

TOWNSHIP OF LOWER MERION
Finance Committee
Issue Briefing

Topic: Furnishings for the Belmont Hills Library Renovation Project

Prepared By: Eric Traub, Chief Financial Officer
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Date: September 29, 2017

I. Action To Be Considered By The Board:

Consider for recommendation to the Board of Commissioners that the Township Manager be authorized to direct staff to begin processing orders for furniture, fixtures and equipment associated with the renovation of the Belmont Hills Library.

II. Why This Issue Requires Board Consideration:

Given the size and scope of the renovations to the Belmont Hills Library, the Board of Commissioners should be informed about all aspects of the project.

III. Current Policy Or Practice (If Applicable):

Vitetta, the Township's architect for the library renovation projects, solicited quotes from state purchasing contract vendors for shelving, furniture and signage that will be necessary for the renovation work at the Belmont Hills Library. The following table details the proposed expenditures.

Vendor	Description	Cost
J.P. Jay	Shelving, Signage, Furniture	\$138,249
Library Interiors	Shelving, Circulation Desk	\$53,469
Spectrum	Furniture	\$46,375
Total Cost		\$238,093

IV. Other Relevant Background Information:

Furniture and signage for all the library renovation projects to date have been procured through the Pennsylvania CoStars program or another purchasing cooperative, which provides substantial discounts from the participating vendors. State contract vendors provide list price discounts that municipalities may access. The Commonwealth has awarded contracts to multiple vendors thus saving the Township the costs of going through the public bidding process.

The Township staff reviewed various options related to reusing the existing shelving which would have reduced costs overall. However, the existing shelving is original to the building (over 45 years old) and, according to the vendor that evaluated the shelving, there is no guarantee that it could be removed and reinstalled properly. Given the age and condition of the shelving, staff is recommending new shelving as part of the renovation project.

The Township and Vitteta have worked with the three chosen vendors on all its previous library renovation projects and have been pleased with the quality of their work. This also provides some level of uniformity within the libraries which is desirable. The vendors will work directly with Vitteta and the Owner's Representative throughout the duration of the project.

V. Impact On Township Finances:

Overall the quotes for all items total \$238,092 which is \$21,484, or 8.3% below budget.

VI. Staff Recommendation:

Staff recommends approval by the Board of Commissioners.