | | | | | \$30.11 |
| | | | Quantity | Unit Price | Factor | = | Total | | |
| | | Installation | 1.00 x | 25.54 x | 1.1788 | = | 30.11 | | |
| 45 | 07 92 13 00 0009 | CLF | 1/2" x 1/2" Joint, Silicone Sealant And Caulking | | | | | | \$1,091.14 |
| | | | Quantity | Unit Price | Factor | = | Total | | |
| | | Installation | 2.30 x | 402.45 x | 1.1788 | = | 1,091.14 | | |
| | | | Sealant around the perimeter of the rooms. | | | | | | |
| 46 | 07 92 13 00 0009 0123 | MOD | For 1 Part Mildew Resistant, Add | | | | | | \$211.83 |
| | | | Quantity | Unit Price | Factor | = | Total | | |
| | | Installation | 2.30 x | 78.13 x | 1.1788 | = | 211.83 | | |

Subtotal for Section - 07**\$1,802.55****Section - 09**

| | | | | | | | | | |
|----|-----------------------|--------------|--|------------|--------|---|----------|--|------------|
| 47 | 09 01 60 91 0012 | SY | Grinding Of Existing Concrete Floor Prior To Installation Of FlooringUp to 1/8" of material per pass | | | | | | \$214.72 |
| | | | Quantity | Unit Price | Factor | = | Total | | |
| | | Installation | 33.30 x | 5.47 x | 1.1788 | = | 214.72 | | |
| | | | Grinding of floors prior to installation of finishes. | | | | | | |
| 48 | 09 23 13 00 0014 | SF | Skim Coat One Coat Gypsum Plaster On Walls | | | | | | \$250.50 |
| | | | Quantity | Unit Price | Factor | = | Total | | |
| | | Installation | 250.00 x | 0.85 x | 1.1788 | = | 250.50 | | |
| | | | Skim coat existing drywall where new and existing meet for smooth transition. | | | | | | |
| 49 | 09 23 13 00 0014 0025 | MOD | For Horizontal Installation Up To 10' High, Add | | | | | | \$26.52 |
| | | | Quantity | Unit Price | Factor | = | Total | | |
| | | Installation | 250.00 x | 0.09 x | 1.1788 | = | 26.52 | | |
| 50 | 09 23 13 00 0014 0037 | MOD | For >100 To 500, Add | | | | | | \$44.21 |
| | | | Quantity | Unit Price | Factor | = | Total | | |
| | | Installation | 250.00 x | 0.15 x | 1.1788 | = | 44.21 | | |
| 51 | 09 23 13 00 0017 | SF | Smooth Finish Two Coats Gypsum Plaster On Walls | | | | | | \$3,611.84 |
| | | | Quantity | Unit Price | Factor | = | Total | | |
| | | Installation | 800.00 x | 3.83 x | 1.1788 | = | 3,611.84 | | |
| | | | Finish all drywall smooth finish. | | | | | | |

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 09

| | | | | | | | | | | | |
|----|------------------|------|-----|---|----------|------------|----------|---|----------|--|------------|
| 52 | 09 23 13 00 0017 | 0025 | MOD | For Horizontal Installation Up To 10' High, Add | | | | | | | \$480.95 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 800.00 | x 0.51 | x 1.1788 | | 480.95 | | |
| 53 | 09 23 13 00 0017 | 0037 | MOD | For >100 To 500, Add | | | | | | | \$801.58 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 800.00 | x 0.85 | x 1.1788 | | 801.58 | | |
| 54 | 09 29 10 00 0009 | | SF | 5/8" Type X Fire Rated Gypsum Board | | | | | | | \$247.55 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 150.00 | x 1.40 | x 1.1788 | | 247.55 | | |
| | | | | Drywall in the breakroom. | | | | | | | |
| 55 | 09 29 10 00 0009 | 0054 | MOD | For >128 To 320, Add | | | | | | | \$45.97 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 150.00 | x 0.26 | x 1.1788 | | 45.97 | | |
| 56 | 09 29 10 00 0017 | | SF | 5/8" Moisture Resistant Gypsum Board | | | | | | | \$309.44 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 150.00 | x 1.75 | x 1.1788 | | 309.44 | | |
| | | | | Drywall in the restroom area. | | | | | | | |
| 57 | 09 29 10 00 0017 | 0054 | MOD | For >128 To 320, Add | | | | | | | \$51.28 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 150.00 | x 0.29 | x 1.1788 | | 51.28 | | |
| 58 | 09 29 10 00 0038 | | SF | Up To 10' High, Walls, Tape, Spackle And Finish Gypsum Board | | | | | | | \$144.99 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 300.00 | x 0.41 | x 1.1788 | | 144.99 | | |
| | | | | Tape and spackle all new drywall. | | | | | | | |
| 59 | 09 29 10 00 0038 | 0043 | MOD | For >128 To 320, Add | | | | | | | \$31.83 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 300.00 | x 0.09 | x 1.1788 | | 31.83 | | |
| 60 | 09 29 10 00 0038 | 0048 | MOD | For ASTM C840 Level 5 High Quality Finish, Add | | | | | | | \$106.09 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 300.00 | x 0.30 | x 1.1788 | | 106.09 | | |
| 61 | 09 29 10 00 0044 | | LF | Up To 10' High, Vertical Corners, Tape, Spackle And Finish Gypsum Board | | | | | | | \$47.74 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 50.00 | x 0.81 | x 1.1788 | | 47.74 | | |
| | | | | Drywall corners finish. | | | | | | | |
| 62 | 09 29 10 00 0044 | 0048 | MOD | For ASTM C840 Level 5 High Quality Finish, Add | | | | | | | \$34.19 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 50.00 | x 0.58 | x 1.1788 | | 34.19 | | |
| 63 | 09 29 10 00 0183 | | LF | 3-7/8" Aluminum Extrusions, Bullnose For Gypsum Board | | | | | | | \$2,801.87 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 88.00 | x 27.01 | x 1.1788 | | 2,801.87 | | |
| | | | | Tile bull nose for finishes. | | | | | | | |
| 64 | 09 30 13 00 0004 | | SF | 8" x 8" And Larger Unmounted Ceramic Floor TileIncludes glazed porcelain , unglazed porcelain and glazed ceramic tiles. | | | | | | | \$597.06 |
| | | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | | 50.00 | x 10.13 | x 1.1788 | | 597.06 | | |
| | | | | New tile floors inside the restroom. | | | | | | | |

