



**LIBRARY COMMISSION AGENDA
SPECIAL MEETING**

Monday, June 20, 2011 at 7:00 p.m.
Central Santa Rosa Library, 211 E Street, Santa Rosa, CA 95404

THE COMMISSION WILL CONVENE IN THE CENTRAL LIBRARY'S FORUM ROOM TO HEAR PUBLIC COMMENT AND THEN WILL MOVE TO THE BOARD ROOM FOR THE REMAINING AGENDA ITEMS.

1. CALL TO ORDER

2. ANNOUNCEMENTS AND INTRODUCTIONS

3. PUBLIC APPEARANCES

Members of the public wishing to speak on one of the agenda items for this special meeting should request recognition at this time.

See guidelines for public appearances at the bottom of the agenda.

4. CLOSED SESSION

- 4.1. Pursuant to California Government Code §54957 to meet with in conference with agency labor negotiator (Brown Act, §54957.6)
Agency negotiator: Kelly Tuffo (by conference call)
Employee organization: SEIU Local 1021

5. OPEN SESSION

- 5.1. Pursuant to California Government Code §54957.1. Report on Closed Session.

6. INFORMAL DISCUSSION WITH ROD DOLE

Retired Sonoma County Auditor/Controller/Treasurer Rod Dole will meet with the Library Commission to discuss his perspective on planning for a parcel tax and on investment policies for public agencies.

7. ACTION ITEMS

- 7.1. Approve change in public service hours (Documents to be distributed and posted)
- 7.2. Approve budget for Sonoma Valley Regional Library temporary quarters. (Documents to be distributed and posted.)

8. DATE AND TIME OF NEXT REGULAR MEETING

Meeting: Regular
Date: July 6, 2011
Time: 7:00 p.m.
Location: Rincon Valley Regional Library – Santa Rosa

9. ADJOURNMENT

By acclamation.

Agenda support materials are available in the Library Administration Office, 211 E Street, Santa Rosa, after 3:30 p.m. on Wednesday, June 15, 2011. They will also be available on the Library's web site <http://www.sonomalibrary.org/agenda/>.

GUIDELINES FOR PUBLIC APPEARANCES

Members of the public wishing to speak to the Commission may do so under Public Appearances. If you wish to speak on an item under discussion by the Library Commission, which appears on this agenda, you may do so upon receiving recognition by the Chairperson during Public Appearances. Please state your name and address for the record before making your presentation, which will be limited to three minutes. All hearings are taped. Time limitations on public testimony may be extended at the discretion of the Library Commission

The Commission does not take action on items presented under Public Appearances during this meeting. You can request a response, and one will be forwarded to you.



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Discussion	6.20.11	Special	6

SUBJECT

Discussion with Rod Dole

PURPOSE OF THE DISCUSSION

By the end of the discussion, the Commission will have learned about Dole’s perspective on two issues:

- Planning and getting voter approval of a parcel tax in Sonoma County and
- Investment policies for public agencies.

BACKGROUND

On May 31, Rod Dole retired from the elected position of Sonoma County auditor/controller, treasurer and tax collector after 35 years with the County. He had served in the elected position since 1986—which expanded from auditor/controller to include treasurer and tax collector in 2006.

Dole has been a library friend for many years. Our attorney at County Counsel reports that: *Rod is responsible for having the Legislature recognize that it would have been unfair to have our joint powers Library required to pay into the Educational Revenue Augmentation Fund (ERAF). His advocacy on behalf of the Library saved the Sonoma County Library millions of dollars.*



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	6.20.11	Special	7.1 rev

SUBJECT

Approve reduced public service hours

RECOMMENDED ACTION

APPROVE change

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the reduction in public service hours effective Sunday, July 31, as shown on corrected Commission Document #7.1.2 [contingent upon the receipt of a signed side letter indicating that neither SEIU nor the Library will consider the sequence of events the basis for an unfair practice charge with the Public Employment Relations Board (PERB)].

BACKGROUND

As a result of a multi-year decline in revenue, the Library Management Team (LMT) recommends that the Commission adopt the public service hours listed in Document #7.1.2.

The schedule would result in an approximate savings of \$291,000 through a reduction in the use of extra help employees.

The LMT believes that being open only one night a week makes it even more important that the Central Library continue to be open on Sundays to provide additional service hours for families and working people.

