



Board of Trustees
Kathy Little — President
Alex Geronimo — Vice President
Melanie Lara — Secretary
Jana Brassfield — Trustee
Loretta Cousar — Trustee

Special Board Meeting Agenda

February 11, 2021

5:00 p.m.

Children's Room / Zoom

Americans with Disabilities Act Compliance: If you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192 at least 72 hours prior to the meeting.

Public Requests for Documents: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administration who will arrange for the documents to be copied at a charge of 10¢ per page. Request forms are available at the District Administration offices.

1. **Call to Order, Pledge of Allegiance, Roll Call**

2. **Adoption of Agenda**

3. **Public Comment**

Individuals may address the Board regarding any item of Library District business on or not on the agenda. Comments are limited to 5 minutes per person. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. Please complete the "Request to Address the Board" card by filling out your name and the specific item you wish to address.

4. **Old Business**

- 4.1 Authorize the Director to enter into an Agreement with MB Painting in the amount not to exceed \$6,300 for interior paint job in fiction, non-fiction, administration, back-office, hallway, history room, and conference room areas.
- 4.2 Authorize the Director to enter into an Agreement with Floor Tech America in the amount not to exceed \$47,125 for removal of current carpet, disposal of current carpet, preparation of new carpet installation, and installation of new carpet.

5. **Adjournment**



Board of Trustees
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Loretta Cousar — Trustee

STAFF REPORT

Meeting Date: February 11, 2022
Prepared By: Kevin Lee, District Director
Agenda Item: 4.1
Title: Authorize the Director to enter into an Agreement with MB Painting in the amount not to exceed \$6,300 for interior paint job in fiction, non-fiction, administration, back-office, hallway, history room, and conference room areas.

RECOMMENDATION:

That the Board **authorize** the Director to enter into an Agreement with MB Painting in the amount not to exceed \$6,300 for interior paint job in fiction, non-fiction, administration, back-office, hallway, history room, and conference room areas.

BACKGROUND/INFORMATION:

At the regular November board meeting, the Board authorized and approved paint work to not exceed \$5,800. Staff held back on the paint work to coordinate with the timing of carpet and furniture installation. Staff received an estimate time of carpet and furniture installation and is now ready to paint soon.

Due to inflation, however, MB Painting quoted the Library \$6,300 for the project. That is a difference is \$500.

FISCAL IMPACT: Additional \$500 on top of the board approved budget of \$5,800, totaling to \$6,300.



PROPOSAL & ACCEPTANCE

1331 Hackney St., Hemet, CA 92543
(951) 652-0659 (951) 544-0282 Cell
Email: mbpainting2@gmail.com
State Contractor Lic #706011



Michael Boyett, Owner

Date: 2/09/2022 Revised

Submitted:	Banning Library District	Contact:	Kevin Lee
Address:	21 West Nicolet Street	Cell #:	(951) 849-3192 ext. 228
City:	Banning, CA 92220	Job Name:	Fiction Area
Phone:		Address:	
Fax:		City:	
Email:	Kevin@banninglibrarydistrict.org	Unit #:	

We hereby submit specifications to furnish material and labor for the following:

Interior paint job including the following:
1. Mask and cover all windows, furniture, (no flooring – to be replaced).
2. Repair wall damage where needed, caulk all cracks and joints and patch all holes.
3. Paint all walls in the Fiction area (including the circulation desk, and the half circle area we call the cove), the Local Historian office, and the kitchen and the staff bathroom with flat 2 coats (1 color).
4. All paint to be Sherwin Williams brand.
Exclusions: Ceilings, cabinets, and any window frames, doors & door casings that have not been previously painted
Note: If work performed on a Sunday or after hours - there will be an additional charge
Note: If all rooms are not completed at the same time – there will be an additional charge

We propose in accordance with the above specifications in the sum of **\$ 3,150.00**

Payments to be made as follows: Upon completion

All payments received after 30 days are subject to a 2% per day late fee.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will be an extra charge over and above the estimate. All agreements contingent on accidents or delays beyond our control. Contractor to carry all necessary liability and worker's compensation insurance.

Authorized Signature: _____
MB Painting

Note: This proposal may be withdrawn if not accepted by us within 60 days.

