Bertram Library
INTERIOR DESIGN CONSULTING
October 20, 2025

720

Mary Seaman
Library Director
Bertram Library
Bertram, Texas

Re: **City of Bertram Library FFE Services**

FFE Scope:

- Select and present two (2) enclosed conference room/study pods: 1 large (4-6 people), 1 medium (1-2 people) to the existing library space. Some pods come with built-in furniture, and some do not.
- The library is responsible for coordinating the removal of the wall and free-standing shelving. The City Facility Dept will be responsible for the repair of the walls and adding power/data.
- Research/coordinate locations for the library to view and test a variety of enclosed conference room/study pods at showrooms and public/private spaces in the Austin area.
- Provide pricing and installation costs.
- Create a partial floor plan based on the floor plan provided by the library.
- City Facility Dept. will install the power/data and touch up the walls.
- 720 design to check building codes.

Project Goals:

- Add two (2) enclosed self-sustaining conference room/study pods to accommodate additional study spaces.

Furniture Design, Selection, Specification, and Procurement:

- Define furniture layout and power/data for the spaces identified above.
- Enclosed conference room/study pods selections.
- Select and ship the fabric, laminate, and metal samples for client review.
- Provide furniture specifications and schedules for bidding and/or procurement via State Co-Op/Local government discount / fixed pricing contracts.
- Coordinate delivery schedule with vendors and the library.
- Coordinate a punch list for furniture.
- Final Acceptance, Owner and Facilities training related to furniture.

FFE Deliverables:

- Detailed partial furniture plan with identifying tags.
- Finish samples based on pod selections for the library to review and approve.
- Specifications and cost estimate.
- Bid documents coordinated with purchasing government contract proposals for approval/execution.

We have structured our consulting fees around virtual meetings (no in-person meetings) to provide you with the most budget-friendly option. Should you prefer in-person meetings, please note the following additional services:

a. Per price cost $2,300, covering all travel expenses and time.
b. If you are flexible on meeting times, we can coordinate an on-site visit during one of our other project-scheduled trips to the surrounding Austin area to split travel costs.

KEY PERSONNEL:
Susannah Hills, Director of Interior Design, 720 design, providing day-to-day client contact and project management.
Brooke Ward, Project Coordinator, 720 design, providing furniture research/selections, drawings, and specifications.

COMPENSATION:

SERVICES			
	Estimated Hours	Fee	TOTAL
Furniture plan	4	$640	$640
Furniture Selections & Budget	16	$3,000	$3,000
Coordinate Bid, Install, and Punchlist	3	$660	$663
[illegible]			$4,303

HOURLY RATE:

Hourly Rates:
Interiors Project Manager: $220
Designer/Production: $160

Change of Service: Services that are required by 720 Design Inc. that are not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:
The schedule will be developed in conjunction with the city, library, and 720 design team for this project.

Submitted by: Approved by:

Maureen Arndt, AIA, IIDA October 20, 2025
President
720 Design Inc.

Date

interior resources group

150 TURTLE CREEK BOULEVARD
SUITE 106
DALLAS, TX 75207
972-619-7400

PROPOSAL: 12396

DATE: 11/20/25

PROPOSAL FOR:	**INSTALL AT:**
BERTRAM LIBRARY 170 N GABRIEL ST BERTRAM TX 78605	BERTRAM LIBRARY 170 N GABRIEL ST BERTRAM TX 78605

ACCOUNT MANAGER LAUREN WILLIAMS	TERMS SEE BELOW	MARY SEAMAN 512-355-2113	QUOTE VALID 12/19/25

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
1	1	771512SE_W_00	WIGGLEROOM, 40 LINEAL FEET OF WALL	27,599.74	27,599.74
			FREIGHT		
			INSTALLATION		

DEPOSIT REQUIRED: 28,088.00

ACCEPTED BY______________________________

DATE ACCEPTED__________________

PRODUCT.....:	27,599.74
FREIGHT.....:	2,703.37
INSTALL.....:	9,616.00
SALES TAX...:	3,293.32
TOTAL	43,212.43

TERMS: 65% AT ORDER, BALANCE UPON SHIPMENT
TARIFF SURCHARGES MAY BE ADDED IF APPLICABLE

INTERIOR RESOURCES GROUP TERMS AND CONDITIONS

1. ORDERS: Buyer's order will not be processed until Seller has approved and received:
_____ Signed quote or binding purchase order
_____ Signed Terms & Conditions
_____ Approved and signed drawings and specifications, if applicable
_____ Complete deposit

2. AGREEMENT BETWEEN PARTIES: This agreement constitutes the entire agreement between Interior Resources Group (IRG hereafter) and the Customer. Aside from Customer signed change orders, no other representations or statements will be binding upon those parties. If any part of this agreement is found to be invalid or unenforceable for any reason, the remaining terms and conditions of this agreement shall remain in full force and effect.

3. QUOTATION TERMS: Quoted prices are good for fifteen (15) calendar days from the date of the quotation unless otherwise noted.

DEPOSIT, INVOICING AND PAYMENT TERMS: IRG requires an order deposit, detailed in the proposal, of the quoted price of the product and/or installation, storage charges, etc. prior to product order. Additionally, customer must make all manufacturer required deposits according to the manufacturer's terms. IRG creates final invoices at the time of product shipping. Customer must pay via check or wire transfer to an account designated in writing by IRG.

4. WITHHOLDING: Customer agrees not to withhold undisputed IRG's payment amounts beyond the agreed payment terms. Withholding payment beyond the agreement terms shall void all IRG warranties or repair liability. A service charge of 1-1/2% per month (not to exceed the maximum rate permitted by applicable law) will be added to all invoices not paid within agreed terms.

