

11 January 1970

Na [REDACTED] ATINTL
1971

MEMORANDUM FOR THE RECORD

SUBJECT: RE-LO-18-70, Mobile Shelving for [REDACTED]

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1. At the request of Mr. [REDACTED] Chief/Records Management Branch, a conference was held in the Ames Building on this date. The conference was requested by Mr. [REDACTED] in order to discuss the diverse opinions expressed in the various trip reports submitted following field inspection of the contractor's mock-up. Those in attendance were as follows:

[REDACTED]

2. It was agreed by those attending that the report submitted by Mr. [REDACTED] was thorough and sufficiently detailed to be included in the contract requirements. Items (a) through (o) will be incorporated into the final form of the contract.

3. Mr. [REDACTED] brought up five additional items contained in his draft memorandum dated 5 January 1971. The items discussed and decisions made are as follows:

(a) Bottom shelf should be metal rather than plywood as on the mock-up. It was agreed that the bottom steel shelf would be installed or the entire base covered with sheet metal. Either choice by the contractor would be acceptable. It would also be acceptable for the contractor to simply place the bottom steel shelf in position without fasteners or bolts since it makes direct contact with the wooden base and would be held in place by the four uprights at corners.

(b) The mock-up had a space of 5" between the two 17-1/2 foot ranges. This configuration in a completed installation would encroach on the required 7'-0" center aisles. It was also surmised that a 1" space between ranges might cause the moving units to jam. It was also agreed that the contract called for a minimum of 7'-0" clear aisle space and would be definitely enforced. It was also decided that a 1" space between ranges would create no jamming of units. There are enough restraints in the rails and wheel flanges to prevent racking of the shelves to the point where they might jam.

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(c) There was no ankle high secondary safety installed on the mock-up. It was discussed, and agreed upon, that the two secondary safety devices (one at 30" and one at ankle height) would be of the approved taut line magnetic switch type. The switch will be of the hinged type rather than the two piece type and will not drop loose and hang as the two piece unit does. The cable will not be looped on the ends and some provision such as a turn buckle will be provided for adjusting tension on the cable. The device at 30" height will run through metal brackets attached to shelving, while the device at ankle height will be run through drilled holes in the ends of the carriage framing members.

(d) There was no decking between rails at the mock-up. This was discussed and it was agreed that the contractor is required by the terms of the contract to change the dolly wheels on Records Center equipment so as to provide easy access down the row aisles. A station experiment showed that larger diameter wheels would provide much easier access in the aisles and this was placed in the specifications.

(e) During the testing of the mock-up the two ranges continued to drift and settle out of proper alignment. This could create a problem of access where range ends restrict the width of access aisle. Discussion of this resulted in the opinion that improved bumper stops would be required and some mechanical improvement on the drive mechanism.

(f) A spring loaded key override switch was not provided on the mock-up. It was agreed that this type of spring loaded override switch would be included. This matter had been discussed during the field trip and the manufacturer agreed it should be included.

4. During the meeting the question was raised as to legality of refusing to accept the apparent low bidder and turning to the second low bidder. This was shot down immediately as illegal. With proper legal reasons to reject the low bid we would be bound to refuse all bids received, and, after notifying all bidders, to readvertise and receive new bids.

5. There was some disagreement among the participants as to the need for another field trip to inspect a modified mock-up. The Records Management Staff felt very strongly that the manufacturer should rework his mock-up, eliminating all the deficiencies reported on the field trip reports, and that another inspection be made. The engineers present felt this to be unnecessary and suggested that the deficiencies noted could be corrected during initial phase of construction.

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Further discussion of the above resulted in a decision to instruct the contractor regarding deficiencies to be corrected, to require submission of samples on five specific items, and to proceed with the contract award. The first increment of shelving completed would then serve as the pilot or test model under actual use conditions. In the event it did not prove satisfactory the contract could then be terminated. Mr. [REDACTED] suggested we proceed with the award of the contract after making certain all deficiencies noted were cited for correction in the contract as executed. STATINTL

[REDACTED]

Project Engineer

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