

**DES PLAINES PUBLIC LIBRARY LED CONVERSION  
WALK-THROUGH MEETING NOTES AND QUESTIONS  
October 1, 2019  
2<sup>ND</sup> Floor Conference Room**

This document is available on the Library's web site at <https://dppl.org/about/requests-for-proposals>.

**Walk-through Meeting:**

We introduced the following library staff:

Jo Bonell, Library Director  
Gary Valente, Head of Building and Security Services  
Roberta Johnson, Assistant Director  
Ricardo Avalos, Building and Security Services Assistant

Drew Langlie and Mari Ferdinando of Outsource Solutions Group, the library's IT Services provider, were also in attendance.

Roberta distributed copies of the Instructions to Bidders and Exhibit A (the list of fixtures and lamps). Gary distributed building plans that list the office and workroom numbers that correspond to Exhibit A (3004, 3005, etc.). We reviewed the instructions to bidders. We explained that the library is part of the City of Des Plaines and abides by their bid procedures and also by library law concerning building projects.

We offered the vendors an opportunity to examine the lighting fixtures more closely between 7 and 9 a.m. on Thursday, October 3, 2019. Project bids are due by 3 p.m. on Thursday, October 1, 2019.

Gary took the vendors on a building tour of public and staff spaces. There are a few outdoor can fixtures just outside the building entrances on the north and west side.

**Vendor questions and answers:**

1. Does the library want occupancy sensors?
  - a. Only in the 2<sup>nd</sup> floor staff lunchroom, nowhere else.
2. What is the brightness specification for the lighting?
  - a. The brightness specification for the lighting from the building plans is 3500K.
3. Does the library want trough or flat panel fixtures?

- a. The library wants trough fixtures in all **staff** offices and workrooms, 2<sup>nd</sup> floor conference room and lunchroom.
  - b. We request flat panels to replace all 2 by 2s and 2 by 4s in **public** areas of the library (main floors, study rooms.)
4. Must the can lights be dimmable?
  - a. If the can lights are **currently** dimmable, they must be replaced with dimmable fixtures. Otherwise, no.
5. Should the 3<sup>rd</sup> and 4<sup>th</sup> floor small study room fixtures be dimmable?
  - a. Yes, with wall-mounted controls.
6. Are the storage closets and HVAC room (and other “back of the house” spaces) included in the project?
  - a. Yes, these areas need LED retrofits also.
7. How many fixtures have backup battery systems?
  - a. See updated Exhibit A (attached) to identify these fixtures.
8. Are the fixtures plenum rated?
  - a. No. Vendors are not required to use plenum rated fixtures