



BOONSLICK REGIONAL  
**LIBRARY**  
INFORM • ENLIGHTEN • INSPIRE  
219 West 3rd Street, Sedalia MO 65301

BOONSLICK REGIONAL LIBRARY  
MOVING PROJECT SPECIFICATIONS  
AS OF JANUARY 27, 2026

BOONSLICK REGIONAL LIBRARY  
618 MAIN  
BOONVILLE MO 65233

TO

BOONSLICK REGIONAL LIBRARY  
707 THIRD ST  
BOONVILLE MO 65233

(A) QUALIFICATIONS

A1 - Must have experience in the moving industry.

A2 - Company must provide THREE qualified references indicating the ability to perform this project.

A3 - Company must be licensed and insured.

(B) INSURANCE REQUIREMENTS The amount of insurance shall not be less than the following:

General Liability: General aggregate \$1 million

Work Comp: Each Accident \$1 million; Disease \$1 million: Each Employee \$1 million

Automobile: \$1 million

Surety Bond: \$5,000

B1 - "Certificate of Insurance" is required prior to the signing of the contract. The Certificate of Insurance must have the following information:

- (a) List "Boonslick Regional Library" as additional insured
- (b) Waiver of subrogation in favor of the Library
- (c) Primary and non-contributory clause

B2 - Company shall provide and maintain during the life of the contract and until final acceptance of the work, insurance acceptable to the Owner which will afford protection and coverage in accordance with the requirements set forth below.

- (a) Workmen's Compensation Insurance: Workmen's Compensation Insurance for all of his employees at the site of the project, and in case any work is sublet, Company shall require any and/all subcontractor's similarly to provide Workmen's Compensation Insurance for all his employees unless such employees

are covered by the protection afforded by Contractor. In case any class of employees engaged in hazardous work under this contract at the site of the project is not covered under the Workmen's Compensation Statute, the Company shall provide and shall cause each subcontractor to provide Employer's Liability Insurance. Contractors shall provide coverage under the "Occupational Disease Act" at the State of Missouri, in addition to the above requirements, if the operations of the Contractor or any subcontractor are applicable there under. Workmen's Compensation Insurance shall comply in all respects with the requirements of the Statutes of the State of Missouri.

- (b) Public Liability and Property Damage Insurance: Public Liability and Property Damage Insurance in comprehensive general liability form as shall protect Contractor and any subcontractor performing work covered by this contract from claims for damages for personal injury, including wrongful death, and from claims for property damage which may arise from the operations under the contract, including all trucks and automobiles used whether owned or not, and whether such operations be by the Contractor or any subcontractor or by anyone directly employed by either of them.

Such policy of policies shall, by proper endorsement, cover any liability of Contractor under the indemnification provision.

- B3 - All insurance shall be procured through agencies and be written by an insurance companies which are acceptable to and approved by the Director and shall be obtained and paid for by Contractor.
- B4 - Within fourteen (14) consecutive calendar days after receipt of the letter directing him to do so, the Contractor shall furnish the Director with certificates showing the type, amount, class of operations covered, effective dates, and dates of expiration of the policies. All certificates shall contain substantially the statement: "The insurance covered by this certificate will not be canceled or altered except after ten days written notice has been received by the Owner, at the office of the Director. In addition, the original Owner's protective policy shall be forwarded to the Director.
- B5 - Upon receipt of any notice of cancellation or alteration, Contractor shall, within five (5) days to procure other policies of insurance similar in all respects to the policy or policies about to be canceled or altered; and if Contractor fails to provide, procure and deliver acceptable policies of insurance or a satisfactory certificate or other evidence thereof, Owner may obtain such insurance at the cost and expense of Contractor without notice to Contractor.
- B6 - It is understood and agreed that the insurance required by the provisions of this article is required in the Public interest and the Owner does not assume any liability for acts of Contractor, any subcontractor or their employees in the performance of the contract.

MOVING COMPANY:

1. Will provide all boxes necessary for this project.  
(Library will keep boxes if the charge is not reduced.)
2. Pack and unpack all contents of building, i.e., books, office equipment, files, computers, Library Document Station, shelving, tables, chairs, furniture, racks, supplies, etc.
3. Approximate collection size:
  - 63 double-faced shelving units. (upper level)
  - 7 single-faced shelving units. (upper level)
  - 7 FOL single-faced shelving units (lower level)
  - 3 Tech Services single-faced shelving units (lower level)

**Many shelving sections will need to be disassembled, reused, and assembled in the new location per the map (attached) i.e. end caps, tops, adders, and height. Shelving on walls must be anchored to the walls and lockers.**