The LMT wants to underscore the fact that they do not want to reduce public service hours, but see it as a necessary step towards balancing the budget and allowing the Library to provide public service to the people of Sonoma County for years to come.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

The change in hours is projected to reduce the use of extra help by two-thirds, saving \$291,000 in FY 11-12 and at least \$375,000 in the following years.

POLICY ISSUES

None

ATTACHMENTS

- Document #7.1.1 – Minutes of Branch Managers Meeting
- Document #7.1.2 – New Schedule of Hours (rev)

Sonoma County Library
BRANCH MANAGERS' MEETING
 Wednesday, June 8, 2011

Facilitator: Bill Coolidge, Windsor

Minutes: Stephen Buffy, Sonoma

Present: Mairi Barsky, Stephan Buffy, Doug Cisney, Bill Coolidge, Ginny Gustin, Debbie Hand, Nancy Kleban, Anne Marie Murphy, Kathy Nixon, Bo Simons. **Also Present:** Steve Alcorta, Kathy Dennison, Rebecca Forth Kelch, Patrick Preston.

The Library Commission has asked us to provide input and consensus on modified public service hours. Under proposed plan, all libraries are limited to a 40-hour week; all libraries must be open on Saturdays; all libraries must include some evening hours; all libraries must share the same schedule (except Central, being open on Sundays). The Library's negotiating team requests input be submitted no later than June 14, 2011.

Our **recommended public service hours schedule** is as follows:

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Closed	Closed	10-6 p.m.	10-8 p.m.	10-6 p.m.	10-6 p.m.	10-4 p.m.

Our **recommended staffing hours schedule** is as follows:

<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Closed	Closed	9-6 p.m.	9-6 p.m. and 11-8 p.m. (2 shifts)	9-6 p.m.	9-6 p.m.	9-4 p.m.

Commentary/Rationale:

An addendum staff schedule was suggested: 9:15 to 6:15 p.m.; and 11:15 to 8:15 p.m. This would recognize work we already do, plus make schedule better for public & staff.

Since evenings are less busy than mornings or afternoons, the thinking is that being open one evening per week is adequate. Some branches cannot manage minimal staffing for two shifts, two evenings per week. In addition, opening two evenings per week and every Saturday is a morale issue for staff. Preventing burnout and reducing stress enables us to better serve the public *and* stay well.

Although all branches must be open the same forty (40) hours, each branch should schedule staff as best suits its needs; e.g., a combination of full- and part-time staff working full- (8, 9, or 10 hour days) and part-time shifts (anything under 8 hours).

Commentary/Rationale: (continued)

Perhaps some staff would work ten hours on Wednesday, and six hours on Saturday. Being open 10:00 a.m. to 4:00 p.m. Saturdays allows flexibility for staff to apply two hours to other days of the week; e.g., Tuesdays, to handle bookdrops, Wednesdays, to help with evening coverage, or mornings, to support story times. This minimizes the use of subs and concentrates staff on the maximum number of days. The 10 to 4 "weekend" schedule also appeals to those staff with families. Even if some staff worked a full shift on Saturdays (8-5 or 9-6), needed tasks could be completed without the interruption and distraction of patrons after closing at 4:00 p.m.; e.g., pulling holds list.

A Saturday morning delivery is recommended, allowing patrons to receive holds quickly.

The group took a straw poll about Central's Sunday hours. Of the ten branch managers present, six voted for closing Central on Sundays, and four voted to keep Central open. Also, because administrative staff and some non-exempt public service staff already work at Central on Mondays, the idea of opening Central to the public on Mondays instead of Sundays (2:00-6:00 p.m.) could provide a more conservation-minded cost savings over the long term.

