



TO: Plymouth District Library Board **DATE:** April 11, 2022
RE: Skylight Repair Quote Approval **FROM:** Shauna Anderson,
Director

Last summer, we noticed that the library's skylight leaking substantially during periods of intense rainfall. Given the nature of our roofline, the repair of this nature requires the use of sophisticated rigging to ensure the safety of the contractors conducting the repair. I originally budgeted \$10,000 for this project in the 2022 budget.

Facilities Supervisor, Yong Heo, secured three quotes for the repair of the library's skylight. Of the three quotes attached to this memo, I suggest the approval of the quote supplied by Edwards Glass Co. from Livonia, MI totaling \$5,434. Of all the contractors interviewed, Edwards exhibited excellent references, professional conduct, strong communication, and pride in workmanship.

Resolved by Trustee ____, seconded by Trustee ____, to approve hiring Edwards Glass Co. from Livonia, MI to repair the library's skylight. The total cost of the project is \$5,434.00

Roll Call:

AYES:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION:



Cunningham Glass Company, Inc.

30966 INDUSTRIAL ROAD
LIVONIA, MICHIGAN 48150
Phone: 734-261-7010
Fax: 734-261-9409
E-mail: Cunninghamglass@sbcglobal.net
Website: WWW.CUNNINGHAMGLASS.NET

Date:3/28/2022

Plymouth Public Library

ATTN: Young Heo

**Job Site: 223 S. Main
Plymouth, Mi.**

Scope of work: Cunningham Glass proposes to re-silicone the entire sky lite in the center of the building. This will require one man for two days and require a 135' lift. This cannot be done until the frost laws are lifted.

No warranty will be made against further leakage.

The cost of all labor and materials will be \$9,995.00.

Schedule: Upon formal acceptance of this proposal and receipt of approved shop drawings, if applicable, we will process pending projected installation schedule. Estimated lead time is **one week** for materials and one day for installation (weather permitting).

Payment Terms:

1. Net 30
2. First time orders are subject to credit department approval and may require a 50% deposit, with the balance due upon substantial completion of installation, or net terms.
3. Payment due thirty days from the date of the invoice. All past due balances will be subject to an interest rate of 1.75% per month.
4. There will be a 3% upcharge for all payments made by credit cards.

Qualifications:

1. A notice of commencement is required prior to execution of this proposal.

24-HOUR EMERGENCY SERVICE



Cunningham Glass Company, Inc.

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LIVONIA, MICHIGAN 48150
Phone: 734-261-7010
Fax: 734-261-9409
E-mail: Cunninghamglass@sbcglobal.net
Website: WWW.CUNNINGHAMGLASS.NET

2. Ordering of required materials and scheduling of the work cannot occur until this document is signed and returned to me either via fax: 734-261-9409, email Cunninghamglass@sbcglobal.net, or U.S. mail to: 30966 Industrial Rd. Livonia Mi. 48150. Or a hard copy purchase order is forwarded as indicated above.
3. Work shall be performed during normal business hours. (Mon thru Friday 8:00 AM to 4:30 PM)
4. The project site will be kept free and clear of material and interruption by others to the best of the customer's ability. If a delay occurs, Cunningham Glass and Door Co., Inc. may invoice for the additional cost at applicable rates.
5. Any permits or bonds required by any governmental agency or to meet project requirements will be at the customer's expense and are not included in this proposal.
6. Cancellations are subject to design, restocking and/or engineering cancellation charged.
7. The materials that have been installed will remain the property of Cunningham Glass and Door Co., Inc. until payment has been made in full.

If you have any questions or comments, please call me at your convenience.

Sincerely,

Jim Moran

This quotation, including the above information, is accepted

By: _____

Title: _____

Date: _____

P.O. # _____

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LIVONIA, MICHIGAN 48150
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Website: WWW.CUNNINGHAMGLASS.NET

CONDITIONS: Acceptance of this offer by the purchaser shall constitute an order and contract for the purchase of the items described herein. We shall not be liable for the non-performance of this contract, in whole or in part, if such non-performance is the result of any cause or causes beyond our reasonable control, including (but without limitation by reason of enumeration) the following: fires, strikes, differences with employees, casualties, delays in transportation, shortage of cars, government restrictions or other causes: nor shall these exceptions be limited or waived by any other terms of the contract, whether printed or written. In the event it shall become necessary for Cunningham Glass Co., Inc. to enforce any of the provisions of this agreement, purchaser agrees to pay all cost and expenses associated with such enforcement including without limitation, the fee of a collection agency and attorney.

