



CITY OF LODI

COUNCIL COMMUNICATION COUNCIL COMMUNICATION

AGENDA TITLE: Purchase of Mobile Filing System for Police Department

MEETING DATE: August 7, 1991

PREPARED BY: Police chief

RECOMMENDED ACTION: That the City Council authorize the purchase of one mechanical-assist mobile file system manufactured and sold by Tab Products, for the amount of \$11,281.77.

BACKGROUND INFORMATION: With the growing number of active files, this system will provide for more records to be kept for a longer period of time. The Records area is severely limited in storage and filing space.

This mobile storage and filing system will provide a 115% increase in filing space in a limited office area, as well as providing additional floor space for two employee's desks and computer work stations being moved from another office.

Tab storage files are of high quality and durability, and are used in many City departments, leading to standardization in the use of folders, dividers, and accessories.

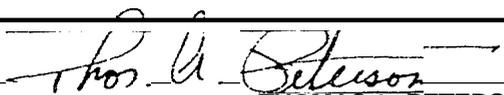
Although several manufacturers produce mobile filing systems, Tab systems are considered a better overall value because of safety features, all-welded construction, a full-length drive system, and the ability to change gear ratios as weight of the carriages increase. Stanislaus County recently installed Tab mobile filing systems in both Superior and Municipal Court offices, citing outstanding quality and durability as features warranting selection of Tab systems over other brands. Lodi Memorial Hospital also utilizes Tab mobile filing systems due to their superior work record.

FUNDING: \$11,275.00 for this system is included in the approved 1991-91 budget. The \$6.77 shortage is due to a 4% April price increase, most of which was absorbed by the provider.


Floyd Williams
Chief of Police

FAW:sm

Prepared by Captain Jim Schick, Services Division Commander

APPROVED: 

THOMAS A. PETERSON
City Manager

MEMORANDUM, Finance Department, Purchasing Division

=====

TO: Sandy Meyers, Department Secretary
FROM: Joel Harris, Purchasing Officer
DATE: July 18, 1991
SUBJECT: Tab Mobile Filing System

On July 15, Tab representative John Enjalran submitted a revised quotation for your TAB Trac Mobile File System with Aurora shelving, which totalled \$11,295.59, or within about twenty dollars of your budgeted amount of \$11,275.

However, the quotation included sales tax figured at 6%, rather than the 7.758 rate currently in effect. The total price of the system, when figured with the 7.35% tax rate, totalled \$11,466.07, or \$191 over your budgeted amount.

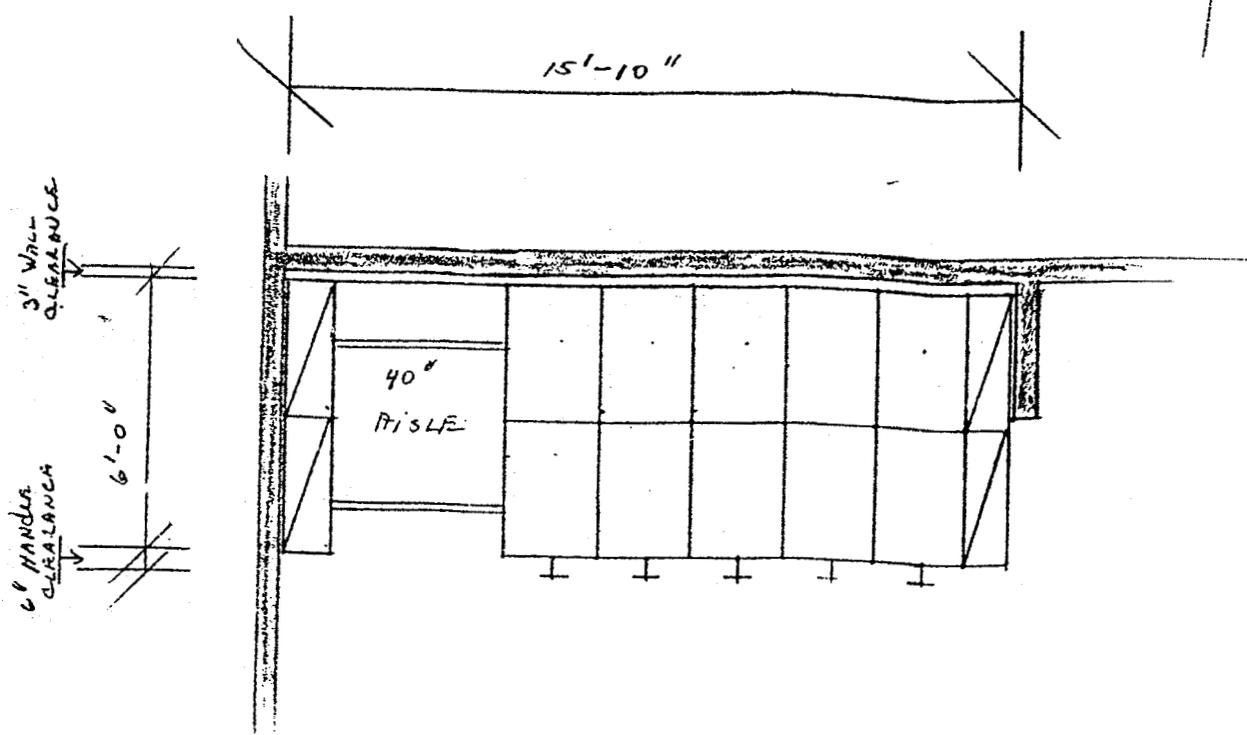
I discussed the situation with John, and asked him to look at the \$666.30 freight cost on the Aurora shelving. He responded with a revised freight rate of \$482.00, which brought the total system cost to \$11,281.77, or \$6.77 over budget.