Proposed Public Service Hours by Branch

**DOCUMENT #7.1.2 REVISED
(6.20.11)**

<u>LIBRARY LOCATION</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>	<u>TOTAL HOURS/WEEK</u>	
								<u>Current</u>	<u>Proposed</u>
CENTRAL Current Hours	12-8	10-6	10-8	10-6	10-6	10-6	2-6	54	
Central Proposed Hours	Closed	10-6	10-8	10-6	10-6	10-4	2-6		44
History & Genealogy Current	Closed	Closed	10-6	10-6	10-6	10-6	Closed	32	
H & G Proposed Hours	Closed	Closed	10-6	10-6	10-6	10-6	Closed		32
CLOVERDALE Current	12-8	10-6	12-8	10-6	10-6	10-6	Closed	48	
Cloverdale Proposed Hours	Closed	10-6	10-8	10-6	10-6	10-4	Closed		40
FORESTVILLE Current	3-6:30	3-6:30	3-6:30	3-6:30	Closed	Closed	Closed	14	
Forestville Proposed Hours	Closed	3-6:30	3-6:30	3-6:30	3-6:30	Closed	Closed		14
GUERNEVILLE Current	10-6	10-6	10-8	10-6	10-6	10-6	Closed	50	
Guerneville Proposed Hours	Closed	10-6	10-8	10-6	10-6	10-4	Closed		40
HEALDSBURG Current	10-8	10-6	10-8	10-6	10-6	10-6	Closed	52	
Healdsburg Proposed Hours	Closed	10-6	10-8	10-6	10-6	10-4	Closed		40
OCCIDENTAL Current	Closed	12-5	12-5	Closed	Closed	12-5	Closed	15	
No proposed change in hours	Closed	12-5	12-5	Closed	Closed	12-5	Closed		15
PETALUMA Current	10-6	10-8	10-8	10-6	10-6	10-6	Closed	52	
Petaluma Proposed Hours	Closed	10-6	10-8	10-6	10-6	10-4	Closed		40
ROHNERT PARK Current	10-6	10-8	10-8	10-6	10-6	10-6	Closed	52	
Rohnert Park Proposed Hours	Closed	10-6	10-8	10-6	10-6	10-4	Closed		40
NORTHWEST Current	10-6	10-8	10-8	10-6	10-6	10-6	Closed	52	
Northwest Proposed Hours	Closed	10-6	10-8	10-6	10-6	10-4	Closed		40
RINCON VALLEY Current	10-8	10-8	10-6	10-6	10-6	10-6	Closed	52	
Rincon Valley Proposed Hours	Closed	10-6	10-8	10-6	10-6	10-4	Closed		40
SEBASTOPOL Current	10-8	10-8	10-6	10-6	10-6	10-6	Closed	52	
Sebastopol Proposed Hours	Closed	10-6	10-8	10-6	10-6	10-4	Closed		40
SONOMA VALLEY Current	10-8	10-6	10-8	10-6	10-6	10-6	Closed	52	
Sonoma Valley Proposed Hours	Closed	10-7	10-6	10-7	10-6	10-4	Closed		40
WINDSOR Current	10-8	10-8	10-6	10-6	10-6	10-6	Closed	52	
Windsor Proposed Hours	Closed	10-6	10-8	10-6	10-6	10-4	Closed		40
TOTAL HOURS SYSTEMWIDE								629	505



Agenda Item			
Information/Action	Commission Meeting Date	Regular/Executive Meeting	Agenda Item No.
Action	6.20.11	Special	7.2

SUBJECT

Approve budget for temporary quarters for Sonoma Valley Regional Library

RECOMMENDED ACTION

APPROVE budget

DRAFT MOTION

I MOVE THAT THE SONOMA COUNTY LIBRARY COMMISSION APPROVE the budget for the temporary Sonoma Valley Regional Library facility.

BACKGROUND

In a Memorandum of Understanding with the City of Sonoma approved by the Library Commission last year, the Library agreed to provide a temporary Library facility for the estimated 9 months while the City remodels the Library. The remodeling will result in updated interiors that support current Library services and technology as well as upgrades to the interior and exterior of the building that include: ADA compliance; more energy efficient heating, cooling and lighting; a new roof; and other improvements.

The Library will be housed in Burlingame Hall, the social hall of the First Congregational Church of Sonoma. The Commission previously approved the letter of intent that outlined the key terms of the lease, including a twelve-month lease at \$9,400 a month.

The Library must vacate the current building no later than August 1, 2011, and has been told to plan to be in the facility for at least 9 months. The Library is slated to take possession of the space on July 5 to begin tenant improvements, with the West Napa Library closing on July 16 and reopening in the new space in mid-August.

The plans are being submitted to the City for approval on Friday, June 17, so the budget as presented should be viewed as a “not to exceed” amount. Library management will keep the Library Commission informed about actual expenditures as the project proceeds.

