



**Branch District  
Library**

[www.BranchDistrictLibrary.org](http://www.BranchDistrictLibrary.org)

**CAPITAL REQUEST • QUINCY BRANCH  
January 15, 2018**

The Quincy Branch Library requests the use of capital funds in the (estimated) amount of \$23,401.00 for the services to be provided by Mulders Movers of Kalamazoo.

This company has the Quincy Branch on their schedule to clear the entire main level of the building beginning January 22 to make way for the interior repairs the Quincy Township has scheduled through contractor Brad Beck of Coldwater. The interior wall repairs, painting and replacement of 1995 carpeting will be a Quincy Township expense.

Submitted by Lisa Wood, Quincy Branch Manager



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January 10, 2018

To: Lisa Wood @ Quincy Branch Library  
From: Keith Benthin

**ESTIMATED CHARGES FOR LIBRARY MAIN FLOOR MOVE FOR NEW  
CARPETING AND RENOVATION WORK**

**Per walk my walkthru this project includes the following:**

**Prior to the start of this project:**

- Pre-project planning and management by Keith and Chris Benthin
- Chris and Keith to drive to Quincy to work in the library prepping and labeling shelving and furniture on Monday, January 22<sup>nd</sup>. Drive time back to Mulder's.

Pre-project management and planning time - Keith and Chris	\$ 100.00
Keith & Chris estimated prepping and labeling day on 1-22-18	750.00
Labels and tags for marking of shelving and missile cartons	75.00
Tape for missile boxes	50.00
Building of and materials for a large crate for painting	150.00
Delivery of packing materials to Quincy prior to the start of project	275.00
Packing materials for customer packing at the library	125.00

**Day #1 – Wednesday, 1-24-18 - Packing and loading of library:**

- Loading of all tools, equipment and materials onto our truck prior to the start of this project
- Drive time to Quincy from Kalamazoo leaving early morning at 6:00 a.m.
- Delivery of all equipment, tools and materials in to the library bldg. thru front door
- Move of some furniture and equipment to the lower level per customer
- Assembly of missile boxes and begin packing of books per our plan worked out in advance with Lisa Wood
- Label all missile boxes correctly per plan and for ease of unpacking later
- Move packed books to our truck and transfer to our trailer parked on the street
- Begin teardown and moving of freestanding and wall-mounted shelving units from the building to our truck and transfer onto our trailer parked on the street

- Packing of all artwork and other areas of the main floor per customers
- Loading of other furniture, artwork and cartons onto our truck and transfer onto our trailer parked on the street
- Drive time back to Mulder's in Kalamazoo
- Truck, vehicle and equipment expenses today
- Fuel charge for vehicles being used today

6 men @ \$320.00/hr. reg. time for est. 8 hrs.	\$ 2560.00
6 men @ \$470.00/hr. overtime for est. 2.5 hrs.	1175.00
Truck, tractor-trailer, van and fuel today	600.00
Equipment usage today	100.00
Loading of all tools, equipment and materials onto our truck	60.00
Packing materials used for artwork and other misc. items	150.00

**Day #2 – Thursday, 1-25-18 – Continue packing and loading library:**

- Drive time to Quincy from Kalamazoo leaving early morning at 6:00 a.m.
- Assembly of missile boxes and finish packing of books per our plan worked out in advance with Lisa Wood
- Label all missile boxes correctly per plan and for ease of unpacking later
- Move packed books to our truck and transfer to our trailer parked on the street
- Finish teardown and moving of freestanding and wall-mounted shelving units from the building to our truck and transfer onto our trailer parked on the street
- Finish up packing of all artwork and other areas of the main floor per customers
- Finish loading of other furniture, artwork and cartons onto our truck and transfer onto our trailer parked on the street
- Drive time back to Mulder's in Kalamazoo
- Truck, vehicle and equipment expenses today
- Fuel charge for vehicles being used today

6 men @ \$320.00/hr. reg. time for est. 8 hrs.	\$ 2560.00
6 men @ \$470.00/hr. overtime for est. 2.5 hrs.	1175.00
Truck, tractor-trailer, van and fuel today	600.00
Equipment usage today	100.00

**Day #3 – Friday, 1-26-18 – Unloading library into Mulder's whse.**

- Unloading of trailers and trucks into Mulder's warehouse for storage

4 men @ \$216.00/hr. reg. time for est. 5 hrs.	\$ 1080.00
Truck, tractor-trailers, van today	300.00
Equipment usage today	75.00
Storage in Mulder's warehouse (based on 4 weeks max.)	500.00
Use of missile boxes and equipment while in storage	300.00
Liability charge (if needed) @ \$3.50 per \$1000 value per month	?

