

Yale University
Request For Information (RFI) for Moving the
Seeley G. Mudd Library Collections
Yale University Library

TABLE OF CONTENTS

SECTION 1: DOCUMENT PURPOSE.....3

SECTION 2: BACKGROUND INFORMATION.....3

SECTION 3: PROJECT SCOPE.....4

SECTION 4: REQUIRED SERVICES5

SECTION 5: ADDITIONAL AND/OR OPTIONAL SERVICES9

SECTION 6: CONTRACTOR QUALIFICATIONS.....12

SECTION 7: INSTRUCTIONS FOR SUBMISSION12

SECTION 8: CONDITIONS OF THE REQUEST FOR INFORMATION14

SECTION 9: CONDITIONS OF AGREEMENT.....14

SECTION 10: APPENDICES19

 APPENDIX A: DESCRIPTION OF COLLECTIONS TO BE MOVED20

 APPENDIX B: LIST OF FURNITURE TO BE MOVED24

 APPENDIX C: MEASUREMENTS OF COLLECTIONS TO BE MOVED25

 APPENDIX D: PLANS OF THE FACILITIES AND AREAS INVOLVED.....26

 APPENDIX E: COLLECTION LAYOUT PLANS FOR MUDD LIBRARY30

 APPENDIX F: HISTORICAL SOUND RECORDING COLLECTION33

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SECTION 1: Document Purpose

- 1.1 Yale University Library intends to define the specifications and requirements for, and solicit cost estimates from, prospective Contractors for the moving of the Seeley G. Mudd Library collection materials. The Contractor's response and any mutually-agreed upon modifications will be later incorporated into the contract between Yale University Library, referred to hereafter as "the Library," and the successful Contractor.

SECTION 2: Background Information

- 2.1 The Seeley G. Mudd Library, referred to hereafter as "Mudd," will be undergoing a renovation to create a new space for the Social Science Library collections and staff. Its current collection materials need to be relocated to another building in Orange, CT located approximately seven miles from Mudd, referred to hereafter as "West Campus," in order to start the process of renovating the Mudd building. There is the possibility of several moving companies working simultaneously, so careful coordination will be necessary to accommodate all Contractors.
- 2.2 The collection materials to be moved cover a broad scope of media. The collection materials include octavo bound materials, oversized (quarto) and folio sized bound material, special collections, pamphlet boxes and files, government documents, CDs and DVDs, videocassettes, microforms, maps, and a collection of bookplates. There is also a Historical Sound Recordings collection that will need to be moved; it is included as an optional portion of this RFI (Section 5). Approximately 18% of the paper-based material to be moved requires careful handling due to age and/or condition. Some basic stabilization of these collections may be necessary before packing and moving, such as wrapping, tying, or adding rigid supports to volumes. Collection materials are classified according to a local classification scheme, known as Old Yale Class, Library of Congress Classification (LC), and the Superintendent of Documents (SuDocs) system. Appendix A of this RFI lists the collection materials to be moved in more detail.
- 2.3 Most material is shelved on open steel shelving. The open steel shelving is 4-8 tiered shelves high, with the maximum height of the shelving range at 105". The aisle is 22" wide. Other types of shelving/ collection furniture include steel vertical file cabinets, steel oversized flat files (map cases), steel microform cabinets, microform metal boxes, and steel audio/visual storage cabinets. See Appendix B for more details on the collection furniture.

- 2.4 The Library will provide the successful Contractor with a detailed collection layout plan for both Mudd and West Campus. For a collection layout plan of Mudd, please see Appendix E.
- 2.5 The Contractor shall remove all books, periodicals, pamphlets, CDs, DVDs, and other vertically-shelved items from their present shelves in their existing order from left to right. All collection materials will be put in the same order as originally found when they reach the designated building on West Campus. Below are two possible approaches to this move. The Contractor may supply cost estimates for either approach or both:
- 2.5.1 Scenario One: The Contractor moves collection materials and furniture containing collection materials (e.g. files, not library shelving) only. The Mudd library shelving will not be moved. The Contractor shall place volumes on book trucks or other transportation device, and move them to West Campus. The Contractor shall reshell them in the same order at predetermined locations within the building on West Campus on new shelves, as directed by the library staff. The Contractor shall move all maps in their drawers and map cabinets to West Campus. The Contractor shall move all microforms and their cabinets to West Campus. The Contractor shall move all vertical files and their contents to West Campus. More detail can be found in Section 3 and Appendix A.
- 2.5.2 Scenario Two: The Contractor moves collection materials and furniture containing collection materials in stages. As books and other collection materials are removed from the library shelving, that shelving will be disassembled and reassembled at the designated building at West Campus. This scenario will require the Contractor (or a different Contractor) to uninstall all library shelving at Mudd and reinstall all library shelving in the designated building at West Campus. This will require staging of the books and other collection materials so that shelving can be installed at West Campus to accommodate the collections from Mudd. The Contractor shall place them on book trucks or other transportation device, and move them to the new designated locations. The Contractor shall reshell them in the same order at predetermined locations within the building on West Campus on new shelves, as directed by the library staff. The Contractor shall move all maps in their drawers and map cabinets to West Campus. The Contractor shall move all microforms and their cabinets to West Campus. The Contractor shall move all vertical files and their contents to West Campus. More detail can be found in Section 3, Section 5 and Appendix A.

SECTION 3: Project Scope

- 3.1 Description of scope: Mudd Library consists of two distinct operations: a pseudo high-density storage library and a Government Documents and Information Center. The “high-density” portion of Mudd refers to its intended use rather than its actual use. After Mudd was built as a Government Documents center, it was realized that Mudd could accommodate overflow of collections from other Yale libraries. As a result, the majority of the collections housed at Mudd are older, lesser-used books and archival materials. All library materials are shelved on or in standard sized library shelving and furniture. Considering the type, age, and general conditions of these collections, most materials will require careful handling and some type of protection during the move. The Government Documents and Information Center collection includes five national and international documents collections: U.S. Federal, Canadian Federal, European Communities, United Nations, and the Food and Agriculture Organization.
- 3.2 Collections: Provided in Appendix A are detailed listings of the collections to be moved.
 - 3.2.1 The following collections will be moved in cabinets: microforms, maps, A/V materials, and collections in vertical files. Please see Appendix B for details concerning types of cabinetry and cabinetry dimensions.
 - 3.2.2 The total measurement of collections to be moved is 167,709 linear feet. Please see Appendix C for the total of collections to be moved in linear feet.
 - 3.2.3 Provided in Appendix E are the collection layout plans for Mudd, showing the current locations of materials (as of October 2007). The collection layout plan for the space at West Campus has yet to be determined.
- 3.3 Shelving: The types of shelving that exist at Mudd are standard, open, steel library shelving, each shelf being approximately 3’ long, 4-8 tiered shelving, with maximum height of the shelving at 105” tall, with aisle widths at 22”. The shelving at West Campus will be similar to the layout at Mudd, with the exception of the width of the aisles. The aisle width will be 30” at a minimum, 36” expected.
- 3.4 Facilities and Locations: Provided in Appendix D is the building layout of Mudd. The layout shows the location of the loading dock and the elevator. The building that will be used on West Campus has not been determined. There will be a loading dock for the building on West Campus and all collections will be delivered on the first floor, so climbing stairs or using an elevator will not be necessary.

