



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**July 18, 2023**

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**TOPIC:** Approve Agreement for Moving and Storage Services for the Main Library and Newhope Library Capital Improvement Projects

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**AGENDA TITLE**

Approve Agreement with Inland Moving and Storage Co., Inc. dba Burgess Moving and Storage to provide Moving and Storage Services for the Main Library Transformation Project and Newhope Library Renovation Project, in an Amount not to Exceed \$223,924 (Specification No. 23-058A) (General Fund and Non-General Fund)

**RECOMMENDED ACTION**

Authorize the City Manager to execute an agreement with Inland Moving and Storage Co., Inc. dba Burgess Moving and Storage to provide moving and storage services for the Main Library Transformation Project and Newhope Library Renovation Project in an amount not to exceed of \$223,924 including a 10% contingency amount of \$20,357, for a term beginning July 18, 2023 and expiring December 31, 2025, with provision for one, one-year extension, subject to non-substantive changes approved by the City Manager and City Attorney.

**DISCUSSION**

Quality library services are a key indicator of a community's overall health and wellness. Utilizing a high-quality moving and storage firm will help ensure the Library's collections are protected, secured, and readily available to the public upon reopening of the Main and Newhope Libraries after the respective Transformation and Renovation Capital Improvement Projects are complete. Once complete, residents will enjoy an enhanced and expanded network of library locations and services along with an improved quality of life throughout Santa Ana.

On April 13, 2023, the Purchasing Department and Library Services Agency released Request for Proposal (RFP) 23-058A, by which it sought proposals from qualified firms to provide moving and storage services for two Library capital improvement projects - the Main Library Transformation and Newhope Library Renovation. (Exhibit 1). The scope of services includes the management of moving services, the relocation of Library collections and selected furniture, temporary off-site secure storage, and the provision of all packing materials.

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The RFP was advertised on PlanetBids, the City's online bid management and publication system. A summary of the RFP and proposals received is as follows:

505	Vendors notified
1	Santa Ana vendor notified
26	Vendors downloaded the RFP packet
11	Proposals received
0	Proposals received from Santa Ana vendors

Eleven Proposals were received by the RFP deadline on May 10, 2023, opened, and six (6) proposals were deemed to be responsive to the RFP specifications. Based on the criteria outlined in the RFP, the following summarizes the results from firms that submitted responsive proposals and their rankings:

<b>Firm</b>	<b>City</b>	<b>Rank</b>
Inland Moving and Storage Co., Inc.	Riverside, CA	1
MEK Enterprises, Inc.	San Diego, CA	2
Penn Relocation Services	Anaheim, CA	3
Johnson Commercial Solutions Inc.	San Marcos, CA	4
S and D Moving Services Inc.	Spring Valley, CA	5
Crown Worldwide Moving and Storage, LLC	Mira Loma, CA	6

Staff recommends awarding an agreement to the highest-ranked firm, Inland Moving & Storage Co., Inc. dba Burgess Moving and Storage (Exhibit 2). Their proposal demonstrated a high degree of technical competence and experience performing comparable services on projects of similar sizes for other government agencies. The firm was able to demonstrate a clear understanding of the project components and provide a cost-effective approach to the Library's needs, providing the best overall value for the City.

### **FISCAL IMPACT**

The current fiscal year funding is available in the FY 23-24 budget and any remaining balances not expended at the end of the fiscal year will be presented to City Council for approval of carryovers to FY 24-25.

<b>Fiscal Year</b>	<b>Accounting Unit- Account #</b>	<b>Fund Description</b>	<b>Accounting Unit, Account Description</b>	<b>Amount</b>
2023-2024	01111017-62300	GENERAL FUND	Library – Service Enhancement; Contract Services Professional	\$49,091
2023-2024	01211020-62300	CANNABIS PUBLIC BENEFIT FUND	Library Youth Services; Contract Services Professional	\$51,383

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2024-2025	01111017-62300	GENERAL FUND	Library – Service Enhancement; Contract Services Professional	\$46,288
2025-2026	01111017-62300	GENERAL FUND	Library – Service Enhancement; Contract Services Professional	\$77,162
			<b>TOTAL</b>	<b>\$223,924</b>

**EXHIBIT(S)**

1. Location Map
2. Agreement

Submitted By: Brian Sternberg, Executive Director of Library Services

Approved By: Kristine Ridge, City Manager