

Baker County Library District
 Board of Directors
Budget Hearing / Regular Meeting Agenda
 Monday, Dec 11, 2017, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|--|------------------------------------|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION)
a. Additions/deletions from the agenda
b. Minutes of previous meeting | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications
In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | Dielman |
| V. | REPORTS
a. Director
b. Finance | Stokes
Hawes |
| VI. | OLD BUSINESS
a. | |
| VII. | NEW BUSINESS
a. FY2016-2017 District financial audit report
b. Contact Review Board – Award soffit repair contract (ACTION)
c. 2018 Holiday closure schedule (ACTION)
d. Board Training:
i. SDAO - Successful Governance for Local Officials, part 2 | CPA firm, GLBM
Stokes
Stokes |
| VIII. | Agenda items for next regular meeting: Jan 8, 2018 | Dielman |
| IX. | ADJOURNMENT | Dielman |

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations	ORS 192.660 (2) (e, j) Property
ORS 192.660 (2) (h) Legal Rights	ORS 192.660 (2) (a, b, i) Personnel

Library Board Meeting – Annotated Agenda

Monday, Dec 11, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- I. CALL TO ORDER Dielman
- II. Consent agenda (**ACTION**) Dielman
 - a. Additions/deletions from the agenda
 - b. Minutes of previous meeting

Attachments:

- II.b. Board meeting minutes, Nov 13 2017

- III. Conflicts or potential conflicts of interest Dielman
 - IV. Open forum for general public, comments & communications Dielman
- None.

V. REPORTS

- a. Director Stokes

Friends & Foundation

The Friends met on Wednesday, Nov 29 2017. They approved purchase of a hand truck (dolly) for use at the Halfway Library to assist with transport of transit tubs. Depending on staff feedback on the unit, they may acquire the same for all branches. The group also voted to decrease their \$1.50 book sale items to \$1.00 to help move the large volume of materials.

Facilities

- Baker – new handrail



I had Ed install a new handrail at the Resort Street entrance as a safety enhancement feature. A few patrons have stumbled over the wide single step there in past years, seeming to not recognize the presence of the step or misjudge the space. At certain times of day, it can be slightly obscured by the shadow from the building. The handrail should serve to increase awareness of the step and encourage use for stability.

Library Board Meeting – Annotated Agenda

Monday, Dec 11, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

- **Baker – Oriental rug repair**

Curled edges on the Oriental rug in the Oregon Room were creating a tripping hazard, so for repair assessment we had it delivered to Atiyeh Brothers in Portland. Many thanks to staff John Brockman who volunteered to transport the rug as an offshoot of a personal visit to that area. Early evaluation from the company indicates the rug is fairly high-quality and therefore worth the investment of quality care.



Public Services

- **Program: National Novel Writing Month (NaNoWriMo)**

Children's staff Missy Grammon had good local participation for this event, held the first time in Baker. NaNoWriMo is an annual, Internet-based creative writing project that takes place during the month of November. Participants attempt to write a 50,000 word manuscript between November 1 and November 30. Well-known authors write "pep-talks" to keep them motivated throughout the process. We applaud the seven Baker youth and one adult participants who wrote over an aggregate of 115,000 words for the challenge.



Security

- **Temporary security lights for south parking lot**

While the soffit lights are disabled for reconstruction, we will install solar or battery-powered motion-sensory security lights for the south parking lot.

- b. Finance**

Report documents to be distributed at the meeting.

Hawes

VI. OLD BUSINESS

None.

Library Board Meeting – Annotated Agenda

Monday, Dec 11, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

VII. NEW BUSINESS

a. FY2016-2017 District financial audit report

CPA firm, GLBM

The FY2016-2017 audit report will be presented at the meeting by a representative of Guyer Lindley Bailey and Martin CPA firm of Baker City. It is posted on the library website at <http://www.bakerlib.org/about/budget.html#section-1>

b. Contact Review Board – Award soffit repair contract (**ACTION**) Stokes

Attachments:

- VII.b.i. Notice of RFP – Soffit Project, RFP# 201701
- VII.b.ii. Statement of Work – Soffit Project, RFP# 201701

2017 As the Library Board is also designated to be the local contract review board under the state of Oregon Public Contracting Code, the CRB will convene to consider bids on the Soffit Repair Project and make a determination of contract award.

While the district considers the various aspects of the roof-soffit-gutter projects all an Emergency Procurement under ORS 279B.080, and has operated on that assumption through the assessment and Roof Repair phases, for the Soffit Repair project we'd like to meet the Intermediate Procurement bid standards.

Per ORS 279B.070 for an Intermediate Procurement the contracting agency "...shall seek at least three informally solicited competitive price quotes." Rather than informal solicitations (directly contacting select contractors), however, the District has conducted a more formal and open process similar to competitive bidding by giving public notice of an RFP. The bid period was open for 7 days from 12/4/17 to 12/11/17. Public notice and necessary documents were posted electronically on the library website and through paid advertisement on the library Facebook site.

For the Contract Review Board, I will present the bid submissions and recommendation for consideration and determination of contract award.

c. 2018 Holiday closure schedule (**ACTION**)

Stokes

Attachments:

- VII.c. 2017 holiday closure schedule

Every year, the library closes on holidays recognized by BCLD, which includes most federally-recognized holidays. Eligible staff receives paid vacation on those days (10 per year). Depending on the day of the week a holiday falls, it may be advisable to close in full or partially on other days for safety, security and courtesy to staff. These additional closures are not paid holidays for staff; they adjust their schedules to ensure that they have the correct number of hours. This year, the recognized holiday calendar is standard with no additional planned closures and the two early closures as is customary on December 24 at 3:00 pm and December 31 at 5:00 pm.

Library Board Meeting – Annotated Agenda

Monday, Dec 11, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

d. SDAO - Successful Governance for Local Officials

SDAO has developed an online training course designed for public officials. Depending on available time, for Board training we will share the second lesson of five for the course. These lessons cover the importance of local government, protecting rights, ethics and ethical behavior, managing multiple roles, and community leadership strategy.

VIII. **Agenda items for next regular meeting: Jan 8 , 2018** **Dielman**

- Edge technology services assessment & action plan
- Policy review/revision
 - Fee schedule
 - Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object

IX. **ADJOURNMENT** **Dielman**



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, Nov 13, 2017

Call To Order	Gary Dielman, President called the meeting to order at 6:12 pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary Dielman , Della Steele , and Betty Palmer , Directors; Perry Stokes , Library Director and Christine Hawes , Business Manager. Also present at the meeting was District employee, Ed Adamson, Facility Maintenance.
Consent Agenda	Dielman asked if there were any changes or additions the consent agenda. There were no changes to either the agenda or the minutes. Steele made a motion to approve the Consent Agenda as presented; Palmer seconded; the motion passed unanimously by those present (Dielman, Steele, and Palmer).
Conflicts or Potential Conflicts of Interest	Dielman asked for any potential conflicts of interest. There were no conflicts.
Open Forum for general public	Dielman stated for the record that there were no members of the public present. Stokes said that he did not have correspondence to share. Stokes said that he did want to report that a patron recently was angry that he felt we needed to do a better job alerting the public to library closure on Veterans Day. Stokes said that signage was placed on the doors and library bulletin boards about a week in advance per usual practice.
REPORTS: Director	Stokes gave highlights from his annotated Director’s Report in the packets. Friends & Foundation – The Friends have agreed to contribute \$1,500 to the teen room remodel project. The project will be implemented late December after the custom shelving arrives. The Friends will not be doing the winter book sale this year. The Library will invite the Literacy Coalition or the Rotary Club to take on the project. Facilities – Boiler repair – Facilities staff noted a faint scent of natural gas in the vicinity of the boiler recently. The system was shut down until service technicians from Scott’s Heating & AC were able to fix the problem. Drainage system repair - with the help of Baker City Public Works, an iron grate and drain was installed in the south parking lot to prevent water pooling in the depressed area of the parking lot. This has been a chronic safety issue for several years, particularly in winter. The library has tried several different solutions, which haven’t fully resolved it. So far the new drain seems to be working. Meeting room door repair – the locking mechanism of the south door in the Riverside meeting room has worn out. Adamson, facility maintenance staff, is looking into replacing it with a push button code entry lock so we can provide an access code for after-hours use rather than a key. Haines gutter repair – Adamson will be repairing a section of gutter that had pulled away from the building along with addressing some roof leak issues there next week.