SECTION 4: Required Services

- 4.1 General Statement of Responsibility: The Contractor is responsible for all supervision, labor, materials, supplies, and equipment to execute all services discussed in this RFI. Work shall be performed in a professional and timely manner. The Contractor may not use any of the library's equipment or personnel except as specifically provided for in this RFI.
- 4.2 Time Frame
 - 4.2.1 The specific start date for the move is unknown at this time. Approximate start date would be late spring/ early summer of 2008.
 - 4.2.2 Hours of operation for Mudd: Monday through Friday 8:30am - 4:45pm. Hours of operation for West Campus are to be determined.
- 4.3 Packing and Moving Methods
 - 4.3.1 Collection Materials. Collection materials must be protected during the move to prevent damage. The Contractor must outline the containers used to move the collections, and the methods used to remove items from the shelves, pack, and unpack collection materials to ensure their protection from any immediate (e.g. shock, falls, damaged bindings) or long-term damage (e.g. exposure to adverse environmental conditions). The Contractor will provide samples and/or specifications on the containers and packing materials used for the move. Images of containers and materials are recommended. If proprietary names are used in the descriptions, the Contractor will provide more detail so that composition of the material is known. For example, "Ziploc bags" should read "polyethylene food-grade zipper bags".
 - 4.3.2 Furniture containing collections must be protected during the move to prevent damage to the furniture and the collections contained within the furniture. The Contractor must outline the methods used to move furniture pieces to ensure their protection from any immediate or long-term damage. The Contractor will provide samples and/or specifications on packing materials and methodologies used for the move.
- 4.4 Marking Methods: The Contractor shall indicate what type of system is used to link groups of materials with their points of origin and destination (e.g. adhesive labels, tags). The system proposed shall not cause permanent damage or leave a residue on Library furniture. The Contractor is responsible for removing any residue or repairing any damage caused by adhesive labels or marking materials. No adhesive labels or tags shall be applied directly to collection materials under any circumstances.

- 4.5 Security: The Contractor shall indicate how they plan to protect Library property from loss or damage from theft, vandalism, and inclement weather while moving.
- 4.6 Continuous and Diligent Effort: The Contractor shall state in writing that the staff and equipment designated for the Mudd move shall not be assigned to any other client or project until the Mudd move project is completed.
- 4.7 Involvement of the Library's Staff: The primary contact person for this project will be Meg Bellinger, Associate University Librarian for Integrated Library Systems and Technical Services. Library staff that will be involved directly are the Project Manager (to be determined), Associate University Librarian for Integrated Library Systems and Technical Services, and selected Mudd Access Services staff.
- 4.8 Contractor Staff:
- 4.8.1 The Contractor will need to supply information about the Contractor's staff that will organize and execute the move of Mudd Library.
- 4.8.2 The Contractor shall name the Contractor's Project Manager to have overall responsibility for the move and communication with the Library through the Library's Project Manager. The Contractor's Project Manager shall be onsite for the entire duration of the move and shall direct all work by the moving company. If the Contractor's Project Manager needs to leave the site for any period of time, another competent Manager or Supervisor shall be appointed (with the Library notified in advance). The Contractor shall supply the name(s), resume(s) including a list of moves the person(s) has been recently involved in, and a list of references.
- 4.8.3 The Contractor shall designate the other moving staff that will be involved in the move, including number of personnel expected for the duration of the move. The Contractor shall disclose whether permanent staff will be used for the move, or if individuals will be hired locally. The Contractor shall describe in detail their screening and training procedures so that the Library may determine the skill level of the individuals being hired and/or being used for the move. The Contractor shall indicate if any background check is performed on the individuals hired for the move.
- 4.8.4 The Library will provide instructions for the successful Contractor to get Contractor Identification for all moving staff. The moving staff must wear clothing or some other means that immediately identifies the individual as working for the moving company.

- 4.8.5 The Library has a food and drink policy which restricts food and beverages except in designated areas. The Contractor is not exempt from this rule. In addition, no smoking or loud radios are allowed at the move site.
- 4.8.6 While at any Yale location, Contractor's personnel, agents, and subcontractors shall comply with all reasonable requests, standard rules, and regulations of Yale communicated to Contractor regarding personal and professional conduct, including without limitation any security or privacy requirements, and shall otherwise conduct themselves in a businesslike manner.
- 4.8.7 The Library reserves the right to require the immediate removal or dismissal of any of the Contractor's staff if it is in the Library's best judgment that their presence is not in the best interest of the Library or the project.
- 4.9 Coordination of Work with Other Agents: If other Contractors are working onsite, the Contractor shall cooperate in coordinating with the other Contractors to ensure that all Contractors are able to perform their assigned tasks.
- 4.10 Access to the Work Sites: To be determined.
- 4.11 Loading Dock Access: To be determined.
- 4.12 Elevator Access at Mudd:
 - 4.12.1 The Contractor shall be responsible for operating the elevator within their specified weight limits. The Library is responsible for keeping the elevator in good working order and to ensure repairs are performed quickly if necessary. The Library shall perform pre- and post-move inspections on the elevator to make certain that no damage beyond normal wear and tear has occurred. The Contractor will be responsible for the repair of any damage to the elevator beyond normal wear and tear.
 - 4.12.2 The dimensions of the elevator cab at Mudd are L 79" x W 65.5" x H 89" with an elevator doorway opening of 46" x 83.5".
 - 4.12.3 The load limit of the elevator at Mudd is 3500 lbs.
 - 4.12.4 The cab of the elevator shall be protected/ padded by the Contractors before moving collections, furniture and equipment
- 4.13 Pre-Cost Estimate Tour: The potential Contractor is encouraged to make arrangements with the Library to see Mudd and its collections.

- 4.14 Pre-Performance Conference: The successful Contractor will want to review with the Library the detailed plans for the move far enough in advance of the planned start date so that any potential problems may be corrected early.
- 4.15 Prior Conditions: The Library will schedule a pre-move and after-move walkthrough of the building with the Contractor to inspect the building for damage.
- 4.16 Site Cleanliness: The Contractor will be responsible for the prompt removal of trash generated by the move at the end of each work day. Trash will be placed in receptacles in Mudd and the building on West Campus. Yale custodians will remove trash from the building. The Contractor is responsible for final site cleanup at the end of the project. If the Contractors do not maintain cleanliness to the Library's satisfaction, the Library will arrange to have the site cleaned and will deduct the charges from the amount owed to the Contractor.

SECTION 5: Additional and/or Optional Services

- 5.1. This section describes additional and/ or optional services as part of the Mudd collection materials move. The references in this section refer to the main body of the Mudd Library collection materials move RFI. Sections 6-10 also apply to the optional and additional services. If the Contractor quotes on several portions of the RFI, they need only address Sections 6-10 once in the quote proposal, unless specifically asked by the Library.
- 5.2. The right of multiple Contractors: The Library reserves the right to select one Contractor to perform the main body of the work and another to perform optional and additional services. If there are multiple Contractors, the Contractors must cooperate together with the Library's representative to develop a schedule which minimizes delays or operational problems.
- 5.3. Responsibilities: The Contractor is responsible for all supervision, labor, materials, supplies, and equipment to execute all services discussed in this optional portion of the RFI. Work shall be performed in a professional and timely manner. The Contractor/ Contractor may not use any of the library's equipment or personnel except as specifically provided for in this RFI.
 - 5.3.1. Moving Library Shelving. The majority of shelving to be moved is standard sized steel library shelving. Disassembly and reassembly of the shelving will be the responsibility of the Contractor. There is a list of library shelving to be moved as an optional portion of the RFI in Appendix B, and the amount of library shelving to be moved is included in that appendix, listed in inches. The Collection Layout Plans in Appendix E also give an indication as to how much library shelving is located at Mudd.

