

CITY OF MADISON HEIGHTS
ELECTRONIC COUNCIL AGENDA REQUEST FORM

SUBMITTED TO: Melissa R. Marsh, City Manager

SUBMITTED BY: Amy J. Mischak, HR Director/Purch
Coord

DATE: 11/3/2022

FOR CONSIDERATION AT THE COUNCIL MEETING OF: 11/14/2022

ACTION REQUESTED

PRESENTATION	<input type="checkbox"/>	FUTURE PUBLIC HEARING	<input type="checkbox"/>
PUBLIC HEARING – SPECIAL APPROVAL	<input type="checkbox"/>	BID AWARDS/PURCHASES	<input checked="" type="checkbox"/>
PUBLIC HEARING – OTHER	<input type="checkbox"/>	ORDINANCE – FIRST	<input type="checkbox"/>
COMMUNICATION	<input type="checkbox"/>	ORDINANCE – SECOND	<input type="checkbox"/>
REPORT	<input type="checkbox"/>	OLD BUSINESS	<input type="checkbox"/>

DESCRIPTION OF ITEM

Approve contract for packing, labeling, onsite storage and unpacking of Library materials collection, in an amount not to exceed \$41,600

IF ORDINANCE, CITE TITLE/CHAPTER SECTIONS

[Click or tap here to enter text.](#)

POLICY CONSIDERATION

[Click or tap here to enter text.](#)

Financial Impact	<input type="checkbox"/>	Fee Waiver Proposed	<input type="checkbox"/>
Budgeted Fund Name(s)	Improvements	Department Name	Click or tap here to enter text.
Appropriated in Acct.	470-265-987-0000	Budget Amount	Click or tap here to enter text.
Amount Available in Acct.	11,000,000.00		
Second Account Number	Click or tap here to enter text.	Budget Amount	Click or tap here to enter text.
Amount Available in 2 nd Acct.	Click or tap here to enter text.	Revenue Generated	Click or tap here to enter text.
Other Comments	Click or tap here to enter text.		

REVIEW CHECKLIST

DEPARTMENT	Amy J. Mischak, HR Director/Purch Coord	DATE	10/25/2022
DEPARTMENT	Click or tap here to enter text.	DATE	Click or tap to enter a date.
CITY MANAGER	Click or tap here to enter text.	DATE	Click or tap to enter a date.

See P:/SHARED/COUNCIL AGENDA/FORMS

Rev. January 2004

ITEM # [Click or tap here to enter text.](#)

Date: November 3, 2022

To: Melissa R. Marsh, City Manager

From: Amy J. Mischak, HR Director/Purchasing Coordinator

As part of the construction project at Civic Center Plaza, the Library is scheduled to begin its renovations in December 2022. Staff discussed the logistics of the renovations and has determined that it would be in the City's best interest to have the materials labeled, packed/sealed and stored onsite by a professional company with experience in this procedure. The selected company would also be responsible for unpacking and reshelving the materials once the renovations are complete.

The City requested that the Construction Management company, Frank Rewold & Sons (FRS), obtain a quote in order to gauge the cost of this type of operation. FRS contacted Michigan Office Movers, who completed a detailed walk through with construction representatives and City staff. They provided a quote of \$38,800 to include all labor and materials for the project. An optional cost for tear down and removal of current shelving was quoted at \$2,800 for a grand total of \$41,600.

Given that the cost was well over the bid threshold, formal Invitation to Bid #1058 was posted at www.mitn.info. After a walkthrough providing other vendors the opportunity to inspect the materials and onsite storage site, the City received two additional bids by the stated deadline. Library Design Associates quoted the base bid at \$81,099 and also provided an alternate with different storage solutions at \$76,148. Oneida Solutions Group provided a quote of \$89,225.

Michigan Office Movers maintained the original quote of \$41,600. They have provided similar services for the LaCrosse Wisconsin Public Library within the last year, as well as services for Brighton Area Schools Library and Flint Public Library so they are familiar with the scope of work and have completed the same type of work successfully in the recent past. FRS and City staff are confident that they will perform these duties to the City's expectations.

Given the considerable savings, we would respectfully request that City Council approve the contract to Michigan Office Movers according to the provided quote at the pricing provided, not to exceed \$41,600.

Thank you for your consideration.

September 29, 2022

To: Corey Almas, PE – City of Madison Heights
Joe Lucci – Frank Rewold and Sons

From: Jeff Cook – Michigan Office Movers, LLC

Re: Madison Heights Public Library

Scope

1. Address: 240 W 13 Mile Rd, Madison Heights MI
Dates: TBD – November 2022
Hours: Regular
2. Michigan Office Movers to supply labor, materials and project management to remove and package, Madison Heights Library collection in to containers for onsite storage in support of Library renovation by General Contractor.
3. Project manager will tag each shelf annotate boxes accordingly for reinstallation to new shelving.
4. Pre-move meeting with Librarian to discuss any reconfiguration to the collection during reinstall.
5. Boxes will be placed on pallets, shrink wrapped and placed in designated storage area onsite per scope of work discussed 9/14/22 walkthrough.
6. **Materials Supplied:**
 - A. 600-650 missile boxes (retained by mover)
 - B. 70-75 pallets (retained by mover)
 - C. Shrink-wrap and tape
 - D. Other disposable materials as needed.
7. Named insured provided to all interested parties
8. Schedule of work:
 - A. Packaging 3 Days
 - B. Unpacking 2.5 Days

9. Price predicated on mover having unimpeded access.
10. Performance guarantee

Project Price per Scope

\$38,800

Optional

1. Teardown and remove existing shelving \$2,800

Corey, thanks again for the opportunity to quote. I would enjoy working with you on this project. If you have any questions don't hesitate to call #800-214-4173.

Regards,

Jeffrey Cook
Michigan Office Movers