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 09

| | | | | | | | | | | | | |
|----|------------------|------|--------------|---|---|------------|---|--------|---|----------|------------|--|
| 65 | 09 30 13 00 0004 | 0066 | MOD | For >50 To 250, Add | | | | | | | \$55.40 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 50.00 | | 0.94 | | 1.1788 | | 55.40 | | |
| 66 | 09 30 13 00 0005 | | SF | 2" x 2" x 1/4" Thick, Mounted, Unpolished Ceramic Wall Tile Tiles mounted from back, side or front in 12" x 12", 12" x 24", 12" x 48", or similar sized sheets. | | | | | | | \$543.19 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 30.00 | | 15.36 | | 1.1788 | | 543.19 | | |
| | | | | Breakroom backsplash tile wall. | | | | | | | | |
| 67 | 09 30 13 00 0005 | 0070 | MOD | For Up To 50, Add | | | | | | | \$256.39 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 30.00 | | 7.25 | | 1.1788 | | 256.39 | | |
| 68 | 09 30 13 00 0007 | | SF | 8" x 8" And Larger Unmounted Ceramic Wall Tile Includes glazed porcelain, unglazed porcelain and glazed ceramic tiles. | | | | | | | \$2,136.91 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 162.00 | | 11.19 | | 1.1788 | | 2,136.91 | | |
| | | | | New wall tiles inside restroom. | | | | | | | | |
| 69 | 09 30 13 00 0007 | 0071 | MOD | For >50 To 250, Add | | | | | | | \$219.61 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 162.00 | | 1.15 | | 1.1788 | | 219.61 | | |
| 70 | 09 31 13 00 0002 | | SF | Thin Set - Latex Portland Cement Mortar | | | | | | | \$620.64 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 450.00 | | 1.17 | | 1.1788 | | 620.64 | | |
| | | | | Installation glue for all tiles. | | | | | | | | |
| 71 | 09 39 00 00 0007 | | LF | 3/8" Height, Aluminum Edge Protection Trim For Tile (Schluter® SCHIENE) | | | | | | | \$362.03 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 88.00 | | 3.49 | | 1.1788 | | 362.03 | | |
| | | | | Tile Schluter. | | | | | | | | |
| 72 | 09 65 13 13 0016 | | LF | 6" High, 1/8" Thick, Type TS Thermoset Vulcanized Rubber Wall Base, All Colors | | | | | | | \$961.90 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 120.00 | | 6.80 | | 1.1788 | | 961.90 | | |
| | | | | Single roll of rubber cove base plus installation. | | | | | | | | |
| 73 | 09 65 16 23 0007 | | SF | 0.080" Overall Thickness, 0.020" Wear Layer, Slip Retardant Surface, Commercial Vinyl Sheet Flooring | | | | | | | \$3,241.84 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 200.30 | | 13.73 | | 1.1788 | | 3,241.84 | | |
| | | | | Installation of new LVT flooring in the breakroom. | | | | | | | | |
| 74 | 09 91 23 00 0059 | | SF | 1 Coat Paint, Brush Work, Paint Interior Plaster/Drywall Walls | | | | | | | \$236.94 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 300.00 | | 0.67 | | 1.1788 | | 236.94 | | |
| | | | | Prime all walls. | | | | | | | | |
| 75 | 09 91 23 00 0059 | 0281 | MOD | For >250 To 500, Add | | | | | | | \$28.29 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 300.00 | | 0.08 | | 1.1788 | | 28.29 | | |
| 76 | 09 91 23 00 0061 | | SF | 3 Coats Paint, Brush Work, Paint Interior Plaster/Drywall Walls | | | | | | | \$629.48 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 300.00 | | 1.78 | | 1.1788 | | 629.48 | | |
| | | | | Paint all walls. | | | | | | | | |

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 09

| | | | | | | | | | | | | |
|----------------------------------|------------------|------|--------------|---|---|------------|---|--------|---|----------|--------------------|--|
| 77 | 09 91 23 00 0061 | 0281 | MOD | For >250 To 500, Add | | | | | | | \$77.80 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 300.00 | | 0.22 | | 1.1788 | | 77.80 | | |
| 78 | 09 91 23 00 0149 | | SF | 1 Coat Paint, Brush Work, Paint Interior Drywall/Plaster Ceiling | | | | | | | \$697.85 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 800.00 | | 0.74 | | 1.1788 | | 697.85 | | |
| | | | | Prime all ceilings. | | | | | | | | |
| 79 | 09 91 23 00 0149 | 0281 | MOD | For >250 To 500, Add | | | | | | | \$84.87 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 800.00 | | 0.09 | | 1.1788 | | 84.87 | | |
| 80 | 09 91 23 00 0150 | | SF | 2 Coats Paint, Brush Work, Paint Interior Drywall/Plaster Ceiling | | | | | | | \$1,254.24 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 800.00 | | 1.33 | | 1.1788 | | 1,254.24 | | |
| | | | | Paint all ceilings. | | | | | | | | |
| 81 | 09 91 23 00 0150 | 0281 | MOD | For >250 To 500, Add | | | | | | | \$160.32 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 800.00 | | 0.17 | | 1.1788 | | 160.32 | | |
| Subtotal for Section - 09 | | | | | | | | | | | \$21,416.03 | |

Section - 10

| | | | | | | | | | | | | |
|----|------------------|------|--------------|---|---|------------|---|--------|---|--------|----------|--|
| 82 | 10 28 13 13 0006 | | EA | Surface Mounted, Stainless Steel Folded Paper Towel Dispenser (Bobrick B-2620) | | | | | | | \$113.08 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 1.00 | | 95.93 | | 1.1788 | | 113.08 | | |
| | | | | Paper towel dispenser inside the restroom. | | | | | | | | |
| 83 | 10 28 13 13 0052 | | EA | Two Roll, Surface Mounted, Stainless Steel Toilet Tissue Dispenser (Bobrick Classic B-2888) | | | | | | | \$125.08 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 1.00 | | 106.11 | | 1.1788 | | 125.08 | | |
| | | | | Toilet paper dispenser inside the restroom. | | | | | | | | |
| 84 | 10 28 13 13 0068 | | EA | 40 Fluid Ounce, Surface Mounted, Stainless Steel Soap Dispenser (Bobrick Classic B-2111/2112) | | | | | | | \$94.42 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 1.00 | | 80.10 | | 1.1788 | | 94.42 | | |
| | | | | Soap dispenser inside restroom. | | | | | | | | |
| 85 | 10 28 13 13 0162 | | EA | 18" Length, 1-1/2" Diameter, Stainless Steel Grab Bar (Bobrick B-6806x18) | | | | | | | \$106.83 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 1.00 | | 90.63 | | 1.1788 | | 106.83 | | |
| | | | | ADA compliant grab bars. | | | | | | | | |
| 86 | 10 28 13 13 0162 | 0154 | MOD | For Peened Grip, Add | | | | | | | \$7.32 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 1.00 | | 6.21 | | 1.1788 | | 7.32 | | |
| 87 | 10 28 13 13 0165 | | EA | 36" Length, 1-1/2" Diameter, Stainless Steel Grab Bar (Bobrick B-6806x36) | | | | | | | \$115.49 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 1.00 | | 97.97 | | 1.1788 | | 115.49 | | |
| | | | | ADA compliant grab bars. | | | | | | | | |
| 88 | 10 28 13 13 0165 | 0154 | MOD | For Peened Grip, Add | | | | | | | \$8.10 | |
| | | | Installation | Quantity | x | Unit Price | x | Factor | = | Total | | |
| | | | | 1.00 | | 6.87 | | 1.1788 | | 8.10 | | |