Tenant Improvements. The primary tenant improvements will be:

- Improved wiring and electrical capacity;
- Data and telephone connections;
- New lighting that meets requirements for libraries (FCC paying about 1/3 of the cost) that meets the needs of a public library;
- ADA compliant entry door and door to men’s restroom. (Entry door will be re-installed in Central Library Annex after we no longer need it at Burlingame Hall.
- A new walkway from parking lot to side door to accommodate a curb-side book drop and to make deliveries easier. (Both interior and exterior books drops will be purchased on sale.)
- Temporary signage that conforms with Sonoma’s sign ordinance.



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Efforts to control and reduce costs. Efforts to reduce the cost include:

- Using existing furniture and carpet. The only exceptions are: a new service desk and 2 adjustable height work tables for the staff work area (both designed to provide improved ergonomics) which are for the new building and exterior and interior book drops (which were bought on sale). The Friends are paying for the service desk.
- Using extra bike racks that we have.
- With the exception of the electrical work/data/lighting, Library staff will do much of the work to prepare the space.
- We plan to use county-owned space at Los Guilicos for storage of the collection, furnishings, etc.

Collection. The collection will consist of the following items:

- 30 shelves of children’s picture books and easy readers – approximately 1,000 books.
- Toddler books – the entire collection
- Children’s paperbacks – 1 spinner
- Several shelves of children’s Spanish picture books – about 70 titles
- Teen paperbacks – 1 spinner
- All the current magazines and newspapers – new issues only
- All DVDs, CDs and books on CD for adults, teens, and children
- 10 shelves of large type books – approximately 250 titles
- 3 shelves of adult Spanish materials – 75-100 titles
- 6 shelves of reference materials – adult and children’s
- All new materials purchased for the Sonoma Valley branch in all formats for adults, teens, and children. Materials ready for the branch June 1, 2011, are going forward until they reopen at W. Napa will be sent to Burlingame Hall. The shelves will hold about 2,400 books. As the year goes on, some things may need to go into storage as the shelves fill up. The shelves will begin with a smaller number of items and gradually fill up.

None of the items from this collection will be available to fill requests. This will be a browsing collection. Anyone wishing to check out items in the collection will need to come to Burlingame Hall. We anticipate that the holds will increase substantially as patrons request books from other libraries in the system.

Library Programs. Here are the current plans:

- Programming may be curtailed during the time the Library is in Burlingame Hall.
- We will be able to use another room at church for storytime and for the LAB/Friends meetings.



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Action	6.20.11	Special	7.2

- Commissioner Mary Evelyn Arnold has identified two other spaces that the Library can use free of charge—the Chamber of Commerce and space at Vintage House Senior Center—both are near the temporary location and the plaza.

FUTURE BOARD ACTIONS

None.

FISCAL IMPACT

Funds for this project are available in the Library’s fund balance.

POLICY ISSUES

None

ATTACHMENTS

Document #7.2.1 – Proposed Budget

Not to Exceed Budget
SVRL Temporary Library
 June 20, 2011

	Totals	Notes
Construction-Building		
Tenant Improvements	\$119,038	
Insurance	TBD	Insurance to cover tenant improvements only.
Subtotal	\$119,038	
Construction Contingency at 10%	\$11,904	
Total Construction-Building	\$130,942	
Professional Service Contracts		
Architect-AXIA & subcontractors	\$34,590	
PM/CM-Critical Solutions, Inc.	\$30,515	
Subtotal	\$65,105	
Professional Service Contingency at 10%	\$6,511	
Total Professional Services	\$71,616	
City of Sonoma & Other County Costs		
City Building Permit/Fees	\$2,000	
Other	\$0	
Subtotal	\$2,000	
City & County Contingency at 20%	\$400	
Total City & County	\$2,400	
Library Administrative Costs		
Reproduction Costs-Design Documents	\$1,000	
Misc. Library Expenses	\$500	
Subtotal	\$1,500	
Library Adm. Contingency at 20%	\$300	
Total Agency Administrative	\$1,800	
Temporary Library (TBD)		
Lease Agreement	\$112,800	
Restore Building/Lease	\$15,000	Restore & repair on move out
Subtotal	\$127,800	
Temporary Library Contingency at 5%	\$6,390	
Total Temporary Library	\$134,190	
Move Costs (Books & Personnel)		
Moving Costs	\$35,353	Covers cost of move from/back to West Napa
Storage Costs	\$2,500	
Xerox Machine Move	\$400	
Insurance	TBD	Insurance for move only
Sub Total	\$38,253	
Contingency at 20%	\$7,651	
Total Move Costs	\$45,904	
New Moveable Furniture, Fixtures & Equip.		
Service Desk	\$23,814	New service desk; will use in the new building
Adjustable Tables (2)	\$3,169	Ergonomic worktables for staff; will use in new building
Window Solar Film	\$700	
Exterior/interior book drops	\$3,854	
Subtotal	\$31,537	
Sonoma FF&E Contingency of 5%	\$1,577	
TOTAL FF&E COSTS	\$33,114	
LIBRARY SUMMARY		
TOTAL COSTS	\$419,965	
OUTSIDE FUNDING	\$31,814	
TOTAL EXPENDITURES	\$388,151	