5. INSTALLATION CHARGES: Installation charges are based on regular business working hours, 8:00AM to 5:00PM Monday through Friday. Services provided outside of these hours and days are charged at an overtime premium. Installation charges are based upon available and unencumbered entry and work space that is completely clear of physical obstruction or other suppliers' employees.

6. ADDITIONAL BILLABLE EVENTS: Additionally billable events outside of the proposed Scope of Work may include, but are not limited to, Customer's failure to perform certain agreed upon tasks per schedule, incomplete installation area finish out, delay from elevator malfunction, power failure, weather delay, significant traffic delay, worksite obstruction by Customer or construction personnel, services and materials requested by Customer outside of proposed Scope of Work, debris unrelated to product installation or additional Customer requests.

7. ORDER CANCELLATION OR CHANGE: Product orders may not be cancelled or changed once the product manufacturer acknowledges the order to IRG unless agreed in writing by IRG. In the event of approved cancellation or change, Customer agrees to pay cancellation or applicable restocking charges. Product shipped from manufacturer stock, such as quick-ship programs, cannot be cancelled or changed.

8. SECURITY INTEREST: IRG hereby retains, and Customer hereby grants IRG, a security interest in the quoted product equal to the unpaid balance of all moneys due until all moneys due are paid in full. Customer hereby appoints IRG as its true and lawful attorney-in-fact for purposes of executing all documentation necessary to evidence and perfect the security interest.

9. SITE ACCESS: Customer is to ensure unrestricted access to all facilities, including elevators and loading docks, required for delivery, installation and post product punch list activity on install. IRG is not liable for dock fees, elevator use, operator, mechanic or elevator top/bottom car fees in any event.

10. SITE SECURITY/MISSING ITEMS: Customer is to provide all worksite and asset security it desires at all times. Once product has been delivered to Customer's location, Customer is solely responsible for loss or damage to the product. Customer agrees to hold IRG harmless from all liability for missing product, missing items including, but not limited to, pens, cell phones, purses or their contents, laptops, PDAs, cash, check; either owned by the Customer or the Customer's employees.

11. CUSTOMER PERSONNEL AND/OR REPRESENTATIVES: Customer agrees to assign Coordination Personnel to assist in scheduling and coordination of asset removal or product installation tasks. IRG is not responsible for any cost associated with Customer's employees, representatives, loss of market, loss of use, employee or representative vehicles and/or equipment of any other supplier in any event.

12. STORAGE: Unless agreed in writing otherwise, IRG will begin charging Customer storage starting thirty (30) calendar days after IRG receives Customer's product into storage.

13. MANUFACTURER DELAYS AND CUSTOMER PERFORMANCE: IRG is a contract furniture reseller. IRG is not financially responsible for changes to previously announced manufacturer's lead times, changes to product shipment schedules, Inter & Intra-State transportation delivery delay or Customer's failure to perform and/or any other activities/events outside IRG's direct control. IRG is not responsible for liquidated damages, loss of use or loss of market in any event.

14. INDUSTRY STANDARDS: All merchandise, including veneers, are subject to reasonable variations in color, pattern, grain and finish according to the trade customs of the industry. These variations, or any subtle changes over time, are not considered defects.

15. WARRANTIES: IRG warrants its installation services for twelve (12) months beyond product installation. All product warranties are provided by the product manufacture.

16. DROP SHIP LIABILITY: Unless otherwise agreed in writing, receiving, delivery, installation, damage claims and all other service and freight issues relative to drop ship orders are Customer's sole responsibility.

17. PRODUCT AND FACILITY DAMAGE REPORTING, IRG's RIGHT TO REPAIR: Within five (5) business days after IRG installs product, Customer agrees to provide IRG with a written punch list of product or facility damage issues. Customer grants IRG the option to repair any damage that in IRG's opinion is repairable. All repairs must be completed to the Customer's satisfaction. Customer agrees that IRG will not be held responsible for damage related contractor expenses without IRG's express written consent provided prior to the contractor work taking place.

18. TAXES/LAWS: Notwithstanding anything to the contrary, for purposes of personal property tax liability, the product is deemed to be Customer's property on December 31, regardless of its physical location. Customer is solely responsible for compliance with all applicable laws relating to the tax liability, installation, use, operation and maintenance of all product.

Client Signature:______________________________ **Date:**__________ Rev. 3/25

Quotation No. QT-5049-REV-C

LIBRARY INTERIORS OF TEXAS
Library Interiors of Texas
3503 Wild Cherry Dr, Bldg 4
Lakeway TX, 78738
P. 512 964 2790
E. info@li-tx.com

Issued By: Patrick Feist

Project ID: QT-5049-REV-C
Date: 11.19.2025
Buyboard #: 767-25

Bill-to: Bertram Public Library
170 South Gabriel Street
Bertram, TX 78605

Contact: Mary Seaman

Ship-to: Bertram Public Library
170 South Gabriel Street
Bertram, TX 78605

Contact: Mary Seaman

Item	Tag	Colors/Finishes	Quantity	Description	Unit Net	Ext Net
BuyBoard - Furniture for School, Office, Science, Library, & Dormitory, Contract # 767-25					$	$
STUDY PODS						
Item 1	BOOTH1	TBD Standard	1	KI Wiggle Room Super Structure, 10x10	33,985.00	33,985.00
Item 2	BOOTH2	TBD Standard	1	KI Wiggle Room Pod Single Booth, No Stool	12,585.00	12,585.00

Product Total:	46,570.00
Freight, Delivery & Installation:	13,200.00
Total; Supplied, Delivered & Installed:	**$59,770.00**

Quote is valid for 30 days from date of issue

Library Interiors of Texas standard terms and conditions of sale apply.