

Single Reading Ordinance Awarding a Contract for Moving Services for Temporary Library Relocation

Key points:

- Specialized moving services required to ensure the organized and timely move of Library materials
- Additional services required: Recreation offices at a later date and returning materials to the original site after construction completion
- RFP completed with 4 submissions; TPM Group recommended



RFP Evaluation and Selection

- Four proposals were received before the 12pm deadline on July 25
- Two proposals were considered complete
- Additional factors considered were experience, comprehensiveness of services, references, and cost

<u>Vendor</u>	<u>Submission status</u>	<u>Total cost</u>	<u>Cost includes return?</u>	<u>Method of moving books</u>	<u>Notes</u>
Huber Wilmot	Incomplete	\$88,482.00	Yes	Carts (sourced ourselves) or boxes	Followed up before the deadline for the remaining components - missing references and qualification/certification statement
Fitzgerald	Incomplete	\$245,104.00	Yes	Carts (provided)	Followed up before the deadline for the remaining qualification/certification form
TPM Group	Complete	\$132,406.00	Yes	Carts (provided)	Extensive experience with local libraries and schools
Meyer	Complete	\$182,782.00	Yes	Carts (provided)	Good experience but not completed locally - unsure if the local staffing would actually reflect the experience cited; project management may be done remotely



Recommendation for the TPM Group

TPM Group is a prominent provider for library moving services in the DMV region. Advantages to selecting their proposal include:

- Benefiting from their experience in at least 14 local library moves
- Their knowledge of moving “stacks” (the Library’s collection contents) with carts instead of boxes, to preserve the order and organization of the collection
- Their competitively priced bid, well within the \$175,000 earmarked for moving services