ACCEPTANCE OF PROPOSAL

The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Signature _____ Date of Acceptance _____
Customer Signature



PROPOSAL & ACCEPTANCE

1331 Hackney St., Hemet, CA 92543
(951) 652-0659 (951) 544-0282 Cell
Email: mbpainting2@gmail.com
State Contractor Lic #706011



Michael Boyett, Owner

Date: 2/09/2022 Revised

Submitted:	Banning Library District	Contact:	Kevin Lee
Address:	21 West Nicolet Street	Cell #:	(951) 849-3192 ext. 228
City:	Banning, CA 92220	Job Name:	Non-Fiction Area
Phone:		Address:	
Fax:		City	
Email:	Kevin@banninglibrarydistrict.org	Unit #	

We hereby submit specifications to furnish material and labor for the following:

Interior paint job including the following:
1. Mask and cover all windows, furniture, (no flooring – to be replaced).
2. Repair wall damage where needed, caulk all cracks and joints and patch all holes.
3. Paint all walls in the Non-Fiction area, the hallway, the multi purpose room, the back Office, and the two admin offices.
4. Paint previously painted doors, door casings, and window casings in hallway, multi-purpose room, back office and the two admin offices with semi-gloss (1 color).
5. All paint to be Sherwin Williams brand.
Exclusions: Ceilings, cabinets, and any window frames, doors & door casings that have not been previously painted
Note: If work performed on a Sunday or after hours - there will be an additional charge
Note: If all rooms are not completed at the same time – there will be an additional charge

We propose in accordance with the above specifications in the sum of **\$ 3,150.00**

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All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will be an extra charge over and above the estimate. All agreements contingent on accidents or delays beyond our control. Contractor to carry all necessary liability and worker's compensation insurance.

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MB Painting

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The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Signature _____ Date of Acceptance _____
Customer Signature



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STAFF REPORT

Meeting Date: February 11, 2022
Prepared By: Kevin Lee, District Director
Agenda Item: 4.2
Title: Authorize the Director to enter into an Agreement with Floor Tech America in the amount not to exceed \$53,270 for removal of current carpet, disposal of current carpet, preparation of new carpet installation, and installation of new carpet.

RECOMMENDATION:

That the Board **authorize** the Director to enter into an Agreement with Floor Tech America in the amount not to exceed \$53,270 for removal of current carpet, disposal of current carpet, preparation of new carpet installation, and installation of new carpet.

BACKGROUND/INFORMATION:

At the regular November board meeting, the Board authorized and approved carpet installation project to not exceed \$46,104. Staff held back on the carpet work to coordinate with the timing of new furniture installation. Staff received an estimate time of furniture delivery and installation and is now ready to order and install carpet.

Floor Tech America said the new selected carpet has a cost difference of \$7,166.

FISCAL IMPACT: Additional \$7,166 on top of the board approved budget of \$46,104, totaling to \$53,270.



125 Mercury Circle, Pomona, CA 91768 T, 909-598-6328 F. 909-598-6125

PROPOSAL #
5979

State License #853634 DIR #1000001941

8(a) Women Owned
SBA #1550220
SCMBDC: Cert. #8308
WMBE #10110146

PROPOSAL & CONTRACT

DATE 1/20/2022

Customer Name and Address:

Banning Library District
Kevin Lee
21 W Nicolet St.
Banning, CA 92220

Project and Location:

Banning Library Carpet Install
(Phase 2) - REVISED
21 W Nicolet St.
Banning, CA 92220

Scope of Work

ALTERNATE ADDS:

*PLEASE ADD \$3,000.00 TO THE TOTAL PRICE TO ADD THE CUSHION BACK TO THE CARPET TILE THROUGHOUT.

**PLEASE ADD \$3,145.00 TO THE TOTAL PRICE TO SUPPLY AND INSTALL PATCRAFT LVT IN THE KITCHEN AREA AND ONE RESTROOM WHERE VCT TILE IS CURRENTLY INSTALLED.

Total

\$47,125.00

Thank you for the opportunity to quote this project.

Any alteration or deviation from the above specifications involving extra cost of materials or labor will only be executed upon written orders for same and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. This contract is valid for 90 days

ACCEPTANCE OF PROPOSAL: Floor Tech America, Inc. is hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which undersigned agrees to pay the amount mentioned in said proposal and according to the terms thereof.

