



TO: Mayor and Councilmembers

SUBMITTED BY: Matthew R. Fore, General Services Director

SUBJECT: Award of Agreement for Move Management Services for the Goleta Valley Library ADA, Safety, and Building Improvements Project

RECOMMENDATION:

Authorize the City Manager to execute a General Services Agreement with BKM Office Environments, Inc. for the provision of moving and move management services in support of the Goleta Valley Library ADA, Safety, and Building Improvements Project (CIP No. 9130) in the not-to-exceed amount of \$68,311.28, for a term ending December 31, 2025.

BACKGROUND:

On October 1 and November 19, 2024, Staff presented to Council several options for the provision of temporary Library services during construction of the Goleta Valley Library ADA, Safety, and Building Improvements Project (Project). On November 19, 2024, Council directed Staff to pursue a short-term lease at 6500 Hollister Avenue from which Library services would be provided (GVL Express). On February 25, 2025, the City Council authorized the City Manager to execute a lease with 6500 Hollister, LLC for a short-term lease at 6500 Hollister Avenue, Suite 105. The lease was executed on March 6, 2025.

DISCUSSION:

Staff estimates that approximately 20 percent of the Goleta Valley Library (GVL) collection will be relocated to the GVL Express, City Hall, and the Goleta Community Center, all of which will be used to provide modified Library services during the construction period.

Procurement Process

On February 5, 2025, the City issued a Request for Qualifications/Proposals (RFQ/P) for Move Management Services. The RFQ/P opportunity was advertised on the City's PlanetBids portal, on the City's website, and in the Santa Barbara *Independent*. One addendum was issued.

Six (6) responsive and responsible proposals were received; proposals were opened virtually on PlanetBids on February 28, 2025. An evaluation team comprised of City Staff scored the written proposals based upon the established scoring rubric.

Recommended Award

The evaluation team ranked BKM Office Environments, Inc. (BKM) as the proposer best able to fulfill the obligations set forth in the RFQ/P. BKM brings 20+ years of experience providing moving and move management services to both private and public organizations, including local governments, and is a certified Woman Owned Business Enterprise (WBE).

Next Steps

The Goleta Valley Library will close to the public on March 30, 2025. Staff estimates that Library materials will be physically relocated between April 21 and May 15, 2025. Staff plans to open the GVL Express site on June 1, 2025.

FISCAL IMPACTS:

The cost of moving services to be provided by BKM pursuant to its RFP proposal is \$58,311.28. Staff recommends that Council authorize the City Manager to issue a purchase order in a not-to-exceed amount of \$68,311.28, which includes a contingency of \$10,000 in the case that additional collection materials or large furniture must be stored or relocated elsewhere in order to facilitate construction on the Project.

Sufficient budget exists in Program 2100 (G/L 101-20-2100-54014) to cover the cost of moving and move management services. Therefore, no additional appropriations are requested as part of this Council item.

ALTERNATIVES:

The Council may elect not to authorize the issuance of a purchase order to BKM and direct Staff to negotiate with another responsive vendor. However, doing so would delay opening of the GVL Express site and commencement of construction on the Library Project.

LEGAL REVIEW BY: Isaac Rosen, Acting City Attorney

APPROVED BY: Robert Nisbet, City Manager

ATTACHMENT:

1. General Services Agreement with BKM Office Environments, Inc. for the Provision of Moving and Move Management Services

ATTACHMENT 1

General Services Agreement with BKM Office Environments, Inc. for the Provision of
Moving and Move Management Services

Project Name: Goleta Valley Library Move Services (CIP No. 9130)

**AN AGREEMENT FOR GENERAL SERVICES
BETWEEN THE CITY OF GOLETA
AND
BKM OFFICE ENVIRONMENTS, INC.**

THIS GENERAL SERVICES AGREEMENT ("Agreement"), made and entered into this ____ day of _____, 2025, by and between the **CITY OF GOLETA**, a municipal corporation (hereinafter referred to as "City"), and **BKM OFFICE ENVIRONMENTS, INC.**, a California corporation (hereinafter referred to as "Service Provider").

SECTION A. RECITALS

1. This Service Provider will be providing moving services and move management services in conjunction with the Goleta Valley Library ADA, Safety, and Building Improvements Project; and
2. Service Provider represents that it is sufficiently experienced and capable of providing the services agreed to herein and are sufficiently familiar with the needs of the City; and
3. Service Provider was recommended for award of this Agreement in compliance with Goleta Municipal Code Section 3.05.080; and
4. The City Council, on this ____ day of _____, 2025, approved this Agreement and authorized the City Manager to execute the Agreement.