APPRAISAL FIGURES FOR COLLECTION AS OF JANUARY 27, 2026

	<b>Checked In</b>
AF	14,020
ANF	6,018
Mobile Books	338
LP	2,806
Mobile LP	297
YA	1,598
YANF	118
JF	4,404
JNF	4,008
Easy	5,116
Easy NF	719
Wonderbks	154
Ref	823
CDs	992
Mobile CDs	67
DVDs	440
Mobile DVDs	641
Playaway	33
Mobile Playaway	365
Magazines	7
Chromebook Kit	2
Mob Play View	8
Mobile Tablet	14
STEAMKit	24
Approx Collection	<b>43,012</b>

The collection size is an approximate figure based on January 27, 2026, statistics. The amounts listed may have a little variance by the time the move is scheduled.

4. Will keep all books in alphabetical or numerical order.
5. Will label boxes according to contents, i.e., 110.01 – 113.54
6. Will tear down and assemble all shelving units (as needed)
7. Will pack/box everything for safe transport.
8. Will be responsible for any item damaged during the move. This includes any damage to the buildings or property.
9. Approximate move date: May 2026. Items will be moved to 707 Third St, Boonville, MO 65233.
10. Will provide the equipment, i.e., needed to move ALL items safely without damage.
11. Will place items as indicated on the floor map
12. Payment for the work will be made upon satisfactory completion of the job, presentation of lien waiver statements, and receipt of the invoice.
13. Sealed Bids must be submitted to the Administrative Office, 219 West Third, Sedalia, MO 65301 by 2:00 pm, Monday, May 11, 2026. Mark envelope "Boonville Library Move". Bids will be opened at 2:00 pm May 11, 2026, at 219 West Third, Sedalia, MO 65301. The Boonslick Regional Library Board of Trustees reserves the right to accept and/or reject any or parts of all bids.
14. If you have any questions, please contact Linda Allcorn, Director of Boonslick Regional Library, 219 West Third, Sedalia, MO 65301. Business phone number (660) 827-7111 x 503.

PLEASE COMPLETE AND RETURN  
BOONVILLE LIBRARY MOVING PROJECT

Name of moving company \_\_\_\_\_

Contact name and phone number \_\_\_\_\_

Cost in total to complete the Boonville Library moving project as specified  
above \_\_\_\_\_

Specify: earliest date availability \_\_\_\_\_

Specify length of time to move, and properly setup shelving and place items in  
correct location \_\_\_\_\_