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 10

| | | | | | | | | | | |
|----------------------------------|-----------------------|--------------|---|------------|--------|---|--------|--|-------------------|--|
| 89 | 10 28 13 13 0166 | EA | 42" Length, 1-1/2" Diameter, Stainless Steel Grab Bar (Bobrick B-6806x42) | | | | | | \$118.49 | |
| | | | Quantity | Unit Price | Factor | = | Total | | | |
| | | Installation | 1.00 x | 100.52 x | 1.1788 | = | 118.49 | | | |
| | | | ADA compliant grab bars. | | | | | | | |
| 90 | 10 28 13 13 0166 0154 | MOD | For Peened Grip, Add | | | | | | \$8.37 | |
| | | | Quantity | Unit Price | Factor | = | Total | | | |
| | | Installation | 1.00 x | 7.10 x | 1.1788 | = | 8.37 | | | |
| 91 | 10 28 13 13 0369 | EA | 18" x 30", Surface Mounted, Stainless Steel Angle Frame Glass Mirror/Shelf Combination (Bobrick B-292-1830) | | | | | | \$412.26 | |
| | | | Quantity | Unit Price | Factor | = | Total | | | |
| | | Installation | 1.00 x | 349.73 x | 1.1788 | = | 412.26 | | | |
| | | | Mirror for the restroom.; | | | | | | | |
| Subtotal for Section - 10 | | | | | | | | | \$1,109.44 | |

Section - 11

| | | | | | | | | | | |
|----------------------------------|-----------------------|--------------|--|------------|--------|---|----------|--|-------------------|--|
| 92 | 11 30 13 13 0029 | EA | 1.6 CF Countertop Microwave Oven | | | | | | \$366.94 | |
| | | | Quantity | Unit Price | Factor | = | Total | | | |
| | | Installation | 1.00 x | 311.28 x | 1.1788 | = | 366.94 | | | |
| | | | New microwave oven for breakroom. | | | | | | | |
| 93 | 11 30 13 13 0029 0018 | MOD | For Stainless Steel, Add | | | | | | \$53.22 | |
| | | | Quantity | Unit Price | Factor | = | Total | | | |
| | | Installation | 1.00 x | 45.15 x | 1.1788 | = | 53.22 | | | |
| 94 | 11 30 13 13 0050 | EA | >20 To 22 CF Top Freezer Refrigerator | | | | | | \$1,667.67 | |
| | | | Quantity | Unit Price | Factor | = | Total | | | |
| | | Installation | 1.00 x | 1,414.72 x | 1.1788 | = | 1,667.67 | | | |
| | | | New refrigerator for breakroom. | | | | | | | |
| 95 | 11 30 13 13 0050 0018 | MOD | For Stainless Steel, Add | | | | | | \$242.87 | |
| | | | Quantity | Unit Price | Factor | = | Total | | | |
| | | Installation | 1.00 x | 206.03 x | 1.1788 | = | 242.87 | | | |
| 96 | 11 30 13 13 0081 | EA | 18" Built-In Dishwasher | | | | | | \$1,359.12 | |
| | | | Quantity | Unit Price | Factor | = | Total | | | |
| | | Installation | 1.00 x | 1,152.97 x | 1.1788 | = | 1,359.12 | | | |
| | | | New dishwasher for breakroom. | | | | | | | |
| 97 | 11 30 13 13 0081 0018 | MOD | For Stainless Steel, Add | | | | | | \$189.29 | |
| | | | Quantity | Unit Price | Factor | = | Total | | | |
| | | Installation | 1.00 x | 160.58 x | 1.1788 | = | 189.29 | | | |
| 98 | 11 48 16 00 0003 | EA | 3/4 HP, 115/208-230 Volt, 1 Phase, Stainless Steel, Garbage Disposal | | | | | | \$2,207.35 | |
| | | | Quantity | Unit Price | Factor | = | Total | | | |
| | | Installation | 1.00 x | 1,872.54 x | 1.1788 | = | 2,207.35 | | | |
| | | | Garbage disposal with power for breakroom sink. | | | | | | | |
| Subtotal for Section - 11 | | | | | | | | | \$6,086.46 | |

Section - 12

| | | | | | | | | | | |
|----|------------------|--------------|---|------------|--------|---|----------|--|------------|--|
| 99 | 12 36 61 19 0005 | SF | 1-1/4" Thick, Quartz Agglomerate Countertop With Backsplash | | | | | | \$3,857.20 | |
| | | | Quantity | Unit Price | Factor | = | Total | | | |
| | | Installation | 26.35 x | 124.18 x | 1.1788 | = | 3,857.20 | | | |
| | | | Hard surface countertops for breakroom. | | | | | | | |

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
 Work Order Title: Main - Break Room Construction

Section - 12

| | | | | | | | | | | |
|-----|------------------|----|--|----------|------------|--------|---|--------|----------|--|
| 100 | 12 36 61 19 0007 | EA | Cutout For Sink And/or Faucet In Quartz Agglomerate Countertop | | | | | | \$109.26 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 92.69 | 1.1788 | | 109.26 | | |
| | | | Cut out for undermount sink. | | | | | | | |

