

**RESOLUTION 14-98**

**A RESOLUTION TO AUTHORIZE THE PURCHASE,  
CONSTRUCTION AND INSTALLATION  
OF THE CIRCULATION DESK AT THE LIBRARY**

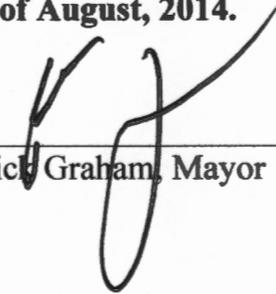
**WHEREAS**, the Spring Hill Library is in need of a redesign of the Circulation Desk; and

**WHEREAS**, the City of Spring Hill advertised and received bids for this project on August 4, 2014; and

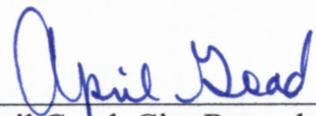
**WHEREAS**, City Staff has made a recommendation to the Budget Finance Advisory Committee; and

**NOW, THEREFORE BE IT RESOLVED** that the City of Spring Hill authorizes the purchase construction and installation of the Circulation Desk at the Library from HST Interiors at a cost not to exceed \$22,848.83, as recommended by the Budget and Finance Advisory Committee on August 11, 2014.

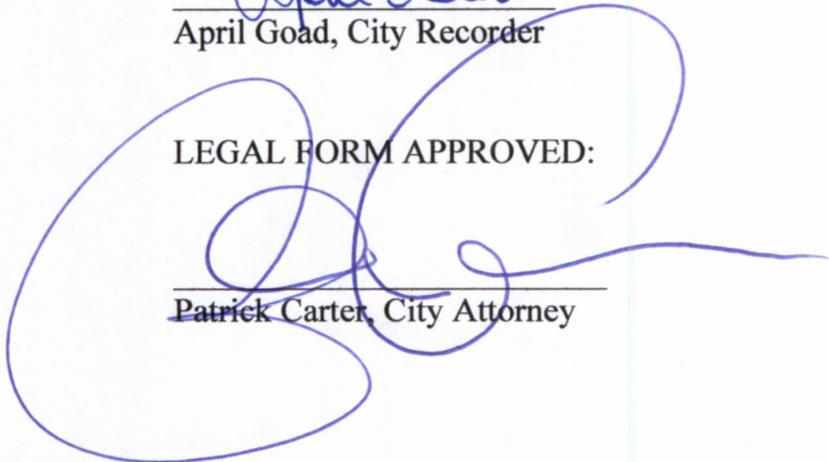
**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 18<sup>th</sup> day of August, 2014.**

  
\_\_\_\_\_  
Rick Graham, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
\_\_\_\_\_  
Patrick Carter, City Attorney



**City of Spring Hill  
Budget and Finance Committee  
Purchase Evaluation Form**

---

*Department: Library  
Presented By: Alan Couch  
Date: 8/5/2014  
Department Budget Status:*

---

- I. Purpose/Overview of Purchase:**  
Staff and space are being used inefficiently in the Library's circulation area. An RFP was posted in July to redesign this area, utilizing the existing circulation desk and new mobile shelving units that can free more floor space for patron use, while creating a more productive workflow for staff.
- II. Background Information:**  
As usage of the Library continues to increase, we must be as efficient as possible in the utilization of our current space; as such we will be reducing the size of the circulation desk, which currently takes up 750 sq. ft. of floor space, and reducing its side by half. We will use this new open space to create a marketplace, consisting of mobile shelving units that will house the most popular materials in the Library and some soft seating areas as well.
- III. Financial Impact to Budget:**  
This project was budgeted for under capital improvements by the BOMA for this fiscal year, all proposals received fall under the budgeted amount.
- IV. Alternative Options:**
- V. Staff Recommendations:**  
Staff recommends the BOMA approve the proposal offered by HST interiors; HST has a good reputation and experience working with Libraries; they are also the only company to bid on the entirety of the project, and were the lowest bidders for the shelving that was purchased in the last fiscal year for this area. If they were selected, that would mean one contractor for the city to work with during this project, if the two partial bids (separate bids for the furnishings and cabinetry work) were selected, that would mean the city would have to coordinate with 3 separate companies to insure minimal impact on patrons of the Library.  
HST also elaborates more fully than its competitors on their redesign of the circulation desks cabinetry, and how it will be used to meet the future needs of the Library, as well as include a limited lifetime warranty on the furnishings purchased.



