**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