Accepted by: _____

Date: _____



125 Mercury Circle, Pomona, CA 91768 T, 909-598-6328 F. 909-598-6125

PROPOSAL #
5979

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PROPOSAL & CONTRACT

DATE 1/20/2022

Customer Name and Address:

Banning Library District
Kevin Lee
21 W Nicolet St.
Banning, CA 92220

Project and Location:

Banning Library Carpet Install
(Phase 2) - REVISED
21 W Nicolet St.
Banning, CA 92220

Scope of Work

Please accept our proposal to install new carpet tile at Banning Library District, measurements based off job walk done by FTA on 10/27/2021:

- Demo existing sheet carpet and dispose of properly.
- Standard floor preparation to accept new Carpet Tile. (Standard floor preparation includes minor scraping, sanding, filling of control joints, and fine broom sweeping.)

PRODUCTS LISTED MAY HAVE A 2-4 WEEK LEAD TIME, IF NOT IN-STOCK:

Supply and install Patcraft "Floraculture I0529" 12"x48" carpet tile (color: Clover 00596).
Supply and install Patcraft "Walk Right In II I0304" 24" carpet tile (color: Charcoal 00590) at exit doors.
Supply and install Burke "Coved" 4" rubber wall base (color: TBD).

Supply and install flooring transitions, as needed.
This quote is based on current prevailing wage rates and requirements.
This quote is based on NORMAL working hours; Monday - Friday 6AM – 6PM.

STANDARD EXCLUSIONS:

- Remove and replace furniture/bookshelving.
- Major floor prep (areas exceeding 1/4" in a 10' radius, excessive scraping, leveling, grinding, etc.)
- Protection of floor covering after installation unless otherwise noted.

This quote excludes moisture vapor barrier over concrete, but if required an alternate price will be provided.

Thank you for the opportunity to quote this project.

Total

ACCEPTANCE OF PROPOSAL: Floor Tech America, Inc. is hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which undersigned agrees to pay the amount mentioned in said proposal and according to the terms thereof.

Accepted by: _____ Date: _____



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Loretta Cousar — Trustee

STAFF REPORT

Meeting Date: February 11, 2022
Prepared By: Kevin Lee, District Director
Agenda Item: 4.3
Title: Authorize the Director to enter into an Agreement with South Plastering and Lathing in the amount not to exceed \$10,000 for patch and drywall work

RECOMMENDATION:

That the Board **authorize** the Director to enter into an Agreement with South Plastering and Lathing in the amount not to exceed \$10,000 for patch and drywall work.

BACKGROUND/INFORMATION:

The Library needs patch and drywall repairs:

1. after pony wall is removed and;
2. non-functional vents are covered.
3. In addition, back-office restroom needs drywall repair done as well.

Staff reached out to several drywall companies, but so far all of them are either unable to fix the Library's walls (due to the materials that the walls are made from) or do not have time until June.

This is an urgent project because further delaying furniture installation may mean incurring storage fees.

FISCAL IMPACT: The current quote of \$1,900 is for patch and drywall work for pony wall, an increase of \$500 due to inflation. The Library was quoted \$3,800 for the second project months ago, but this too would rise due to inflation. The entire project should not exceed \$10,000.



Pedro Garcia
 Cell: (951)575-0057
 E-mail: pedro@southplasteringlathing.com
 Lic. # 1056982

Estimate

ADDRESS

Kevin Lee
 Banning Library District
 21 West Nicolet Street
 Banning, CA 92220
 United States

SHIP TO

Kevin Lee
 Banning Library District
 21 West Nicolet Street
 Banning, CA 92220
 United States

ESTIMATE # 1231

DATE 02/10/2022

EXPIRATION 04/01/2022

DATE

ACTIVITY	QTY	RATE	AMOUNT
Smooth Finish	1	1,900.00	1,900.00

1 patch at the building approximately 2.3ft by 7.7ft tall and fix a crack on the top of the wall. We will patch and match the Orange Peel Finish drywall. We will also cover to protect surroundings.

South Plastering & Lathing warrants the finished project that was contracted for 1 (one) year. Beginning from the date of completion for 1 year following. This warrants the corrections of defects. All discovery of defects shall be notified to the contractor Pedro Garcia by text, e-mail, or letter listing the defects along with picture(s) for a record within the year of warranty. And the warranty corrections shall be fulfilled in a timely manner by the contractor.

This estimate includes all materials, machinery, tools, and labor needed to complete the stucco work described above in a clean and safe manner upholding the professional builders standards standards.

SUBTOTAL	1,900.00
TAX	0.00
TOTAL	\$1,900.00

Accepted By

Accepted Date