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	<p>Personnel – Cyber-Security Meeting – Jim White, IT Manager, attended a meeting in Pendleton to provide information for a new State of Oregon project exploring how to establish a cyber-security center that would support public agency needs. Drone Training – Library Technical Assistant, Bryan Ames, went to a four-day drone pilot training course provided by SDAO. The course provided certification which would be a \$1,500+ value for the cost of travel. The Library purchased a drone for the course. We may be able to offer services to other agencies in Baker County. Dielman asked if we needed insurance for that. Stokes will contact our agent about that.</p> <p>Public Services – Children’s area display - the red dragon suspended in the Children’s area will need to come down soon. It has been a fun feature for many years but after a wing was damaged by a passerby, staff discovered the materials used to make the body have become extremely brittle with age and crumble easily. Rather than rebuilding the whole thing, staff consensus is that it is time to move on from the dragon theme.</p> <p>Security – SDAO Safety & Security Grant – SDAO is offering matching funds grant again this year. Stokes said he and White are discussing a proposal to install network cybersecurity equipment and minimal security camera systems at all branch sites. The equipment will enable centralized IT management of branch networks.</p> <p>Gifts – MaryAlys Urey has gifted the library a painting by a local artist, Tom Novak. A donor plate will be made for the display. Another local family wants to donate a park bench as a memorial to a loved one to be placed by the riverbank to replace the one that was removed for the storm drain repair. The bench would be an improvement to the bench that was there. S</p>
<p>Finance</p>	<p>Hawes passed out financial reports and check packets for signatures. She gave highlights of the Profit & Loss reports.</p> <p>The General Fund has received two tax turnovers totaling \$243,824.60 to-date in November. It can now re-pay Other Funds for Interfund operating loans of \$85,000. General Fund has also received Insurance Proceeds for recent claims: reimbursement for bookmobile damage claim of \$1,814.20, and two refunds for building-related claims totaling \$29,749.19 to be used for soffit and roof repairs. Personnel Services is on target in total percentage with the PERS retirement line being a little under budget due to the November retirement payment being scheduled for payment on November 27th and therefore, not included in this report. Materials & Services - In the collection budget, checks were written to Ingram \$3,954.87 books, Perma-Bound \$553.55 for youth books, Baker & Taylor \$313 for audio books, and Value line for reference materials titled Investment Survey. Other checks of interest include the annual Sage membership of</p>



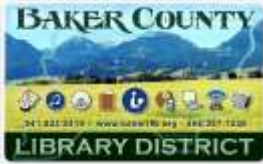
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	<p>\$11,914; Building & Maintenance repair checks include Arros Electric \$291 for adding 2 new electrical outlets, Baker County Window Cleaning & Snow Removal \$994 for cleaning windows and gutters, Baker Welding \$297 for the new handrail installed at the front entrance, Baker City \$4,505.96 for storm drain repair and parking lot repairs, Department of Consumer & Business Services \$89.60 for annual boiler room permits, Grainger \$198.79 for various parts for fountain repairs and door repairs, Valley Metal \$864.00 for gutter repairs, and Natural Structures \$238.00 for a bike rack installed in Huntington. Library Service Supplies includes Demco \$1,319.71 for book covering related materials and Showcases \$472.65 DVD/CD cases. And finally, a Debt Service check to Baker City \$1,000 for the LID payment due in November. The statement will arrive any day so Christine is preparing a check to send out.</p> <p>Other Funds had Amazon book sales revenue of \$341.82. Other Funds also received \$1,500 from the Friends for the Teen Room Project and was added to the remaining grant funds (\$12,676) for this project. This fund wrote checks for Vroom grant supplies \$127.39, and Visa \$496.22 for Amazon shipping costs of \$97.56 and staff day supplies (memorial fund expense) \$398.66.</p> <p>Sage Fund has begun receiving membership dues currently \$52,350 having been deposited. Sage Fund has written 8 checks for courier services totaling \$2,264.96, an expense reimbursement to Beth Ross \$1,075.84 for purchase of a laptop, and an electronic vendor payment \$5,000 sent to Jon Georg for monthly IT support services.</p> <p>The checks were signed and check lists approved for three funds.</p>
<p>Old Business: Roof, Gutter & Soffit Repair Project</p>	<p>Stokes said that we have received about \$30,000 for the severe winter claim settlement which is only about 25% of the full projected cost of \$120,000 to make repairs and correct significant construction deficiencies. Ed Adamson is here to go over the report on his assessment, repair work accomplished to date, the repair strategy recommendation, and answer any questions. The board will need to make a decision of how to cover the costs so we can proceed with repairs.</p> <p>Ed Adamson started his report with an overview of the building drainage system. An underground section of the drain system from the gutters to the river was found to be collapsed. With help from the City, that has been repaired. Ed gave an overview of the gutter issues and how faulty design and disrepair factored into the cycle of soffit damage the library has experienced. He is having metal inserts made to place as downspout foundations. Drainpipes and gutters have all been cleared and are at least functioning again to direct water off of the building.</p>



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	<p>As for the roof, Ed projects that the condensation issues will continue in the building due to parts of the roof lacking a good moisture barrier. He described how it should work and what is currently happening. The company that did the roof no longer exists. The Upson Company is working on the emergency roof repairs and will come back next week to complete the work.</p> <p>In contrast, the Haines Branch has the same membrane roof system but hasn't had issues like the Baker branch because it does have good insulation and vapor barrier. There has been a minor roof leak at Haines where the new construction meets the old structure. He will repair that next week.</p> <p>Stokes said the damage from the severe winter is due partially to deferred maintenance and partially to legacy constructions defects. Unfortunately, the proposed repairs and improvements are expensive.</p> <p>Adamson said that at the end of the day, investing in these repairs will extend the life of the building, reduce the cost to operate (heat), improve morale amongst the staff and patrons, and protect this public asset.</p> <p>Palmer told Adamson that he did an outstanding job on the report. She said the board appreciates having someone with his skilled background on staff and is grateful for the information in the report. The district has needed this evaluation and solution for a long time. Dielman asked about his long term plan to remain in Baker City. Adamson replied that he expects to be permanent. He and his wife moved here to be near family. He added that he enjoys working for the Library District and enjoys a challenge. He greatly appreciates the service the Library provides to the communities. Adamson left the meeting.</p>
<p>New Business: FY2017-2018 Supplemental Budget</p>	<p>Dielman asked Stokes what needed to be done to come up with the funds this fiscal year to complete the repairs. Stokes said the total project is estimated at \$120,000 total. The \$30,000 contributed from the insurance claim plus the remainder of budgeted building maintenance funds currently leaves \$70,000 still to come out of the budget. Stokes outlined the options. A publicly financed bond would take time, which we don't have. Grants are possible but not really a viable option again due to the timing which requires immediate action. If reserve funds are used, it will put the District in a position to require borrowing from a short term loan (Tax Anticipation Note) next year to operate. He has drawn up a budget showing where the funds would be moved from—primarily the collection development, training, and public programs budgets, which are some of the few non-fixed "discretionary" spending lines.</p> <p>Stokes guided the board in reviewing the proposed Supplemental budget in detail. The repair significantly impacts public services, but cannot be avoided.</p>