SECTION B. TERMS

1. RETENTION OF SERVICE PROVIDER

City hereby retains Service Provider, and Service Provider hereby accepts such engagement, to perform moving services and move management services, as requested, and attached herein as **Exhibit "A"**. Service Provider warrants it has the qualifications, experience and facilities to properly and timely perform said services.

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2. COMPENSATION AND PAYMENT

(a) Maximum and Rate. The total compensation earned by or payable to the Service Provider, by the City, for any and all services under this Agreement are estimated to be **\$58,311.28**, and **SHALL NOT EXCEED** the sum of **\$68,311.28** over the life of the Agreement, and shall be earned on the following basis:

The rates set forth in Service Provider's Schedule of Fees marked **Exhibit "B,"** attached and incorporated herein.

(b) Payment. All payments shall be made within 30 days after the Service Provider has provided the City with written verification of the actual compensation earned, which written verification shall be in a form satisfactory to the City's Project Manager.

3. CITY PROJECT MANAGER AND SERVICES BY CITY

The services to be performed by the Service Provider shall be accomplished under the general direction of, and coordinate with, the City's "Project Manager", as that staff person is designated by the City from time to time, and who presently is Patrick Zuroske, Project Manager, General Services Department.

4. PROGRESS AND COMPLETION

Project Manager shall assign, in writing, Service Provider with discrete projects, which shall in no event exceed \$68,311.28 per project. Service Provider shall commence work on the services to be performed on each project as requested and authorized by the Project Manager.

For each discrete job requested by the Project Manager, Service Provider must respond to provide at least an initial assessment of the project. Service Provider will provide an estimate to the Project Manager and only start work upon written authorization from the Project Manager.

5. AGREEMENT PERFORMANCE

Non-Exclusivity. This Agreement is non-exclusive. City reserves the right to retain, employ, Agreement with other qualified providers of services during the term of this Agreement on such occasions and in such circumstances as City shall determine are appropriate.

Ability to Perform. The Service Provider warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance

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with any and all federal, state, county, city, and special district laws, ordinances, and regulations.

Laws to be Observed. The Service Provider shall keep itself fully informed of and shall observe and comply with all applicable state and federal laws and county and City of Goleta ordinances, regulations and adopted codes during its performance of the work.

Payment of Taxes. The Agreement prices shall include full compensation for all taxes which the Service Provider is required to pay.

Permits and Licenses. The Service Provider shall procure all permits and licenses, pay all charges and fees, and give all notices necessary.

Prevailing Wage. The Service Provider is obligated to pay prevailing wages under the California Labor Code. Service Provider agrees to indemnify, defend and hold City harmless from any claim that prevailing wages should have been paid, and shall be liable for the payment of the same and any penalties thereon. It is the responsibility of the Service Provider to be familiar with the California Labor Code, and failure or neglect of the Service Provider to understand the California Labor Code shall in no way relieve him from any obligations.

Safety Provisions. The Service Provider shall conform to the rules and regulations pertaining to safety established by OSHA and the California Division of Industrial Safety.

Preservation of City Property. The Service Provider shall provide and install suitable safeguards, approved by City, to protect City property from injury or damage. If City property is injured or damaged as a result of the Service Provider's operations, it shall be replaced or restored at the Service Provider's expense. The facilities shall be replaced or restored to a condition as good as when the Service Provider began work.

Immigration Act of 1986. The Service Provider warrants on behalf of itself and all subcontractor Providers engaged for the performance of this work that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

Nondiscrimination. The City reaffirms its ongoing commitment to equality in the conduct of City business, and prohibits any policy, plan, program, custom or practice, including harassment, in the conduct of City business. No discrimination or discriminatory practice shall occur in either employment of persons for, or completion of, the work contemplated by this Agreement, when such discrimination

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is based on race, color, national origin, or ancestry; religion; sex; gender, gender identity, gender expression, or gender transitioning status; physical disability, mental disability, medical condition, or genetic information; marital or domestic partner status; citizenship status; age; sexual orientation; exercising a legally protected right to an employment leave of absence; status as a victim of domestic violence, sexual assault, or stalking; reproductive health decision-making, or any other classification protected under state or federal law. Among other possible violations of law, a violation of this section exposes Service Provider to the penalties provided for in Labor Code Section 1735.

Paper Products and Printing Requirements. To the extent this contract provides paper products, and printing and writing paper for the City, Service Provider must meet quality standards and criteria specified in [SB 1383](#), [Sections 22150-22154 of the Public Contract Code](#) and [16 Code of Federal Regulations \(CFR\) Section 260.12](#) by:

- a. If fitness and quality are equal, provide recycled products, instead of nonrecycled products whenever recycled products are available at the same or a lesser total cost than nonrecycled items.
- b. Provide paper products and printing and writing paper that meet Federal Trade Commission recyclability standard as defined in 16 CFR Section 260.12.
- c. Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the paper products and printing and writing paper offered or sold to the City. This certification requirement may be waived if the percentage of postconsumer material in the paper products, printing and writing paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
- d. Certify in writing, on invoices or receipts provided, that the paper products and printing and writing paper offered or sold to the City is eligible to be labeled with an unqualified recyclable label as defined in 16 CFR Section 260.12.
- e. Comply with any other requirements in Goleta Municipal Code Section 8.10.900(B).

Organic Waste Use Requirements. To the extent this contract provides landscaping maintenance, renovation, and construction services, Service Provider must:

- a. Use compost and SB 1383 eligible mulch, as practicable, produced from recovered organic waste, for all landscaping renovations, construction, or maintenance performed for the City, whenever

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available, and capable of meeting quality standards and criteria specified. SB 1383 eligible mulch used for land application must comply with 14 CCR Section 18993.1 - 18993.4, and must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Sections 17852(a)(24.5)(A)(1) through (3).

- b. Keep and provide records of procurement of recovered organic waste products (either through purchase or acquisition) to the City's Designated Representative, upon completion of projects. Information to be provided must include:
 - i. General description of how and where the product was used and if applicable, applied;
 - ii. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the recovered organic waste products were procured;
 - iii. Type of product;
 - iv. Quantity of each product; and,
 - v. Invoice or other record demonstrating purchase or procurement.
- c. Comply with all requirements in Goleta Municipal Code Section 8.10.900(A).

Work Delays. Should the Service Provider be obstructed or delayed in the work required to be done hereunder by changes in the work or by any default, act, or omission of City, or by strikes, fire, earthquake, or any other Act of God, or by the inability to obtain materials, equipment, or labor due to federal government restrictions arising out of defense or war programs, then the time of completion may, at City's sole option, be extended for such periods as may be agreed upon by City and the Service Provider. In the event that there is insufficient time to grant such extensions prior to the completion date of the Agreement, City may, at the time of acceptance of the work, waive liquidated damages which may have accrued for failure to complete on time, due to any of the above, after hearing evidence as to the reasons for such delay, and making a finding as to the causes of same.

Inspection. The Service Provider shall furnish City with every reasonable opportunity for City to ascertain that the services of the Service Provider are being performed in accordance with the requirements and intentions of this Agreement. All work done and all materials furnished, if any, shall be subject to City's inspection and approval. The inspection of such work shall not relieve Service Provider of any of its obligations to fulfill its Agreement requirements.

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Audit. City shall have the option of inspecting and/or auditing all records and other written materials used by Service Provider in preparing its invoices to City as a condition precedent to any payment to Service Provider.

Interests of Service Provider. The Service Provider covenants that it presently has no interest, and shall not acquire any interest, direct or indirect or otherwise, which would conflict in any manner or degree with the performance of the work hereunder. The Service Provider further covenants that, in the performance of this work, no subcontractor or person having such an interest shall be employed. The Service Provider certifies that no one who has or will have any financial interest in performing this work is an officer or employee of City. It is hereby expressly agreed that, in the performance of the work hereunder, the Service Provider shall at all times be deemed an independent Service Provider and not an agent or employee of City.

6. TERM

This Agreement shall expire on December 31, 2025.

7. OWNERSHIP OF DOCUMENTS

All drawings, designs, data, photographs, reports and other documentation (other than Service Provider's drafts, notes and internal memorandum), including duplication of same prepared by Service Provider in the performance of these services, shall become the property of the City upon termination of the consulting services pursuant to this Agreement and upon payment in full of all compensation then due Service Provider. If requested by the City, all, or the designated portions of such, shall be delivered to the City. The City agrees to hold the Service Provider harmless from all damages, claims, expenses and losses arising out of any reuse of the plans and specifications for purposes other than those described in this Agreement, unless written authorization of the Service Provider is first obtained.

8. PERSONAL SERVICES/NO ASSIGNMENT/SUBSERVICE PROVIDER

This Agreement is for general services which are personal to City. Dora Johnson Gonzales is deemed to be specially experienced and is a key lead for services provided, and shall be directly involved in performing, supervising or assisting in the performance of this work. This key person shall communicate with, and periodically report to, City on the progress of the work. Should any such individual be removed from assisting in this contracted work for any reason, City may terminate this Agreement. Service Provider must ensure that subcontractors must adhere to all applicable provisions of this Agreement relating to providing

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services to City. This Agreement is not assignable by Service Provider without City's prior consent in writing.

9. HOLD HARMLESS AND INDEMNITY

(a) Hold Harmless for Service Provider's Damages. The Service Provider holds the City, its elected officials, officers and employees, harmless from all of Service Provider's claims, demands, lawsuits, judgments, damages, losses, injuries or liability to the Service Provider, to the Service Provider's employees, to Service Provider's Service Providers or subcontractor, or to the owners of the Service Provider's firm, which damages, losses, injuries or liability occur during the work or services required under this Agreement, or occur while Service Provider is in a City building or on City property, or which are connected, directly or indirectly, with the Service Provider's performance of any activity or work required under this Agreement.

(b) Defense and Indemnity of Third-Party Claims/Liability. Service Provider shall investigate, defend, and indemnify the City, its elected officials, officers and employees, from any claims, lawsuits, demands, judgments and all liability including, but not limited to, monetary or property damage, lost profit, personal injury, wrongful death, general liability, automobile, infringement of copyright/patent/trademark, professional errors and omissions arising out of, directly or indirectly, an error, a negligent act or negligent omission of the Service Provider or of Service Provider's subcontractor, or the willful misconduct of the Service Provider or Service Provider's Service Providers/subcontractor, in performing the services described in, or normally associated with, this type of contracted work. The duty to defend shall include any suits or actions in law or equity concerning any activity, product or work required under this Agreement, and also include the payment of all court costs, attorney fees, expert witness costs, investigation costs, claims adjusting costs and any other costs required for and related to such litigation.

(c) Nonwaiver. The City does not waive, nor shall be deemed to have waived, any indemnity, defense or hold harmless rights under this section because of the acceptance by the City, or the deposit with the City, of any insurance certificates or policies described in section 10.

10. INSURANCE

Service Provider shall, at Service Provider's sole cost and expense, provide insurance as described herein. All insurance is to be placed with insurers authorized to do business in the State of California with an A.M. Best and Company rating of A- or better, Class VII or better, or as otherwise approved by City.

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Insurance shall include the following (or broader) coverage:

- a) Insurance Services Office Commercial Liability coverage “occurrence” form CG 00 01 or its exact equivalent with an edition date prior to 2004 and with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- b) Insurance Services Office form number CA 00 01 or equivalent covering Automobile Liability, including hired and non-owned automobile liability with a minimum limit of \$1,000,000 per accident. If the Service Provider owns no vehicles, this requirement may be satisfied by a non-owned and hired auto endorsement to Service Provider’s commercial general liability policy.
- c) Workers’ Compensation insurance complying with California worker’s compensation laws, including statutory limits for workers’ compensation and an Employer’s Liability limit of \$1,000,000 per accident or disease.

Liability insurance policies required to be provided by Service Provider hereunder shall contain or be endorsed to contain the following provisions:

- a) Except for professional liability insurance, City, its employees, officials, agents and member agencies shall be covered as additional insureds. Coverage shall apply to any and all liability arising out of the work performed or related to the Agreement. Additional insured status under the general liability requirement shall be provided on Insurance Services Office Form CG 20 10, with an edition date prior to 2004, or its equivalent. Additional insured status for completed operations shall be provided either in the additional insured form or through another endorsement such as CG 20 37, or its equivalent.
- b) General and automobile liability insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer’s liability. Coverage will not be limited to City’s vicarious liability.
- c) Except for professional liability insurance, liability coverage shall be primary and non-contributing with any insurance maintained by City.
- d) Evidence of coverage (including the workers’ compensation and employer’s liability policies) shall provide that coverage shall not be suspended, voided, canceled or reduced in coverage or in limits except after 30 days’ prior written notice has been given to City. Such provision

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shall not include any limitation of liability of the insurer for failure to provide such notice.

