

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: June 8, 2026
FROM: Lisa Plath, Library Director
SUBJECT: Request to Approve the Use of Request for Proposals

INTRODUCTION:

The purpose of this agenda item is to request the Board of Mayor and Aldermen approve the use of the Request for Proposals (RFP) solicitation process to solicit two (2) separate proposals. One for Furniture, Fixtures, and Equipment (FF&E) and a second for technology-related equipment.

BACKGROUND:

On February 11, 2008, the Board of Mayor and Aldermen voted unanimously to adopt Ordinance 2008-03. This ordinance allows the Town to utilize an RFP process when competitive sealed bidding is either not practicable or not advantageous to the Town and price is not the determining factor of award.

The ordinance also requires staff request approval from the municipality's governing body prior to soliciting any proposals.

DISCUSSION:

The Collierville Burch Library is requesting use of the Request for Proposals process to solicit proposals for furniture, fixtures, and equipment (FF&E), and a second proposal for technology-related equipment, to furnish and equip the Collierville Burch Library expansion and renovation.

The proposals will define the minimum requirements to gain adequate information by which an evaluation committee can evaluate the materials and proposed services offered by qualified proposers that specialize in providing public library furniture and technology-related equipment.

Approving the use of the RFP process for the above-named products and/or services does not in any way approve the execution of a purchase/contract. Once staff has administered the RFP process that includes preliminary proposal evaluations, interviews, negotiation, and evaluation of best and final offers, the Board of Mayor and Aldermen will be asked to consider the approval of a purchase/contract in a regularly scheduled public meeting.

BUDGET IMPACT:

This initiative does not require immediate budgetary allocation and has no immediate impact on the Town's budget.

PROPOSED MOTION:

To approve the use of the Request for Proposals (RFP) solicitation process to solicit proposals for furniture, fixtures, and equipment (FF&E) and a second proposal for technology-related equipment to furnish and equip the Collierville Burch Library expansion and renovation.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						