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	<p>With winter weather coming, the longer we wait the higher the chance of water intrusion, additional building damage, and greater safety issues. The mold test that Adamson had conducted turned up negative, fortunately. Stokes will explore a Ford Foundation grant for emergency needs and possibly a Collins Grant to support kids programs.</p> <p>After some discussion, Palmer made a motion to adopt Resolution 2017-18.004 Supplemental Budget 1 as presented. Steele seconded. The motion was approved by unanimous vote. Dielman and Stokes signed the resolution.</p>
SDAO Board Training Video	Stokes recommended tabling the board training until next meeting. All agreed.
Next Meeting Date	The next Board meeting will be December 11, 2017 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 7:24 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

Notice of Request for Proposals

Baker County Library District BUILDING REPAIR SERVICES – SOFFIT PROJECT RFP #201701



Notice is hereby given that the Governing Board of Baker County Library District (hereinafter referred to as **BCLD**) is requesting proposals for a licensed general contractor hereinafter referred to as **Respondent[s]** to perform repair work and install insulation in soffits of the Baker County Public Library located at 2400 Resort St, Baker City, OR.

Respondents should not construe from this legal notice that BCLD intends to enter into a fixed-price contract with the Respondent unless, in the opinion of BCLD, it is in the best interest of the BCLD to do so. BCLD reserves the right to negotiate final contractual terms with the successful Respondent.

The Request for Proposal (RFP) documents are available by

Baker County Library District Web site at

<http://www.bakerlib.org/about/employment#section-3>

To request the RFP documents by e-mail, postal mail, or fax, please contact

Ed Adamson, Facilities Manager or Perry Stokes, Library Director

Phone: 541-523-6419

e-mail: facilities@bakerlib.org

Postal Mail: 2400 Resort St, Baker City, OR 97814

Fax: 541-523-6419

BCLD will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period.

Respondents may submit proposals in either print or digital format

Submissions must be labeled: "Proposal – Soffit repair RFP #201701"

Address print submissions to BCLD at 2400 Resort St, Baker City, OR 97814

Attn: Ed Adamson

e-mail: facilities@bakerlib.org

BCLD will accept all proposals received on or before 12:00 PM PST, Monday, December 11, 2017. BCLD will not accept proposals that are received after the deadline.

Proposers are required to comply with all provisions of Oregon Revised Statutes and District policy. The District reserves the right to:

- reject any or all proposals,
- waive any errors, corrections or informalities in a proposal or in the proposal process
- award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of BCLD.

Following the review and analysis of all responsive proposals, BCLD administrative staff will make a recommendation to their Board of Directors at its regularly scheduled meeting.

I. PROPOSAL SUBMISSION PROCEDURES

Proposals Contractors must submit:

1. One (1) complete copy of the proposal in printed or digital format.
2. Cover Sheet/Applicant Profile with valid Oregon Contractor licensing information.
3. References –including any similar services provided under contract with customer contact information (forms attached).
4. Bonding information and assurances
5. Certification of Non-Discrimination Clause and Signature page (forms attached).

NOTE: Responses with missing these requirements will be rejected as incomplete.

Baker County reserves the right to verify any item that appears inconsistent, unclear, or erroneous. Any applicant willingly providing false information, as verified by Baker County Library District, will be immediately disqualified from consideration.

Rejection of Proposals

Baker County Library District reserves the right to reject any and all proposals received, as a result of this RFP, or to negotiate separately with some or all competing applicants for all or any part of the services described herein.

Conditional proposals will not be accepted. However, BCLD reserves the right to waive minor errors or irregularities in the proposals that are submitted.

Note: Any applicant that has contracted with Baker County Library District (BCLD) at any time must list BCLD as one of its references. References will address timeliness of estimates and job completions, quality of work, communication, and cleanliness. Any unfavorable reference from BCLD will automatically disqualify applicants from further consideration.

Selection of Providers

BCLD will select a provider from among qualified applicants by using the scoring method listed below.

In addition to price, scoring will be as follows:

- References – up to 20 points each (60 total possible)
- Experience (Years in business) – up to 20 points
- Qualifications of staff to be assigned to the project – up to 20 points
- Project Scope of Work plan – up to 30 points
- Work start date and schedule plan – up to 30 points
- Local proximity (Baker County) – up to 20 points
- Oregon Construction Contractors Board report – up to 20 points

Successful applicants must have signed contracts and proof of insurance meeting Baker County's requirements delivered to Baker County before any work can be awarded.

II. REFERENCES

Please list up to three references for similar work or work with similar challenges completed within the last four years in the Northwest, indicating site address, description of work, monetary value of work, contact person and telephone number for each job. BCLD will attempt to contact three by telephone. Please notify each reference of the possibility of contact by BCLD. **Points will be deducted if reference is not notified of use as a reference. Individual sites must be listed.**

1. Name: _____
Address & Phone: _____
Type of Work: _____
Date Completed: _____ Dollar Amount: \$ _____

2. Name: _____
Address & Phone: _____
Type of Work: _____
Date Completed: _____ Dollar Amount: \$ _____

3. Name: _____
Address & Phone: _____
Type of Work: _____
Date Completed: _____ Dollar Amount: \$ _____

III. PROPOSAL CERTIFICATIONS

Non-Discrimination Clause (ORS 279A.110)

Proposer hereby certifies they have not discriminated and will not discriminate against any minority, women or emerging small business enterprise in obtaining any required subcontract.

It is further understood that any contractor who is in violation of this clause shall be barred from receiving awards of any contracts or purchases from the Library District unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Certified by:

Firm Name:

Address:

IV. SIGNATURE PAGE

The undersigned proposes to perform all work as listed in this RFP, for the prices stated; and that all articles supplied under any resultant contract will conform to the specifications herein.

The undersigned certifies that the proposal has been arrived at by the Proposer independently and has been submitted without any collusion designed to limit independent competition.

The undersigned certifies that the following addenda have been received and duly considered and that all associated costs have been included in this proposal:

Addenda: No. _____ to No. _____ inclusive.

The proposer has examined all parts of this Request For Proposal, including all requirements and contract terms and conditions thereof. If its proposal is accepted, Proposer agrees to execute a contract which incorporates the terms and conditions of this RFP.

Name of firm:

Address: _____

Telephone number: _____

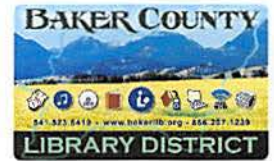
Email address: _____

Submitted by:

Authorized Signer

Printed Name

Date



December 4, 2017

To Whom It May Concern:

Statement of Work RE: Soffit repair, Insulation Install

Please note that this work is weather sensitive; therefore, we must proceed with all due haste.

