

# Yale University Library Preservation Department

## Request for Proposal For Cleaning Volumes and Stacks of Sterling Memorial Library (SML)

### SECTION 1: Administrative and Contractual Information

#### 1.1 RFP Purpose

The Yale University Library seeks proposals from firms in a position to clean approximately 1.6 million volumes. These volumes are located at the Sterling Memorial Library, Yale University, 130 Wall Street, New Haven, CT.

#### 1.2 RFP Scope

This Request for Proposal contains the information and instructions from which an interested vendor can prepare a proposal and accompanying materials.

#### 1.3 Issuing Office

This RFP is issued by Yale University Library (YUL). YUL is responsible for the requirements specified in this RFP and for the evaluation of all proposals.

#### 1.4 Background Information

YUL requires that approximately 56% of the 2.8 million volumes housed in the stack tower of the Sterling Memorial Library needs cleaning. This project is partially complete. We are looking for a company to complete the project within 12 months.

#### 1.5 Pertinent Dates

A.	July 18, 2005	Release of the RFP
B.	2 <sup>nd</sup> and 3 <sup>rd</sup> weeks of August 2005	Walkthrough for potential bidders
C.	August 25, 2005	Closing date for inquiries
D.	August 30, 2005	Responses due by 5 p.m.
E.	No later than September 19, 2005	Contract awarded
F.	No later than October 15, 2005	Work begins
G.	December 19, 2005	Project evaluation
H.	November 15, 2006	Final Project Report

#### 1.6 Walkthrough

The Library will be happy to conduct a walkthrough of the area. Please contact Bobbie Pilette at 203-432-1714 or [roberta.pilette@yale.edu](mailto:roberta.pilette@yale.edu) to set up a time.

#### 1.7 Proposal Preparation

The proposal should follow the format outlined in Section 3 of this RFP. Vendors may augment their proposals with additional information they deem appropriate.

## 1.8 Submission of Proposals

Vendors must submit a paper copy or an electronic copy by August 30, 2005. Submission instructions are in Section 4.

This RFP is to cover the cleaning of the volumes, shelves and ceiling area (i.e. ducts, conduit, pipes and I-beams). Your response should address these activities. If you are not interested in pursuing this contract, please inform the Library in writing or by email. It is the vendor's responsibility to assure that proposals are received on time.

## 1.9 Selection Process, and General Criteria

- A. The Library reserves the right to reject all proposals, waive minor irregularities, and/or call for new proposals.
- B. Proposals will be evaluated using, but not limited to, the following criteria:
  - 1. The ability of the contractor to provide the services required in the time specified.
  - 2. The experience, efficiency, reputation, judgment of the contractor.
  - 3. References.
  - 4. Price.

## 1.10 Consultant Interviews

The Library may require additional information or determine a personal interview is necessary prior to selection of a finalist. The Library may elect to interview vendors at a location to be identified by The Library. All consultant expenses for travel associated with the interview are to be borne exclusively by the participating vendor and not the Library.

## 1.11 Notification of successful bidder

Upon approval, the successful vendor will be notified in writing and a purchase/work order issued, or The Library shall prepare a contract. A letter will be sent to all responding vendors once a contract is signed and approved.

## SECTION 2: Detailed Requirements

### 1.1 Project Overview

The project will involve cleaning the books, shelves and ceiling area (i.e. ducts, conduit, pipes and I-beams) in the Sterling Memorial Library tower stacks. The overall book collection comprises approximately 2.8 million volumes housed on 16 separate floors. During an initial stacks cleaning project, approximately 44 percent of the volumes has been cleaned (5 floors, 1.2 million volumes). This RFP calls for cleaning 1.6 million volumes (11 floors). There are approximately 186,663 linear feet of slotted shelves that need to be cleaned for this project. Each section (one shelf wide, floor to ceiling) has an average of 7 shelves. Appendix A provides more details on the layout of the stacks to be cleaned in this

project. The project period will not exceed one year, beginning September/October 2005 and ending no later than September/October 2006.

Target date for beginning the project is September/October 2005 with completion expected no later than September/October 2006. It is estimated that cleaning will have to occur at the rate of 34,000 volumes per week, five days a week, during hours that Sterling Memorial Library is open, for a period of 12 months. Bidders may propose alternative work schedules, provided the final deadline is met. Consideration of alternative work schedules will be dependent on The Library's ability to coordinate related schedules, such as shifting activities, and to provide sufficient space and equipment.

