



APPLETON PUBLIC LIBRARY
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TO: Members of the Appleton Public Library Board of Trustees
FROM: Dean Gazza, Director of Parks Recreation and Facilities Management
Tasha Saecker, Assistant Library Director
DATE: October 16, 2023
RE: Request to award Move to New Temporary Library Location on College Avenue to Boulevard Relocation Services for an amount of \$ \$177,119.42 with a 5% contingency, contingent upon approval of sublease agreement, library closure dates, and ARPA fund allocation to Thompson Center on Lourdes.

Background

Due to the current temporary library lease ending December 31, 2023, the library will need to move to a new temporary location.

Four companies showed initial interest in the request for proposals for library moving companies released on 2/18/2022. We received two on-time bids: Boulevard Relocation Services (BRS) and Hallett & Sons Expert Movers. BRS was recommended based on qualifications, local service area, and price.

Past Performance and Current Recommendation

We were highly satisfied with BRS's on-time completion of our move to the temporary location on Kensington Drive. Our 2021 RFP included a second move, and BRS has been kept up to date on our project timeline to ensure their availability for the move back to the Oneida Street library after project completion.

Below is the scope of work BRS will perform:

- BRS to provide labor and equipment to relocate, books contents and misc. furniture.
- Office Systems Installation (OSI) to provide labor and equipment to disassemble all shelving, relocate and reassemble all shelving at the new temporary library as shown on floor plan to be provided by the library.
- Origin: 2411 Kensington Dr.; Appleton, WI
- Destination: 3000 East College Ave; Appleton, WI
- Changes to scope of work could result in change orders for additional labor, material, or equipment costs.

Next Steps

This memo requests approval to engage BRS for a move to our new temporary location on College Avenue for an amount of \$177,119.42 plus 5% contingency.

This approval is contingent on the approval of the following additional actions by the library board, Appleton Common Council, or Thompson Center on Lourdes Board of Directors (“TCoL”):

- Sublease terms approved via the library board and Thompson Center on Lourdes board approved per October 16, 2023 memo
- Library closure dates via the library board per October 16, 2023 memo
- Approval of the use of ARPA funds to support TCoL via the City of Appleton Common Council