Subtotal for Section - 12**\$3,966.46****Section - 22**

| | | | | | | | | | | |
|-----|------------------|----|--|----------|------------|--------|---|----------|------------|--|
| 101 | 22 05 76 00 0005 | EA | 4" Floor Cleanout, Round Or Square Top, Cast Iron With Cast Bronze Screw Plug And Nickel Bronze Cover | | | | | | \$1,001.94 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 849.97 | 1.1788 | | 1,001.94 | | |
| | | | Cleanout assembly for sinks. | | | | | | | |
| 102 | 22 11 16 00 0853 | LF | 1/2" Inside Diameter, Type L, Copper Pipe/Tubing With Fittings AssemblyIncludes all hangers and couplings, elbow, tee, reducer fittings. All hangers are complete assemblies. Not for use where detail is available. | | | | | | \$873.84 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 42.00 | 17.65 | 1.1788 | | 873.84 | | |
| | | | Water supply lines for breakroom sink. | | | | | | | |
| 103 | 22 11 16 00 0854 | LF | 3/4" Inside Diameter, Type L, Copper Pipe/Tubing With Fittings AssemblyIncludes all hangers and couplings, elbow, tee, reducer fittings. All hangers are complete assemblies. Not for use where detail is available. | | | | | | \$361.95 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 15.00 | 20.47 | 1.1788 | | 361.95 | | |
| | | | Water supply line as a homerun for the new breakroom. | | | | | | | |
| 104 | 22 11 19 00 0042 | EA | 1/2" Inlet/Outlet, Automatic Trap Primer, Up To Two Floor Drains (PPP PR-500) | | | | | | \$212.90 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 180.61 | 1.1788 | | 212.90 | | |
| | | | Trap primer for drains in dry areas. | | | | | | | |
| 105 | 22 11 19 00 0227 | EA | 3/4" Inlets, 3/4" Outlet Point-Of-Use Thermostatic Mixing Valve (Bradley S59-4016) | | | | | | \$1,602.37 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 4.00 | 339.83 | 1.1788 | | 1,602.37 | | |
| | | | Thermostatic mixing valves for all he sinks per code compliance. | | | | | | | |
| 106 | 22 13 13 00 0004 | EA | Wall Mounted Water Closet, Single Fixture Rough-In, Cast Iron Waste And Vent PipeIncludes cast iron waste and vent pipe and copper domestic supply . Excludes fixture, carrier and flush valve. | | | | | | \$1,774.73 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 1,505.54 | 1.1788 | | 1,774.73 | | |
| | | | Rough in for sink and toilet. | | | | | | | |
| 107 | 22 13 16 00 0012 | LF | 2" Aboveground No Hub Cast Iron Soil Pipe AssemblyIncludes all fittings , couplings and hangers. Fittings are assumed every 10'. Not for use where detail is available. | | | | | | \$594.96 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 18.00 | 28.04 | 1.1788 | | 594.96 | | |
| | | | Drain line from kitchen sink area. | | | | | | | |
| 108 | 22 41 39 00 0007 | EA | Kitchen Faucet, Polished Chrome (Kohler K-15251-B) | | | | | | \$160.41 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 136.08 | 1.1788 | | 160.41 | | |
| | | | Kitchen faucet. | | | | | | | |
| 109 | 22 42 13 13 0014 | EA | Flush Valve Type, Siphon Jet, Wall Mounted, Wall Outlet, Handicap Accessible, Elongated Vitreous China Water Closet (Kohler® Kingston™) | | | | | | \$701.13 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 594.78 | 1.1788 | | 701.13 | | |
| | | | New restroom toilet. | | | | | | | |

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
Work Order Title: Main - Break Room Construction

Section - 22

| | | | | | | | | | | |
|-----|-----------------------|-----|---|----------|------------|--------|---|----------|------------|--|
| 110 | 22 42 13 13 0046 | EA | Vertical Adjustable On Stack, No-Hub, Single Water Closet Carrier | | | | | | \$1,217.88 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 1,033.15 | 1.1788 | | 1,217.88 | | |
| | | | ADA compliant sink in the restroom. | | | | | | | |
| 111 | 22 42 13 13 0046 0284 | MOD | For Carrier For Floor Mounted, Back Outlet China Bowls, Deduct | | | | | | -\$92.30 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | -78.30 | 1.1788 | | -92.30 | | |
| 112 | 22 42 16 16 0010 | EA | 33" x 21" x 7-1/2" Stainless Steel Kitchen Sink, Double Bowl, 20 Gauge (Elkay PSR3321) | | | | | | \$1,338.57 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 1,135.54 | 1.1788 | | 1,338.57 | | |
| | | | Kitchen sink. | | | | | | | |
| 113 | 22 42 16 16 0010 0218 | MOD | For 18 Gauge, Add | | | | | | \$780.83 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 662.39 | 1.1788 | | 780.83 | | |
| 114 | 22 42 39 00 0159 | EA | Self-Generating EcoPower System, Single Supply Sensor Faucet, Standard Spout (Toto "Eco-Power" TEL3GKCN-60) | | | | | | \$1,403.05 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 1,190.24 | 1.1788 | | 1,403.05 | | |
| | | | Restroom sink faucet with valve. | | | | | | | |
| 115 | 22 42 43 00 0021 | EA | 1.28 GPF, Back Spud, Concealed Infrared Water Closet Flush Valve (Toto EcoPower TET2LN31 Or TET3LN31) | | | | | | \$1,682.76 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 1,427.52 | 1.1788 | | 1,682.76 | | |
| | | | Flash valve for toilet. | | | | | | | |

Subtotal for Section - 22**\$13,615.03****Section - 23**

| | | | | | | | | | | |
|-----|------------------|----|--|----------|------------|--------|---|----------|------------|--|
| 116 | 23 01 30 61 0011 | LF | >12 To 14 SF Cross Section, Rework Existing Ductwork | | | | | | \$5,733.63 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 39.80 | 122.21 | 1.1788 | | 5,733.63 | | |
| | | | Modify existing mechanical lines to work with new wall layout and needs. | | | | | | | |
| 117 | 23 05 93 00 0003 | EA | Balancing Heating And Ventilating Units | | | | | | \$433.70 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 367.92 | 1.1788 | | 433.70 | | |
| | | | Unit balance after work is complete. | | | | | | | |
| 118 | 23 33 33 00 0009 | EA | 24" x 24" Duct Access Doors Insulated Factory Fabrication | | | | | | \$235.78 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 200.02 | 1.1788 | | 235.78 | | |
| | | | Access panel for ceiling. | | | | | | | |

Subtotal for Section - 23**\$6,403.12****Section - 26**

| | | | | | | | | | | |
|-----|------------------|----|--|----------|------------|--------|---|-------|---------|--|
| 119 | 26 01 20 91 0002 | EA | Lock Out/Tag Out Local Disconnect Excludes tag or padlock See CSI section 26 01 20 91-0004 for padlock, 26 01 20 91-0005 for tag(s). | | | | | | \$32.55 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 27.61 | 1.1788 | | 32.55 | | |
| | | | Lock out tag out for electrical work. | | | | | | | |

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
Work Order Title: Main - Break Room Construction