- e) No liability insurance coverage provided to comply with this Agreement shall prohibit Service Provider, or Service Provider's employees, or agents, from waiving the right of recovery prior to a loss. Service Provider waives its right of recovery against City.
- f) Service Provider agrees to deposit with City within fifteen days of Notice to Proceed of the Agreement certificates of insurance and required endorsements.
- g) There shall be no recourse against City for payment of premiums or other amounts with respect to the insurance required to be provided by Service Provider hereunder. Any failure, actual or alleged, on the part of City to monitor compliance with these requirements will not be deemed as a waiver of any rights on the part of City. City has no additional obligations by virtue of requiring the insurance set forth herein. In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Service Provider or City will withhold amounts sufficient to pay premium from Service Provider payments.
- h) Service Provider agrees to provide immediate notice to City of any claim or loss against Service Provider arising out of the work performed under this Agreement. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.

11. RELATION OF THE PARTIES

The relationship of the parties to this Agreement shall be that of independent contractor and that in no event shall Service Provider be considered an officer, agent, servant or employee of City. The Service Provider shall be solely responsible for any workers compensation insurance, withholding taxes, unemployment insurance, and any other employer obligations associated with the described work.

12. TERMINATION BY CITY

The City, by notifying Service Provider in writing, may upon five (5) calendar days notice, terminate any portion or all of the services agreed to be performed

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under this Agreement. In the event of such termination, Service Provider shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by City to Service Provider within 30 days following submission of a final statement by Service Provider.

13. CORRECTIONS

The Service Provider shall correct, at its expense, all errors in the work which may be disclosed during the City's review of the Service Provider's work. Should Service Provider fail to make such correction in a reasonably timely manner, such correction shall be made by the City, and the cost thereof shall be charged to Service Provider.

14. ACCEPTANCE OF FINAL PAYMENT CONSTITUTES RELEASE

The acceptance by Service Provider of the final payment made under this Agreement shall operate as and be a release of the City from all claims and liabilities for compensation to Service Provider for anything done, furnished or relating to Service Provider's work or services. Acceptance of payment shall be any negotiation of City's check or the failure to make a written extra compensation claim within five (5) calendar days of the receipt of that check, whichever occurs first. However, any approval or payment by the City shall not constitute, nor be deemed, a release of the responsibility and liability of Service Provider, its employees, subcontractors, agents and Service Providers for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the City for any defect or error in the work prepared by Service Provider, its employees, subcontractor, agents and Service Providers.

15. WAIVER; REMEDIES CUMULATIVE

Failure by a party to insist upon the strict performance of any of the provisions of this Agreement by the other party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such party's right to demand strict compliance by such other party in the future. No waiver by a party of a default or breach of the other party shall be effective or binding upon such party unless made in writing by such party, and no such waiver shall be implied from any omissions by a party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified.

16. CONFLICT OF INTEREST

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Service Provider is unaware of any City employee or official that has a financial interest in Service Provider's business. During the term of this Agreement and/or as a result of being awarded this Agreement, the Service Provider shall not offer, encourage or accept any financial interest in Service Provider's business by any City employee or official. If a portion of Service Provider's services called for under this Agreement shall ultimately be paid for by reimbursement from and through an Agreement with a developer of any land within the City or with a City franchisee, the Service Provider warrants that it has not performed any work for such developer/franchisee within the last 12 months, and shall not negotiate, offer or accept any Agreement or request to perform services for that identified developer/franchisee during the term of this Agreement.

17. GOVERNING LAW

This Agreement, and the rights and obligations of the parties, shall be governed and interpreted in accordance with the laws of the State of California and, should litigation occur, venue shall be in the Superior Court of Santa Barbara.

18. CAPTIONS

The captions or headings in this Agreement are for convenience only and in no other way define, limit or describe the scope or intent of any provision or section of the Agreement.

19. ENTIRE AGREEMENT BETWEEN PARTIES

Except for Service Provider's proposals and submitted representations for obtaining this Agreement, this Agreement supersedes any other agreements, either oral or in writing, between the parties hereto with respect to the rendering of services, and contains all of the covenants and agreements between the parties with respect to said services.

20. NOTICES

Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail, postage prepaid, and addressed as follows:

TO CITY: Robert Nisbet, City Manager
City of Goleta
130 Cremona Drive, Suite B
Goleta, CA 93117

TO SERVICE PROVIDER: Dora Johnson Gonzales, Account Manager
BKM Office Environments
816 Via Alondra Camarillo, CA 93012

21. COUNTERPARTS AND ELECTRONIC/FACSIMILE SIGNATURES

This Agreement may be executed in several counterparts, which may be facsimile or electronic copies. Each counterpart is fully effective as an original, and together constitutes one and the same instrument.