The revised figures for the total system, then, are as follows:

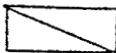
TAB Trac Mobile File System	\$8,095.80	
Less Discount	- 3,001.80	
Subtotal	\$5,094.00	
Freight	303.25	
7.75% Sales Tax	<u>394.79</u>	
Total TAB Trac		\$5,792.04
Aurora Shelving	\$7,348.25	
Less Discount	- 4,041.50	
Subtotal	\$3,306.75	
Freight	482.00	
7.75% Sales Tax	<u>256.27</u>	
Total Aurora Shelving		\$4,045.02
Installation	\$1,340.80	
7.75% Sales Tax	<u>103.91</u>	
Total Installation		\$1,444.71
Grand Total		<u><u>\$11,281.77</u></u>

CITY OF LODI
POLICE DEPARTMENT

12/6/90



SCALE: $\frac{1}{4}'' = 1'-0''$

 STATIONARY UNITS

TAB
PRODUCTS CO

REPRESENTED BY:
THE OFFICE PLANNING GROUP, INC.
TAB OF CENTRAL CALIFORNIA
1330 SUNRISE PARK DRIVE, SUITE B
RANCHO CORDOVA, CALIFORNIA 95742
TELEPHONE: (916) 638-2999
FAX: (916) 638-3981

July 11, 1991

Joel E. Harris, Purchasing Manager
City Of Lodi
1331 South Ham Lane
Lodi, CA 95242

Dear Joel,

Attached is a set of specifications for TAB's mechanical assist mobile file system. The following are some points I believe that makes TAB's system unique and of a high quality.

Tracks of the system are laser leveled and grouted into place. The advantage of this is that the tracks will not sag, as occasionally happens when shims are used. When tracks are laser leveled, carriage drift is non-existent.

All wheels are 5" in diameter and are double flanged. The large wheels with its sealed bearings allows movement with a minimum of effort and the double flange wheels prevent the carriages from racking.

Carriages are an all welded unit which insures maximum strength. A solid steel 3/4" diameter shaft connects all drive wheels. This eliminates wear, prevents racking and insures reliability.

The decking is 3/4" particle board and will not warp as occasionally is the case when plywood is used. A flush floor is provide for either carpet or tile covering and a neoprene strip closes the gap between track and deck material. This prevent staples, paperclips and other material from gathering and possibly damaging the system. Safety is also enhanced as individuals with high heels will not catch them on the rails or tracks. The entry ramp and stainless steel threshold provides smooth access to aisles and with a minimum of wear when file carts are used.

The entire installation is under warranty for a period of (5) years material and (2) years workmanship from date of installation. The warranty shall cover the entire installation against defects in materials and workmanship. Installation and any

TVAE
PRODUCTS CO

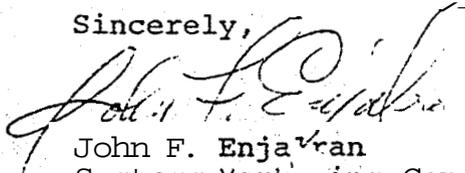
TAB OF CENTRAL CALIFORNIA
11330 SUNRISE PARK DRIVE, SUITE B
RANCHO CORDOVA, CALIFORNIA 95742
TELEPHONE: (916) 638-2999
FAX: (916) 638-3981

Joel E. Harris, Purchasing Manager
City Of Lodi

maintenance required is provided by our office in Rancho
Cordova. Our installers and maintenance staff are factory
trained and certified. A maintenance agreement at the end of
the warranty period is available if one is desired.