Section - 26

| | | | | | | | | | | |
|-----|------------------|-----|---|----------|------------|--------|---|----------|------------|--|
| 120 | 26 01 50 51 0370 | EA | Recycle 6' Length Linear Fluorescent Lamps | | | | | | \$26.88 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 6.00 | 3.80 | 1.1788 | | 26.88 | | |
| | | | Recycling of existing light fixtures. | | | | | | | |
| 121 | 26 05 19 16 0015 | MLF | #10 AWG, Type THHN-THWN, 600 Volt, Copper, Single Solid Cable, Installed In Conduit | | | | | | \$2,941.33 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 3.25 | 767.75 | 1.1788 | | 2,941.33 | | |
| | | | Electrical wires to modify lighting and switches. | | | | | | | |
| 122 | 26 05 19 16 0017 | MLF | #12 AWG, Type XHHW, 600 Volt, Copper, Single Solid Cable, Installed In Conduit | | | | | | \$1,135.36 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.25 | 770.52 | 1.1788 | | 1,135.36 | | |
| | | | 2 new home runs from electrical panel for appliances. | | | | | | | |
| 123 | 26 05 33 13 0010 | CLF | 3/4" Electrical Metallic Tubing (EMT) Conduit Assembly With 2 #12 Copper THHN And 1 #12 Copper Insulated Grounding Conductor/Includes conduit, set screw connectors, set screw couplings, straps, wire as indicated. Not for use where detail is available. | | | | | | \$5,024.27 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 5.65 | 754.37 | 1.1788 | | 5,024.27 | | |
| | | | Add new outlets in the breakroom as well as power for appliances. | | | | | | | |
| 124 | 26 05 33 16 0038 | EA | 3-1/4" Depth, 4-11/16" Square Steel Box | | | | | | \$200.02 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 3.00 | 56.56 | 1.1788 | | 200.02 | | |
| | | | Junction boxes for power/ | | | | | | | |
| 125 | 26 05 33 16 0316 | EA | 20 Amperes, Duplex Receptacles (Wiremold 68REC-25) Two (2) proprietary 20 amperes duplex power receptacles with mounting plates and 25' leads. Designed to fit in either of the two side compartments in both the 6ATC and the 8ATC Series Poke-Thru Devices. Receptacle can be wired as a standard or isolated | | | | | | \$1,721.05 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 10.00 | 146.00 | 1.1788 | | 1,721.05 | | |
| | | | New receptacles in the breakroom. | | | | | | | |
| 126 | 26 05 33 23 0146 | EA | Single Receptacle Box (Wiremold #1546A) | | | | | | \$309.20 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 10.00 | 26.23 | 1.1788 | | 309.20 | | |
| | | | Single receptacle boxes. | | | | | | | |
| 127 | 26 05 33 23 0147 | EA | Duplex Receptacle Box (Wiremold #1546B) | | | | | | \$118.40 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 3.00 | 33.48 | 1.1788 | | 118.40 | | |
| | | | Double receptacle boxes. | | | | | | | |
| 128 | 26 09 23 00 0450 | EA | 120/277 Volt AC, 20 Amperes, Dual Voltage, Occupancy Sensor Power Pack (Watt Stopper BZ-100) | | | | | | \$102.73 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 1.00 | 87.15 | 1.1788 | | 102.73 | | |
| | | | Room Occupancy sensor for breakroom. | | | | | | | |
| 129 | 26 51 19 00 0268 | EA | 4' Length, 42 Watt, LED Linear Low Bay Fixture (PlanLED A2W4A) | | | | | | \$1,604.15 | |
| | | | Installation | Quantity | Unit Price | Factor | = | Total | | |
| | | | | 3.00 | 453.61 | 1.1788 | | 1,604.15 | | |
| | | | New lighting inside breakroom and restroom. | | | | | | | |

Subtotal for Section - 26**\$13,215.94**

Contractor's Price Proposal - Detail Continues..

Work Order Number: 24-BoulderPLD-0033.00
Work Order Title: Main - Break Room Construction

Proposal Total**\$105,364.37**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %



Subcontractor Listing

Date: November 21, 2024

Re: IQC Master Contract #: 20221102-9547
Work Order #: 24-BoulderPLD-0033.00
Owner PO #:
Title: Main - Break Room Construction
Contractor: JOC Construction, LLC
Proposal Value: \$105,364.37

| Name of Contractor | Duties | Amount | % |
|--|--------|--------|------|
| No Subcontractors have been selected for this Work Order | | \$0.00 | 0.00 |

Boulder Library District
Main Library Break Room Construction
1001 Arapahoe Ave,
Boulder, CO 80302

Summary of Scope

This Scope of Work includes “renovation of existing locker room into a breakroom and upgrading the restroom finishes” based on general specifications provided by Boulder Library District and observations made by contractor at site visit completed on 10/20/2024 and DD plans dated 10/01/2024.

Detailed Scope of Work

This project involves the complete renovation of an existing locker room and bathroom, transforming the spaces into a functional breakroom and updated restroom. The scope includes removing existing fixtures, finishes, and accessories, such as lighting, plumbing fixtures, tiles, and locker systems. New plumbing and electrical rough-ins will be installed to accommodate the updated layout, including a kitchenette and enhanced restroom facilities. The HVAC system will be reconfigured to align with the new wall layout. The renovation will include the installation of 5/8” drywall and moisture-resistant boards, finished to a Level 5 standard, and painted to complete the interior design. New flooring will be installed, including tile in the restroom and LVT in the breakroom. The breakroom will feature a new kitchenette with quartz countertops, ADA-compliant grab bars, and appliances. Updated lighting, outlets, and switches will be installed throughout, ensuring a modern and functional space. Please note that furniture is excluded from this proposal and will be provided by the client.

1. Demolition:

- Remove existing toilet accessories in the bathroom.
- Demolish all tiles on walls and floors in the bathroom.
- Remove the existing locker system inside the locker room.
- Demolish the existing shower enclosure in the locker room.
- Remove all plumbing fixtures and finishes in the locker room.
- Demolish all lighting fixtures in the bathroom and locker room.

2. Plumbing:

- Provide and install new plumbing rough-ins for the kitchenette in the new breakroom.
- Install new plumbing fixtures, including toilets, sinks, and associated finishes in the restroom and breakroom.

3. Electrical:

- Provide new electrical homeruns for lights, outlets, and fixtures in both the bathroom and breakroom.
- Install and finish all new lighting, outlets, and switches in the restroom and breakroom.

4. HVAC:

- Reconfigure the HVAC system to accommodate the new wall layout.

5. Drywall and Finishes:

- Install new 5/8" drywall on the walls inside the breakroom.
- Provide and install new moisture-resistant board in the restroom.
- Finish all new drywall to a Level 5 finish.
- Paint all walls and ceilings in the breakroom and restroom.

6. Flooring:

- Provide and install new tile flooring in the restroom.
- Provide and install new LVT flooring in the breakroom.

7. Cabinetry and Countertops:

- Provide and install a new kitchenette in the breakroom.
- Install quartz countertops in the breakroom kitchenette and seating area.

8. ADA Compliance:

- Provide and install all new ADA-compliant grab bars in the restroom.

9. Appliances:

- Provide and install all new appliances in the breakroom.

Note: Furniture is not included in this price proposal and will be provided by the client.

