



Takoma Park City Council Meeting – July 27, 2022

Agenda Item 6

Voting Session

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

Recommended Council Action

Approve the City Staff's recommendation for a moving services vendor to relocate the Library, Computer Center, and Recreation Department offices for the duration of construction.

Context with Key Issues

City Council has given authorization for the City Manager and Legal Counsel to negotiate and enter into a lease for a commercial space while the Library, Computer Center, and Recreation Department offices are under construction. In order to occupy said space, the City will need to contract with professional moving services to ensure the organized, timely, and successful move of City property to the new space, as well as a return to the new facilities when construction has concluded.

Professional moving services are required for the following reasons:

- Moving Library materials is a complicated process, especially when 53,000 book and audio materials need to remain in a specific order. Shifting items continuously when unpacked out of order is both time-consuming and potentially detrimental to staff members' physical health with repeated straining motions to the wrists when lifting heavy books.
- Packing large book collections is time-intensive, and downtime of Library and Computer Center services should be minimized to mitigate the impact of the Library's and Computer Center's closures on residents who most require access to those resources.
- City Staff do not have the time and capacity to take on a project of this scope and within the necessary timeframe. In order to move the contents of the Library and Computer Center in time for construction to proceed as scheduled, outside services are necessary.

Bids ranged from \$88,482 to \$245,104 and reflected considerable differences in experience and expertise for moving libraries and library collections. The proposal that City Staff recommend accepting is from TPM.

Vendor	Submission status	Total cost	Cost includes return?	Method of moving books
Huber Wilmot	Incomplete	\$88,482.00	Yes	Carts (sourced ourselves) or boxes
Fitzgerald	Incomplete	\$245,104.00	Yes	Carts (provided)
TPM Group	Complete	\$132,406.00	Yes	Carts (provided)
Meyer	Complete	\$182,782.00	Yes	Carts (provided)

While it is the second lowest and not the first lowest bid, the cost reflects significant experience and expertise for moving library collections. TPM will use carts, that they will source, instead of boxes to

Approved by: Jessica Clarke, Deputy City Manager
Prepared by: Jessica Jones, Library Director

Posted: 2022-07-25

move the books, which will save time and ensure that materials are transported in the correct order, which will help Staff to avoid continually sorting and shifting heavy materials. This will also reduce the amount of time that the Library and Computer Center will need to be closed to the public.

Additionally, the lowest bid requires City Staff to source carts for a move instead of renting or providing them directly. Staff researched this and discovered that sourcing carts would either require added costs or a significant amount of staff time to locate, retrieve, and return carts to vendors or nearby libraries.

TPM frequently works with Montgomery County Public Libraries, DC Public Libraries, DC Public Schools, and many other organizations who have required the type of careful and specialized moving services that are needed in this project. They are the best suited and bid competitively.

Council Priority

All

Environmental Considerations

Moving the Library, Computer Center, and Recreation Department offices for construction is not expected to have a direct environmental impact compared to the emissions and other impacts of regular operations prior to demolition of the existing building.

Fiscal Considerations

TPM's bid for moving the Library, Computer Center, and Recreation Department offices is \$132,406. This is within \$6,000 of the previous estimate budgeted in documents shared with City Council.

Racial Equity Considerations

As the Library and Computer Center may serve as a primary resource for informational and computing needs for many Takoma Park BIPOC residents, ensuring that the interruption of services is minimized will serve to mitigate the adverse impacts of a temporary closure to move.

Attachments and Links

- Single Reading Ordinance

Introduced by:

First/Only Reading:

Effective Date:

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE 2022-

AUTHORIZING EXECUTION OF CONTRACT

WHEREAS, the City is seeking a qualified firm to provide moving services for relocating the City's book collection and other materials from the existing Library building to the temporary leased space and then back to the new Library building post-construction; and

WHEREAS, the Takoma Park Library issued a Request for Proposals to solicit qualified firms for moving services with expertise in library relocation; and

WHEREAS, the City staff review process selected the proposal from TPM as the most qualified and experienced firm to provide the high quality of services needed to pack, transport, and unpack library materials without damage; and

WHEREAS, the City has included funding for these services in the FY23 Library renovation budget.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK MARYLAND, THAT:

Section 1. The City Manager is authorized to enter into a contract for services with TPM for moving services for Library staff with an estimated cost of \$132,406.

Section 2. This Ordinance shall become effective upon adoption.

THIS ORDINANCE IS ADOPTED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THIS _____ DAY OF JULY, 2022, BY ROLL-CALL VOTE AS FOLLOWS:

AYE:

NAY:

ABSENT:

ABSTAIN: