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Date: October 10, 2016
To: Rapid City Library Board of Trustees
From: Rod Pettigrew, Building Committee Chair
Re: Bid for Updating Public Areas

Date: October 3, 2016
To: Rod Pettigrew, Building Committee Chair
From: James McShane, Director
Re: Bid for Updating Public Areas

Motion:

Move to allow the City Council to advertise bids for the update to public areas and to defer to the City Council for the award of bids.

Background:

In order for the library to use \$49,000 of CIP funds, the RFP for carpet replacement and award of bids will need to be passed by City Council. Since funds are coming from more than one source, the bid process is more complicated than it would be otherwise. After discussion with the city attorney's office, our options are as follows:

1. The Board moves to allow the City Council to advertise bids for the entire project (carpet, painting, shelving, etc.) and defers to the Council for the award of bids.
2. The Board moves to allow the City Council to advertise for bids for the entire project (carpet, painting, shelving, etc.), but chooses not to immediately defer to the Council. Instead, if the Council approves the bid, the Board would need to meet again to also approve the bid.
3. The Board moves to allow the City Council to only advertise for bids for the carpet replacement in the library and the Council awards a bid. The Board does a separate bid process for the remainder of the project (painting, shelving, etc.). This option may result in two contractors being involved and would likely complicate the installation process.
4. The Board moves to forego use of the CIP funds in 2016. The Board could still go out to bid for any portion of the project in future years, but there is no guarantee that any CIP funds would be available.

Option number 1 is recommended because it simplifies the construction and bid process. Once bids are received, we will still have an opportunity to recommend or deny approval based on cost.