24-HOUR EMERGENCY SERVICE



EDWARDS GLASS CO.

32000 Plymouth Road, Livonia, MI. 48150 | Phone: (734) 422-7540

CONTRACT - PROPOSAL

To: Plymouth District Library
Attn: Yong Heo
Email: yheo@plymouthlibrary.org
Phone Number: 734.453.070
Date: 3/17/2022

Job: Wet seal Skylight
Address: 223 S. Main St. Plymouth
Architect:
Plans Dated: Click or tap to enter a date.

We propose to provide the following subject to the terms and conditions as listed on both sides of this document for the sum of; **Five Thousand Four Hundred Thirty-Four** and 00/100 dollars: **\$ 5,434.00**

1. Edwards Glass to caulk (1) skylight on the roof of address above. *
 - a. Approx. size of skylight will be 21' x 15'.
 - b. Caulking makeup will be Dow 795 black.
2. Edwards Glass will caulk frame to glass and all splices in covers in every glass opening.
3. Edwards Glass will inspect and address any other red flag areas on the entire skylight.
4. Edwards Glass will provide their own lift to complete work.
5. Edwards Glass will clean up work area and dispose of any garbage at end of workday.

*Edwards Glass is confident that the caulking will stop leaks but cannot guarantee due to age of system and will not be responsible for interior finishes.

Exclusions: Final Clean, Wood Blocking (outside rough openings), Interior Finish Sealants, Protection of Installed Materials, Break Metal Trim, Overtime, Working on Saturday or Sunday, Creation of Rough Openings, Rework or Repair to Existing Conditions (unless damaged by EGC), Additional Hardware on doors furnished by others, Installation of Electrical Security Hardware, Electrical Hook Ups, Dry Contacts, Conduit, Junction Boxes, Low Voltage wiring and liquidated damages.

You are hereby authorized to furnish the above for which the undersigned agrees to pay the amount specified.

Buyer _____
Signed _____
Title _____ **Date** _____

EDWARDS GLASS CO.
Signed ___ Erick Giovannini _____
Title ___ Service Estimator _____



EDWARDS GLASS CO.

32000 Plymouth Road, Livonia, MI. 48150 | Phone: (734) 422-7540

C O N T R A C T - P R O P O S A L

TERMS AND CONDITIONS

ACCEPTANCE

1. This proposal is subject to revision or withdrawal if not accepted within 30 days from date. Clerical errors subject to correction.
2. This contract not cancelable when accepted by the buyer No deposit refunded.
3. Should you accept this proposal yet use your own contract form, it is understood that the terms and conditions hereof shall be incorporated in and made a part of such contract. In the event that any of the provisions of this proposal conflict with any terms in such contract form as you may employ, the provisions hereof shall prevail.
4. The Buyer shall provide Edwards Glass Co. "seller" a Notice of Commencement prior to any work being performed.

TERMS

5. Ninety-five percent of all material furnished, and labor performed during the month shall be paid no later than the 10th of the following month, balance to be paid In full within thirty days of completion of our work. If all work is completed within 30 days, the total amount of the contract is due no later than the 10th of the following month.
6. It is understood and agreed that title to the property referred to herein shall remain with the seller until the full sum herein mentioned shall be paid as herein specified.
7. This proposal, if accepted, is subject to the approval and conditions of the Credit Department of the Edwards Glass Co.
8. Any monies not paid when due under this contract shall bear interest as shown under the terms of our invoice.