**REQUEST:** *Approval of Resolution 14-98*  
**SUBMITTED BY:** Victor Lay, City Administrator  
Alan Couch, Spring Hill Library, Director  
**DATE:** August 5, 2014  
**RE:** Redesign of Spring Hill Library Circulation area  
**ATTACHMENTS:** Bid information

---

**PURPOSE:**

Staff and space are being used inefficiently in the Library's circulation area. An RFP was posted in July to redesign this area, utilizing the existing circulation desk and new mobile shelving units that can free more floor space for patron use, while creating a more productive workflow for staff.

**BACKGROUND:**

As usage of the Library continues to increase, we must be as efficient as possible in the utilization of our current space; as such we will be reducing the size of the circulation desk, which currently takes up 750 sq. ft. of floor space, and reducing it's side by half. We will use this new open space to create a marketplace, consisting of mobile shelving units that will house the most popular materials in the Library, and some soft seating areas as well.

**FINANCIAL IMPACT:**

This project was budgeted for under capital improvements by the BOMA for this fiscal year, all proposals received fall under the budgeted amount.

**STAFF RECOMMENDATION:**

Staff recommends the BOMA approve the proposal offered by HST interiors; HST has a good reputation and experience working with Libraries; they are also the only company to bid on the entirety of the project, and were the lowest bidders for the shelving that was purchased in the last fiscal year for this area. If they were selected, that would



mean one contractor for the city to work with during this project, if the two partial bids (separate bids for the furnishings and cabinetry work) were selected, that would mean the city would have to coordinate with 3 separate companies to insure minimal impact on patrons of the Library.

HST also elaborates more fully than its competitors on their redesign of the circulation desks cabinetry, and how it will be used to meet the future needs of the Library, as well as include a limited lifetime warranty on the furnishings purchased.

**ACTION REQUIRED (INCLUDE DEADLINE /PRIORITY):**

This will take 1 reading to approve; Must be approved before September 1, 2014 to allow for project completion in October 2014.



# **INTERIOR** ELEMENTS LLC

beautiful, flexible, affordable  
furnishings + creative, efficient,  
functional space solutions

**RFQ - Redesign of Circulation Area of Spring  
Hill Public Library - City of Spring Hill, TN**

HST  
**INTERIOR  
ELEMENTS**

August 4, 2014

Ms. April Goad  
City Recorder  
199 Town Center Parkway  
Spring Hill, TN 37174

To Ms. Goad,

Please find attached our response to RFP: Redesign of Circulation Area of Spring Hill Public Library

Legal Name: Health Systems of Tennessee dba - HST Interior Elements, LLC  
Authorized Officer: Michael A. Walton / Partner  
Address: 680 Rundle Avenue, Nashville, TN 37210  
Telephone: 615-321-9590  
Email: mwalton@intelements.com

Directly following this letter are the following sections meeting your bid requirements:

Section 2 - Criteria and Specifications

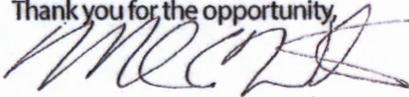
Pricing Sheet  
Library Drawing Design and Elevations  
Manufacturer Literature

Section 3 - Name, Address, and Legal Status of the Bidder

Section 4 - Competency of Bidder

Letter from Controller regarding financial statement  
Copy of Business License  
Experience and Qualifications