Details that apply to all work

1. This proposal is based on normally expected conditions as observed upon site visit.
2. Contractor shall utilize the latest issue of the Job Order Contract Specifications for all work.
3. All measurements and quantities supplied in this scope of work are approximate in nature and are supplied as a convenience for the contractor. The contractor is responsible for field verification of all measurements and quantities.
4. Contractor shall verify all new and existing conditions and dimensions at job site.
5. Parking will be made available for the Contractor by the Owner and the Contractor shall coordinate all parking with the Owner prior to beginning work.
6. All salvageable materials remain the property of the Owner.
7. Contractor shall coordinate inspections as required / if required.
8. Contractor is responsible for protection of all surfaces including those not in the scope of work from construction dust, debris or damage during construction up until final acceptance. The methods of protection including wood, plastic, paper or other means for sealing / protecting furniture, sidewalks, doors or windows, etc.
9. Contractor shall be responsible for daily job site clean-up and will make provisions for disposing of all of his trade's debris. There shall not at any time be any material or debris left on site that could endanger the public.
10. Contractor shall be responsible for 48 hours advanced notice to coordinate Utility Interruptions.

Submittals

1. Restroom finishes.
2. Electrical components specifications.
3. Cabinetry shop drawings.
4. Tile finishes.

Schedule

1. The total estimated duration to complete this project including an allotment for administrative time, submittal processing, inspection time, punch list remediation, and closeout time will be **[60] Days**

JOC Construction, LLC
Georgia/ Arizona/ Colorado/ North Carolina/ South Carolina/ Tennessee/ Florida

www.joc-construction.com

November 20, 2024

from the time JOC Construction receives purchase order from client, however, should there be any circumstances that impede progress that are out of the control of JOC Construction Inc. a time extension equal to documented days lost will be issued.

Owners Responsibilities

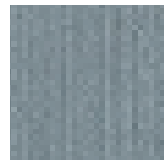
1. Provide access to job site and prompt response to RFI and submittal information submitted by contractor.
2. Provide reimbursement for any fees associated with tapping/beginning service for utilities and permitting as necessary.

Clarifications

1. At the time of the issuance of a purchase order, it is understood that permits are required. If the contractor will be responsible for obtaining applicable permits for the above-mentioned work, then Owner will be responsible for reimbursement of any fees that may be charged to contractor associated with permitting as well as all fees and expenses (i.e. permit fees, professional design and engineering fees as outlined in the Construction Task Catalog) incurred as described in the RS Means master document.
2. Prevailing wages have **NOT** been included in this proposal.
3. This proposal is based on Normal Working Hours as defined by Monday through Friday, 7AM to 5PM MT.
4. Hazardous Material Removal or handling has not been included in this proposal.
5. Any reference to the match existing shall describe closest match available. Due to the aging of materials, discontinued items, and minor batch color discrepancies from manufacturers, it is not always possible to find an exact match for existing materials.



WALL TILE (MAIN):
TRINITY TILE
12"x24" ONDA - SAND,
MATTE



WALL TILE (ACCENT):
TRINITY TILE
12"x24" VIDAL - COASTAL
BREEZE, CHISELED



FLOOR TILE:
TRINITY TILE
12"x24" ONDA - SAND,
TEXTURED



WALL COLOR:
SHERWIN WILLIAMS
NIEBLA AZUL



BOULDER MAIN LIBRARY
STAFF RESTROOM
1001 ARAPAHOE AVE, BOULDER, CO 80302

IN WITNESS WHEREOF, the Parties to this First Amendment have caused it to be executed by their authorized officers as of the day and year first above written. This First Amendment may be executed in counterparts, each of which shall be original, but all of which together shall constitute a fully binding and executed amendment.

CONTRACTOR

By: Jorge Saldana
Print Name: Jorge Saldana
Title: Sr. VP, Operations

BOULDER PUBLIC LIBRARY DISTRICT

By: _____
Print Name: _____
Title: _____

ATTEST:

APPROVED AS TO FORM:

BPLD Attorney

**Boulder Public Library District
Custodial Services Pricing – Recurring Services**

| Site | Price per Month |
|----------------------------|--------------------|
| Main Library | \$13,999.57 |
| Meadows Library | \$1,738.66 |
| George Reynolds Library | \$2,086.00 |
| NoBo Corner Library | \$4,930.00 |
| Carnegie Library | \$1,446.00 |
| Total All Libraries | \$24,200.23 |

Living wage benefits District billed for actual cost, estimated at ~\$3,000 per month.

**Boulder Public Library District
Custodial Services Pricing - Upon Request Services**

| Facility/Service | Price |
|--|-------------------|
| Additional Services Long Lead (72 hrs) Time - per Hour | \$ 37.00 |
| Additional Services Short Lead (1-72 hrs) Time - per Hour | \$ 46.27 |
| Emergency Services - per Hour | \$ 55.52 |
| Hard Surface Cleaning - per Square Foot | \$ 0.26 |
| Upholstery Cleaning - per Sofa | \$ 68.17 |
| Upholstery Cleaning - per Loveseat | \$ 51.12 |
| Upholstery Cleaning - per Chair | \$ 34.09 |
| Upholstery Cleaning - per Office Chair | \$ 25.57 |
| Upholstery Cleaning - Per Partition/Panel | \$ 17.04 |
| Facility/Service | Price Per Service |
| Carpet Cleaning - Main Library | \$ 4,975.00 |
| Carpet Cleaning - Meadows | \$ 578.00 |
| Carpet Cleaning - NoBo | \$ 145.00 |
| Carpet Cleaning - George Reynolds | \$ 578.00 |
| Clean/polish main level floor at Carnegie (minus doc storage)* | \$ 578.00 |
| Restroom Deep Clean - Main Library | \$ 901.61 |
| Restroom Deep Clean - Meadows | \$ 204.91 |
| Restroom Deep Clean - George Reynolds | \$ 245.89 |
| Restroom Deep Clean - NoBo | \$ 116.00 |
| Restroom Deep Clean - Carnegie | \$ 116.00 |

*This quote is for a light scrub and burnish. Kleen-Tech recommends a finish is not applied to the floor due to condition of flooring

The following Upon Request Services are requested to be performed according to the following schedule. Contractor lead will coordinate with the District's facilities team to schedule these services.

- Quarterly carpet cleaning for Main, Meadows, NoBo Corner and Reynolds (First week of January/April/July/October).
- Twice per year cleaning/polishing the main level floor at Carnegie excluding the document storage room (Second week of January/ July).
- Quarterly deep cleaning of the restrooms at Main, Meadows, Reynolds, NoBo Corner, and Carnegie (Third week of January/April/July/October)