GENERAL

9. Seller's liability is limited to the amounts of its compensation and insurance policies.
10. The wording of this proposal shall not be interpreted as an expressed or implied specific completion date for the work involved. The seller will not be responsible for loss or damage incurred by the contractor as a result of a time completion penalty agreement between the contractor and the owner, tenant, or architect. The seller will not be responsible for loss or damage resulting from the non-fulfillment of this contract by reason of strikes, manufacturing or transportation contingencies, fire, or other causes beyond the seller's control.
11. This Proposal does not include glass for or glazing of skylights, floor, vault lights, elevator doors or enclosures, nor any other special glass such as desk tops, canopies, lamps, glass block, X-ray glass, etc., unless expressly mentioned in our proposal.
12. When contract evolves reuse of owner's glass and/or metal, such materials will be handled at owner's risk and no rejection will be allowed except at owners' expense
13. We assume no responsibility for the formation of condensation or frost on glass and metal because of their numerous and uncontrollable sources.
14. We assume no responsibility for stains or corrosion which may occur on metal construction after installation.
15. All materials will be furnished in accordance with industry-established tolerances on color variation, thickness, size, finish texture, and performance standards. A natural variation in shade which occurs in the production of all products furnished must be acceptable.
16. A reasonable length of time must always be given to us to secure correct sizes before the installation is required. When blue prints are submitted for verification of sizes, the general contractor must become responsible for correct sizes and return blue prints promptly with correct sizes marked thereon.
17. This is proposal is subject to revision if, during the final detailing or sash, metal construction, or other openings, sizes of glass or metal are changed from those shown on drawings which this proposal is based.
18. It is essential that all framing and masonry pertinent to the installation of our material be erected plumb and straight and in exact accordance with working details and specifications either furnished or approved by us. Any changes necessitating allegations or extra material not included in proposal shall be charged or accordingly. Furnishing and complete erection of framing and masonry for the reception of our materials is to be done by others.
19. Buyer is fully responsible for the design of the installation. Seller does not provide architectural or engineering services, and makes no representation regarding the suitability, code-compliance or function of Products purchased through Seller, or of Products to be installed if not purchased through Seller. Buyer will not rely on anything on Seller's web site, or any verbal statement by Seller regarding Product suitability, code-compliance or function. Product cross-reference comparisons do not imply that Products are perfectly comparable. Buyer is responsible for its own independent review of all Products prior to purchase and use to determine suitability for customer's intended use. By purchasing Products, Buyer represents and warrants that it has tested and investigated Products sold by Seller, understands all Product specifications, and has formed its own independent judgement concerning their suitability for the use intended by Buyer. Buyer covenants not make any claim against Seller based on Seller's advice, statements, information, services or recommendations regarding design or Product suitability. Buyer acknowledges jurisdictions have varying laws, codes and regulations governing construction, installation, and/or use of products for a particular purpose. It is Buyer's responsibility to review all applicable laws, codes and regulations for each relevant jurisdiction to be sure that the construction, installation, and/or use involving the Products are compliant. Any disputes or differences shall be subject to arbitration in accordance with A.I.A. rules and procedures, if desired by either party to contract.
20. The contractor will honor factory product warranties in their entirety. Labor charges for same are not Included in the warranty.
21. We will not accept any back charges or any unauthorized charges in this contract/proposal unless agreed to in writing.

WORKING CONDITIONS

22. This proposal is based on all work being performed during regular working hours. Extra charge will be made for overtime work.
23. The buyer agrees to accept and provide safe and convenient storage without cost for all materials shipped to the job.
24. The buyer agrees to furnish without cost uninterrupted service of an elevator or hoist during regular working hours for distribution.
25. For glazing of steel sash all such sash must be permanently in place. When anything prevent normal glazing, the removal and replacement of such shall be the responsibility and expense of the buyer. For inside glazing sufficient sash shall be installed to provide continuous glazing thereof by floors on entire parts of the building without interruption. For outside glazing from swing stage or scaffold, sufficient sash must be installed to permit continuous glazing in bays or tiers the full height of building.
26. The seller will not be responsible for the condition of putty if sash is handled or fitted or the putty painted within two weeks from the time it is applied to the sash. Putty will not be applied when temperatures are freezing or near freezing nor in damp or rainy weather, unless the general contractor assumes full responsibility.
27. We shall not be responsible for or obligated to replace any glass or other materials broken or damaged by other than our own employees or to clean or wash any glass, metal, spandrels, or other materials.
28. We do not assume any charge for use of telephone, plaster patching, general cleaning and rubbish removal, general office expense, protection, electricity, insurance, watchman's services or temporary structures, nor prorated charges of any description including liquidated damages.
29. If after notice has been given us that the building is ready for glazing. Our glazers lose time due to delays of others; such lost time and all additional expenses shall be paid for by contractor
30. It is expressly agreed that the buyer assume all liability for damage to or destruction of materials delivered or applied, and labor performed as a part of this contract caused by fire, windstorm, or other causes beyond sellers' control.
31. Charges for extra work shall be charged as an extra and be paid by the buyer. Seller shall not be obligated to make such changes without a written order signed by the buyer.