Thank you for the opportunity,



Michael A. Walton / Partner

It's your space. **Define it.**

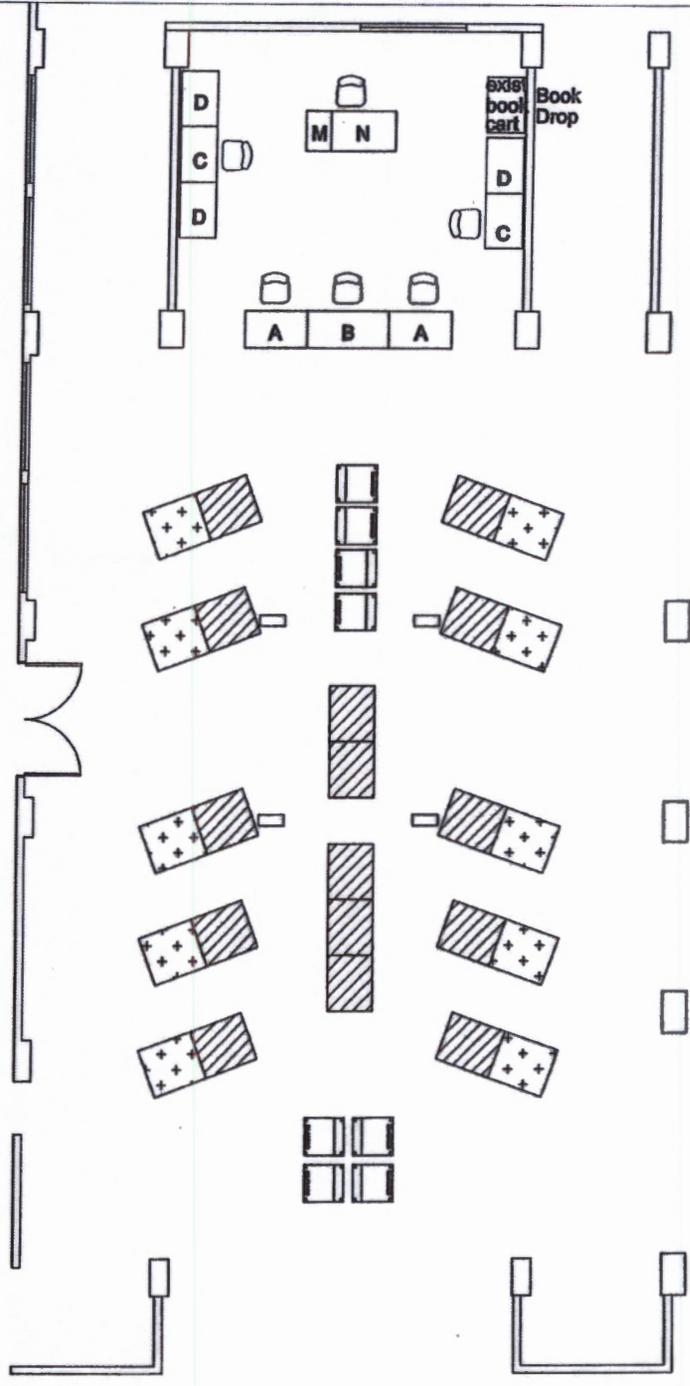
680 Rundle Avenue Nashville, TN 37210 P 615-321-9590 F 615-321-2124 hstinteriorelements.com



# Spring Hill Library - Circulation Area redesign RFP

Item	Mfg	Cat	Qty	Part Number	Part Description	Tag	Sell	Ext Sell
1	GMC	GMC	1	Modify	To redesign the existing Circulation desk to create new individual units	Circulation Desk	\$ 7,968.75	\$ 7,968.75
sub					Subtotal			\$ 7,968.75
2	925	925	6	1425-B2-00	Low-Back, Basic Control, No Arms  GRADE-B ... ~ ~ ~ ~ Standard Carpet Casters Standard Knob / Hand Wheel Standard Seat Foam	Circulation Desk	\$ 144.00	\$ 864.00
3	LSR	LES	8	E1402G8	Fremont Guest Chair/Armless, 24W x 27D x 29H  Cherry (C) Grade 5 Fabrics Skipped Option	Main Area	\$ 601.76	\$ 4,814.08
sub					Subtotal			\$ 5,678.08
4	GMC	GMC	1	End panels	(20) slat wall A-framed end panels for taller shelving units	Main Area	\$ 6,375.00	\$ 6,375.00
				Finish	To match circulation desk			
5	GMC	GMC	1	End panels	(4) end panels and (2) common tops for shorter shelving units	Main Area	\$ 750.00	\$ 750.00
				Finish	To match circulation desk			
sub					Subtotal			\$ 7,125.00
6	HST	HST	1	RDI	To receive, deliver and install	X	\$ 2,077.00	\$ 2,077.00
7			1		NOTE: Removal of any unused portions of the original circulation desk is NOT included		\$ 0.00	\$ 0.00
					Grand Total			\$ 22,848.83

*Michael A. Walton*  
 Michael A. Walton / Partner  
 7/31/14 7/30/2014 2:34:23 PM



 Shaded areas are not included and shown for planning purposes only.