Joel, if **you** require additional information or if references
are required, please call on me.

Sincerely,



John F. Enjayan
Systems Marketing Consultant

MEDIA FILING MEMORANDUM

TAB-TRAC STORAGE SYSTEMS

SUBJECT: SPECIFICATIONS
TAB-TRAC 8iD SPECIFICATIONS

8-1

JANUARY 1991

Scope of Work

Total installation including shelving, carriages, deck and track assembly shall be performed by factory authorized Service Technicians, leaving installation complete, clean and ready to use.

Responsibility

It is the responsibility of the bidder to become fully informed as to the nature and extent of the work required and its relation to any other work in the building.

Qualifications

The entire system including the carriages, the deck and tracking assembly shall be manufactured by a firm regularly engaged in the manufacturing of steel movable storage systems for at least five years.

Design Flexibility

The manufacturer **must** have ~~the~~ **the ability** to incorporate their shelving, existing shelving, or other manufacturer's shelving, **utilizing** all existing components with additional components. **This flexibility shall include the ability** to install the entire system in any normal construction including a raised computer grid floor, and to recess the track in concrete floors.

Workmanship

Framing parts shall be straight, square, and plumb. All parts shall be aligned and securely fastened. Any connections requiring welding or bolting shall be finished and non-abrasive. Any exposed surface of the installation with which personnel may come in contact shall be smooth and non-abrasive.

Colors

Carriages are painted and finished with powder coat epoxy in decorator colors. End panels are available in a **wide** choice of laminates or fabrics.

Warranty

The entire installation is under warranty for a period of (5) years material and (2) years workmanship from the date of installation for manual **and** mechanical **systems**, and (2) years material and workmanship for electrical systems (5 years on electrical **motors**). The warranty shall cover the entire installation against defects in materials and workmanship.

Maintenance Agreement

The **bidder** shall ~~offer~~ maintenance agreement at the end of the warranty period to cover all *parts* and labor.

Tab-Trac Low Profile Track and Rail Specifications

- 1.0 Tracks shall be designed to be attached on top of concrete floor and to allow for adjustment so tracks can be leveled over an uneven floor.
- 1.1 Tracks shall be located and positioned properly, leveled and grouted, allowing at least 1/2" for grout under high point of floor. The void area between the track and floor should be completely filled with a non-shrink grout. Shimming of the rails for leveling and/or support purposes is not acceptable.
- 1.2 Each track shall have a minimum base area of 4".
- 1.3 All track and rail lengths must extend under all stationary ranges.
- 1.4 Levelness of rails equals 1/16" maximum variation from true level within any module; 1/16" maximum variation between adjacent rails perpendicular to rail direction.
- 1.5 The rail is to be 5/8" square cold-rolled steel. Each section to be a minimum of 8' with shorter sections used only to terminate each individual rail assembly. In addition, each end of the rail overlaps the track housing and is pinned to the track with a 1/4" diameter roll pin.
- 1.6 All rail connection joints shall provide horizontal and vertical continuity between rail sections and gradually transfer the concentrated wheel point load to and from adjoining rail sections.
- 1.7 The grout used shall be a ready-mixed high strength, controlled expansive grout with superior dynamic load stability, which when mixed with water will harden rapidly to produce a permanent foundation for the system.
- 1.8 Grout shall be non-corrosive, non-metallic and non-shrink. Specifications for the grout after curing is a minimum strength of 8,100 PSI.
- 1.9 Grout will reduce rail deflection, maintain alignment and eliminate separation.
- 1.10 All tracks are to be supported by a U-shaped track channel housing which shall be constructed from 14 gauge steel. A 12 gauge steel plate is bolted to the bottom of the track channel for leveling.

- 1.11 The rail shall sit in the middle of the track channel housing and held in place by 5/16 high lances, which are pierced in the track channel which overlaps each track splice joint.
- 1.12 The space between the track **and** the outside edges of the track channel is to be filled with a neoprene, medium-density gasket in order to provide a flush floor that is free of gaps and spaces.
- 1.13 (If Applicable) Anti-tip **shall be** mounted to the track housing and meet the building codes **and seismic** applications. **Overhead anti-tip is** unacceptable.