- 5.3.1.1. Shelving: The types of shelving that exist at Mudd are standard, open, steel library shelving. The open steel shelving is 4-8 tiered shelves high, with the maximum height of the shelving range at 105". The aisle is 22" wide. The linear footage of shelving to be moved is approximately 135,000.
 - 5.3.1.2. Packing and Moving Methods. Refer to Section 4.3.2.
 - 5.3.1.3. Marking Methods: Refer to Section 4.5.
 - 5.3.1.4. Security: Refer to Section 4.6.
 - 5.3.1.5. Continuous and Diligent Effort: Refer to Section 4.7.
 - 5.3.1.6. Involvement of the Library Staff: Refer to Section 4.8.
 - 5.3.1.7. Contractors: Refer to Section 4.9.
 - 5.3.1.8. Coordination of Work with Other Agents: Refer to Section 4.10.
 - 5.3.1.9. Move Route: Refer to Section 4.11.
 - 5.3.1.10. Parking: Refer to Section 4.12.
 - 5.3.1.11. Access to the Work Site: Refer to Section 4.13.
 - 5.3.1.12. Loading Dock Access: Refer to Section 4.14.
 - 5.3.1.13. Elevator Access: Refer to Section 4.15.
 - 5.3.1.14. Pre-quote Tour: Refer to Section 4.16.
 - 5.3.1.15. Pre-Performance Conference: Refer to Section 4.17.
 - 5.3.1.16. Prior Conditions: Refer to Section 4.18.
 - 5.3.1.17. Site Cleanliness: Refer to Section 4.19.
- 5.3.2. Moving Historical Sound Recording Collections: One of the larger collections in Mudd is the Historical Sound Recording Collection, referred to thereafter as "HSR". Three of the most significant challenges with moving audio collections are their weight, fragility, and vulnerability to changes in temperature and relative humidity.

- 5.3.2.1. Description of HSR Materials: Provided in Appendix E are the detailed listings of the HSR collections to be moved, numbering approximately 300,000 items. Currently, the majority of HSR are in archival boxes or containers; some of the collection materials have no additional housing besides its original sleeve or box. Some of the archival containers cannot have additional cushioning added to them because they are packed so tightly.
- 5.3.2.2. Packing and Moving Methods: Many of the physical components of older sound recordings are unstable and more at risk for breakage and damage from shock and sudden changes in temperature and relative humidity; many substrates include glass, wax, and early plastics. The Contractor shall provide in written detail the specific materials and methods they will use for moving HSR. The methods and materials must protect sufficiently the audio collections from the hazards mentioned.
- 5.3.2.3. Shelving: Most of the material is shelved on open steel library shelving.
- 5.3.2.4. References: The Contractor is required to submit a list of all sound collection and/or fine art moves of similar scope and complexity completed within the past five years. The Contractor must submit the type of materials and numbers of linear feet moved, the dates and duration of each move, any specific services that were performed (e.g. cleaning, barcoding, shelf preparation), and the name, telephone number, and email of a library contact qualified to comment on the performance of the Contractor.
- 5.3.2.5. Marking Methods: Refer to Section 4.5.
- 5.3.2.6. Security: Refer to Section 4.6.
- 5.3.2.7. Continuous and Diligent Effort: Refer to Section 4.7.
- 5.3.2.8. Involvement of the Library Staff: Refer to Section 4.8.
- 5.3.2.9. Contractors: Refer to Section 4.9.
- 5.3.2.10. Coordination of Work with Other Agents: Refer to Section 4.10.

- 5.3.2.11. Move Route: Refer to Section 4.11.
- 5.3.2.12. Parking: Refer to Section 4.12.
- 5.3.2.13. Access to the Work Site: Refer to Section 4.13.
- 5.3.2.14. Loading Dock Access: Refer to Section 4.14.
- 5.3.2.15. Elevator Access: Refer to Section 4.15.
- 5.3.2.16. Pre-quote Tour: Refer to Section 4.16.
- 5.3.2.17. Pre-Performance Conference: Refer to Section 4.17.
- 5.3.2.18. Prior Conditions: Refer to Section 4.18.
- 5.3.2.19. Site Cleanliness: Refer to Section 4.19.

SECTION 6: Contractor Qualifications

- 6.1. References: The Contractor is required to submit a list of all library moves of similar scope and complexity completed within the past five years, and all library moves completed within the past two years. The Contractor must submit the type of materials and numbers of linear feet and/or volumes moved, the dates and duration of each move, any specific services that were performed (e.g. cleaning, barcoding, shelf preparation), and the name, telephone number, and email of a library contact qualified to comment on the performance of the Contractor.
- 6.2. Financial Status: The Contractor is required to submit supporting documentation indicating that the Contractor has the financial and human resources to conduct this move. Supporting documentation may be in the form of, but is not restricted to, the company's annual report, several years of statements of income and retained earnings, and/ or the most recent balance sheet and income statement. The Contractor is required to identify the number of full-time, permanent employees.

SECTION 7: Instructions for Submission

- 7.1. Proposal: The Library asks that the Contractor include the following in its response to this request for information:
 - 7.1.1. The Contractor shall detail its approach to the move according to the specifications outlined in this RFI and information provided at the pre-quote conference and tour.

- 7.1.2. The Contractor shall respond to every requirement contained within this RFI.
- 7.1.3. The Contractor shall finish this request for information completely without reference to other documents.
- 7.1.4. The Contractor shall have the request for information signed by an authorized corporate officer of the company.
- 7.1.5. The request for information shall be submitted electronically and in hard copy.
- 7.1.6. The request for information shall be addressed to:
Meg Bellinger
Associate University Librarian for
Integrated Library Systems and Technical Services
Sterling Memorial Library
130 Wall Street
P.O. Box 208240
New Haven, CT 06520-8240
meg.bellinger@yale.edu
(203) 432-2068
- 7.1.7. The request for information shall be submitted by December 10, 2007.
- 7.2. Quote: Due to the number of unknowns in this RFI, an estimated cost only is required for this request for information.
- 7.3. Costs of Developing Document: The Contractor is responsible for all costs associated with developing the request for information, including costs associated with arranging a tour of the facilities.
- 7.4. Billing: The Contractor shall detail in its response its proposed billing schedule.
- 7.5. Taxes: Yale is generally exempt from federal, state and local taxes for purchases made in furtherance of its exempt mission, including Connecticut sales and use taxes (Permit E00015) and federal excise taxes (Exemption No. 06730237F). Contractor shall not charge Yale for any taxes in connection with the Order to the extent permitted by law. Without limiting the foregoing, Yale will not be responsible directly or indirectly (including by reimbursement to Contractor) of any property taxes assessed on any leased property under this Order. Contractor is familiar with and shall comply with the requirements applicable to claiming such exemptions. Yale shall provide copies of exemption certificates upon request.

- 7.6. Responses to the Agreement Conditions: The Contractor shall include a positive statement affirming that the terms of the agreement detailed in the RFI are understood and that any subsequent agreement will incorporate the RFI by reference.
- 7.7. Inquiries about the RFI: Contractors may request clarifications of the RFI to Meg Bellinger (contact information can be found in Section 7.1.6.). For clarification purposes, the Contractor shall specify the exact paragraph numbers and sections in their inquiry.