 Shaded areas are from previous RFP and shown for planning purposes only.

SCALE: NOT TO SCALE

ALL DRAWINGS ARE FOR DISCUSSION PURPOSES ONLY UNLESS SIGNED AND DATED BY THE CLIENT. A SIGNED DRAWING INDICATES THE CLIENT HAS APPROVED LAYOUT AS PRESENTED ON THIS PAGE.

THIS DRAWING, INCLUDING THE SPECIFICATIONS, CONCEPTS, DESIGNS AND ARRANGEMENTS REPRESENTED THEREBY OR INCORPORATED IN IT, IS AND SHALL REMAIN THE PROPERTY OF HST INTERIOR ELEMENTS. IT SHALL BE USED ONLY FOR THE SPECIFIC PROJECT FOR WHICH IT HAS BEEN PREPARED. WITHOUT THE PRIOR WRITTEN AUTHORIZATION OF HST INTERIOR ELEMENTS, IT SHALL NOT BE COPIED, DISCLOSED TO THIRD PARTIES, USED TO PERFORM OR COMPLETE THIS PROJECT BY OTHERS, OR USED IN CONNECTION WITH ANY WORK OR PROJECT OTHER THAN THE SPECIFIC PROJECT FOR WHICH IT HAS BEEN PREPARED. FIELD DIMENSIONS MUST BE VERIFIED PRIOR TO INSTALLATION.

HST INTERIOR ELEMENTS  
680 RUNDLE AVE.  
NASHVILLE, TN 37210

PHONE: 615.321.9590  
FAX: 615.321.2124

Spring Hill Public Library

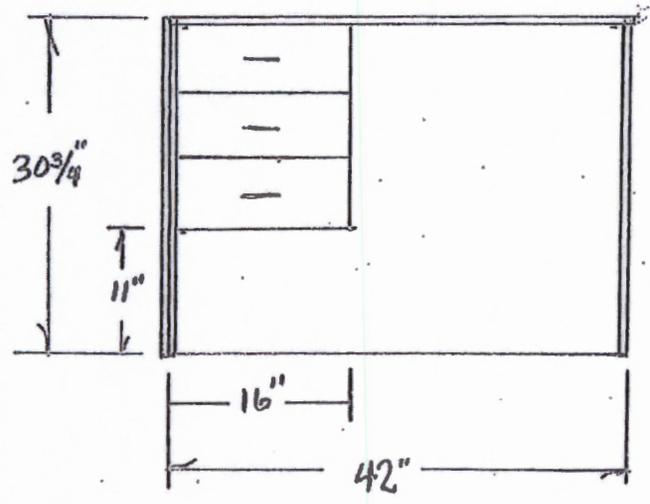
PRINTED: 07/30/14	REVISED:	REV#: *	<input type="checkbox"/> FINAL DRAWING
DRAWN BY: JNE	ACCT MGR: MW	SPEC CHECK: ***	

CUSTOMER INITIAL TO ORDER

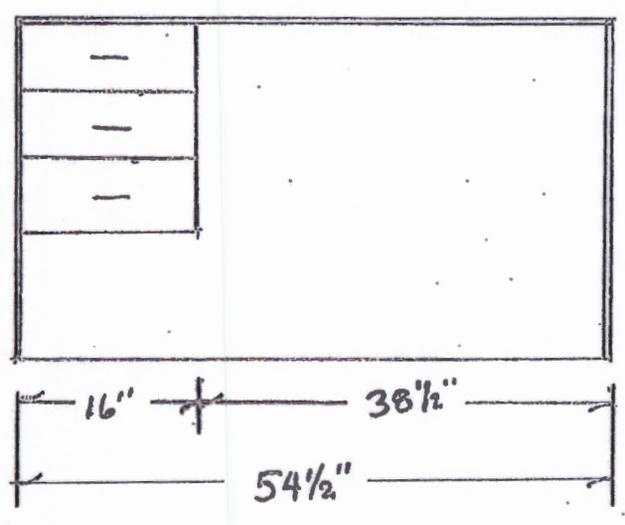
DATE

MODULAR PEDS 26" DEEP x 30<sup>3</sup>/<sub>4</sub>" HIGH  
3/4" = 1'

