

From: Doug Koschik, Director, Baldwin Public Library

Date: October 5, 2018

Re: Request for quote for mechanical work on laser engraver exhaust

The Baldwin Public Library (300 W. Merrill, Birmingham, MI 48009) has a makerspace, called the Idea Lab, which contains a laser engraver (Full Spectrum Laser, H-series, 20 x 12, Hobby Series, Riser: <https://fslaser.com/Product/Hobby>). The current exhaust system for the laser engraver is not adequate, and the Library wishes to improve it.

The Idea Lab is located on the main floor in the 1927 portion of the building. The age of the building makes it difficult to exhaust the space properly. The manager of the Idea Lab is Jeff Jimison.

George Hopkins of Peter Basso Associates drew up the plans to improve the exhaust. The plans were reviewed by John Gardner of Luckenbach Ziegelman Gardner Architects and approved by staff at the City of Birmingham. The plans are contained in the three PDF attachments to this e-mail. In addition to these plans, we want the company we select to install a point-of-use exhaust diverter valve within the Idea Lab itself.

We are seeking quotes for this work. You are welcome to come and look at the facility before submitting a bid. Contact me at 248-554-4681 or doug.koschik@baldwinlib.org, and I will arrange a time. If you have any questions, please submit them to me via e-mail or phone by 2:00 p.m. on Friday, October 12.

Submit the bid to me via e-mail (doug.koschik@baldwinlib.org) by 4:00 p.m. on Monday, October 15.

In your bid, please include the following:

1. Total bid amount
2. Any explanatory information you wish to provide
3. Two references (organizations for which you have done work)
4. A proposed timeline for carrying out the work

We are flexible on the start date of the project.

In consultation with the Library's Finance Committee, I will make the final decision, based on the bid amount and the company's qualifications to carry out work.