**Future Day #4 – Reloading library into trailers and trucks at Mulder’s whse.**

- Reloading of trailers and trucks from Mulder’s warehouse for delivery

4 men @ \$216.00/hr. reg. time for est. 6 hrs.	\$ 1296.00
Truck, tractor, trailers and van today	300.00
Equipment usage today	75.00

**Future Day #5 – Unloading of library and begin assy. of shelving:**

- Drive time to Quincy from Kalamazoo leaving early morning at 6:00 a.m.
- Unloading of shelving, artwork and furniture into the building
- Move of some furniture and equipment from the lower level back to the main floor
- Begin assembly of shelving per our floorplan and labeling
- Place furniture and unpack artwork
- Begin unloading and unpacking of missile boxes onto shelving
- Drive time back to Mulder’s in Kalamazoo
- Truck, vehicle and equipment expenses today
- Fuel charge for vehicles being used today

6 men @ \$320.00/hr. reg. time for est. 8 hrs.	\$ 2560.00
6 men @ \$470.00/hr. overtime for est. 2.5 hrs.	1175.00
Truck, tractor-trailer, van and fuel today	600.00
Equipment usage today	100.00

**Future Day #6 – Finish shelving and unpacking of books onto shelves:**

- Drive time to Quincy from Kalamazoo leaving early morning at 6:00 a.m.
- Unloading of the rest of the missile boxes into the building
- Finish assembly of shelving per our floorplan and labeling
- Finish unloading and unpacking of missile boxes onto shelving
- Drive time back to Mulder’s in Kalamazoo
- Truck, vehicle and equipment expenses today
- Fuel charge for vehicles being used today

6 men @ \$320.00/hr. reg. time for est. 8 hrs.	\$ 2560.00
6 men @ \$470.00/hr. overtime for est. 2.5 hrs.	1175.00
Truck, tractor-trailer, van and fuel today	600.00
Equipment usage today	100.00

**TOTAL ESTIMATED CHARGES FOR THIS PROJECT: \$ 23,401.00**

**Estimated additional optional trip to Quincy to rehang all artwork on the walls:**

- Drive time to Quincy from Kalamazoo
- Rehangng of all artwork on the walls per the customer and original photos
- Hardware charges for what is needed today
- Drive time back to Kalamazoo
- Van and equipment use today
- Fuel for van

2 men/van/tools/equipment @ \$120.00/hr. for est. 8 hrs.	\$ 960.00
Van, equipment and fuel for today	100.00
Estimated hardware needed for today	<u>40.00</u>
	<b>\$ 1100.00</b>

**NOTES CONCERNING THIS PROJECT:**

- It is very possible that the packing and moving out will move faster than estimated but this will not be known for sure until we get started and see how much can actually be completed in a day. The move back in is a bit slower and could run a bit longer but again we will not know for sure until we actually get going on it. If we finish early, you will only be charged for the actual time, materials and equipment we have involved in the project.
- Payment terms: 50% prepaid to Mulder's prior to the start of this project - remainder invoiced to the library after the project is completed with 15 days net terms for payment
- This is an estimate of the total charges on this project. Actual charges will vary some one way or the other but we will always get your move completed as quickly and efficiently as possible. Any changes to the original scope of the project could affect this estimate amount one way or the other.
- Chris Benthin will be on the job site managing this project throughout its entirety until finished. Keith will be involved in the planning and prepping stages.
- The plan is to utilize our straight truck to load right out of the front door of the library and then back up and unload into our trailers parked on the street. I am planning on using 2 trailers for this project to get everything back to our warehouse in Kalamazoo for temporary storage and then back again. All of your goods will be stored in our clean, climate-controlled, EPS-secured warehouse where you will not have to worry about anything while in storage.
- We will have more than enough missile boxes, dollies and other equipment to handle the volume of books that we will need to move throughout this project.

- This estimate does not include handling the large artwork pieces on the walls in the front entrance area or handling any furniture or equipment from the lower level of the library.
- I decided not to pursue storing the trailers in other buildings simply because of the liability issue. I need the load to be in my warehouse under my control in order for me to be comfortable with it in a storage situation.

Please let me know if you have any questions about this estimate or about the plans for the project in general. Also let me know if you would like to confirm this move project in our schedule on the proposed dates we have talked about and are listed above. To confirm, please sign below and email this page back to me.

Thank you for allowing me to give you an estimate on this move at your library in Quincy. I look forward to the possibility of working with you on this move project and taking any stress or worry from you through working with Chris and I and Mulder's Moving as so many other library customers have before you.

Thanks again and I will talk to you soon,

A handwritten signature in black ink, appearing to read 'Keith Benthin', written in a cursive style.

Keith Benthin

Confirmation signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please sign and email back to me @ [keith@muldersmoving.com](mailto:keith@muldersmoving.com) or send in the mail)