Any response by concerned contractors must be received by Ed Adamson, Facilities Manager, or

Mr. Perry Stokes, Director, by ~~5:00 PM, Friday, December 8, 2017~~ 12:00 PM, Monday, Dec. 11 2017

Phase 1: South Side of Building:

1. Uninstall Exterior Light Fixtures where required: This will be done by BCLD personnel.
2. Remove sheet rock soffit in areas described on the plan sheet copy attached. Install two layers of double bubble Reflectix or Foil RBI Shield Double Bubble insulation (See Spec Sheet) on the rake of the soffit roof, as specified below. (If you can do this work; otherwise, we will arrange to do this work). Note that the sheet rock is only to be removed from the termination of the angled piece out to the end of the soffit adjacent to the rain gutter. This area to be removed is parallel to the sidewalk. Install Densglass sheeting in place of sheet rock. Insulate the Densglass as you go. Please note:
 - Sheet rock soffit demolition from location A on plan sheet (Transition point on South West side of building. This is the area where the original soffit lathe ends and the sheet rock soffit begins. There is a slight bump between the sheet rock sheet and the stucco original soffit observable from the outside below the soffit.) to location B on plan sheet. Location B marks the end of the sheet rock and the start of the original stucco lathe soffit.
 - Construction of a wood / plywood wall at location A to handle the transition from the sheetrock areas to the stucco lathe areas. This will serve to isolate the different insulation systems. This wall should follow the roof rake out to the fascia / gutter from the top of the wall plate.
 - Sheet rock demolition from location C to location D on plan sheet. Again, this is from the stucco lathe close to the corner to the wall of the new addition. Note that most of this has been removed at present by Ed.
 - The existing foil backed batt insulation installed vertically from the top of the wall plate to the bottom of the soffit roof deck will be removed in the areas of sheetrock demolition (A to B, C to D). It may be possible to re-use these batts on the horizontal soffit plane, but this is not a given. It is our opinion that these batts will be damaged when removed so as to make them unusable, but it would be great if the batts can be reused.
 - The soffit roof rake areas will have to be insulated to R-19 or better where required. The soffit roof rake over the areas of stucco lathe (location B through C) is insulated with Iscyne insulation board under the layer of cedar shingles, under the Delta Rib metal roofing on the rake in these areas, so insulating the roof rake areas above the stucco lathe is not necessary. There is no insulation under the Delta Rib metal roofing in the areas of the 99 remodel, between location A and B, and C and D. Therefore, the insulation on rake of soffit roof over the Densglass locations in location A through B and location C through D will be a double layer of R-16 Double Bubble Reflectix or Fi-Foil RBI Shield Double Bubble insulation (See Spec Sheet) attached to the cross brace 2 x 4 perlin on the underside of the soffit roof rake.

2400 Resort St • Baker City, OR 97814 • 541-523-6419 • www.bakerlib.org

Community Libraries: Baker City | Haines | Halfway | Huntington | Richland | Sumpter | Bookmobile

- Insulation on the horizontal parts replaced by Densglass will be R-21 Foil faced batts laid face down on the surface of the Densglass, overlapped, and curled up to catch the bottom of the Reflectix / RBI Shield rake insulation on the inside of the fascia / Gutter and extend over the wall plate. Also note that blown fiberglass will be shot into the corner area that has the original stucco lath (location B through C). *We assume* that you will not want to do the blow in insulation. If your crew can do this, please include in your response. It would make sense to have your crew lay the batts on the Densglass as you go.
- Brandon with Aros Electric will reinstall the exterior lights, but your crew will have to cut openings in the correct locations in the Densglass.
- We will expect that you will tape the seams of the Densglass, and finish these with exterior finish mud with two coats of heavy exterior Latex Semi gloss paint in the Spring.

Phase II: East Side of Building:

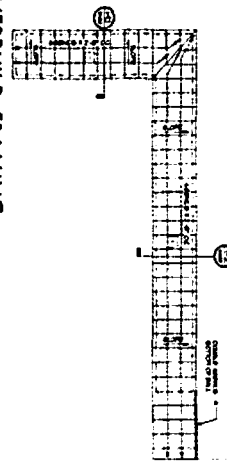
Installation of a gutter downspout interface in area by entrance, removal of outer sheet of rock, blow insulation over existing rock and over new Densglass replacement sheet.

1. The sheet rock on the underside of the soffit area above the East side / Bridge Entrance will be removed ONLY in Location E on the plan set. This will allow for work on the gutter / downspout penetration on the outer corner.
2. Fiberglass insulation will then be blown in the adjacent locations F and G prior to installation of replacement sheet. An opening is to be cut in this sheet for the re installation of the light fixture. This opening is to be used to blow more insulation into this cavity prior to installation of the light fixture.

It is our intention to block the gutters above areas E and F, above areas E through D, and above areas F through H. We will then extend the soffit roof delta rib over the gutter in these blocked gutter areas. However, we will not do this work until the spring, immediately before we have the complete roof system over covered with insulation and silicone seal coating. We would like to get this gutter and roof extension work done before the onset of winter, but I do not think it is possible to do this without causing roof leaks. These would be dealt with by the new roof system in the Spring / Summer, but the possibility of leaks over the coming winter is untenable. However, if you feel you can do this work without causing roof leaks or damage to the existing membrane, please let me know so we can work it out.

