



# AGENDA REPORT

**TO:** Edward D. Reiskin  
City Administrator

**FROM:** Jamie Turbak,  
Director of Library Services

**SUBJECT:** Atthowe Fine Arts Services Contract

**DATE:** June 9, 2021

City Administrator Approval

Date: Jul 6, 2021

## RECOMMENDATION

**Staff Recommends That The City Council Adopt A Resolution Waiving The Request For Proposals/Qualifications Requirements, And Awarding A Contract To Atthowe Transportation Co. Dba Atthowe Fine Art Services For The Storage Of Select African American Museum Library Materials For A Five Year Term In An Amount Not To Exceed Two Hundred Fifty Thousand Dollars (\$250,000).**

## EXECUTIVE SUMMARY

Atthowe Transportation Co. DBA Atthowe Fine Art Services is an Oakland-based company that is exclusively dedicated to the handling and storage of fine art. The City of Oakland currently engages their services for the storage of more than 20 years' worth of the African American Museum & Library at Oakland (AMMLO) archival collections.

On October 16, 2019, the City executed a professional services contract with Atthowe Transportation Co. DBA Atthowe Fine Art Services, which expires on August 29, 2021. The contract was informally bid and did not require City Council authorization as the cost was below \$50,000 and was within the City Administrator's contracting authority. City Council approval is now required as staff requests to waive the bidding process and execute a new contract with Atthowe Fine Arts Services for a term of five years in an amount not to exceed \$250,000.

## BACKGROUND/LEGISLATIVE HISTORY

A professional services contract was executed with Atthowe Transportation Co. DBA Atthowe Fine Art Services on October 16, 2019 with the approval of the City Administrator. The contract will expire on August 29, 2021 and City Council authorization is required as an extension will exceed the City Administrator's contracting authority.

Currently, there are more than 20 years' worth of archival collections stored in a temperature- and humidity-controlled environment at Atthowe Fine Art Storage. Controlling temperature and relative humidity is crucial for archival collections and a fundamental aspect of

preservation. These collections are historically significant and unique documents chronicling the history of African Americans in Northern California and the Bay Area. The processing and cataloging backlog requires dedicated human resources and environmental storage that meets professional and industry standards. The Library Department and AAMLO seek a continued storage contract at the current facility to complete the processing of these important historical documents. To move these documents to another storage facility at this time is not in the best interest of the City, as it would disrupt the processing efforts and misspend human effort in moving collections.

### **ANALYSIS AND POLICY ALTERNATIVES**

Oakland Municipal Code (OMC) section 2.04.051.A requires the City Administrator to conduct a request for proposals/qualifications (RFP/Q) process for professional services contracts and OMC section 2.04.051.B allows City Council to waive the RFP/Q requirements upon a finding by the Council that it is in the best interest of the City to do so.

It is in the best interest of the City to waive the competitive request for proposals/qualifications process for this contract because initiating a contract with a new vendor would require moving the collections, which would result in a duplication of effort and waste resources already invested in this project. Moreover, since Atthowe Fine Art Services is the only local vendor who specializes in this service, a new vendor outside of Oakland would also mean higher transportation and other overhead costs.

Approval of this resolution will allow the Oakland Public Library (OPL) to continue to engage the services of Atthowe Fine Art Services for the storage of AMMLLO's archival collections for a five-year term.

### **FISCAL IMPACT:**

Funding for the Atthowe Fine Art Services contract is budgeted and available in the General-Purpose Fund (1010), African American Museum Library Org (61511), Administration Project (1000013), African American Museum Library Program (NB18).

The proposed annual contract amount is not anticipated to exceed \$50,000 per year for a total amount not to exceed \$250,000 for a five-year term. Funding for the first two years of the contract is included in OPL's fiscal year (FY) 2021-2023 adopted budget. Funds for the later years of the contract will be included in OPL's FY 2023-2026 baseline budget and contingent upon the availability of funding.

### **PUBLIC OUTREACH / INTEREST**

No outreach was deemed necessary for the proposed policy action beyond the standard City Council agenda noticing procedures.

## **COORDINATION**

This report and legislation were reviewed by the Budget Bureau and the Office of the City Attorney.

## **SUSTAINABLE OPPORTUNITIES**

**Economic:** Atthowe Transportation Co. DBA Atthowe Fine Art Services is an Oakland-based company that provides job opportunities for Oakland's residents.

**Environmental:** No environmental opportunities have been identified.

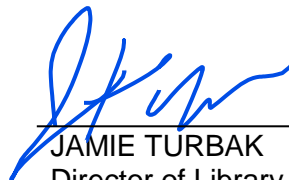
**Race & Equity:** The collections that are stored at Atthowe Fine Art Services are historically significant and unique documents chronicling the history of African Americans in Northern California and the Bay Area. These archival collections must be preserved so the history of African Americans is always remembered and shared.

## **ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council Adopt A Resolution Waiving The Request For Proposals/Qualifications Requirements, And Awarding A Contract To Atthowe Transportation Co. Dba Atthowe Fine Art Services For The Storage Of Select African American Museum Library Materials For A Five Year Term In An Amount Not To Exceed Two Hundred Fifty Thousand Dollars (\$250,000).

For questions regarding this report, please contact Jamie Turbak, Director of Library Services at (510) 238-6610.

Respectfully submitted,



JAMIE TURBAK

Director of Library Services

Prepared by:  
Jamie Turbak, Director of Library Services  
Oakland Public Library