In concurrence and witness whereof, this Agreement has been executed by the parties effective on the date and year first above written.

CITY OF GOLETA

BKM OFFICE ENVIRONMENTS, INC.

Robert Nisbet, City Manager

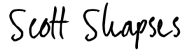
Racheal Price, Vice President

ATTEST:

Deborah Lopez, City Clerk

Angie Bell, Treasurer

APPROVED AS TO FORM:
ISAAC ROSEN, ACTING CITY ATTORNEY

Signed by:


4365248AE5424CE...
Scott Shapses, Deputy City Attorney

EXHIBIT A SCOPE OF SERVICES

Services provided shall include, but not be limited to, the following tasks:

- Pre-Move Planning and Schedule Development and Confirmation.
- Install and maintain appropriate protective measures at all sites.
- City Staff will conduct the bulk of the collections packing; however, the vendor will be required to pack Furniture, Fixtures & Equipment (FF&E), then move those items to the GVL Express site and to the 2nd Floor of City Hall. The project anticipates that there will be one load of items to be delivered and placed at the GCC.
- Remove a Select Inventory of Shelving from Main Library Site, Move and Re-Install at the Temporary Site (using required seismic bracing and brackets).
- Package Select Furniture and Equipment, Move to GVL Express (and place in designated areas) and the City Hall location.

Vendor shall supply all equipment, vehicle(s), transportation, tools and crew to conduct the move services as further defined in the sections below. All materials and FF&E items shall be packed neatly on the vehicle(s) utilized for move. Moving process for the relocated materials shall be completed on the specified dates as outlined in the required project schedule (see Section 1.1.3). The Vendor shall transport the packed items to the new locations and coordinate with staff on the placement of materials and FF&E items. **The project assumes that Library staff will place all items on the shelves at the GVL Express site once items have been transported. City staff will provide a plan to the vendor on where to place the re-located book boxes for efficient collections placement.**

Move Details & Clarifications

Shelving Specifications

- Adult/Teen (Main, Rooms A & B at Temporary Site)
Single Face: 36" w x 66" h x 12" d
Double Face: 36" w x 66" h x 24" d
- Children's (Room C at Temporary Site)
Single Fac: 36" w x 42" h x 12" d
Double Face: 36" w x 42" h x 24" d
- Adult/Teen books per shelf are 35
- Children's Books per shelf are 50
- DVD and media per shelf is 50

1.0 SCOPE OF SERVICES

1.1 Phase One: Planning and Pre-Move

- 1.1.1 Designate a single point of contact to coordinate all move management activities.
- 1.1.2 Coordinate a pre-move conference with City staff. Prepare agenda for the meeting and provide notes of meeting for the project team.
- 1.1.3 Work with the City to develop a move management schedule that will be utilized by both the City and the Move vendor. The schedule will require review each working day throughout the project to track progress of the move and to address areas that may have both a positive or negative impact on the overall schedule.
- 1.1.4 Review of floor plans for the Main Library, GVL Express site, and the 2nd Floor of City Hall (see Appendix E) with City staff and develop flow for the move, including selection of ingress/egress points, areas for shelving and furniture tear down and set-up, collections packaging areas, boxed collection items staging areas, parking requirements (i.e., specific locations), and material stacking areas.
- 1.1.5 Include all floor and door protection specifications to be utilized during the physical move and remaining collection protection activities.
- 1.1.6 Assist the City with confirming locations for shelving removal, equipment (including copier/printers and self-check-out kiosks), power and data outlets.
- 1.1.7 Confirm specification of collection protections utilized for those items that will remain inside of the Main Library site throughout the subsequent construction project.

Note: City staff shall have all items to be moved, re-located, or to remain-in-place identified and tagged prior to the commencement of work. City will provide an inventory of these items to the move vendor and will be incorporated into the daily meetings. These inventories are subject to revision as the move progresses based on the needs of library operations to be provided at the temporary site and the storage and processing site on the 2nd floor of City Hall.

1.2 Phase Two: Physical Move Services

1.2.1 Protective Measures

The vendor shall install appropriate measures at the GVL, GVL Express site, and City Hall to prevent collateral damage during the move. This includes, but is not limited to, the installation of Ram Board, foam padding, and other necessary protective materials to safeguard flooring, walls, doorways, and other vulnerable surfaces. The vendor is responsible for ensuring all protective measures are securely in place prior to commencement of moving activities and for their removal upon project completion.