Service Glass Co., Inc.

120 West Pike Street • Pontiac, Michigan 48341 • (248) 335-9444 • Fax (248) 335-7733
www.serviceglassco.com

W.O. NO: 530000
DATE: 03/17/22

W O R K O R D E R

INVOICE NO:
DATE:

I N V O I C E

I S H I S U R E D O

PLYMOUTH DISTRICT LIBRARY
223 S MAIN ST
PLYMOUTH MI

ACCT #: 99999

PHONE #:

UPS: 1

HOME PHONE #		WORK PHONE # (734) 453-0750		CELL PHONE #		CELL2 / FAX #	
CALLED BY YONG		APPROVED BY	DATE APPROVED	DISPATCH #	R O #	DEDUCTIBLE	TERMS C.O.D
YEAR	MAKE	MODEL	STYLE	ORDER TAKEN BY DEB	MEASURED BY TIM	INSTALLED BY	

QUANTITY	PART NO.	DESCRIPTION	LIST	NET	TAX	LABOR	TOTAL
1	131-MISC	MISC., ENCLOSURE MATERIAL RESEAL SKYLIGHT IN LIBRARY		225.00	13.50	4200.00	4438.50
1	900-	CUT CLEAN AND RESEAL GLASS TO FRAME WITH DOW 795 BLACK SERVICE CALL		95.00		95.00	95.00

Tech#: 50

QUOTES VALID FOR 30 DAYS. WE ACCEPT ALL MAJOR CREDIT CARDS
PAYMENTS OF \$1000 & OVER ARE SUBJECT TO A 3.25% PROCESSING FEE

No refunds on special order items. Not responsible for items left over 30 days.

TAX ID: B 38-1682859

This certifies the glass and/or other damages above described has been replaced and/or repaired to my entire satisfaction by the above mentioned glass company. My insurance company is hereby authorized to pay the said glass company the cost of such replacement or repairs. If for any reason my insurance company shall fail to make payments as aforesaid, I agree to pay the same on demand.

TOTAL	4533.50
DEDUCTIBLE / DEPOSIT	0.00
CASH	0.00
CHECK	0.00
CREDIT CARD	0.00
BALANCE DUE	4533.50

SIGNATURE _____

DATE _____



TO: Plymouth District Library Board **DATE:** April 12, 2022
RE: Michigan Class Investment **FROM:** Shauna Anderson,
Pool, Presentation & Approval Director

Upon recommendation from Mr. Vaz, I approached John Scanlon to learn more about the investment vehicles utilized by City of Plymouth. He enthusiastically recommended Michigan Class (MI Class) investment pool as they have had positive experiences with their investment account.

I reached out to MI Class representative, Jeff Anderson to learn more about their offerings. I requested that he join us for an upcoming board meeting to help us understand the opportunities offered by the MI Class investment pool.

I have been working with the finance committee to put together recommendations for making better use of the library's investment funds. Based on our meeting last week, I would like to propose that we move the following funds to Michigan Class:

- Huntington Bank CD currently worth \$119,090.05
- Bank of Ann Arbor CD currently worth \$116,873.14
- Huntington Bank Money Market fund currently worth \$127,863.37

This would be a total of \$363,826.56.

Resolved by Trustee _____, seconded by Trustee _____, to move the following funds to Michigan Class:

- Huntington Bank CD currently worth \$119,090.05
- Bank of Ann Arbor CD currently worth \$116,873.14
- Huntington Bank Money Market fund currently worth \$127,863.37

For a total of \$363,826.56.

Roll Call:

AYES:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION:

9.3



TO: Plymouth District Library Board
RE: Blanket Purchase Order
Approval

DATE: April 11, 2022
FROM: Shauna Anderson,
Director

We have a few more vendors that we expect to spend over \$5,000 with this fiscal year that we need board approval for a blanket purchase order. The vendors are listed below:

Midwest Collaborative for Library Services (e-Resources & Databases)
BC Ten Air (Repairs & Maintenance)

These vendors will join a list of 41 vendors that were approved at the January board meeting.