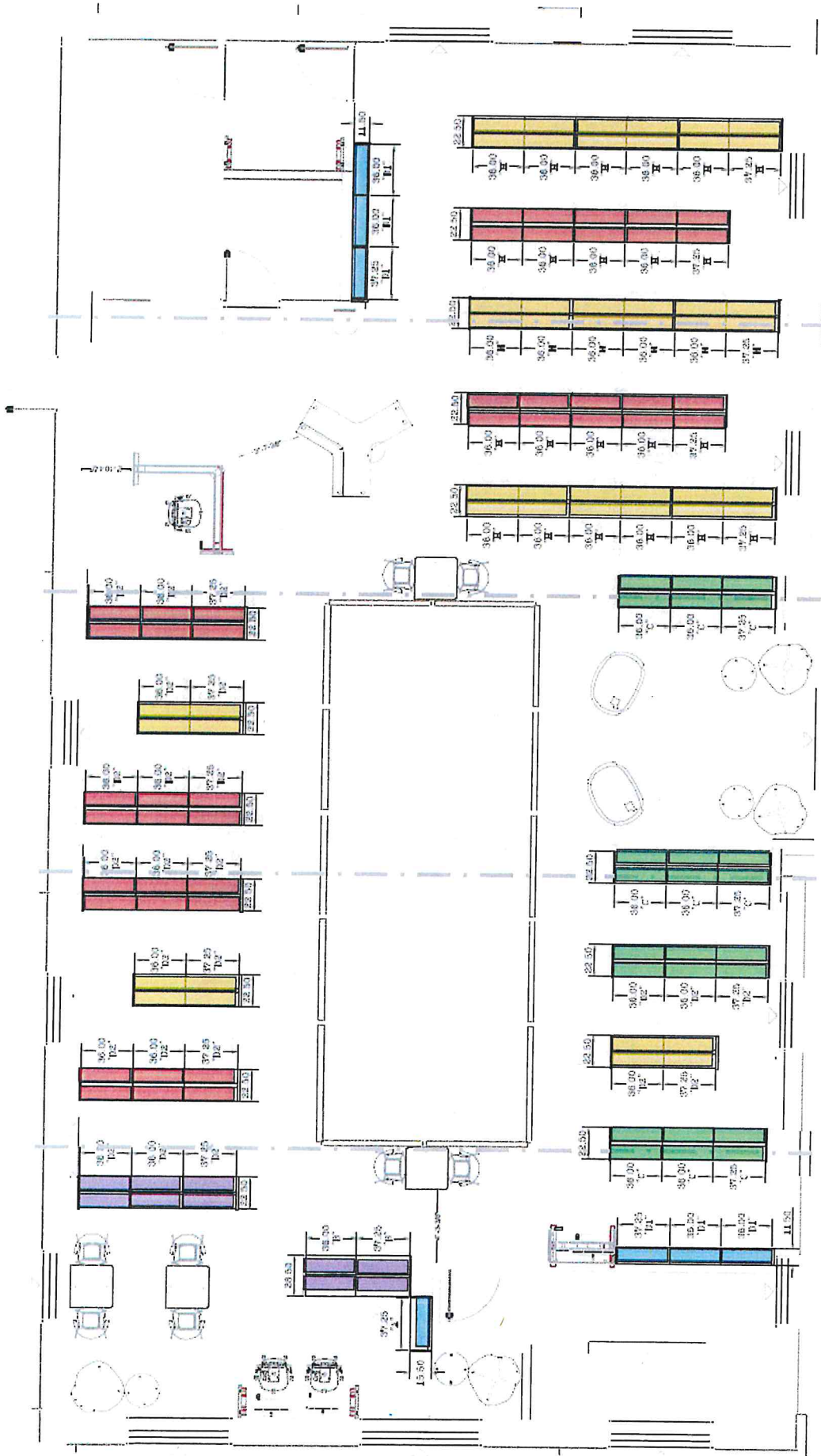
Specify Work Schedule \_\_\_\_\_

Have you moved a library? \_\_\_\_\_

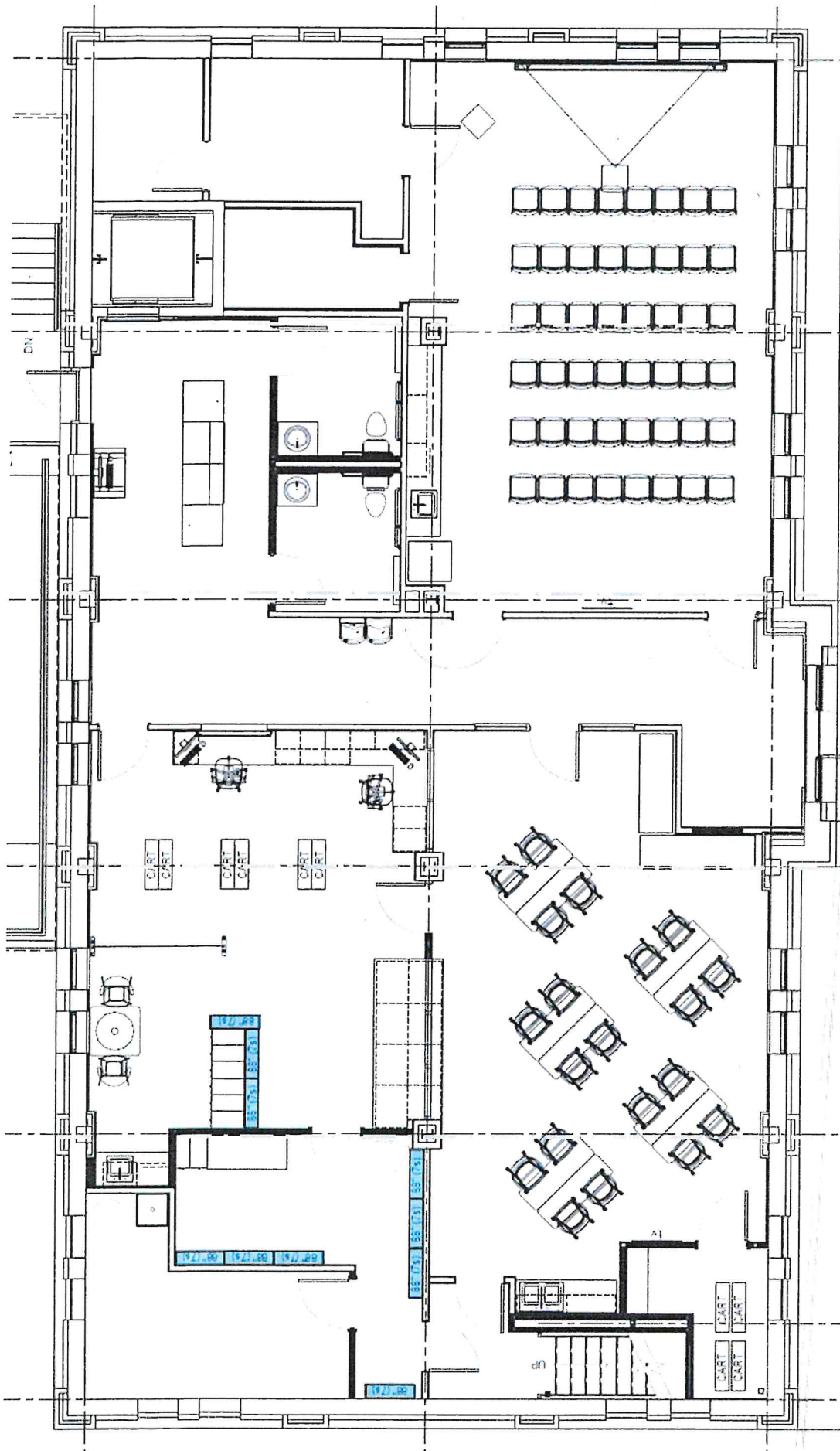
If yes, library contact person and phone number: \_\_\_\_\_

