



## MEMORANDUM

**To:** Coppell Recreation Development Corporation

**From:** Vicki Chiavetta, Director of Library Services

**Date:** July 31, 2015

**Reference:** Consider approval to enter into an agreement with Premiere Install & Movers for the moving and storage of materials, furnishings and office supplies from and back to, the William T. Cozby Public Library, in the amount of \$110,268.22; and authorizing the CRDC President to sign any necessary documents.

**2030:** Community Wellness and Enrichment: Community Gathering Places, Community Education Programs and Support of Top Quality Schools  
Sustainable City Government Strategy: Excellent and Well-Maintained City Infrastructure and Facilities

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### Introduction:

The library expansion project is scheduled to begin in August of 2015. Previously it was determined that relocating library services would eliminate safety concerns and help reduce construction time. The temporary location was identified as the previous Fire Administration building at 500 Southwestern Blvd. A second temporary location for staff offices is the Biodiversity Center at 367 S. Freeport Parkway.

### Analysis:

Library staff were directed to select a vendor to provide the City with moving and storage services to relocate materials, furnishings and office supplies to the temporary facilities on Southwestern Blvd. and S. Freeport Parkway. The contract includes moving back to 177 N. Hartz upon completion of the expansion and costs for storage during construction. Requests for Bids were solicited and, following a ranking and interview process, Premiere Install & Movers were selected for recommendation to the Council and CRDC. Premiere has years of experience moving offices including library collections. City Council approved the contract on June 9, 2015.

### Legal Review:

Agenda item was reviewed by David Dodd on June 2, 2015.

**Fiscal Impact:**

The contract amount is for \$110,268.22. The cost for the relocation of the library's contents are included in the overall project budget of \$7 million.

**Recommendation:**

The Library Department recommends approval of this item.