SCOPE	Units	Labor & material cost per unit	Subtotal per item	Totals
EXTERIOR				
Exit Pathway:				
Landscaping removal including disposal	4 Bushes	\$ 52.86	\$ 211.44	
Concrete landing demo	21 Sq. '	\$ 7.18	\$ 150.78	
Prepare grade	180 Sq. '	\$ 0.91	\$ 163.80	
Pour and finish walkway and book drop pad	180 Sq. '	\$ 3.92	\$ 705.60	
New Landscaping	10 Shrubs	\$ 25.96	\$ 259.60	
Irrigation repair	10 LF	\$ 3.78	\$ 37.80	
			<i>Exit pathway costs:</i>	\$ 1,529.02
			Contractor O H & P:	\$ 305.80
			20 % Contingency:	\$ 305.80
			Total Exit pathway costs:	\$ 2,140.63
Entry:				
Saw cut slab	35 LF	\$ 8.71	\$ 304.85	
Demo slab	200 Sq. '	\$ 7.18	\$ 1,436.00	
Pour new sidewalk	23 cu. yds.	\$ 135.68	\$ 3,120.64	
Pump Concrete	23 cu. yds.	\$ 8.59	\$ 197.57	
Concrete dumpster	1	\$ 450.00	\$ 450.00	
Compressor and jack hammer rental	1 day rental	\$ 120.83	\$ 120.83	
			<i>Entry slab costs:</i>	\$ 5,629.89
			Contractor O H & P:	\$ 1,125.98
			20 % Contingency:	\$ 1,125.98
			Total Entry slab costs:	\$ 7,881.85

SCOPE		Units	Labor & material cost per unit		Subtotal per item	Totals
West Walking Path:						
New DG walkway on West side of the building.		475 Sq. '		Installation costs:	\$ 2,200.00	
				Contractor O H & P:	\$ 440.00	
				20 % Contingency:	\$ 440.00	
				Total installation costs:	\$ 3,080.00	\$ 3,080.00
INTERIOR						
Interior Demo:						
Demo Restroom wall		32 Sq. '	\$ 2.00		\$ 64.00	
Demo Exterior door		1	\$ 76.20		\$ 76.20	
Misc. demo @ elect. Panel, light fixtures, closets, etc..			Allowance		\$ 1,000.00	
Dumpster		1	\$ 490.00		\$ 490.00	
Grind Hump in the floor		1	Quote		\$ 2,000.00	
Demo light fixtures		26	Allowance		\$ 2,500.00	
Demo/recharge stage sprinkler pipe. .		20 LF	\$ 15.00		\$ 300.00	
Demo stage.		370 Sq. '	\$ 2.30		\$ 851.00	
				<i>Interior demo costs:</i>	\$ 7,281.20	
				Contractor O H & P:	\$ 1,456.24	
				20 % Contingency:	\$ 1,456.24	
				Total Interior demo costs:	\$ 10,193.68	\$ 10,193.68
Interior New Construction:						
New work area wall:		300 Sq. '	\$ 4.80		\$ 1,440.00	
New Restroom wall:		32 Sq. '	\$ 4.80		\$ 153.60	
New Restroom ADA powered door:		Update to HTI	Quote		\$ 3,993.00	
New Exterior ADA powered door:			Quote		\$ 9,982.00	
Exterior and Interior book drop			Quote		\$ 3,854.79	
People counter		1	Quote		\$ 237.55	