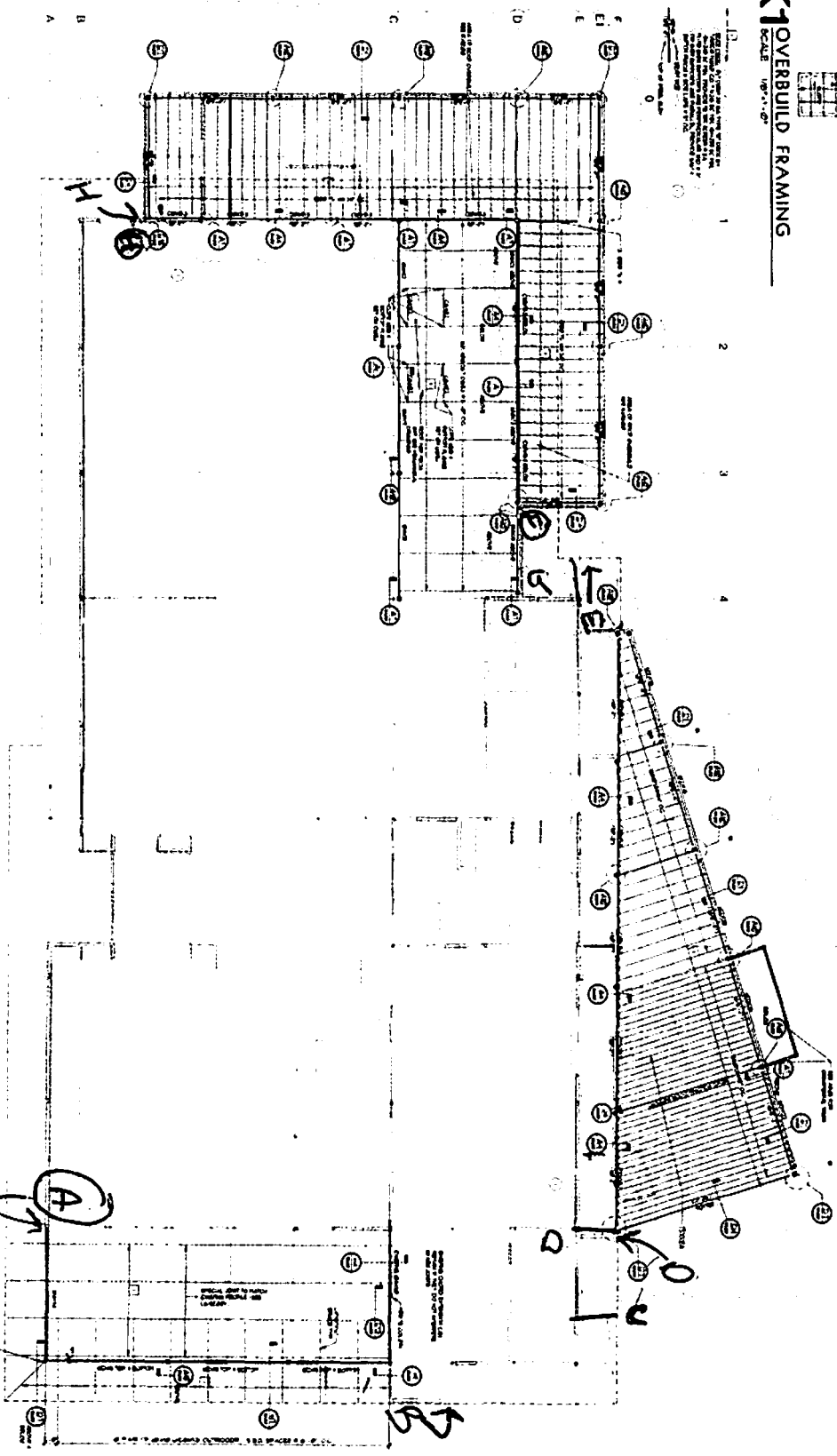
Thanks for all

Best...
Ed Adamson
Facilities
Baker County Library



K1 COVERBUILD FRAMING
SCALE: 1/8" = 1'-0"

L6 OPEN WEB JOIST 'A'
SCALE: 1/8" = 1'-0"



A1 ROOF FRAMING PLAN
SCALE: 1/8" = 1'-0"

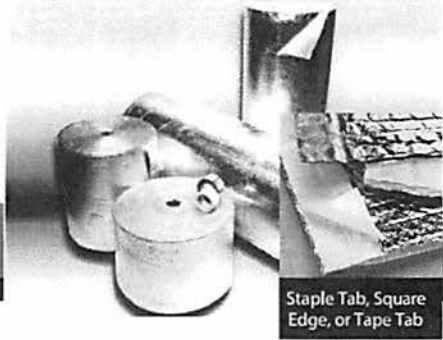
ALSO, LOCATIONS OF TRANSITION WALL.

HOSFORD
ARCHITECTURE
LARSON
Principal
RUBBEN
Project Management
Architectural A.P.C.
A Professional Company
180 South Capital Blvd
Suite 207
Baker, OR 97001
Phone: (503) 338-4413
Fax: (503) 338-0511
Email: Rubben@larson.com

BAKER COUNTY LIBRARY DISTRICT
BAKER CITY, OREGON

DATE: 1/14/09
BY: [Signature]
PROJECT: [Signature]
DATE: 1/14/09
SCALE: 1/8" = 1'-0"

93200



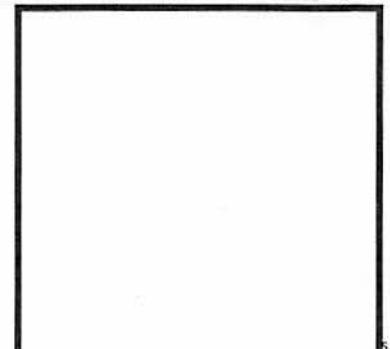
Specification Sheet

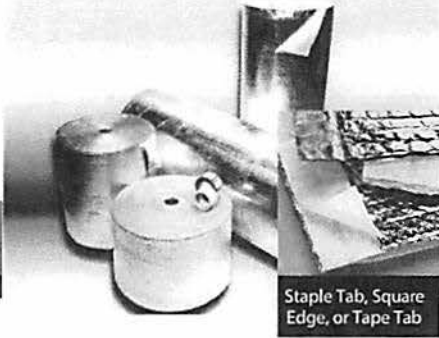
Products Weights Chart					
		WHITE or BLACK		REFLECTIVE	
Width	Type	Square Edge	Staple Tab Tape Tab	Square Edge	Staple Tab Tape Tab
16"	Single Bubble	6	8	5	7
	Double Bubble	8	10	9	11
24"	Single Bubble	8	11	9	11
	Double Bubble	12	15	12	14
48"	Single Bubble	17	23	17	21
	Double Bubble	23	30	24	28
54"	Single Bubble	19	25	19	24
	Double Bubble	27	33	27	31
66"	Single Bubble	23	30	23	28
	Double Bubble	32	38	33	37
72"	Single Bubble	25	32	25	30
	Double Bubble	35	42	36	40
96"	Single Bubble	34	46	34	42
	Double Bubble	48	60	48	56

R-Values							
For Bubble Type and Methods of Installation							
	Heat Flow Down		Heat Flow Up		Heat Flow Horizontal		
	Double	Single	Double	Single	Double	Single	
Draped over Purlins with 1" airspace	Reflective/Reflective	R-10	R-10	R-4.1	R-4.0	R-5.5	R-5.0
	Reflective/Poly	R-6.5	R-6.0	R-3.4	R-3.2	R-4.1	R-3.9
	Attached to the bottom of a 6" or 8" Purlin	Double	Single	Double	Single	Double	Single
Reflective/Reflective	R-16	R-16	R-4.7	R-4.2	R-5.4	R-4.9	
Reflective/Poly	R-12	R-12	R-4.0	R-3.5	R-4.4	R-3.9	

R-values include lower air film. Testing and calculations in accordance with ASTM C 236, ASTM STP 1116, and ASH REA Book of Fundamentals and National Bureau of Standards.

CAUTION: Do not install this insulation in an area where it will or could be exposed to exterior elements including, but not limited to direct sunlight (i.e., including under skylights), water, moisture, and/or intense heat. Do not install this insulation in open-air buildings (i.e., a structure having no side walls or partial side walls) - the building should have four sides. The insulation can be installed in buildings with operable garage doors as an exception - buildings with operable garage doors, other doors, or windows, provided that the building is otherwise enclosed and the insulation is not exposed to direct sunlight, water, moisture, and/or intense heat. Should you have any questions about the application, please contact our factory at 1-800-448-3401.





Staple Tab, Square Edge, or Tape Tab



Specification Sheet

Reflective Bubble Insulation

Product Information							
Width of roll	16"	24"	48"	54"	66"	72"	96"
Coverage SqFt	166	250	500	563	688	750	1000
Double Bubble Roll Diameter - 22"							
Single Bubble Roll Diameter - 16"							
Roll Lineal Footage - 125'							
R-Values and Weights on Reverse Side							

Fi-Foil's RBI Shield™ (Reflective Bubble Insulation) is a multipurpose insulation for residential, commercial, and agricultural applications in roofs, floors, and walls. RBI Shield™ is available in both single and double bubble versions. Standard widths are 16", 24", 48", 66" and 72" with 96" available through special order. Rolls are 125' in length. RBI Shield™ is also available in square edge, staple tab, and with an integrated tape tab to eliminate taping the seams. RBI Shield™ contains anti-oxidants that reduce the impact of harmful ultraviolet radiation and oxidation. RBI Shield™ has a class A flame and smoke development rating. The product also serves as a vapor retarder .