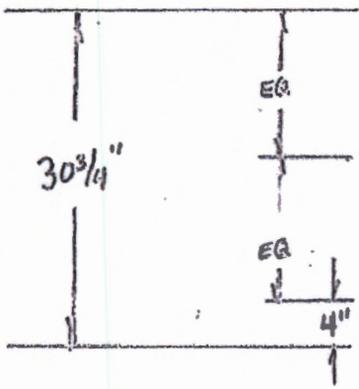
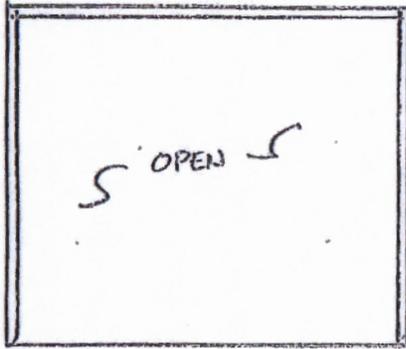
(A.) x2



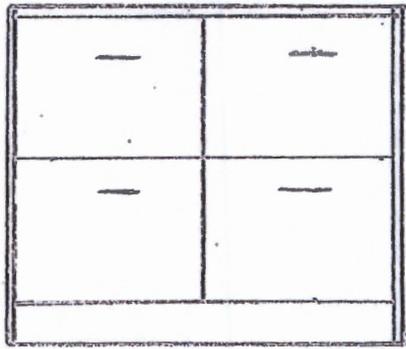
(B.) x1

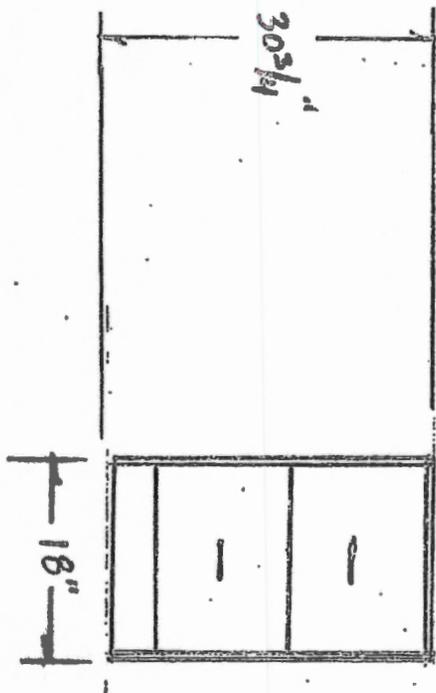


Ⓢ x2

