



**Recommendation for  
Water & Wastewater Commission**

<b>Commission Meeting Date:</b>	April 12, 2017
<b>Council Meeting Date:</b>	April 20, 2017
<b>Department:</b>	Purchasing
<b>SUBJECT</b>	
<p>Authorize award and execution of a 60-month contract with <b>MOVE SOLUTIONS LTD dba TOTAL OFFICE SOLUTIONS LLP</b>, to provide moving and relocation services, in an amount not to exceed \$930,000. This is a multi-department contract. Austin Water's requested authorization is \$19,840.75.</p>	
<b>AMOUNT AND SOURCE OF FUNDING</b>	
<p>Funding in the amount of \$1,653 is available in the Fiscal Year 2016-2017 Operating Budget of Austin Water.</p>	
<b>Purchasing Language:</b>	<p>The Purchasing Office issued an Invitation for Bids (IFB) CRR0211 for these goods and services on January 30, 2017 and it closed on February 16, 2017 with four offers received. The recommended offer is the lowest offer submitted by a responsible offeror. Additional information on the solicitation is included below the line. The recommended offeror is the current provider for these services.</p>
<b>Prior Council Action:</b>	N/A
<b>For More Information:</b>	<p>Claudia Rodriguez, 512-974-3092; Augie Cancino, 512-972-0344; Anna Bryan-Borja, 512-972-0120</p>
<b>Boards and Commission Action:</b>	<p>April 12, 2017- To be reviewed by the Water and Wastewater Commission.</p>
<b>MBE/WBE:</b>	<p>This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were insufficient subcontracting opportunities and an insufficient number of certified M/WBE; therefore, no subcontracting goals were established.</p>

The contract will provide relocation services for all City facilities as needed to relocate from one building to another or for moves within the same building. The contractor will provide all labor, materials, and necessary equipment to perform the moving services.

The contractor is required to properly recycle all materials used during the moving services, provide re-usable crates in place of paper boxes, use appropriately sized vehicles in order to minimize the number of trips required, and to follow the City's anti-idling regulations while providing moving services to the City.

While the contractor is not a City certified women-owned business, they do have a current certification from the Women's Business Enterprise National Council affirming they are woman-owned, operated, and controlled business.

The contract will replace the existing moving services contract with the same vendor. The existing contract has an annual authority of \$250,000 and an annual average spend of \$120,000. The annual average requested authority for the new contract is \$185,000 to allow for additional departments to use this contract and to support several large office moves taking place in future years. This includes the relocation of equipment and office furniture to the new Central Library and the Austin Fire Department's warehouse relocation. Austin Water's requested authorization is \$19,840.75 over a 5 year term. It is in alignment with historical annual spend of \$3,968 which will cover small office moves on an as needed basis.

If the City is unable to secure the contract, departments will be required to perform spot purchases for moving services and may experience service delays for moving services.

**BID TABULATION**

IFB CRR0211

Moving and Relocation Services

19 line items

<b><u>Vendor Name</u></b>	<b><u>Bid Amount</u></b>
<b>Move Solutions LTD</b>	<b>\$99,800</b>
Expert Relocation Systems	\$173,650
All My Son's Moving	\$199,990
Apple Moving	*

\*Deemed Non-Responsive – Did not meet the specification requirements of the solicitation.

A complete solicitation package, including a bid tabulation, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#)