1.2.2 Inventory of Items to be Re-Located from Main Library to the GVL Express Site (6500 Hollister Avenue)

1.2.2.1 Collection Items

1.2.2.1.1 Approximately 550 boxes of collection items are identified for the re-location to the temporary site. **These items will be pulled from the existing shelves by Library staff, scanned with an inventory wand, and placed into book boxes (i.e., bankers' boxes).**

1.2.2.1.2 The City estimates that each box will contain roughly 20 – 30 items with a total weight of 50 lbs. per box.

1.2.2.1.3 Shelving Units (require breakdown and re-installation at the GVL Express Site)

1.2.2.1.4 32 Adult/Teen single facing shelves

1.2.2.1.5 11 Adult/Teen double face shelves

1.2.2.1.6 6 Children single face shelves

1.2.2.1.7 2 Children double face shelves

1.2.2.1.8 All shelving re-installed at the Temporary site shall be completed using required State and local seismic requirements.

1.2.2.2 Furniture, Fixtures & Equipment (FF&E)

1.2.2.2.1 5 Carrels (i.e., workstations) for public computers/print station

1.2.2.2.2 5 Public chairs for workstations

1.2.2.2.3 3 Self-check kiosks

1.2.2.2.4 1 Round Table and 4 Chairs

1.2.2.2.5 20 Bankers boxes of miscellaneous supplies

1.2.2.2.6 7 Book carts

1.2.2.2.7 1 Exterior Bookdrop

1.2.2.2.8 10 Computer stations (6 staff and 4 public, with related accessories)

1.2.2.2.9 2 Copier/Scanners

1.2.2.2.10 6 Handheld scanners and RFID pads

1.2.2.2.11 1 Print station

1.2.2.2.12 2 Chairs for service desk

1.2.2.2.13 4 Staff Chairs

1.2.2.2.14 1 Security Gate

1.2.2.2.15 10 trash cans

1.2.2.2.16 1 File cabinet

1.2.2.2.17 1 Corkboard for staff posting in workroom

1.2.2.2.18 1 Library locator sign

1.2.2.2.19 25 Delivery bags

1.2.2.2.20 1 hand sanitizer stand

1.2.3 Inventory of Items to be Re-Located from Main Library to the 2nd Floor at City Hall (130 Cremona Drive)

1.2.3.1 Collection Items

1.2.3.1.1 Approximately 50 boxes of collection items are identified for the re-location to the temporary site. **These items will be pulled from the existing shelves by Library staff, scanned with an inventory wand, and placed into book boxes (i.e., bankers' boxes).**

1.2.3.1.2 The City estimates that each box will contain roughly 20 – 30 items with a total weight of 50 lbs. per box.

1.2.3.1.3 Shelving Units (require breakdown and re-installation at City Hall Site)
None

1.2.3.2 Furniture, Fixtures & Equipment (FF&E)

1.2.3.2.1 10 Library carts

1.2.3.2.2 25 Boxes of miscellaneous supplies

1.2.3.2.3 4 Handheld scanners and RFID pads

1.2.3.2.4 1 Printer

1.2.3.2.5 1 Bookdrop (exterior)

1.2.3.2.6 5 Trash Cans

1.2.3.2.7 1 File Cabinet

1.2.3.2.8 10 Craft supply bins

1.2.3.2.9 35 Delivery bags

1.2.3.2.10 4 Staff computers (and related accessories) and chairs

1.2.4 Inventory of Items to be Re-Located from Main Library to the Goleta Community Center (5679 Hollister Avenue)

1.2.4.1 Collection Items: None

1.2.4.2 1.2.3.2 Shelving Units: None

1.2.4.3 Furniture, Fixtures & Equipment (FF&E)

1.2.4.3.1 3 Library carts

1.2.4.3.2 1 Supply spinner for crafts

1.2.4.3.3 1 Bookdrop (exterior)

1.2.4.3.4 Carpet squares or rug

1.2.5 Phase Four: Other Project Tasks

1.2.5.1 Potential Movement and Storage of Remaining Materials: The project will likely require that some materials be stored in boxes or other containers and moved to an area within the GVL site that will not impact future construction activities. Please allow eight (8) hours within your proposal to accomplish this task.

Scope will be clarified in the field by the project team (including the move vendor).

1.2.5.2 On-Site Security During the Re-Location Activities: The move vendor will be responsible for on-site security during the physical move. The project requires that vendor staff be present at all sites, including the GVL, GVL Express, City Hall and the GCC throughout physical move.