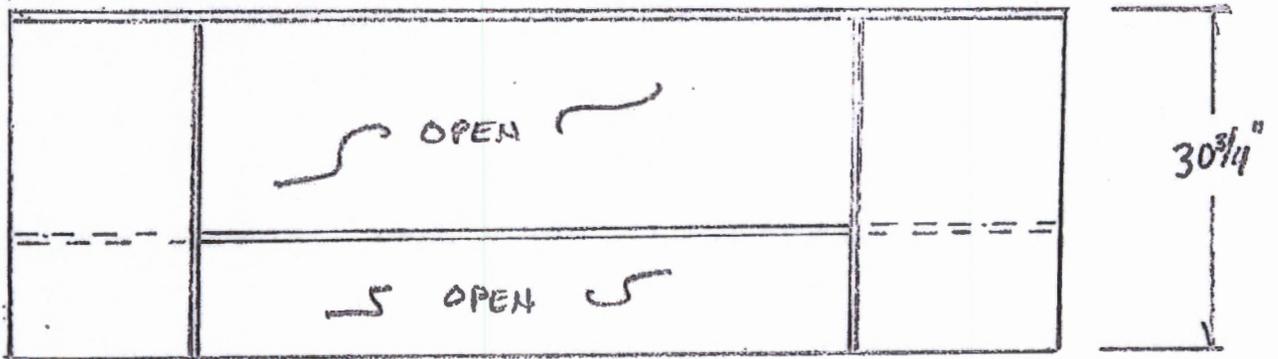
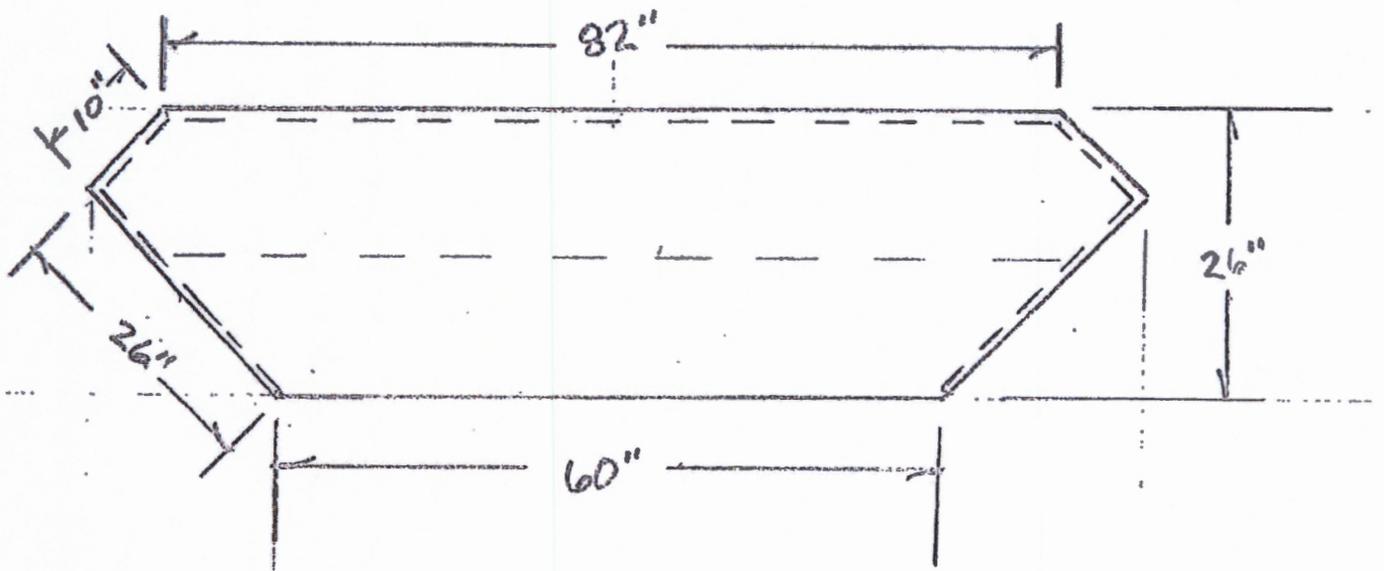


Ⓢ x2





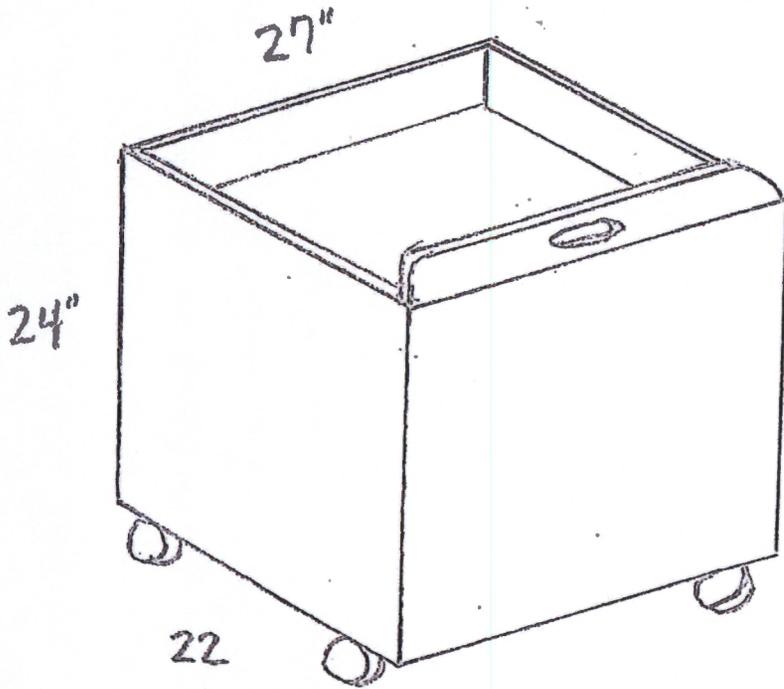
(M) x 1



(N.) x 4

EXISTING BOOK  
CARTS

x2



NEW BOOK SLOT ELEVATION  
3/8" = 1'