SECTION 8: Conditions of the Request for information

- 8.1. Contractor's Responsibility for Assessment of the Extent and Difficulty of the Work. The lists of furniture and equipment represent the most accurate, current lists, but may change by a small amount. All and any maps and plans provided are the best available, but may not necessarily reflect current conditions in the designated spaces, and are subject to change. Collection measurements provided are the Library's best estimates as of October 2007. The Contractor has full responsibility for properly estimating the difficulties and the cost of performing services required by the RFI and will not be excused from that responsibility, nor will the Library pay any extra charges associated with the Contractor's failure to become acquainted with all information concerning the services to be performed.
- 8.2. Request for Information: By submitting a request for information, the moving company acknowledges complete understanding of and willingness to comply with all of the specifications and conditions contained within the RFI and its attachments.
- 8.3. Right to Reject Proposals: The Library reserves the right to reject any or all proposals. The Library reserves the right to check references provided and make other investigations into the qualifications of Contractors. The Library reserves the right to accept the entire proposal, the proposal for the main body of the work, or the proposal(s) for any additional or optional services, and to waive any formalities.

SECTION 9: Conditions of Agreement

- 9.1. Subsequent agreement: The conditions set forth in this section along with the response (request for information) shall be the basis for a subsequent agreement between the parties.
- 9.2. Protection of Library Property: The Contractor shall be responsible for maintaining a reasonable level of care and protection to ensure that the Library's premises and property shall be protected from theft, vandalism, accident, damage, or otherwise, while the Contractor is using such property or on such premise.

- 9.2.1. The Contractor shall make every effort to protect carpets, floors, walls, and elevator doors.
 - 9.2.2. The Contractor shall not permanently disengage or dismantle anything permanently attached to Library property without prior written permission.
 - 9.2.3. The Contractor shall not disconnect any utilities.
 - 9.2.4. The Contractor shall keep the wheels of moving equipment free of oil, sediment, or other materials that might damage carpets or other floor coverings.
 - 9.2.5. If certain furniture and equipment need be relocated to accommodate the move, the Contractor shall be responsible for re-placing the furniture and equipment at the conclusion of the move.
- 9.3. Contractor's Insurance: Contractor shall maintain, at a minimum, insurance in the amounts and coverage described below and shall otherwise comply with the requirements described below. Contractor shall provide evidence of such insurance prior to the delivery of any goods or services to Yale.

The Contractor will have on file in the Purchasing Department at 155 Whitney Avenue current certificates of insurance before performing any work at Yale. Certificates must include the following language: "Yale University is hereby named as additional insured under this policy for all liability coverages."

- COMMERCIAL GENERAL LIABILITY – Standard 1986 ISO (Insurance Services Office) Occurrence Form
 - Bodily Injury/Property Damage:
 - \$2,000,000 CSL (Combined Single Limit) Each Occurrence/Aggregate
 - \$2,000,000 CSL Products/Completed Operations Aggregate
 - Personal and Advertising Injury:
 - \$1,000,000 per Occurrence
- COMPREHENSIVE AUTOMOBILE LIABILITY – Including Owned, Non-Owned and Hired Vehicles
 - BODILY INJURY/PROPERTY DAMAGE:
 - \$2,000,000 CSL per Accident
- WORKER'S COMPENSATION:

- [Connecticut] Statutory Coverage
- Employer's Liability:
 - \$100,000 Each Accident
 - \$500,000 Disease Policy Limit
 - \$100,000 Disease Each Employee
- UMBRELLA/EXCESS – (if appropriate) - \$5,000,000 limit of liability each occurrence and aggregate
- PROFESSIONAL LIABILITY ((if appropriate) - \$1,000,000 per person
- Yale University must be shown as Additional Insured as respects liability.
- All insurance carriers must be rated A or better in the Best Guide.
- Thirty (30) days Notice of Cancellation on all policies is required.
- Please provide a brief description of the service you provide and anticipated dates on campus.
- All Certificates should be sent to: (*Or faxed to: 203-432-7520*)

Yale University
P.O. Box 208231
New Haven, CT 06520-8231
Attn: Risk Manager

- Exclusion other than these found on the ISO Policy Form must be indicated.
 - Certificate must be signed by Agent/Broker.
- 9.4. Failure to Perform: If the Contractor does not perform the work contractually agreed to, the Contractor will be in breach of contract. As a result, monies will be withheld and/ or the contract with the Contractor will be canceled.
- 9.5. Limitation of Liability: Circumstances in which damage occurs may not be the fault of the Contractor nor the Library. Acts of God or the public enemy, war, fires, and flood will be considered out of the scope of liability for both the Contractor and the Library.
- 9.6. Contractor Liability: Damage may occur to the Library or Yale property because the Contractor or its employees acted with neglect. Without limiting Yale's rights and remedies at law or in equity, Yale reserves the right to charge Contractor for any loss, expense (including reasonable attorneys'

- fees) or damage sustained as a result of Contractor's failure to deliver conforming goods or services or other breach of the Order, including without limitation, expenses incurred in connection with Yale's purchase of substitute goods or services, incidental damages and consequential damages resulting from Contractor's failure or breach.
- 9.7. Indemnification: The Contractor will not hold the Library or Yale responsible for any claims, suits, demands, and liabilities caused by the Contractor's omissions or neglect and arising directly or indirectly from the contract or work performed under the contract.
- 9.8. Accident Reports: The Library and Yale ask that the Contractor provide copies of any accident reports related to the performance of the move. These may be given to the Library Project Manager.
- 9.9. Independent Contractor: The Library and Yale do not recognize the Contractor and its employees as employees of the Library or Yale.
- 9.10. Compliance with Laws: Contractor represents and warrants that, in the services to be delivered pursuant hereto, and in the provision of services hereunder, Contractor has complied with all applicable federal, state, and municipal laws and regulations, including, without limitation, (a) all such laws and regulations pertaining to health, safety and environmental standards, (b) all such laws and regulations pertaining to design, manufacture, testing, labeling, and transportation of such goods, and (c) all such laws and regulations pertaining to affirmative action, nondiscrimination, and equal opportunity, including without limitation, the requirements of the Fair Labor Standards Act of 1938, as amended, and the rules and regulations of the Secretary of Labor issued pursuant to Executive Order Number 11246 of September 24, 1965.
- 9.11. Labor Agreements: The Contractor is responsible for negotiating all labor agreements relating to the move. No strike or other labor dispute or shortage at Yale shall mitigate Contractor's obligations hereunder.
- 9.12. Compliance with Applicable Rules and Regulations: The Contractor should keep itself informed of, comply with, and be familiar with all relevant laws and ordinances, and be responsible for any damages arising from failure to do so.
- 9.13. Non-Assignability: The Contractor may only enter into subcontracts with the Library's prior written permission, and that the existence of any subcontracts shall not release or reduce the Contractor's liability for any breach of contract.
- 9.14. Severability: If any provision of the contract is determined to be invalid, illegal or unenforceable, the remaining provisions of this Agreement remain

- in full force, if the essential terms and conditions of this Agreement for each party remain valid, binding, and enforceable.
- 9.15. Waiver: No waiver by Yale or the Library of any provision of the contract or any breach hereunder shall be deemed a waiver of any other provision or subsequent breach, nor shall any such waiver constitute a continuing waiver. Delay or failure of Yale or the Library to insist on strict performance of any provision of the contract or to exercise any rights or remedies hereunder shall not be deemed a waiver.
 - 9.16. Notices: Formal written notices are to be conveyed by email and can be followed up with a paper copy sent through US Mail, if requested.
 - 9.17. Fees, Permits, Licenses: The Contractor is responsible for acquiring any permits or licenses, as necessary.
 - 9.18. Governing Law: All matters arising under or related to the contract shall be construed and enforced in accordance with the laws of the State of Connecticut, without regard to conflicts of law rules.
 - 9.19. Entire Agreement: The agreement and incorporated documents comprise the entire understanding between the Library, Yale, and the Contractor, and that this understanding can only be changed in a document signed by both parties.

