

Morrison, Chris

From: Arnold, Bradley
Sent: Friday, September 03, 2010 4:36 PM
To: Morrison, Chris
Subject: FW: Revised schedule for opening of new library (Powell RD)
Attachments: Baker Taylor Schedule.pdf; Furniture Schedules.pdf

From: Barsell, Deb
Sent: Friday, September 03, 2010 3:54 PM
To: Arnold, Bradley
Subject: FW: Revised schedule for opening of new library (Powell RD)

Per your request.

Deb Barsell

From: Barsell, Deb
Sent: Thursday, August 26, 2010 2:14 PM
To: Arnold, Bradley
Cc: Shiflett, Barbara
Subject: Revised schedule for opening of new library (Powell RD)

Brad: We are requesting that the opening of the new library be postponed to January 10, 2011, in order to accommodate the furniture delivery and setup by the successful bidder, materials placement by Baker and Taylor, and cleanup and reading of shelves by library staff. This request takes into consideration the following benchmarks:

September 14	BOCC approval decision on furniture bid
September 24	Furniture ordered by vendor
November 11	Verteran's Day
November 19	Furniture Delivery (8 weeks)
November 25-26	Thanksgiving
December 3	Furniture Setup (2 weeks)
December 21 days)	Baker and Taylor placement of materials on shelves (12 working
December 24-27	Christmas
December 31	New Year's
January 7	Library staff cleanup and shelf reading
January 10	Open new library

If the above request is approved, the WW Library will be closed on 11/29 to allow for moving our items and cleaning prior to the end of the month. As soon as we hear from you, we will coordinate the move from WW with Richard Cobb and establish the LOW schedule for December. Thank you for a prompt response.

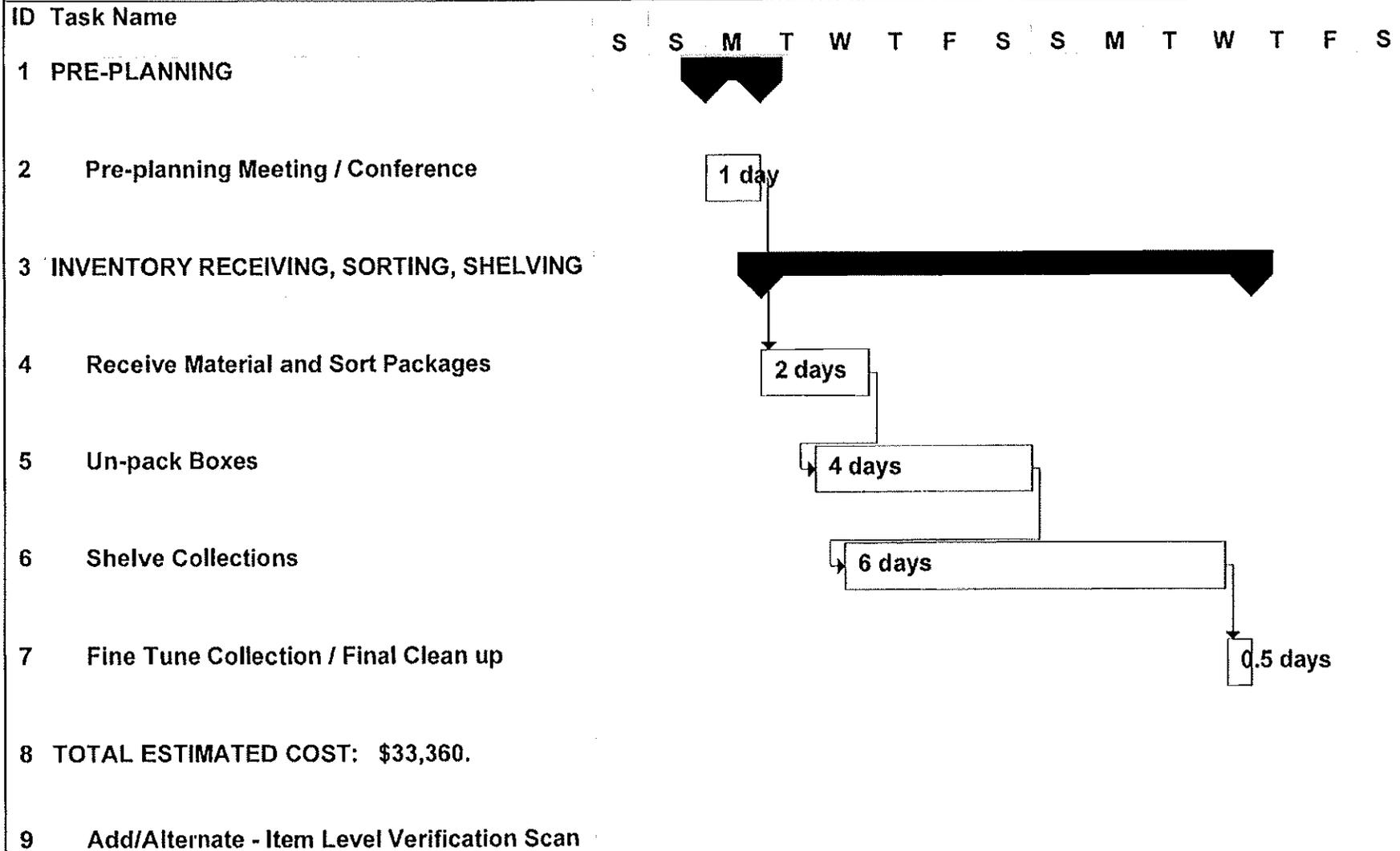
Deb Barsell, MSW, Director
Community Services Division
910 N. Main Street, Suite 209

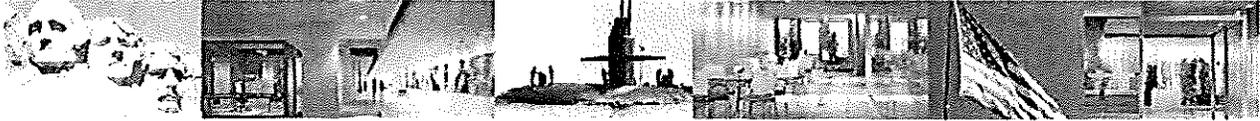
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deb.barsell@sumtercountyfl.gov

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The Community Services Division includes the following departments: Animal Control Services, Housing, Library Services, Misdemeanor Probation, Transit, and Veteran Services. Please visit our website at www.sumtercountyfl.gov and find us under "Departments."

**BAKER & TAYLOR
SUMTER COUNTY LIBRARY SYSTEM
OPENING DAY COLLECTION SHELVING - 44,000 ITEMS**





INSTALLATION TIMELINE...

Preliminary Order and Installation Schedule

Order placement week of September 14, 2010

Manufacturing time frame - 4 - 6 weeks

Shipping time frame - 1 week

Installation - 7 Business Days

We estimate the delivery and installation to take approximately 1-2 weeks.

Total time frame - from receipt of order 6-8 weeks

Manufacturer Lead Times:

Haworth	4-5 Weeks
Fixtures	4-5 Weeks
First Office	4-5 Weeks
Sit On It	3-4 Weeks
Tesco	4-5 Weeks
SpaceSaver	4-5 Weeks
Carolina	4-6 Weeks
Landscape Forms	2-6 Weeks
Gaylord	4-5 Weeks

