

...Title

Resolution to recommend City Council authorization of a Purchase Order with Willaims Scotsman, Inc. for the rental of a portable trailer for the Ann Arbor Farmers Market operations.

...Memorandum

In March of 2024, Parks & Recreation's Farmers Market operations and staff vacated the office building after it was declared structurally unsafe. Needing a new space to continue Farmers Market operations, Parks & Recreation staff solicited informal bids for portable trailers to use as a temporary office.

Williams Scotsman, Inc. was determined to offer the best blend of features needed for operations of the Farmers Market, including size and cost. Williams Scotsman, Inc. was able to deliver the trailer to the location in April 2024. This portable trailer has been utilized by Farmers Market staff since April 2024, and will continue to operate from a portable trailer until public engagement and capital planning efforts are complete. As such, the current timeline for construction of a new office building for the Farmers Market is 24-36 months out.

For the Farmers Market staff to operate with as little disruption as possible, continuing with the current portable trailer from Williams Scotsman, Inc. is recommended by Parks & Recreation staff. It should be noted that this is not a contract, and the rental is month-to-month, with the cost per-month guaranteed for 12 months. A \$100,000.00 purchase order will allow the City to continue this month-to-month rental with minimal concern for depleting available funds under the purchase order. The current month-to-month rental rate is \$1,580.50.

... Body

Resolution to recommend City Council authorization of a Purchase Order with Willaims Scotsman, Inc. for the rental of a portable trailer for the Ann Arbor Farmers Market operations.

Whereas, Farmers Market operations and staff vacated the office building after it was declared structurally unsafe;

Whereas, Parks & Recreation staff solicited informal bids for portable trailers to use as a temporary office;

Whereas, Williams Scotsman, Inc. was determined to offer the best blend of features needed for operations of the Farmers Market, including size and cost. Williams Scotsman, Inc. was able to deliver the trailer to the location in April 2024;

Whereas, this portable trailer has been utilized by Farmers Market staff since April 2024, and will continue to operate from a portable trailer until public engagement and capital planning efforts are complete,

Whereas, a purchase order will allow continued month-to-month rental for the period needed with minimal concerns for interruptions or impacts to operations,

Whereas, funding is available in the approved FY 26 Parks Maintenance and Capital Improvements Millage;

RESOLVED, That the Park Advisory Commission recommend City Council authorization of a Purchase Order with Willaims Scotsman, Inc. for the rental of a portable trailer for the Ann Arbor Farmers Market operations.