SCOPE		Units	Labor & material cost per unit	Subtotal per item	Totals
Casework		10 LF	\$ 140.10	\$ 1,401.00	
Remove carpet tiles from W. Napa and install at Burlingame Hall			Allowance	\$ 2,500.00	
Remove carpet from Burlingame Hall, store and re-install			Allowance	\$ 2,500.00	
Signage			Allowance	\$ 2,000.00	
Painting costs		3700 Sq. '	\$ 1.23	\$ 4,551.00	
				<i>Interior construction costs:</i>	\$ 32,612.94
				Contractor OH&P	\$ 6,522.59
				10% Contingency	\$ 3,261.29
				Total Interior Construction Costs	\$ 42,396.82
Electrical, Data & Telephone					
Electrical					
Exit pathway site light fixture		1	\$ 294.85	\$ 294.85	
J box		1	\$ 24.91	\$ 24.91	
Conduit		10 LF	\$ 12.64	\$ 126.40	
				<i>Installation costs:</i>	\$ 446.16
				Contractor O H & P:	\$ 89.23
				Tax on fixture	\$ 28.10
				20 % Contingency:	\$ 89.23
				Total installation costs:	\$ 652.72
Main Hall Light Fixtures:					
FB 1		18	\$ 281.25	\$ 5,062.50	
FC 1		12	\$ 1,049.50	\$ 12,594.00	
FC 1 dimming option		12	\$ 230.00	\$ 2,760.00	
Expedite shipping		12	\$ 90.00	\$ 1,080.00	
Sub Total				\$ 21,496.50	

SCOPE		Units	Labor & material cost per unit		Subtotal per item	Totals
Tax					\$ 2,042.16	
				Fixture costs:	\$ 23,538.66	
				Contractor O H & P:	\$ 4,707.73	
				10 % Contingency:	\$ 2,353.87	
				Total installation costs:	\$ 30,600.26	\$ 30,600.26
Misc. Electrical:						
Install Exit Signs / install costs only		2	\$ -		\$ -	
Conduit to Exit Sign		20 LF	\$ 178.62		\$ 357.24	
Power to 2 ADA powered doors		100 LF	\$ 24.91		\$ 498.20	
6"x6" pull box		1	\$ 24.91		\$ 2,491.00	
Panel breakers			\$ 109.06		\$ 109.06	
J box		6	\$ 1,500.00		\$ 1,500.00	
Outlet conduit drops		200 LF	\$ 24.91		\$ 149.46	
Elect. Outlet		15	\$ 12.64		\$ 2,528.00	
Service Desk electrical			\$ 101.62		\$ 1,524.30	
Flat Electrical wire system		6 sections	\$ 250.00		\$ 250.00	
Flat Data cable system		6 sections	\$ 119.00		\$ 714.00	
			\$ 119.00		\$ 714.00	
				Installation costs:	\$ 10,835.26	
				Contractor O H & P:	\$ 2,167.05	
				10 % Contingency:	\$ 1,083.53	
				Total installation costs:	\$ 14,085.84	\$ 14,085.84
Data and telephone						
J boxes		13	\$ 10.92		\$ 141.96	
Wire Pull CAT 5 to outlets		450 LF	\$ 24.91		\$ 323.83	
Make-up phone outlets			\$ 2.25		\$ 1,012.50	
Backboard and patch panel			Proposal		\$ 455.00	

TENANT IMPROVEMENT ESTIMATES

SCOPE		Units	Labor & material cost per unit	Subtotal per item	Totals
T-1 line installation			\$ 400.00	\$ 400.00	
Phone system installation			Proposal	\$ 2,068.00	
Install internet			Proposal	\$ 649.00	
Panasonic phones			Proposal	\$ 164.00	
Security System			Proposal	\$ 468.64	
			Proposal	\$ 36.00	
			<i>Installation costs:</i>	\$ 5,718.93	
			Contractor O H & P:	\$ 1,143.79	
			20 % Contingency:	\$ 1,143.79	
			Total installation costs:	\$ 8,006.50	\$ 8,006.50
			Tenant Improvements Not to Exceed		\$ 119,038.30