How Reflective Insulation Works

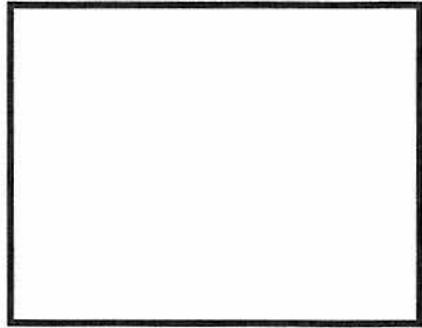
Heat is transferred by three methods, conduction, convection, and radiation. Most insulating products resist heat transfer by forming small air or gas pockets between layers of building materials such as fiberglass, recycled paper, or foam. The small spaces restrict air movement, thereby reducing heat flow by convection. Reflective insulation functions by forming these dead air spaces with layers of paper, plastic, and aluminum. In addition to reducing heat flow by convection, the high reflectivity and low emissivity of each reflective layer has the added benefit of blocking up to 94% of the radiant energy, so radiation heat transfer is virtually eliminated.

Test Data

ASTM E 96-05	- Water Vapor Transmission	SB	Poly	Reflective	} Perms
		DB	.01	.04	
ASTM C 1258-02	- Elevated Temperature & Humidity	SB	-	.37	} Perms
		DB	.42	.27	
ASTM D 3310-00	- Corrosiveness	No Cracking or Pitting			
ASTM C 1224-03, Section 9.5.2	- Pliability.....	No Cracking or Delamination			
ASTM C 1224-03, Section 9.5.1	- Bleeding & Delamination ..	No Bleeding or Delamination			
ASTM C 1371-04A	- Emmisivity	0.06			
ASTM E 903	- Reflectivity.....	94%			
ASTM C 411	- Hot Surface Performance	-50 °F to 250 °F			
ASTM G 155	- UV Exposure	90% Retention After 4,000 Hrs.			
ASTM E 84-08/2599	- Flammability	Class A			
NFPA 286	- Fire Rating - Full Room.....	Class A			
Reflective / Reflective	Flame Spread	Single Bubble	Double Bubble		
	Smoke Development	0	0		
Reflective / Poly	Flame Spread	<50	<50		
	Smoke Development	0	0		
		<50	<50		
ASTM D 638-10	- Tensile Strength MD	265.4 lb _f /IN ²	94.3 lb _f /IN ²		
	- Tensile Strength TD	234.4 lb _f /IN ²	93.0 lb _f /IN ²		
ASTM D 2261-13	- Tear Strength MD	1.91 lb _f /IN ²	5.0 lb _f /IN ²		
	- Tear Strength TD	2.23 lb _f /IN ²	6.0 lb _f /IN ²		
ASTM C 165-07	- Compression Strength @25%	.28 lb _f /IN ²	.53 lb _f /IN ²		
ASTM C 1338-08	- Resistance to Growth of Fungi	Pass			

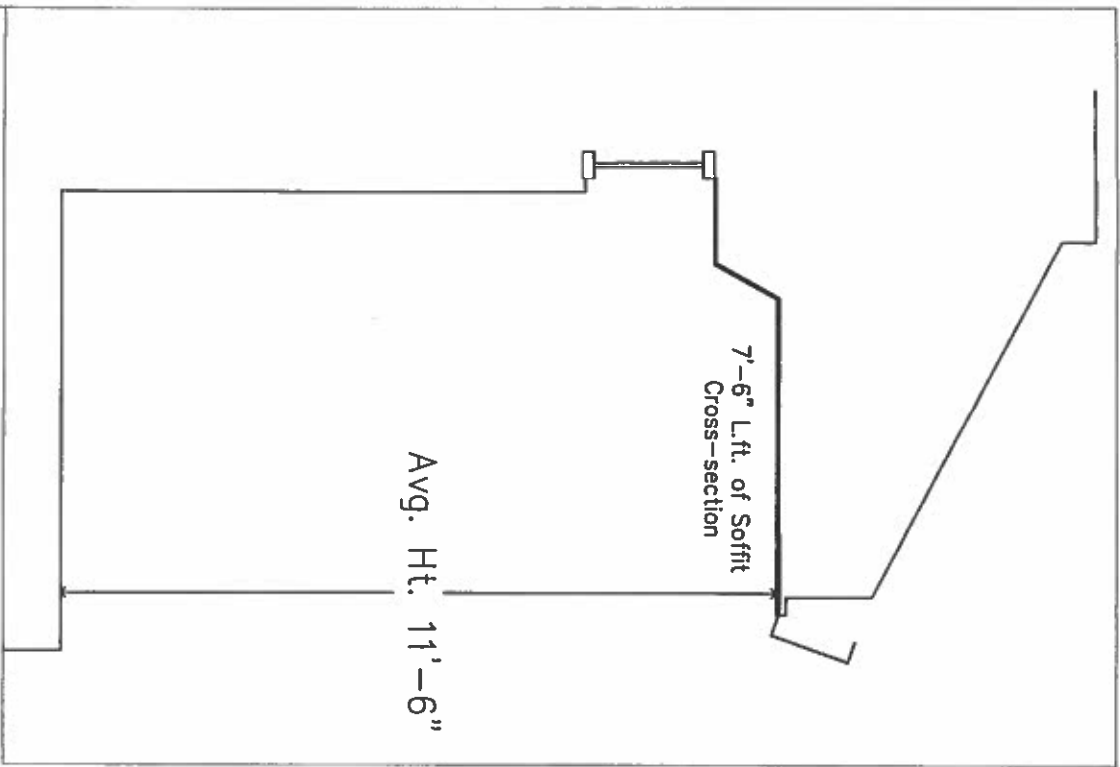
Read This Before You Buy

The label shows the R-value of this insulation. R means resistance to heat flow. The higher the R-value, the greater the insulating power. Compare insulation R-values before you buy. There are other factors to consider. The amount of insulation need depends mainly on the climate you live in. Also, your fuel savings from the insulation will depend upon the climate, the type and size of your house, the amount of insulation already in your house, your fuel use patterns, and your family size. If you buy too much insulation, it will cost you more than what you will save on fuel. To get the marked R-value, it is essential that this insulation be installed properly.

