

## AGENDA



Thursday, November 19, 2009

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 47

**Subject:** Authorize award and execution of a 36-month requirements service contract with MOVE SOLUTIONS, LTD, Austin, TX to provide moving services in an estimated amount not to exceed \$750,000, with three 12-month extension options in an estimated amount not to exceed \$250,000 per option, for a total estimated contract amount not to exceed \$1,500,000.

**Amount and Source of Funding:** Funding in the amount of \$187,500 is available in the Fiscal Year 2009-2010 Operating Budget of the Financial and Administrative Services Department, Building Services Division. Funding for the remaining 27 months of the original contract period and extension options is contingent upon available funding in future budgets.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**For More Information:** Wilbur Jones, Buyer I, 972-4013

**Purchasing Language:** Best evaluated bid of five bids received.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract will provide moving services within City offices and between City facilities. The contractor will provide all labor and equipment for the performance of moving services, as well as materials such as reusable moving containers, labels and moving tape.

Moving services will be available under this contract for all City Departments.

To determine the best value to the City, the evaluation criteria included cost of services, number of employees, distance of the vendor's facility from City Hall, recycled content of packing materials and the availability of re-usable plastic containers instead of cardboard boxes, size of the vendor's fleet of moving trucks, and use of alternate-fuel vehicles.

MBE/WBE Solicited: 7/6

MBE/WBE Bid: 1/0

**PRICE ANALYSIS**

- a. Adequate competition.
- b. One hundred nine notices were sent, including seven MBEs and six WBEs. Five bids were received, with one MBE.
- c. The pricing offered represents a 19% decrease from the last contract award February 2006. The reduction in overall labor rates is the primary reason for this decrease.

**APPROVAL JUSTIFICATION**

- a. Best evaluated bid. Move Solutions, Ltd is not the current provider of these services.
- b. The Purchasing Office concurs with the Building Services recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.