**Packing & Moving Budget**

**Revised 5/10/21**

| **COLLECTIONS PACKING** |  |  |  |
| --- | --- | --- | --- |
| **Supply**  | **Quantity** | **Estimated Unit Cost** | **Estimated** **Total** |
| Textile boxes  | 215  | $50.00  | $10,750.00 |
| Hollinger boxes  | 1000  | $6.29  | $6,290.00 |
| Cubic foot boxes  | 775  | $15.49  | $12,004.75 |
| Pamphlet binders  | 2000  | 52.40 /12 pk  | $8,750.80 |
| Pamphlet envelopes for pockets  | 2000  | 45.60 /100ct  | $912.00 |
| Boxes for rolled maps and drawings  | 750  | $10.30  | $7,725.00 |
| Letter size folders  | 40 pks  | $42.90  | $1,716.00 |
| Legal size folders  | 20 pks  | $46.20  | $924.00 |
| Blue Board  | 5  | $297.75  | $1,488.75 |
| Foam for padding: 1" planks  | 20  | $98.00  | $1,960.00 |
| 2" planks  | 20  | $155.00  | $3,100.00 |
| 3" planks  | 30  | $134.00  | $4,020.00 |
| Foam saw  | 2  | $28.85  | $57.70 |
| polyethylene foam backer rod  | 45  | $5.05  | $227.25 |
| Barcodes  | 99  | $21.55  | $2,133.45 |
| Printer labels  | 20  | $75.00  | $1,500.00 |
| Polyethylene Roll/ethafoam  | 3  | $165.00  | $495.00 |
| Tyvek Roll  | 4  | $458.95  | $1,835.80 |
| Tissue Rolls  | 4  | $280.29  | $1,121.16 |
| Image Archive Freezer Kit  | 200  | $111.25  | $22,250.00 |
| Tri-rod  | 5  | $495.00  | $2,475.00 |
| Wireless barcode scanners  | 6  | $110.00  | $660.00 |
| Polyester fiberfill  | 5  | $156.00  | $780.00 |
| Utility knife refills  | 8  | $5.00  | $40.00 |
| Work gloves  | 12  | $24.00  | $288.00 |
| Small nitrile gloves  | 5  | $5.19  | $25.95 |
| Medium nitrile gloves  | 24  | $5.19  | $124.56 |
| Large nitrile gloves  | 20  | $5.19  | $103.80 |
| Small archival ziplock baggies  | 20  | $9.95  | $199.00 |
| 3" x 4" archival ziplock baggies  | 1  | $15.80  | $15.80 |
| 4: x 6" archival ziplock baggies  | 1  | $16.40  | $16.40 |
| Buffered sleeves or envelopes for negatives  | 30  | $58.70  | $1,761.00 |
| Large manilla folders for arch drawings  | 30  | $95.40  | $2,862.00 |
| Mobile shelving carts  | 5  | $200.00  | $1,000.00 |
| Pallet Jack  | 2  | $457.66  | $915.32 |
| Platform Trucks  | 2  | $419.44  | $838.88 |
| Book Truck  | 2  | $346.43  | $686.86 |
| Pallets  | 20  | $300.90  | $6,018.00 |
| A-frame cart (paintings)  | 2  | $599.00  | $1,198.00 |
| Packing blankets  | 12  | $16.00  | $192.00 |
| Utility carts  | 2  | $275.92  | $551.88 |
| **TOTAL Collections Packing**  |  |  | **$110,014.11** |
| Inflation over last year  |  |  | x 5% =$5,500 |
| New high security storage cabinets  |  |  | $25,000  |
| **TOTAL Collections Packing Materials**  |  |  | **$140,514** |
|  |  |  |  |
|  |  |  |  |

**COLLECTIONS & STAFF MOVING/OTHER COSTS**

| **Description**  | **Quantity** | **Hrs / Unit Cost** | **Extended** **Cost** |
| --- | --- | --- | --- |
| Project Managers  | 3  | 135/ $55.00  | $7,425.00  |
| Crew Members  | 22  | 135/ $48.00  | $142,560.00  |
| Pack/Unpack Aid (with van & travel)  | 10  | 50/ $55.00  | $27,500.00  |
| Prep Labor  | 5  | 25/ $45.00  | $5,625.00  |
| Trucks/Fuel  | 4  | 135/ $30.00  | $16,200.00  |
| Passenger Vans  | 30 | N/A/ $150.00  | $4,500.00  |
| Crating Services  | 12 | N/A/ $1,000.00  | $12,000.00  |
| Office Space-55 Employees (PENDING)  | 55 | Average/ $140.00 |  |
| Collections Staff-8 Employees  | 8 | Average/ $140.00  | $1,120.00  |
| Hazardous Transportation  |  |  | $35,000.00  |
|  10 hr day, 3 refer trucks, labor (Foreman/Operators/Field Tech) equipment & materials, recovery fee |  |  |  |
| **TOTAL Move**  |  |  | **$251,930** |
| Moving Labels (rolls of 500 ea)  | 50  | $35.00  | $1,750.00  |
| Totes (rental per day)  | 1,000 | 30 days at $0.35  | $10,500.00  |
| Auto-Lock Boxes (owned)  | 1,000  | $2.50  | $2,500.00  |
| Stretch Wrap (rolls)  | 50  | $30.00  | $1,500.00  |
| Material Deliveries  | 5  | $600.00  | $3,000.00  |
| Material Pickups  | 5  | $600  | $3,000.00  |
| **TOTAL Move Materials**  |  |  | **$22,250** |
| **TOTAL Move Estimate Total**  |  |  | **$274,180** |
| **TOTAL Move Estimate--inflation estimation 5% over last year\*** $13,709  |  |  | **$287,889** |
| Consultant Fees/Temporary Staff\*\* |  |  |  |
|  |  |  |  |
| Relocation of storage shelving\*\*\*\* $1.76 x 13,000 sq. ft |  |  |  **$22,880** |
|  |  |  |   |
| **TOTAL COLLECTIONS MOVE COST**  |  |  |  |

 Staffing as follows: Six Temporary collections assistants ($17/hr x 40hrs/week for 9 months—pack, move, unpack some collections) 1,530 hrs x $17 x 6=**$156,060** /2 full time collections employees