SECTION 10: Appendices

Appendix A: Description of Collections to be moved

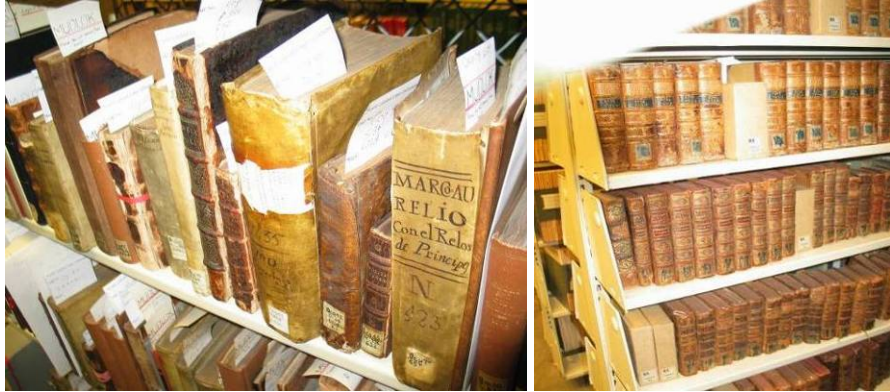
Appendix B: List of furniture containing collections to be moved

Appendix C: Measurements of the collections to be moved

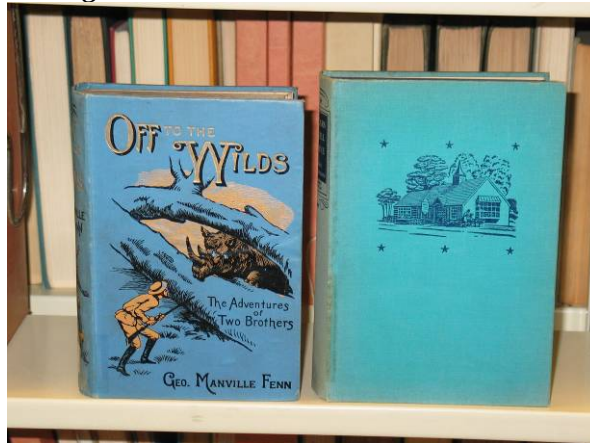
Appendix D: Plans of the facilities and areas involved

Appendix E: Collections Layout Plans for Mudd Library

Appendix F: Historical Sound Recordings

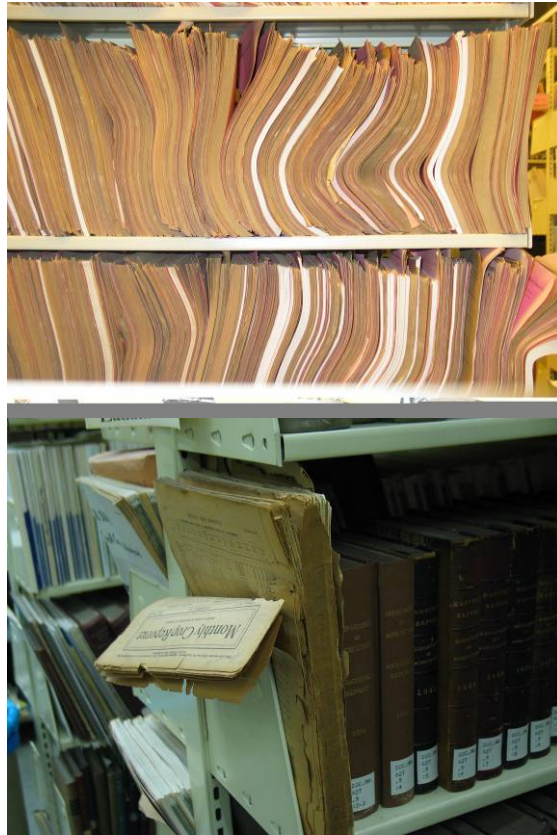
Appendix A: Description of Collections to be Moved**Octavo and Quarto Volumes*****Pre-1800s Publications***

Pre-1800 publications can be found throughout Mudd Library. These volumes are not only in poor condition, but they also have significant monetary and intellectual value. These are some of the at-risk materials requiring careful handling and protective enclosures.

Publishers Cloth Bindings

The W Collection, currently in Mudd Library's basement, contains a large quantity of publisher's cloth volumes. These volumes capture an important moment in publishing history (approximately 1830 through 1910) and have become significant themselves as artifacts. It is essential that care be taken to preserve these book covers for future scholarship and display.

Unbound Volumes



There are various sections of materials that are unbound and in fair to poor condition. Some of the observed problems were slumping, deformation, and breakage (for brittle materials). Without protection and careful handling, many of these volumes will be subjected to further damage. The Government Documents collection poses a significant challenge. Just about half of all of Yale's Government Documents are unbound. Many of these volumes still have good paper, but without proper support, these will be at risk for damage.

Folio Volumes



Almost all folio volumes are in fair to poor condition. Because of their size and condition, every volume will require careful moving.

Other Collection Materials

Manuscript/ Pamphlet Boxes



There are approximately 3,000 pamphlet boxes in Mudd. As the images show, many of the boxes are brittle, breaking, or already broken. Past experience demonstrates that many of those that appear in stable condition will fall apart even with careful handling. This will require care in packing and moving.

Art of the Book Bookplate Collection



Bookplates in vertical storage



Wooden cabinet

The bookplate collection is primarily housed in vertical files. This collection should be able to be moved with the cabinets intact, as they are structurally sound. However, there is one wooden cabinet (see picture above, right) that appears to be falling apart. It is recommended that other housing furniture be acquired for this portion of the collection before the move.

Tibetan Collection



The Tibetan Collection, contained in a “locked cage” in Mudd, appears to be in good condition. The majority of the collection is made up of long, narrow texts in cloth-covered boxes. Some of the boxes are broken, but most are intact.

Map Collection



Portions of the Map Collection are housed in a room adjacent from the basement stacks of Mudd Library. The maps are housed in either flat file drawers or flat cardboard boxes on wooden palettes. The boxes are stacked in large piles. The number of maps per drawer/ box varies greatly. Because of the narrow doorway (dimensions 34.5” x 83”), these boxes and cabinets will need to be tipped vertically in order to be moved out of this room. Items in the drawers will need to be secured to prevent maps from falling out of the drawers.

