



Water & Wastewater Commission Review and Recommendation

Commission Meeting Date:	October 14, 2020	COA Strategic Direction:	Government That Works For All
Council Meeting Date:	November 12, 2020		
Department:	Purchasing		
Client:	Anna Bryan-Borja, Jonathan Dalchau		
Agenda Item			
Recommend approval of a multi-term contract with Expert Relocation Services, LLC, to provide citywide moving and relocation services, for up to five years for a total contract amount not to exceed \$5,783,500. Austin Water’s requested authorization is \$440,000.			
Amount and Source of Funding			
Funding in the amount of \$55,000 is available in the Fiscal Year 2020-2021 Operating Budget of Austin Water. Funding for the remaining contract term is contingent upon available funding in future budgets.			
Purchasing Language:	The Purchasing Office issued an Invitation for Bids (IFB) 7400 BYS1005 for these services. The solicitation issued on May 18, 2020 and it closed on June 11, 2020. Of the six offers received, the recommended contractor submitted the lowest responsive offer. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City’s Financial Services website, Austin Finance Online. Link: Solicitation Documents .		
Prior Council Action:	N/A		
Boards and Commission Action:	October 12, 2020 – To be reviewed by the Electric Utility Commission. October 14, 2020 – To be reviewed by the Water and Wastewater Commission.		
MBE/WBE:	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 no subcontracting opportunities; therefore, no subcontracting goals were established.		

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.

The contract will replace the existing moving services contract, which will run out of spending authority prior to expiring due to an increased need of moving services. The requested authority for the new contract will allow for additional departments to use this contract and to support several large office moves taking place in future years.

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

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	2 yrs.	\$3,057,400
Optional Extension 1	1 yr.	\$ 908,700
Optional Extension 2	1 yr.	\$ 908,700
Optional Extension 3	1 yr.	\$ 908,700
TOTAL	5 yrs.	\$5,783,500

Note: Contract Authorization amounts are based on the City's estimated annual usage.

PRICE ANALYSIS

- a) Solicitations: 138 notices were sent, including 9 MBE and 7 WBE firms with no M/WBE firms responding.
- b) Cost Analysis: The proposed contract is consistent with a 28.41% decrease in the market.