Attach (3) moving references

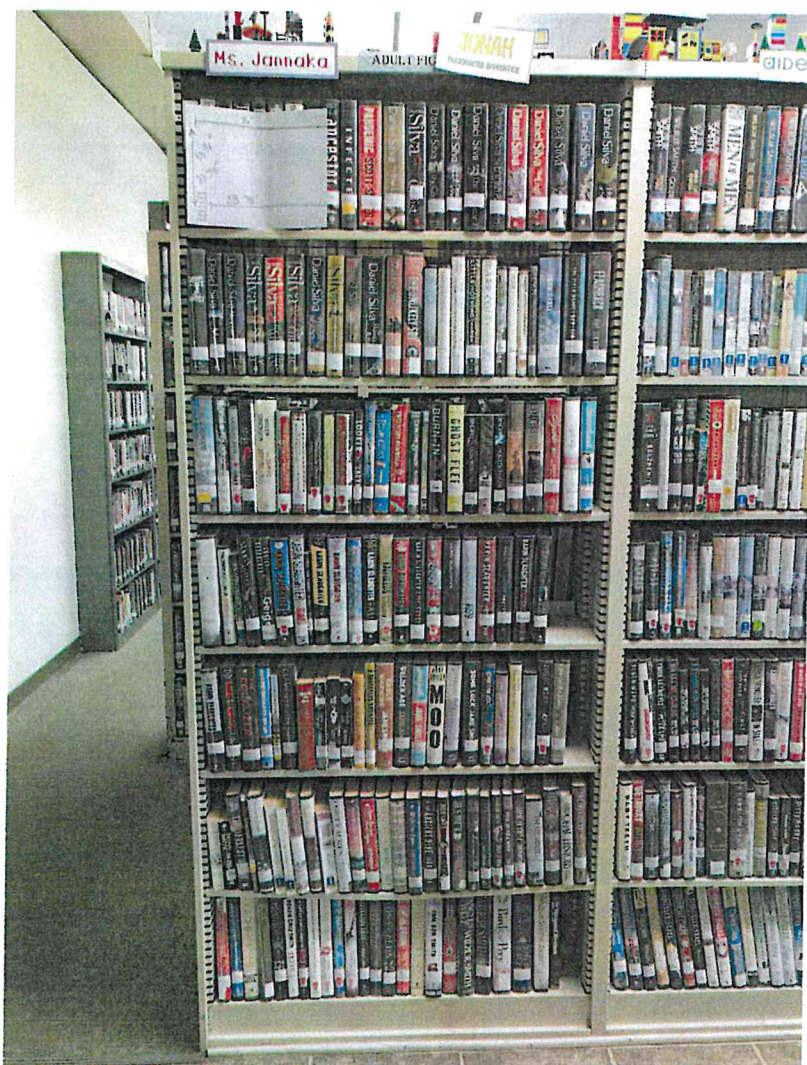
The Boonslick Regional Library Board of Trustees reserves the right to accept  
and/or reject any or parts of all bids.