Appendix B: List of Furniture to be Moved
Highlighted portion is optional (see Section 5 of RFI)

Furniture Type	Dimensions/ Description	# of Map Case Sections	Quantity
Library Shelving	3' shelves		45,000
Microform Cabinets	20" x 28" x 51"		8
	23.5" x 28.5" x 52"		2
	36" x 18.5" x 65"		3
	24" x 28.5" x 58"		13
	25" x 28.5" x 56"		4
	22" x 30" x 58.5"		2
	21.5" x 28.5" x 57.5"		31
	15" x 28.5" x 52"		12
	25" x 29" x 52"		1
	23.5" x 28.5" x 57.5"		2
	22" x 28.5" x 58"		1
	23" x 28.5" x 52"		1
	15" x 28.5" x 52.5"		5
	26" x 30.5" x 42"		1
	21.5" x 28.5" x 56"		2
Microform Metal Boxes	13" x 24" x 5"		226
Vertical Files (Bookplates)	15" x 28" x 61"		21
	15" x 28.5" x 58.5"		1
	15" x 28.5" x 60.5"		2
Vertical Files (Other)	18" x 28.5" x 58.5"		4
	18" x 28.5" x 52.5"		2
A/V Cabinets	42.5" x 19" x 41.5"		2
	42" x 19" x 41.5"		1
	43" x 18" x 29"		1
Flat File/ Map Cases	55" x 45.5" x 15.5"	3 + top + base	
	53.5" x 41.5" x 16.5"	14 + 3 bases	
	46.5" x 30" x 19"	3 + top	
	54" x 41.5" x 15.5"	13 + 6 tops + 2 bases	
	52.5" x 38" x 19.5"	6 + 2 tops + 2 bases	
	46.5" x 30" x 20.5"	1	
Total number of Map Drawers			200
Map Wooden "Drawers"	~38" x 31" x 2.75"		93

Appendix C: Measurements of Collections to be MovedMudd Specifications

Total installed linear feet of library shelving 134,197 feet [<45,000 3' long shelves]

Height of the library shelving: 105" (maximum)

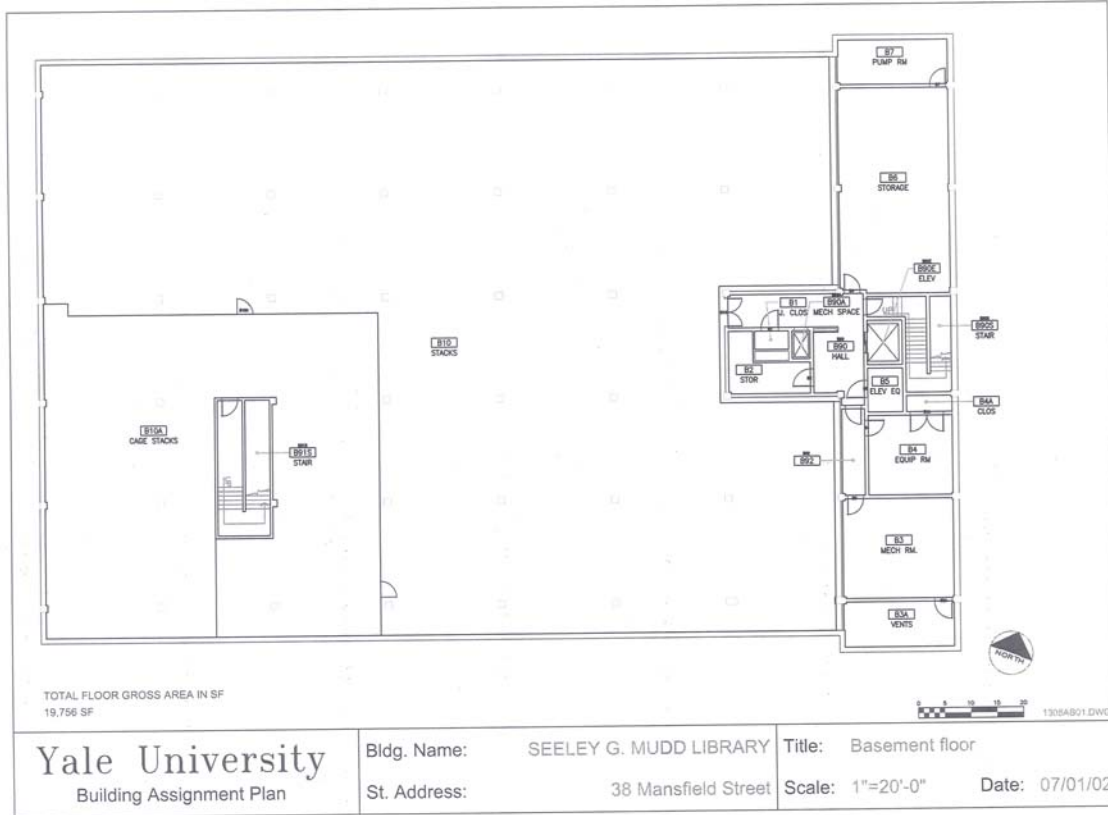
Aisle width of library shelving: 22"

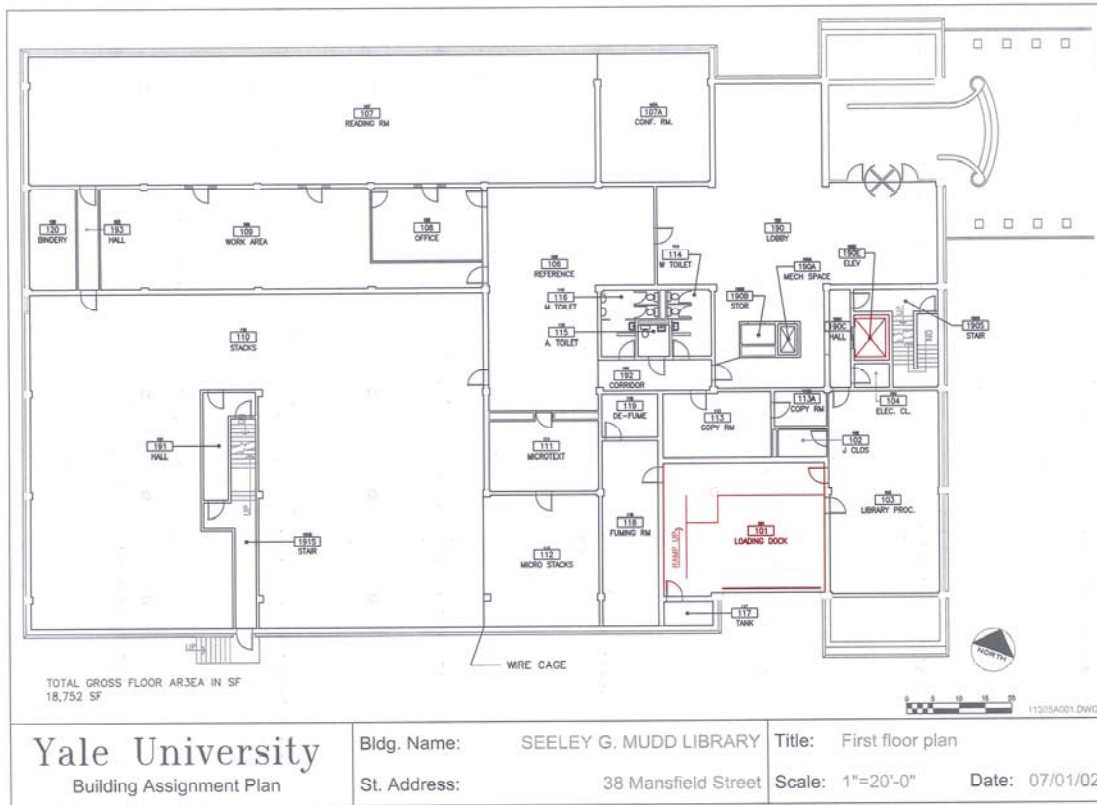
Dimensions of B6 doorway (Map Case Storage Room): 34.5" x 83"

