



March 21, 2022

Mr. Dean Gazza
Director of Park, Recreation & Facilities Management
City of Appleton
100 N. Appleton St.
Appleton, WI 54911

By Copy: Ms. Tasha Saecker, Assistant Director Appleton Public Library
Mr. Chris Whelan, Associate, SOM

**RE: Appleton Public Library
Library Moving**

Mr. Gazza,
Please find a summary of the Library moving RFP bids and our recommendation below:

Summary

Four moving companies expressed interest in the RFP which was released on 2/18/2022. On 3/14/2022 The Appleton Public Library (APL) received two on time bids: Boulevard Relocation Services (BRS) and Hallett & Sons Expert Movers (Hallett).

The basis for award of the moving services contract is based on qualification and price.

Qualifications:

Boulevard Relocation Services (BRS)

- Has Library moving experience
- Local company with local warehouse
- Outlined a detailed plan for moving the collection
- 10-14 person crew
- Three week phase 1 move – acceptable schedule
- Two week phase 2 move – acceptable schedule

Hallett & Sons Expert Movers (Hallett)

- Significant Library moving experience
- Chicagoland based company with warehouse in IL
- Outlined a detailed plan for moving the collection
- 17 person crew
- 15-17 day phase 1 move – acceptable schedule
- Two week phase 2 move – acceptable schedule

Price:

Boulevard Relocation Services (BRS)	\$264,574.85
Includes the base bid of \$252,275.85 plus 15 months of storage at \$820 / mn.	
Hallett & Sons Expert Movers (Hallett)	\$572,442.00
Includes storage	



Recommendation

Boulevard Relocation Services (BRS) submitted the lowest price and exhibited sufficient qualifications for library moving, having the experience and knowledge to facilitate this move.

A bid comparison matrix that takes into account the company qualifications and price is attached as Exhibit 1. Based on that sheet and for the reasons stated above, CCS recommends the Library moving contract be awarded to Boulevard Relocation Services (BRS).

Sincerely,

A handwritten signature in black ink, appearing to read 'Marc Rogers', is written over a light gray horizontal line.

Marc Rogers
Owner's Representative
CCS INTERNATIONAL, INC.

cc: Graham Harwood, CCS International, Inc.

**APPLETON PUBLIC LIBRARY
MOVING RFP POINT TABLE**

Category	Points Available	Hallett Movers		BRS	
		Points	Notes	Points	Notes
Statement of Qualifications					
Moving Personnel (numbers of employees to be used / available)	25	25	17 person crew each day for 15 to 17 days for phase 1 and two weeks for phase 2	25	between 10-14 crew each day for three weeks for phase 1 and two weeks for phase 2
Moving Manager	35	35	Library specific experience	25	Library specific experience
Library moving projects completed in the last 5 years	40	40	At least 7+ public library projects completed	30	3 within last 5 years. Multiple over the past 20+ years
General Notes - SOQ	50	40	Warehouse in Summit IL. Specialize in Library moving	40	Local storage facility and local crew with library experience.
Relocation Plan					
Method for maintaining shelf list order	30	30	Measuring and tagging	30	Measuring and tagging. Will work out fill ratio for temp. location with the APL.
Methodology to be used for relocating library materials, equipment, boxed supplies, etc.	25	25	Color coding/tagging/Library Spreadsheet Program	20	Color coding/numbering/tagging. Will pack on carts and trucks and wheel into place.
Detailed Schedule (sequencing and timing)	40	35	Phase 1: 15-17 days / Phase 2: 10 days	40	Phase 1: 15 days / Phase 2: 10 days
Marking and Tagging	25	25	Color coding/labeling. Specialized book tagging.	25	Color coding/labeling. Specialized book tagging.
Security and Protection	25	25	Warehouse equipped with cameras, fenced in and gated building	20	Temperature controlled storage in Appleton
Subcontractor Qualifications	25	25	Self-Perform work but an out of town crew.	20	IIS - commercial furniture installer for shelving portion/previous projects, 500 shelving unit relocation noted.
General Notes - Relocation Plan	30	30	detailed plan for moving books	30	detailed plan for moving books
General Bid Submission					
Bid Form Response (completed and accurate bid form)	10	10	provided in full	5	signature pages provided
Bid Submittal (per requirements)	15	15	requirements met	10	bid form signature pages provided. Other requirements met.
Certifications, Documentation, Bonding Capacity, Insurance	10	10	yes	10	yes
Itemized Bid Breakdown	15	5	Phase 1 and Phase 2 broken down only	15	Phase 1 and Phase 2 broken down + detailed breakdown
Bid Amount (points allocated as a percentage difference)	200	0	\$572,442 (Percentage difference is over 100% therefore '0' points)	200	\$264,574.85 = \$252,275.85 base bid PLUS alternate for storage during temp move \$12,300.00
TOTALS	600	375		545	