Tab-Trac Low Profile Decking and Ramp Specifications

- 2.0 The deck is to be constructed of 3/4" thick, 45 lbs. per square foot density industrial grade particle board.
- 2.1 Finished flooring shall be flush and level with the top of the rails.
- 2.2 There should be no open gaps or spaces between the decking and tracks.
- 2.3 The ramp shall be constructed and finished in and of the same material as the deck.
- 2.4 The ramp shall not extend past the end of the carriages into the main access aisle.
- 2.5 Decking and ramp shall be installed in a manner that will prevent warping, deformation and movement during normal operation and loading.
- 2.6 Deck to be supported by 2" wide support channels placed under the deck on 16" centers to provide support to hold a minimum of 250 pounds per square foot.
- 2.7 A 16 gauge stainless steel ramp threshold shall be attached providing smooth entry from existing floor to system floor.
- 2.8 Decking and ramp to be covered, the floor covering shall be supplied by the manufacturer or others.

Tab-Trac Low Profile Carriages (3" High) Specifications

- 3.0 All carriage side members shall consist of 1" wide X 3" high X 14 gauge welded rectangular steel tubing capable of supporting 700 pounds per carriage foot.
- 3.1 Fixed carriages shall be of the same construction and height as the movable carriages **and** anchored to the rails for a complete homogeneous system.
- 3.2 Carriage splices shall be the bolted type design to maintain proper unit alignment. There **shall be** no slippage, drag or windup in splice or joint.
- 3.3 Each carriage shall have **(2)** wheels per rail. Each wheel shall be fitted with (2) permanently sealed and shielded bearings housed in self aligning Ranged pillow block having a dynamic load rating of 2,200 pounds per bearing. Wheels with single, center wheel bearing are not acceptable.
- 3.4 All wheels shall be a minimum of 3-7/8" in diameter, precision ground and balanced and constructed of solid case hardened steel for smooth operation.
- 3.5 A minimum of **(4)** guide wheels are required per movable carriage. Guide wheels are to be machined with flanges on both sides of the carriage.
- 3.6 All mobile carriages shall be fitted with full length 3/4" minimum solid stressproof steel drive shaft connecting all wheels on drive side of the carriage with 3/16" x 2" square key and couplings.
- 3.7 Complete drive shaft and wheel assemblies shall exhibit no play or looseness over the entire length of **the** carriage.
- 3.8 **All splices** and connections between drive shafts and axles shall **be** by means of **securely** retained coupling method.
- 3.9 Rubber bumpers shall be mounted to the carriage face to protect material which may extend beyond the shelf face and provide positive stop for all movable carriages.
- 3.10 The carriage crossrail members are to **be** formed into C-shaped channels from 12 gauge steel. The crossrails shall be attached to the carriage side tubes with 5/16" x 18 keps nuts.

Tab-Trac Mechanical Drive Specifications

- 4.0 Mechanical assist systems are moved mechanically by means of a chain and sprocket reduction drive system which is operated by hand. Each movable carriage is provided with a continuous drive shaft driving all drive wheels.
- 4.1 The mechanical assist handle shall be of (3)spoke design. The transfer of power from the mechanical handle to the driveshaft shall be direct drive chaindriven.
- 4.2 All chains and sprockets shall be concealed for safety, yet be readily accessible for ease of maintenance. Exposed chains and sprockets are unacceptable.
- 4.3 The gearing mechanism of the drive assembly must be easily accessible and able to accept larger or smaller sprockets depending on media weight changes.

Tab-Trac Finished End Panels Specifications

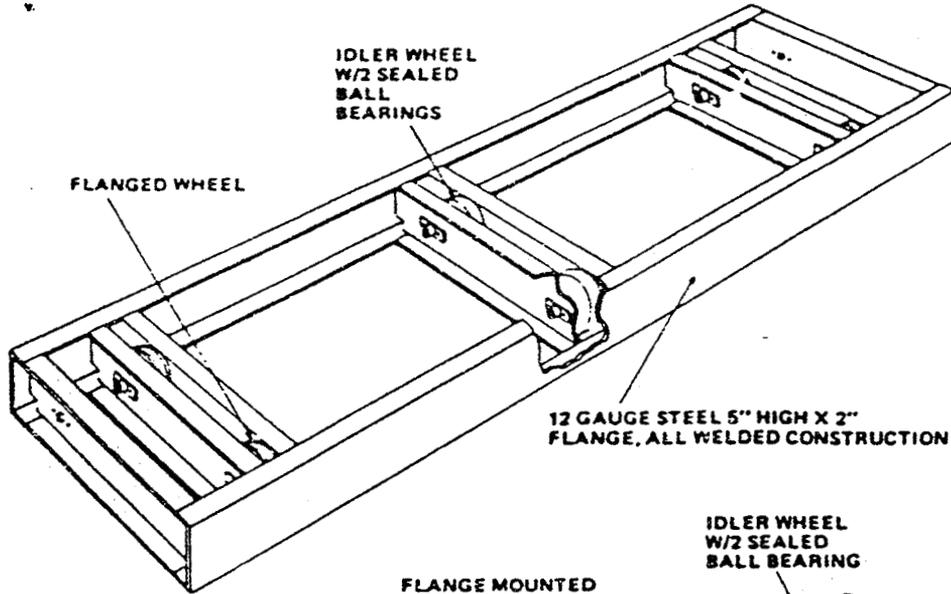
- 5.0** Each end panel shall be designed to allow quick and easy service to all components and be adjustable.
- 5.1** All end panels shall be of one piece construction, joints or seams are unacceptable. Panels will be the full height and width of the range with finished top, bottom and sides. Panels will be constructed and mounted by manufacturers standard method to prevent oil canning and attached with concealed fasteners.
- End panel color will be chosen by end user.