	Number of Sections	Number of Shelves	Number of Volumes	Percent of Volume Collection
Regular Stack Shelves	4,778	38,224	1,337,840	85.21%
Quarto Shelves	1,277	7,662	222,198	14.15%
Folio Shelves	825	4,950	10,000	0.64%
Tibetan	57	342		
Total	6,937	51,178	1,570,038	100.00%
Collection Type	Number of Items	Number of Map Drawers		
Map Wooden "Drawers"		93		
Maps		200		
Movie Film (reels)	486			

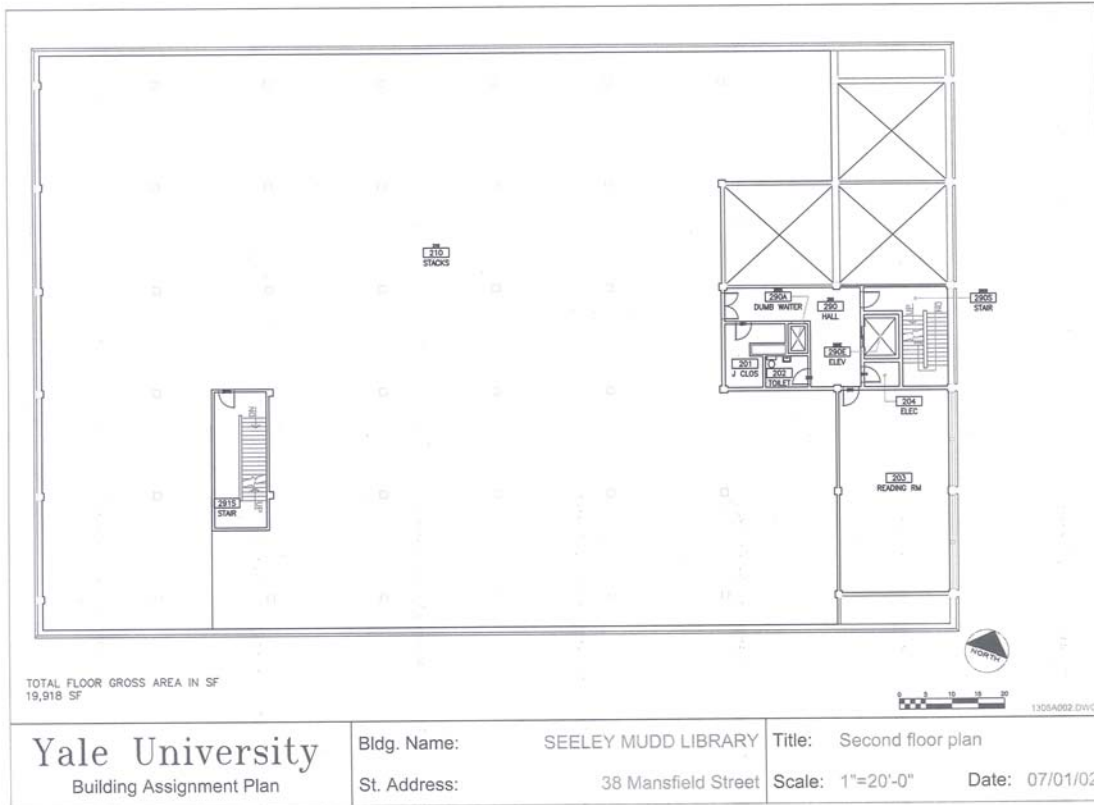
Appendix D: Plans of the Facilities and Areas Involved

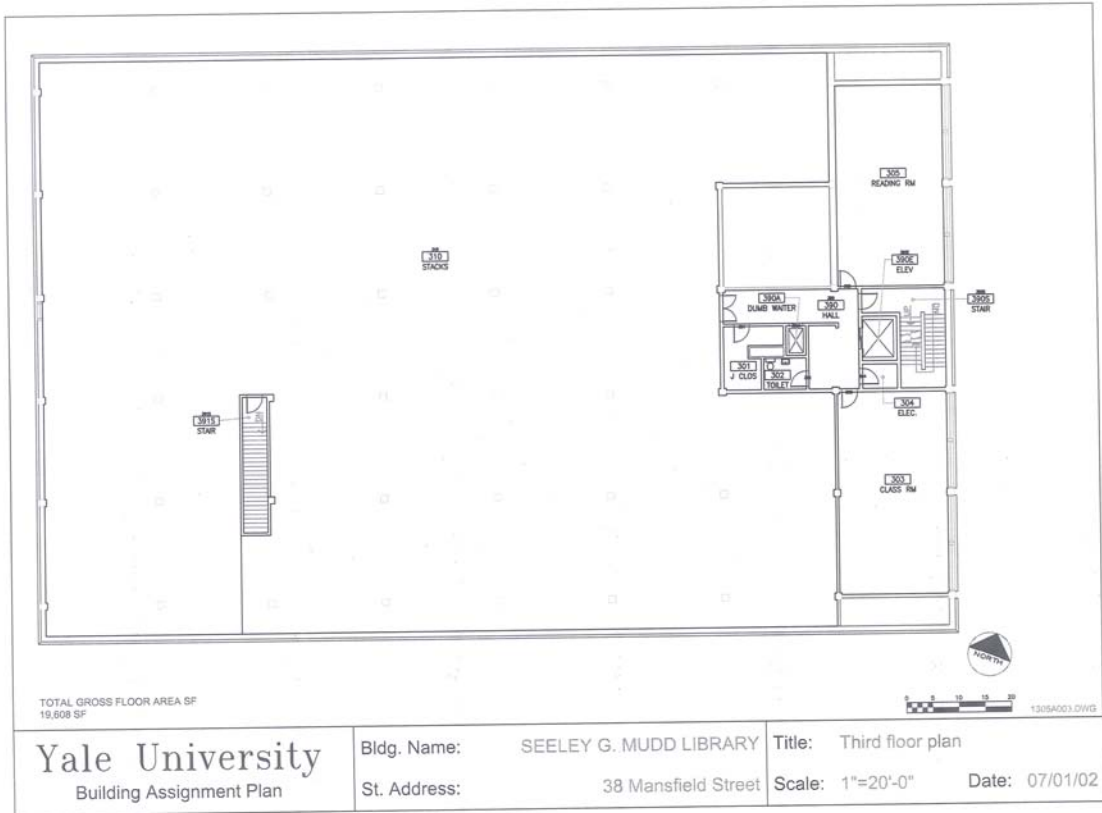
Total Square Footage of Mudd Library 78,034 sq ft



