

CONFIDENTIAL

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CORPORATE RECORDS
PLAN BOXES INCREASE CAPACITY REVIEW
SURPLUS SHELIVING PLAN



A solution for: City of Winnipeg
Corporate Finance Department

Prepared for: Scott Reid
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Appendices Attached:

- Appendix A
- Appendix B
- Appendix C
- Appendix D

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SITUATION OVERVIEW

The relocation project at the new records center at 1450 Mountain Avenue has been completed and the client is now reviewing options to achieve increased capacity for the storage of plan boxes located on Side A of the warehouse.

TAB has reviewed the options available with the shelving manufacturer and has provided the recommendation of all new Tenssco shelving to replace specific shelving runs noted in the document to follow.

Replacement of shelving runs at 1450 Mountain Avenue will result in surplus shelving that can be utilized for Archive Storage at a second City of Winnipeg location, 50 Myrtle Avenue. TAB has provided a recommendation to replace specific current shelving runs at 50 Myrtle Avenue with the surplus shelving from 1450 Mountain Avenue.

In order to achieve the desired shelf openings and layout for 50 Myrtle Avenue, additional Tenssco shelves and post components will need to be purchased. TAB has provided a recommended layout for Myrtle Avenue, Appendix C & Appendix D and noted desired shelf openings.

NEW SHELVING INVESTMENT

Location: 1450 Mountain Avenue

- The elevations and shelving openings outlined in this proposal were as a direct result of a review of the project by Tenssco and their engineering departments recommendations.
- All new shelving units required to complete this project will be Tenssco Shelving to match existing shelving.

Plan Boxes Refer to Appendix B Shelving Elevation and Appendix A

Tenssco - 4 Post

- Height 161 ¾" (13'5 ¾")
- Total of 9 shelves/8 shelf openings plus top cover which is required to provide system stability at this height

Increased Capacity achieved: New 161 ¾" shelving height achieves an increase to 8 shelf openings from current three plus top which achieves the potential of doubling the available storage capacity.

SCOPE OF WORK OVERVIEW 1450 MOUNTAIN AVE

1. Dismantle applicable existing shelving as per APPENDIX A.
2. Supply and Install all new, higher height Tennsco shelving units as per Appendix B.
 - For total number of shelving units to be replaced with new, higher height Tennsco shelving units, refer to **Appendix A New Shelving Floor Plan – 1450 Mountain Avenue**
3. Include handling of all boxes/collections as noted in CAPACITY REVIEW (unloading and reloading of shelves/accommodating City of Winnipeg staff barcoding procedures)
To include Collection Mapping Plan to be confirmed with Corporate records staff prior to reloading of shelves
4. Refer to **SURPLUS SHELVING PLAN section** for shelving re-installation work to be done at second location

CAPACITY REVIEW

1450 Mountain Ave

CURRENT COLLECTIONS STORED ON TENNSCO SHELVING (TO BE REPLACED WITH HIGHER HEIGHT)

Collection	Current Configuration
Tax Roll	616
Plan Boxes (55)	68
Plan Boxes (39H)	200
Plan Boxes (39")	7971
Plan Boxes (35")	383
Oversize Plan	26
Boxes	122

SURPLUS SHELVING PLAN

Refer to **Appendix A New Shelving Floor Plan 1450 Mountain Ave**

- Existing shelving at 1450 Mountain Ave (replaced by new), identified as light grey & dark green on Appendix A, to be bundled and transported to 50 Myrtle Avenue.
- Shelving to be reinstalled **as per Appendix C and Appendix D Shelving Floor Plan 50 Myrtle Ave and as noted in SCOPE OF WORK 50 MYRTLE AVE below.**
- 32 units of existing shelving at 1450 Mountain Ave identified as Rose on Appendix A to be bundled and taken to a storage area at 1450 Mountain Ave. The remainder of units to be taken off site for recycling

SCOPE OF WORK OVERVIEW 50 MYRTLE AVENUE

As per drawing provided **Appendix C & D**

1. Dismantle & remove from site, applicable existing shelving runs at 50 Myrtle Avenue File room
2. As per SURPLUS SHELVING PLAN, transport surplus tennsco shelving units from 1450 Mountain Avenue and reinstall at 50 Myrtle Avenue as per Appendix C & D.
 - Shelving to be levelled as necessary.
 - Additional Surplus 24" D shelving units not used in File room 3 to be taken to storage area at 50 Myrtle Avenue
3. Must provide new post components to achieve shelving runs on APPENDIX C&D drawing and additional new tennsco shelves as indicated on APPENDIX C & D
4. Must include removing all existing media/artifacts/tax assessment rolls from applicable shelving noted on capacity review below and reload onto newly installed shelving
To include Collection Mapping Plan to be confirmed with Archive staff prior to reloading of shelves
5. Must include boxing 240 ledgers (City of Winnipeg to provide boxes)

CAPACITY REVIEW

50 Myrtle Avenue

Collections to be Handled

Collection	Current
1874-1918 Ledgers (to be boxed)	240
1919-1928 Oversized Ledgers	145 plus 24 indexes
1957-1992 Ledgers to be stored vertically	2,086
Former Municipality Assessments	1,615
Standard Boxes (legal depth)	319

APPENDICES

Appendix A - New Shelving Floor Plan 1450 Mountain Avenue

Appendix B – Appendix B New Shelving Elevation

Appendix C – Shelving Floor Plan 50 Myrtle Ave File Room 2

Appendix D- Shelving Floor Plan 50 Myrtle File room 3