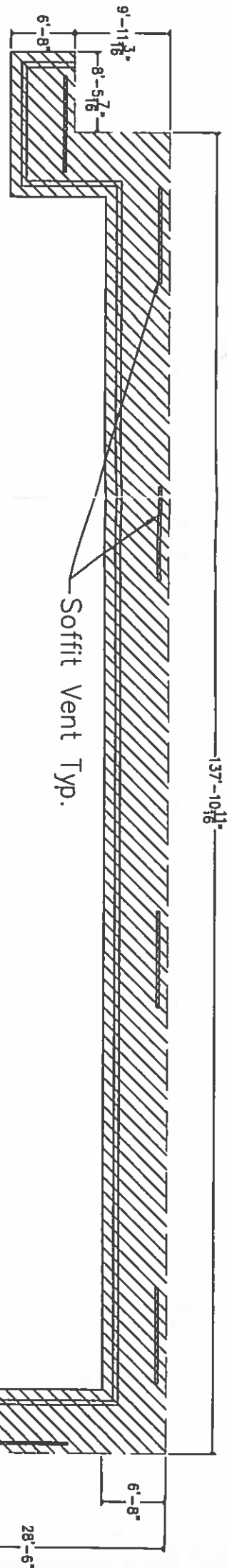


COMPLIANCE AND APPROVALS

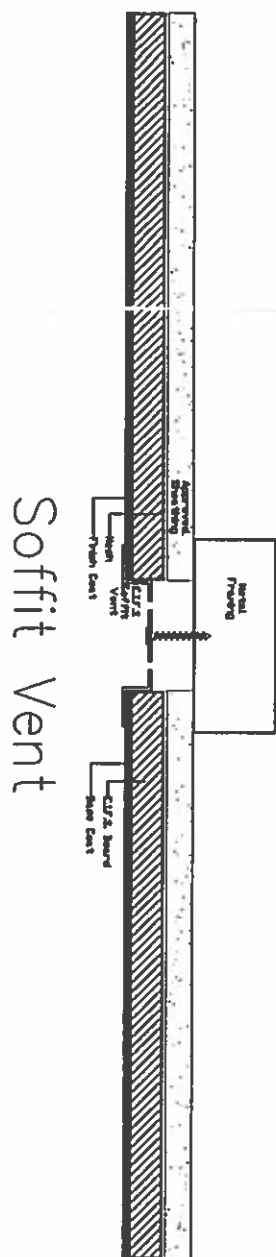
Meets ASTM C-1224, Standard Specification of Reflective Insulation
IAPMO UNIFORM ES Evaluation Report #0291 - Issued: 2015



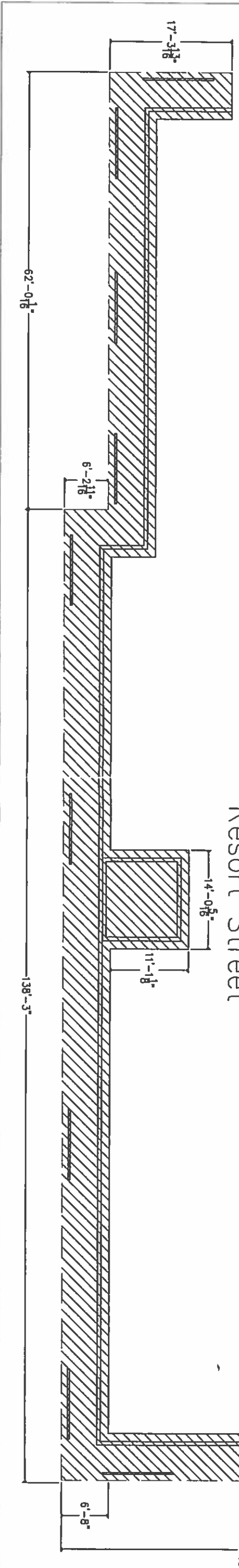
REAR ENTRY
Facing the Park



Total 3600 sq.ft.



FRONT ENTRY
Resort Street



PLAN VIEW A1.1

EXHIBIT B

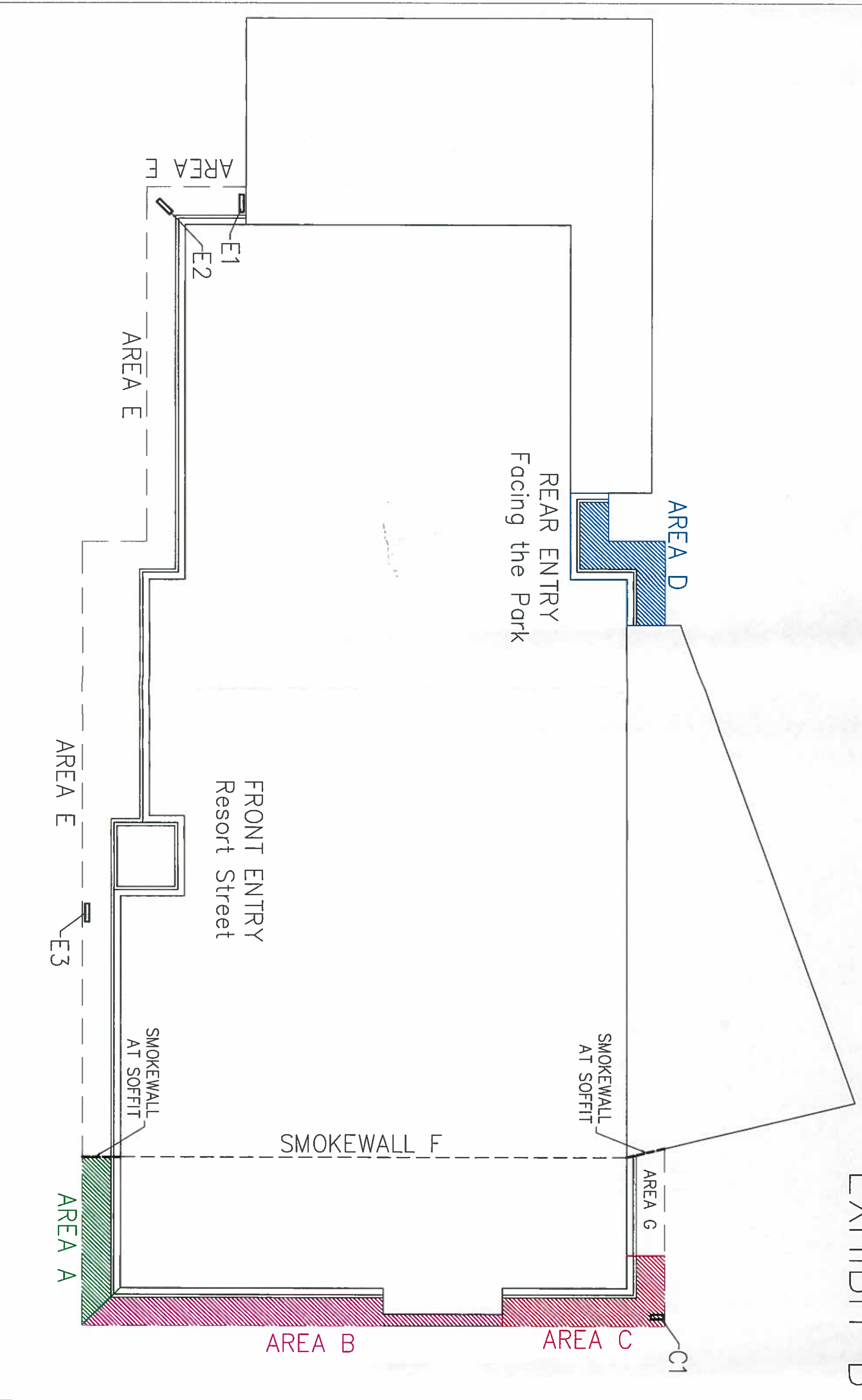
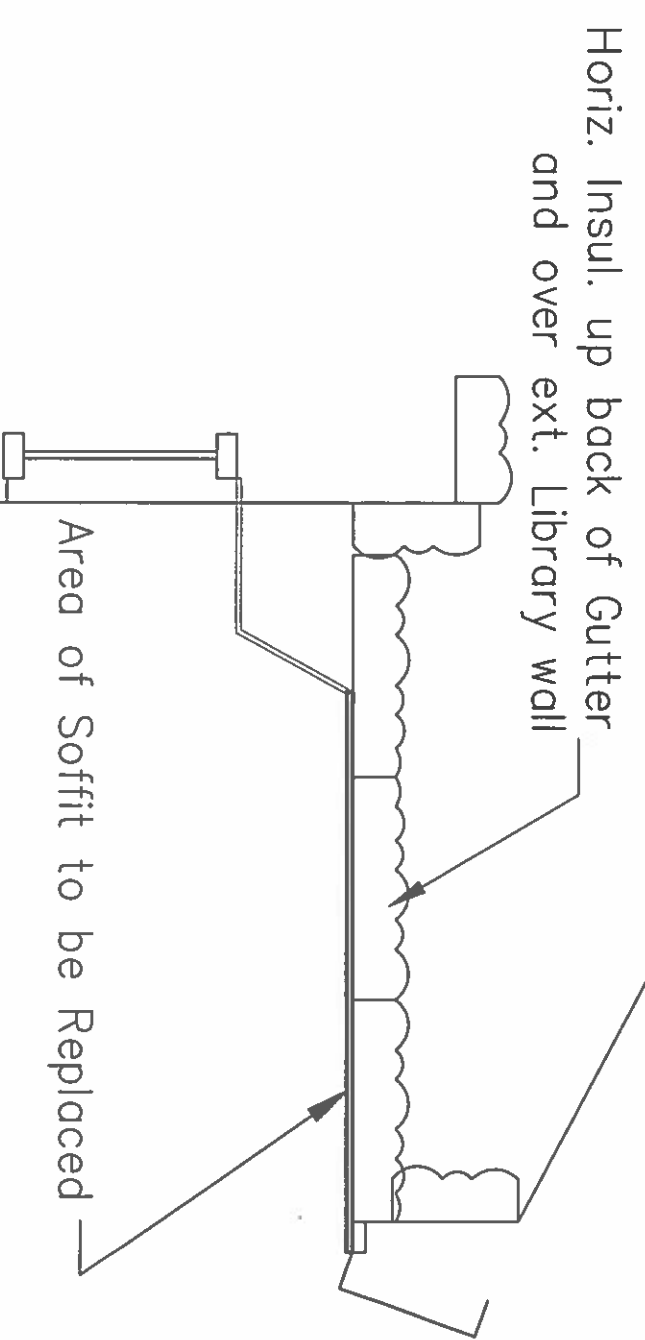