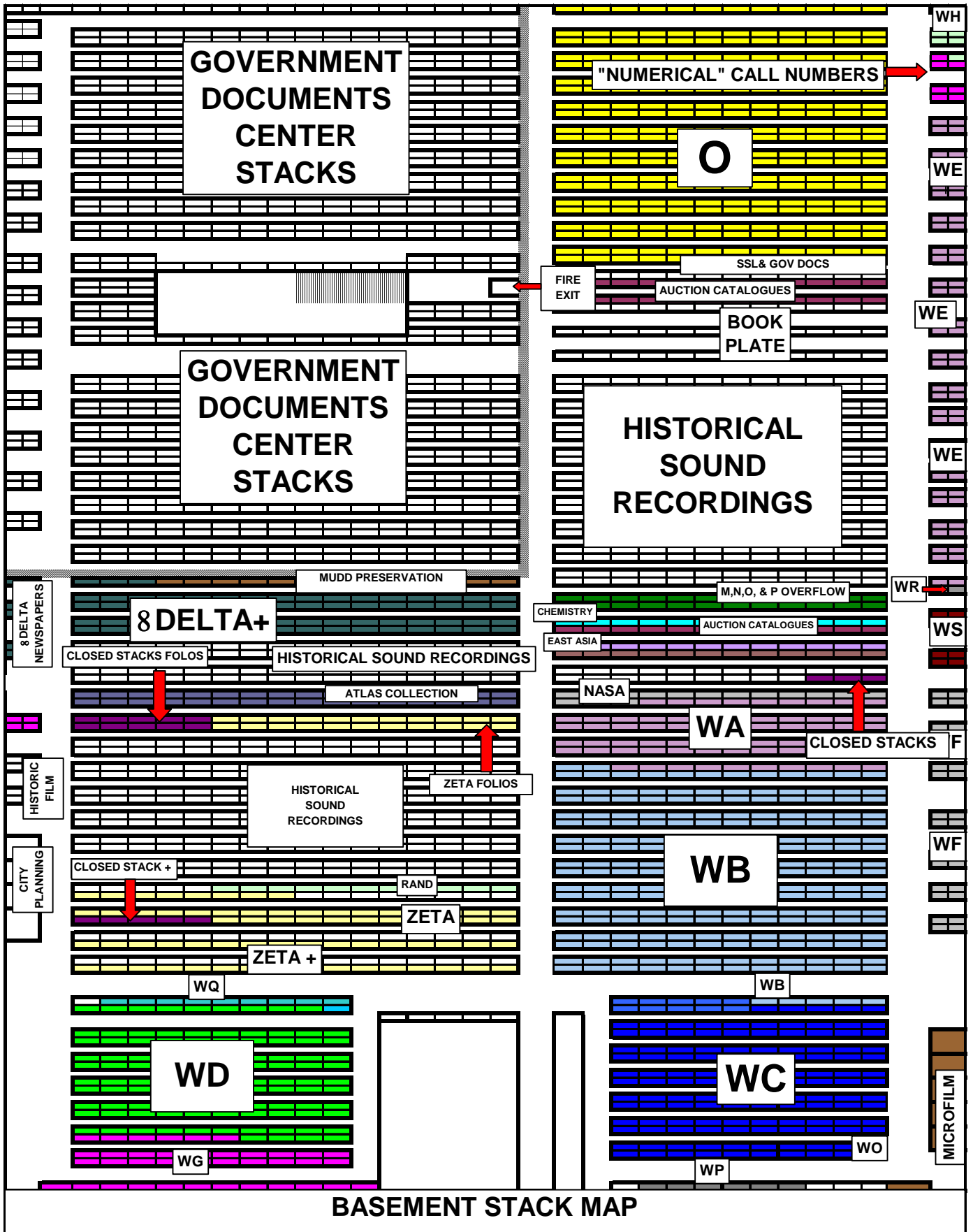


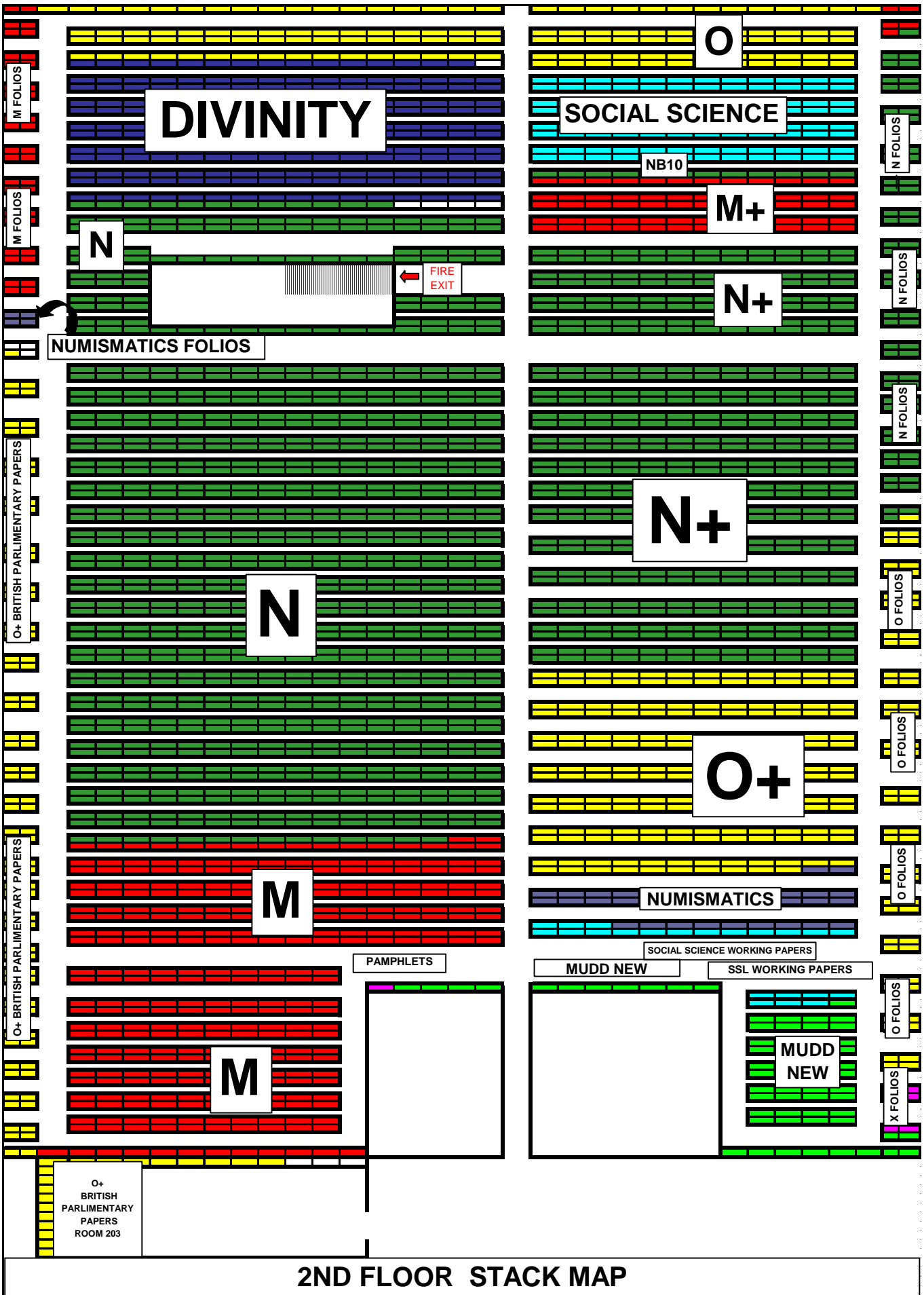
Areas in red indicate the elevator and loading dock locations





Appendix E: Collection Layout Plans for Mudd Library
(Note: First Floor Collection Layout not included)





2ND FLOOR STACK MAP

Appendix F: Historical Sound Recording Collection

	Number of Sections	Number of Shelves	Number of Items (approx)
Historic Sound	675	4,725	300,000

Historical Sound Recording Collection (HSR)

Acetate/ shellac disc recordings



Vinyl LPs

One of the larger stakeholders in the Mudd Library is the HSR Collection. Three of the most significant challenges with moving audio collections are their weight, fragility, and vulnerability to changes in temperature and relative humidity. Many of the physical components of older sound recordings are unstable and more at risk for breakage and damage from shock; many substrates include glass, wax, and early plastics. Combine this information with their susceptibility to changes in temperature and relative humidity, and it is clear that this material needs special attention and handling for this move.