

Exhibit B  
STATEMENT OF WORK  
OSOS Contract S-4955

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**PURPOSE AND BACKGROUND**

OSOS currently operates three (3) records storage facilities in the Olympia area that are full. A new facility is currently being negotiated for lease, and OSOS will need to purchase and have installed high-bay industrial shelving to meet its storage needs for the next 5 years.

To continue to provide short-term records storage space for paper records, OSOS is negotiating for the lease of a larger facility located at 8009 River Drive in Olympia that will allow us to vacate our third facility and still leave room for 5+ years of records storage space. In order to meet this time requirement this facility is taller and will use high-bay industrial shelving to create the scales of efficiency and economics enjoyed by the State Records Center. In order to reach the boxes, we will also be using order pickers, and these will need to have radio guide wires installed to ensure that the shelving is not damaged.

**OBJECTIVE**

The intent of this contract is for the supply and installation of industrial high-bay shelving engineered for records box (10" height x 13" width x 16" deep) and legal sized file folder storage at 8009 River Drive, #D in Olympia, WA. OSOS would like the whole leased space designed for shelving, but OSOS may only purchase 70% (somewhere between section 2 and 3 to section 6 on the included floor plan) of the shelving. Additionally, the purchase and installation of an electronic guidance system that will operate Crown equipment to be included in this body of work. The guidance wire will be installed for the entire leased space. The contractor will supply both products and services to the Archives, and will work in coordination with other contractors, including the facility owner, electricians, and pipe fitters. This will be a one-time purchase and installation.

**GENERAL REQUIREMENTS:**

- The Consultant shall provide a shop drawing detailing the layout of the shelving and order picker guidance wire that shall be subject to OSOS approval prior to commencing work. The Consultant shall mark the layout on the warehouse floor to accommodate the layout of the lighting being provided by others. The shop drawing and layout should have a stated tolerance of how much the actual installation may vary.
- Installation should be complete by August 31, 2015
- Products shall comply with all current ANSI/NISO standards where applicable.
- Products are to carry an all-inclusive warranty covering manufacturing, materials and workmanship. Full warranty details are to be provided in the submissions, including delivery turnaround times for replacement products.
- All necessary hardware attachments that are required to ensure a building code compliant installation will be included in the quoted prices.

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- Delivery of goods and installation will be to the designated facility. Any additional costs will be clearly outlined in the response document.
- The supplier is responsible to protect the site from potential damage and shall be responsible for any damages occurring on site as a result of their work.
- The supplier will be responsible to provide service to the installations for the duration of this contract and throughout the warranty period.
- Suppliers will be solely responsible for the quality of service and/or materials supplied by their subcontractors. They will also have the responsibility to coordinate all activities relating to the subcontractors.
- Supplier shall use new materials and products which are undamaged, not defective and of best quality, compatible with the specifications for purposes intended.

### Frame and Beam Requirements:

A PDF drawing is attached to the RFP to show floor layout and height of the facility, as well as photos of an existing shelving system that is currently used by the AGENCY.

Proposal should include aisle widths near 64" for order picker access, at least two (2) rows near 32" width to hold files legal-sized file folders, one (1) row near 32" against the wall to hold box storage, and the remaining rows should be near 64" for box storage, with one narrower row of an undetermined width, if needed, to take into account building support columns.

### File Type rows should be designed:

- To meet local building codes and NFPA (National Fire Protection Association) Standards for fire suppression. Shelving shall be FlueKeeper <http://www.fluekeeper.com/index.html> , Punch Deck and Punch Deck Plus, but an equivalent product may be proposed subject to OSOS acceptance.
- To meet local building codes for seismic bracing to the structural elements of the building.
- To be near 32" in width. (PHOTO)
- To hold file weights (for both sides combined) that average 50 pounds per linear foot.
- For a maximum of file storage, but leaving a minimum of 25' on the loading dock side of the facility.
- For a maximum of file storage taking into account the building height.
- With decking that allows for the easy shifting of files from side to side.

### Box rows should be designed:

- To meet local building codes and NFPA (National Fire Protection Association) Standards for fire suppression. Shelving shall be FlueKeeper <http://www.fluekeeper.com/index.html> , Punch Deck and Punch Deck Plus, but an equivalent product may be proposed subject to OSOS acceptance.
- To meet local building codes for seismic bracing to the structural elements of the building.
- To hold two (2) records storage boxes (10" height x 13" width x 16" deep) stacked on top of each other. Each box should be considered to weigh 30 pounds.

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- To be near 64” in width.
- For a maximum of file storage, but leaving a minimum of 25’ on the loading dock side of the facility.
- For a maximum of box storage taking into account the building height
- For a minimum of 64” between rows for order picker access (PHOTO).
- To include at least one (1) row that is near 32” in width against a wall.
- To be no wider than 64” but may have 1 row of undetermined width to accommodate any spacing issues with the building support columns. No building support columns can be located in aisles used by order pickers.

### **DELIVERABLES:**

- High-Bay Industrial Shelving Cost
- Shelving Installation Cost
- Wire Guidance System and installation