Total Annual Base Cost (Recurring Services only): \$290,402.76

Libraries Specifications

Main Library

| | Daily | Weekly | Monthly | As Needed | Notes |
|--|-------|--------|---------|-----------|-------|
| Main Entryways | | | | | |
| Remove all marks and fingerprints from door and partition glass | X | | | | |
| Remove any cobwebs and pests | X | | | | |
| Clear snow and ice as needed from loading dock, stairs, and access to outdoor book returns | X | | | | |
| Sweep all debris/ 3ft away from exterior doors | | | | X | |
| Wet mop and/or vacuum floors | X | | | | |
| Clean any windowsills and corners | | | X | | |
| All Areas | | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | X | | |
| Damp wipe all open surface of furniture including hard surface chairs and table | | | | X | |
| Dust mop & Mop hard surface floor | X | | | | |
| Vacuum carpet floor | X | | | | |
| Vacuum and spot clean upholstered furniture | | | X | | |
| Clean and disinfect drinking fountains | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Spot clean Carpet | | | | X | |
| Spot clean walls | | | | X | |
| If found patrons personal items remove from public areas and store in lost & found | | | | X | |
| High dust window ledges, tops of partition and miscellaneous items | | | X | | |
| Doors are to remain as found upon completion of work | X | | | | |
| Dust bookshelves | | | X | | |
| Break/ kitchen areas | | | | | |
| Wipe and disinfect all tables surface and counter tops | X | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Wipe and disinfect inside and out of microwave | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | X | | |

| | | | | | |
|--|---|--|---|---|--|
| Wipe and disinfect backsplash | X | | | | |
| Sweep and mop all floors | X | | | | |
| Damp wipe exterior of vending machine, and refrigerators | X | | | | |
| Clean inside and around sink | X | | | | |
| Vacuum carpet floor | X | | | | |
| Clean and disinfect drinking fountains | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Spot clean Carpet | | | | X | |
| Spot clean walls | | | | X | |
| Dust window ledges, tops of partition and miscellaneous items | | | X | | |
| General Offices & Office Areas | | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | X | | |
| Dust mop & Mop hard surface floor | X | | | | |
| Vacuum carpet floor | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Spot clean Carpet | | | | X | |
| Spot clean walls | | | | X | |
| Refill paper & soap dispenser | X | | | | |
| Damp wipe all open surface of desk tops, furniture, filing cabinets, counter, and tables | X | | | | |
| Stairways / Corridors / Ramp | | | | | |
| Damp wipe and disinfect handrails | X | | | | |
| Sweep and mop and/or vacuum all stairs corner to corner, including ledge | X | | | | |
| clean glass on stairway | X | | | | |
| Damp wipe all spots on walls | | | | X | |
| Elevators | | | | | |
| Wipe interior and exterior of doors and panels | X | | | | |
| Clean and disinfect button panel | X | | | | |
| Sweep and mop and/or vacuum | X | | | | |
| Clean and vacuum elevator tracks | X | | | | |
| Restrooms | | | | | |
| Restock all soap and paper dispensers | X | | | | |
| Disinfect toilets and urinals | X | | | | |
| Clean sinks/countertops | X | | | | |
| Clean mirrors | X | | | | |
| High dust all partitions, vents and light fixtures | X | | | | |
| sweep and mop floor | X | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Clean and sanitize showers | X | | | | |

| | | | | | |
|--|---|--|---|---|--|
| Plunge toilets, if not successful notify city employee promptly | | | | X | |
| Auditorium | | | | | |
| Canvas aisles to remove trash and debris | X | | | | |
| Vacuum aisles and stairs | X | | | | |
| Sweep and mop stage | | | | X | must do at least 2 per week |
| Secure all doors upon completion of work | X | | | | |
| Damp wipe chair rest | | | X | | |
| Bridge | | | | | |
| Return tables and chairs to original position that do not impede traffic flow | X | | | | |
| Wipe down and disinfect tables | X | | | | |
| Sweep and mop all floors | X | | | | |
| Wipe down hard surface chairs | X | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | X | | |
| Miscellaneous | | | | | |
| Bring in newspaper delivered each morning | X | | | | Only on Mondays, may be asked to do if short staffed |
| Bring in outdoor book return bin each morning including holidays and closures | | | | | |
| Empty outdoor trash/recycling cans | X | | | | |
| Ensure all areas/offices that must be locked are locked | X | | | | |
| Report immediately any unknown patrons wondering after hours in building to city staff and BPD | X | | | | |

Miscellaneous continued

DAILY

Wipe down hard surfaces (seats and table tops) and vacuum floors in the three meeting and lactation pods located on the second floor, north side of north building, second floor staff offices east side, and in the children's library on the first floor of the middle building.

Resume cleaning and restocking all public and staff restrooms

WEEKLY

Carefully vacuum the children's hollow (tree house) under the stairway across the hall from the children's library. There are some shaggy parts of the floor, so please be mindful of that.

Meadows Library

| | Daily | Weekly | Monthly | As Needed | Notes |
|---|-------|--------|---------|-----------|-------|
| Main Entryways | | | | | |
| Remove all marks and fingerprints from door and partition glass | X | | | | |
| Remove any cobwebs and pests | X | | | | |
| Sweep all debris/ 3ft away from exterior doors | X | | | | |
| Wet mop and/or vacuum floors | X | | | | |
| Clean any windowsills and corners | X | | | | |
| All Open & Common Areas | | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | X | | |
| Damp wipe all open surface of furniture including hard surface chairs and table | X | | | | |
| Dust mop & Mop hard surface floor | X | | | | |
| Vacuum carpet floor | X | | | | |
| Vacuum and spot clean upholstered furniture | | | X | | |
| Clean and disinfect drinking fountains | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Spot clean Carpet | | | | X | |
| Spot clean walls | | | | X | |
| High dust window ledges, tops of partition and miscellaneous items | | | | X | |
| Doors are to remain as found upon completion of work | X | | | | |
| Dust bookshelves | | | X | | |
| Break/ kitchen areas | | | | | |
| Wipe and disinfect all tables surface and counter tops | X | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Wipe and disinfect inside and out of microwave | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | X | | |
| Wipe and disinfect backsplash | X | | | | |
| Damp wipe exterior of refrigerators | X | | | | |
| Clean inside and around sink | X | | | | |
| Vacuum carpet floor | X | | | | |
| Clean and disinfect drinking fountains | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | | | | X | |
| Spot clean Carpet | | | | X | |
| Spot clean walls | | | | X | |
| Dust window ledges, tops of partition and miscellaneous items | | | X | | |

| | | | | | |
|--|---|---|---|---|--|
| General Offices & Office Areas | | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | X | | |
| Dust mop & Mop hard surface floor | X | | | | |
| Vacuum carpet floor | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | | | | X | |
| Spot clean Carpet | | | | X | |
| Spot clean walls | | | | X | |
| Damp wipe all open surface of desk tops, furniture, filing cabinets, counter, and tables | | | X | | |
| Restrooms | | | | | |
| Restock all soap and paper dispensers | X | | | | |
| Disinfect toilets and urinals | X | | | | |
| Clean sinks/countertops | X | | | | |
| Clean mirrors | X | | | | |
| High dust all partitions, vents and light fixtures | | | X | | |
| sweep and mop floor | X | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | | | | X | |
| Clean and sanitize showers | X | | | | |
| Plunge toilets, if not successful notify city staff promptly | X | | | | |
| Conference Rooms | | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | X | | |
| Damp wipe all open surface of furniture including hard surface chairs and table | | X | | | |
| Vacuum carpet floor | X | | | | |
| Vacuum and spot clean upholstered furniture | | | X | | |
| Wipe and Disinfect door handles, light switches, and push plates | | | | X | |
| Spot clean Carpet | | | | X | |
| Spot clean walls | | | | X | |
| High dust window ledges, tops of partition and miscellaneous items | | | X | | |