1.2.5.2.1 The CITY shall furnish keys and/or access cards for facilities as the CITY deems necessary. Vendor shall not duplicate keys or access cards. The Vendor shall be responsible for all City-issued keys and access cards, for notifying the City of lost keys, and for the replacement cost of lost keys and access cards. Additionally, the Vendor may be held responsible for the cost of re-keying locks that were operable by the misplaced or lost key(s). Vendor's personnel shall not share or exchange key cards without the City Project Manager's prior approval.

1.2.5.2.2 The misuse of any city-issued ID cards, Access Control Card, keys, or alarm codes by the Vendor or any of the employees of the Vendor shall be considered as a failure to fully comply with the security requirements of this Contract and shall be considered grounds for termination of the Contract

1.2.5.2.3 Vendor's employees shall not disturb documents, or any other item on desks, tables, file cabinets, and shelves, or use or tamper with CITY telephones, radios, television sets, or employees' personal property.

1.2.5.2.4 Vendor shall provide its personnel with uniforms that are common, distinguishable, professional, and clean, without tatter and is suitable for seasonal change when performing Services. For identification purposes, uniforms shall include the Vendor's company identification or logo.

1.3 Phase Three: Post Move Requirements

1.3.1 Site Clean-Up: Upon completion of the physical move and the installation of protection measures for the remaining collection items [Bid as an Alternate], clean all floors or other surfaces that may have been impacted at the GVL, GVL Express, City Hall, and the GCC. Additionally, if sidewalks or parking lots are impacted by the move

activities, the vendor shall ensure that all such surfaces are cleaned before the project completion.

- 1.3.2 Punch List: As the project nears completion, the vendor, in partnership with the City Project Manager, shall assemble a project punch list to ensure there is agreement between both parties that all required tasks have been addressed. Complete a final job walk with the City Project Manager.
- 1.3.3 Completion Report: The Vendor shall assemble a brief overview of tasks completed from project initiation to completion. This should be reviewed at the final vendor-City project meeting to ensure that all items from the project scope of work, including punch list items, have been completed.
- 1.3.4 Invoicing: Vendor shall utilize City required invoicing procedures that include the following:
 - 1.3.4.1 Provide written narrative of activities completed during the billing period, corresponding to the hour invoiced.
 - 1.3.4.2 Submit first draft of the invoice directly to the City's Finance Department, Accounts Payable (AP) team via email to initiate the AP process. The City's Project Manager and General Services Team shall be copied on the invoice submittal email.
 - 1.3.4.3 It will expedite the AP procedure if the Vendor reviews invoices with the City's Project Manager during their regularly scheduled weekly project meetings.

1.4 Phase Four: City Responsibilities

- 1.4.1 Preliminary Project Schedule: The City has provided a preliminary project schedule in Appendix F. This schedule is considered a draft and will require coordination with the vendor. **The majority of the physical move is anticipated to happen between April 21, 2025, and May 16, 2025. The phasing of the move is an important factor for the City and will be coordinated with the vendor during the planning phase of the project.**

It is expected that the project schedule negotiated between the vendor and the City will have a detail of project tasks to be completed each week during the move with a project **opening date of the GVL Express Site of June 1, 2025**. The schedule will require approval by the Vendor and the City prior to commencement of project activities. The schedule shall also be reviewed by both the City and the vendor at each weekly project meeting.
- 1.4.2 Technology Connections: The move vendor will pack and move the majority of the items specific to technology (i.e., computers, monitors, self-service kiosks, copier/scanner, security equipment, etc.). The City will be responsible for their connection at the GVL Express Site and the 2nd Floor of City Hall location.

EXHIBIT B SCHEDULE OF FEES

Move Rates*

- Moving and Box Relocation Services: \$78.44 per hour
- Project Management Services: \$95.00 per hour
- Moving Truck Fees: \$225.00 per day
- Cartons, moving boxes, machine carts, bubble wrap, shrink wrap, and carts are all included in move rates.

*Labor rates are in accordance with prevailing wage rates

Goleta Valley Library Move Costs

Move Cost Component	Cost
Move Services	\$35,141.12
Stair Carry Differential	\$5,100.00
“Happy Crew Services” (adjustments after initial move to new locations)	\$2,510.08
Pre-Pack Move Services	\$2,510.08
Project Management Services	\$3,800.00
Move Truck Fees	\$2,250.00
Equipment Fees	\$3,500.00
Hardware (seismic anchoring)	\$3,500.00
Total Cost	\$58,311.28