TAB - TRAC™ CARRIAGE SECTION

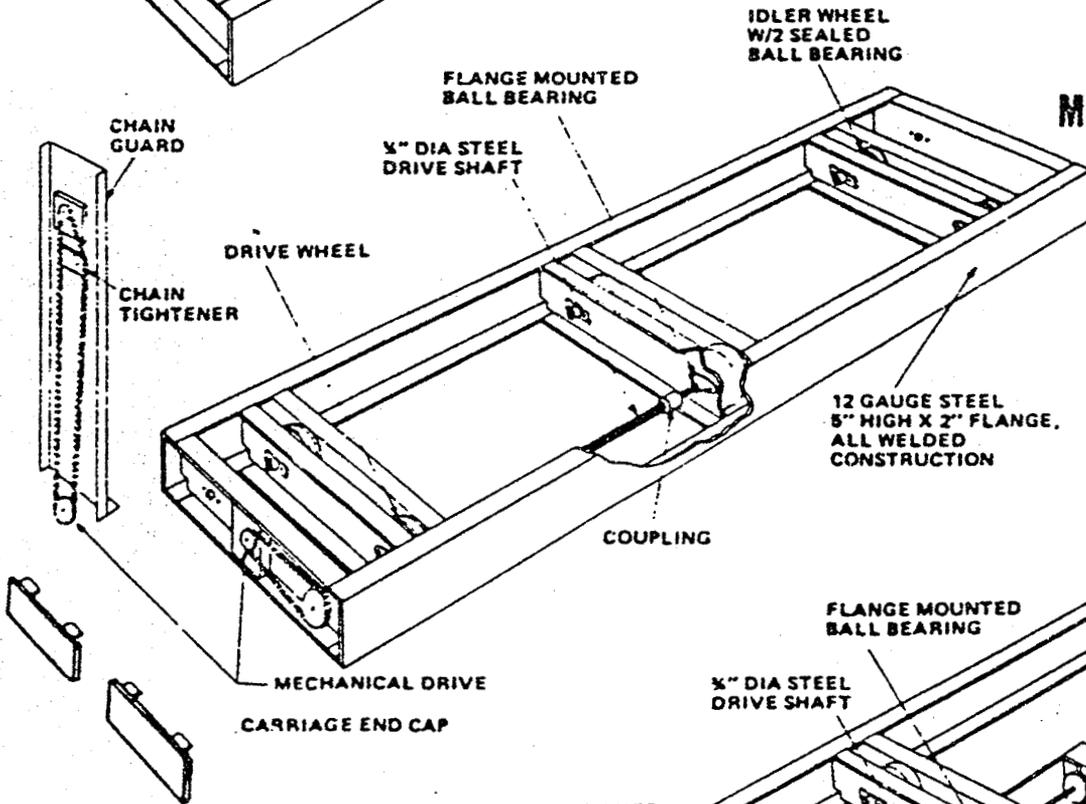
JULY 1985

T-T #1-3
PAGE 6

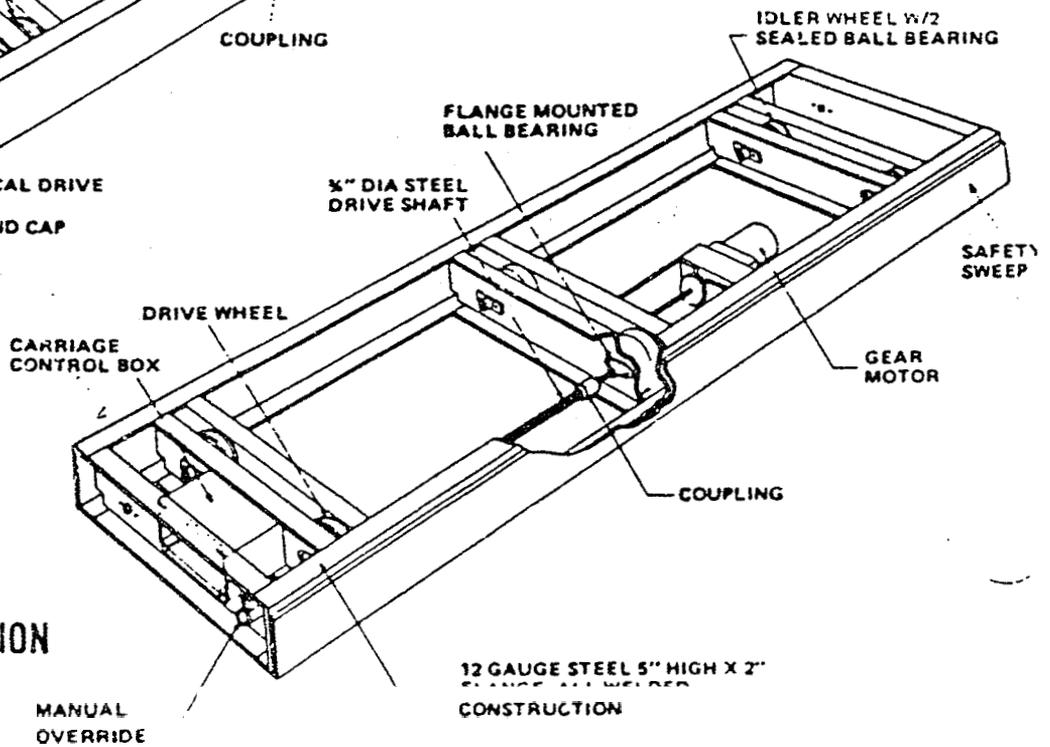