Reynolds Library

| Main Entryways | Daily | Weekly | Monthly | As Needed | Notes |
|---|--------------|---------------|----------------|------------------|--------------|
| Remove all marks and fingerprints from door and partition glass | X | | | | |
| Remove any cobwebs and pests | X | | | | |
| Sweep all debris/ 3ft away from exterior doors | X | | | | |
| Wet mop and/or vacuum floors | X | | | | |
| Clean any windowsills and corners | X | | | | |
| All Open & Common Areas | | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | X | | |
| Damp wipe all open surface of furniture including hard surface chairs and table | X | | | | |
| Dust mop & Mop hard surface floor | X | | | | |
| Vacuum carpet floor | X | | | | |
| Vacuum and spot clean upholstered furniture | | | X | | |
| Clean and disinfect drinking fountains | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Spot clean Carpet | | | | X | |
| Spot clean walls | | | | X | |
| High dust window ledges, tops of partition and miscellaneous items | | | X | | |
| Doors are to remain as found upon completion of work | X | | | | |
| Dust bookshelves | | | | X | |
| Break/ kitchen areas | | | | | |
| Wipe and disinfect all tables surface and counter tops | X | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Wipe and disinfect inside and out of microwave | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | X | | |
| Wipe and disinfect backsplash | X | | | | |
| Damp wipe exterior of refrigerators | X | | | | |
| Clean inside and around sink | X | | | | |
| Vacuum carpet floor | X | | | | |
| Clean and disinfect drinking fountains | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Spot clean Carpet | | | | X | |
| Spot clean walls | | | | X | |
| Dust window ledges, tops of partition and miscellaneous items | | | X | | |
| General Offices & Office Areas | | | | | |
| Empty trash/recycling/compost bin | X | | | | |

| | | | | | |
|---|---|---|---|---|--|
| Rinse trash/recycling/compost bin to remove odors | | | X | | |
| Dust mop & Mop hard surface floor | X | | | | |
| Vacuum carpet floor | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Spot clean Carpet | | | | X | |
| Spot clean walls | | | | X | |
| Damp wipe all open surface of desk tops, furniture, filling cabinets, counter, and tables | | X | | | |
| Restrooms | | | | | |
| Restock all soap and paper dispensers | X | | | | |
| Clean and disinfect toilets and urinals | X | | | | |
| Clean sinks/countertops | X | | | | |
| Clean mirrors | X | | | | |
| High dust all partitions, vents and light fixtures | | | X | | |
| sweep and mop floor | X | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | | | | X | |
| Clean and sanitize showers | X | | | | |
| Plunge toilets, if not successful notify city staff promptly | X | | | | |
| Conference Rooms | | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | X | | |
| Damp wipe all open surface of furniture including hard surface chairs and table | X | | | | |
| Vacuum carpet floor | X | | | | |
| Vacuum and spot clean upholstered furniture | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Spot clean Carpet | | | | X | |
| Spot clean walls | | | | X | |
| High dust window ledges, tops of partition and miscellaneous items | | | X | | |

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| Main Entryways | Daily | Weekly | Monthly | As Needed | Notes |
|---|--------------|---------------|----------------|------------------|--------------|
| Remove all marks and fingerprints from door and partition glass | X | | | | |
| Remove any cobwebs and pests | | | | X | |
| Sweep all debris/ 3ft away from exterior doors | X | | | | |
| Wet mop and/or vacuum floors | X | | | | |
| Clean any windowsills and corners | | | | X | |
| All Areas and Office | | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | | X | |
| Damp wipe all open surface of furniture including hard surface chairs and table | X | | | | |
| Dust mop & Mop hard surface floor | X | | | | |
| Vacuum carpet floor | X | | | | |
| Vacuum and spot clean upholstered furniture | | | X | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Spot clean Carpet | | | X | | |
| Spot clean walls | | | | X | |
| Dust bookshelves | | | X | | |
| High dust window ledges, tops of partition and miscellaneous items | X | | | | |
| Restrooms | | | | | |
| Restock all soap and paper dispensers | X | | | | |
| Disinfect toilets and urinals | X | | | | |
| Clean sinks/countertops | X | | | | |
| Clean mirrors | X | | | | |
| High dust all partitions, vents and light fixtures | | | X | | |
| sweep and mop floor | X | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Plunge toilets, if not successful notify city employee promptly | | | | X | |
| | | | | | |
| Carnegie Library | Daily | Weekly | Monthly | As Needed | Notes |
| Main Entryways | | | | | |
| Remove all marks and fingerprints from door and partition glass | X | | | | |
| Remove any cobwebs and pests | | X | | | |
| Sweep all debris/ 3ft away from exterior doors | X | | | | |
| Wet mop and/or vacuum floors | X | | | | |
| Clean any windowsills and corners | | | X | | |
| All open areas | | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | X | | | |
| Damp wipe all open surface of furniture including hard surface chairs and table | | | | X | |

EXHIBIT A

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|--|---|--|---|---|--|
| Dust mop & Mop hard surface floor | X | | | | |
| Vacuum carpet floor | X | | | | |
| Clean and disinfect drinking fountains | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Spot clean Carpet | | | | X | |
| Spot clean walls | | | | X | |
| High dust window ledges, tops of partition and miscellaneous items | | | X | | |
| Dust bookshelves | | | X | | |
| Restrooms | | | | | |
| Restock all soap and paper dispensers | X | | | | |
| Disinfect toilets and urinals | X | | | | |
| Clean sinks/countertops | X | | | | |
| Clean mirrors | X | | | | |
| High dust all partitions, vents and light fixtures | | | X | | |
| sweep and mop floor | X | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Clean and sanitize showers | X | | | | |
| Plunge toilets, if not successful notify city employee promptly | | | | X | |
| Stairways / Corridors | | | | | |
| Damp wipe and disinfect handrails | X | | | | |
| Sweep and mop and/or vacuum all stairs corner to corner, including ledge | X | | | | |
| Damp wipe all spots on walls | | | | X | |
| General Offices & Office Areas | | | | | |
| Empty trash/recycling/compost bin | X | | | | |
| Rinse trash/recycling/compost bin to remove odors | | | | X | |
| Dust mop & Mop hard surface floor | X | | | | |
| Vacuum carpet floor | X | | | | |
| Wipe and Disinfect door handles, light switches, and push plates | X | | | | |
| Spot clean Carpet | | | | X | |
| Damp wipe all open surface of desk tops, furniture, filing cabinets, counter, and tables | | | X | | |