- Type 1 – white metal shelves  
83.75 x 36 qty:22 available/22 used
- Type 2 – gray metal w/ end caps  
72 x 37.25 qty:12 available/12 used
- Type 3 – green metal shelves #2  
75.25 x 37.25 qty:12 available/12 used
- Type 4 – green metal shelves #1  
87 x 37.25 qty:52 available/7 used
- Type 5 – green metal shelves #3  
51.75 x 37.25 qty:60 available/5 used



- Type 1 – white metal shelves  
83.75 x 36 qty:22 available/0 used
- Type 2 – gray metal w/ end caps  
72 x 37.25 qty:12 available/0 used
- Type 3 – green metal shelves #2  
75.25 x 37.25 qty:12 available/0 used
- Type 4 – green metal shelves #1  
87 x 37.25 qty:52 available/10 used
- Type 5 – green metal shelves #3  
51.75 x 37.25 qty:60 available/0 used



## White Metal Shelves

Fiction S - Z

83.75" x 36"

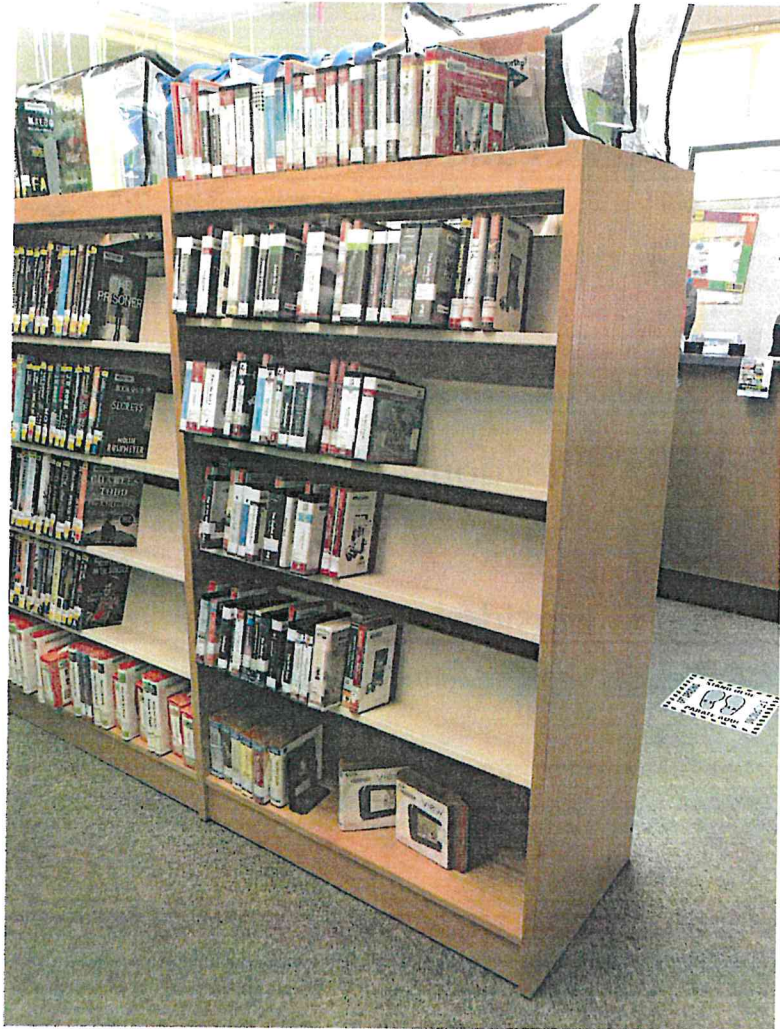
Sections: 22

inside book space 33.75"

7 shelves

Depth: 9" per side

Finished Depth: 19.25"



## Wood Stained Shelves

Large Print New Fiction

59.75" x 109.25"