CARRIAGE
MANUAL VERSION



CARRIAGE
MECHANICAL-ASSIST
VERSION

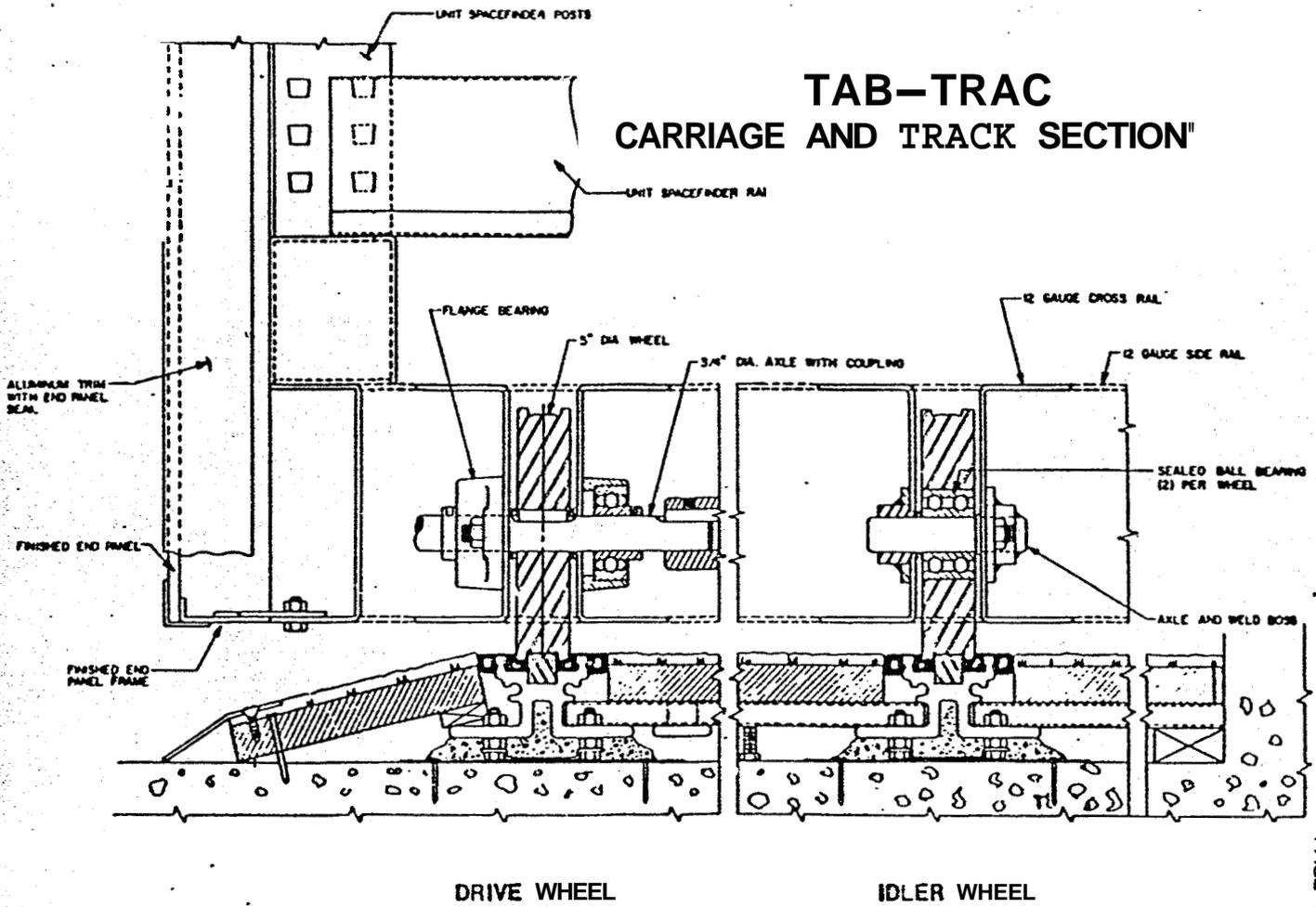


CARRIAGE
ELECTRICAL VERSION