## 2.2. Cleaning

Working through the designated areas one shelf at a time, maintaining call number order of volumes, staff will clean each volume according to the following specifications:

- ◆ All volumes will be cleaned at the head, tail, fore edge, front and back covers by means of dusting with a vacuum. The vacuum must be one that uses fine particulate (<1 micron) or HEPA filters. Some vacuum models that are acceptable are: 3M Service vacuum cleaner, any of the Nilfisk HEPA vacuums or Miele's HEPA vacuums. Finally, volume covers that are not adequately cleaned with vacuuming alone (a finger run lightly on the cover still picks up noticeable dirt) will be wiped with an approved "magnetic" cleaning cloth such as Dust Bunny™ or pucker cloth (Chicopee cloths).
- ◆ Shelves and supports will be thoroughly vacuumed and then wiped with either a "magnetic" or dust "grabbing" cloth, a cloth treated with a dust grabbing spray, such as Endust™, or a cloth sprayed lightly with a cleaner, such as Neutrabrite™. Shelves and supports must never appear wet regardless of the method used to clean and volumes must never be returned to a damp shelf or one that exhibits a visible residue from either cleaning method.
- ◆ Once volumes are clean, and the shelf is clean and dry, the volumes will be returned to the shelf in the proper call number order. Completed shelves should have a neat and orderly appearance with books properly sitting on the shelf (90° to the shelf) and supported with an appropriately sized bookend if the shelf is not full.

The contractor will provide their staff with all equipment and cleaning materials needed to complete the cleaning operation. The contractor is responsible for removal of trash associated with the cleaning process.

### 2.2.8 Quality Control

The Library requires a thorough cleaning of volumes in this project. The contractor will provide a plan for accessing the thoroughness of the cleaning. Library staff will also conduct random sampling of completed sections. Any

rework will be the responsibility of the contractor at no additional cost. Threshold cleanliness will be set as part of the contract.

This sampling will occur frequently in the early stages of the project, to uncover any problems that will require modifications to the process. This will also provide the data necessary to adjust the estimates and timing numbers for the project.

### SECTION 3: Consultant Requirements

The proposal should address how the bidder intends to address the needs of the Library with regards to this project. Included in the proposal should be clearly marked sections, describing:

1. Implementation plan: An overview of how the bidder sees the project progressing, including milestones, and scheduling issues.
2. Staffing: The number of staff the bidder plans to have on-site, qualifications, level of responsibility, supervision, training, insurance, scheduling, previous experience, etc.
3. Exception handling: How should questions that arise from the work be handled?
4. Facilities and equipment requirements: Provide a list of all equipment and supplies that the vendor will be using for this project
5. Quality control: Discuss what quality control measures will be in place.
6. Reporting: What types of statistics, and frequency of report can the Library expect? What type of interaction with Library staff is expected?
7. Fee analysis: Schedule of fees and fee proposal.

Each of these areas, can include any additional information, or address issues in those categories not otherwise listed.

### SECTION 4: Consultant Proposal: Required Submittals

Inquiries regarding this Request for Proposal will be accepted until August 25, 2005, and may be addressed to Roberta Pilette, contact information below.

A hard copy or an electronic copy of the proposal must be submitted by 5 p.m. EDT on August 30, 2005 to:

Roberta Pilette  
Preservation Department  
Yale University Library  
PO Box 208240  
New Haven, CT 06520-8240  
(203) 432-1714  
[roberta.pilette@yale.edu](mailto:roberta.pilette@yale.edu)

The title page or email subject line should clearly indicate the name of this RFP:  
RFP for Cleaning.

**Yale University Library  
Preservation Department**

Request for Proposal  
Appendix A  
For  
Cleaning Volumes and Stacks of Sterling Memorial Library (SML)

<b><u>FLOOR</u></b>	<b><u>SHELVES</u> <u>(IN LINEAR FT)</u></b>
1	4,543
1MB	8,667
2	21,396
3	27,604
4	30,977
4M	17,223
5	16,490
5M	18,965
7	13,426
7M	17,594
<b><u>TOTAL</u></b>	176,885