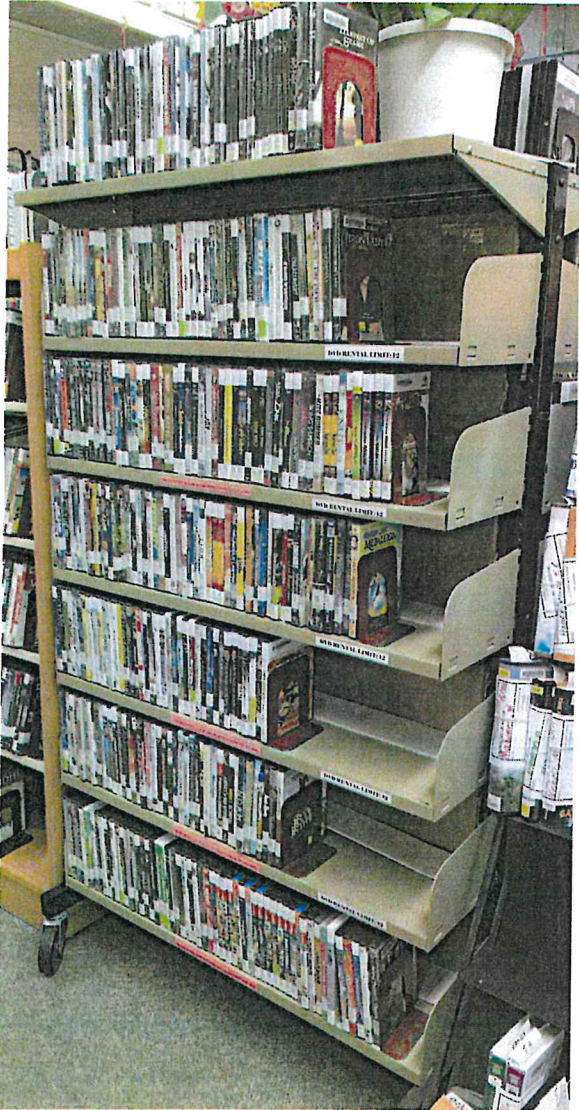
all one unit  
front to back

Sections: 6  
inside book space 35"

5 shelves

**Depth: 5" per side**

**Finished Depth: 20"**



## DVD Metal Shelf

63.5" x 35.5"

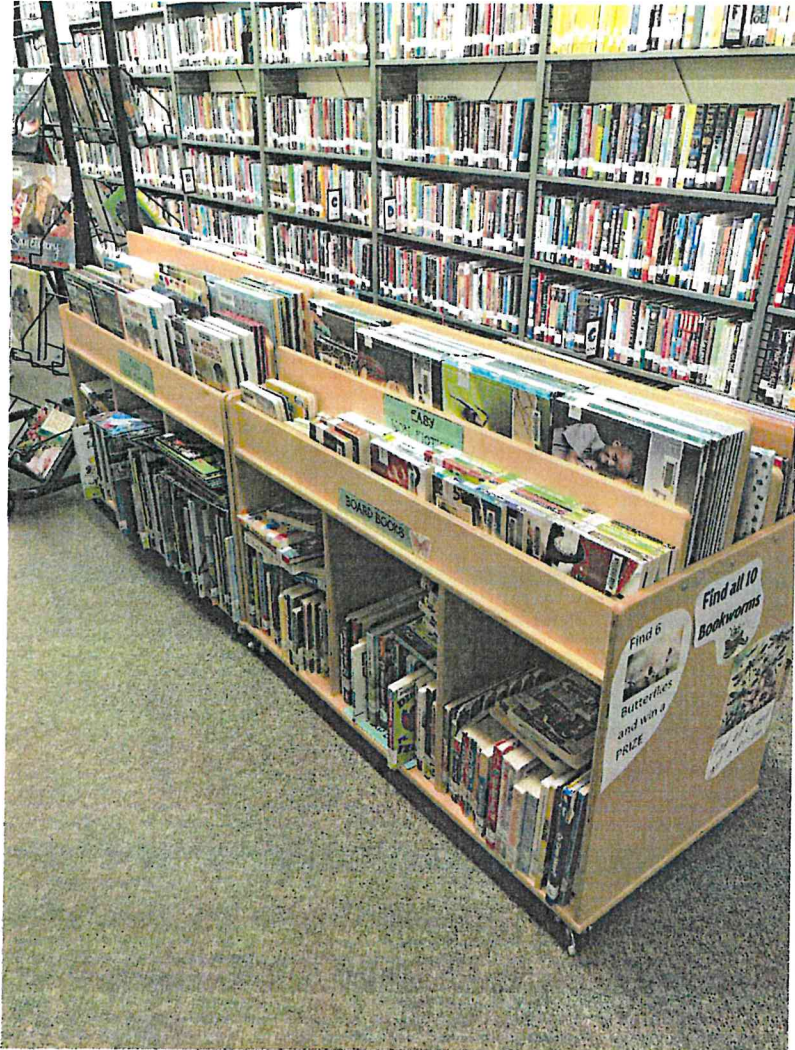
all one unit  
front to back

Sections: 14

Book space 35.5"

**Depth: 9" per side**

**Finished Depth: 24"**



## Wood Rolling Shelves

Easy Nonfiction

32.5" x 40.5"

Sections: 2

inside book space (top)

39.5"