JULY 1985

TAB-TRAC CARRIAGE AND TRACK SECTION

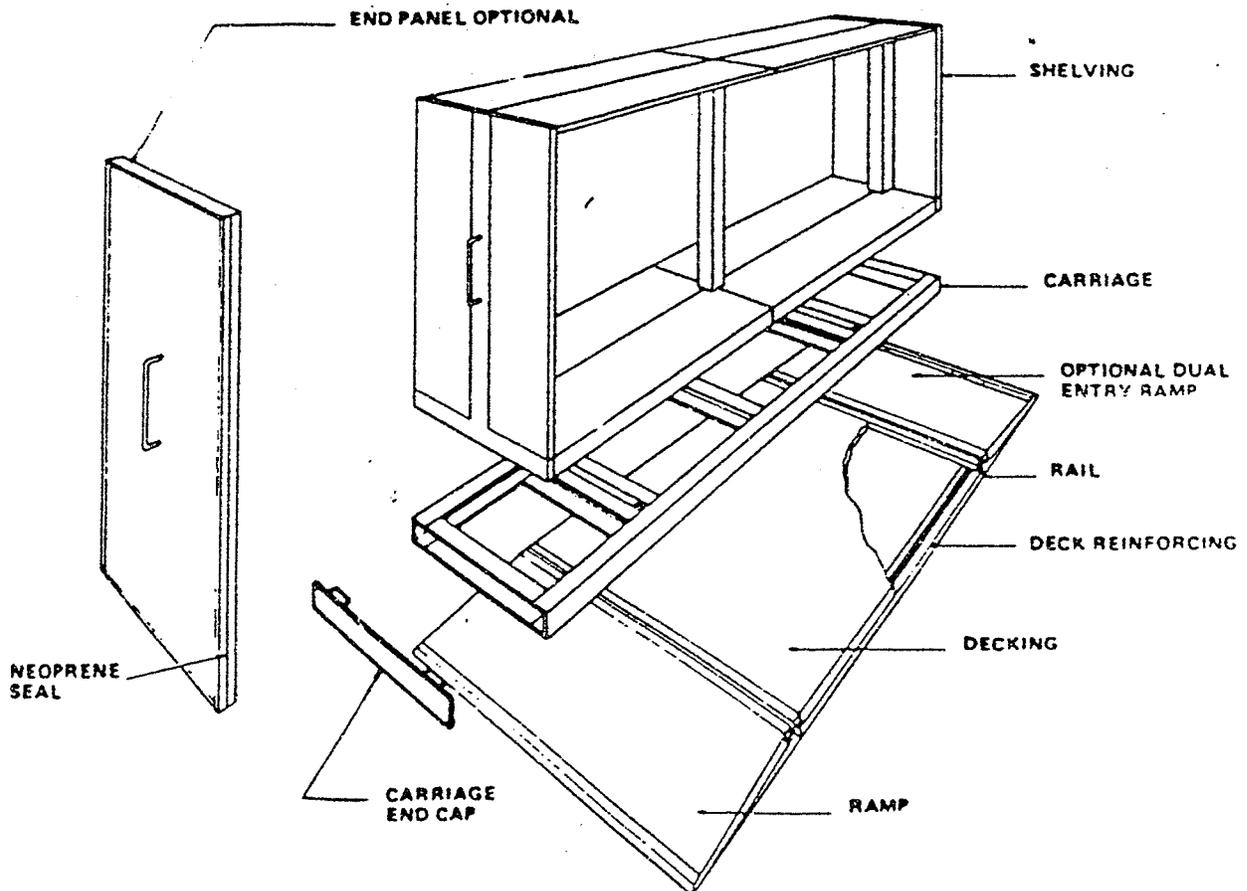
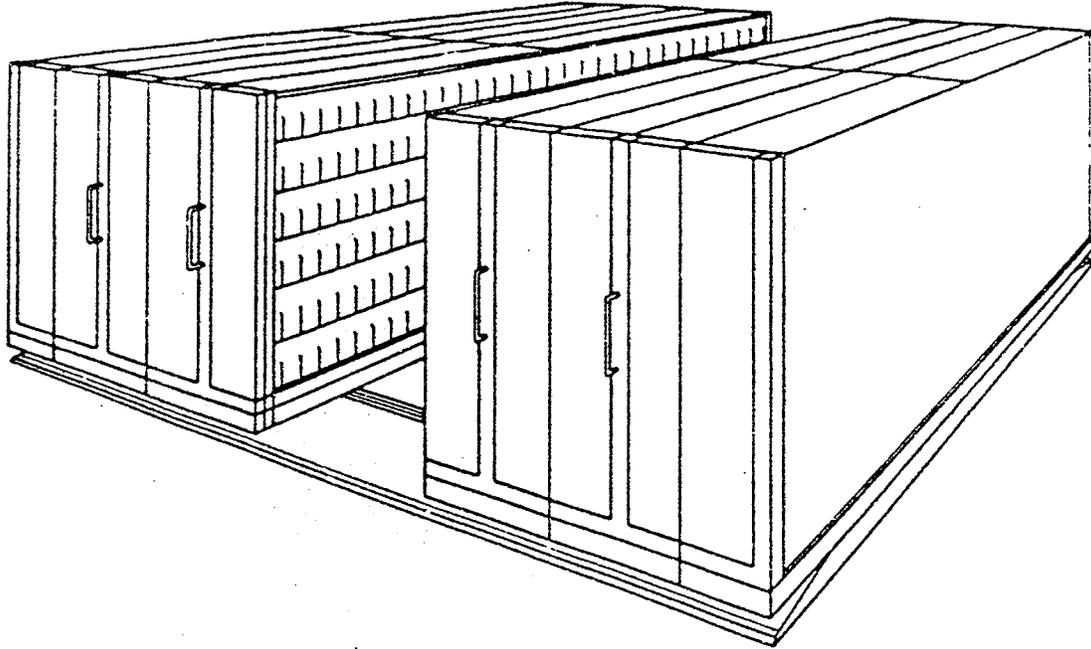


