



CITY OF APPLETON

Appleton Public Library
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Appleton, WI 54915
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TO: Members of the Appleton Public Library Board of Trustees

FROM: Tasha Saecker, Assistant Library Director

DATE: November 8, 2024

RE: Request to award Move to Downtown New Library Location on Appleton St. to Boulevard Relocation Services for an amount of \$175,855.80 with a 5% contingency

We have used BRS for both of our previous moves to temporary locations in 2022 and 2023. BRS initially bid on our first move to the Kensington location and was rewarded the bid based on qualifications, local service area and price.

We have been highly satisfied with BRS's on-time completion of our moves to both temporary locations as well as their flexibility as our second move was more complicated due to being a smaller footprint.

Here is the scope of work:

- BRS to provide labor and equipment to relocate, books contents and misc. furniture.
- Furniture vendor included to provide labor and equipment to disassemble relocate and reassemble shelving quantities provided via email on 10/18/2024 and disassemble stage all remaining shelving at temporary location for city of Appleton staff to remove.
 - Appleton Public library staff to provide placement location of shelving to be moved.
- Origin: 3000 East College Ave; Appleton, WI
- Destination: 225 N Oneida St., WI
- Pricing based on work beginning 12/3/2024 with completion tentatively 12/20/2024
- If project splits over 2 or more months, monthly progress billing will apply.
- Changes to scope of work could result in change orders for additional labor, material, or equipment costs.

This memo requests approval to engage BRS for our final move to our new library on Appleton St. for an amount of \$175,855.80 plus 5% contingency.