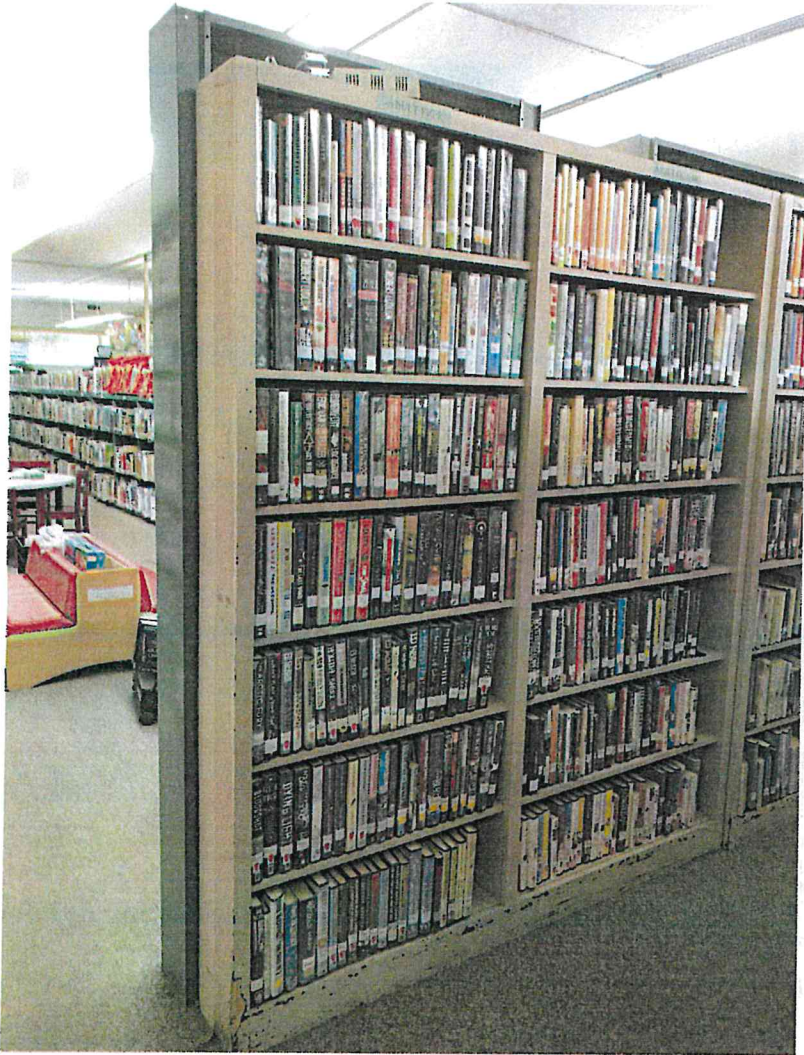
inside book space (lower)

12.5"

**Depth: 9"(bottom)per side**

**: 3.5" (top)per side**

**Finished Depth 18.5"**



**Gray Wood**

Fiction L - P

81.75" x 72"  
per unit

Sections: 6 (sets of 2)

inside book space 28.5"

7 shelves

**Depth: 7" per side**

**Finished Depth 8"**



**Gray Metal w/ end caps**

**Nonfiction**

**72" x 37.25"**

**(218.5" per section as is)**

**front to back**

**Sections: 48 (divided by 4)**

**inside book space 35.5"**

**\*With 8 wooden end caps**

**one on each end**

**6 shelves**

**Depth: 9" per side**

**Finished Depth 24.75"**



### **Green Metal Shelves #3**

Easy Fiction

51.75" x 37.25"

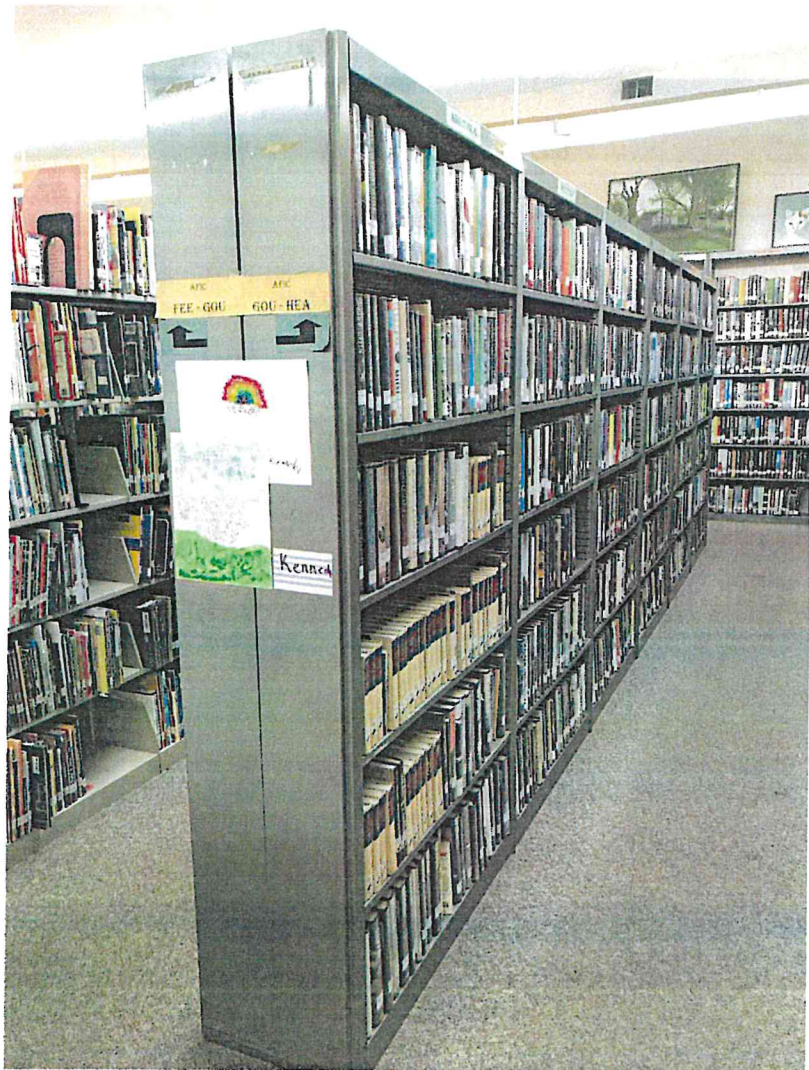
Sections: 60

inside book space 33.5"

3 shelves

**Depth: 7.5" per side**

**Finished Depth 16.5"**



## Green Metal Shelves #2

Fiction F - H

75.25" x 37.25"

Sections: 12

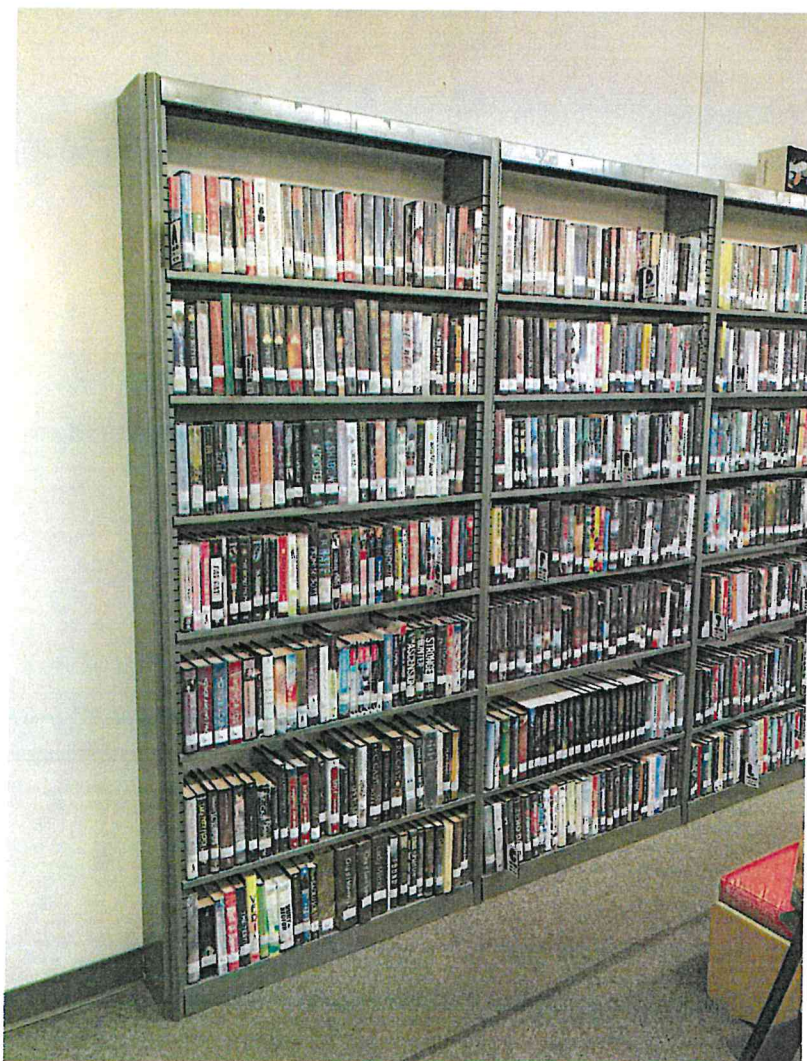
inside book space 33.5"

back to back

6 shelves each

**Depth: 7.5" per side**

**Finished Depth 16.5"**



**Green Metal Shelves #1**  
Fiction, Young Adult &  
Juvenile

87.75" x 37.25"

Sections: 52

inside book space 33.5"

7 shelves each

**Depth: 7.5" per side**

**Finished Depth 8.25"**