EXHIBIT C



Horiz. Insul. up back of Gutter
and over ext. Library wall

Area of Soffit to be Replaced

PROCUREMENT METHOD DETERMINATION
2017 ROOF-GUTTER-SOFFIT PROJECT

Emergency or Intermediate procurement = Informal solicitation of competitive quotes/proposals (at least 3 preferred).

PUBLIC NOTICE – 7 DAYS

Posted: 12pm, 12/4/17

Deadline: 12pm, 12/11/17

Location(s): Published electronically. (1) BCLD website, (2) BCLD Facebook page [boosted ad]

"Public improvement" does not include:

Emergency work, minor alteration, ordinary repair or maintenance necessary to preserve a public improvement. -- <https://www.oregonlaws.org/ors/279A.010> (1)(z)(cc)

"Emergency" means circumstances that:

- (A) Could not have been **reasonably foreseen**;
- (B) Create **a substantial risk** of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
- (C) Require prompt execution of a contract to remedy the condition.

2015 ORS 279B.080¹ Emergency procurements

<https://www.oregonlaws.org/ors/279B.080>

"...contracting agency shall set a solicitation time period that the contracting agency determines to be reasonable under the emergency circumstances and may issue written or oral requests for offers or make direct appointments without competition in cases of **extreme necessity**."

2015 ORS 279B.070¹ Intermediate procurements (\$10,000 -- \$150,000)

ORS [279B.070 \(Intermediate procurements\)](#),

..."contracting agency shall seek at least three informally solicited competitive price quotes"

279B.070 Intermediate procurements. (1) A contracting agency may award a procurement of goods or services that exceeds \$10,000 but does not exceed \$150,000 in accordance with intermediate procurement procedures. A contract awarded under this section may be amended to exceed \$150,000 only in accordance with rules adopted under ORS 279A.065.

(2) A contracting agency may not artificially divide or fragment a procurement so as to constitute an intermediate procurement under this section.

(3) When conducting an intermediate procurement, **a contracting agency shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors.** The contracting agency shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort the contracting agency makes to obtain the quotes or proposals.

(4) If a contracting agency awards a contract, the contracting agency shall award the contract to the offeror whose quote or proposal will best serve the interests of the contracting agency, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110. [2003 c.794 §54; 2013 c.66 §2]

279C.335 Competitive bidding; exceptions; exemptions.

(1) All public improvement contracts shall be based upon competitive bids except:

PROCUREMENT METHOD DETERMINATION

2017 ROOF-GUTTER-SOFFIT PROJECT

Emergency or Intermediate procurement = Informal solicitation of competitive quotes/proposals (at least 3 preferred).

(a) A public improvement contract with a qualified nonprofit agency that provides employment opportunities for individuals with disabilities under ORS 279.835 to 279.855.

(b) A public improvement contract that is exempt under subsection (2) of this section.

(c) A public improvement contract with a value of less than \$5,000.

(d) A public improvement contract with a contract price that does not exceed \$100,000 made under procedures for competitive quotes in ORS 279C.412 and 279C.414.

(e) A contract to repair, maintain, improve or protect property the Department of Veterans' Affairs obtains under ORS 407.135 and 407.145 (1).

(f) An energy savings performance contract that a contracting agency enters into in accordance with rules of procedure adopted under ORS 279A.065.

279C.412 Competitive quotes for intermediate procurements. (1) A public improvement contract estimated by the contracting agency not to exceed \$100,000 may be awarded in accordance with intermediate procurement **procedures for competitive quotes** established by rules adopted under ORS 279A.065. A contract awarded under this section may be amended to exceed \$100,000 only in accordance with rules adopted under ORS 279A.065.

(2) A procurement may not be artificially divided or fragmented so as to constitute an intermediate procurement under this section or to circumvent competitive bidding requirements under this chapter.

(3) Intermediate procurements under this section need not be made through competitive bidding. However, nothing in this section may be construed as prohibiting a contracting agency from conducting a procurement that does not exceed \$100,000 under competitive bidding procedures. [2003 c.794 §132; 2007 c.764 §32]

279C.414 Requirements for competitive quotes. (1) Rules adopted under ORS 279A.065 to govern competitive quotes shall require the contracting agency to **seek at least three informally solicited competitive price quotes from prospective contractors**. The contracting agency shall keep a written record of the sources and amounts of the quotes received. If three quotes are not reasonably available, fewer will suffice, but in that event the contracting agency shall make a written record of the effort made to obtain the quotes.

(2) If a contract is to be awarded by competitive quotes, the contracting agency shall award the contract to the prospective contractor whose quote will best serve the interests of the contracting agency, taking into account price as well as any other applicable factors such as, but not limited to, experience, specific expertise, availability, project understanding, contractor capacity and responsibility. If an award is not made to the prospective contractor offering the lowest price quote, the contracting agency shall make a written record of the basis for award. [2003 c.794 §133]



2018 Holiday Closures

	DATE	DAY	REASON
1	January 1	Monday	New Year's Day
2	January 15	Monday	Birthday of Martin Luther King Jr.
3	February 19	Monday	Presidents' Day
4	May 28	Monday	Memorial Day
5	July 4	Wednesday	Independence Day
6	September 3	Monday	Labor Day
	October 8	Monday	Staff in-service training
7	November 12	Monday	Veterans Day (observed)
8	November 22	Thursday	Thanksgiving
9	November 23	Friday	Day after Thanksgiving
	December 24	Monday	Early closure, 3:00 PM
10	December 25	Tuesday	Christmas
	December 31	Monday	Early closure, 5:00 PM

	Staff paid holiday	
	Public closure – staff work day (full or partial)	