T-T #1-3
PAGE 7

JULY 1985

T-T #1-3
PAGE 8

TAB-TRAC™ MANUAL SYSTEM



RESOLUTION NO. 91-141

=====
A RESGLUTION OF THE LODI CITY COUNCIL
APPROVING THE PURCHASE OF ONE MECHANICAL-ASSIST
TAB PRODUCTS MOBILE FILING SYSTEM, APPROVED IN THE 1991-92 BUDGET
FOR THE LODI POLICE DEPARTMENT
=====

WHEREAS, Lodi Municipal Code, Section 3.20.070, authorizes dispensing with bidding procedures for purchases of supplies or property when the City Council determines that the purchase or method of purchase would be in the best interests of the City; and

WHEREAS, a mobile records filing system was approved in the 1991-92 Fiscal Year Budget for the Lodi Police Department, and that Department wishes to purchase a file system manufactured and sold by Tab Products; and

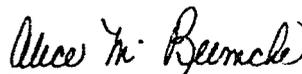
WHEREAS, Tab products have a reputation for outstanding quality and durability and are now used in many City Departments, allowing for standardization in the use of folders, dividers, and accessories;

NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council hereby approves the purchase of one Tab Products mechanical-assist mobile filing system for the Lodi Police Department in the amount of \$11,281.77, an increase of \$6.77 over the amount approved in the 1991-92 Fiscal Year budget.

Dated: August 7, 1991

=====
I hereby certify that Resolution No. 91-141 was passed and adopted by the Lodi City Council in a regular meeting held August 7, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider and Hinchman (Mayor)
Noes: Council Members - None
Absent: - Council Members - None


Alice M. Reimche
City Clerk

91-141

RES91141/TXTA.02J